

# Security Reclassification Form Instructions

## Identifying Information

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

## Risk Factors:

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

**High Security Score:** The sum total of the first three risk factors will identify detainees and inmates who present serious risks to the safety, security, and orderly operation of the Facility. Detainees or inmates who score ten (10) or higher on these items are recommended for High Security without consideration of the score for the remaining items.

Regardless of the score received on Risk Factors 1 through 3, all remaining Risk Factors must be scored.

4. **Recent Institutional Violence:** Through review of the inmate or detainee's institutional disciplinary record during the past 60 days, determine the appropriate score and enter it in the space provided.
5. **Number of Disciplinary Reports:** Through review of the inmate or detainee's institutional disciplinary record during the past 60 days, determine the appropriate score and enter it in the space provided.

6. Positive Program Participation: Through review of the inmate or detainee's case record, determine the length of time the inmate or detainee has participated in a job or program assignment during the past 60 days, and 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 Pre-Trial 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.

### **Appeals of Reclassification Results:**

Security Reclassification results, as well as any housing or job or program assignments made following the completion of a security reclassification are not subject to appeal.