



DEPARTMENT OF CORRECTIONS  
DIVISION OF SUPPORT SERVICES  
INMATE CLASSIFICATION MANUAL

501 KAR 6:080

EFFECTIVE: 7/6/2021

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## **SECTION 1 INTRODUCTION**

Corrections Policy and Procedure (CPP) 18.1 requires the Director of Population Management to prepare a manual of instruction explaining the procedures for completion of the initial and reclassification custody forms.

These documents form the structure of an objective based classification system developed in 1982-83 under the sponsorship of the National Institute of Corrections (NIC). The classification system ensures that an inmate shall be classified in a fair and objective manner. The documents enable tracking, planning and monitoring of an inmate's program and security needs as well as provide a system of periodic reassessment of program and security needs.

This system takes into account the inmate's compliance with statutory and correctional guidelines, individual needs, assessed strengths and weaknesses, information obtained through testing, medical and psychiatric examinations, pre-sentence investigations (PSI) and various law enforcement and criminal justice agencies.

This version of the manual has been updated and revised based on data and experience obtained during the previous years of the system's operation. Questions regarding the use of the manual or the function of the classification may be referred to the Unit Director, Deputy Warden or Warden of the institution.

This manual is applicable to all employees of the Kentucky Department of Corrections (DOC), contract facilities, and Reentry Service Centers for determination of the appropriate custody level of all inmates sentenced to the Department of Corrections.

## **SECTION 2 CLASSIFICATION DOCUMENTS**

### **INITIAL CLASSIFICATION DOCUMENT**

The Initial Classification Custody Form shall be used to classify all inmates upon their admission to the Department of Corrections. The Custody Form shall be prepared prior to the classification hearing by a Classification and Treatment Officer (CTO) assigned to the Assessment and Classification Center or to the Special Security Unit for death row inmates. The results of the classification shall be used to establish the inmate's initial custody level, original program needs and initial institutional assignment. All classification hearings shall be conducted as outlined in CPP 18.1 – Classification of the Inmate and CPP 18.5 – Custody Level and Security.

### **RECLASSIFICATION DOCUMENT**

The Reclassification Custody Form may be prepared by any classification committee to update the status of the inmate. It shall also be used by the Assessment Center staff to determine the custody level of an inmate returning for a parole violation, shock probation violation, mandatory reentry supervision violation, post incarceration supervision violation or other circumstance. The Reclassification Custody Form shall be used for an inmate's classification review as required by CPP 18.1.

Because the factors on the Initial Classification and Reclassification Custody Forms differ, under normal circumstances the inmate shall not be reclassified for **at least** four (4) months after the initial classification. This permits the reclassification action to be based on a period of actual observation and evaluation of the inmate's institutional adjustment. In special cases that may change the individual's custody score, such as receipt of a serious disciplinary report or pending charge, the inmate may be reclassified at the discretion of the classification committee.

### **ADDITIONAL REASONS FOR RECLASSIFICATION**

In addition to regular reclassification, other circumstances may require the re-evaluation and change of an inmate's custody level. These circumstances include:

1. An inmate administratively transferred to another institution. This inmate shall retain his current custody level unless staff determine that a change in custody level or status is appropriate.
2. An inmate transferred to another institution for medical or mental health reasons. This inmate shall retain his current custody level unless a major change in his or her mental health status requires a change in custody level.
3. An inmate transferred to another institution for disciplinary reasons upon completion of a disciplinary hearing. This inmate shall be reclassified by the sending institution if a change in custody is warranted following the disciplinary hearing. The inmate may be reclassified at the receiving institution if extenuating circumstances exist.
4. An inmate transferred to another institution with a pending disciplinary hearing. This inmate shall retain his current custody level until completion of the disciplinary hearing at which time the inmate shall be reclassified if a change in custody is warranted. The actions of the disciplinary hearing shall be considered as part of the reclassification review.

5. An inmate transferred after escaping or attempting to escape. A returned escapee or attempted escapee shall be reclassified by the receiving institution using the Reclassification Custody form by the receiving institution.
6. An inmate transferred from a Reentry Service Center or Jail Placement. This inmate shall be reclassified using the Reclassification Custody Form by the receiving institution. If the transfer was a result of disciplinary action, the reclassification form shall not be completed until the conclusion of the disciplinary hearing.
7. An inmate transferred from the Assessment Center. An inmate classified by the Assessment Center using the Initial Classification Form and then transferred to an institution of residence shall not be reclassified for a minimum of four (4) months at that institution unless there is a significant change that may result in a different custody level.
8. Progression Transfer. An inmate transferred for program progression may be reviewed by the receiving institution using the Reclassification Custody Form. If the inmate is not due for a custody review, it shall not be necessary to complete another custody form unless there is a significant change that would affect the custody level. Program and other assignments may be noted in the Offender Management System.
9. Adjustment Committee Convictions. An inmate shall be reviewed following an adjustment committee conviction to determine if a change in custody is warranted.
10. Detainer lodged or detainer released. An inmate shall be reviewed when a detainer is lodged or released to determine if a change in custody is warranted.

#### PROCESSING OF THE DOCUMENT

After a classification hearing and the classification document has been completed, the original document shall be maintained in the electronic offender management system record. A copy of the classification document shall be given to the inmate as a record of the classification action.

**SECTION 3  
INITIAL CUSTODY DOCUMENT – MALE**

1. DISCIPLINARY BEHAVIOR

None	0
Category III report during last calendar year	1
Category IV report during last two calendar years	3
Category V report during last three calendar years	4
Category VI report during last five calendar years	5
Category VII report during last five calendar years	7

See Section 10 page 37 for guidelines on scoring jail incident reports.

- Score adult behavior.
- Score if incarcerated as a Youthful Offender in a juvenile facility (see Section 9, page 36 for information regarding Youthful Offenders).
- Score most serious behavior for specified time period, even if it occurred during a previous incarceration or in a jail.
- Score from date of conviction in disciplinary proceeding or court, whichever is earliest.
- Score from date of incident if no conviction in disciplinary proceeding or court – IF the incident occurred in a jail and documentation supports that a violation occurred.

This section shall be scored with information available at the time of classification. This shall include institutional or jail reports, pre-sentence investigations (PSI's), or other official documents.

2. DID VIOLENCE OCCUR WITHIN THE LAST SIX (6) MONTHS?

No	0
Yes	3

- Score for last six (6) calendar months.
- Score most recent violent disciplinary behavior.

Violent offenses:

III-11	Physical action or force against another inmate if no injury has occurred, including horseplay
IV-1	Physical action resulting in injury to another inmate
IV-23	Stalking
V-11	Physical action against another inmate if three (3) or more inmates are involved
V-12	Violent demonstration
VI-1	Escape*
VI-2	Deliberately or negligently causing a fire^
VI-7	Taking property by force or threat of force
VI-8	Using an authorized object as a weapon or to facilitate escape
VI-11	Enforcing or threatening gang activity
VII-1	Physical action against an employee or non-inmate
VII-2	Physical action resulting in the death or serious injury of another inmate
VII-3	Sexual assault
VII-4	Physical action resulting in the death or injury of an employee or non-inmate
VII-5	Hostage taking
VII-6	Concealing an item that punctures or penetrates the skin of an employee conducting a search

VII-7	Inciting to riot or rioting
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\*Score under violence only if escape involved violence.

^Score under violence only if fire was deliberate.

### 3. SEVERITY OF CURRENT OFFENSE (See pages 39-45)

DOC Crime Type – Other	1
DOC Crime Type – Property or Drug (Class D)	2
DOC Crime Type – Public Order or Class D: Violent, Weapon or Escape	3
DOC Crime Type – Property or Drug (Class C)	5
DOC Crime Type – Property or Drug (Class B, A or X)	6
DOC Crime Type – Weapon (Class C, B, A or X)	6
DOC Crime Type – Violent (Class C)	7
DOC Crime Type – Escape (Class C, B, A or X)	9
DOC Crime Type – Violent (Class B, A or X)	12

- Score the most serious offense for which the offender is currently incarcerated.
- A conviction received while on DOC supervision (parole, escape, shock probation, home incarceration, etc.) or during incarceration shall be scored if it is the most serious offense for which the inmate is currently serving.

Inchoate offenses shall be scored as follows:

Aiding and Abetting	Same as base charge
Complicity	Same as base charge
Conspiracy	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Criminal Attempt	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Facilitation	Class D felony
Solicitation	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor

### 4. HISTORY OF OTHER CONVICTIONS

None	0
1 or 2	1
3 or 4	2
5+	3

- Score for last five (5) calendar years.
- Score number of prior felony convictions for which the offender is not currently serving a sentence.
- Juvenile convictions shall not be scored in this section unless the inmate was serving under Youthful Offender status.

5. ESCAPE HISTORY

No Escapes or Attempted Escapes	0
Escape or attempt from a non-secure institution or furlough or arrest	4
Escape or attempt from a secure institution not involving violence	6
Escape or attempt from any institution involving violence or other additional felony	9

- Score for ten (10) calendar years from the date of conviction.
  - Score from the original conviction date even if the case was probated and revoked.
- Score escapes from a juvenile institution only if the inmate was incarcerated as a youthful offender.
- Score felony and misdemeanor convictions.
- Score convictions for complicity, facilitation, aiding and abetting escape.
- Score escape from home incarceration.
- Score escape from law enforcement officer during arrest.
- Score cases where documentation exists that an escape clearly occurred, but the case was not adjudicated in the disciplinary proceeding or was dismissed.
- DO NOT score cases where the case was adjudicated and dismissed in the disciplinary proceeding or court.
- If the inmate was not convicted of an escape, score the escape for ten (10) calendar years from the date of return to the institution from escape. If the inmate was not convicted of the escape and the date of return has not been provided, the jurisdiction from which he escaped shall be contacted to obtain this information. If the date of return from the escape cannot be obtained, then the date listed for the escape shall be used.
- All documented escapes or attempted escapes shall be scored. Documentation shall include escape convictions, disciplinary convictions or official written reports, including a PSI that indicates an escape or attempt occurred.

**Secure Institutions**

- Level 3 & 4 institutions as described in CPP 18.5
  - Escape from court, hospital, or transportation trip from one of these institutions.  
\*\*Outside details of these institutions shall not be considered secure.
- Jails
  - Escape from court, hospital or transportation trip from the jail.  
\*\* Outside details and Restricted Custody Centers of jails shall not be considered secure.

**Non-Secure Institutions**

- Level 1 & 2 institutions as described in CPP 18.5
- Home Incarceration
- Outside housing units of secure institutions
- Outside housing units of jails
- Outside work details
- Reentry Service Centers
- Furlough
- Work release
- Escape from law enforcement officers during arrest not within the confines of the jail
- Escape from court, hospital, or transportation trip from one of these institutions

**Escape Involving Violence or Felony Conviction – Score 9 Points**

- Any escape or attempt involving violence
- An additional felony conviction for an offense that occurred during the commission of an escape or attempted escape, other than the escape itself
- An additional felony conviction for an offense that occurred while on escape status other than the escape itself

**Any inmate with a prior history of escape shall be reviewed closely prior to recommending a reduced custody level.**

6. STABILITY FACTORS

None	0
Has High School diploma or GED	-1
Employed or attending school (full or part-time) 6 months or longer at arrest	-1
KyRAS CST Family/Social Score $\geq 3$	1
KyRAS CST Peer Companion Score $\geq 4$	2
KyRAS CST Family/Social Score and Peer Companion Score $\geq 3$	3

- Use information provided in the pre-sentence investigation or other official documentation.
- Information provided by the inmate shall be verified by one other source.
- An inmate who is the documented primary care provider for his children for six (6) months or longer at time of arrest shall be given credit for employment.
- Check all that apply and score according to highest points.
- DO NOT ADD points.

7. CURRENT AGE

60+	-1
44 - 59	0
36 - 43	1
26 – 35	2
$\leq 25.99$	3

- Score the inmate’s age as of the date the classification document is prepared.
- Do not round the age up or down.

8. SEVERITY OF OTHER CONVICTIONS WITHIN THE LAST 10 YEARS (See pages 39-45)

None or not listed below	0
DOC Crime Type – Property or Drug (Class C, B, A or X)	6
DOC Crime Type – Weapon (Class C, B, A or X) or Violent (Class D)	6
DOC Crime Type – Violent (Class C, B, A or X)	8

- Score the most severe conviction within the last ten (10) calendar years, including any federal or out-of-state convictions.
- Offenses from the incarceration period scored in Section 3 shall not be scored in this section.



- Convictions for which the offender is currently incarcerated shall only be scored in this section when:
  - The offense was committed during a break in custody for the current incarceration. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions. A break in custody is defined as a release from custody (parole, mandatory reentry supervision, shock probation, court-ordered release, etc.).
    - If the offense committed after a break in custody is the most severe, it shall be scored in Section 3. The most severe original offense for which the inmate is incarcerated may then be considered for scoring in the Severity of Other Felony Convictions section. This offense will only be scored if it has not been scored in Section 3 and the offense is the most severe of the other convictions.
  - The offense was committed during an escape or while on escape status after commitment to DOC. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions.
  - The offense was committed while on DOC Home Incarceration. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions.
- Juvenile convictions shall not be scored in this section unless the inmate served under Youth Offender status.

\*Incarceration period is defined as each time an inmate is received into an institution or jail program.

#### TOTAL SCORE

Sum the scores of Questions 1 through 8 and enter the total on the line marked TOTAL SCORE. If the Total Score is eighteen (18) points or less, review Administrative Overrides. If the Total Score is nineteen (19) points or more, Administrative Overrides shall not apply.

#### ADMINISTRATIVE OVERRIDES

A	None
B	Individual has more than 90 days statutory or any non-restorable good time loss.
C	Individual has more than 48 months remaining to parole eligibility or release.
D	Escape within last 10 years.
E	Pending action for Escape, Class X, A, or B felony or Immigration detainer
F	Current conviction for murder, sexual offense, or prior incarceration for felony sexual offense.
G	Individual has not served 1 year from the date of conviction for Robbery I, Assault I, or aiding and abetting or complicity to these offenses.
H	Death Penalty – assign to maximum custody.

- Check the appropriate administrative code and enter the alphabetical letter that corresponds to the override applied.
- Review any federal or out-of-state detainers to determine if the charge would be a Class X, A, or B felony or Immigration detainer.

The CTO, with the assistance of the Offender Information Services staff, shall contact the jurisdiction indicated for any pending charge for which no trial date or detainer has been received to determine the status of the case. The Kentucky Revised Statutes shall be consulted to determine the felony class under Kentucky law of any pending Kentucky charges or offenses pending from another jurisdiction. Review

all charges indicated as NDS (no disposition shown) to determine if they are outstanding. Detainers labeled, "For Notification Purposes Only" shall be reviewed for immigration/deportation information. All contacts made to clarify charges shall be noted as contacted in case notes in the offender management system. The case note shall include the jurisdiction, name of the person spoken to, phone number, and summary of the call.

**TURN TO SECTION 7 FOR CLASSIFICATION SUMMARY DIRECTIONS.**

**SECTION 4  
INITIAL CUSTODY DOCUMENT – FEMALE**

**1. DISCIPLINARY BEHAVIOR**

None	0
Category III report during last calendar year	1
Category IV report during last two calendar years	3
Category V report during last three calendar years	4
Category VI report during last five calendar years	5
Category VII report during last five calendar years	7

See Section 10, page 37 for guidelines on scoring jail incident reports.

- Score adult behavior.
- Score if incarcerated as a Youthful Offender in a juvenile facility (see Section 9, page 36 for information regarding Youthful Offenders).
- Score most serious behavior for specified time period, even if it occurred during a previous incarceration or in a jail.
- Score from date of conviction in the disciplinary proceeding or court, whichever is earliest.
- Score from date of incident if no conviction in the disciplinary proceeding or court – IF the incident occurred in a jail and documentation supports that a violation occurred.
- Do not score if incident is adjudicated and dismissed.

This section shall be scored with information available at the time of classification. This shall include institutional or jail reports, pre-sentence investigations (PSI's), or other official documents.

**2. DID VIOLENCE OCCUR WITHIN THE LAST SIX (6) MONTHS?**

No	0
Yes	3

- Score for last six (6) calendar months.
- Score most recent violent disciplinary behavior.

Violent offenses:

III-11	Physical action or force against another inmate if no injury has occurred, including horseplay
IV-1	Physical action resulting in injury to another inmate
IV-23	Stalking
V-11	Physical action against another inmate if three (3) or more inmates are involved
V-12	Violent demonstration
VI-1	Escape*
VI-2	Deliberately or negligently causing a fire^
VI-7	Taking property by force or threat of force
VI-8	Using an authorized object as a weapon or to facilitate escape
VI-11	Enforcing or threatening gang activity
VII-1	Physical action against an employee or non-inmate
VII-2	Physical action resulting in the death or serious injury of another inmate
VII-3	Sexual assault
VII-4	Physical action resulting in the death or injury of an employee or non-inmate
VII-5	Hostage taking

VII-6	Concealing an item that punctures or penetrates the skin of an employee conducting a search
VII-7	Inciting to riot or rioting

\*Score under violence only if escape involved violence.

^Score under violence only if fire was deliberate.

### 3. SEVERITY OF CURRENT OFFENSE (See pages 39-45)

DOC Crime Type – Other, Public Order or Weapon (Class D)	1
DOC Crime Type – Property or Drug (Class D)	2
DOC Crime Type – Escape (Class D)	3
DOC Crime Type – Property or Drug (Class C)	4
DOC Crime Type – Escape (Class C, B, A or X)	5
DOC Crime Type – Violent (Class D)	6
DOC Crime Type – Violent (Class C)	7
DOC Crime Type – Weapon (Class C, B, A or X)	8
DOC Crime Type – Property or Drug (Class B, A or X)	9
DOC Crime Type – Violent (Class B, A or X)	10

- Score the most serious offense for which the offender is currently incarcerated.
- A conviction received while on DOC supervision (parole, escape, shock probation, etc.), home incarceration, or during incarceration shall be scored if it is the most serious offense for which the inmate is currently serving.

Inchoate offenses shall be scored as follows:

Aiding and Abetting	Same as base charge
Complicity	Same as base charge
Conspiracy	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Criminal Attempt	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Facilitation	Class D felony
Solicitation	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor

### 4. OTHER CONVICTION HISTORY (See pages 39-45)

None or not listed below	0
DOC Crime Type – Property/Drug (Class C, B, A or X) or Violent (Class D)	6
DOC Crime Type – Weapon (Class C, B, A or X) or Violent (Class C, B, A or X)	8

- Score most severe prior felony conviction during the last ten (10) years.
- Score felony conviction for which the offender is not currently serving a sentence.
- Review any federal or out-of-state convictions to determine the appropriate crime type.
- Juvenile convictions shall not be scored in this section unless the inmate was serving under Youthful Offender status (see Section 9, page 36 for information regarding Youthful Offenders).

5. ESCAPE HISTORY

No escapes or Attempted Escapes	0
Escape or attempt from a non-secure institution or furlough or arrest	4
Escape or attempt from a secure institution not involving violence	6
Escape or attempt from any institution involving violence or other additional felony	9

- Score for ten (10) calendar years from the date of conviction.
  - Score from the original conviction date even if the case was probated and revoked.
- Score escapes from a juvenile institution only if the inmate was incarcerated as a youthful offender (see Section 9, page 36 for information regarding Youthful Offenders).
- Score felony and misdemeanor convictions.
- Score convictions for complicity, facilitation, aiding and abetting escape.
- Score escape from home incarceration.
- Score escape from law enforcement officer during arrest.
- Score cases where documentation exists that an escape clearly occurred, but the case was not adjudicated in the disciplinary proceeding or dismissed.
- DO NOT score cases where the case was adjudicated and dismissed in the disciplinary proceeding or court.
- If the inmate was not convicted of an escape, score the escape for ten (10) calendar years from the date of return to the institution from escape. If the inmate was not convicted of the escape and the date of return has not been provided, the jurisdiction from which he escaped shall be contacted to obtain this information. If the date of return from the escape cannot be obtained, then the date listed for the escape shall be used.
- All documented escapes or attempted escapes shall be scored. Documentation shall include escape convictions, disciplinary convictions, or official written reports, including a PSI that indicates an escape or attempt occurred.

**Secure Institutions**

- Level 3 & 4 institutions as described in CPP 18.5
  - Escape from court, hospital or transportation trip from one of these institutions.  
\*\*Outside details of these institutions are not considered secure.
- Jails
  - Escape from court, hospital or transportation trip from the jail.  
\*\*Outside details and Restricted Custody Centers of jails are not considered secure.

**Non-Secure Institutions**

- Level 1 & 2 institutions as described in CPP 18.5
- Home Incarceration
- Outside housing units of secure institutions
- Outside housing units of jails
- Outside work details
- Reentry Service Centers
- Furlough
- Work release
- Escape from law enforcement officers during arrest not within the confines of the jail
- Escape from court, hospital, or transportation trip from one of these institutions

**Escape Involving Violence or Felony Conviction – Score 9 Points**

- Any escape or attempt involving violence
- An additional felony conviction for an offense that occurred during the commission of an escape or attempted escape, other than the escape itself
- An additional felony conviction for an offense that occurred while on escape status other than the escape itself

**Any inmate with a prior history of escape shall be reviewed closely prior to recommending a reduced custody level.**

6. STABILITY FACTORS

None	0
Has High School diploma or GED	-1
Employed/attending school (full or part-time) 6 months or longer at arrest	-1
KyRAS CST Family/Social Score $\geq 3$	1
KyRAS CST Peer Companion Score $\geq 4$	2
KyRAS CST Family/Social Score and Peer Companion Score $\geq 3$	3

- Use information provided in the pre-sentence investigation or other official documentation.
- Information provided by the inmate shall be verified by one other source.
- An inmate who is the documented primary care provider for her children for six (6) months or longer at time of arrest shall be given credit for employment.
- Check all that apply and score according to highest points.
- DO NOT ADD points.

7. CURRENT AGE

56+	-1
39 – 55	0
30 – 38	1
25 – 29	2
$\leq 24.99$	3

- Score the inmate’s age as of the date the classification document is prepared.
- Do not round the age up or down.

TOTAL SCORE

Sum the scores of Questions 1 through 7 and enter the total on the line marked TOTAL SCORE. If the Total Score is thirteen (13) points or less, review Administrative Overrides. If the Total Score is fourteen (14) points or more, Administrative Overrides shall not apply.

## ADMINISTRATIVE OVERRIDES

A	None
B	Individual has more than 90 days statutory or any non-restorable good time loss.
C	Individual has more than 48 months remaining to parole eligibility or release.
D	Escape within last 10 years
E	Pending action for Escape, Class X, A, or B felony or Immigration detainer.
F	Current conviction for murder, sexual offense or prior incarceration for felony sexual offense.
G	Individual has not served 1 year from the date of conviction for Robbery I, Assault I and aiding and abetting or complicity to these offenses.
H	Death Penalty – assign to maximum custody.

- Check the appropriate administrative code and enter the alphabetical letter that corresponds to the override applied.
- Review any federal or out-of-state detainers to determine if the charge would be a Class X, A, or B felony or Immigration detainer.

The CTO, with the assistance of the Offender Information Services staff, shall contact the jurisdiction indicated for any pending charge for which no trial date or detainer has been received to determine the status of the case. The Kentucky Revised Statutes shall be consulted to determine the felony class under Kentucky law of any pending Kentucky charges or offenses pending from another jurisdiction. Review all charges indicated as NDS (no disposition shown) to determine if they are outstanding. Detainers labeled, “For Notification Purposes Only” shall be reviewed for immigration/deportation information. All contacts made to clarify charges shall be noted as contacted in case notes in the offender management system. The case note shall include the jurisdiction, name of the person spoken to, phone number, and summary of the call.

### **TURN TO SECTION 7 FOR CLASSIFICATION SUMMARY DIRECTIONS.**

**SECTION 5**  
**RECLASSIFICATION CUSTODY DOCUMENT – MALE**

1. HISTORY OF INSTITUTIONAL VIOLENCE

None	0
Category III Violence during last calendar year (III-11)	1
Category IV Violence during last two calendar years (IV-1, IV-23)	3
Category V Violence during last three calendar years (V-11, V-12)	4
Category VI Violence during last five calendar years (VI-1*, VI-2^, VI-7, VI-8, VI-11)	5
Any Category VII Violence during last five calendar years	7

This section shall be scored with information available at the time of classification.

See Section 10 page 37 for guidelines on scoring jail incident reports.

- Score adult behavior.
- Include time incarcerated as a Youthful Offender in a juvenile facility (see Section 9, page 36 for information regarding Youthful Offenders).
- Score behavior for specified time period.
- Score most serious institutional behavior for which convicted in the disciplinary proceeding or court.
- Score most serious jail behavior for which there is written documentation describing the incident or for which the inmate has been convicted in the disciplinary proceeding or court.
  - If the incident resulted in a disciplinary report conviction, the time shall be calculated from the date of conviction.
  - If the incident also results in a conviction from an outside court, the date shall be calculated from the earliest conviction for the incident.
- An escape shall only be scored in this section if it involved violence.
- Causing a fire shall only be scored in this section if the fire was deliberate. A fire caused due to negligence shall not score in this section.

2. DID VIOLENCE OCCUR WITHIN THE LAST SIX (6) MONTHS?

No	0
Yes	3

- Score for last six (6) calendar months.
- Score most recent violent disciplinary behavior.

Violent offenses:

III-11	Physical action or force against another inmate if no injury has occurred, including horseplay
IV-1	Physical action resulting in injury to another inmate
IV-23	Stalking
V-11	Physical action against another inmate if three (3) or more inmates are involved
V-12	Violent demonstration
VI-1	Escape*
VI-2	Deliberately or negligently causing a fire^
VI-7	Taking property by force or threat of force
VI-8	Using an authorized object as a weapon or to facilitate escape



VI-11	Enforcing or threatening gang activity
VII-1	Physical action against an employee or non-inmate
VII-2	Physical action resulting in the death or serious injury of another inmate
VII-3	Sexual assault
VII-4	Physical action resulting in the death or injury of an employee or non-inmate
VII-5	Hostage taking
VII-6	Concealing an item that punctures or penetrates the skin of an employee conducting a search
VII-7	Inciting to riot or rioting

\*Score under violence only if escape involved violence.

^Score under violence only if fire was deliberate.

### 3. SEVERITY OF CURRENT OFFENSE (See pages 39-45)

DOC Crime Type – Other	1
DOC Crime Type – Property or Drug (Class D)	1
DOC Crime Type – Public Order or Class D: Violent, Weapon or Escape	2
DOC Crime Type – Property or Drug (Class C)	4
DOC Crime Type – Property or Drug (Class B, A or X)	5
DOC Crime Type – Weapon (Class C, B, A or X)	5
DOC Crime Type – Violent (Class C)	6
DOC Crime Type – Escape (Class C, B, A or X)	8
DOC Crime Type – Violent (Class B, A or X)	8

- Score the most serious offense for which the offender is currently incarcerated.
- A conviction received while on DOC supervision (parole, escape, shock probation, etc.), home incarceration or during incarceration shall be scored if it is the most serious offense for which the inmate is currently serving.

Inchoate offenses shall be scored as follows:

Aiding and Abetting	Same as base charge
Complicity	Same as base charge
Conspiracy	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Criminal Attempt	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Facilitation	Class D felony
Solicitation	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor

### 4. ESCAPE HISTORY

No Escapes or Attempted Escapes	0
Escape or attempt from a non-secure institution or furlough or arrest	4
Escape or attempt from a secure institution not involving violence	6
Escape or attempt from any institution involving violence or other additional felony	9

- Score for ten (10) calendar years from the date of conviction.
  - Score from the original conviction date even if the case was probated and revoked.

- Score escapes from a juvenile institution only if the inmate was incarcerated as a youthful offender (see Section 9, page 36 for information regarding Youthful Offenders).
- Score felony and misdemeanor convictions.
- Score convictions for complicity, facilitation, aiding and abetting escape.
- Score escape from home incarceration.
- Score escape from law enforcement officer during arrest.
- Score cases where documentation exists that an escape clearly occurred, but the case was not adjudicated in the disciplinary proceeding or dismissed.
- DO NOT score cases where the case was adjudicated and dismissed in the disciplinary proceeding or court.
- If the inmate was not convicted of an escape, score the escape for ten (10) calendar years from the date of return to the institution from escape. If the inmate was not convicted of the escape and the date of return has not been provided, the jurisdiction from which he escaped shall be contacted to obtain this information. If the date of return from the escape cannot be obtained, then the date listed for the escape shall be used.
- All documented escapes or attempted escapes shall be scored. Documentation shall include escape convictions, disciplinary convictions or official written reports, including a PSI that indicates an escape or attempt occurred.

#### **Secure Institutions**

- Level 3 & 4 institutions as described in CPP 18.5
  - Escape from court, hospital or transportation trip from one of these institutions.
  - \*\*Outside details of these institutions are not considered secure.
- Jails
  - Escape from court, hospital or transportation trip from the jail.
  - \*\* Outside details and Restricted Custody Centers of jails are not considered secure.

#### **Non-Secure Institutions**

- Level 1 & 2 institutions as described in CPP 18.5
- Home Incarceration
- Outside housing units of secure institutions
- Outside housing units of jails
- Outside work details
- Reentry Service Centers
- Furlough
- Work release
- Escape from law enforcement officers during arrest not within the confines of the jail
- Escape from court, hospital or transportation trip from one of these institutions

#### **Escape Involving Violence or Felony Conviction – Score 9 Points**

- Any escape or attempt involving violence
- An additional felony conviction for an offense that occurred during the commission of an escape or attempted escape, other than the escape itself
- An additional felony conviction for an offense that occurred while on escape status other than the escape itself

**Any inmate with a prior history of escape shall be reviewed closely prior to recommending a reduced custody level.**

5. NUMBER OF DOC AND JAIL DISCIPLINARY REPORTS

None (0) in the past twelve months	-3	Three (3) in the past six months	4
None (0) in the past six months	-1	Four (4) in the past six months	6
One (1) in the past six months	1	Five (5) in the past six months	8
Two (2) in the past six months	2	Six (6) in the past six months	10
		7+ in the past six months	12

- Use the date of the conviction of the disciplinary report to determine the time since the report.
- Score from date of incident if no conviction by adjustment committee – IF the incident occurred in a jail and documentation supports that a violation occurred.
- Time shall begin upon most recent commitment to DOC and does not include jail credit.
- If the time since the most recent commitment to DOC is less than six (6) months and there is no documented DOC or jail disciplinary reports, negative points shall still be applied.
- Jail incidents scored in this section must have occurred after the offender was committed to DOC custody.

6. MOST SEVERE DOC OR JAIL DISCIPLINARY REPORT RECEIVED

None	0	Category V/VI nonviolent report	5
Category III nonviolent report	1	Category V violent report	6
Category III violent report	2	Category VI violent report	8
Category IV nonviolent report	3	Category VII violent report	9
Category IV violent report	4		

- Score the most severe disciplinary report conviction – OR – Score the most severe jail incident for which there is supporting documentation, whichever is highest.
- Score for twenty-four (24) calendar months.
- Jail incidents scored in this section must have occurred after the offender was committed to DOC custody.

7. CURRENT AGE

60+	-1
44 – 59	0
36 – 43	1
26 – 35	2
≤25.99	3

- Score the inmate’s age as of the date the classification document is prepared.
- Do not round the age up or down.

8. SEVERITY OF OTHER CONVICTIONS (See pages 39-45)

DOC Crime Type – None or Not Listed Below	0
DOC Crime Type – Property, Drug, Weapon (Class D), Public Order	2
DOC Crime Type – Property or Drug (Class C, B, A, X)	4
DOC Crime Type – Violent (Class D) or Weapon (Class C, B, A, X)	4
DOC Crime Type – Violent (Class C, B, A, X)	8

- Score the most severe conviction within the last ten (10) calendar years, including any federal or out-of-state convictions.
- Offenses from the incarceration period scored in Section 3 shall not be scored in this section.
- Convictions for which the offender is currently incarcerated shall only be scored in this section when:
  - The offense was committed during a break in custody for the current incarceration. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions. A break in custody is defined as a release from custody (parole, mandatory reentry supervision, shock probation, court-ordered release, etc.).
    - If the offense committed after a break in custody is the most severe, it shall be scored in Section 3. The most severe original offense for which the inmate is incarcerated may then be considered for scoring in the Severity of Other Convictions section. This offense will only be scored if it has not been scored in Section 3 and the offense is the most severe of the other convictions.
  - The offense was committed during an escape or while on escape status after commitment to DOC. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions.
  - The offense was committed while on DOC Home Incarceration. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions.
- Juvenile convictions shall not be scored in this section unless the inmate served under Youth Offender status.

\*Incarceration period is defined as each time an inmate is received into an institution or jail program.

#### TOTAL SCORE

Sum the scores of Questions 1 through 8 and enter the total on the line marked TOTAL SCORE. If the Total Score is eleven (11) points or less, review Administrative Overrides. If the Total Score is twelve (12) points or more, Administrative Overrides shall not apply.

#### ADMINISTRATIVE OVERRIDES

A	None
B	Individual has more than 90 days statutory or any non-restorable good time loss.
C	Individual has more than 48 months remaining to parole eligibility or release.
D	Escape within last 10 years.
E	Pending action for Escape, Class X, A, or B felony or Immigration detainer.
F	Current conviction for murder, sexual offense or prior incarceration for felony sexual offense.
G	Individual has not served 1 year from the date of conviction for Robbery I, Assault I and aiding and abetting or complicity to these offenses.
H	Death Penalty – assign to maximum custody.

- Check the appropriate administrative code and enter the alphabetical letter that corresponds to the override applied.
- Review any federal or out-of-state detainers to determine if the charge would be a Class X, A, or B felony or Immigration detainer.

The CTO, with the assistance of the Offender Information Services staff, shall contact the jurisdiction indicated for any pending charge for which no trial date or detainer has been received to determine the status of the case. The Kentucky Revised Statutes shall be consulted to determine the felony class under Kentucky law of any pending Kentucky charges or offenses pending from another jurisdiction. Review all charges indicated as NDS (no disposition shown) to determine if they are outstanding. Detainers labeled, "For Notification Purposes Only" shall be reviewed for immigration/deportation information. All contacts made to clarify charges shall be noted as contacted in case notes in the offender management system. The case note shall include the jurisdiction, name of the person spoken to, phone number, and summary of the call.

**TURN TO SECTION 7 FOR CLASSIFICATION SUMMARY DIRECTIONS.**

**SECTION 6  
RECLASSIFICATION CUSTODY DOCUMENT – FEMALE**

**1. HISTORY OF INSTITUTIONAL VIOLENCE**

None	0
Category III Violence during last calendar year (III-11)	1
Category IV Violence during last two calendar years (IV-1, IV-23)	3
Category V Violence during last three calendar years (V-11, V-12)	4
Category VI Violence during last five calendar years (VI-1*, VI-2^, VI-7, VI-8, VI-11)	5
Any Category VII Violence during last five calendar years	7

This section shall be scored with information available at the time of classification.

See Section 10 page 37 for guidelines on scoring jail incident reports.

- Score adult behavior.
- Include time incarcerated as a Youthful Offender in a juvenile facility (see Section 9, page 36 for information regarding Youthful Offenders).
- Score behavior for specified time period.
- Score most serious institutional behavior for which convicted in the disciplinary proceeding or court.
- Score most serious jail behavior for which there is written documentation describing the incident or for which the inmate has been convicted in the disciplinary proceeding or court.
  - If the incident resulted in a disciplinary report conviction, the time shall be calculated from the date of conviction.
  - If the incident also results in a conviction from an outside court, the date shall be calculated from the earliest conviction for the incident.
- An escape shall only be scored in this section if it involved violence.
- Causing a fire shall only be scored in this section if the fire was deliberate. A fire caused due to negligence shall not score in this section.

**2. DID VIOLENCE OCCUR WITHIN THE LAST SIX (6) MONTHS?**

No	0
Yes	3

- Score for last six (6) calendar months.
- Score most recent violent disciplinary behavior.

Violent offenses:

III-11	Physical action or force against another inmate if no injury has occurred, including horseplay
IV-1	Physical action resulting in injury to another inmate
IV-23	Stalking
V-11	Physical action against another inmate if three (3) or more inmates are involved
V-12	Violent demonstration
VI-1	Escape*
VI-2	Deliberately or negligently causing a fire^
VI-7	Taking property by force or threat of force

VI-8	Using an authorized object as a weapon or to facilitate escape
VI-11	Enforcing or threatening gang activity
VII-1	Physical action against an employee or non-inmate
VII-2	Physical action resulting in the death or serious injury of another inmate
VII-3	Sexual assault
VII-4	Physical action resulting in the death or injury of an employee or non-inmate
VII-5	Hostage taking
VII-6	Concealing an item that punctures or penetrates the skin of an employee conducting a search
VII-7	Inciting to riot or rioting

\*Score under violence only if escape involved violence.

^Score under violence only if fire was deliberate.

### 3. SEVERITY OF CURRENT OFFENSE (See pages 39-45)

DOC Crime Type – Other, Public Order or Weapon (Class D)	0
DOC Crime Type – Property or Drug (Class D)	1
DOC Crime Type – Escape (Class D)	2
DOC Crime Type – Property or Drug (Class C)	4
DOC Crime Type – Escape (Class C, B, A or X)	4
DOC Crime Type – Property or Drug (Class B, A or X), Violent (Class C, D) or Weapon (Class C)	6
DOC Crime Type – Weapon or Violent (Class B, A or X)	8

- Score the most serious offense for which the offender is currently incarcerated.
- A conviction received while on DOC supervision (parole, escape, shock probation, etc.) home incarceration or during incarceration shall be scored if it is the most serious offense for which the inmate is currently serving.

Inchoate offenses shall be scored as follows:

Aiding and Abetting	Same as base charge
Complicity	Same as base charge
Conspiracy	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Criminal Attempt	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Facilitation	Class D felony
Solicitation	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor

### 4. ESCAPE HISTORY

No escapes or Attempted Escapes	0
Escape or attempt from a non-secure institution or furlough or arrest	4
Escape or attempt from a secure institution not involving violence	6
Escape or attempt from any institution involving violence or other additional felony	9

- Score for ten (10) calendar years from the date of conviction.
  - Score from the original conviction date even if the case was probated and revoked.
- Score escapes from a juvenile institution only if the inmate was incarcerated as a youthful offender (see Section 9, page 36 for information regarding Youthful Offenders).

- Score felony and misdemeanor convictions.
- Score convictions for complicity, facilitation, aiding and abetting escape.
- Score escape from home incarceration.
- Score escape from law enforcement officer during arrest.
- Score cases where documentation exists that an escape clearly occurred, but the case was not adjudicated in the disciplinary proceeding or dismissed.
- DO NOT score cases where the case was adjudicated and dismissed in the disciplinary proceeding or court.
- If the inmate was not convicted of an escape, score the escape for ten (10) calendar years from the date of return to the institution from escape. If the inmate was not convicted of the escape and the date of return has not been provided, the jurisdiction from which he escaped shall be contacted to obtain this information. If the date of return from the escape cannot be obtained, then the date listed for the escape shall be used.
- All documented escapes or attempted escapes shall be scored. This shall include convictions for complicity, facilitation, escape from home incarceration, work release, aiding and abetting escape, and escape from law enforcement officers during arrest. Documentation shall include escape convictions, disciplinary convictions or official written reports, including a PSI that indicates an escape or attempt occurred.

#### **Secure Institutions**

- Level 3 & 4 institutions as described in CPP 18.5
  - Escape from court, hospital or transportation trip from one of these institutions.
  - \*\*Outside details of these institutions are not considered secure.
- Jails
  - Escape from court, hospital or transportation trip from the jail.
  - \*\* Outside details and Restricted Custody Centers of jails shall not be considered secure.

#### **Non-Secure Institutions**

- Level 1 & 2 institutions as described in CPP 18.5
- Home Incarceration
- Outside housing units of secure institutions
- Outside housing units of jails
- Outside work details
- Reentry Service Centers
- Furlough
- Work release
- Escape from law enforcement officers during arrest not within the confines of the jail
- Escape from court, hospital or transportation trip from one of these institutions

#### **Escape Involving Violence or Felony Conviction – Score 9 Points**

- Any escape or attempt involving violence
- An additional felony conviction for an offense that occurred during the commission of an escape or attempted escape, other than the escape itself
- An additional felony conviction for an offense that occurred while on escape status other than the escape itself

**Any inmate with a prior history of escape shall be reviewed closely prior to recommending a reduced custody level.**



5. NUMBER OF DOC AND JAIL DISCIPLINARY REPORTS

None (0) in the past twelve months	-3	Three (3) in the past six months	4
None (0) in the past six months	-1	Four (4) in the past six months	6
One (1) in the past six months	1	Five (5) in the past six months	8
Two (2) in the past six months	2	Six (6) in the past six months	10
		7+ in the past six months	12

- Use the date of the conviction of the disciplinary report to determine the time since the report.
- Score from date of incident if no conviction by adjustment committee – IF the incident occurred in a jail and documentation supports that a violation occurred.
- Time shall begin upon most recent admission/commitment to DOC and does not include jail credit.
- If the time since the most recent commitment to DOC is less than six (6) months and there is no documented DOC or jail disciplinary reports, negative points shall still be applied.
- Jail incidents scored in this section must have occurred after the offender was committed to DOC custody.

6. MOST SEVERE DOC OR JAIL DISCIPLINARY REPORT RECEIVED

None	0	Category V/VI nonviolent report	5
Category III nonviolent report	1	Category V violent report	6
Category III violent report	2	Category VI violent report	8
Category IV nonviolent report	3	Category VII violent report	9
Category IV violent report	4		

- Score the most severe disciplinary report conviction – OR - Score the most severe jail incident for which there is supporting documentation, whichever is highest.
- Score for twenty-four (24) calendar months.
- Jail incidents scored in this section must have occurred after the offender was committed to DOC custody.

7. CURRENT AGE

56+	-1
39 – 55	0
30 – 38	1
25 – 29	2
≤24.99	3

- Score the inmate’s age as of the date the classification document is prepared.
- Do not round the age up or down.

8. SEVERITY OF OTHER CONVICTIONS (See pages 39-45)

DOC Crime Type – None or Not Listed Below	0
DOC Crime Type – Drug, Property or Weapon (Class C,B,A,X)	4
DOC Crime Type – Violent (Class D, C, B, A, X)	7

- Score the most severe conviction within the last ten (10) calendar years, including any federal or out-of-state convictions.
- Offenses from the incarceration period scored in Section 3 shall not be scored in this section.
- Convictions for which the offender is currently incarcerated shall only be scored in this section when:
  - The offense was committed during a break in custody for the current incarceration. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions. A break in custody is defined as a release from custody (parole, mandatory reentry supervision, shock probation, court-ordered release, etc.)
    - If the offense committed after a break in custody is the most severe, it shall be scored in Section 3. The most severe original offense for which the inmate is incarcerated may then be considered for scoring in the Severity of Other Convictions section. This offense will only be scored if it has not been scored in Section 3 and the offense is the most severe of the other convictions.
  - The offense was committed during an escape or while on escape status after commitment to DOC. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions.
  - The offense was committed while on DOC Home Incarceration. This offense will score if it has not been scored in Section 3 and the offense is the most severe of the other felony convictions.
- Juvenile convictions shall not be scored in this section unless the inmate served under Youth Offender status.

\*Incarceration period is defined as each time an inmate is received into an institution or jail program.

#### TOTAL SCORE

Sum the scores of Questions 1 through 8 and enter the total on the line marked TOTAL SCORE. If the Total Score is nine (9) points or less, review Administrative Overrides. If the Total Score is ten (10) points or more, Administrative Overrides shall not apply.

#### ADMINISTRATIVE OVERRIDES

A	None
B	Individual has more than 90 days statutory or any non-restorable good time loss.
C	Individual has more than 48 months remaining to parole eligibility or release.
D	Escape within last 10 years.
E	Pending action for Escape, Class X, A, or B felony or Immigration detainer.
F	Current conviction for murder, sexual offense or prior incarceration for felony sexual offense.
G	Individual has not served 1 year from the date of conviction for Robbery I, Assault I and aiding and abetting or complicity to these offenses.
H	Death Penalty – assign to maximum custody.

- Check the appropriate administrative code and enter the alphabetical letter that corresponds to the override applied.
- Review any federal or out-of-state detainers to determine of the charge would be a Class X, A, or B felony or Immigration detainer.

The CTO, with the assistance of the Offender Information Services staff, shall contact the jurisdiction indicated for any pending charge for which no trial date or detainer has been received to determine the status of the case. The Kentucky Revised Statutes shall be consulted to determine the felony class under Kentucky law of any pending Kentucky charges or offenses pending from another jurisdiction. Review all charges indicated as NDS (no disposition shown) to determine if they are outstanding. Detainers labeled, "For Notification Purposes Only" shall be reviewed for immigration/deportation information. All contacts made to clarify charges shall be noted as contacted in case notes in the offender management system. The case note shall include the jurisdiction, name of the person spoken to, phone number, and summary of the call.

**TURN TO SECTION 7 FOR CLASSIFICATION SUMMARY DIRECTIONS.**

## SECTION 7 CLASSIFICATION SUMMARY

The Classification Summary reflects the scores and results from the classification assessment. If the custody assessment form does not identify the appropriate custody level for the inmate, the classification committee may override the score to place the inmate in the appropriate level. Overrides may also be used at the discretion of the Director of Population Management, Warden, or designee.

### INSTRUCTIONS FOR THE USE OF OVERRIDES

Only the eight (8) specific reasons listed numerically on the classification custody form may be used to modify a custody level. An override is appropriate only if the classification committee agrees that the original custody level based upon the Final Custody Score does not adequately reflect the risk the inmate poses to the safety and security of the facility. If two (2) or more overrides are applicable, the classification committee shall assign the override reason which best describes why the original custody level is inappropriate.

### THE FOLLOWING IS AN EXPLANATION OF EACH OVERRIDE AND ITS APPROPRIATE USE.

1. **NATURE OR SEVERITY OF CRIME:** Corrections recognizes that some crimes are so heinous in nature that good correctional practice and common sense demand that individuals convicted of these crimes shall not be placed in reduced custody status. These crimes shall be identified on a case-by-case basis. Extreme caution shall be exercised in granting minimum custody to persons convicted of crimes involving torture, brutality, or extreme violence. This override may also be used in cases where the circumstances of the crime do not appear to be appropriate for a reduced custody level.
2. **DOMESTIC VIOLENCE:** If the classification committee has substantial, written documentation of domestic violence and the custody form indicates an inappropriate custody level, this override may be used. Documentation may include an active or historical Emergency Protective Order (EPO) or Domestic Violence Order (DVO), egregious acts of domestic violence in the crime story or past criminal history, or a significant history or pattern of domestic violence.
3. **MENTAL HEALTH NEEDS:** This override shall only be used in those cases where the inmate is unable to function at the level indicated by the custody form. A mental health override **shall not** be used if the inmate functions at the custody level indicated by his Final Custody Score.

An inmate may receive a reduced custody level but remain at a secure institution if more intense mental health services are warranted.

Inmates who are maintained at a secure institution for access to mental health services **ONLY** may be placed in the outside detail of the institution.

4. **DETAINER:** An inmate with a documented pending charge or detainer may be overridden to a higher level of custody where there is official documentation that:
  - a. The pending charge indicates a serious crime, requires a long sentence, or a need for a higher degree of supervision, then an override may be appropriate. An immigration detainer or warrant that may result in deportation may also be considered as grounds for this override.

- b. The inmate has a pending sex offense or violent offense. (See the Crime Code Table, pages 39-45) for the breakdown of offenses by felony class and DOC Crime Type).
- c. There are multiple detainers or charges for out-of-state, federal, or Class C or D felonies AND the classification committee believes that the nature or number of the charges make the inmate a poor risk for a minimum security facility.

If no official detainer or warrant has been lodged against the inmate, but a pending charge is referenced in other documents, including the PSI, an effort shall be made to contact the appropriate authorities to determine if and when they intend to lodge a detainer.

The CTO, with the assistance of Offender Information Services staff, shall attempt to contact appropriate authorities regarding possible detainers prior to the inmate's classification. If no information is received, a second attempt shall be made sixty (60) days after the classification hearing. Any attempt to clarify the information concerning pending charges shall be documented in the offender management system.

- 5. **DOCUMENTED INFORMATION OF ESCAPE RISK:** If the classification committee has written documentation that an inmate is an escape risk and the custody form indicates an inappropriate custody level, this override may be used. Documentation may include a report from a jailer, institutional staff, or pre-sentence investigation; prior history of escape, absconding, bail jumping; charges related to escape risk; a misdemeanor escape conviction; or a juvenile history of AWOL, repetitive absconding or runaway.

Per KRS 197.140, no prisoner who has escaped or attempted to escape from an adult correctional institution or local detention center or jail within the past five (5) years shall be worked or released for work outside the walls of the prison.

- 6. **LOWER LEVEL OF CUSTODY INDICATED:** If the classification form indicates a higher custody level than deemed appropriate by the classification committee and the committee considers the inmate appropriate for a lower custody, this override may be used to recommend a reduction in the inmate's custody. An override to a lower level of custody shall be approved by the Classification Branch PRIOR to reducing the inmate's custody level. Approval for a custody reduction shall be obtained by submitting a Reduction in Custody Form to the Classification Branch. If approval is received, the custody reduction shall remain in effect unless there is a change in the inmate's behavior that warrants a custody review.

An inmate convicted of a Sex Offense shall not be eligible for an override to minimum custody. However, inmates convicted of Murder, Complicity to or Aiding and Abetting Murder may be eligible for reduced custody with approval of the Commissioner. Recommendations for reducing the custody level of these inmates shall be submitted via a Reduction in Custody Form to the Classification Branch for proper processing. If approval is received, the custody reduction shall remain in effect unless there is a change that warrants a custody review.

Examples of an inmate's ability to successfully cope with a lower level of custody may include a prior period of successful assignment at a minimum security institution or an extensive period of clear conduct.

- 7. **NO PSI AT CLASSIFICATION:** Every effort shall be made to classify an inmate with the PSI. This override shall not be used unless the PSI is not available at the time of the classification hearing.

8. OTHER: This override shall be used when substantial, documented reason exists to override the custody level indicated by the final custody score and none of the other specific overrides provide appropriate explanation of the circumstances of the case. A full explanation indicating the reason for the override shall be indicated in the comments section of the classification document and entered into the offender management system. An inmate’s medical condition, involvement in programming or time remaining to next parole hearing shall not be adequate justifications for this override.

This override shall also be applied by the Assessment Center staff at the time of an initial classification hearing or an inmate’s return to the system if the committee has reason to believe that an inmate who scores as minimum custody is inappropriate for placement in minimum security.

**CUSTODY LEVELS**

An inmate may be assigned to one (1) of four (4) custody levels based on his or her Final Custody Score on the classification document.

**INITIAL MALE**

Community*	0 - 18 points	Level 1
Minimum	0 – 18 points	Level 2
Medium	19 – 38 points	Level 3
Maximum	39+ points	Level 4

**INITIAL FEMALE**

Community*	0 - 13 points	Level 1
Minimum	0 – 13 points	Level 2
Medium	14 – 31 points	Level 3
Maximum	32+ points	Level 4

**RECLASSIFICATION MALE**

Community*	0 - 11 points	Level 1
Minimum	0 – 11 points	Level 2
Medium	12 – 39 points	Level 3
Maximum	40+ points	Level 4

**RECLASSIFICATION FEMALE**

Community*	0 - 9 points	Level 1
Minimum	0 – 9 points	Level 2
Medium	10 – 30 points	Level 3
Maximum	31+ points	Level 4

COMMUNITY CUSTODY REQUIREMENTS\*

- Scores in the minimum custody point range.
- An override to medium custody was not recommended.
- No more than 24 months to Parole Eligibility Date or Minimum Expiration Date.
- No outstanding good time loss.

- No pending felony detainer or charge.
- No active protective order (EPO/DVO).
- Not serving a conviction for a crime that resulted in:
  - Death to the victim
  - Serious injury to the victim as defined in KRS 500.080
- Not currently serving a sentence for:
  - Felony escape.
  - Violent offense **AND** has a prior violent felony conviction.
  - Violent offense **AND** has three or more prior violent misdemeanor convictions.
  - Class B violent felony where there was death or serious physical injury<sup>^</sup> to the victim.
  - Class B violent felony where the original parole board hearing has not been held.
- Not received a felony or misdemeanor conviction for an offense committed while assigned to community custody.
- No convictions of a Category III or above disciplinary report in the last 12 months that occurred while the inmate was assigned to community custody.
- No jail disciplinary reports indicating that a Category III or above violation occurred in the last 12 months while the inmate was assigned to community custody. If the jail report was dismissed in the institutional disciplinary proceeding, it shall not be considered.

If an inmate is convicted of a Category III or above disciplinary report or documented jail report while assigned to community custody, he shall be reclassified to the appropriate higher custody level.

Clear conduct means no conviction or documentation of a Category III or above disciplinary or jail report. The inmate shall not be reconsidered for community custody until he has maintained 12 consecutive months clear conduct from the date of the conviction for which he lost community custody.

<sup>^</sup>Serious physical injury means physical injury which creates a substantial risk of death or which causes serious and prolonged disfigurement, prolonged impairment of health or prolonged loss or impairment of the function of any bodily organ.

#### FINAL CUSTODY LEVEL

Enter the Total Score obtained from the Custody Form on the line marked "Total Custody Score." Enter the appropriate level in the space marked "Suggested Custody Level." If the classification committee considers the suggested custody level inappropriate, a discretionary override may be used to change the level. Enter the appropriate override reason in the comments section of the form and enter the corresponding number of the final custody level on the line provided.

The custody levels shall be indicated as follows:

Level 1	Community
Level 2	Minimum
Level 3	Medium
Level 4	Maximum

TOTAL SCORE	
SUGGESTED CUSTODY LEVEL	
ADMINISTRATIVE OVERRIDE	
DISCRETIONARY OVERRIDE	
FINAL CUSTODY LEVEL	

#### CLASSIFICATION STATUS

A classification status shall be entered on each classification document for each inmate. For some inmates, more than one status may be applicable and shall be entered. The field shall not be left blank.

If a status code no longer applies, an expiration date shall be entered.

If an inmate qualifies for CC, CD or DE, that status shall be entered. See Section 10, Reference Materials, for qualifications.

- Class D Eligible (CD)
- Class D Rejected by Jail (CDX)
- Class D-Extended (DE)
- Class D Extended Rejected By Jail (DEX)
- Classification Review Required (RQ)
- Class C Eligible (CC)
- Class C Rejected by Jail (CCX)
- Contract Prisoner (CP)
- HB191 (HB)
- Home Incarceration Program (HIP)
- Jail Medical (JM)
- None Apply (NA)
- Other State Inmate (OS)
- Outside Detail or Essential to Institution
- Receiving Long-Term Medical Services
- Receiving Psychological Services
- Receiving Temporary Medical Services
- Sex Offender Program Participant
- Substance Abuse Program Participant

#### PROGRAMS

Enter a program recommendation for which the inmate has identified program needs. This assessment shall be based on the current risk assessment tool, information contained in the PSI, test scores, information from a prior conviction, interviews with the inmate, or other appropriate sources of information.



During reclassification, verify the status that most accurately reflects the inmate's program participation. A change in programming recommendation or program status does not require a classification committee action and may be changed at any time to update the program needs or participation status of the inmate. The risk and needs assessment and reentry plan shall be current.

Program recommendations and status serve many purposes. They allow for tracking the compliance and progress of an inmate through various programs. They also allow the Department to gather data such as the number of inmates in a specific program to support the need for additional programming or review its effect on recidivism. It also assists with providing the number of inmates available for transfer and inmates not suitable for transfer for medical or psychological reasons.

The Department has a wide range of evidence-based, promising practice, life skills, substance abuse and educational programming available to meet the needs of the inmate population. The course catalogs including program descriptions, time frame, admission criteria, program content and locations may be found on the DOC website by using the following path: <https://corrections.ky.gov>.

## INSTITUTIONS RECOMMENDED

Indicate the institutional placement(s) recommended by the classification committee.

### Institutional Placements

- Bell County Forestry Camp
- Blackburn Correctional Complex
- Eastern Kentucky Correctional Complex
- Green River Correctional Complex
- Kentucky Correctional Institution for Women
  - Kentucky Correctional Institution for Women – Assessment Center
- Kentucky State Penitentiary
- Kentucky State Reformatory
- Lee Adjustment Center
- Little Sandy Correctional Complex
- Luther Luckett Correctional Complex
- Northpoint Training Center
- OS = Out of State
- Roederer Correctional Complex
  - Roederer Correctional Complex – Assessment Center
- Southeast State Correctional Complex
- Western Kentucky Correctional Complex
  - Ross Cash Center
    - Ross Cash Center – Assessment Center

### Local Facilities Placements

- CC = Community Custody Program (statutory per KRS 532.100)
- CD = Class D Program (statutory per KRS 532.100)
- CI = Controlled Intake
- DE = Class D Extended (statutory per KRS 532.100)
- CP = Contract Prisoner

#### CUSTODY CLASSIFICATION OVERRIDE COMMENTS

Enter an explanation for the use of Override 8.

Enter the case number and charge(s) when Override 4 is used.

If an inmate is classified as minimum, enter the reason he or she is ineligible for community. If it is due to a pending felony, list the jurisdiction, case number, and charge.

#### COMMENTS

Enter any pertinent information considered by the classification committee regarding the classification action in this section.

**SECTION 8**  
**YOUTHFUL OFFENDERS – KRS CHAPTER 640**

Pursuant to KRS 640.070, an inmate transferred to the custody of the Department of Corrections as a Youthful Offender shall be processed through the Assessment and Classification Center according to established commitment procedures. Information relating to their current convictions and institutional behavior as a Youthful Offender shall be used for the purposes of classification. Institutional violence, escapes and other information relevant to classification shall be scored on the classification document to determine the appropriate custody level for the inmate.

Questions concerning the processing or classification of a Youthful Offender shall be referred to the Director of Population Management.

**SECTION 9**  
**CUSTODY REVIEWS FOR INMATES IN LOCAL FACILITIES**

**INITIAL CUSTODY REVIEW**

The Assessment and Classification Center staff shall classify inmates to selected jail programs based on the same criteria used for inmates housed in an institution. The results of the classification shall be entered into the offender management system. The jail shall be notified electronically of the results of the classification review.

**RECLASSIFICATION CUSTODY REVIEW**

The Director of Population Management or the jailer may request a review of a Class D and DE Program inmate's custody level every ninety (90) days. Inmates in the Community Custody Program shall only be reviewed if a change occurs that would affect the custody level. A jailer may request a Custody Review by submitting a completed Custody Review Form to the Director of Population Management. The Director of Population Management shall designate a staff member trained in classification to complete the custody assessment and have the results entered in the offender management system. The jail shall be notified electronically of the results of the classification review.

**SECTION 10**  
**REFERENCE MATERIALS**

**Jail Incident Reports Scoring**

**Referring Jail Reports to Institutional Disciplinary Proceeding**

All jail incident reports that were received by an inmate admitted to a DOC institution shall be referred for an institutional disciplinary proceeding unless:

- There is no chain of custody.
- The jail report indicates a penalty was assigned at the jail.
- A staff member AND supervisor have determined that there is not sufficient information in the report to warrant a hearing.

**Do not score:**

- If the incident was heard in an institutional disciplinary proceeding and dismissed.
- If contraband was found in an open area that other inmates had access to.
- If the sole documentation consists of one inmate's word against another that cannot be confirmed by staff.

**Score:**

- If the inmate was convicted of the offense in the institutional disciplinary proceeding or outside court.
- If the jail report indicates the inmate was convicted by a jail hearing officer or committee.
- If there is clear documentation that the incident occurred as evidenced by staff witness, contraband located in a secured, individualized area or the report is in line with disciplinary proceeding practice as if the incident was committed in an institution.
- If there is a confirmed positive urinalysis by jail officials but there is no chain of custody.
- Reports for tobacco products, where the documentation is appropriate, as all Kentucky jails are tobacco free.
- Reports for possession of cell phones, where the documentation is appropriate.

Jail reports that are not referred to the adjustment committee due to lack of chain of custody, etc. shall be entered in the offender management system under Disciplinary/Case Note (Jail Rpt Only) [Prison Tab>Disciplinary>Case Notes (Jail Rpt Only)]. The category and item of the offense shall be determined by a case worker and reviewed by a supervisor. *Caution shall be exercised to ensure duplicate reports are not entered in this section.* Any incidents that would score during the applicable time frame shall be entered.

**CD/CC/DE Status**

**CD** - Class D

**CC** – CC Program

**DE** – Class D Extended Program

	<b>CD</b>	<b>CC</b>	<b>DE</b>
<b>Sentence Length</b>	5 years or less  Or  Sex Offense Less Than 2 years	No set length	More than 5-year sentence  Less than 5 years to serve
<b>Class Felony</b>	Class D	Class D Class C	Class D
<b>Custody Level</b>	All levels	Community	All Levels
<b>Time to PED/MED</b>	No set time	24 mos. or less to PED or MED	Less than 5 years to serve to MED  PED - Not applicable
<b>Offenses Excluded</b>	Failure to Comply With Sex Offender Registry  Providing False, Misleading Or Incomplete Information on Registration Form	No Sex Offense  Multiple Exclusions	No Violent Offense  No Sex Offense  <b>(No violent by statute, not classification)</b>

\*PED – Parole Eligibility Date

\*MED – Minimum Expiration Date

SOCD Eligibility for CD is based on the original charge and sentence length.

Inmates serving a sentence for Failure to Comply with Sex Offender Registry or Providing False, Misleading or Incomplete Information on Registration Form do not qualify for CD but may qualify for Class D Extended.

DE – Class D Extended (Formerly referred to as Budget D)

Established in the 2010 Budget Bill and placed in statute in HB 463. The 2010 budget bill excluded inmates with community custody; HB 463 does not have that exclusion.

## **Felony Charges and Crime Codes**

A basic guideline to determine the class of a felony is:

Class D Felony	1 to 5 year sentence
Class C Felony	5 to 10 year sentence
Class B Felony	10 to 20 year sentence
Class A Felony	20 years or more

If the judgment indicates a class of felony, score the charge according to the judgment, regardless of the sentence imposed.

If the class of felony and sentence do not match and the judgment does not stipulate the felony class, score the offense severity according to the class of the felony. For example, an inmate serving five (5) years for Robbery I (Class B felony) should be scored as a Class B felony.

The sentence imposed does not always indicate the felony class. For example, both Class D and C drug offenders may receive a five (5) year sentence. If the felony class cannot be determined from the judgment or sentence imposed, use the guidelines outlined in KRS.

Inchoate offenses shall be scored as follows according to the felony class of the base charge:

Aiding and Abetting	Same as base charge
Complicity*	Same as base charge
Conspiracy*	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Criminal Attempt*	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor
Facilitation*	Class D felony
Solicitation*	Class A/B felony – one felony class lower Class C/D felony – Class A misdemeanor

\*Determination of scoring as Violent or Sex Offense shall be determined by the base charge.

Example: Aiding and Abetting Burglary I shall be scored as a Class B since Burglary I is a Class B felony. Facilitation to Burglary I shall score as a Class D felony.

## **Crime Code Definitions**

**Violent Crime:** Murder, Non-Negligent Manslaughter, Robbery, Aggravated Assault.

**Other Violent Crime:** Negligent Manslaughter, Kidnapping, Simple Assault and Other Violent Offenses including Intimidation, Illegal Abortion, Extortion, Cruelty Toward a Child or Wife, Hit-and-Run Driving with Bodily Injury, and Other Crimes Against the Person not listed as a Part 1 violent crime.

**Sex Crime:** KY added to distinguish KY sex crimes.

**[For classification, all three categories (Violent, Other Violent and Sex Crimes) score as violent.]**

**Property:** Burglary, Larceny, Motor Vehicle Theft, Arson, Fraud, Forgery, Embezzlement, Stolen Property, Possession of Burglary Tools, Damage to Property, Smuggling and other miscellaneous property crimes.

**Drug Offense:** Drug Trafficking, Drug Possession, Possession of Drug Paraphernalia, forged or unauthorized prescriptions.

**Escape Offense:** Escape offenses.

**Other Public Order Offense:** traffic offenses, DUI, Escape, Obstruction of Justice, court offenses, commercialized vice, family offenses, liquor law violations, Bribery, Disorderly Conduct. (Ex: Bail Jumping, Engaging in Organized Crime, Dist. Of Matter Portraying Sex Perf by Minor, FTC w/ SOR, FNS, Human Trafficking I, Promoting Contraband I).

**Weapon:** Added by KY (Ex: Possession of Firearm by Convicted Felon, Possession of Handgun by Convicted Felon, RSP/Firearm, Use of Weapon of Mass Destruction.) Offense enhanced by weapon.

**Other Crime:** Any other crime not listed in the previous crime categories. (Ex: Unlawful Access to Computer 2<sup>nd</sup> Degree)

**Crime Code Table**

- All Sex Crimes are considered violent.
- A crime enhanced by a weapon shall be reviewed to see if it scores higher as a Weapon Offense than the base charge. It shall score for the higher offense. (Ex: TICS 1<sup>st</sup> Degree 1<sup>st</sup> Offense – Meth (2 or > Grams) (Firearm Enhancement) scores as Weapon C.

OFFENSE	FELCLASS	CRIME TYPE
Abandonment of Minor	D	Other Violent*
Abuse Of Corpse	D	Public Order Crime
Arson 1st Degree	A	Property Crime
Arson 2nd Degree	B	Property Crime
Arson 3rd Degree	D	Property Crime
Assault 1st Degree	B	Violent Crime
Assault 2nd Degree	C	Other Violent Crime*
Assault 2nd Degree - Domestic Violence	C	Other Violent Crime*
Assault 3rd Degree (Officer Transporting Inmates)	D	Other Violent Crime*
Assault 3rd Degree-Inmate Assault On Corrections Employee	D	Other Violent Crime*
Assault 3rd Degree-Police/Probation Officer-Ident Weapon	D	Other Violent Crime*
Assault 3 <sup>rd</sup> Degree	D	Other Violent Crime*
Assault 4 <sup>th</sup> – Family Member, 3 <sup>rd</sup> or > offense in 5 years	D	Other Violent Crime*
Assault Under Extreme Emotional Disturbance	D	Other Violent Crime*
Attempt/Obtain Cont Sub By Fraud/False Stmt/Forgery-1st Off	D	Drug Crime
Attempt/Obtain Cont Sub By Fraud/False Stmt/Forgery-2 <sup>nd</sup> Off	C	Drug Crime
Attempting to Escape From Penitentiary	D	Escape
Bail Jumping-1st Degree	D	Public Order Crime
Bigamy	D	Public Order Crime



Burglary 1st Degree	B	Property Crime
Burglary 2nd Degree	C	Property Crime
Burglary 3rd Degree	D	Property Crime
Controlled Substance Endangerment To Child, 4th Deg	D	Drug Crime
Criminal Abuse 1st Degree	C	Other Violent Crime
Criminal Abuse 2nd Degree	D	Other Violent Crime*
Criminal Mischief 1st Degree	D	Public Order Crime
Criminal Poss Of A Forged Prescription, 1st Offense	D	Drug Crime
Criminal Possession Forged Instrument-1st Degree-Identify	C	Property Crime
Criminal Possession Forged Instrument-2nd Degree-Identify	D	Property Crime
Cultivate In Marijuana-5 Plants Or GT-1st Offense	D	Drug Crime
Custodial Interference	D	Public Order Crime
Disarming a Peace Officer	D	Public Order Crime
Dist Of Matter Portraying Sex Performance By Minor, 1st Off	D	Public Order Crime
Driving DUI Suspended License - 2nd Off (Agg Circum)	D	Public Order Crime
Driving DUI Suspended License - 3rd Off (Agg Circum)	D	Public Order Crime
Drug Paraphernalia-Buy/Possess-2nd Or GT Offense	D	Drug Crime
Engage in Org Crime, Crim Synd (Theft, Resale Retail Merch)	C	Property Crime
Engaging In Organized Crime-Criminal Syndicate	B	Public Order Crime
Escape-1st Degree	C	Escape
Escape-2nd Degree	D	Escape
Failure To Comply W/Sex Offender Registration (1st Off)	D	Public Order Crime
Failure To Comply W/Sex Offender Registration (2nd Or GT Off)	C	Public Order Crime
False Stmt/Misrepresent To Receive Benefits O/\$100	D	Property Crime
Fetal Homicide 1st Degree	A	Violent Crime
Fetal Homicide 2nd Degree	B	Violent Crime*
Fetal Homicide 3rd Degree	C	Violent Crime*
Flagrant Non Support	D	Public Order Crime
Fleeing Or Evading Police 1st Offense	D	Public Order Crime
Forgery 2nd Degree	D	Property Crime
Forgery Of A Prescription 1st Offense	D	Drug Crime
Forgery 1st Degree	C	Property Crime
Fraudulent Firearm Transaction	D	Weapon
Fraudulent Use Credit Card > \$500 and < \$10,000 Within 6 Mos	D	Property Crime
Fraudulent Use of Credit > \$10,000 Within 6 month Period	C	Property Crime
Hindering Prosecution/Apprehension 1 <sup>st</sup> Degree	D	Public Order Crime
Human Trafficking No Serious Physical Injury	C	Other Violent Crime
Human Trafficking No Serious Physical Injury Vic < 18 YOA	B	Other Violent Crime
Human Trafficking Serious Physical Injury	B	Other Violent Crime
Human Trafficking Serious Physical Injury Vic < 18 YOA	A	Other Violent Crime
Impersonating A Peace Officer	D	Property Crime
Importing Heroin	C	Drug Crime
Incest - Forcible Compulsion/Incap Of Consent, Or U/18 YOA	B	Sex Crime

Incest - Victim U/12 YOA Or Serious Physical Injury	A	Sex Crime
Intimidating A Participant In Legal Process	D	Public Order Crime
Kidnapping-Adult	B	Other Violent Crime
Kidnapping-Minor	B	Other Violent Crime
Kidnapping-Victim Death	X	Other Violent Crime
Kidnapping-With Serious Physical Injury	A	Other Violent Crime
Know Poss Anhydrous Amm O/App Cont W/Int To Manf Meth, 1 <sup>st</sup>	B	Drug Crime
Know Poss Anhydrous Ammonia O/Than App Container	D	Drug Crime
Knowingly Abuse/Neglect Of Adult By Person	C	Other Violent Crime*
Knowingly Exploit Adult By Person O/\$300	C	Property Crime
Lv Scene Accident/Fail to Render Aid, Serious Phys Inj/Death	D	Other Crime
Make False Statement to Obtain Increase of Benefits o/\$100	D	Property Crime
Manslaughter 1st Degree	B	Violent Crime
Manslaughter 2nd Degree	C	Violent Crime*
Manufacturing Methamphetamine 1st Offense	B	Drug Crime
Manufacturing Methamphetamine 2nd Or GT Off	A	Drug Crime
Murder	X	Violent Crime
Obscuring Identity of Machine, Other Property >\$500 <\$10,000	D	Property Crime
Oper Mtr Veh U Infl Alc/Drugs/Etc. .08 4th Or GT	D	Public Order Crime
Perjury	D	Public Order Crime
Poss Cont Sub-1st Deg, 1st Off (Methamphetamine)	D	Drug Crime
Poss Cont Sub-1st Deg, 2nd Or GT Off (Methamphetamine)	C	Drug Crime
Poss Cont Sub-1st Degree-1st Offense-Cocaine	D	Drug Crime
Poss Cont Sub-1st Degree-1st Offense-Drug Unspecified	D	Drug Crime
Poss Cont Sub-1st Degree-1st Offense-Heroin	D	Drug Crime
Poss Cont Sub-1st Degree-1st Offense-Methamphetamine	D	Drug Crime
Poss Cont Sub-1st Degree-1st Offense-Opiates	D	Drug Crime
Poss Cont Sub-1st Degree-2nd Or GT Offense-Cocaine	C	Drug Crime
Poss Cont Sub-1st Degree-2nd Or GT Offense-Drug Unspecified	C	Drug Crime
Poss Cont Sub-1st Degree-2nd or GT Offense-Heroin	D	Drug Crime
Poss Cont Sub-1st Degree-2nd or GT Offense-Methamphetamine	D	Drug Crime
Poss Cont Sub-1st Degree-2nd or GT Offense-Opiates	D	Drug Crime
Poss Matter Portray Sex Performance By Minor	D	Sex Crime
Possession Of Firearm By Convicted Felon	D	Weapon
Possession Of Handgun By Convicted Felon	C	Weapon
Possession Of Stolen Mail Matter	D	Property Crime
Possession of Synthetic Drugs 2nd Or GT	D	Drug Crime
Proh Use Of Elec Comm Sys To Proc Minor	D	Sex Crime
Promoting A Minor U/16 In Sex Performance	B	Sex Crime
Promoting A Sexual Performance By A Minor U/18	C	Sex Crime
Promoting Contraband 1st Degree	D	Public Order Crime
Promoting Human Trafficking (Victim o/18 YOA)	D	Other Violent*
Promoting Human Trafficking (Victim u/18 YOA)	C	Other Violent

Rape 1st Degree	B	Sex Crime
Rape 1st Degree - Victim LT 12 YOA	A	Sex Crime
Rape 1st Degree w/Serious Physical Injury	A	Sex Crime
Rape 3rd Degree	D	Sex Crime
Rape 2nd Degree	C	Sex Crime
Receiving Stolen Property (Firearm)	D	Weapon
Receiving Stolen Property > \$10,000	C	Property Crime
Receiving Stolen Property > \$500 and < \$10,000	D	Property Crime
Reckless Homicide	D	Other Violent Crime*
Retaliating Against Participant In Legal Process	D	Public Order Crime
Riot 1st Degree	D	Other Violent Crime*
Robbery 1st Degree	B	Violent Crime
Robbery 2nd Degree	C	Violent Crime*
Sexual Abuse 1st Deg, Victim U/12 Years Of Age	C	Sex Crime
Sexual Abuse 1st Degree	D	Sex Crime
Sodomy 1st Deg - Incapable Of Consent/physically Helpless	B	Sex Crime
Sodomy 1st Degree - Victim LT 12 YOA	A	Sex Crime
Sodomy 1st Degree W/serious Physical Injury	A	Sex Crime
Sodomy 2nd Degree	C	Sex Crime
Sodomy 3rd Degree	D	Sex Crime
Stalking 1st Degree	D	Public Order Crime
Strangulation 1 <sup>st</sup> Degree	C	Other Violent Crime*
Strangulation 2 <sup>nd</sup> Degree	D	Other Violent Crime*
Tamp W/Anhydrous Ammon W/Int To Manf Meth, 1st Off	B	Drug Crime
Tampering W/Prisoner Monitoring Device	D	Property Crime
Tampering With Physical Evidence	D	Public Order Crime
Tampering With Witness	D	Public Order Crime
TBUT (Anhydrous Ammonia) W/Int To Manf Meth, 1st Off	B	Drug Crime
Terroristic Threatening, 1st Degree	C	Public Order Crime
Terroristic Threatening 2nd Degree	D	Public Order Crime
Theft - Failure to Make Reqrd Disp of Property >\$500 <\$10,000	D	Property Crime
Theft By Deception > \$10,000	C	Property Crime
Theft By Deception > \$500 and < \$10,000	D	Property Crime
Theft By Deception-Include Cold Checks o/\$300	D	Property Crime
Theft By Failure To Make Required Disposition Of Property	D	Property Crime
Theft By Unlawful Taking- Auto \$10,000 Or More	C	Property Crime
Theft By Unlawful Taking or Disposition > \$10,000	C	Property Crime
Theft By Unlawful Taking or Disposition > \$500 and < \$10,000	D	Property Crime
Theft By Unlawful Taking/Disp-All Others	D	Property Crime
Theft By Unlawful Taking/Disp-Firearm	D	Weapon
Theft By Unlawful Taking/Disp-Shoptlifting	D	Property Crime
Theft Of Controlled Substance 1st Offense Or LT \$300	D	Drug Crime

Theft Of Identity Of Another w/o Consent	D	Property Crime
Theft Of Mail Matter	D	Property Crime
Theft Of Motor Vehicle Registration Plate/Decal	D	Public Order Crime
Theft Of Property Lost/Mislaid/Delivered By Mistake	D	Property Crime
Torture Dog/Cat w/Serious Phys Inj Or Death	D	Public Order Crime
Torture Of A Dog Or Cat 2nd Or GT Offense	D	Public Order Crime
Traf Cont Sub - 1st Deg - Aggravated (> 100 grams Heroin)	B	Drug Crime
Traf Cont Sub -1st Deg - 1st Off-Carfentanil SB192	C	Drug Crime
Traf Cont Sub -1st Deg - 1st Off-Fentanyl Derivatives SB192	C	Drug Crime
Traf Cont Sub -1st Deg - 1st Off-Fentanyl SB19	C	Drug Crime
Traf Cont Sub -1st Deg - 1st Off-Heroin SB192	C	Drug Crime
Traf Cont Sub -1st Deg - 2nd Off-Fentanyl SB192	B	Drug Crime
Traf Cont Sub -1st Deg - 2nd Off-Heroin SB192	B	Drug Crime
Traf Cont Sub Within 1000 Feet Of School	D	Drug Crime
Traf Cont Sub-1st Deg-1st Off-Cocaine Less than 4 grams)	D	Drug Crime
Traf Cont Sub-1st Deg-1st Off-Fentanyl-Comm Act (< 2gm)	D	Drug Crime
Traf Cont Sub-1st Deg-1st Off-Heroin (Less than 2 grams)	D	Drug Crime
Traf Cont Sub-1st Deg-1st Off-methamphetamine (< 2 grams)	D	Drug Crime
Traf Cont Sub-1st Deg-1st Off-methamphetamine (2 or > grams)	C	Drug Crime
Traf Cont Sub-1st Deg-1st Off-Narcotic (< 10 dosage units)	D	Drug Crime
Traf Cont Sub-1st Deg-1st Off-Narcotic (10 or > units)	C	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Cocaine (< 4 grams)	C	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Cocaine (4 or > grams)	B	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Fentanyl (< 2 grams)	C	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Fentanyl (2 or > grams)	B	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Heroin (< 2 grams)	C	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Meth (< 2 grams)	C	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Meth (2 or > grams)	B	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Narcotic (< 10 units)	C	Drug Crime
Traf Cont Sub-1st Deg-2nd Or GT Off-Narcotic (10 or > units)	B	Drug Crime
Traf Cont Sub-1st Degree-1st Offense-Cocaine	C	Drug Crime
Traf Cont Sub-1st Degree-1st Offense-Cocaine (4 or > grams)	C	Drug Crime
Traf Cont Sub-1st Degree-1st Offense-Drug Unspecified	C	Drug Crime
Traf Cont Sub-1st Degree-1st Offense-Heroin	C	Drug Crime
Traf Cont Sub-1st Degree-1st Offense-Heroin (2 or > grams)	C	Drug Crime
Traf Cont Sub-1st Degree-2nd Or GT Offense-Cocaine	B	Drug Crime
Traf Cont Sub-1st Degree-2nd Or GT Offense-Drug Unspecified	B	Drug Crime
Traf Cont Sub-2nd Deg-1st Off- Non-Narcotic (< 10 units)	D	Drug Crime
Traf Cont Sub-2nd Deg-1st Off- Non-Narcotic (10 or > units)	D	Drug Crime
Traf Cont Sub-2nd Deg-1st Off- Sch III Cont. Sub(< 20 units)	D	Drug Crime
Traf Cont Sub-2nd Deg-1st Off- Sch III Sub (20 or > units)	D	Drug Crime
Traf Cont Sub-2nd Deg-2nd or GT Off- Sch III Sub(< 20 units)	D	Drug Crime

Traf Cont Sub-2nd Degree 1st Offense-Drug Unspecified	D	Drug Crime
Traf Cont Sub-3rd Deg-1st Off (> 120 units)	D	Drug Crime
Traf In Cont Sub-1st Offense	D	Drug Crime
Traf In Marijuana-8 Oz To LT 5 Lbs-1st Offense	D	Drug Crime
Traf In Marijuana-GT 5 Lbs-1st Offense	C	Drug Crime
Traf In Marijuana-Less Than 8 Oz-2nd Or GT Offense	D	Drug Crime
Traff In Cont Sub, 1st Deg, 2nd Or > Off (< 10 D.U. Opiates)	C	Drug Crime
Traff In Cont Sub, 2nd Deg, 1st Off (< 20 D.U. Barbiturate)	D	Drug Crime
Traff In Controlled Sub, 1st Deg, 1st Off (Methamphetamine)	C	Drug Crime
Trafficking In Synthetic Drugs 1st Offense	D	Drug Crime
Unlawful Access To Computer 2nd Degree	D	Other Crime
Unlawful Access To Computer 1st Degree	C	Public Order Crime
Unlawful Distribution Of A Meth Precursor 1st Offense	D	Drug Crime
Unlawful Imprisonment 1st Degree	D	Other Violent Crime*
Unlawful Possession Of A Meth Precursor 1st Offense	D	Drug Crime
Unlawful Possession Of Meth Precursor 2nd Or GT Off	C	Drug Crime
Unlawful Possession Of Weapon on School Property	D	Weapon
Unlawful Trans W/minor 1 <sup>st</sup> - Illegal Sex Act, U/16 YOA	B	Sex Crime
Unlawful Trans W/minor, 1 <sup>st</sup> - Illegal Sex Act, U/18 YOA	C	Sex Crime
Unlawful Trans W/minor, 1 <sup>st</sup> - Illegal Cont Substance, U/16 YOA	B	Drug Crime
Unlawful Trans W/minor 1 <sup>st</sup> - Illegal Cont Substance, U/18 YOA	C	Drug Crime
Unlawful Transaction W/Minor 2nd Degree	D	Public Order Crime
Unlawfully Providing Handgun to Juvenile or Permitting Juvenile to Possess Handgun	D	Weapon
Use Of A Minor U/16 In A Sex Performance	B	Sex Crime
Use Of A Minor U/16 In A Sex Performance	B	Sex Crime
Use Of A Minor U/18 In A Sexual Performance	C	Sex Crime
Use of Weapon of Mass Destruction 1 <sup>st</sup> Degree	A	Weapon
Use of Weapon of Mass Destruction 2 <sup>nd</sup> Degree	B	Weapon
Use of Weapon of Mass Destruction 3 <sup>rd</sup> Degree	C	Weapon
Using Restricted Ammon During Felony (No Shots)	D	Weapon
Using Restricted Ammo During Felony (Shot fired, No injury)	C	Weapon
Using Restricted Ammo During Felony (Shot fired, Person Wounded)	B	Weapon
Using Restricted Ammo During Felony (Shot fired, Person Killed)	A	Weapon
Wanton Endangerment 1st Degree	D	Other Violent Crime*
Wanton Endangerment 1st Degree-Police Officer	D	Other Violent Crime*
Wanton/Reckless Exploit Adult By Person o/\$300	D	Property Crime

\*Violent for classification, not violent by statute.

## DOC HIP

DOC HIP is the transfer of incarceration to an approved home placement. Consequently, any violation committed while on HIP is considered as if it were committed inside the walls of the prison or jail and shall be scored accordingly. If the inmate is transferred to a DOC facility, the inmate may be issued a disciplinary report and referred to the institutional adjustment committee. Violations committed while on HIP can be found in the offender management system at: Supervision Tab>Records Maintenance>Violations of Supervision. Please note that there is not always a corresponding Offender Standard Form.

## Understanding CourtNet

- No True Bill or Dismissed

Indicates that the Grand Jury heard the evidence in the case and found it insufficient to bring forth an indictment so the charge was dismissed. For classification purposes, when you see, “No True Bill” or “Dismissed,” it means the case is not currently pending. NOTE: The prosecutor may choose to submit the charges again at a later date to a different Grand Jury and may receive an indictment OR he may resubmit the charges to the Grand Jury due to his receipt of additional evidence, witnesses, etc. and the case can proceed.

- No action taken by Grand Jury

Indicates that the impaneled Grand Jury found the evidence presented by the Commonwealth’s Attorney insufficient to meet the standard of “Probable Cause” so the accused can be released from custody on that charge. *It is still pending for classification purposes.* If it is over six (6) months since it was passed over by the Grand Jury, the jurisdiction shall be contacted in an attempt to get a final resolution in the case.

- RCr 5.22 or “Administrative Procedure – 60 Day Rule”

- This means the Grand Jury failed to indict within their 60-day time limit to do so.
- If the Grand Jury cannot come to an agreement to indict, the accused has to be released at the end of that 60-day Grand Jury term and any bail monies returned to him.
- *It is still a pending charge for classification purposes.* If it is over six (6) months since it was passed over by the Grand Jury, the prosecutor should be contacted to attempt to get a status or final resolution in the case.

- Dismissed by indictment

- This phrase is used by some District Court jurisdictions when a case has been indicted by the Grand Jury. This entry should not be confused with a case that is simply “Dismissed.” In these “Dismissed by Indictment” cases, there should be a corresponding case with a “CR” number listing the same or similar charges as the “F” case.