

# **SAMPLE RSN MEMO**

## **OUTLINE**

### **Paragraph 1: Identify the inmate.**

- Inmate name
- Inmate age
- Sentence
- Conviction(s)
- Details of offense(s)

### **Paragraph 2: Describe classification of inmate.**

- Current minimum/maximum dates
- LSI-R score/range
- Listed or non-listed offender
- Need areas (identified from LSI-R)

### **Paragraph 3: Outline case plan and detail compliance or non-compliance with case plan.**

- Inmate's case plan
- Progress at meeting case plan
- Employment/education history while incarcerated
- Disciplinary history

### **Paragraph 4: Identify rationale for RSN designation.**

- Overwhelming media coverage at the beginning, during, or end of sentence
- Strong community reaction at the beginning, during, or end of sentence
- Political issues – to include inmate, victim or community issues, which are, or may be, sensitive politically.
- Victim concerns

## SAMPLE CASE NOTE

### **Release Sensitive Notification**

Inmate Z is a fifty-four year old inmate serving a sentence of 10 years to 20 years for the convictions of Aggravated Sexual Assault and Kidnapping. Mr. Z's offense was a random, violent act in which he kidnapped and sexually assaulted a prominent member of the community. In the late evening, Mr. Z arrived at the victim's residence asking for directions. When the victim opened the door, Mr. Z struck the victim and knocked her unconscious. Mr. Z then bound the victim and took her to a remote camp in the woods. Over the course of several hours, Mr. Z tormented and sexually assaulted the victim until her eventual escape. Mr. Z was not apprehended for several days following the incident, leaving the victim and community in fear.

Mr. Z's current minimum release date is January 22, 2012 and his maximum release date is April 4, 2017. Mr. Z is classified as a listed offender, scoring a 35 on the LSI-R. Inmates scoring in this range are medium/high risk and have an approximately 57% chance of recidivism. Mr. Z has been assessed with high need areas in Criminal History, Education/Employment, Family/Marital, Leisure/Recreation, Companions, Alcohol/Drug and Attitudes/Orientation.

Mr. Z's case plan calls for him to participate and complete the Vermont Treatment Program for Sexual Abusers (VTPSA). The VTPSA assessment recommended that Mr. Z complete a period of time in the Cognitive Self Change (CSC) Program prior to admittance to VTPSA. Mr. Z completed the CSC requirement and is currently involved in the VTPSA. Mr. Z is expected to complete the VTPSA Program and be eligible for Conditional Re-entry in January 2012. Mr. Z has participated in facility work but has shown no interest in education. Mr. Z has not been a behavioral issue while incarcerated and has not received any disciplinary reports to date.

Mr. Z is being considered a Release Sensitive Notification case for the following reasons. Mr. Z's crime involved the kidnapping and sexual assault of a prominent member of the community. At the time of Mr. Z's apprehension, there was much media coverage of the crime as well as an overwhelming community reaction to this case. Mr. Z's victim also has strong political issues and has actively sought out progress in Mr. Z's case throughout his incarceration. In addition, as Mr. Z has neared his minimum release date, media and community scrutiny has begun to build once again.

*August 2012*