


## HOWARD COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURE

	SUBJECT:	Classification Procedures
	P & P #:	D-300
	TITLE:	Classification
	EFFECTIVE DATE:	February 15, 2020
	REVIEWED BY:	<i>Andre McInnis</i> Andre McInnis, Classification Supervisor
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**POLICY:** It is the policy of the Department of Corrections that the classification process assesses available information and determines an inmate’s security level, housing, program and job assignment. Classification considers the offender’s risk factor within the Detention Center and in the community through proper placement in assignments and community based programs. Classification decisions are made without regard to race, religion, political beliefs, sexual orientation or national origin.

**REFERENCES:** Maryland Commission on Correctional Standards (MCCS), Adult Detention Center Standards .01. P, .05 G, H, .06 A, B, and Maryland Annotated Code, Article Criminal Law, Title 14, Section §14-101a Crime of Violence, **HCDC Policies E-420 Security Threat Groups, H-730 Placement on Work Release, H-717 Work Assignments, H-723 Weekender Inmates, H-734 Outside Inmate Labor Details, H-735 Special Management Unit, I-821 Substance Abuse and Medication Assisted Treatment.**

### **DEFINITIONS:**

**Classification Team** – Team is comprised of at least two (2) of the following staff persons: Deputy Director, Classification or Work Release Reentry Supervisor, work release / classification/addiction counselors, mental health staff or custody staff (corporal or above).

**Administrative Classification Action** – The process of classifying or assigning inmates/detainees by classification/work release staff preparing **the electronic SallyPort JMS** Classification Assignment, (if inoperable use HCDC Form D-300a) and submit the completed form for review by the designated supervisor without classification team action.

**Maximum Security Inmates** - Inmates who present a definite risk to the security of the facility and/or the safety of the community.

**Medium Security Inmates** - Inmates who may present a risk to the safety of the community, but do not present an immediate risk to the safety and security of the facility and generally may be assigned to specific, supervised work programs in designated areas within the secure confinement of the institution.

Minimum Security Inmates - Inmates who by criminal history, expected proximity to release and satisfactory institutional adjustment are considered minimal risk to the community. These inmates live in designated housing areas and may receive clearance for outside work details or work release in the community.

### ERO ICE - Enforcement and Removal Operations

ICE – U.S. Immigration and Customs Enforcement – Inmates/detainees detained by the Bureau of Immigrations and Customs Enforcement (ICE) who are temporarily housed by contractual arrangement. These inmates/detainees are considered maximum security and classified to a designated housing unit.

Drug Court Sanction: A period of incarceration imposed on a participant of the Howard County Drug Court.

Medication Assisted Treatment (MAT): is the use of medications as described as well as others combined with counseling and behavioral therapies to treat substance use disorders and prevent opioid overdose. MAT is primarily used for the **treatment** of addiction to opioids such as heroin and prescription pain relievers that contain opiates.

SMU: Special Management Unit is a designated housing unit which is separate from general population and is utilized for individuals who require more supervision and management than general population.

SAT - Substance Abuse Treatment Program – Substance Abuse Treatment Program (SAT) at the HCDC which operates under the auspices of the Howard County Health Department. Inmates are generally court ordered to participate in and complete the program.

LEEP - Lifeskills Education Employment Program - This is an employment readiness program managed and staffed by employees of the Howard Community College in partnership with HCDC.

GED - General Equivalency Diploma - Inmates can earn their GED or improve their educational level through an educational program at the HCDC, operated and staffed by employees of the Howard Community College in partnership with HCDC.

Outside Clearance – This is a minimum-security designation for inmates who may be taken beyond the secure confines of the facility, without direct supervision, for work purposes.

Work Release – This is a minimum-security program established under the authority of law allowing inmates to maintain employment in the community while residing in the HCDC.

ACTS – Applied Correctional Transition Strategy: Is an assessment tool designed to help identify the offender's needs and seeks to verify an offenders risk of offending as well as to identify their criminogenic needs.

## PROCEDURES:

### I. General

- A. The classification process shall consider all available information to assess the inmate's/detainee's risk level as well as vulnerability.

- B. Classification team actions shall be conducted in a professional manner and all decisions shall be based on an objective assessment of the individual.
- C. The classification process includes general actions which are described in the sections that follow:
  - 1. Initial Classification;
  - 2. Case Management Review (CMR);
  - 3. Reclassification, including:
    - a. Administrative Segregation Reviews;
    - b. Special Management Unit Reviews;
    - c. Disciplinary Segregation Reviews;
    - d. As needed, review of any validated gang members in accordance with HCDC Policy E-420;
    - e. ACTS Assessment;
    - f. Annual Reclassification;
    - g. Job Assignment/removal; and
    - h. Changes in an inmate's security level, either reduction or increase.

## II. General Classification Guidelines

- A. The inmate should be present at classification team actions, unless waived in writing or unless deemed a security problem which shall be documented and placed in the inmate basefile.
  - 1. An inmate may request an evaluation or review of his/her classification status by writing to the Director/Deputy Director.
  - 2. An inmate/detainee may appeal any classification action decision in writing to the Director within five (5) working days.
- B. Sentenced inmates may be required to participate in institutional job assignments and programs. Non-sentenced/pretrial inmates shall not be required to participate in institutional job assignments and programs. However, pre-trial inmates who agree to a job assignment and quit without proper removal, shall not be reassigned without the approval of the Classification Supervisor (see HCDC Policy H-717).
- C. The Counselor shall discuss with the inmate the availability of work assignments and programs which he/she may participate in during incarceration. Classification staff shall consider the following criteria in determining proper security level, housing and programming:
  - 1. Criminal History;
  - 2. Bond Amount;
  - 3. Detainers;
  - 4. Assaultive History;
  - 5. Suspected or validated gang membership;
  - 6. Status of any probation/parole cases;
  - 7. Length of Sentence (if sentenced);
  - 8. Prior Institutional Adjustment;
  - 9. Court Orders/Recommendations;

10. Needs of the Institution;
11. Special Needs such as substance abuse, medical or mental health issues;
12. Any suicide screening information;
13. Risk of Victimization/vulnerability;
14. Age; and
15. Whether the inmate is transgender or intersex.
  - a. Consider the inmate's view as to whether male or female housing would be appropriate.
    - (1) document the inmate's preference on the Classification Assignment Sheet;
    - (2) ensure such inmates are scheduled for re-assessment at least twice per year;
    - (3) consider the health and safety of the offender;
      - (a) Refer for mental health evaluation and input for housing;
    - (4) Consider management and any security concerns regarding housing and program placement.
    - (5) Forward all relevant information on such actions to the Security Chief, Deputy Director or Director for final action.

Under no circumstances shall there be designated housing or programs for lesbian, gay, bisexual, transgender, intersex or **unspecified** inmates based solely on their gender status or identification.

D. General criteria to be considered for selected programs:

1. The following programs require a Court Order to participate:
  - a. Work Release (see HCDC Policy H-730) (Circuit Court commitment only);
  - b. SAT as a 1<sup>st</sup> priority for those who are court-ordered are accepted. **As caseloads permit other inmates may be accepted.**
2. LEEP
  - a. SAT participants shall receive priority.
  - b. Sentenced inmates receive priority.
  - c. Pretrial inmates may participate.
  - d. Inmates should have a satisfactory institutional adjustment.
  - e. Inmates who have previously completed LEEP may not repeat.
  - f. Inmates should have a high probability of finishing the program.
  - g. Inmates must be housed in general population, unless approved by the Director/Deputy Director.
  - h. The LEEP instructor with the concurrence of the Security Chief, Deputy Director, or Director may reject or remove an inmate from the program (all removals shall be processed through classification staff).
3. GED
  - a. Sentenced inmates receive priority.

- b. Pretrial inmates may participate.
  - c. Inmates must have a satisfactory institutional adjustment.
  - d. Inmates should have a high probability of finishing the cycle.
  - e. With instructor approval, inmates may repeat the GED program.
  - f. Inmates must be housed in general population, unless approved by the Director.
  - g. The GED Instructor with the concurrence of the Security Chief, Deputy Director or Director may reject or remove an inmate from the program.
4. Off-Site Details shall require the following criteria:
- a. Sentenced inmates (either generally or with Court Order recommendations);
  - b. Pre-trial inmates with misdemeanor offenses approved by the Director / Deputy Director;
  - c. No exclusionary detainers;
  - d. Satisfactory institutional adjustment; and
  - e. Medical approval as necessary.
  - f. No violent offenders as defined in Section 14101a of Maryland Criminal Law.

E. Documentation

Classification/work release staff shall initiate the classification team or administrative action by **accessing the electronic SallyPort JMS, Classification prompt.** After final approval, the Classification Assignment file in the SallyPort JMS shall be completed. **If SallyPort JMS is inoperable,** the Classification Assignment Sheet HCDC Form D-300a attached as Appendix 1 shall be completed and filed in the inmate/detainee basefile.

F. Security Level Guidelines for Recommendations and Decisions.

1. Maximum Security - All inmates/detainees at the time of admittance shall be maximum security until classified otherwise.
2. Medium Security - Most institutional job assignments, other than in-house sanitation, shall be made at the medium security level which may be considered for certain pretrial/sentence inmates and sentenced inmates.
  - a. Kitchen/Dietary; with an approved record check for outstanding warrants, other open charges, detainers, previous escapes and a medical clearance.
  - b. Sanitation;
  - c. Barber.
3. Minimum Security - Sentenced inmates and pretrial inmates may be considered for minimum security status. Inmates with minimum security status shall have outside clearance which may include outside clearance/utility assignment to include an off-site detail and work release (with assignment in accordance with HCDC Policy H-730).
  - a. Minimum Security review shall include a record check, which shall include, at a minimum, the following:
    - (1) Maryland Rap Sheet;
    - (2) FBI;

- (3) OBII - Parole and Probation (determine any probations in jeopardy or potential parole retake warrants);
- (4) MVA - Drivers record information;
- (5) NCIC Warrants; and
- (6) JPortal.mdcourts.

Final approval for minimum security may be authorized only by the Director except in the case of weekenders, which are classified in accordance with HCDC Policy H-723.

4. Weekender Status – Classification Assignment Sheets (D-300a) are not required for inmates housed in designated minimum-security housing.

### III. Initial Classification

- A. The Counselor shall review the inmate's/detainee's basefile prior to meeting with the inmate/detainee, note any alerts and review any charging documents that are in the file. This information shall be used in the initial classification action to determine any special housing and/or alerts, to include, but not be limited to "Keep Separate" for co-defendants or other potential enemies as well as mental health issues, medical conditions, review risk established from the SallyPort JMS PREA Screening Form. If the electronic SallyPort JMS is in operable, HCDC Form A-033b shall be completed. Those who receive a drug court sanction serve the sanction day-for-day and **do not** receive any diminution credits.
- B. The Counselor shall administer the SallyPort JMS classification questions to the inmate as soon after the inmate's bond hearing as possible. All inmates shall be seen within one (1) week of being received. If an inmate has been placed on suicide watch or is on some other special status, the counselor shall consult with the medical department or the Security Chief or higher as appropriate to determine if the inmate can be seen for initial classification. If the inmate cannot be seen, the counselor shall note the file and flag it for follow-up.
- C. Specific questions shall be asked regarding gang membership. Any information from the inmate or reports in file shall be reviewed with the security for possible gang affiliation (see HCDC Policy E-420 for more information).
- D. The Counselor shall ensure that the inmate/detainee has been provided a copy of the HCDC Inmate/Detainee Handbook. The inmate/detainee shall be given the opportunity to ask questions and/or address issues of concern.
- E. The Counselor shall ensure that a combination lock is issued by an intake officer to any inmate/detainee relocated or moved to a dormitory housing unit, or housed in the dayroom of a housing unit to ensure personal belongings can be secured. Inmates/detainees housed in celled units do not receive combination locks for security safety reasons.
- F. The Counselor shall explain a \$3.00 charge if the combination lock is damaged or lost.

The Counselor shall ensure the issuing officer enters the proper information in SallyPort JMS. A Combination Lock Tag attached as Appendix 5 shall be placed in the

inmate/detainee basefile. If JMS is inoperable, HCDC Form C-200f Combination Lock shall be completed with the inmate signature and placed in the inmate/detainee basefile.

#### IV. CMR

- A. Generally, inmates sentenced to greater than 60 days, who do not otherwise have a Court Order for Work Release, shall be reviewed by the CMR Team. The team shall review the inmate's status, open charges, program needs, assessment/evaluation, etc. and discuss the inmate's progress. The team may recommend that the inmate participate in certain programs. Inmates with less than a 90-day sentence may be reviewed via administrative action for minimum security or other assignments.
- B. The team shall meet on a regular basis, generally, weekly, to review the program status of inmates with qualifying sentences. This shall not restrict the team from reviewing any inmate using the CMR process.
- C. The team generally shall be chaired by the Classification or Work Release Reentry Supervisor or Classification Counselor.
- D. The CMR team may recommend that an inmate return to the team after a specified period, for review of his/her status and further consideration.
- E. A Shift Leader or above may refer an inmate, who may or may not be sentenced, for review by the team, to discuss the inmate's progress and any specific concerns.

#### V. Pretrial Classification Team Reviews

Pre-trial status inmates with bonds of \$50,000.00 or less can be scheduled for classification team review after he/she has been here for 15-days **and upon request of inmate or recommendation of staff member for programs.** This review shall occur within two (2) weeks **after request or recommendation.**

The following shall be excluded:

- Has a pending charge other than a traffic offense;
- Has a history of poor institution adjustment;
- Does not fall within the targeted proxy score for programming;
- The inmate refused to participate in programs. In such instances, the inmate shall sign a statement to document his/her refusal. The classification team shall notify the State's Attorney's Office to advise them whenever, pretrial inmate refuses recommended programs. The classification team may also consult the State's Attorney's Office regarding possible sentencing.

#### VI. Reclassification

- A. Routine reclassification is conducted to modify an inmate's status or program assignment according to the following guidelines:
  1. All inmates shall be reviewed and assessed via CMR, or other classification action at least once annually regardless of custody or programming status. The exceptions are

reviews of transgender and intersex inmates which shall be reviewed at least twice per year.

2. Inmates who have been placed on administrative or disciplinary segregation shall be reviewed in accordance with HCDC Policy D-306. Should an ICE detainee be placed in Administrative Segregation, they shall receive a copy of the SallyPort **JMS** Classification Assignment noting the justification for placement on administrative segregation.
3. Upon completion of disciplinary segregation, inmates shall be reviewed/reclassified for appropriate housing assignments.
4. Inmates who have been placed on the Special Management Unit shall be reviewed in accordance with HCDC Policy H-735 (Section VII). Under normal conditions, classification staff shall visit the unit at least once per week to address any classification concerns and other program issues. Any unusual concerns shall be reported to the Security Chief, Deputy Director and Director.

Juvenile offenders shall be reviewed in accordance with HCDC Policy H-716.

5. As needed, validated gang members shall be reviewed/classified in accordance with HCDC Policy E-420.
- B. Non-routine reclassification may be initiated for reasons that include, but not limited to the following:
1. Request from the inmate;
  2. Request by staff;
  3. Sentence status change;
  4. Completion or change of inmate's program or assignment; and
  5. If any additional relevant information is received, not to exceed 30 days, regarding an inmate's risk of victimization or abuse. The inmate's risk level shall be reassessed when warranted due to referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness.

## VII. Reassessment for ICE Detainees

- A. Detainee's that have been in custody for a period exceeding 60 to 90 days after the original classification assessment or when new information is obtained, and/or institutional incidents occur while in custody, shall be performed by ICE Enforcement Removal Officers (ERO) and approved by a supervisor no later than 90 days after the original assessment utilizing the Risk Classification Assessment (RCA) system. Subsequent reclassification assessments shall be completed at 90 to 120 day intervals via the RCA.
- B. The ICE ERO will complete a special reclassification within 24 hours before a detainee leaves the Special Management Unit (SMU), following an incident of abuse or victimization, and at any other time when warranted based upon the receipt of



additional, relevant information, such as after a criminal act, or if a detainee wins a criminal appeal, is pardoned or new criminal information comes to light.

VIII. ICE Classification Appeal

- A. Classification decisions shall be provided to the detainee along with information on the appeal process in a language and manner understood by the detainee.
- B. Classification systems shall include procedures for Immigration Customs Enforcement (ICE) detainees to appeal their classification levels through written detainee request form (D-300b) or by filing formal grievances as described in PBNDS 2011. Appeals received by the Intergovernmental Service Agreement (IGSA) will be forwarded to the ICE Enforcement Removal Operations (ERO) for review. Appeals will be resolved within five (5) business days, with notification of the outcome due to the detainee within ten business days.

IX. Administrative Classification Action

The following classification actions may be processed using administrative classification action:

- A. Assignment to and removal from institutional job assignment;
- B. Classification to minimum security;
- C. Recommendations for special project credit based upon program/detail participation or completion;
- D. Assignment to work release status when a Court order is received and/or when the Director has already approved a recommendation for work release;
- E. Placement on, review of, or removal from Administrative Segregation or SMU.
- F. Review of or removal from Disciplinary Segregation;
- G. Initial classification; and
- H. Reclassification after:
  - 1. Completion of disciplinary segregation sentence;
  - 2. QHCP recommended removal from administrative segregation for medical reasons; or
  - 3. Completion of an adjustment hearing, if recommended by disciplinary committee; and
  - 4. Removal from suicide watch by mental health staff.

X. Classification/Reclassification Action Review

- A. A completed copy of the Classification Assignment from SallyPort JMS (D-300a) shall be reviewed for approval by the Director if the recommended action involves a reduction

- in security level to minimum security or approval for work release.
- B. All other actions shall be reviewed for approval by the Classification Supervisor, Work Release Reentry Supervisor, Security Chief or above.
  - C. Notification of classification actions and status changes shall be distributed promptly to custody and program staff.
  - D. An inmate on SMU shall be reviewed by a Classification action at least every two (2) weeks. The Classification team for SMU may include members of custody staff, mental health and medical staff. Information about the progress and behavior of the SMU inmate shall be obtained from custody and program staff and shall be used in determining the continuing status of the inmate.
  - E. Those who receive a drug court sanction serve the sanction day-for-day and **do not** receive any diminution credits. Commitment officers are to alert classification by email when processing anyone received with a drug court sanction.

XI. Communication with Counselors and Staff

- A. The primary form of communication with the counselors is by Kiosk. An inmate/detainee may correspond with his/her counselor by posting a message. An inmate may also utilize a Request Slip, HCDC Form D-300b attached at Appendix 2, to make a request to the Counselor or other staff. The inmate/detainee may obtain a Request Slip from staff.
- B. The Counselor shall visit each housing unit, except disciplinary segregation at least once per week. An inmate may address the Counselor directly with any concerns or requests. The Interdisciplinary Team shall visit the disciplinary segregation unit once per week in accordance with HCDC Policy D-306.
- C. Depending on the nature of the concern, an inmate/detainee may be directed to place his/her request in writing, using the Commissary Kiosk or a Request Slip.
- D. Staff shall be responsive to an inmate's concern, and may advise the inmate to take certain steps to resolve an issue, such as writing to a Court or Treatment Program.
- E. The Counselor shall provide direction and information for an inmate to address legal issues (such as outstanding court cases) which may otherwise be obstacles to minimum security or may lead to further charges (such as FTA's).

XII. Defendant Status Report

- A. From time-to-time the Detention Center Staff may report to the Court the status of an inmate. The Defendant Status Report (HCDC Form D-300c) attached as Appendix 3, shall be used for this purpose. It may be completed at the request of the inmate, Attorney, State's Attorney, Judge or the Director or Designee. This report shall be signed by the Classification or Work Release Reentry Supervisor or above.
- B. A copy of the Defendant Status Report shall be placed in the inmate's basefile.

XIII. Special Staff Alert Form

In certain cases, program staff or custody supervisors must be advised of information regarding an inmate. This may include the mental health clinician being advised of return from court dates or Christian Jail Ministries staff and others being advised of a release, to coordinate community treatment services. Additionally, other agencies may request notice of release of an inmate, including other law enforcement or public safety agencies.

- A. In these cases, the Special Staff Alert HCDC Form D-300d (which is blue) attached as Appendix 4 shall be placed in the file by the treatment provider, counselor or higher authority. This form shall be signed by a supervisor, unless a supervisor places the form in the file.
- B. If this form is in the basefile, the releasing officer must make all efforts to contact the specified party as requested. The contact number shall be included on the Special Staff Alert Form.

XIV. Classification Staff Visits

Under normal conditions, classification staff shall visit the unit at least once per week to address any classification concerns and other program issues. Any unusual concerns shall be reported to the Security Chief, Deputy Director and Director.

XV. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

**ATTACHMENTS:** Appendix 1, Classification Assignment Sheet HCDC Form D-300a.  
Appendix 2, Request Slip HCDC Form D-300b.  
Appendix 3, Defendant Status Report HCDC Form D-300c.  
Appendix 4, Special Staff Alert HCDC Form D-300d.

**RESCISSIONS:** HCDC Policy D-300 Classification effective January 25, 2019, April 25, 2018, June 18, 2017, August 1, 2016.



**Request Slip for Information / Request Slip to See a Counselor  
Solicitud De Información / Necesita Hablar Con Un Consejero**

Log Number/Número de registro:    - 19

Date/Fecha: \_\_\_\_\_

Inmate's/Detainee's Name (Print) / Nombre de Detenido en (Imprenta): \_\_\_\_\_

ID Number/Número de identificación: \_\_\_\_\_

Housing Unit / Unidad de Alojamiento: \_\_\_\_\_

The primary way of communication with the counselors or staff is by using the Kiosk. You may also communicate with counselors or staff by completing this request form.

*La principal forma de comunicación con los asesores o el personal es mediante el uso del kiosco. También puede comunicarse con los consejeros o el personal completando este formulario de solicitud.*

After you have completed this form, you may give it to a staff member. *Una vez que haya completado este formulario, puede dárselo a un miembro del personal.*

<input type="checkbox"/> Director	<input type="checkbox"/> Lock(s) / Bloquear(s)
<input type="checkbox"/> Deputy Director	<input type="checkbox"/> Medical / Médico
<input type="checkbox"/> Security Chief / Jefe de Seguridad Interino	<input type="checkbox"/> Money Issues / Problemas de dinero
<input type="checkbox"/> Administrative Captain	<input type="checkbox"/> Sanitation Issues / Cuestiones de saneamiento
<input type="checkbox"/> Shift Leader	<input type="checkbox"/> Laundry issues / Problemas de lavandería
<input type="checkbox"/> Chaplain / Capellan	<input type="checkbox"/> Pin Number Log-in / Número de PIN Iniciar sesión
<input type="checkbox"/> Classification / Clasificación	<input type="checkbox"/> Phone Issue's / Problemas telefónicos
<input type="checkbox"/> Classification Appeal / Clasificación Apelación	<input type="checkbox"/> Programs / Los programas
<input type="checkbox"/> Commissary / Comisario	<input type="checkbox"/> Property / Propiedad
<input type="checkbox"/> Counselor / Consejero	<input type="checkbox"/> Sexual Assault / Asalto Sexual
<input type="checkbox"/> Dietary / Dietético	<input type="checkbox"/> Staff Complaints / Quejas del personal
<input type="checkbox"/> Damaged Property / Propiedad danada	<input type="checkbox"/> Visits / Visitas
<input type="checkbox"/> Grievance / Formulario de quejas	<input type="checkbox"/> Work Release/Reentry
<input type="checkbox"/> Handbook / Manual	<input type="checkbox"/> Other / Otro
<input type="checkbox"/> Hygiene Kit(s) / Kit de higiene(s)	

**Reason for Request / Razon Por el Requerimiento:** \_\_\_\_\_

**Responding Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Response and Resolution:** \_\_\_\_\_

**Tear on below dotted line as Inmate/Detainee Receipt**

**Inmate/Detainee Receipt / Recibo de Recluso / Detenido**

Log Number/Número de registro:    - 19

Date/Fecha: \_\_\_\_\_

Inmate's / Detainee Name (Print) / Nombre de Detenido en (Imprenta): \_\_\_\_\_

ID Number/Número de identificación: \_\_\_\_\_

Housing Unit / Unidad de Alojamiento: \_\_\_\_\_

Staff Name (Print): \_\_\_\_\_

# Howard County Department of Corrections

## Defendant Status Report

Date: \_\_\_\_\_

To: Judge \_\_\_\_\_

States Attorney: \_\_\_\_\_

Attorney: \_\_\_\_\_

Other: \_\_\_\_\_

Case #: \_\_\_\_\_

Defendant's Name and HCDC ID #: \_\_\_\_\_

Sentence (if applicable): \_\_\_\_\_ Start Date: \_\_\_\_\_

Projected Release Date: \_\_\_\_\_

Known Detainers: \_\_\_\_\_

Infractions/Disciplinary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Work Status: Inmate has worked satisfactorily:     yes     no

Comment: \_\_\_\_\_

\_\_\_\_\_

Programs	Started	Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Counselor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Classification/Work Release/Reentry Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Howard County Department of Corrections**

**Special Staff Alert Form**

Type of Alert: \_\_\_\_\_

Inmate's Name: \_\_\_\_\_ Number: \_\_\_\_\_

Alert Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please call \_\_\_\_\_ at the following number: \_\_\_\_\_

Alert initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor