

BP-338 CUSTODY CLASSIFICATION FORM
PAGE 1
U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

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

F

Sex Offender. A male or female inmate whose behavior in the current term of confinement or prior history includes one or more of the following elements **will be housed in at least a Low security level** institution, unless the PSF has been waived. A conviction is not required for application of this PSF if the Presentence Investigation Report (PSR), or other official documentation, clearly indicates the following behavior occurred in the current term of confinement or prior criminal history. If the case was dismissed or nolle prosequi, application of this PSF cannot be entered.

However, in the case where an inmate was charged with an offense that included one of the following elements, but as a result of a plea bargain was not convicted, application of this PSF should be entered.

Example: According to the PSR, the inmate was specifically described as being involved in a Sexual Assault but pled guilty to Simple Assault.

Based on the documented behavior, application of this PSF should be entered:

(1) Engaging in sexual contact with another person without obtaining permission to do so (forcible rape, sexual assault or sexual battery);

(2) Possession, distribution or mailing of child pornography or related paraphernalia;

(3) Any sexual contact with a minor or other person physically or mentally incapable of granting consent (indecent liberties with a minor, statutory rape, sexual abuse of the mentally ill, rape by administering a drug or substance);

(4) Any sexual act or contact not identified above that is aggressive or abusive in nature (e.g., rape by instrument, encouraging use of a minor for prostitution purposes, incest, etc.). Examples may be documented by state or Bureau of Prisons' incident reports, clear NCIC entries, or other official documentation;

(5) Attempts are to be treated as if the sexual act or contact was completed; and/or,

(6) Any offense referenced in the Sex Offender Notification and Registration Program Statement.

DISCONTINUED PUBLIC SAFETY FACTORS

D Firearms

E High Drug

J Designation Assessment

Table 5-2

SECURITY DESIGNATION TABLE (MALES)		
INMATE SECURITY LEVEL ASSIGNMENTS BASED ON CLASSIFICATION SCORE AND PUBLIC SAFETY FACTORS		
Security Point	Public Safety Factors	Inmate Security Level
0 - 11	No Public Safety Factors Deportable Alien Juvenile Violence Greatest Severity Offense Sex Offender Serious Telephone Abuse Threat to Government Officials Sentence Length Time remaining > 10 Yrs Time remaining > 20 Yrs Time remaining > 30 Yrs (Includes non-parolable LIFE and Death penalty cases) Serious Escape Disruptive Group Prison Disturbance	Minimum Low Low Low Low Low Low Low Medium High Medium High High
12 - 15	No Public Safety Factors Serious Escape Sentence Length Time remaining > 20 Yrs Time remaining > 30 Yrs (Includes non-parolable LIFE and Death penalty cases) Disruptive Group Prison Disturbance	Low Medium Medium High High High
16 - 23	No Public Safety Factors Disruptive Group Prison Disturbance Sentence Length Time remaining > 30 Yrs (Includes non-parolable LIFE and Death penalty cases)	Medium High High High
24 +		High

Table 5-3

SECURITY DESIGNATION TABLE (FEMALES)		
INMATE SECURITY LEVEL ASSIGNMENTS BASED ON CLASSIFICATION SCORE AND PUBLIC SAFETY FACTORS		
Security Point Total	Public Safety Factors	Inmate Security Level
0 - 15	No Public Safety Factors	Minimum
	Deportable Alien	Low
	Juvenile Violence	Low
	Serious Telephone Abuse	Low
	Sex Offender	Low
	Threat to Government Officials	Low
	Violent Behavior	Low
	Prison Disturbance	High
	Serious Escape	High
16 - 30	No Public Safety	Low
	Factors Prison	High
	Disturbance Serious	High
31 +		High

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

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

B. BASE SCORING

1. TYPE OF DETAINER

1. TYPE OF DETAINER	0 = NONE	3 = MODERATE	7 = GREATEST
	1 = LOWEST/LOW	5 = HIGH	

Enter the appropriate number of points that reflect the inmate's detainer status. Refer to the Offense Severity Scale (Appendix A). If multiple detainers have been filed, enter the point value for the most serious charge. Frequency and sentence length are not considered.

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

for transfer. Accordingly, it is essential that the BP-770 be completed thoroughly and accurately.

The Medical Designator will review each request for redesignation and approve or deny the requested transfer. Based on clinical information and in consultation with the Medical Director, the Medical Designator may change the urgency level of the request.

OMDT will authorize CIM clearance (if appropriate) and enter approved transfers to an appropriate BOP facility in SENTRY on the "Enter Redesignation" screen.

e. Completion of Treatment - All requests for redesignation to the parent facility upon completion of Medical/Surgical or Psychiatric treatment, or to another medical facility for continuation of treatment, will be initiated by the facility currently housing the inmate via GroupWise on the Discharge Transfer Summary form. This form serves as the designation, transportation, and security worksheet from which the redesignation is made.

Medical cases are normally returned to their parent facility unless the DSCC approves a change in the parent facility based on clinical justification provided prior to redesignation by the Medical Designator.

7. TEMPORARY TRANSFERS. It is sometimes necessary to temporarily transfer an inmate to a contract facility or other Bureau institution. This is normally for security reasons, when the current institution does not have a Special Housing Unit. In such cases, institution staff will forward a request for temporary transfer approval from the Warden to the DSCC. The request will include the rationale for transfer, with assurance that the receiving facility is in agreement with the temporary transfer. Transfer approval must be obtained prior to the transfer during normal working hours, or if after hours, the next work day. A copy of this request will be routed to the appropriate CCM office, if the transfer is to a contract facility.

8. TRANSFERS FOR TRAINING PURPOSES OR PROGRAM PARTICIPATION.

An inmate is ordinarily only transferred for specialized national programs not offered at the parent facility to include:

- (a) Residential Drug Treatment Program;
- (b) Life Connections Program;
- (c) Special Management Unit; and
- (d) Sex Offender Programs.

When placement for program participation is inconsistent with the assigned security level, the appropriate Management Variable must be applied by the DSCC. Ordinarily, the inmate will be