

CUSTODY CLASSIFICATION FORM INSTRUCTIONS (BP-338)

INTRODUCTION. Custody classification is a procedure whereby an inmate is assigned a level of supervision according to their criminal history and institutional behavior/adjustment. An inmate's custody level is an indication of how much staff supervision an inmate requires within and beyond the confines of the institution.

An inmate's first custody classification will be scored at the first program review following initial classification (approximately 7 months after arrival at an institution). Subsequent reviews will occur at least every 12 months, but may be conducted earlier in order to enable progress toward community activities. Custody classification will ordinarily occur every 12 months at a regularly scheduled program review. Only changes which increase or decrease the overall security level assignment of the inmate, i.e. FRP refuse, incident report(s), new sentence, sentence reduction etc., should be scored outside of the 12 month cycle.

When transferring to another institution, inmates normally retain their custody assignments. If the custody level is inconsistent with that authorized at the receiving institution, the sending institution will change the inmate's custody prior to transfer. Holdovers will retain their initial custody level assignments until their first regularly scheduled custody review at their designated facility for service of sentence.

At each annual custody review, a new Custody Classification Form (BP-338) will be completed, even though the scoring elements may not have changed from the previous form. Only the most current BP-338 form will be retained in the Inmate Central File, except for those forms that must be retained to document appropriate review and approval for custody reductions (e.g., custody reductions for exception cases require the Warden, or designee, to sign the Custody Classification Form. The form should be maintained to document the review and approval). As set forth in the definition of "Maximum" custody, Chapter 2, a BP-338 form changing an inmate's custody to or from "Maximum" custody must be permanently maintained.

It should be clearly understood that the Custody Classification Form only recommends an inmate's custody. The Unit Team and/or Warden is the final review authority. The intent of the Custody Classification system is to permit staff to use professional judgment within specific guidelines. Custody changes are not

dictated solely by the point total. However, when the Unit Team decides not to follow the recommendation of the point total, they must document the reason(s) for this decision in writing on the Custody Classification Form, and inform the inmate.

A. IDENTIFYING DATA			
1. INSTITUTION CODE	2. UNIT	3. DATE	
4. NAME		5. REGISTER NUMBER	
6. MANAGEMENT VARIABLES	A - NONE B - JUDICIAL RECOMMENDATION D - RELEASE RESIDENCE/PLANNING E - POPULATION MANAGEMENT	G - CIMS I - MED/PSYCH TREATMENT N - PROGRAM PARTICIPATION R - WORK CADRE	S - PSF WAIVED U - LONG-TERM DETAINEE V - GREATER SECURITY W - LESSER SECURITY
7. PUBLIC SAFETY FACTORS	A - NONE B - DISRUPTIVE GROUP (males only) C - GREATEST SEVERITY OFFENSE (males only) F - SEX OFFENDER G - THREAT TO GOVERNMENT OFFICIALS H - DEPORTABLE ALIEN	I - SENTENCE LENGTH (males only) K - VIOLENT BEHAVIOR (females only) L - SERIOUS ESCAPE M - PRISON DISTURBANCE N - JUVENILE VIOLENCE O - SERIOUS TELEPHONE ABUSE	

1. **INSTITUTION CODE.** (Automatically displayed by SENTRY.)
2. **UNIT.** (Automatically displayed by SENTRY.)
3. **DATE.** (Automatically displayed by SENTRY.)
4. **NAME.** (Automatically displayed by SENTRY.)
5. **REGISTER NUMBER.** (Automatically displayed by SENTRY.)
6. **MANAGEMENT VARIABLES.** See Chapter 5, pages 1-6.
7. **PUBLIC SAFETY FACTORS.** See Chapter 5, pages 7-13.

B. BASE SCORING

1. **TYPE OF DETAINER**

1. TYPE OF DETAINER	0 = NONE 1 = LOWEST/LOW MODERATE	3 = MODERATE 5 = HIGH	7 = GREATEST	
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Enter the appropriate number of points that reflect the inmate's detainer status. Refer to the Offense Severity Scale (Appendix A). If multiple detainers have been filed, enter the point value for the most serious charge. Frequency and sentence length are not considered.

The scoring of detainers on the Inmate Load and Security Designation Form (BP-337) may differ from the score received on the Custody Classification Form (BP-338). If there is a pending charge, points based on the documented behavior are assigned on

the type of detainer item; if the pending charge involves a probation violation, use the most severe documented behavior from the original offense as the basis for assigning points in the detainer scoring. Only formally filed detainers are considered on the Custody Classification Form after the second regularly scheduled custody review.

- Score consecutive state sentences, lodged state detainers and/or state parole violation terms/warrants as detainers. Inmates should be informed that it is vitally important that all pending charges and detainers be resolved as quickly as possible so that institution programming and release planning can occur.
- Score concurrent state sentences, as a detainer only if it is expected that the state sentence will exceed the federal sentence and the state has formally filed a detainer. Other formally filed state pending charges, consecutive sentences, and/or parole violation term/warrants will be scored as detainers. Points will be assigned the same as they would be for a federal violation (see page 4 of this Chapter for further instructions).
- No points will be awarded for U.S. Parole Commission warrants (adjudicated or unadjudicated). However, the original offense behavior will be factored into the criminal history points and the violation behavior (including new offense behavior) will be scored as the current offense.
- No points will be assigned for ICE detainers. However, each case will be carefully reviewed to determine whether the PSF for Deportable Alien is applicable.
- If a formally filed detainer involves a probation violation, use the most severe documented behavior in the original offense as the basis for assigning points in the detainer scoring chart above.

2. SEVERITY OF CURRENT OFFENSE

2. SEVERITY OF CURRENT OFFENSE	0 = LOWEST 1 = LOW MODERATE	3 = MODERATE 5 = HIGH	7 = GREATEST	
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Enter the appropriate number of points that reflect the most severe documented instant offense behavior. For multiple offenses, the highest score will be used when scoring the current offense. Staff will consider the offense behavior of all sentences, including federal sentences that have a future

beginning date or a prior state or D.C. sentence if there was no physical release from custody.

Severity is determined by using the Offense Severity Scale (Appendix A). Do not use instant offense behavior to also assign points on the "history" items on the Custody Classification Form.

Example: According to the Presentence Investigation Report, the individual was involved in an Assault With Serious Injury (Greatest severity level) but pled guilty to a Simple Assault (Moderate severity level). Assign the points on the basis of the more severe documented behavior, i.e., assign 7 points (Greatest severity level). Do not use the current term of confinement information to assign points on the "history" items (numbers 5 and 6 on the Security Designation Data section of the BP-337).

In determining "Severity of Current Offense" staff must review the Statement of Reasons, (attachment to the Judgment) and ensure the information provided is appropriately used in classifying the inmate.

Example: According to the Presentence Investigation Report the individual was involved in a drug conspiracy responsible for distribution of 31 grams of cocaine base "Crack", but was individually only responsible for 2 grams, he/she would be scored as Moderate Severity in this category. However, the **STATEMENT OF REASONS**, indicates the Judge found the individual responsible for less than 1 gram; therefore, the appropriate scoring should be Low Moderate Severity.

- **Procedures for Parole, Mandatory Release, Special Parole Term, or Supervised Release Violator**

If the violation was the result of new criminal conduct, regardless of conviction status, use the new criminal conduct for scoring "Severity of Current Offense" (see Appendix A). If the violation behavior was a technical violation, score the "Severity of Current Offense" as Low Moderate Severity.

The original offense behavior which occurred prior to the violation is considered past behavior and is not used in determining "Severity of Current Offense."

● **Procedures for Probation Violator**

The original offense behavior that resulted in probation should be used for scoring "Severity of Current Offense" (see Appendix A).

However, if the new criminal conduct (violation behavior) is more severe than the original offense behavior, then use this behavior for scoring "Severity of Current Offense." The most severe documented behavior between the original offense and the violation behavior is to be used for scoring "Severity of Current Offense."

3. MONTHS TO RELEASE DATE

3. MONTHS TO RELEASE _____

If there is a current and valid sentence computation in SENTRY, SENTRY will automatically enter the number of months remaining into this field. If however, there is not a complete Sentence Computation/Projected Release Date in SENTRY, this entry must be manually computed. This item is not figured into the security point total but impacts the Sentence Length Public Safety Factor.

4. CRIMINAL HISTORY SCORE

4. CRIMINAL HISTORY SCORE	0 = 0-1 2 = 2-3	4 = 4-6 6 = 7-9	8 = 10-12 10 = 13 +	
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SENTRY will automatically insert the score that was entered for this item on the BP-337. If this item was not entered on the BP-337, insert the appropriate number of points that reflect the Criminal History Score. For further details on Criminal History Score see Chapter 4, Section 8.

5. HISTORY OF ESCAPE OR ATTEMPTS

5. HISTORY OF ESCAPE OR ATTEMPTS	NONE	>15 YEARS	10-15 YEARS	5-10 YEARS	<5 YEARS	
MINOR	0	1	1	2	3	
SERIOUS	0	3 (S)	3 (S)	3 (S)	3 (S)	

Enter the appropriate number of points that reflect the escape history of the individual, considering only those acts for which there are documented findings of guilt (i.e., DHO, Court, Parole, Mandatory Release, or Supervised Release Violation). Escape History includes the individual's entire background of escapes or attempts to escape from confinement, or absconding from community supervision, excluding the current term of confinement.

EXCEPTION: Any institution disciplinary hearing (UDC or DHO) finding that a prohibited act was committed during the current term of confinement will be scored as a history item.

State disciplinary findings are scored unless there is documentation that the state disciplinary proceedings did not afford due process protection to the inmate.

Fleeing or Eluding Arrest, Failure to Appear for traffic violations, runaways from foster homes and similar behavior should not be scored under the Escape History item, even if clearly documented, but should be considered on a case-by-case basis under the Management Variable "Greater Security." Failure to Appear or Flight to Avoid Prosecution for any offense however, must be counted when there is a documented finding of guilt.

In determining time frames, use the date of the documented occurrence. Documented information from juvenile or YCA adjudications can be used unless the record has been expunged or vacated.

Minor History of Escape - An escape from an open institution or program (e.g., minimum security facility, CCC, furlough) not involving any actual or threat of violence. Also includes military AWOL, Bail Reform Act, Flight to Avoid Prosecution, and Absconding from Community Supervision. There must be a finding of guilt.

Serious History of Escape - An escape from secure custody with or without threat of violence. Also includes escapes from an open facility or program with actual threat of violence. There must be a finding of guilt. S = 3 points and requires application of PSF L.

6. HISTORY OF VIOLENCE

6. HISTORY OF VIOLENCE		NONE	>15 YEARS	10-15 YEARS	5-10 YEARS	<5 YEARS
MINOR	0	1	1	3	5	
SERIOUS	0	2	4	6	7	

Enter the appropriate number of points that reflect any history of violence, considering only those acts for which there are documented findings of guilt (i.e., DHO, Court, Parole, Mandatory Release, or Supervised Release Violation). This item includes the individual's entire background of criminal violence, excluding the current term of confinement.

EXCEPTION: Any institution disciplinary hearing (UDC or DHO) finding that a prohibited act was committed during the current term of confinement will be scored as a history item.

State disciplinary findings are scored unless there is documentation that the state disciplinary proceedings did not afford due process protection to the inmate.

Severity of violence is determined by the offense behavior regardless of the conviction/finding of guilt offense. History of Violence points combine both seriousness and recency of prior violent incidents to assess the propensity for violent behavior, where more points mean greater risk. Therefore, if there is more than one incident of violence, score the combination of seriousness and recency that yields the highest point score. Prior periods of incarceration will be considered a "history" item if the inmate was physically released from custody and then returned to serve either a violation or a new sentence. In determining time frames, use the date of the documented behavior. Documented information from juvenile or YCA adjudication can be used unless the record has been expunged or vacated.

Minor History of Violence - Aggressive or intimidating behavior which is not likely to cause serious bodily harm or death (e.g., simple assault, fights, domestic disputes, etc.) There must be a finding of guilt.

Serious History of Violence - Aggressive or intimidating behavior which is likely to cause serious bodily harm or death (e.g., aggravated assault, domestic violence, intimidation involving a weapon, incidents involving arson or explosives, rape, etc.). There must be a finding of guilt.

Example: If an offender was found guilty of homicide 20 years ago and a simple assault 3 years ago, assign 5 points for the simple assault. Or in another case, the offender had guilty findings for homicide 12 years ago; aggravated assault 8 years ago; and fighting 2 years ago, score 6 points for the aggravated assault 8 years ago.

NOTE: Attempted suicide, self-mutilation and possession of weapons are not applicable behaviors for History of Violence scoring. In addition, verbal threats (such as Code 203- Threatening Bodily Harm) are to be viewed as minor violence.

7. VOLUNTARY SURRENDER

7. VOLUNTARY SURRENDER	0 = NOT APPLICABLE	(-3) = VOLUNTARY SURRENDER	
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This item allows for the subtraction of three points from the "Base Score" (Item 11 below), when the Judgement indicates the inmate was ordered to voluntarily surrender. Enter the appropriate number of points. For purposes of this item, voluntary surrender means the inmate was not escorted by a law enforcement officer to either the U.S. Marshals Office or the place of confinement.

NOTE: Supervised Release, Mandatory Release, and Parole Violators will not receive credit for Voluntary Surrender even if it is approved by the court.

8. AGE

8. AGE	0 = 55 and over	4 = 25 through 35	
	2 = 36 through 54	8 = 24 or less	

SENTRY will automatically cross-reference the inmate's date of birth and assign the appropriate number of points that reflect his or her age. Staff do not have to manually enter an offender's age.

9. EDUCATIONAL LEVEL

9. EDUCATION LEVEL	0 = Verified High School Degree/GED		
	1 = Enrolled in and making satisfactory progress in GED Program		
	2 = No verified High School Degree/GED & not participating in GED Program		

Enter the appropriate number of points, that reflect the inmate's education level as verified by the Education Department.

NOTE: The scoring of this item on the Custody Classification form differs from the scoring on the Security Designation form. Therefore, unit staff must reconcile information obtained since the inmate's previous score on this item.

In addition to the points assigned for the education level, the highest grade completed (HGC) will also be recorded on the BP-337. For example an inmate who began but did not complete the 7th grade will be given a 6 in the HGC field. Similarly, a GED will be given a 12, a college graduate a 16, a Master's degree an 18, and a Ph.D. a 21 (the maximum allowed) in the HGC field.

10. **DRUG/ALCOHOL ABUSE**

10. DRUG/ALCOHOL ABUSE	0 = Never/>5 Years	1 = <5 Years	
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Enter the appropriate number of points that reflect drug or alcohol abuse by the inmate. Examples of drug or alcohol abuse include: a conviction of a drug or alcohol related offense, a parole or probation violation based on drug or alcohol abuse, positive drug test, a DUI, detoxification, etc. Absent any information similar to the above, an inmate's self report is sufficient to score this item. If this information is unknown, enter a "U" and the item will be scored as zero.

11. **BASE SCORE**

11. BASE SCORE (ADD B. ITEMS 1 - 10)	
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SENTRY will compute the base score based upon the points entered for Items 1 - 10 (excluding Item 3). In cases where the total results in a negative number the base score will be set at zero.

C. CUSTODY SCORING

1. **PERCENTAGE OF TIME SERVED**

1. PERCENTAGE OF TIME SERVED	3 = 0-25%	5 = 76-90%	
	4 = 26-75%	6 = 91+%	

Enter the number of points that reflect the percentage of time the inmate has already served on the present commitment at the time of the review. To determine the percent, divide the number of months already served on the present sentence by the number of months of incarceration the inmate will have served upon reaching his/her projected release date. If applicable, give credit for jail time.

Example: An inmate has served 15 months (14 months at the institution, plus credit for one month jail time) of an anticipated total of 78 months of confinement.

$$\frac{\text{Actual Time Served}}{\text{Anticipated Time in Confinement}} = \frac{15}{78} = 19.2\%$$

Enter "3" , since 3 represents a range of 0 to 25%.

2. PROGRAM PARTICIPATION

2. PROGRAM PARTICIPATION	0 = POOR	1 = AVERAGE	2 = GOOD	
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Enter the appropriate number of points that reflect the inmate's level of initiative in programming. This is based on the inmate's active program involvement, eg. RPP, FRP, Drug education or Treatment Programs, education programs, or any other suitable programs as recommended by the Unit Team. Unit Teams should score this area at the time of the custody review so input may be gained from all classification team members.

NOTE: Inmates in "FRP Refuse", "RPP Refuse", or who refuse to participate in mandatory drug education or treatment programs will be scored with 0 points regardless of any other programs achievements. Otherwise, assign points as follows:

GOOD - The inmate actively participates in multiple recommended programs.

AVERAGE - The inmate could be participating in multiple recommended programs but chooses to be involved in one at a time. This also includes inmates who are on official waiting lists for programs recommended by the Unit Team.

POOR - No program involvement, refuses to participate, or poor participation in programs in which he/she is enrolled.

3. LIVING SKILLS

3. LIVING SKILLS	0 = POOR	1 = AVERAGE	2 = GOOD	
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Enter the appropriate number of points that reflect the inmate's living skills during the past 12 months. This is based on the inmate's demeanor, attitude, personal accountability and nature of interaction with staff and other inmates. Incident Reports in and of themselves are not the determining factor in assessing the points on this item; however, the underlying behavior(s) may influence the scoring of this item. Unit Teams should score this item at the time of the custody review so input may be gained from all classification team members.

NOTE: Inmates in "FRP Refuse", "RPP Refuse", or who refuse to participate in mandatory drug education or treatment programs will be scored with 0 points regardless of any other programs achievements. Otherwise, assign points as follows.

GOOD - The inmate fully complies with staff expectations. He/she consistently receives outstanding sanitation and work reports and impresses staff as a "model inmate" in all other aspects of adjustment. He/she has developed a good rapport with staff. This high level of responsibility is consistent throughout the year.

While behavior(s) of a minor concern may occur occasionally, they do not detract from the inmate's overall favorable performance. He/she is perceived by staff as attempting to program in a positive manner. Some examples of such behavior(s) are as follows:

- Rare property/sanitation related counseling necessary; however, not as the result of or leading to an Incident Report or extra duty;
- Work reports that are excellent overall, though not all evaluation elements are rated as "outstanding;" and,
- Uncharacteristic instances of staff reported negative interactions or behavior that do not result in Incident Reports.

AVERAGE - The inmate generally complies with staff expectations although falls short of providing a full and complete effort. He/she has been counseled about sanitation, work performance and/or other aspects of adjustment; however, the inmate is not viewed as problematic. The inmate's rapport with staff is satisfactory. The inmate presents well personally; however, he/she fails to display any significant motivation for self-improvement.

POOR - The inmate consistently fails to meet staff expectations as evidenced by poor quarters sanitation, personal hygiene, negative interaction with staff/peers, or poor work reports.

4. TYPE AND NUMBER OF MOST SERIOUS INCIDENT REPORT(S)

4. TYPE & NUMBER OF MOST SERIOUS INCIDENT RPT	0 = ANY GREAT (100) IN PAST 10 YRS	3 (A) = 1 MOD (300) IN PAST YR	
	1 = > 1 HIGH (200) IN PAST 2 YRS	3 (B) = >1 LOW MOD (400) IN PAST YR	
	2 (A) = 1 HIGH (200) IN PAST 2 YRS	4 = 1 LOW MOD (400) IN PAST YR	
	2 (B) = > 1 MOD (300) IN PAST YR	5 = NONE	

Enter the points that reflect the most serious Incident Report(s) received by the inmate. This is determined by using the Institution Disciplinary Codes and Sanctions Severity Scale. Points are assigned based on the most severe Incident Report(s) for which the inmate has been found guilty by either the Unit Disciplinary Committee (UDC) or the Discipline Hearing Officer

(DHO), within the specified time frames. Points are to be assigned only for the current period of incarceration.

NOTE: Disciplinary findings while an inmate is housed under BOP authority in non-BOP correctional facilities should be scored if received during the current period of incarceration unless there is documentation that the disciplinary proceeding(s) did not afford due process protection to the inmate.

Example: If an inmate has been found guilty of three HIGH severity Incident Reports within the past two years, he/she would receive a score of "1." If the inmate has only received one HIGH severity incident report within the past two years, the inmate would receive a score of "2(a)."

NOTE: Greatest severity Incident Reports merit a score of "0" regardless of the total number received in the last ten years.

The letter characters assigned to numerical scores 2 and 3 are merely used to differentiate between these items which have identical numerical values. The letter character is not used for computation.

NOTE: For supervised release, mandatory release, and parole violators, Incident Reports received during a previous period of confinement should be used, if they apply, for scoring "History of Escape or Violence," and "Drug/Alcohol Abuse." However, Incident Reports received during a previous period of confinement will not be counted when scoring "Type and Number of Most Serious Incident Reports" and "Frequency of Incident Reports" since this behavior occurred during a previous period of confinement. Only Incident Reports received during the current supervised release and parole violator term will be counted in these categories.

5. FREQUENCY OF INCIDENT REPORTS

5. FREQUENCY OF INCIDENT REPORTS (IN PAST YEAR)	0 = 6+ 1 = 2 THRU 5	2 = ONE 3 = NONE	
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Enter the appropriate number of points that reflect the frequency of Incident Reports.

This is determined by assigning points based on the number of Incident Reports for which the inmate has been found guilty by

either the Unit Discipline Committee or the Discipline Hearing Officer during the past 12 months.

6. FAMILY/COMMUNITY TIES

6. FAMILY/COMMUNITY TIES	3 = NONE OR MINIMAL	4 = AVERAGE OR GOOD	
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Enter the number of points that reflect the level of family and community ties. This is based on the inmate's efforts to build, maintain and strengthen family/community ties rather than the unilateral efforts of the family/community to provide support and assistance to the inmate. Consideration should be given to the following:

- Financial support (not to include FRP participation);
- Visiting (consider inmate's efforts in establishing visiting list, frequency of visits, and who is visiting);
- Development of phone list with focus on family, employment, and community;
- Sending and receiving regular correspondence;
- Participation in Institution Release Preparation Program and institution sponsored mock job fairs;
- Involvement in parenting program and other family oriented activities;
- Contacts with social service providers to promote/enhance family stability (i.e., school guidance counselors, welfare workers, treatment providers);
- Contact with Prisoner Visitation Services;
- Participation in institution sponsored community service opportunities (i.e., Toys for Tots, Make a Wish Foundation, community gardens, Special Olympics); and,
- Voluntary involvement with community activities.

Score each inmate based on his/her unique circumstances while focusing on what the inmate does to maintain, build or strengthen these ties. To best accomplish this, Unit Teams should score this item at the custody review so input can be gained from all classification team members and possibly even the inmate.

Examples:

Inmates who demonstrate no initiative to further and/or enhance relationships with supportive parents/spouse/children should be scored as "none or minimal." (e.g., visiting and phone lists that do not include family members, no effort to provide financial support for children);

Inmates with limited financial resources who have parents/spouse/children living significant distances from their designated facilities, and request to have these family members placed on their visiting and phone lists, and send and receive frequent letters from family and make phone calls to them when funds are available. These inmates score as "average or good;" and,

Inmates with no surviving parents, siblings, spouse, or children may receive an "average or good" rating by developing contacts through Prisoner Visitation Services (PVS) and participation in community based activities and community service opportunities.

7. CUSTODY TOTAL

7. CUSTODY TOTAL (ADD C. 1 - 6)	
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Add the points in items 1 through 6, Section C, and enter the sum in this block.

8. CUSTODY VARIANCE

8. CUSTODY VARIANCE (FROM APPROPRIATE TABLE ON BP-338, PAGE 2)	
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The Custody Variance adjusts the inmate's total security points as specified in Tables 6-1(M) and 6-1(F) based upon the inmates custody score. If the appropriate table indicates a value other than zero the application of the Custody Variance will:

- add points to the base score, thus raising the security level and increasing the custody (when the value is positive); or,
- subtract points from the base score, thus lowering the security level and decreasing the custody (when the value is negative).

Table 6-1(M)

Male Custody Variance Table			CUSTODY TOTAL																
			6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
B S	0-11		+4	+4	+3	+3	+2	+1	+1	+1	0	0	-1	-1	-2	-3	-4	-5	-5
A C	12-15		+4	+4	+3	+3	+2	+1	+1	+1	0	0	0	-1	-2	-3	-4	-5	-5
S O	16-23		+8	+6	+5	+4	+4	+3	+2	+1	+1	0	0	0	-1	-1	-2	-2	-3
E R	24+		+8	+6	+5	+4	+4	+3	+2	+1	+1	+1	0	0	0	-1	-1	-2	-3

Example: A male inmate has a Base Score of 17 points and a Custody Total of 11 points. By using the Custody Variance Matrix, the intersecting point for these two items is +3. Thus, +3 is the Custody Variance score that will be entered on Item 8, Section C.

Table 6-1(F)

Female Custody Variance Table			CUSTODY TOTAL																
			6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
B S	0-15		+15	+11	+7	+4	+3	+2	+1	+1	0	0	0	0	-2	-4	-8	-12	-16
A C	16-30		+15	+11	+7	+4	+3	+2	+1	+1	0	0	0	0	0	-4	-8	-12	-16
S O	31+		+15	+11	+7	+4	+3	+2	+1	+1	0	0	0	0	0	0	-1	-5	-8

Example: A female inmate has a Base Score of 17 points and a Custody Total of 11 points. By using the Custody Variance Matrix, the intersecting point for these two items is +2. Thus, +2 is the Custody Variance score that will be entered on Item 8, Section C.

9. SECURITY TOTAL

9. SECURITY TOTAL (ADD OR SUBTRACT CUSTODY VARIANCE (C.8) TO BASE SCORE (B.10))	
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Apply the Custody Variance Score to the Base Score, and enter the result on Item 10, Section C.

Example: An inmate has a Base Score of 16 and a Custody Variance Score of +4. By applying +4 to 16, a Security Total of 20 is obtained and entered on Item 9, Section C.

NOTE: If the Custody Variance score is 0, the figure entered will be exactly the same as the Base Score. If the application of the Custody Variance to the Base Score results in a negative number, use 0.

10. SCORED SECURITY LEVEL

10. SCORED SECURITY LEVEL _____

An inmate's Security Level is determined by the Security Total and any applicable Public Safety Factors (see Chapter 5).

11. MANAGEMENT SECURITY LEVEL (MSL)

11. MANAGEMENT SECURITY LEVEL _____

A Security Level which is entered by the DSCC or Central Office upon application of any of the three MSL Management Variables (PSF Waived, Greater Security, Lesser Security). The MSL overrides the inmate's scored security level. If there was a previously entered MSL, it will automatically appear in this position.

12. CUSTODY CHANGE CONSIDERATION

To determine eligibility for a custody change, the following procedures apply:

- If the Custody Variance Score (Section C, Item 8) is in the positive (+) range, consider a custody increase;
- If the Custody Variance Score (Section C, Item 8) is 0, the inmate's present custody is continued; or,
- If the Custody Variance Score (Section C, Item 8) is in the negative (-) range, consider a custody decrease.

SECTION D. INSTITUTION ACTION

1. TYPE OF REVIEW

1. TYPE OF REVIEW (EXCEPTION OR REGULAR)	
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An inmate should be handled as an exception case if there is documentation of the following:

- **Public Safety Factors.** Any inmate with a PSF. If the PSF has been waived the case is still considered an exception;
- **Central Inmate Monitoring Assignment.** An inmate with a CIM assignment, excluding state prisoners and separation cases; or,
- **Other.** The Warden may specify in writing other offenses or cases that require exception review.

If the inmate does not meet any of the above criteria the "Type of Review" will be "Regular." For Regular Cases, the Unit Team has authority to make custody assignments, and the Unit Manager is the signature authority on the BP-338. For Exception Cases, the Warden or designee is the approving official and retains signature authority for the BP-338 whenever there is a decrease in custody. Unit staff will indicate on the BP-338 form the reason for the Exception Case, only in those instances in which the unit team will make a recommendation for a reduction in custody level.

2. CURRENT CUSTODY

2. CURRENT CUSTODY (MAXIMUM, IN, OUT, COMMUNITY)	
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Check the proper code for the inmate's current custody:

MAX = MAXIMUM, IN = IN, OUT = OUT, COM = COMMUNITY

3. NEW CUSTODY

3. NEW CUSTODY (MAXIMUM, IN, OUT, COMMUNITY)	
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Check the proper code for the inmate's new custody:

MAX = MAXIMUM, IN = IN, OUT = OUT, COM = COMMUNITY

As indicated below, the Custody Classification Form only recommends; the final decision rests with the review authority. With the exceptions noted previously in Item 1, Type of Review, the Unit Team has the following options:

Table 6-2

BP-338 FORM RECOMMENDS	CLASSIFICATION TEAM OPTIONS
Custody Increase(+) range	Increase custody one level or Continue same custody assignment and document why
Custody Decrease(-) range	Decrease custody one level or Continue same custody assignment and document why
Continue Present Custody	Continue same custody assignment or (Refer to the Warden, see below)

The custody level should normally be reduced or increased by only one level (i.e., a reduction of IN would be to OUT, not to COMMUNITY; an increase from COMMUNITY would be to OUT, not to IN). However, an exception regarding increases can be made for disciplinary cases involving prohibited acts of the Greatest Severity or escape, provided it is justified by the Unit Team in a memo to the inmate's central file with a copy to the inmate.

Additionally, transfer to a CCC may require the custody level to be decreased more than one level. If the inmate is receiving a custody reduction solely for the purpose of transferring to a CCC, a new Custody Classification Form (BP-338) does not need to be completed. Approval for a decrease to COMMUNITY custody is granted by virtue of the Warden's approval and signature on the Institution Referral for CCC Placement (BP-210).

While it is mandatory that COMMUNITY custody be effected at the time of transfer, it may not be appropriate to reduce the inmate's custody level prior to the date of transfer (e.g., it would not be appropriate for an IN custody inmate at a MEDIUM security level institution to have COMMUNITY custody while still housed at the institution). In such cases, upon receipt of a CCC acceptance date, a SENTRY future assignment would be established for the date of transfer. The effective time for the reduction would be 12:01 AM. An inmate must be assigned COMMUNITY custody status prior to transfer to a CCC.

If the Custody Variance (Section C, Item 8) is zero (Continue Present Custody), and the Unit Team believes that there is a compelling reason to change the inmate's custody, the Unit Team will refer the case to the Warden, who is the deciding official.

4. ACTION

4. ACTION: (APPROVE, DISAPPROVE)	
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For exception cases only, the Warden or designee should check the appropriate box indicating either approval or disapproval of the Unit Team's decision. If the Warden disagrees with the form, he/she will indicate the reasons on the 338 form. For regular cases, the Unit Manager will take this action.

5. DATE OF NEXT REVIEW

5. DATE OF NEXT REVIEW	
------------------------	--

Enter the month and year of the next scheduled review.

6. CHAIRPERSON

6. CHAIRPERSON	NAME AND SIGNATURE
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The Unit Manager will print his or her name and sign the form in the space provided.

7. EXCEPTION REVIEW

7. EXCEPTION REVIEW	NAME (WARDEN OR DESIGNEE) AND SIGNATURE
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This item is reserved for the Warden or designee's printed name and signature if the inmate is an exception case as defined in Item 1 of this section. If the Warden or designee disapproves, the reason will be documented on the Custody Classification Form (BP-338) and a copy provided to the inmate.

8. SUMMARY OF FINAL ACTION

8. SUMMARY OF FINAL ACTION:	SECURITY LEVEL	
	CUSTODY	

After all action is complete (exception cases signed off, etc.,) the final outcome will be entered. Upon completion, the form is to be filed in the Inmate Central File, Section 2, and the appropriate custody assignment updated in SENTRY.

BP-338 CUSTODY CLASSIFICATION FORM
 PAGE 1

U.S. DEPARTMENT OF JUSTICE
 FEDERAL BUREAU OF PRISONS

A . I D E N T I F Y I N G D A T A												
1. INSTITUTION CODE			2. UNIT				3. DATE					
4. NAME			5. REGISTER NUMBER									
6. MANAGEMENT VARIABLES			A - NONE B - JUDICIAL RECOMMENDATION C - RELEASE RESIDENCE/PLANNING E - POPULATION MANAGEMENT			G - CIMS I - MED/PSYCH TREATMENT N - PROGRAM PARTICIPATION R - WORK CADRE			S - PSF WAIVED U - LONG TERM DETAINEE V - GREATER SECURITY W - LESSER SECURITY			
7. PUBLIC SAFETY FACTORS			A - NONE B - DISRUPTIVE GROUP (males only) C - GREATEST SEVERITY OFFENSE (males only) F - SEX OFFENDER G - THREAT TO GOVERNMENT OFFICIALS H - DEPORTABLE ALIEN			I - SENTENCE LENGTH (males only) K - VIOLENT BEHAVIOR (females only) L - SERIOUS ESCAPE M - PRISON DISTURBANCE N - JUVENILE VIOLENCE O - SERIOUS TELEPHONE ABUSE						
B . B A S E S C O R I N G												
1. TYPE OF DETAINEER		0 = NONE 1 = LOWEST/LOW MODERATE		3 = MODERATE 5 = HIGH		7 = GREATEST						
2. SEVERITY OF CURRENT OFFENSE		0 = LOWEST 1 = LOW MODERATE		3 = MODERATE 5 = HIGH		7 = GREATEST						
3. MONTHS TO RELEASE												
4. CRIMINAL HISTORY SCORE		0 = 0-1 2 = 2-3		4 = 4-6 6 = 7-9		8 = 10-12 10 = 13 +						
5. HISTORY OF ESCAPE OR ATTEMPTS		NONE MINOR 0 SERIOUS 0		>15 YEARS 1 3(S)		10-15 YEARS 1 3(S)		5-10 YEARS 2 3(S)		0 <5 YEARS 3 3(S)		
6. HISTORY OF VIOLENCE		NONE MINOR 0 SERIOUS 0		>15 YEARS 1 2		10-15 YEARS 1 4		5-10 YEARS 3 6		<5 YEARS 5 7		
7. VOLUNTARY SURRENDER STATUS 0 = NOT APPLICABLE (-3) = VOLUNTARY SURRENDER												
8. AGE		0 = 55 and over 2 = 36 through 54		4 = 25 through 35 8 = 24 or less								
9. EDUCATION LEVEL 0 = Verified High School Degree/GED 1 = Enrolled in and making satisfactory progress in GED Program 2 = No verified High School Degree/GED & not participating in GED Program												
10. DRUG/ALCOHOL ABUSE 0 = Never/>5 Years 1 = <5 Years												
11. BASE SCORE (ADD \$B. ITEMS 1 - 10)												
C. CUSTODY SCORING												
1. PERCENTAGE OF TIME SERVED		3 = 0-25% 4 = 26-75%		5 = 76-90% 6 = 91+%								
2. PROGRAM PARTICIPATION		0 = POOR		1 = AVERAGE		2 = GOOD						
3. LIVING SKILLS		0 = POOR		1 = AVERAGE		2 = GOOD						
4. TYPE & NUMBER OF MOST SERIOUS INCIDENT RPT		0 = ANY GREAT (100) IN PAST 10 YRS 1 = > 1 HIGH (200) IN PAST 2 YRS 2(A) = 1 HIGH (200) IN PAST 2 YRS 2(B) = > 1 MOD (300) IN PAST YR		3(A) = 1 MOD (300) IN PAST YR 3(B) = >1 LOW MOD (400) IN PAST YR 4 = 1 LOW MOD (400) IN PAST YR 5 = NONE								
5. FREQUENCY OF INCIDENT REPORTS (IN PAST YEAR)		0 = 6+ 1 = 2 THRU 5		2 = ONE 3 = NONE								
6. FAMILY/COMMUNITY TIES		3 = NONE OR MINIMAL		4 = AVERAGE OR GOOD								
7. CUSTODY TOTAL (ADD \$ C. 1 - 6)												
8. CUSTODY VARIANCE (FROM APPROPRIATE TABLE ON BP-338, PAGE 2)												
9. SECURITY TOTAL (ADD OR SUBTRACT CUSTODY VARIANCE (\$ C.8) TO BASE SCORE (\$ B.11)												
10. SCORED SECURITY LEVEL _____					11. MANAGEMENT SECURITY LEVEL _____							

