

## 1.4.B.3 Adult Internal Management System (AIMS)

### I Policy Index:



**Date Signed:** 08/30/2021  
**Distribution:** Public  
**Replaces Policy:** 4B-6  
**Supersedes Policy Dated:** 09/30/2019  
**Affected Units:** Male Institutions  
**Effective Date:** 09/01/2021  
**Scheduled Revision Date:** August 2022  
**Revision Number:** 20  
**Office of Primary Responsibility:** DOC Administration

### II Policy:

The Adult Internal Management System (AIMS) is an effective correctional management tool designed to identify male inmates through review of life history, personal background and observed behaviors. The purpose of AIMS is to reduce inmate violence, victimization and other misconduct. Male inmates with like personalities, backgrounds and behavior patterns may be housed with other like-inmates to reduce tension, violence, victimization of other non-like inmates and to diminish disruptive behaviors/misconduct within the institution.

### III Definitions:

None

### IV Procedures:

#### 1. AIMS Implementation:

- A. Institutions housing male inmates will utilize the AIMS classification assessment for internal classification of inmates within housing units. AIMS is not an external classification system to separate inmates by institution (accomplished by assigned risk/custody level).
  1. No rights, privileges or custody levels will be established, lost, changed, determined or adversely affected on the basis of an inmate's assigned AIMS category. Nothing in this policy nor its application may be the basis for establishing a constitutionally protected liberty, property, or due process interest in any inmate.
  2. Cell/room assignments will not be based solely on an inmate's AIMS code.
  3. AIMS coding shall not be applied exclusively to assign inmates jobs/work assignments, programming, vocational training, recreation, etc. but may be considered, as deemed appropriate, to separate inmates within the unit, consistent with assigned custody/risk level.
- B. Each institution housing male inmates will develop procedures for the implementation of this policy utilizing [Attachments 1-4](#). These checklists will be entered into the AIMS assessment located in the adult Comprehensive Offender Management System (COMS).

## **2. AIMS Categories:**

- A. AIMS scores yield five (5) categories (codes), with designations of A, B, C, D and E.
- B. These designations are based on historical background data (life history) and observed behavior while in the inmate is in the Admissions and Orientation (A&O) unit.
  - 1. Historical background data (life history) (see checklist) focuses on the inmate's adjustment and stability while in the community and includes things like school/education, work history, juvenile history and family information. If little life history information exists, staff can supplement this by interviewing the inmate.
  - 2. Observed behavior includes, but is not limited to, the inmate's record of misconduct, ability to follow staff directions, level of aggression toward other inmates and passive (victim) behaviors. Documenting observed behavior is essential to correctly utilizing AIMS as there is very minimal reliance upon self-reported information.

## **3. Initial AIMS Classification:**

- A. New admission male inmates who have not previously had an AIMS assessment completed will be assessed by A&O unit staff. All staff completing the AIMS assessment will be trained in administering AIMS assessments.
- B. An inmate's behavior will be observed and monitored by A&O staff for a minimum of ten (10) days, 24 hours a day, before profiling the inmate's behaviors and completing the AIMS classification assessment. An inmate's daily interactions with other inmates will be closely monitored and documented.
- C. Once staff has assigned an inmate to an AIMS category, the inmate will normally remain assigned to that category (A-E) for the duration of his sentence. See Section 5 (B) below for exceptions.

## **4. Assignments:**

- A. Male inmates will be assigned individual housing based in part on their assigned AIMS category, custody/risk classification and programming needs. In addition to consideration given to the inmate's AIMS code, the inmate's personality and behavior patterns will be considered when assigning the inmate to a cell/room.
  - 1. Inmates assessed with an AIMS code of C may be housed in cells/rooms with inmates assessed with an AIMS code of A, B, C, D, or E.
  - 2. Inmates assessed with an AIMS code of A or B may not be housed in cells/rooms with an inmate assessed with an AIMS code of D or E. Inmates identified as A, B, and C may be housed in cells/rooms together.
  - 3. A or B inmates may be separated from D or E inmates during recreation or vocational training/job assignments, education and programming, etc. as deemed necessary by the Warden or designee.
  - 4. The institution shall support assigning inmates housing in the least restrictive housing unit possible, consistent with the inmate's AIMS code and custody/risk classification.

5. The Warden or designee may approve an alternative placement of an inmate, which may differ from the recommended placement of the inmate, based on the inmate's AIMS code. This shall be documented in COMS in the Case Notes section, subtype Alternative AIMS Placement. This must be considered each time the inmate is transferred to a different cell/room.
  - a. The case manager will scan any emails from the Warden approving the alternative placement into the document section of COMS.
6. The Warden's approval of an alternative placement allows staff to house the inmate with an inmate(s) other than those identified as compatible with the inmate's AIMS code. The decision to permit alternative placement must be based on existing screening and evaluation processes that support the decision will not increase the inmate's risk of being victimized.
  - a. Alternative placement may be used when housing inmates in administrative segregation, disciplinary housing, protective custody, mental health (SMI unit), Restrictive Housing and medical infirmary.
7. Inmates subject to inter-facility transfer, who have been assigned an AIMS category, will be assigned to an appropriate cell/room based upon their existing AIMS code upon arrival at the facility.

## 5. AIMS Reclassification:

- A. An AIMS assessment will be administered by A&O unit staff if a new admission inmate was discharged from DOC custody more than one (1) year from the date of their current admission. Parole violators/detainees previously assigned an AIMS code/category who received at a DOC facility do not require a second AIMS assessment.
- B. In the event a DOC staff member believes an inmate's assigned AIMS code/category is incorrect, or the inmate is determined by staff to be at risk of victimizing other inmates or becoming a victim, the staff member will notify the respective Unit Manager.
  1. The Unit Manager may schedule the inmate for a second AIMS assessment.
  2. If the AIMS classification assessment results direct an inmate be placed in a different category, the Unit Manager will notify his/her supervisor.
  3. The supervisor will arrange a consultation with designated staff to determine the appropriate AIMS category and housing assignment for the inmate.
- C. Inmates may file an Administrative Remedy (See DOC policy 1.3.E.2 [Administrative Remedy for Inmates](#)) if they believe they are adversely affected by their assigned AIMS code, including a belief by the inmate that they are at risk of being a victim of violence or victimization by application or override of their AIMS code in assigning housing, programming, vocation or employment.

## V Related Directives:

DOC policy 1.3.E.2 – [Administrative Remedy for Inmates](#)

## VI Revision Log:

Removed revision history October 2002 – August 2010.

**October 2011:** Reviewed with no changes.

**October 2012:** Reviewed with no changes.

**March 2013:** Deleted “and the computer programmed AIMS list” and Replaced with “These checklists will be entered into the AIMS assessment located in COMS” in Section 1 B. Deleted A. “An inmate’s AIMS classification will be examined by the inmate’s unit staff at the inmate’s regularly scheduled classification hearing” in Section 5. Renumbered items that followed.

**July 2013:** Deleted “AIMed will be AIMed” and Replaced with “assessed will have an AIMS assessment completed” in Section 3 A. Deleted B. “Inmates who have not previously been AIMed who are received at any other institutions will be AIMed by trained staff at the receiving institution” in Section 3 A. Deleted “General population housing will be divided into 3 group living areas.” and Replaced with “Inmate housing based on assessment” in Section 4. Deleted “1. The 3 living areas will be divided so that category A and B inmates are housed together in a unit, category C inmates are housed together in a unit and category D and E inmates are housed together in a unit” in Section 4 A. Added “assessed with an AIMS code of” and Deleted “designation” in Section 4 A. 2 and 3. Deleted “Alternative AIMS Housing Placement” and Replaced with “Alternative AIMS Housing Placement form located in COMS on the offender assessment screen under the documents tab” in Section 4 C. 2. Deleted “leaves the DOC” and Replaced with “was discharged from DOC custody” and Added “Inmates who have violated parole and been re-admitted to the DOC do not require a second AIMS classification assessment” in Section 5 A. Deleted “score” and Replaced with “Classification assessment code” in Section 5 A. 2.

**September 2015:** Added “with like personalities, background and behavior patterns” and “within institutions” to the policy statement. Added “an effective correctional management tool” Deleted “in general population housing as well as male inmates in segregation and specialized populations” and Replaced with “internal classification of male inmates within the housing units of the institution” in Section 1 A. Deleted “assignments” in Section 1 A. Added “established” in Section 1 A. 1. Deleted “at minimum custody facilities” in Section 1 A. 2. Deleted 3. “Although the AIMS code will still be utilized, other considerations such as work assignment, program assignment, etc. may take precedence when making cell/room/bed assignments at a minimum custody facility” in Section 1 A. Added new 3. In Section 1 A. Added “behavior” and Added “profiling an inmate’s behaviors and completing” in Section 3 B. Added “custody, classification and programming needs” “Inmates with like personalities, background, and behavior patterns will be housed together” in Section 4 A. Deleted B. “Inmates will be assigned a cell/room based on their AIMS group designation” in Section 4. Deleted “If an AIMS appropriate room/cell is not available when the transferred inmate is admitted to the facility, the inmate will be assigned to an available cell/room. The Warden will be notified of the temporary housing placement. Unit staff will relocate the inmate to an AIMS-appropriate cell/room within thirty (30) days of admission to the facility” in Section 4 B. 2. Deleted “units, sections, tiers” and Replaced with “cells/rooms” in Section 4. Deleted C. and D. regarding alternative housing in Section 4. Deleted Attachment 5.

**August 2016:** Reviewed with no changes.

**September 2017:** Reviewed with no changes.

**August 2018:** Reviewed with no changes.

**October 2018:** Revised policy statement. Added “AIMS is not an external classification system to separate inmates by institution (accomplished by assigned risk/custody level)” in Section 1 A. Added “Nothing in this policy nor its application may be the basis for establishing a constitutionally protected liberty, property, or due process interest in any inmate” in Section 1 A. 1. Added 3. to Section 1 A. Added “includes things like school/education, work history, juvenile history and family information. If little life history information exists, staff can supplement this by interviewing the inmate.” in Section 2 B. 1. Added “and passive (victim) behaviors. Documenting observed behavior is essential to correctly utilizing AIMS as there is very minimal reliance upon self-reported information” in Section 2 B. 2. Added “An inmate’s daily interactions with other inmates will be closely monitored and documented” in Section 3 B. Added “Inmates identified as A, B, and C may be housed in cells/rooms together” in Section 4 A. 2. Added 3. 4. 5. and 6. to Section 4. A. Added “and/or the inmate is at risk of victimizing other inmates or becoming a victim” in Section 5 B. Added C. in Section 5.

**August 2019:** Reviewed with no changes.

**August 2021:** Deleted "1.E.3.2" and Replaced with "1.3.E.2" in Section 5 C. Added "DOC policy 1.3.E.2 Administrative Remedy for Inmates" in the Related Directives. Deleted M:\drive location for Attachments 1 and 3 as forms are generated in COMS.

*Tim Reisch (original signature on file)*

Tim Reisch, Interim Secretary of Corrections

08/30/2021

Date

## Attachment 1: AIMS Officer Checklist

The **Correctional Adjustment Checklist** form is available as an IWP in COMS.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: AIMS Officer Checklist Please refer to DOC policy 1.4.B.3 Adult Internal Management System (AIMS)		
<b>AIMS OFFICER CHECKLIST</b>			
Inmate Name _____	Number: _____		
Name of Person completing this checklist _____	Date: _____		
Instructions: Please indicate of the following behaviors this inmate exhibits. If the behavior describes the inmate, check "1". If it does not, check "0". <i>Please complete this entire checklist</i>			
1.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Worried, Anxious
2.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Tries, but cannot seem to follow directions
3.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Tense, unable to relax
4.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Socially withdrawn
5.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Continually asks for help from staff
6.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Gets along with hoods
7.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Seems to take no pleasure in anything
8.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Jittery, jumpy; seems afraid
9.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Uses leisure time to cause trouble
10.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Continually uses profane language; curses and swears
11.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Easily upset
12.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Sluggish and drowsy
13.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Cannot be trusted at all
14.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Moody, brooding
15.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Needs constant supervision
16.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Victimizes weaker inmates
17.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Seems dull and unintelligent
18.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Is an agitator about race
19.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Continually tries to con staff
20.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Impulsive; unpredictable
21.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Afraid of other inmates
22.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Seems to seek excitement
23.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Never seems happy
24.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Doesn't trust staff
25.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Passive; easily led
26.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Talks aggressively to other inmates
27.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Accepts no blame for any of his troubles
28.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Continually complains; accuses staff of unfairness
29.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Daydreams; seems to be mentally off in space
30.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Talks aggressively to staff
31.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Has a quick temper
32.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Obviously holds grudges; seeks to "get even"
33.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Inattentive; seems preoccupied
34.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Attempts to play staff against one another
35.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Passively resistant; has to be forced to participate
36.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Tries to form a clique
37.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Openly defies regulation and rules
38.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Often sad and depressed
39.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Stirs up trouble among inmates
40.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Aids or abets others in breaking the rules
41.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	Considers himself unjustly confined

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## Attachment 2: Cues for Completing the Correctional Adjustment Checklist

1. Worried, anxious  
**Note:** Nervous, uneasy, lack of eye contact, hyper-alert, continually asking to see a counselor.
2. Tries, but cannot seem to follow directions  
**Note:** Frequent "spot" (minor) reports, appears absent-minded, doesn't seem to "get" (understand) instructions.
3. Tense, unable to relax  
**Note:** Can't sleep, paces, sweats a lot, sits on the edge of the chair.
4. Socially withdrawn  
**Note:** Sits alone, doesn't participate, one or two-word conversations.
5. Continually asks for help from staff  
**Note:** Submits numerous request slips (kites), asks unnecessary questions (ones for which he knows the answers), almost always stops any staff member to ask about something.
6. Gets along with the hoods  
**Note:** Associates with trouble-makers ("heavy" inmates).
7. Seems to take no pleasure in anything  
**Note:** Always complaining, "whiner", seems depressed, almost never smiles.
8. Jittery, jumpy, seems afraid  
**Note:** Hyper startle reactions, nervous, hangs around staff, wants to sign up for every program, seemingly "every day" has a whole new set of problems, frequently on sick-call.
9. Uses leisure time to cause trouble  
**Note:** A "practical joker", doesn't get involved in organized activities, almost always seems to be in some place other than where he should be.
10. Continually uses profane language, curses, and swears  
**Note:** Excessive use of profane language.
11. Easily upset  
**Note:** Almost any change in routine causes him to erupt.
12. Sluggish and drowsy  
**Note:** "Spot" reports for sleeping during count, droopy, slow moving, often asleep in the middle of the day.
13. Cannot be trusted at all  
**Note:** Frequent disciplinary reports, lies, steals, will not follow directions, often found in places "out of bounds" for inmates.

14. Moody, brooding  
**Note:** Rapid changes in attitude (seemingly without reason), over-reacts to normal situations, depressed.
15. Needs constant supervision  
**Note:** Never finishes a task, job is always done poorly, asks unnecessary questions, challenges rules and regulations (wants to know “why” about almost everything).
16. Victimizes weaker inmates  
**Note:** Physically/mentally intimidating, loud voice, has “followers”, frequent expression of dislike for certain type of offenders/individuals.
17. Seems dull and unintelligent  
**Note:** Loner, not involved in program activities, uses limited vocabulary, doesn’t seem to understand instructions, without continual supervision the job gets all messed-up, passive, seems “lost in space”, doesn’t read, may need help writing.
18. Is an agitator about race  
**Note:** Uses racial slurs/comments, stereotypes others, uses race as a “crutch”.
19. Continually tries to con staff  
**Note:** “Buddies-up” to staff, frequently compliments staff members, seems to consider self more like staff than like an inmate, volunteers for undesirable tasks, joins many programs but doesn’t really get involved, talks to staff member “A” about staff member “B”.
20. Impulsive, unpredictable  
**Note:** Quick changes in attitude, does “dumb” things, frequently asks for changes (i.e. job, bed/room assignment, etc.), “flies off the handle”.
21. Afraid of other inmates  
**Note:** Hangs around staff, doesn’t participate, avoids contact (physical/ verbal) with other inmates, mentions to staff vague threats that inmates make towards him (but frequently won’t name names), fearful body language, tries to “fade into the woodwork”.
22. Seems to seek excitement  
**Note:** “Daredevil”, tells staff and inmates stories about “daring” deeds, always into things (where the “action” is), frequently comes up with “wild” ideas, challenges other inmates to compete in physical activities.
23. Never seems happy  
**Note:** Depressed, frown upon face, never has a good word to say, sad, loner, seeks sympathy, doesn’t associate with other inmates, frequently has complaints about a variety of things.
24. Doesn’t trust staff  
**Note:** Quiet, minimal interaction with staff, asks different staff members the same question, overly concerned about differences in ways staff function, wants to know “where does it say that in the rules?”
25. Passive, easily led  
**Note:** Follower, hangs with the “heavy” inmates, reads a lot, quiet, does just what is asked of him without any self-initiated additional effort, “fall guy”.



26. Talks aggressively to other inmates  
**Note:** Uses loud voice, verbally intimidates others, overly profane, makes veiled (or not so veiled) threats.
27. Accepts no blame for any of his troubles  
**Note:** Always has an excuse, "society made me do it", the police "set him up", never his fault.
28. Continually complains; accuses staff of unfairness  
**Note:** Frequently files grievances, jail-house lawyer, will "button-hole" anyone to tell them about unfair treatment he is receiving, wants to know "where in the rule book does it say that?"
29. Daydreams; seems mentally off in space  
**Note:** Sits alone, doesn't participate, inattentive, stares off into space, has "poor" hearing.
30. Talks aggressively to staff  
**Note:** Uses loud voice, surly, verbally intimidating, excessive profanity, challenges staff's authority to give him orders.
31. Has a quick temper  
**Note:** Gets numerous disciplinary reports, challenges staff, blows-up over minor things, can't take "no" as an answer, ready to fight "at the drop of a hat".
32. Obviously holds grudges; seeks to get even  
**Note:** Stirs up trouble, has angry looks on his face, preoccupied, very observing, turns in many reports about staff behavior, seems always to be quietly talking to other inmates.
33. Inattentive; seems preoccupied  
**Note:** Fails to follow instructions, doesn't pass orientation exam, little eye contact, doesn't seem to be listening, "off in space".
34. Attempts to play staff against one another  
**Note:** Asks several staff members the same question, talks to one staff member about another staff member.
35. Passively resistant; has to be forced to participate  
**Note:** Slow to follow instructions, requires a direct order to get action, complainer, quietly challenges staff's authority, wants to know "where does it say that in the rules?" loner, just sits, whatever it is he'd rather not do it.
36. Tries to form a clique  
**Note:** "Helps out" other inmates, acts as a "leader" or spokesman for other inmates, attracts a group of followers.
37. Openly defies rules and regulations  
**Note:** Numerous disciplinary reports, loudly challenges staff's authority (frequently in front of other inmates), wants to know "where does it say that in the rules?"
38. Often sad and depressed  
**Note:** Cries, withdrawn, isolated, doesn't talk much, does not participate in activities, moves slowly, family reports no contacts with him.

## 39. Stirs up trouble among inmates

**Note:** Talks to different group of inmates than usually talks to, loud mouth, sets self up to be the center of attention, wants to know about other inmates' charges, snitcher, tells inmate "X" what inmate "Y" said about him, sets up inmates/groups against one another.

## 40. Aiding or abetting in breaking the rules

**Note:** Behind-the-scenes type, set-up other inmates (dares them to do things), is leader of a group of "heavy" inmates, tells "war stories" about how to break the rules and get away with it.

## 41. Considers himself unjustly confined

**Note:** Claims to be innocent, complains about unfair sentence, displays no remorse over wrongdoings, maintains "they got the wrong guy", challenges authority has the right to make the decision to confine him.

### Attachment 3: AIMS Inmate Life History

The *AIMS Inmate Life History* is available as an IWP in COMS.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: AIMS Inmate Life History Please refer to DOC policy 1.4.B.3 Adult Internal Management System (AIMS)
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**AIMS INMATE LIFE HISTORY**

Inmate Name: \_\_\_\_\_ Inmate Number: \_\_\_\_\_

Name of Person Completing This Checklist: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Please place an "x" after each behavior trait that describes this inmate's life history.

1. \_\_\_\_\_ Has few, if any, friends
2. \_\_\_\_\_ Thrill - seeking
3. \_\_\_\_\_ Preoccupied
4. \_\_\_\_\_ Uncontrolled as a child
5. \_\_\_\_\_ Has expressed guilt over offense
6. \_\_\_\_\_ Expressed need for self-improvement
7. \_\_\_\_\_ Socially withdrawn
8. \_\_\_\_\_ Weak, indecisive, easily led
9. \_\_\_\_\_ Previous local, state or federal incarceration
10. \_\_\_\_\_ Tough, defiant
11. \_\_\_\_\_ Irregular work history (if not a student)
12. \_\_\_\_\_ Noted not to be responsive to counseling
13. \_\_\_\_\_ Gives impression of ineptness, incompetence in managing everyday problems in living
14. \_\_\_\_\_ Supports wife and children
15. \_\_\_\_\_ Claims offense was motivated by family problems
16. \_\_\_\_\_ Close ties with criminal elements
17. \_\_\_\_\_ Depressed, morose
18. \_\_\_\_\_ Physically aggressive (strong arm, assault, reckless homicide, attempted murder, mugging)
19. \_\_\_\_\_ Apprehension likely due to "stupid" behavior on part of the offender
20. \_\_\_\_\_ Single marriage
21. \_\_\_\_\_ Expresses feelings of inadequacy, worthlessness
22. \_\_\_\_\_ Difficulties in the public schools
23. \_\_\_\_\_ Suffering financial reverses prior to commission of offense for which incarcerated
24. \_\_\_\_\_ Passive, submissive
25. \_\_\_\_\_ Bravado, braggart
26. \_\_\_\_\_ Guiltless, blames others
27. \_\_\_\_\_ Lack of concern for others

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## Attachment 4: Cues for Completing the Life History Checklist

1. Has few, if any friends.  
Record – was crime committed alone or with others? Ask – are you a loner or do you “hang around” with lots of people?
2. Thrill seeking.  
May be indicated by evidence of excessive substance abuse, excessive disciplinary record, even tattoos. Crime statement may provide an indication.
3. Preoccupied; “dreamy”.  
Observe – Does he stare into space? Does he have a minimal attention span?
4. Uncontrollable as a child.  
Record – juvenile incarcerations. Did he ever run away from home? During assessment interview you already ask, “why did you drop out of school?” If he had difficulty or got into trouble this is a good indicator. If he completed high school, chances are he was not uncontrollable as a child.
5. Has expressed guilt over offense.  
Record – read the crime statement. Observe his attitude – ask him to tell you a little about what happened (concerning the crime). Do not simply ask: “do you feel guilty?” He’ll either say “yes” or say he didn’t commit the crime at all.
6. Expresses need for self-improvement.  
Record – has he participated in any programs or is he currently interested in program participation?
7. Socially withdrawn.  
Avoids eye contact, minimal conversation.
8. Weak, indecisive, easily led.  
Record – crime statement; was he involved in a crime with others? Does he appear to have been a ring leader? Ask about crime – does he claim he was in with the wrong crowd?
9. Previous local, state or federal incarceration.  
Record – has the inmate been incarcerated for any other charge (including misdemeanor charges at local jails) prior to this incarceration?
10. Tough, defiant.  
Record – disciplinarians, a juvenile record, crimes such as resisting arrest are good indicators.  
Observe – the inmate’s attitude (it is not appropriate to ask directly “are you tough a defiant?”). Is he arrogant?
11. Irregular work history (if not a student).  
This is asked during the assessment interview. Verify by checking the record.
12. Noted not responsive to counseling.  
Record – has the inmate participated in any needed counseling?  
**Example:** He had a substance abuse problem and participated in counseling and is being written up for contraband, etc., or counseling was recommended but he did not attend sessions.
13. Gives impression of ineptness, incompetence in managing every day problems in living.  
Appearance – is he disheveled, messy, “not very together”, does he lack basic social skills?

14. Supported wife and children.  
Record – was he regularly employed, and did he have a family to support?
15. Claims offense was motivated by family problems.  
Is there evidence of recent or longstanding discord/turbulence in family relationships?
16. Close ties with criminal elements.  
Did he have accomplices? Were they career criminals? Does he associate with known “hoods” in the prison?
17. Depressed, morose.  
Have there been recent suicide attempts or gestures? Is his general attitude depressed?
18. Physically aggressive (strong arm, assault, reckless homicide, attempted murder, mugging, etc.).  
Record – has the inmate ever been convicted of a physically aggressive crime? Note the “etc.” It could be sexual assault, resisting arrest, “etc.”
19. Apprehension likely due to “stupid” behavior on the part of the offender.  
Record – does it specify drug/alcohol influence? Read crime statement – was the arrest due to “stupid behavior”?
20. Single marriage.  
The inmate is currently married and has never been divorced or widowed (In those jurisdictions which recognize common law marriages, common law does apply).
21. Expresses feelings of inadequacy, worthlessness.  
Suicide gestures, general attitude.
22. Difficulties in public schools.  
Did the inmate drop out of school? Does he have below-average test scores? This item is concerned mainly with behavioral difficulties.
23. Suffered financial reverses prior to commission of offense for which incarcerated.  
Did the inmate lose his job just prior to committing his current offense?
24. Passive, submissive.  
Is the inmate quiet, hard to converse with? Does the inmate let others “push him around?”
25. Bravado, braggart.  
Does the inmate talk about how great he is (I was making big money on the streets, etc.)?
26. Guiltless, blames others.  
Record – crime statement. Denial of evident substance abuse problems.
27. Expresses lack of concern for others.  
Thinks only of himself. No concern for family, friends, or victim (if applicable).