Massachusetts Department of Correction

Female Objective Point Base Classification Manual

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Maintaining a reliable and valid Objective Point Base classification system truly requires a team effort. We appreciate the invaluable insights of all the staff who were interviewed during the revalidation process.

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Table of Contents

Introduction **4**

Objective Point Base Score **4**

Evolution of the Massachusetts Female Objective Point Base Classification System **5**

Initial Classification **7**

VARIABLE #1 | Severity of Current Offense 8

VARIABLE #2 | Severity of Convictions Within The Last 4 Years 8

VARIABLE #3 | History of Escapes or Attempts to Escape 9

VARIABLE #4 | History of Prior Institutional Violence Within The Last 4 Years 10

VARIABLE #5 | Age 10

Reclassification **12**

VARIABLE #1 | Severity of Current Offense 13

VARIABLE #2 | Severity of Convictions Within The Last 4 Years 14

VARIABLE #3 | History of Escapes or Attempts to Escape 14

VARIABLE #4 | History of Prior Institutional Violence Within The Last 3 Years 16

VARIABLE #5 | Number of Guilty Disciplinary Reports Within The Last 6 Months 16

VARIABLE #6 | Most Severe Guilty Disciplinary Report Within The Last 9 Months 17

VARIABLE #7 | Age 17

VARIABLE #8 | Program Participation or Work Assignment 18

Objective Point Base Classification — Initial Form — (Attachment I) **20**

Objective Point Base Classification — Reclassification Form — (Attachment II) **22**

Conviction Guide (Attachment III) **24**

Disciplinary Code of Offenses (Attachment IV) **25**

Permissible Legal Issues (Attachment V) **28**



The Offense Severity Scale is a separate document and must be printed in addition to this manual. The Offense Severity Scale is available via the Classification Division's homepage on the intranet.

Introduction

An objective point base classification system is the standardized evaluation and custody assignment of an incarcerated individual based on objectively defined criteria.

The criteria are organized, weighed and scored using a valid and reliable classification instrument accompanied by an operational manual for applying the instrument to incarcerated individuals in a systematic manner.

Objective classification systems rely on factors that have been proven to predict prison adjustment.

Objective classification systems address issues of over-classification and under-classification. Housing a high custody incarcerated individual in too low a security setting presents problems such as escapes, assaults, intimidation, and other internal management and safety issues; while the confinement of a low custody incarcerated individual in a high security setting can be dangerous for those individuals, as it may subject them to threats and physical attacks by more aggressive/hostile incarcerated individuals and it is more costly than necessary.

A necessary feature of an objective classification system is the use of restrictions and overrides which allow staff to depart from the scored custody level when appropriate. A restriction is when a Department of Correction ("DOC") policy prevents an incarcerated individual from placement in lower custody, regardless of their total score. Classification staff have no authority to disregard these restrictions. An override is applied when a scored custody level is changed based on the professional judgment of trained classification staff. The use of overrides should be between 5% and 15% of the classified population to maintain the reliability and validity of the system.

Any updates to the manual will be done electronically. You can print a new or historical manual any time you need to via the Classification Division's homepage on the intranet.

Objective Point Base Score

The Correctional Program Officer ("CPO") shall be responsible for preparing the incarcerated individual's Objective Point Base Score ("OPBS").

When holding a classification hearing, ensure that the date on the Objective Classification Override tab matches the date of the hearing.

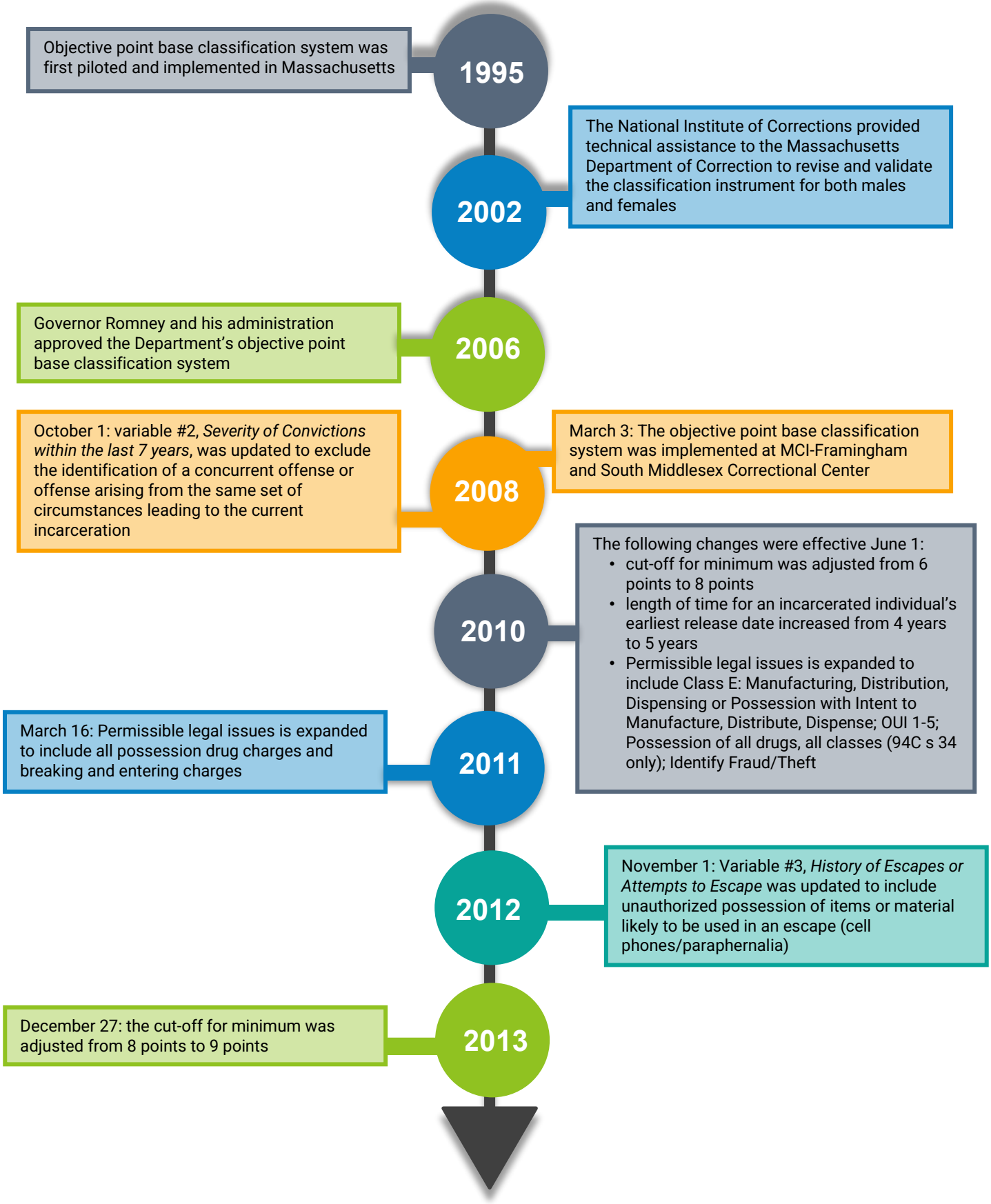
This form must always include:

1.	Level recommended
2.	A detailed rationale for the use of restrictions B, F, G or M, and for each override code used.
3.	The designee (staff member completing the point base form)
4.	Date



If the form needs to be updated or corrected, you can update the name of the CPO on the OPBS form by overwriting it.

Evolution of the Massachusetts Female Objective Point Base Classification System



2014

Governor Patrick's administration approved the following changes effective January 27:

- Variable #2, Severity of Convictions within the last 7 years: the cut-off was adjusted from 7 years to 4 years;
- Variable #3, History of Escapes or Attempts to Escape: the point scale for secure escapes was adjusted to 7 points for incidents within the last 5 years, 5 points for incidents between 5 and 10 years, and one point for incidents more than 10 years ago;
- Variable #4, History of Prior Institutional Violence within the last 7 years: the cut off was adjusted to 4 years for reclassification only and non-violent offenses no longer scored

2019

Governor Baker and his administration approved the following changes:

1. Variable #4, History of Prior Institutional Violence (Initial and Reclassification)
   - Reduced the number of years from 7 to 4 for initial
   - Reduce the number of years from 4 to 3 for reclassification
2. Variable #6, "Most Severe Guilty Disciplinary within the last 12 months" (Reclassification)
   - Combine Category 4 with "none"
   - Change the cut-off from 12 months to 9 months
   - Distinguish violent category 2 offenses from non-violent category 2 offenses. Violent offenses as denoted in the Disciplinary Code of Offenses will receive 6 points
3. Restriction F was re-worded so that it only includes crimes while incarcerated and murder of a public official.
4. Created Restriction H, for "Crime resulted in loss of life". These incarcerated individuals will need to be within 3 years of a defined release date or have a positive parole that stipulates time in lower security

2024

June 3: Restriction H was revised to exclude incarcerated individuals who committed their loss of life crime before the age of 21

2025

Governor Healey and her administration approved the following changes:

* Initial Tool:
1. Variable 5, Age: Eliminate the point added for those 24 years old and younger
2. Variable #6, Education: Eliminate this variable
3. Variable #7, Employment: Eliminate this variable

* Reclassification Tool:
1. Variable 7, Age: Eliminate the point added for those 24 years old and younger
2. Reword Restriction E to read, "Life without Parole"
3. Add Override W, Voluntary Education Hold.
4. Eliminate Override 2, Nature of Offense

Initial Classification

The Objective Point Base Classification – Initial Form shall be used to classify all incarcerated individuals upon their admission to the Massachusetts DOC. The form shall be prepared prior to the classification hearing by a CPO. The final score shall be used to establish the incarcerated individual's preliminary custody level. All classification hearings shall be conducted in accordance with 103 CMR 420 Classification.

The initial classification form consists of 5 variables which when totaled will result in a preliminary custody level.

Initial Classification Variables

1. Severity of Current Offense
2. Severity of Convictions within the last 4 years
3. History of Escapes or Attempts to Escape
4. History of Prior Institutional Violence within the last 4 years
5. Age



If an incarcerated individual is transferred to another jurisdiction, paroled, or released to probation before the initial classification hearing is held, but later returns to the DOC on the same commitment, the form type for the first classification hearing must be "initial".

VARIABLE #1 | Severity of Current Offense

In determining the severity of current offense, please refer to the Offense Severity Scale which categorizes offenses by **severity**.

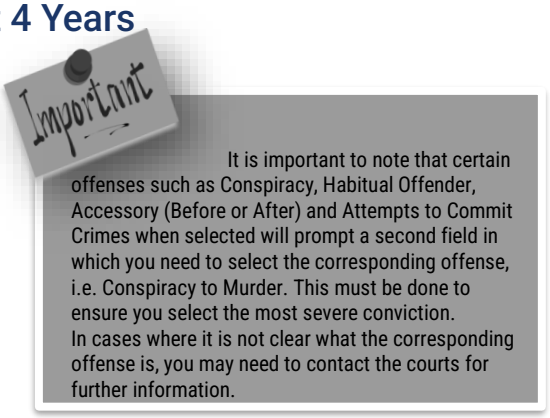
Low	1
Moderate	3
High	5
Highest	7

- Refer to the incarcerated individuals most recent sentence listing in its entirety.
  - When an incarcerated individual is sentenced on multiple offenses, score the most serious or severe offense.
  - Consecutive (a.k.a. From & After) sentences may be scored if it is the most serious or severe offense.
    - This shall include House of Correction sentences.
  - For incarcerated individuals serving an out of state or federal sentence, the closest offense listed in the Offense Severity Scale shall be chosen for scoring purposes.
- Review the sentence listing every time you complete the OPBS Form as additional sentences may have been added since the last review.
- Staff will need to identify the offense scored.

VARIABLE #2 | Severity of Convictions Within The Last 4 Years

In determining the severity of convictions within the last 4 years, please refer to the Offense Severity Scale which categorizes offenses by **severity**.

None	0
Low	1
Moderate	3
High	5
Highest	7



- Identify the most severe conviction which is:
  - within the last 4 years from the date of the classification hearing AND
  - for which the arraignment date precedes the arraignment date of the current offenses
  - EXCLUDE:
    - convictions that are part of the current sentence listing (including F & A sentences)
    - other convictions that resulted from the same incident or set of circumstances (i.e. probation or guilty filed).
- A "conviction" shall mean an adjudication or admission of guilt by a court; refer to the Conviction Guide (Attachment III).
- The conviction may be adult or juvenile.
- The conviction may be in state, out of state or federal.
- If a case is bound over from District Court to Superior Court, use the Superior Court arraignment date.
- In instances where the offense is not listed in the Offense Severity Scale, (typically for out of state cases), the closest offense listed in the Offense Severity Scale should be used.
- Staff completing the review need to document the offense and arraignment date associated with the offense used in identifying the most severe conviction.

VARIABLE #3 | History of Escapes or Attempts to Escape

Score the highest point value escape/attempt when there are multiple escapes in the incarcerated individuals history. If there are multiple escapes/attempts with the same point value, score the most recent.

No escapes or attempts to escape	0
Escape or attempt from non-secure custody over 1 year ago	1
Escape or attempt from non-secure custody within the past year	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used to commit the escape/attempt:	
Over 10 years ago	1
Between 5 and 10 years ago	5
Within the past 5 years	7

- Escapes or attempted escapes include any documented incident of:
  - Escape/or aiding of an escape.
  - Attempted escape/or aiding of an escape.
  - Conspiring or making plans to escape/or aiding in escape plans.
  - Unauthorized possession of items or material likely to be used in an escape.
    - if using a DOC d-report, they must have a guilty adjudication for disciplinary offense code 2-01.
- Examples of "non-secure custody" include but are not limited to:
  - Walk-away from lower security
  - Walk-away from furlough
  - Walk-away from community correction setting
- Examples of "secure custody" include, but are not limited to:
  - Maximum and medium security facilities
  - During transportation
  - Court
  - Police custody
  - Hospitals
- Use the date of apprehension (or date of disciplinary report if no actual escape occurred) when scoring this variable.
- Document the escape or escape attempt location and date.
- Do not score:
  - "AWOL" from military service
  - Fugitive from justice charges
  - Absconding while on parole
  - Resistance at the time of arrest
  - Incidents in which custody is not determined



For an escape or attempted escape only: an incarcerated individual need not be charged nor found guilty in a court of law in order to score this variable; you may score an incarcerated individual as long as there is documented evidence that the incident took place.

VARIABLE #4 | History of Prior Institutional Violence Within The Last 4 Years

This variable refers to prior institutional violence. "Prior" is defined as any previous instance of institutional confinement, adult or juvenile, in state or out of state, before the initial classification hearing.

None	0
Documented behavior for any violent offense listed as Category 2	4
Documented behavior for any violent offense listed as Category 1	7

- Instances of institutional confinement may include:
  - Prior incarcerations (to include out of state and House of Correction commitments)
  - Awaiting trial periods
  - Admissions to detention facilities or secure treatment facilities if ordered by a court
  - The period following commitment on the current sentence and prior to the date of the initial classification hearing
- You must review the incarcerated individual's entire history of institutional confinement. For this variable, note incidents that occurred in the 4 years prior to the current review date.
  - All efforts should be made to secure the necessary information to accurately score this variable.
- If within the last 4 years and prior to the initial classification board date:
  - the incarcerated individual has no prior confinement or was free of disciplinary reports/ documented behavior, assign "0" points
  - the incarcerated individual received a disciplinary report or if there is documented behavior for any violent offense listed as Category 2 in the Disciplinary Code of Offenses (Attachment IV), assign "4" points
  - the incarcerated individual received a disciplinary report or if there is documented behavior for any violent offense listed as Category 1 in the Disciplinary Code of Offenses (Attachment IV), assign "7" points
- You must document the incident scored.



Offenses considered violent are identified in the Disciplinary Code of Offenses (Attachment IV) with an asterisk *.

A guilty Category 1 (violent) or Category 2 (violent) disciplinary report received after the hearing date but prior to the final decision cannot be scored for variable #4, however, the severity of the offense may warrant the use of an override.

VARIABLE #5 | Age

The age of the incarcerated individual is determined at the time of the current review and the corresponding points selected.

38 or younger	0
39 or older	-2

Total Initial Score

The total initial score is the sum of scores from all variables at initial classification and results in the preliminary custody level.

10 or more points	Medium Custody
9 or fewer points	Minimum Custody

The CPO then reviews the list of restrictions to determine if, based on the incarcerated individual's record, there are any applicable restrictions which would prohibit placement at the scored custody level.

Following a recommendation by a classification board:

- If the classification board recommends a custody level consistent with the custody level indicated by the OPBS score, DO NOT select any restrictions or overrides.
- If the classification board recommends a custody level other than the custody level indicated by the OPBS score:
    - Staff shall Select all applicable restriction(s)
    - If there are no applicable restrictions, select all applicable overrides
        - Override(s) should ONLY be used in the absence of restriction(s)
    - An individualized detailed rationale MUST be provided for each override selected.

Refer to any Objective Classification Form for a complete list of restrictions and overrides. (Attachments I and II)

Reclassification

The Objective Point Base Classification – Reclassification Form shall be used for all hearings following the initial classification hearing. The Reclassification form shall be completed prior to the classification hearing by a CPO. The final score shall be used to establish the incarcerated individuals' preliminary custody level. All classification hearings shall be conducted in accordance with 103 CMR 420 Classification.

If an incarcerated individual goes to a new commitment number without a break in custody (ex. From and After sentence), the incarcerated individual must have a classification board conducted within 14 days. When no change in status is indicated staff shall conduct a subsequent review. However, when a change in status is indicated (alternate placement/lower) a reclassification hearing shall be conducted. This review is necessary to accurately document the recent changes in the incarcerated individuals sentence structure. Furthermore, without this review, the incarcerated individual will not have a board in Incarcerated individual Web for community access, reentry purposes, etc. This review also allows for Out Under Supervision and Facility Work Crew approval for those individuals in lower security.

The reclassification form consists of 8 variables, some of which are different from those appearing on the initial form.

These 8 variables, when totaled, will result in a preliminary custody level.

Reclassification variables

1. Severity of Current Offense
2. Severity of Convictions within the last 4 years
3. History of Escapes or Attempts to Escape
4. History of Prior Institutional Violence within the last 3 years
5. Number of Guilty Disciplinary Reports within the last 6 months
6. Most Severe Guilty Disciplinary within the last 9 months
7. Age
8. Program Participation or Work Assignment

VARIABLE #1 | Severity of Current Offense

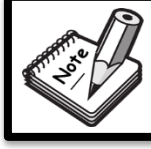
In determining the severity of current offense, please refer to the Offense Severity Scale which categorizes offenses by severity.

Low	1
Moderate	2
High	4
Highest	6

- Refer to the incarcerated individuals most recent sentence listing in its entirety
  - When an incarcerated individual is sentenced on multiple offenses, score the most serious or severe offense
  - Consecutive (a.k.a. From & After) sentences may be scored if it is the most serious or severe offense
    - This may include House of Correction sentences
  - For incarcerated individuals serving an out of state or federal sentence, the closest offense listed in the Offense Severity Scale should be chosen for scoring purposes

It is important to remember that certain offenses such as Conspiracy, Habitual Offender, Accessory (Before or After) and Attempts to Commit Crimes when selected will prompt a second field in which you need to select the corresponding offense, i.e. Conspiracy to Murder. This must be done to ensure you select the most severe conviction.
In cases where it is not clear what the corresponding offense is, you may need to contact the courts for further information.

- Review the sentence listing every time you complete the objective point base scoring form as additional sentences may have been added since the last review
- Staff will need to identify the offense scored



Don't simply use the same offense used on the last form, ALWAYS review the sentence listing to make sure that you have the most serious offense currently listed.

VARIABLE #2 | Severity of Convictions Within The Last 4 Years

In determining the severity of convictions within the last 4 years, please refer to the Offense Severity Scale which categorizes offenses by severity.

None	0
Low	1
Moderate	2
High	4
Highest	6

- Identify the most severe conviction which is:
  - within the last 4 years from the date of the classification hearing AND
  - for which the arraignment date precedes the arraignment date of the current offenses
  - EXCLUDE:
    - convictions that are part of the current sentence listing (including F & A sentences)
    - other convictions that resulted from the same incident or set of circumstances (i.e. probation or guilty filed).
- A "conviction" shall mean an adjudication or admission of guilt by a court; refer to the Conviction Guide (Attachment III).
- The conviction may be adult or juvenile.
- The conviction may be in state, out of state or federal.
- If a case is bound over from District Court to Superior Court, use the Superior Court arraignment date.
- In instances where the offense is not listed in the Offense Severity Scale, (typically for out of state cases), the closest offense listed in the Offense Severity Scale should be used.
- Staff completing the review need to document the offense and arraignment date associated with the offense used in identifying the most severe conviction.



Charges which resulted from the same offense or set of circumstances which resulted in the charges on the sentence listing CANNOT be scored for this variable.

VARIABLE #3 | History of Escapes or Attempts to Escape

Score the highest point value escape/attempt when there are multiple escapes in the incarcerated individual's history. If there are multiple escapes/attempts with the same point value, score the most recent.

No escapes or attempts to escape	0
Escape or attempt from non-secure custody over 1 year ago	1
Escape or attempt from non-secure custody within the past year	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used to commit the escape/attempt:	
Over 10 years ago	1
Between 5 and 10 years ago	5
Within the past 5 years	7

- Escapes or attempted escapes include:
  - Escape/or aiding of an escape
  - Attempted escape/or aiding of an escape
  - Conspiring or making plans to escape/or aiding in escape plans
  - Unauthorized possession of items or material likely to be used in an escape
    - if using a DOC disciplinary report, they much have a guilty adjudication for disciplinary offense code 2-01.
- Examples of non-secure custody" include but are not limited to:
  - Walk-away from lower security
  - Walk-away from furlough
  - Walk-away from community correction setting
- Examples of "secure custody" include, but are not limited to:
  - Maximum and medium security facilities
  - During transportation
  - Court
  - Police Custody
  - Hospitals
- Use the date of apprehension (or date of disciplinary report if no actual escape occurred) when scoring this variable
- Document the escape or escape attempt location and date
- Do not score:
  - "AWOL" from military service
  - Fugitive from justice
  - Absconding while on parole
  - Resistance at the time of arrest
  - Incidents in which custody is not determined



For an escape or attempted escape only: an incarcerated Individual need not be charged nor found guilty in a court of law in order to score this variable; you may score an incarcerated individual as long as there is documented evidence that the incident took place.

VARIABLE #4 | History of Prior Institutional Violence Within The Last 3 Years

This variable refers to prior institutional violence. "Prior" is defined as any previous instance of institutional confinement, adult or juvenile, in state or out of state, prior to the initial classification hearing.

None	0
Documented behavior for any violent offense listed as Category 2	3
Documented behavior for any violent offense listed as Category 1	5

- Instances of institutional confinement may include:
  - Prior Incarcerations (to include out of state and House of Correction commitments)
  - Awaiting trial periods
  - Admissions to detention facilities or secure treatment facilities if ordered by a court
  - The period following commitment on the current sentence and prior to the date of the initial classification hearing
- You must review the incarcerated individual's entire history of institutional confinement. For this variable, note incidents that occurred in the 3 years prior to the current review date
  - All efforts should be made to secure the necessary information to accurately score this variable
- If within the last 3 years and prior to the initial classification board date:
  - the incarcerated individual has no prior confinement or was free of disciplinary reports/ documented behavior, assign "0" points
  - the incarcerated individual received a disciplinary report or if there is documented behavior for any violent offense listed as Category 2 in the Disciplinary Code of Offenses (Attachment IV), assign "3" points
  - the incarcerated individual received a disciplinary report or if there is documented behavior for any violent offense listed as Category 1 in the Disciplinary Code of Offenses (Attachment IV), assign "5" points
- You must document the incident scored

VARIABLE #5 | Number of Guilty Disciplinary Reports Within The Last 6 Months

This variable assigns points based on the number of disciplinary reports with guilty findings in the last 6 months.

None or 1	0
Two	2
Three or more	4

- Count the number of disciplinary reports with guilty findings received during the last 6 months, Including Category 4 disciplinary reports
  - **DO NOT** count disciplinary reports that are handled informally
  - **DO NOT** count guilty disciplinary findings received prior to the initial classification hearing date
  - **DO NOT** count a disciplinary report that has been continued without a finding ("CWOF") unless another disciplinary report was received within timeframes cited on CWOF.



The number of guilty disciplinary findings = the number of reports, not number of offenses in each report.

VARIABLE #6 | Most Severe Guilty Disciplinary Report Within The Last 9 Months

This variable assigns points based on the most severe guilty disciplinary findings received within the last 9 months.

None or Category 4	0
Category 3	3
Category 2 non-violent	5
Category 2 violent	6
Category 1	7



You cannot score a charge that was dismissed

- Review all disciplinary reports with guilty findings received during the past 9 months
  - DO NOT count any disciplinary reports received prior to the initial classification hearing date
  - Note the category of offense(s) for which the incarcerated individual was found guilty
    - If the disciplinary report was from another jurisdiction, select the closest offense from the Disciplinary Code of Offenses (Attachment IV)
  - Score the disciplinary report with the most severe offense category charge (Category I is the most severe)
    - If there are multiple guilty disciplinary findings in the same offense category, score the most recent disciplinary report
  - Refer to the Disciplinary Code of Offenses to identify violent and non-violent offenses (violent offenses are asterisked)
  - Document the disciplinary report number/ disciplinary report date used

A disciplinary report that has been **CWOF CANNOT** be used in scoring this variable unless another disciplinary report was received during the specified time frame on the CWOF.



If an individual is released from one sentence to another sentence without a break in custody, you can score d-reports received on the sentence they released from it they are within the timeframes.

VARIABLE #7 | Age

The age of the incarcerated individual is determined at the time of the current review and the corresponding points selected.

38 or younger	0
39 or older	-2

VARIABLE #8 | Program Participation or Work Assignment

This variable is scored based on the incarcerated individual's compliance with their Criminal Offender Management Profile for Alternative Sanctions ("COMPAS") Risk and Needs Assessment which drives the Personalized Program Plan ("PPP").

Refusal/decline to participate in assessed need programming or no participation	0
Currently on a program or work wait list or actively involved in a program or work assignment	-1
Satisfied all program requirements	-2

- Incarcerated Individuals who refuse to participate in programming specified in their Risk/Needs Assessments shall receive 0 points this includes:
  - individuals who are low risk or those who are serving a first-degree life sentence, but have not achieved a high school credential and are not enrolled in academic school
  - individuals who scored low but were approved for a program override
  - individuals who refuse an assessed need program but who are participating in other programs or work.
  - refusal to complete the standard assessment process (to include TABE and TCUD) is the equivalent of refusing to participate in programming
- Incarcerated Individuals whose Risk/Needs Assessment requires specified programming and are currently on a wait list or actively involved with such programming shall receive -1 point
- Incarcerated individuals whose Risk/Needs Assessment requires specified programming, excluding vocational programs, and have satisfied all required programming (excluding vocational) shall receive -2 points
  - once a program override request is approved as part of the Personalized Program Plan, it constitutes an assessed program need regardless of the type of assessment conducted
- Incarcerated Individuals whose COMPAS Risk/Needs Assessments do not require specified programming shall receive -2 points
- Incarcerated individuals in a Behavior Assessment Unit (BAU) or a Secure Adjustment Unit (SAU) shall be scored the same as other incarcerated individuals based on their participation in or refusal of assessed core need programming.



Incarcerated Individuals who refuse to participate in assessed need programming but are participating in other programs or working should receive 0 points based on the refusal to participate in assessed need programming when it was offered to them.

We do not factor vocational needs into this variable.

Total Reclassification Score

The total reclassification score is the sum of scores across all variables at reclassification and results in the preliminary custody level.

10 or more points	Medium Custody
9 or fewer points	Minimum Custody

The CPO then reviews the list of restrictions to determine if, based on the incarcerated individual's record, there are any applicable restrictions which would prohibit placement at the scored custody level.

Following a recommendation by a classification board:

- If the classification board recommends a custody level consistent with the custody level indicated by the OPBS score, DO NOT select any restrictions or overrides.
- If the classification board recommends a custody level other than the custody level indicated by the OPBS score:
    - Staff shall Select all applicable restriction(s)
    - If there are no applicable restrictions, select all applicable overrides
        - Override(s) should ONLY be used in the absence of restriction(s)
    - An individualized detailed rationale MUST be provided for each override selected.

Refer to any Objective Classification Form for a complete list of restrictions and overrides.

Attachment I

MASSACHUSETTS DEPARTMENT OF CORRECTION
Objective Point Base Classification — Initial Form — Female

Name: _____ Number: _____ Date: _____

Inst: _____ Current Housing Unit: _____

CPO: _____

SCORE

1. Severity of Current Offense

Low	1
Moderate	3
High	5
Highest	7

OFFENSE SCORED:

2. Severity of Convictions within the last 4 years

None	0
Low	1
Moderate	3
High	5
Highest	7

OFFENSE SCORED: **ARRAIGNMENT DATE:**

3. History of Escape or Attempts to Escape

No escapes or attempts to escape	0
Escape or attempt from non-secure custody over 1 year ago	1
Escape or attempt from non-secure custody within the past year	3
Escape or attempt from secure custody OR any escape with actual or threatened violence used during the act:	
Over 10 years ago	1
Between 5 and 10 years ago	5
Within the past 5 years	7

DATE: **FROM:**

4. History of Prior Institutional Violence within the last 4 years

None	0
Documented behavior for any violent offense listed as Category 2	4
Documented behavior for any violent offense listed as Category 1	7

DATE OF INCIDENT/ D-REPORT: **WHERE REC'D:**

5. Age

38 or younger	0
39 or older	-2

TOTAL INITIAL SCORE ☐

10 or more points – Medium 9 or fewer points – Minimum or below

Name: _____Number:_____Date:_____

Preliminary Custody Level: Maximum _____ Medium_____ Minimum or below_____

Check (✓) all applicable restrictions for purposes of overriding scored custody level:

Minimum Custody Restrictions

_____ Code A: Length of time to serve- incarcerated individuals with more than 5 years to their earliest release date are not to be considered for minimum or below.

_____ Code B: Outstanding Legal – Incarcerated Individuals whose data critical to decision making is outstanding and Incarcerated Individuals with unresolved / non-permissible legal issues are to remain in medium or above until the legal issue is resolved. Incarcerated Individuals may be placed in minimum security with permissible legal issues, as noted in Table D.

_____ Code C: Possible Civil Commitment - Incarcerated individuals who are subject to civil commitment post release are not to be considered for minimum or below.

_____ Code D: Pending immigration status – Incarcerated Individuals whose immigration status is pending or those with an immigration detainer or Deportation Order are not to be considered for minimum or below.

_____ Code E: Incarcerated Individuals Serving Life Without Parole - Incarcerated Individuals Serving Life Without Parole are not to be considered for minimum or below.

_____ Code F: Incarcerated Individuals currently convicted of a crime while incarcerated or Murder of a Public Official, are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an Incarcerated Individuals can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within two years of a defined release date.

_____ Code G: Health coverage necessary – Health Status Report reflects medical / mental health restrictions preventing lower security.

_____ Code H: Incarcerated Individuals currently convicted of a crime that resulted in loss of life, excluding those who committed their crime before the age of twenty one (21), are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an Incarcerated Individuals can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within three years of a defined release date.

Check (✓) all applicable overrides, ONLY if restrictions do not apply, for purposes of overriding scored custody level.

Override to Higher Custody

_____ Code P: Pending Disciplinary Report- Incarcerated Individuals who have pending disciplinary report(s).

_____ Code Q: Investigative Hold- Those Incarcerated Individuals who are currently under investigation or awaiting action and a transfer to lower security may jeopardize the investigation.

_____ Code R: Nature of Offense/ High Notoriety- The facts or notoriety of the offense presents a seriousness that cannot be captured in the score.

_____ Code S: Prior Criminal History- The criminal history presents a seriousness that cannot be captured in the score.

_____ Code T: Institutional Negative Adjustment- The institutional adjustment presents a seriousness that cannot be captured in the score.

_____ Code U: Relates to the Safe Orderly Operation of the Facility-Those Incarcerated Individuals whose behavior, while not always negative enough to warrant disciplinary action, may serve to threaten security or undermine the exercise of proper control and maintenance of order within the institution or other correctional facility.

_____ Code V: STG Issues-Those Incarcerated Individuals who should remain in higher custody based on their STG involvement.

Education/Vocational Override

___ Override W Voluntary Education Hold – Incarcerated individual request to remain at a higher security level for completion of long-term education/vocational program.

Override to Lower Custody

_____Code 1: Institutional Adjustment- Those Incarcerated Individuals whose institutional adjustment on previous or current incarceration is not as severe as the score indicates.

_____Code 2: Reentry Initiative – Those Incarcerated Individuals for whom the Parole Board approved a release plan; granted a positive parole vote subject to conditions, such as program completion or time served in lower custody; or those Incarcerated Individuals in close proximity to release.

Provide rationale for any overrides: _____

Final Custody Level Recommended: Medium_____ Minimum or below_____

MASSACHUSETTS DEPARTMENT OF CORRECTION
Objective Point Base Classification — Reclassification Form — Female

Name: _____ Number: _____ Date: _____

Inst: _____ Custody Level: _____

Current Housing Unit: _____ CPO: _____

SCORE

1. Severity of Current Offense
- Low 1
- Moderate 2
- High 4
- Highest 6

OFFENSE SCORED: ☐

2. Severity of Convictions within the last 4 years
- None 0
- Low 1
- Moderate 2
- High 4
- Highest 6

OFFENSE SCORED: **ARRAIGNMENT DATE:** ☐

3. History of Escape or Attempts to Escape
- No escapes or attempts to escape 0
- Escape or attempt from non-secure custody over 1 year ago 1
- Escape or attempt from non-secure custody within the past year 3
- Escape or attempt from secure custody OR any escape with actual or threatened violence used during the act:
  - Over 10 years ago 1
  - Between 5 and 10 years ago 5
  - Within the past 5 years 7

DATE: **FROM:** ☐

4. History of Prior Institutional Violence within the last 3 years
- None 0
- Documented behavior for any violent offense listed as Category 2. 3
- Documented behavior for any violent offense listed as Category 1. 5

DATE OF INCIDENT / D-REPORT: **WHERE REC'D:** ☐

5. Number of Guilty Disciplinary Reports within the last 6 months
- None or One 0
- Two 2
- Three or more 4

☐

6. Most Severe Guilty Disciplinary within the last 9 months
- None or Category 4 0
- Category 3 3
- Category 2 non-violent 5
- Category 2 violent 6
- Category 1 7

D-REPORT NUMBER & DATE: ☐

7. Age
- 38 or younger 0
- 39 or older ..... -2

☐

8. Program Participation or Work Assignment
- Refusal/decline to participate in assessed need programming or no participation 0
- Currently on a program or work wait list or actively involved in a program or work assignment ..... -1
- Satisfied all program requirements ..... -2

☐

TOTAL RECLASSIFICATION SCORE ☐

10 or more points – Medium

9 or fewer points – Minimum or below

Name: _____ Number: _____ Date: _____

Preliminary Custody Level: Maximum _____ Medium_____ Minimum or below_____

Check (✓) all applicable restrictions for purposes of overriding scored custody level:

Minimum Custody Restrictions

_____ Code A: Length of time to serve- Incarcerated Individuals with more than 5 years to their earliest release date are not to be considered for minimum or below.

_____ Code B: Outstanding Legal – Incarcerated Individuals whose data critical to decision making is outstanding and Incarcerated Individuals with unresolved / non-permissible legal issues are to remain in medium or above until the legal issue is resolved. Incarcerated Individuals may be placed in minimum security with permissible legal issues, as noted in Table D.

_____ Code C: Possible Civil Commitment - Incarcerated Individuals who are subject to civil commitment post release are not to be considered for minimum or below.

_____ Code D: Pending immigration status – Incarcerated Individuals whose immigration status is pending or those with an immigration detainer or Deportation Order are not to be considered for minimum or below.

_____ Code E: Incarcerated Individuals Serving Life Without Parole – Incarcerated Individuals Serving Life Without Parole are not to be considered for minimum or below.

_____ Code F: Incarcerated Individuals currently convicted of a crime while incarcerated or Murder of a Public Official, are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an Incarcerated Individuals can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within two years of a defined release date.

_____ Code G: Health coverage necessary – Health Status Report reflects medical / mental health restrictions preventing lower security.

_____ Code H: Incarcerated Individuals currently convicted of a crime that resulted in loss of life, excluding those who committed their crime before the age of twenty one (21), are not to be considered for minimum security unless either (1) the Parole Board approved a release plan and granted a positive parole vote which may include conditions which must be fulfilled before an Incarcerated Individuals can be released, such as program completion or a specified amount of time to be served in lower security; or (2) are within three years of a defined release date.

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Provide rationale for any overrides: _____

Final Custody Level Recommended: Medium_____ Minimum or below_____

Conviction Guide

BOP	Disposition	Conviction
APP	Appealed. Defendant is convicted.	Yes
APP WD	Appeal withdrawn. Defendant is convicted.	Yes
BO	Bound Over. Not convicted yet.	No
C	Continued (date).	No
CC	Court costs. Imposition of costs probably means that guilt has been determined.	Call court
CMTD	Committed. Guilty.	Yes
CMNTY SERV	Community service is an intermediate sanction. However, it is possible for the court to dismiss the charges after completion of community service.	Call court
CWOF	Continued without a finding.	No
DISM	Dismissed. Not convicted.	No
DISM R/PROB	Dismissed remanded probable cause. Remanded to superior court after finding of probable cause in district court. District court compliant is dismissed. Should see same charge appearing in superior court.	No
DRC	Dismissed Request Commonwealth. Not convicted.	No
FILE	Filed. Under G.L. c. 218, § 38, a district court judge may file any case other than a complaint for the commission of a felony issued against a person who appears previously to have been convicted of a felony or previously to have had a complaint for felony placed on file. A case may be filed without a finding, or without a change of plea. In this case, the adjudication is suspended with a not-guilty plea still intact. The case may be brought forward at a future date without the issuance of a new complaint. In contrast, if the disposition is guilty-filed ("G-Filed"), then after either a guilty plea of a guilty verdict, the case was filed after a conviction. Therefore, the notation "FILED" alone does not indicate whether the case was filed before adjudication of guilt.	Call court
FINE	Fine plus dollar amount. Incarcerated individual is convicted.	Yes
FJ	First instance jury. Old de novo trial system in district court.	No
G	Guilty. Defendant is convicted.	Yes
MT	Mistrial.	No
NG	Not guilty.	No
NP	Nolle Prosequi.	No
PD	Paid. Indicates fine paid. Incarcerated individual was convicted.	Yes
PROB	Probation. If pretrial probation, it is not a conviction. Would still appear as open case. If after a determination of guilt, it is a conviction. Under G.L. c. 276, § 87, a defendant may be placed on probation (with or without special terms and conditions) prior to trial and without a plea, finding or verdict of guilt. If the defendant successfully completes the probation the case is dismissed. If the defendant fails to satisfactorily complete the probation, the case is brought forward for trial. If probation is imposed after a determination of guilt, the defendant is placed on probation for a set period of time. Probation may be supervised or unsupervised and may include special terms and conditions. If the defendant completes the probationary term, he is discharged. If he fails to comply with probation, he may be sentenced up to the maximum sentence allowable for the original offense.	Call court
REMIT	Remitted. Not convicted yet.	No
REST	Restitution. Restitution is an intermediate sanction imposed after determination of guilt.	Yes
R/R	Revise and Revoke. Relates to sentence, not conviction.	Yes
SPS	Split sentence.	Yes
SS	Suspended Sentence.	Yes
STAY	Stay of execution. May be under appeal.	Call court
TERM	Terminated.	Call court
VWF	Victim Witness Fee. May indicate defendant is convicted. However, case may be dismissed upon payment of fee.	Call court
WAR/WD	Warrant withdrawn.	No

Disciplinary Code of Offenses

**denotes violence* Updated 4/5/2019

Category 1

1-1*	Killing of another.
1-2*	Aggravated assault on a staff member, contract employee, member of the public, volunteer or animal.
1-3*	Aggravated assault on another incarcerated individual or parolee.
1-4*	Aggravated assault on a visitor.
1-5*	Taking or holding any person hostage.
1-6	Escape or attempted escape.
1-7*	Possession, manufacture or introduction of an explosive device or any ammunition, or any components of an explosive device or ammunition.
1-8*	Possession, manufacture or introduction of any gun, firearm, weapon, sharpened instrument, knife or poison or any component thereof.
1-9*	Sexual assault on a staff member, contract employee, member of the public or volunteer.
1-10*	Sexual assault or sexual abuse on another incarcerated individual.
1-11*	Sexual assault on a visitor.
1-12*	Rioting.
1-13	Inciting others to riot or inciting other incarcerated individuals to participate in a major group demonstration within any institution.
1-14*	Setting a fire, using or placing a bomb or incendiary device.
1-15	Introduction, distribution or transfer of any narcotic, controlled substance, illegal drug, unauthorized drug or drug paraphernalia.
1-16	Engaging in or inciting an organized work stoppage.
1-17*	Fighting with, assaulting or threatening another person, due to security threat group activities or gang activities.
1-18*	Engaging, encouraging, recruiting or pressuring others to engage in security threat group activities.
1-19*	Fighting with or assaulting any person in an area designated for visiting, while visits are occurring.
1-20	Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Category 2

2-1	Unauthorized possession of items or material likely to be used in an escape.
2-2*	Causing a valid threat of transmission of a contagious disease to any person due to intentional or reckless action.
2-3*	Assault on a staff member, contract employee, member of the public, volunteer, or animal.
2-4*	Assault on another incarcerated individual or parolee.
2-5*	Assault on a visitor.
2.6	Making a bomb threat or using a hoax device, or a hoax substance.
2-7*	Fighting with any person.
2-8	Refusing to submit to a urinalysis, breathalyzer, or other standard sobriety test or altering or interfering with any such test or failing to provide a urine sample when ordered to do so by a staff member without medical or mental health justification.
2-9	Refusing or failing to submit to testing required by statute, or order, such as DNA blood tests, when ordered to do so by a staff member.
2-10	Engaging in or inciting a group demonstration inside the correctional institution or a hunger strike inside the correctional institution.
2-11	Unauthorized use or possession of drugs, narcotics, illegal drugs, unauthorized drugs or drug paraphernalia.
2-12	Possession, manufacture or introduction of unauthorized keys.
2-13	Indecent exposure or masturbating in the view of another person.
2-14	Receiving test results indicating the presence of unauthorized drugs, alcohol, or other intoxicants.
2-15*	Interfering with staff members, medical personnel, firefighters, or law enforcement personnel in the performance of their duties during an emergency.

2-16 Tampering with, damaging, blocking or interfering with any locking or security device or window.
2-17 Impersonating any staff member, contract employee, volunteer or visitor.
2-18 Causing an inaccurate count by means of unauthorized absence, hiding, concealing oneself or other form of deception or distraction.
2-19 Possessing, making, introducing or transferring intoxicants and alcohol, or possession of ingredients, equipment, formula, or instructions that are used in making intoxicants and alcohol.
2-20 Possession of the clothing of a staff member or contract employee, or visitor.
2-21* Causing injury to another person by resisting orders, resisting forced movement or physical efforts to restrain.
2-22 Making a false fire alarm or tampering with, damaging, blocking or interfering with fire alarms, fire extinguishers, fire hoses, fire exits, or other firefighting equipment or devices.
2-23 Counterfeiting, committing forgery, altering or unauthorized reproduction of any document, article of identification, money, security, or official paper.
2-24 Conduct which interferes with the security or orderly running of the institution.
2-25 Wearing or displaying colors or any type of emblem, insignia or logo suggesting possible membership or affiliation with a gang, group party or other association whenever such wearing or display may, when the Superintendent has reasonable cause to believe, pose a threat to the security, good order or safety of the institution.
2-26 Possessing, wearing or using security threat group paraphernalia or photographs.
2-27 Failure to timely report to a location or program assignment resulting in a declaration of escape status.
2-28 Distribution or sale of tobacco.
2-29 Engaging in intimate acts and/or sexual acts with another.
2-30 Stalking.
2-31 Possession of a cell phone, unauthorized electronic device, or paraphernalia for a cell phone or unauthorized electronic device, regardless of whether the cell phone/device is operable.
2-32 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Category 3

3-1 Lying to or providing false information to a staff member.
3-2 Receipt or possession of contraband of items not authorized for retention by incarcerated individuals.
3-3 Reserved for Future Use.
3-4 Threatening another with bodily harm or with any offense against another person, their property or their family.
3-5 Refusing a direct order by any staff member.
3-6 Impersonating another incarcerated individual.
3-7 Refusing a transfer to another institution.
3-8 Extortion, blackmail, or demanding or receiving money or anything of value in return for protection against others, or under threat of informing.
3-9 Throwing objects, materials, substances or spitting at another.
3-10 Theft of property or possession of stolen property.
3-11 Unauthorized accumulation/misuse of prescribed medication.
3-12 Possession, manufacture or introduction of an unauthorized tool.
3-13 Organizing or participating in an unauthorized group activity or meeting inside the correctional institution.
3-14 Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from another incarcerated individual or an incarcerated individual's friend(s) or family.
3-15 Flooding a cell or other area of the institution.
3-16 Refusing a cell or housing assignment.
3-17 Causing an individual to be penalized or proceeded against by providing false information.
3-18 Gambling and/or possession of gambling paraphernalia.
3-19 Giving, receiving or offering any person a bribe or anything of value for an unauthorized favor or service.
3-20 Receiving a tattoo while incarcerated, tattooing another, or possessing tattoo paraphernalia and/or body piercing.
3-21 Fraud, embezzlement, or obtaining goods, services, money or anything of value under false pretense.
3-22 Creating an emergency by feigning illness or injury.

3-23 Possession of tobacco products and/or an incendiary device.
3-24 Being out of place or in an unauthorized area outside of the incarcerated individual's unit.
3-25 Communicating, directly or indirectly with any staff member or contract employee, volunteer, or their relatives at their home address(es), home telephone number(s), email address(es), social media account(s) or for non-official business.
3-26 Use of obscene, abusive or insolent language or gesture.
3-27 Conduct which disrupts the normal operation of the facility or unit.
3-28 Possession of an altered appliance.
3-29 Engaging in an unauthorized visit while on a community work crew or a pre-release work assignment.
3-30 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Category 4

4-1 Receipt or possession of contraband.
4-2 Mutilating, defacing or destroying state property or the property of another person.
4-3 Unauthorized possession of money or other negotiable items.
4-4 Use of mail or telephone in violation of established rules or regulations.
4-5 Telephoning or sending written communications to any person contrary to previous written warnings and/or documented disciplinary action.
4-6 Possession of any photographic, or hand drawn material and/or unauthorized publication that depicts sexually explicit acts, and/or nudity.
4-7 Reserved for Future Use.
4-8 Misuse or waste of issued supplies, goods, services, or property
4-9 Failure to maintain acceptable hygiene.
4-10 Failure to maintain acceptable hygiene or appearance of a housing area.
4-11 Violating any departmental rule or regulation, or any other rule, regulation, or condition of an institution or community based program.
4-12 Failure to comply with standing count procedures.
4-13 Being out of place or an unauthorized area within a unit..
4-14 Reserved for Future Use.
Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Permissible Legal Issues

Effective 4/1/25

Following a thorough case review considering any possible impact and subject to the review and approval of the Commissioner's designee, incarcerated individuals may be placed in minimum security with the permissible legal issues from Massachusetts listed in this Table.

Assault and Battery
Breaking and Entering
Bribery/Corruption
Class D: Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
Class E: Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
Common Nightwalker
Computer Technological Crime
Counterfeit Drugs, Manufacturing, Distribution, Dispensing or Possession with Intent to Manufacture, Distribute, Dispense
Cruelty to Animals
Decency/Public Peace Crimes
Deriving Support from Prostitution
Destruction of Property
Distribute Sell Drug Paraphernalia
Environmental Offenses
Evading Fare
False Alarm or Fire/Removal of Fire Protective Devices
Falsely Assuming to be an Officer
Forgery and Uttering
Fraud
Identity Fraud/Theft
Illegal Duplicating of Recordings
Juror Failed to Attend
Larceny from the Person
Larceny/Stealing under $1200
Leaving the Scene, including personal injury, damage and MV accident
Motor Vehicle Violations (Includes OUI)
Non-support or Abandonment of Child
Obstruction of Justice
Possession of Alcohol Under 21
Possession of Burglary Tools
Possession of Drugs, all classes
Possession with intent to distribute (for any substance)
Possession of Hypodermic Syringe/Instrument
Prescription and Pharmaceutical Drug Violation
Prostitution
Receiving Stolen Goods
Resisting Arrest
Shoplifting
Theft of Motor or Non-Motor Vehicle
Trespassing
Violation of Civil Ordinance
Violation of Labor Laws

Please note crimes while incarcerated are not to be considered permissible legal issues.

New offenses may be added or deleted periodically. The Classification Division will maintain an updated version of this table electronically via their homepage on the intranet.