

LEXINGTON-FAYETTE URBAN COUNTY DIVISION OF COMMUNITY CORRECTIONS  
 CLASSIFICATION BUREAU  
**RE-CLASSIFICATION INSTRUMENT**

SUBJECT'S NAME (L,F,M)					
SSN:	AGE:	SEX:	RACE:	DOB:	/ /
CLASSIFIED AS:	HOUSING ASSIGNMENT:		TIME:	DATE: / /	
IMIS REPORT CATEGORY(S):	1.	2.	3.	4.	OFFICER:

**POSITIVE RECLASSIFICATION POINTS**

<i>Time in Days</i>	30	60	90	120	
No Class 1, 2 or 3 Incidents	+2	+2	+2	+2	
Program Participation	+1	+1	+1	+1	
<i>Positive Points Sub-Total</i>					▶

**NEGATIVE RECLASSIFICATION POINTS**

Current Charge Violent Felony	-10	
CCH Violent Felony	-7	
Designated IBP	-5	
Escape History/Propensity	-5	
Contraband Issues	-3	
<i>Negative Points Sub-Total</i>		▶

**TOTAL RECLASSIFICATION POINTS**

<i>Points Total</i>	▶
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Any score in the Positive range is eligible for one (1) level classification move downward.

Any seg status with -5 or less is eligible for one (1) level stratification move.

<i>Not Eligible for Reclassification</i>	▶
<i>Reclassified as</i>	▶
<i>Recommended Housing Assignment</i>	▶

CURRENT CHARGES:	OVERRIDE:
	APPROVED BY:

Data Dictionary  
Reclassification Instrument  
(Revised: 4 April, 2001)

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This dictionary provides the working definition for each of the data elements of the Reclassification Instrument.

**OFFENDER INFORMATION** - Identifying information on the Offender.

1. **DATA ELEMENT** – *Subject's Name (L,F,M)*  
**SOURCE** - Arrest Citation/Booking Index  
**DEFINITION** - Legal name given at time of booking, Last name, First name, Middle name.
2. **DATA ELEMENT** - *Social Security Number*  
**SOURCE** - Arrest Citation/Booking Index  
**DEFINITION** - Social Security Number as given by Offender at time of booking.
3. **DATA ELEMENT** - *Age*  
**SOURCE** - Arrest Citation/Booking Index  
**DEFINITION** - Age of Offender at time of booking.
4. **DATA ELEMENT** - *Sex (M or F)*  
**SOURCE** - Arrest Citation/Booking Index  
**DEFINITION** - Gender of Offender at time of booking, male or female.
5. **DATA ELEMENT** - *Race*  
**SOURCE** - Arrest Citation/Booking Index  
**DEFINITION** - Race of Offender at time of booking, Caucasian, black, Hispanic, Asian, other.
6. **DATA ELEMENT** - *Date of Birth (DOB)*  
**SOURCE** - Arrest Citation/Booking Index  
**DEFINITION** - Date of birth given by Offender at time of booking.
7. **DATA ELEMENT** – *Classified as:*  
**SOURCE** - Based on the results of running the decision tree and any overrides.  
**DEFINITION** - This is the results of the Primary Classification Decision Tree and any overrides of the Decision Tree. The classification is expressed in a Needs Designation Classification (SS- for Special Segregation) and a Custody Classification (SG for Segregation, RC for Restricted Custody, GP for General Population).
8. **DATA ELEMENT** - *Housing Assignment*  
**SOURCE** - Decision Tree Classification Instrument  
**DEFINITION** - Housing Assignment given to Offender after classification.
9. **DATA ELEMENT** - *Time*

**SOURCE** – Clock. XXXX hrs, in 24 hr time format.

**DEFINITION** – Time of day the reclassification instrument is completed.

**10. DATA ELEMENT - *Date***

**SOURCE** - Calendar - MM/DD/YY

**DEFINITION** - Calendar date of the day the reclassification instrument is completed.

**11. DATA ELEMENT - *IMIS Report Category(s) 1 - 4***

**SOURCE** - Inmate Management Information System (IMIS), Classification Data Base, Institutional Behavior Report Categories

**DEFINITION** - Data base coding assigned to all institutional incidents including any classification unit activities. All incidents are grouped into similar categories and codified for entry into the database. The database is used for tracking of inmate behavior, classification activities, institutional/staff incidents and for the generation of reports.

**12. DATA ELEMENT - *Classification Officer***

**SOURCE** - Officer self report.

**DEFINITION** - Name of Classification Officer completing the reclassification instrument.

**POSITIVE RECLASSIFICATION POINTS**

**13. DATA ELEMENT – *Time in Months***

**SOURCE** – IMIS booking record

**DEFINITION** – The length of time in calendar months from the offender’s initial primary classification for the current booking. The time is set in increments of 3 months, 6 months, 9 months and 12 months. Any length of time over 12 months will be treated as 12 months.

**14. DATA ELEMENT – *No Class I, II or III Incidents***

**SOURCE** – IMIS incident history

**DEFINITION** – If subject has had no Class I, II or III incidents, he/she will be given 2 positive points for each 3 months of incarceration time up to 12 months. This point total will not exceed 8 points and will be added to the *Positive Points Sub-Total*.

**Class “1” offenses:** Any act which constitutes a felony violation of the law, violent behavior and/or pose an immediate threat to public safety and security of the Detention Center, staff or other Inmates. The following issues are classified Class”1” offenses:

1A. **Attempting to hold another person(s) hostage:** Any attempt to control staff or other inmates against their will with the use or threat of force.

1B. **Escape or attempted escape:** Trying to free one’s self from incarceration, by gaining or attempting to gain access to the outside area of the Facility, or possession of items that can be used to effect an escape including but not limited to lock picking devises, handcuff keys or any manufactured item by the Inmate intended for escape purposes.

1C. **Assault:** Causing bodily harm against another person.

1D. Arson: Attempting to start any type of fire either inside or outside of the facility within the boundaries of the Detention Center property.

1E. Destruction of Detention Center property over \$100.00: Damaging or destroying any item, or combination of items, that have a monetary value of \$100.00 or greater.

1F. Possession of dangerous contraband: Any item that could cause bodily harm to either self or another person, to include weapons and drugs.

1G. Inciting or participating in a group action, organization or disturbance that violates established policy or staff directives: Attempting to start a riot, participating in a riot or attempting to illicit assistance from other Inmates in becoming either verbally or physically disruptive towards Detention staff or policies.

1H. Participating in sexual activity: Any consensual or coerced sexual activity.

1I. Tampering with any security device: Any attempt to distort or cover the sight line between Detention staff and the Inmate or attempting to disengage or circumvent any security equipment.

1J. Engaging in written or verbal communications or repeated acts which are calculated to cause a disturbance: Written or verbal communication that could be deemed threatening to the safe and secure operation of the facility.

1K. Deliberately activating fire/security alarms: Any deliberate activation of a safety/security device without justifiable cause.

1K. Extortion or Blackmail against another Inmate of Staff: Any attempt to illicit unauthorized items or services through the use of coercion or threats

1L. Serious threats of bodily harm towards other Inmates or Staff: Threats that result in formal criminal charges being brought against the Inmate.

1M. Any act which constitutes a felony under the laws of the Commonwealth of Kentucky:

Class "2" offenses: Any act which constitutes a violation(s) which are disruptive to the security and orderly running of the Detention Center.

2A. Non-injury physical contact: Participating in a physical altercation with other Inmates whereas no injuries occur.

2B. Possession of contraband which violates policy yet, is a lesser offense of possession of dangerous contraband: Including smoking materials, pornographic material or any other item, other than weapons or drugs deemed inappropriate to the secure and safe operation of the Facility.

2C. Destruction of Detention Center property less than \$100.00: Damaging or destroying any item, or combination of items that have a monetary value of less than \$100.00

2D. Theft: Any acquisition or attempt to acquire property or money that does not belong to oneself.

2E. Accessing unauthorized areas of the Detention Center without authorization: Seeking to enter any area against the wishes of the Detention Center and/or Staff.

2F. Escape from Community Programs or activities: Any Inmate who, based on their current classification is authorized access outside the secure area of the facility who fails to return to the Detention Center as required.

2G. Making sexual proposals to other Inmates or staff: Any request or attempt made in order to facilitate sexual activities.

2H. Adulteration of food or drink: Any contamination of food or drink in an attempt to harm another or, manipulation of food or drink for use other than it's intended purpose. (I.E. making "hooch").

2I. Misrepresenting identity: Attempting to use another Inmates I.D. or answering to another's name when called by Staff.

2J. Misuse of computer or any other electronic equipment: Alteration of any written or electronic data or any unauthorized use of electronic or written data that would negatively impact the facility.

2K. Any act which constitutes a criminal offense other than a felony under the laws of the Commonwealth of Kentucky.

Class "3" offenses: Violations which oppose general directives and rules of appropriate behavior.

3A. Disrespect or disruptive conduct: Any inappropriate behavior, comment, gesture or action displayed to staff or other inmates.

3B. Giving false information to staff: Providing misinformation in an attempt to confuse staff.

3C. Confusing counts: Any attempting to confuse counts completed by staff on any shift.

3D. Failure to present identification card when requested: Failing to have or show I.D. card when requested by staff.

3E. Defacing Detention Center property: Any graffiti or posting of materials in the facility

on any walls fixtures or equipment.

3F. Failing to properly maintain and store property items:

Failing to maintain property in authorized facility storage containers.

Removal of unauthorized items outside of cell or dorm area without staff approval.

3G. Participating in Horseplay: Pranks, rough housing or any behavior deemed to be unsafe.

3H. Possession of unauthorized property or currency:

Possession of authorized items in excess of the amount permitted or being in possession of any currency.

Possession of unauthorized items that do not pose a danger to the safety and security of the facility.

3I. Failure to follow facility policies or staff directives: Failure to follow established facility rules or staff directives.

3J. Gambling or bartering: Willfully betting or bartering with another Inmate for any Detention Center Property, Inmate personal property or commissary items

**15. DATA ELEMENT – Program Participation**

**SOURCE** – Programming director report

**DEFINITION** – If subject has been participating with the programming offered by the division of Programs, he/she will be assessed 1 point for each 3 months of incarceration time up to 12 months. This point total will not exceed 4 points and will be added to the *Positive Points Sub-Total*.

**16. DATA ELEMENT – Positive Points Sub-Total**

**SOURCE** – The numerical points from the two previous sections.

**DEFINITION** - The cumulative numerical total from adding up the points accumulated from the two previous Positive Reclassification Points sections.

**NEGATIVE RECLASSIFICATION POINTS**

**17. DATA ELEMENT – Current Charge Violent Felony**

**SOURCE** - Arrest Citation

**DEFINITION** – Offender’s current charge(s) involve a violent felony in the first degree as defined by Kentucky Revised Statutes :

Assault 1 <sup>st</sup>	Kidnapping	Arson 1 <sup>st</sup>
Manslaughter 1 <sup>st</sup>	Murder	Sodomy 1 <sup>st</sup>
Rape 1 <sup>st</sup>	Riot 1 <sup>st</sup>	Stalking 1 <sup>st</sup>
Robbery 1 <sup>st</sup>	Sexual Abuse 1 <sup>st</sup>	

Fugitive charge or holder relating to any of the above charges  
 Retention of Prisoner with any of the above charges  
 Criminal Attempt charge that relates to any of the above charges  
 Revocation of Release, with a current charge relating to any of the above charges

**18. DATA ELEMENT – *CCH Violent Felony***

**SOURCE** - Local Management Information System Criminal Case History file review by Offender name; NCIC Criminal Case History file; Self-report by Offender

**DEFINITION** – Offender has prior assaultive felony conviction(s) as defined by Kentucky Revised Statutes:

Assault 1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup>	Assault Under Emotional Distress	Arson 1 <sup>st</sup>
Incest	Kidnapping	Reckless Homicide
Manslaughter 1 <sup>st</sup> or 2 <sup>nd</sup>	Murder	Involuntary Manslaughter
Rape 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	Riot 1 <sup>st</sup>	Robbery 1 <sup>st</sup> or 2 <sup>nd</sup>
Sexual Abuse 1 <sup>st</sup>	Sodomy 1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup>	Stalking 1 <sup>st</sup>
Use of Minor in a Sexual Performance		
Arson 1 <sup>st</sup>	Escape 1 <sup>st</sup>	

**19. DATA ELEMENT – *Designated IBP***

**SOURCE** - Self-report by Offender; IMIS computer “Alert” file activated.

**DEFINITION** – Computer “Alert” file is activated (or “hit”) indicating that on previous incarcerations the Offender was classified as being “at-risk” for institutional behavior problems.

**20. DATA ELEMENT – *Escape History/Propensity***

**SOURCE** - Self-report by Offender; MIS computer “Alert” file activated, IMIS Institutional Behavior/Incident Data Base.

**DEFINITION** - Offender has a prior charge of escape from a secure correctional facility.

**21. DATA ELEMENT – *Contraband Issues***

**SOURCE** - Self-report by Offender; MIS computer “Alert” file activated, IMIS Institutional Behavior/Incident Data Base.

**DEFINITION** – Offender has had prior incidents involving the use of concealing, promoting, or producing dangerous contraband such as weapons, drugs, smoking materials, or instruments of Escape.

**22. DATA ELEMENT – *Negative Points Sub-Total***

**SOURCE** - The numerical points from the two previous sections.

**DEFINITION** – The cumulative numerical total from adding up the points accumulated from the five previous Negative Classification Points sections.

**TOTAL RECLASSIFICATION POINTS**

**23. DATA ELEMENT – *Points Total***

**SOURCE** – The numerical sum of subtracting the *Negative Points Sub-Total* from the *Positive Points Sub-Total* to arrive at an arithmetic score.

**DEFINITION** – The total points accumulated for the inmate upon completing the reclassification instrument. The points are utilized in the following manner:

- a. Any score in the positive range is eligible for one (1) level classification move downward.
- b. Any Segregation status with –5 or less is eligible for one (1) level stratification move.

24. **DATA ELEMENT** – *Not Eligible for Reclassification*

**SOURCE** – The numerical sum of the Total Reclassification Points.

**DEFINITION** – The reclassification instrument that had a score with a negative numerical value results in:

- a. The decision that the offender is not eligible for reclassification; or,
- b. The decision that an offender currently in Segregation with a score of –5 or higher is eligible for a one (1) stratification level move.

25. **DATA ELEMENT** – *Reclassified as*

**SOURCE** – Results of completing the reclassification instrument.

**DEFINITION** – The classification at which the inmate is reclassified to based on the results of the classification instrument.

26. **DATA ELEMENT** – *Recommended Housing Assignment*

**SOURCE** – Results of completing the reclassification instrument.

**DEFINITION** – Housing assignment that is recommended based on the inmate’s new classification.

27. **DATA ELEMENT** – *Current Charges*

**SOURCE** – Offender Index, Management Information System Data

**DEFINITION** – List of current charges at time of reclassification processes.

28. **DATA ELEMENT** – *Override*

**SOURCE** – Classification Officer

**DEFINITION** – Documentation of Classification Officer rationale for the override.

29. **DATA ELEMENT** – *Approved By*

**SOURCE** – Major – Intake/Processing Bureau or designee

**DEFINITION** – Signature of the staff member vested with the authority for approval of overrides.