

DPDS Initial Classification Form Instructions

Identifying Information

Enter the inmate's name, SID number, and date of birth in the spaces provided.

Risk Factors:

1. **Most Serious Charge/Conviction/Hold:** Review all available information to determine the severity category (as determined by the Maryland Sentencing Guidelines) of the most serious current charge, detainer, warrant, or conviction and enter the appropriate score in the space provided. If the inmate has been booked for technical violations of a probation or parole case the rating shall be based on the underlying offense.
2. **Past Institutional Behavior:** Review the inmate's entire institutional disciplinary record for the previous five (5) years to determine the appropriate score and enter it in the space provided.
3. **Severity of Prior Felony Conviction:** Review all available criminal history documents and other verified records to determine the severity category (as determined by the Maryland Sentencing Guidelines) of the most serious previous felony conviction that the inmate received in the previous five (5) years, excluding current offenses.

High Security Score: The sum total of the first three (3) risk factors will identify inmates who present serious risks to the safety, security, and orderly operation of the facility. Inmates who score ten (10) or higher on these items are automatically recommended for High Security. However, regardless of the score received on Risk Factors 1 through 3, all remaining Risk Factors must be scored.

4. **Age at Time of Admission:** Using the inmate's reported date of birth, enter the appropriate score in the space provided.
5. **Validated Gang Member:** Review all available information to determine whether the inmate has been validated as a gang member. Enter the appropriate score in the space provided.
6. **Pre-Trial Commitments:** Review of all available criminal history documents, and other verified records to determine the total number of admissions into a pre-trial facility. The score must include all admissions whether or not they resulted in a commitment and the current admission. Be sure to take note of the inmate's current age, as the inmate's age, compared with the total number of admissions, will have an impact on the score. Enter the appropriate score in the space provided.

Security Scale and Recommendations:

Total all Risk Factor scores to determine a preliminary security rating based on the scale listed below:

Low Security:	0-6 points
Medium Security:	7-12 points
High Security:	10 or more points on items 1 through 3; or 13 or more points total

Override Factors:

Non-Discretionary and Discretionary Overrides: Review all Non-Discretionary and Discretionary Override options to determine if any may have a bearing on the security and supervision needs of the Department of Pretrial and Detention Services. Check any that are appropriate, and provide a written rationale.

Status Assignment:

Review all possible Status Assignments (listed below), and determine which is appropriate for the detainee or inmate being reviewed:

1. General Population: No special status required.
2. Protective Custody: Inmate requires protective custody to ensure his/her own safety and well-being (For example: current or former criminal justice staff member, witness, known informant, visible frailty, heinous crimes(s), or by inmate request).
3. Mental Health: Inmate has been examined by mental health staff and found to be incapable of functioning in any housing area other than a highly structured treatment environment because he/she constitutes a danger to self or others.
4. Administrative Segregation: Inmate requires housing separate from general population, but does not rise to the level of requiring protective custody.
5. Medical: Inmate has a medical problem requiring special housing or supervision, including communicable diseases or a physical impairment.
6. Juvenile: Inmate meets the definition of a Youthful Offender and requires sight and sound separation from adult offenders.

Supervisor Approval of Discretionary Override:

If the Case Management Specialist has recommended an override of the suggested Security Scale Score, a Supervisor's approval of the override is required. Otherwise, the Case Management Specialist's recommendation is final.