Instructions for Classification Form for Unsentenced Prisoners

A.   Identification Data:

1.	Prisoner Name:	Enter last, first, middle initial. Name is entered exactly the same as appears on the Court commitment.
2.	Date of Birth:	Enter numerical month, day, and year of birth, e.g., 4-14-40.
3.	Charge(s):	Enter current charge(s) of remand or commitment.
4.	Court Case #:	Enter course case number(s) for each current charge.
5.	City, State, Federal:	Check jurisdiction of charge(s).
6.	Amount of Bail:	Enter the dollar amount of bail, e.g., $250.00.
7.	Type of Case:	Check appropriate type: Regular or Exception.
8.	OBSCIS Number:	Enter Prisoner's unique OBSCIS Identifier Number.

B.   Security Scoring:

Only ONE numerical score may be selected in each category, i.e., numbers may not be aggregated within a category. Enter the appropriate number of points in the box on the right hand side of the form:

1. Type of Detainer:

Assign points based upon the detainer which reflect the most serious criminal charge:

a.   If the detainer is based upon a pending charge, score the detainer here; do not score the detainer in any other category.

b.   If the detainer is an adjudicated sentence AND that sentence is concurrent and absorbed within the current incarceration; the documented information is scored in the appropriate "history" item, either History of Escapes or History of Violence, not as a detainer; or

c.   If the detainer is an adjudicated sentence AND that sentence is consecutive and not absorbed within the current charge and incarceration, this documentation should be scored as a detainer and treated as described in a. above.

If law enforcement officials indicate a firm intent to lodge a detainer, treat it as lodged. Treat a federal sentence as a detainer only if that sentence is expected to exceed the Alaska sentence. Otherwise, treat the federal sentence as a "history" item (as indicated in b. above). Handle other State' sentences (non-Alaskan) in this same manner.

Points	Severity of Detainer
0	None
1	Misdemeanor and Violations
3	Class C Felony or Immigration Detainer
5	Class B Felony
7	Unclassified and Class A Felony

Example: Prisoner has two detainers for Bad Checks (less than $500.00), which are misdemeanors, and one detainer for Theft I, which is a Class B Felony, Enter "5" for the Class B Felony in the score box for this category.

2. Severity of Current Offense:

Enter the appropriate number of points in the box in the right hand column to reflect the severity of the current change(s). If several offenses comprise the instant change(s), any that reflect violence or escape are to be scored in the appropriate history section below; and, of the remaining offenses, the one that reflects the highest level of severity is to be scored as the current offense. When there is a single charge, that offense must be scored here even if it is a crime of violence or escape.

Example: A prisoner is held for Criminal Mischief I (a class B felony) and Assault II (a class B felony). Assign points for Severity of Current Offense on the basis of Criminal Mischief I. The Assault II is scored in the History of Violent Behavior Section.

Points	Severity of Offense
1	Misdemeanor or Violation
3	Class C Felony
5	Class B Felony
7	Unclassified and Class A Felony

3. Type of Prior Conviction(s):

In the box in the right hand column, enter the appropriate points reflecting the most serious offense for which the prisoner was previously convicted. Any information regarding prior convictions, juvenile or otherwise, must be documented.

Points	Type
0	None
1	Misdemeanors and Violations
3	Felonies and Unclassified

Example: The prisoner has a previous incarceration for Bribery (Class B Felony). Enter "3" in the score box.

4. History of Escapes or Attempted Escapes:

Enter the appropriate number of points that reflect the prisoner's escape history in the box in the right hand column.   History refers to the prisoner's entire background of escapes, unlawful evasion or attempted escapes or evasions from confinement.   If the present offense is an escape or attempt, and it is that sole offense, it is scored under 2. above, Severity of Current Offense, not here.   If there is a history of more than one escape or attempt, score the most serious.   Include institution disciplinary committee findings of guilt if the prisoner committed the prohibited act of escape, unlawful evasion or attempted escape or evasion regardless of the court prosecution or conviction status of the case.   Also consider behavior relating to a prior offense.   All escape(s) or attempts are considered for scoring here unless the sole offense for sentencing and classification is escape or evasion, in which case it would be scored under 2. above.   The length of time begins with the date of conviction or finding of guilt:

a.   Escape-oriented behavior that is well documented is to be scored even if there was no formal court conviction or administrative finding of guilt.   Some common examples are:

   (1)   Absconding felony probation or parole supervision;
   (2)   Flight to avoid prosecution on felony charges; or
   (3)   A pattern of runaways from home or foster homes.

b.   Some examples of behavior that should not be scored are:

   (1)   Failure to appear on traffic or misdemeanor charges;
   (2)   Military Absent Without Leave (AWOL); or
   (3)   Fleeting a police officer (if there was no prosecution for the flight).

Note: The scoring of "Minor" or "Serious" is discretionary when scoring for history for which there is not a formal court conviction or administrative finding of guilt; however, a finding of guilt for a major disciplinary infraction appropriate to this category will be scored as serious, all other infractions will be scored as minor.

Points	History	Definition
0	None	No escapes or attempted escapes.
1	+15 = Minor	An escape or attempted escape more than 15 years ago from an open institution or program, not involving any actual or threat of violence. Also includes flight to avoid pending charges, if documented.
1	10-15 = Minor	An escape or attempted escape more than 10, but less than 15 years ago, from an open institution or program not involving any actual or threat of violence. Also includes flight to avoid pending charges, if documented.
2	5-10 = Minor	An escape or attempted escape more than five, but less than 10 years ago from an open institution or program not involving any actual or threat of violence. Also includes flight to avoid pending charges, if documented.
3	-5 = Minor	An escape or attempted escape within the last five years from an open institution or program not involving any actual or threat of violence. Also includes flight to avoid pending charges, if documented.
4	+15 = Serious	An escape or attempted escape more than 15 years ago from closed confinement (medium or maximum), with or without threat of violence. Also includes escape or attempted escapes from open facilities or programs with actual or threat of violence.
5	10-15 = Serious	An escape or attempted escape more than 10 years, but less than 15 years ago from closed confinement or an open facility or program if actual or threat of violence is involved.
6	5-10 = Serious	An escape or attempted escape more than five but less than 10 years ago from close confinement or open facility or program if actual or threat of violence is involved.
7	-5 = Serious	An escape or attempted escape within the last five years from close confinement or an open facility or program if actual or threat of violence is involved.

Example: The prisoner jumped bail on the current offense, (-5 = Minor), and six years ago escaped from an institution by sawing through the bars (5-10 = Serious). Use the latter, or most serious, and enter "6" in the box in the right hand column.

5. History of Violent Behavior:

Enter in the box in the right hand column the highest number that is obtained from the matrix by reviewing the prisoner's entire background of violence and threatened violence. If the present offense is an act of violence or threatened violence and is the sole offense, it is scored under 2. above, Severity of Current Offense, not here. If the prisoner has multiple counts, all involving violence, the most serious is scored in 2. above, Severity of Current Offense and the other(s) are scored in this section, exclusive

of the one scored under Section 2. All counts involving violence are considered for scoring here unless the sole offense for sentencing and classification constitutes violent behavior, in which case it would be scored under 2. above. Disciplinary reports or other documented history relating to violence or threatened violence are to be considered here:

a.   Violent behavior that is well documented is to be scored even if there was no formal court conviction or administrative finding of guilt. Some common examples are:

       (1)   Non-prosecuted violence committed while perpetrating a crime; and
       (2)   Pattern of social or domestic violence, such as bar-room fights or spouse-beating.

b.   Some examples of behavior that should not be scored are:

       (1)   Acts committed in self-defense; and
       (2)   Acts committed in the performance of official duties.

Note: Utilize the following list of violent crimes from the Alaska Criminal Code, or the equivalent or similar from prior Alaska codes or codes from other jurisdictions in determining the severity of violence. Attempt or solicitation to commit any of these offenses is scored as the offense:

Felony (Serious):	Misdemeanor (Minor):
Arson I	Assault IV
Assault I, II, & III	Disorderly Conduct Involving Fighting or Challenge to Fight
Burglary I, if prisoner has a firearm or threatened physical injury	Sexual Abuse of a Minor IV
Extortion or Coercion involving threat of violence	
Homicide, Criminal Negligent	
Incest, Involving injury or threat of injury	
Interference w/Constitutional Rights involving injury or threat of violence	
Kidnapping	
Manslaughter	
Murder I, & II	
Riot	
Robbery I, & II	
Sexual Abuse of a Minor I, II, & III	
Sexual Assault I, II, & III	
Terroristic Threatening	

c. The rating of behavior as "Minor" or "Serious" is discretionary when scoring violent behavior for which there was no formal court conviction or administrative finding of guilt. A major disciplinary finding of guilt is to be scored as "Serious," all others will be scored as "Minor."

Points	History	Definition
0	None	No history of violence.
1	+15 = Minor	Act(s) occurring more than 15 years ago involving individuals or property that constitute a misdemeanor.
1	10-15 = Minor	Act(s) occurring more than 10, but less than 15 years ago that constitute a misdemeanor.
2	5-10 = Minor	Act(s) occurring more than five, but less than 10 years ago that constitute a misdemeanor.
3	-5 = Minor	Act(s) occurring within the last five years that constitute a misdemeanor.
4	+15 = Serious	Act(s) occurring more than 15 years ago involving individuals or property that constitute a felony.
5	10-15 = Serious	Act(s) occurring more than 10 but less than 15 years ago that constitute a felony.
6	5-10 = Serious	Act(s) occurring more than five but less than 10 years ago that constitute a felony.
7	-5 = Serious	Act(s) occurring within the last five years that constitute a felony.

Example: The documented record shows that the prisoner regularly beat his wife who although she never filed criminal charges, divorced him for that reason __ years ago (a discretionary scoring of serious). The prisoner is presently under sentence for a recent Robbery I (Class A, Felony) and an Assault IV (Class A, Misdemeanor) committed during the robbery. The recent Assault IV scores as a "Minor" assault history item (3); however, this is outweighed by the discretionary scoring of "Serious" with regard to the established pattern of wife-beating between five and ten years ago (6). Only the most serious is scored by entering a "6" in the box in the right hand column.

6. Responsibility Prisoner Has Demonstrated:

Enter in the score box in the right hand column the appropriate number of points reflecting the level of responsibility prisoner has shown during current incarceration. This is based on the prisoner's general demeanor as reflected in peer group associations, attitude, degree of program involvement, level of dependability and nature of interactions with staff and other prisoners. Rating of Poor, Average, and Good reflect the institutional staff and/or Classification Committee's judgment based upon available information. Justification for score must be entered in section 12., Staff Comments.

Points	Responsibility prisoner has shown during current incarceration:
+3	Poor
0	Average
-2	Good

> Example: If the institutional staff member scoring and/or the Classification Committee judged the prisoner as having shown a poor level of responsibility, A "+3" would be entered in the right hand column. If the prisoner is judged to have shown above average responsibility, a "-2" would be entered. Justification for the assessment would be entered in Staff Comments on the form.

7. Involvement with Drugs and/or Alcohol:

Enter in the box in the right hand column the appropriate number of points reflecting the prisoner's drug and/or alcohol use to include any documented abuse and/or trafficking. "Current" refers to any documented use within the last five years, including this period of incarceration. "Past" means any documented history which is more than five years in the past.

Points	Involvement
2	Current, or within the last five years.
1	Past, more than five years ago.
0	None known.

> Example: Prisoner was found guilty by an institutional disciplinary committee of "being intoxicated" two years ago, enter "2" reflecting "current use."

8. Security Level:

Add the points entered for items 1. through 7. and enter the total in the score box at far right. Circle the prisoner's Security Level, based upon the total points scored. The security score determines the prisoner's security level according to the following table:

Points	Prisoner's Security Level
0 – 6	Minimum Security
7 – 13	Medium Security
14 – 36	Maximum Security

9. Custody Level:

The same point total used to determine Security Level is used to determine the prisoner's Custody Level, in accordance with the following table. Circle the prisoner's Custody Level based upon the total points scored, the same as for security level. Custody levels are:

Points	Prisoner's Custody Level
0 – 6	Minimum Custody
7 – 13	Medium Custody
14 – 25	Close Custody
26 – 36	Maximum Custody

10. Management Considerations:

Circle the appropriate management factor(s) relating to this prisoner that should be considered in making the security/custody decision at this classification:

Release Plans	Education	Overcrowding
Medical	Special Treatment	Judicial Recommendation
Psychiatric	Ethnic/Cultural Consideration	Residence

11. Staff Recommendation Based On: Matrix Score _____   Management Override _____

When recommendation is based solely upon the Matrix Score, place check in Matrix Score space. If recommendation is based upon Management Consideration(s) supporting matrix override, place check in Override space and justify recommendation in the Staff Comments section below.

12. Staff Comments:

Enter recommendation(s) regarding the prisoner's security and custody level, housing, and program involvement. Any relevant information regarding the justification for Override based upon Management Considerations must be entered. If the prisoner is considered an escape or suicide risk, that must be entered here. The basis for good or poor prisoner responsibility, as scored in section 6., must be included here.

13. Approved/Disapproved:

The Superintendent will indicate approval or disapproval of staff/committee recommendation(s). If the recommendation is disapproved, the reasons for the Superintendent's action must be entered in Comments, Section 16 beneath signature.

14. Superintendent's Signature:

Superintendent signs after review of form and endorsing indicated action or modification thereof.

15. Date:

Date of Superintendent's signature and action.

16. Superintendent's Comments/Decision:

Superintendent will enter comments, if any, and indicate decision, if different from staff/committee recommendation(s).