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Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Female Initial Custody Assessment Procedures

The “Initial Custody Assessment Scale” ([DOC 060102A \(F\)](#), attached) is used during initial classification to establish an inmate’s recommended custody rating. This custody rating is based upon the case manager’s assessment of the scored items, which are assigned a numerical score. (5-ACI-6A-23 b#1)

The custody rating recommendation derived from these items is used, in combination with other specified information, when making initial decisions relating to the inmate’s housing assignment and supervision requirements. The custody rating recommendation may be changed due to management considerations that warrant special attention or intervention by staff. The “Initial Custody Assessment Scale” ([DOC 060201A \(F\)](#), attached) is not required on inmates sentenced to death.

Inmates released from Oklahoma Department of Corrections’ custody in accordance with the Oklahoma Illegal Alien Rapid Repatriation Act being returned to ODOC custody will be scheduled and transported to the assessment and reception center for medical screenings and reclassification.

The case manager IV at the reception center will ensure the initial classification is completed and entered into the computer by the assigned case manager. The initial classification of an inmate will remain in effect for 120 days from the date the inmate arrives at the initial assigned facility.

This procedure does not create any inmate right. The decision where to place an inmate is totally discretionary. This procedure has been established for administrative process and guidance to staff.

I. Completing the “Initial Custody Assessment Scale” ([DOC 060102A \(F\)](#), attached)

A. Identification

1. Facility: Enter the facility where the inmate is currently housed.
2. Date: Enter the date the assessment is completed.
3. Inmate name: Enter the inmate’s full name (e.g., last name, first, middle initial).
4. Inmate ODOC #: Enter the inmate’s ODOC number. This number will be used on all subsequent classification forms.
5. Reception date: Enter the month, day, and year the inmate was received.
6. Race/gender: Enter the race and gender of the inmate.
7. Date of birth: Enter the month, day, and year the inmate was born.

B. Custody Evaluation

Items 1 through 5 comprise the “Comprehensive Custody Score.” All items must be completed and totaled as a part of the “Total Score.”

1. Severity of Convictions on Current Incarceration

- a. The most serious conviction on the current incarceration is to be determined using the “Offense Severity Categories” form ([Attachment A](#), attached).

The most serious offense is to be indicated, to include case number, and case type (concurrent (CC), consecutive (CS), delayed incarceration (DI), warrant (WA), active paroles, or pending parole revocation, Intermediate Revocation inmates, etc.) in the space provided. Suspended sentences that are active at time of reception on current incarceration will score in this item (To determine suspended sentence discharge dates, refer to [OP-060211](#) entitled “Sentence Administration”).

- b. If a determination cannot be made on how to categorize an offense, the manager of Sentence Administration, Offender Records and Registries will be contacted for a disposition.
- c. The number of points associated with the inmate’s most

serious offense is entered.

2. Escape History

All escapes or attempted escapes that have occurred during the stipulated time period prior to the initial assessment are to be considered. The number of points corresponding to the most serious escape or attempted escape is entered.

Escapes will be addressed in the escape section, with the following exceptions:

- a. Escape from community corrections, halfway house, juvenile group homes, PPCS, GPS, EMP and CSP will be assessed misconduct points if within the applicable time frames.

Inmates on escape status that have been gone for more than 90 days will return to the assessment and reception center for medical screenings and reclassification purposes.

Necessary documentation for escape or attempted escape will be a misconduct conviction, a felony or misdemeanor conviction (as evidenced by a judgment and sentence, Juvenile Online Tracking System (JOLTS), or rap sheet entry) or as indicated in the ODOC movement history on the "Consolidated Record Card" (CRC) ([DOC 060211H](#)) or in the Offender Management System (OMS), or any other entry on an official government document. In cases where no disposition is indicated for an escape charge on a rap sheet, the court of jurisdiction will be contacted and requested to verify in writing the disposition of the case.

- b. Escape History Instructions

- (1) If the escape was from a former incarceration, the time is calculated from the day the inmate returned to ODOC custody or from the date of conviction if from another jurisdiction.

- (a) Former incarceration is defined as any incarceration in which the inmate was released to the street or another jurisdiction through expiration of sentence, parole, completion of delayed sentence incarceration, or an appeal bond.

- (b) Escape from a county jail will be considered a former incarceration, unless the inmate was confined in county jail awaiting transport to ODOC.
 - (c) Escape after lawful arrest will not be assessed with escape points. Cases where an escape after lawful arrest involves violence or injury (i.e., assault and battery on an officer) may be addressed in the discretionary override for higher security section on the "Initial Custody Assessment Scale " ([DOC 060102A \(F\)](#), attached).
- (2) If the escape is from the current incarceration, the apprehension date will be defined as the date on which the inmate was returned to ODOC custody as documented on the "Consolidate Record Card" (CRC) ([DOC 060211H](#)) movement history.
- (3) If an inmate has an escape record, the level of security from which the escape occurred must be determined. The security level from which an inmate escaped will correspond with either the perimeter of the assigned facility or the custody level of the inmate at the time of the escape.
 - (a) For example, a minimum custody inmate may be assigned to a medium security facility. If the inmate escapes from behind the fence, then the escape is from medium security.
 - (b) However, if the inmate escaped from a work crew (trustee status) while outside the fence, the escape is from minimum security.
 - (c) If the record does not indicate otherwise, the custody status is presumed to be that of the perimeter of the confining facility.
- (4) Escapes from any level of security that resulted in an injury to another person or a felony conviction for a violent crime while on escape status will be assessed ten points unless the inmate receives zero points for age (41 or over). Inmates at age 41 or over, who are within ten years of the apprehension date for an

escape in this section, will be assessed with 10 points for ten years from the date of apprehension, regardless of age.

- (5) County Jails, juvenile medium secure institutions, and SHU's will be considered medium security.
 - (a) If there is documentation that an unshackled inmate escaped while assigned to a job or task outside the secured perimeter of the county jail (trustee status), the escape will be considered minimum security.
 - (b) Escapes from courtroom/courthouse or from areas in which normal and expected security mechanisms and/or procedures were either not used or not functioning are considered medium security.
- (6) If a determination cannot be made regarding the validity of assessment of escape points by the facility, the administrator of Classification and Population will be contacted for a disposition.
- (7) The designation or level of escape assessed at assessment and reception centers cannot be changed without approval of the administrator of Classification and Population.

c. Escape History Scoring

After determining the inmate's appropriate escape history, the appropriate escape item will be indicated along with the associated number of points. The facility and security level from which the escape occurred will be indicated along with the dates of escape and apprehension. The assessment is scored according to the following:

- (1) Enter 0 points if there is no history of escapes or attempts.
- (2) Enter 0 points if the inmate has escaped from community corrections, halfway house, juvenile group homes or community supervision (GPS, EMP, CSP, and PPCS).

- (3) Enter 6 points if the inmate has two or more escapes or attempted escapes from minimum security, TDU, or juvenile detention center within the past ten years.
- (4) Enter 7 points if the inmate has escaped or attempted escape from minimum security, Transit Detention Unit (TDU) or juvenile detention center within the past five years.
- (5) Enter 10 points if the inmate has escaped or attempted escape from medium security, county jails, courthouse/courtroom, juvenile medium secure institution (COJC and OJC4G), or restricted/segregated housing unit or escape from any level of security that resulted in an injury to another or a felony conviction for a violent crime while on escape status unless the inmate receives 0 points for age (41 or over). Inmates at age 41 or over, who are within ten years of the apprehension date for an escape in this section, will be assessed with 10 points for ten years from the date of apprehension, regardless of age.
- (6) The designation or level of escape assessed at the assessment and reception center cannot be changed without approval from the administrator of Classification and Population.

3. Prior Felony Convictions

Prior felony convictions are considered during the past ten years from the date of discharge, excluding charges on the current incarceration, unless the inmate served a prior period of incarceration for those charges. For example, an inmate with a split sentence with a portion of their time to be served while incarcerated who discharged and then had their remaining time revoked, would receive points if within applicable time frames.

Include all prior adult or juvenile felony convictions/dispositions or periods of incarceration for the past ten years. Inmates who have had a prior incarceration on a delayed sentence will be considered to have had a prior incarceration unless the sentence has been deferred and expunged.

- a. Enter 3 points if the inmate has two or more felony convictions in the past ten years.

- b. Enter 0 points if the inmate has none or one felony conviction in the past ten years.

4. Disciplinary History

Score the inmate's entire disciplinary history. Score the most serious within the timeframes listed below.

- a. Enter 0 points if the inmate has received no disciplinary convictions.
- b. Enter 1 point if the inmate has received three or more class B disciplinary convictions within the past year.
- c. Enter 2 points if the inmate has received one or more class A disciplinary convictions within the past two years.
- d. Enter 3 points if the inmate has received one or more non-predatory class X disciplinary convictions within the past two years.
- e. Enter 4 points if the inmate has received one or more class X disciplinary convictions for X-2, X-3, X-4, (01-4, 04-1, 04-8 prior to November 1, 2015), within the past ten years.
- f. Enter 4 points for predatory infractions (X-2 through X-10) within the past two years.

5. Current Age

Enter the appropriate score based on the inmate's age at the time of the initial classification review.

- a. Enter 3 points if the inmate is 20 or younger.
- b. Enter 2 points if the inmate is between 21 and 31.
- c. Enter 1 point if the inmate is between 32 and 40.
- d. Enter 0 points if the inmate is 41 or older.

6. Comprehensive Custody Score

Enter total score from items 1-5 on the total score line.

C. Scale Summary and Recommendations

1. Custody Level Indicated by Scale

Enter the assessed custody level indicated by the following scale:

- a. Minimum: 8 or fewer points on items 1-5
- b. Medium: 9 or more points on items 1-5

2. Mandatory Overrides

If the inmate has been convicted of any of the following crimes, mandatory override criteria must be addressed. Mandatory overrides do not affect the inmate's assessed custody level but are factors which affect the custody level assignment and subsequent transfer to specific facilities. All Mandatory Overrides that apply must be checked on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached).

a. Time Left to Serve (Highest Crime Category)

If the inmate has any convictions in the highest crime category during this incarceration including current, consecutive, and rebilled cases and the total time left to serve is equal to or greater than 5,475 days, the inmate will be assigned no lower than medium security.

b. Any inmate who has a crime with a sentence of Life, Life without Parole, or a total sentence length of 100 or more years will be assigned no lower than medium security.

c. Any inmate who has an Immigration and Customs Enforcement (ICE) detainer and has any convictions during this incarceration in the highest or high crime category will be assigned no lower than medium security.

d. Restricted Earned Credits (50%)

Any inmate who is serving a sentence for:

- (1) Effective November 1, 2018, 63 O.S. 2-415 Trafficking in Illegal Drugs if committed on or after November 1, 2018, must serve 50% of their sentence of imprisonment and will not be eligible for any sentence reduction credits until reaching the 50% date including deferred reception credits, earned credits,

achievement credits and good conduct achievement credits.

- (2) Distribution of a Controlled Dangerous Substance Within 2,000 feet of a School, Park, Possession/Purchase in the Presence of a Child Under 12, etc. (prior to November 1, 2018);
- (3) Possession/Purchase of a Controlled Dangerous Substance Within 1,000 feet of a School, Park, etc. (prior to November 1, 2018);
- (4) Possession/Purchase in the Presence of a Child Under 12, etc. (prior to November 1, 2018);
- (5) Effective November 1, 2018, 63 O.S. 2-401 Distributing or Possessing with Intent to Distribute or Manufacture or Attempting to Manufacture of a Controlled Dangerous Substance within 1,000 feet or 2,000 feet of a public or private elementary or secondary school, public vocation school, public or private college or university or other institution of higher education, recreation center, public park, including state parks and recreation areas, housing project or child care facility, no longer contains credit restrictions (50% for a first conviction and 85% for a second and subsequent conviction) of the sentence imposed in which an inmate must serve before becoming eligible for earned credits under this provision if committed on or after November 1, 2018;
- (6) Any other conviction where 50% of the sentence must be served prior to earning credit and total time left to serve on the restricted case is equal to or greater than 5,475 days, the inmate will be assigned no lower than medium security.

e. Restricted Earned Credits (85%)

Any inmate that has earned credits restricted due to statute, i.e., aggravated trafficking, or an 85% crime and has time left to serve equal to or greater than 3,600 days on the restricted case will be assigned no lower than medium security.

f. Escape Points

Any inmate with escape points greater than 6 will be assigned no lower than medium security.

g. Life Sentence with Determinant Time to Serve/Excessive Days

Any inmate who receives a life sentence for a crime with a determinant amount of time to serve (e.g. all but 20 years suspended) and the time left to serve is greater than 3,600 days will be assigned no lower than medium security.

3. Discretionary Overrides for Higher Custody Level

The following items do not affect the inmate's assessed custody level, but are factors that may affect the custody level assignment and subsequent transfer to specific facilities. All requests for overrides must be documented regarding the reason for the override on the initial custody assessment and the chronological record. All Discretionary Overrides that apply must be checked on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached).

a. Circumstances of the Offense

If the current score undervalues the actual severity of the crime, an override may be necessary. Staff must document the aggravating characteristics of the crime being used for the override decision. The District Attorney's Narrative and Information Sheet are examples of documentation that may explain aggravating characteristics.

b. History of Violence

An inmate who has a documented history of violent conduct such as murder, rape, domestic abuse, assault, or arson that is not fully captured in the serious offense history score may require assignment to a higher security facility.

c. Time Left to Serve

The inmate has an excessive amount of time left to serve on high, moderate, or low category crimes. It may be appropriate to maintain the inmate at a higher custody level for an adjustment period prior to assignment to a lower custody level.

d. Felony Detainer/Pending Cases

Felony detainers may require placement in a higher security facility. Additionally, convictions, untried indictments, or pending cases that are verifiable but where no detainer has been filed may require placement in a higher security facility. Normally such detainers, convictions, untried indictments or pending cases for which a conviction would not otherwise raise an inmate's security level will not require placement at higher security; nor will it necessarily prevent the inmate from being placed at lower security.

e. Other

Any other attributes associated with the inmate that justify an override to a higher security level such as self-reported criminal history information volunteered by the inmate, crimes older than ten years, an extensive number of prior convictions or escape threats/history. Complete documentation of this factor must be contained in the inmate's file or other ODOC records.

f. Documentation

Justification for an override must be documented in Section C. item 3. and in the "comments" section on page 2 of the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached).

4. Discretionary Overrides for Lower Custody Level

The following items do not affect the inmate's assessed custody level, but are factors that could affect the custody level assignment and subsequent transfer to specific facilities. All requests for overrides must be documented regarding the reason for override on the initial custody assessment and the chronological records. Discretionary Overrides that apply must be checked on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached).

a. Circumstances of the Offense

The score does not reflect the true nature of the crime. Staff must document the mitigating characteristics of the crime being used for the override decision.

b. Time Left to Serve

An inmate serving a high or highest category crime with 330 days of projected discharge may be considered for lower custody for the purpose of reintegration. Mandatory overrides will not be considered for this item.

c. Intermediate Revocation Facility

Inmates received for an Intermediate Revocation sanction will receive a case plan need for an Intermediate Revocation Facility (IRF) placement for programming that includes, but is not limited to, alcohol and substance abuse counseling and treatment and domestic abuse violence courses and treatment programs. (5-ACI-6A-23 b#1, b#3)

d. Other

Any other attributes associated with the inmate that justifies an override to lower custody level. Complete documentation of this factor must be contained in the inmate's file or other ODOC records.

e. Documentation

Justification for an override will be documented in Section C. item 3. on page 2 and in the "comments" section of the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached).

f. Two-step overrides (e.g., medium security to community) require review and approval by the administrator of Classification and Population.

5. Inmate Program Needs Assessment (2-CO-4B-04, 5-ACI-6A-42 b#1, b#2)

Inmate program needs will be based on the crime, length of sentence, and screening and assessment instruments. The Program Services unit, in conjunction with the Facility Classification unit, will determine the appropriate screening and assessment instrument(s) used to identify risk level and specific program needs (5-ACI-6A-42 b#1). Community corrections eligibility and any restrictions that would affect initial placement should also be considered. The source of the information is to be included in the case notes. The appropriate box on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached) will be indicated.

Case managers will complete a "Case Plan" ([Attachment B](#), attached). Case managers will consider scores from assessment instruments, security custody level and sentence length to prioritize program needs. No more than three categories of needs will be identified/assessed at the initial assessment. (5-ACI-6A-42 b#2) Identified programs will be entered in the "Offender Management System" on the "Case Plan" screen.

a. Cognitive Behavior

Staff will utilize the "Programs Needs Matrix" ([Attachment C](#), attached) to determine whether an inmate will be identified with a case plan need for cognitive behavioral programming.

- (1) Inmates identified with a SAT need will be assessed a cognitive behavior program need.

b. Education/Employment

Education/employment requirements and needs will be addressed by as outlined in the "Programs Needs Matrix" ([Attachment C](#), attached).

c. Substance Abuse Treatment (4-ACRS-5A-08)

Staff will utilize the "Programs Needs Matrix" ([Attachment C](#), attached) to determine whether an inmate will be identified with a case plan need for substance abuse treatment (SAT).

Actively chemically dependent inmates will be identified through staff referral, sick call, physical examination or inmate self-referral. Inmates requiring referral to other facilities, MHU, ICHU, HP and/or hospital care will be referred in accordance with [OP-140121](#) entitled "Outside Providers for Healthcare Management." (5-ACI-6A-23 b#1, b#2, b#4)

d. Intermediate Revocation Facility

Inmates received for an Intermediate Revocation sanction will receive a case plan need for an Intermediate Revocation Facility (IRF) placement for programming that includes, but is not limited to, alcohol and substance abuse counseling and treatment and domestic abuse violence courses and treatment programs.

6. Other Facility Placement Criteria

a. Physical Health

If an inmate has a serious disability that interferes with functioning and/or requires frequent medical care, this will be considered regarding facility placement. Placement will be determined utilizing [Attachment A](#) "IHAP Facility Recommendation Decision Matrix" found in [OP-140113](#) entitled "Health Assessments for Inmate Transfers."

b. Mental Health

All inmates will receive an initial mental health screening upon reception to identify serious mental illness and/or other mental health needs. The initial screening will be performed by a qualified mental health professional (QMHP). (5-ACI-6A-23 b#1, b#3)

(1) Mental health staff may make placement recommendations based upon the level of an inmate's mental health need. For example, an inmate might be appropriate for placement in a Mental Health Unit or a program for the developmentally disabled/challenged. Similarly, inmate placement may be affected by the need for significant therapeutic interventions (e.g., suicide prevention, psychotropic medications, or specific housing needs).

(2) If it is determined by a QMHP that special housing is required, mental health staff will provide documentation to the facility classification manager. (5-ACI-6A-23 b#2, b#4) Documentation will be placed in section 3 of the inmate file.

7. Recommended Custody Level

After reviewing the scale score and all information which may justify an override, the recommended custody level will be indicated. This will be the same as the custody level indicated by the scale, if no override is recommended. Written rationale must be provided if this level is different from the recommended custody level. Inmates with 8 or fewer points on items 1-5 must have 9,000 days remaining or less to be minimum security eligible.

8. Community Placement (Pursuant to [OP-060104](#) entitled "Community Corrections Assessment")

- a. Upon initial reception, female inmates having 3,500 days or less remaining and who meet all other eligibility requirements, may be considered for initial placement at a community facility. This will be indicated on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached).
- b. Upon initial reception, inmates sentenced to ten years or less to serve and having no disqualifying criteria as indicated in Section I C. 8. item e. of this procedure and in accordance with [OP-061001](#) entitled "Global Positioning Satellite Surveillance Program (GPS)," will be screened and considered for initial placement at a community facility for GPS. This will be indicated on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached).
- c. During the initial assessment process if the inmate is determined to be inappropriate for initial community/GPS placement, the reasons will be documented. Documentation will be entered in the Offender Management System (OMS) and on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#), attached)
- d. DUI inmates may be placed directly in a community-based re-entry treatment program regardless of the days remaining contingent upon the following criteria:
 - (1) Has a current conviction(s) for a violation of 47 O.S. § 11-902; driving, operating, or being in the actual physical control of a motor vehicle while under the influence of alcohol or other intoxicating substance; If the inmate has current misdemeanor convictions for driving related offenses such as driving under suspension and reckless driving, these convictions will not exclude the inmate from placement, but should be considered in evaluating the inmate's risk to the public. Inmates cannot have concurrent or consecutive cases with a sentence of incarceration for any other offense;
 - (2) Have no convictions of a violent offense within the previous ten years;
 - (3) Have not been previously removed from PPCS, EMP, CSP or GPS due to violation of the established rules and conditions; or

- (4) Have not been deemed by the agency to be a security risk or a threat to the public.
- e. Disqualifying Criteria for Community Corrections (4-ACRS-5A-06, 4-ACRS-6A-11)
- (1) Has active Class X misconduct points;
 - (2) Has active points in the escape section;
 - (3) Community placement is precluded by other agency policy;
 - (4) Is unable to be medically cleared for community corrections placement as indicated on the "Individual Activity Housing Profile (IHAP)" ([DOC 140113C](#));
 - (5) Has felony detainers including Immigration and Customs Enforcement (ICE) detainers;
 - (6) Misdemeanor consecutive cases that will result in the inmate serving time in the county jail;
 - (7) Has a conviction for Racketeering unless the first 50 percent of the sentence is completed; or
 - (8) Any conviction (prior or current) for a sex offense in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration."

9. Comments

- a. In the comment section any pertinent information concerning the assessment that is not indicated in the scored or override items will be provided. For example, if an inmate is within the specified days remaining for community corrections placement, but is not eligible due to exclusionary criteria, such information will be included in this section.
- b. This section will also be used to document inmates who are 17 years old or younger, as well as inmates that are identified as being violent, sexually assaultive or at risk for sexual victimization. (5-ACI-5B-13)

10. Signatures

The “Initial Custody Assessment Scale” ([DOC 060102A \(F\)](#), attached) must be signed and dated by the case manager, inmate, and classification chairperson.

11. Review Authority

- a. The facility classification manager or designee will approve all discretionary overrides. Mandatory overrides do not require such approval.
- b. The inmate’s signature is required if a substantial change is made to the form.
- c. Date of transfer, initial facility assignment, and the review authority will be documented on the “Initial Custody Assessment Scale” ([DOC 060102A \(F\)](#), attached).

II. References

Policy Statement P-060100 entitled “Classification and Case Management of Inmates/Offenders”

OP-020307 entitled “Sex and Violent Crime Offender Registration”

OP-060104 entitled “Community Corrections Assessment”

OP-060211 entitled “Sentence Administration”

OP-061001 entitled “Global Positioning Satellite Surveillance Program”

OP-140113 entitled “Health Assessments for Inmate Transfers”

47 O.S. 11-902.

57 O.S. 521.

III. Action

The administrator of Classification and Population is responsible for compliance with this procedure.

The chief administrator of Institutions is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-060102(F) entitled "Female Initial Custody Assessment Procedures" dated October 15, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060102A (F)	"Initial Custody Assessment Scale"	Attached
DOC 060211H	"Consolidated Record Card" (CRC)	OP-060211
DOC 140113C	"Individual Activity Housing Profile (IHAP)"	OP-140113
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Offense Severity Categories"	Attached
Attachment B	"Case Plan"	Attached
Attachment C	"Programs Needs Matrix"	Attached
Attachment D	"Office of Juvenile Affairs Facilities"	Attached
Attachment A	"IHAP Facility Recommendation Decision Matrix"	OP-140113