



The MD0C in a Nutshell

2005 Wayne County Criminal Advocacy Program

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Corrections

**P.O. Box 30003
Lansing 48909
www.michigan.gov/corrections**

INFORMATION

General 313 61126
Toll-free: 1 (800) 313-30358
Information: FAX (517) 313-32626

EXECUTIVE OFFICE

Grandview Plaza
P.O. Box 30003 Lansing 48909

Director, Patricia L. Caruso..... 313-30720
Secretary to Director, Sandy Strick..... 313 31374
Administrative Asst to Director, Heidi Washington..... 313-30720
Legislative Liaison, David Newman..... 313 30720
Special Assistant to Director, Daraki Weatherspoon..... 313-30720
Secretary, Linda Ahl..... 313 30720

OFFICE OF PUBLIC INFORMATION & COMMUNICATIONS

Grandview Plaza
P.O. Box 30003 Lansing 48909

Public Information Officer, Leo Eskande..... 313-36381
Public Information Specialist, Carl Madala..... 313 36276
Departmental Specialist, Lina Madala..... 24-10360
Secretary, Yvonne 313 36301

POLICY AND STRATEGIC PLANNING ADMINISTRATION

Grandview Plaza
P.O. Box 30003 Lansing 48909

Deputy Director, Dennis Schrantz..... 24-17279
Executive Assistant, Sandy Feldpausch..... 24 17270
Office of Gender Re-entry, Manager, Twyla Snow..... 313-33350
Special Projects Coordinator, James Yarbrough..... 313 33358
Office of Re-entry, Manager, Twyla Snow..... 313-33350

Office of Policy & Hearings

Administrator, Richard Stapleton 313-30450
Executive Secretary, Carolyn Meselise 313 30150
Departmental Technician, Matthew Young..... 313-33376

Hearings & Appeals Division

Hearing Officer Manager, Christopher Seppanen..... 313-33404
Hearing Officer Manager, Thomas D'Heun 313 33576

Policy and Rules Development

Manager, Melody A.J. Wallace..... 313 33366

Office of Research & Planning

General	07-33645
Administrator, Stephen DeHon	37-33255
Departmental Specialist, Jeffrey Anderson	07-33685
Departmental Analyst, Kenneth Bush	33-51380
Statistician, Kenneth Carroll	07-33230
Departmental Analyst, Judith Cole	37-33680
Department Manager, D'welle Hatfield	07-33355
Departmental Specialist, Douglas Kosinski	37-33425
Departmental Inclinician, Tiana McKenzie	03-50484
Departmental Analyst, Candie Rankin	37-33488
Departmental Analyst, Milton Shoup	24-17300

OFFICE OF AUDIT, INTERNAL AFFAIRS AND LITIGATION

Grandview Plaza
10, Box 30003, Lansing 48902

Administrator, Jeff Beaumont	37-33515
Administrative Assistant, Lisa Shedlock	24-17542
Management Assistant, Christine Navarra	37-33515

Internal Audit Division

Internal Auditor, Connie MacKenzie	24-17312
Audit Manager, Nick Myers	24-10101
Auditor, Virgil Buckle	37-33416
Auditor, Andrea Fure	07-33210
Auditor, Brian Hoyer	37-33371
Auditor, Nancy Shalter	37-33248

Internal Affairs Division

Manager, Stephen Marschke	37-37450
Executive Secretary, Wendy Hall	37-37450
Investigator, Russ Byrnes	33-57210
Investigator, John Dennis	37-37602
Investigator, Rob Mares	24-19832
Investigator, Chris Olden	24-19001
Investigator, Bruce Sibel	24-15883

Litigation and Freedom of Information Act Section

Manager, Linda Whillmann	37-33851
Secretary, Char Alexander	37-33851
Litigation Analyst, Robert Farr	24-15239
Litigation Analyst, Pamela Nelson	37-37235
Litigation Analyst, Jody Washington	24-10433
FOIA Specialist, Sergio Cascaam	33-51397
FOIA Assistant, Dan Aldaco	07-39928

Consent Decree Section

Manager, Lisa Shedlock	24-17542
------------------------	----------

County Jail Services Unit

Manager, Jack Kamm	07-33274
Jail Inspector, Wayne Schell	24-17888
Jail Inspector, Dennis Siermod	24-10320

Prisoner Affairs Section

Information	07-32051
Manager, Jim Armstrong	33-57827
Grievance Technician, Kareem Bowen	03-50916
Grievance Assistant, Adam Downs	37-32972
Grievance Specialist, Veda Davis	07-33256
Grievance Specialist, Stan Harris	33-51413

Grievance Specialist, Connie Henslee	37-34164
Grievance Specialist, Barb Blawiey	37-30978

Administration and Programs

Grandview Plaza 10, Box 30003, Lansing 48909

Deputy Director, Barry Malenke	33-56850
Executive Assistant, Brenda Forbes	33-56851
Administrative Assistant, Julie Skultwick	33-56858

Bureau of Correctional Industries

(Michigan State Industries)

5858 S. Cedar Street, Lansing 48911

Administrative Manager	07-34233
Administrator, Lloyd Kinnell	33-50070
Executive Secretary, Judy Truck	24-17362

Marketing

Supra White	37-34200
-------------	----------

Operations

Manager, Jim Beal	33-50570
Manager, Jay Kenick	37-34810
Secretary, Amy Norkin	37-33861
Bob Dempsey	24-16107
George Dixie	24-19824
Van Nugent	24-19538

Business Office

Main Line	37-34377
Manager, Larry Guerrant	37-33863
Secretary, Robin Woods	24-15352
L'Shaunda Roby	07-30375

Financial Accounting

Chief Accountant, Vacant	07-34107
--------------------------	----------

Accounts Payable

Main Line	07-34420
Supervisor, Tyronna King	37-34160
J. Mae Carr	07-34470
Jackie Dufors	37-34470
Callie Knoll	07-34468

Accounts Receivable

Main Line	07-33860
Supervisor, Manuel Acosta	37-34162
Vacant	24-10721

Order Entry

Main Line	07-33860
Supervisor, Holly Slesman	24-16876
Judy Shepard	07-33857
Paul Wickland	37-33851

Purchasing

Main Line	37-33910
Manager, Nancy Williams	07-33897
Julie Sworden	37-33888
Carly Dan	24-16291

Ruth Thole.....	37-33923
Vacant.....	37-33923

Sales

Main Line.....	37-37277
Manager, Gary Adragna.....	24-16280
Secretary, Carol Creed.....	33-50092
SLUCCN.....	24-10527
John Carlson.....	(915) 225-1179
Jill Dellar.....	24-12814
Mary Martin.....	(248) 424-5094
Luanne Paeper.....	24-19723
Designer, Vacant.....	33-56510
Sales Representative.....	24-15951

BUREAU OF FISCAL MANAGEMENT

Administrator, Barry Wickman.....	37-34560
Secretary, Amy Drosel.....	37-37568
Administrative Assistant, Nancy Gaserman.....	37-36649

Budget

Budget Officer, Len Cline.....	37-34991
Analyst, Tom Hiler.....	24-17346
Analyst, Thur Louckin.....	24-10635

Finance Division

Finance Manager, Michael Drasolich.....	37-33800
Secretary, Diane Oton.....	37-33800
Accountant Manager, Barbara Hedey.....	24-11626
Accountant Manager, Deb Kline.....	37-33821
Financial Analyst, Terese Coutin.....	37-39944
Financial Manager, Denise Ouerdaj.....	37-33731
Financial Specialist, Joe Bengel.....	37-33790
Financial Analyst, Beanie Parrett.....	24-18815

Procurement Section

Procurement Manager, Martha Glandek.....	33-52880
Procurement Technician, Lisa Johnson.....	33-54904
Contracts Buyer, Laura Campbell.....	37-37447

Physical Plant Division

Manager, Thomas Houssele.....	37-34171
Secretary, Sherie Smith.....	37-34576
Departmental Analyst, Janet Hyland.....	37-31195

Physical Plant Section

Assistant Manager, David Hank.....	37-34171
Construction Specialist, Joe Williams.....	24-16886
Construction Specialist, Jerry Humble.....	24-12361
Environmental Health & Fire Safety.....	33-52251
Manager Fire and Health Safety, Daniel Welden.....	37-37483

BUREAU OF HEALTH CARE SERVICES

Administrator, Richard Russell.....	37-33620
Administrative Assistant, Susan Cooley.....	37-33580
Secretary to Administrator, Theresa Clark.....	33-50316
Chief Medical Officer, George Franzstaller.....	37-33629
Secretary to Chief Medical Officer, Amy Hakeslee.....	37-33405
Central Operations Administrator, Hay Jennings.....	37-33629
Central Operations Secretary, Inna Fisher.....	24-10587
Mental Health Services Manager, Clayton Shameske.....	37-33310

Video Conferencing Coordinator, Lynette Holloway.....	37-33190
Health Info. & HIPAA Compliance Coordinator Janice Inshiz.....	37-33320
Telecom Director Health Division, Tom Munchbach.....	24-17123
Risk Management Coordinator, Nancy Martin.....	37-33243
Health Care Standards Coordinator, Amy Farhars.....	24-19773
D.L. Waters Hospital Administrator, LMarie Fletcher.....	(517) 480-5809
Region I Health Administrator, Jerry Malloy.....	(805) 435-1005
Region II Health Administrator, Gerald DeVoss.....	(813) 527-9800
Region III Jackson Medical Complex Health Administrator, Carbara Hloda.....	(517) 480-5821
Region III S.L. Health Administrator, Jan Lop.....	(734) 572-9448

Substance Abuse Program Section

Information.....	37-33407
Manager, Tom Daniels.....	37-33407
Secretary, Jamie Myers.....	37-34975
Program Specialist, John Robinson.....	37-33801
Financial Analyst, Deb Gonne.....	24-17955
Departmental Technician, Vacant.....	24-18788
Departmental Specialist, Christopher Trudel.....	24-17062

Program Services Unit

Supervisor, Vacant.....	24-17750
Program Services Coordinator, Gustin Carol.....	24-17318
Program Services Coordinator, Maurice Hills.....	24-17904
Program Services Coordinator, Green Helen.....	33-54570

Central Records Section

Records Administrator, Sandy Grant.....	24-17251
Department Supervisor, Hubert Schmeiler.....	33-55970
Department Analyst, June Danner.....	33-55970
Records Maintenance, Gliese Supervisor, Beth Bernier.....	24-18796
Records Maintenance.....	37-36822
Mail Room.....	37-36797

Crime Victim Services

Information (toll free).....	(877) 888-5401
Information (local).....	37-34167
Crime Victim Services FAX.....	33-50267
Department Supervisor, Lisa Westbrock.....	33-51361
Department Technician, Karen Hlaseske.....	24-16294
Department Technician, Lisa S. Carter.....	24-18795

BUREAU OF HUMAN RESOURCES

6140906 Plaza
P.O. Box 30003, Lansing 48909

Administrator, Gary Martin.....	37-32014
Recruiting Assesant, Sue Mulford.....	37-32014
Administrative Assistant, Kathy Warner.....	37-36875

Equal Employment Opportunity

EEO Administrator, Jeanne Brughart.....	37-33851
Executive Secretary, Laura Nogenille.....	37-33854
Assistant EEO Administrator, Kerl Pusini.....	37-37368
EEO Coordinator, Vacant.....	37-54364
Civil Rights/EEOC Coordinator, LaChelle Fule.....	37-36175
Discriminatory Harassment Program Coordinator, Thonda VanHulley-Wilcox.....	37-33993
Work Life Services Coordinator, Hossaine Ireland.....	37-37950
E.Y.....	37-30356

Labor Relations

Manager, Joani Bush..... 37-36367
 Secretary, Diane Jensch..... 37-36387

Personnel Services

Administrator, Tony Lopez..... 24-17660
 Executive Secretary, Tisha May..... 24-17660
 Administrative Assistant, Dave Sibley..... 37-31988
 Region I Manager, Carla Gruse..... (915) 495-1005
 Region II Manager, Juli Harscher..... (815) 577-9775
 Region III Manager, Debbie Whipple..... (517) /80-5057
 Region IV Manager, Leslie Smith..... 37-36383
 Central Office Human Resource Officer:
 Monique Angoldy..... 37-36383

Technical Services

Manager, Jim Thelen..... 37-37173
 Secretary, Lupa Ydal..... 24-10666

Office of Training and Recruitment

Training Administrator, Bill Hubax..... 33-46766
 Secretary to Training Administrator, Jan Hoag..... 33-46766
 New Employee Training Manager, Craig Candler..... 33-46754
 Professional Development Manager, Jeff Herre..... 33-46758
 Recruitment/Operations Manager:
 Florence Schrauben..... 33-47151
 Information Office..... 33-40009
 Academy School (Superior Hall)..... 33-46578

Leadership Training Unit

Coordinator, Mike Montgomery..... 33-46771
 Curriculum Specialist, Mike Besteman - Est.4240..... (915) 495-2782

Ordnance Unit

Lee McCoy Range
 Cooper Street Correctional Facility
 3100 Cooper Street, Jackson, MI 49201

Manager, Dan Verlin..... (517) /80-5040
 Secretary, Amanda Frederick..... (517) /80-8041
 Richard Tacher..... (517) /80-8047
 Jim Lorton..... (517) /80-5045

FIELD OPERATIONS ADMINISTRATION

Grandview Plaza
 P.O. Box 30003, Lansing 48909

Deputy Director, Joan Yukins..... 37-33184
 Administrative Assistant, Russ Cilibrase..... 24-10960
 Secretary to Deputy Director, Jill Peters..... 37-33184

Office of Field Programs

Administrator, Carol Duncan-Smith..... 33-51372
 Secretary to Administrator, Cindy Felo..... 33-51372
 Budget Officer, Kami Pasch..... 24-17220
 Financial Manager, Irv Watson..... 33-54717
 Program Supervisor Manager, Daryl Cantline..... 33-51373
 Records Supervisor, Cindy Partridge..... 37-33351
 (CIP) and Community Resource Manager:
 Destiny Shipman..... 37-33270
 CIP Supervisor, David Oesch..... 33-57026
 Parole Release Manager, David Duncan..... 24-10959
 Intensive Correction Supervisor, Cynthia Johnson..... 33-51402
 Parole Supervisor Manager, Larry Baran..... 33-56900
 County Jail Coordinator, Judy Reburn..... 33-56851

Field Programs Supervisor, Michael Keck..... 24-17100
 Parole Supervisor Supervisor,
 Rachel Waterbury..... (517) /80-5702
 Supervisor Services Manager, Gary Slackman..... 37-33518
 Automated System's Manager, John Ironson..... 34-17856
 OMNI Specialist, Kim Koppach..... 24-17898
 OMNI Specialist, Rick Prodemore..... 37-36062
 OMNI Specialist, Sheila Wilson..... 24-10958
 Training Supervisor, Val Fowler..... 37-37465
 Electronic Monitoring Center Supervisor, Steve Rock..... 33-77500

Parole Board

Chairman, John Dubalschun..... 33-51352
 Executive Secretary to Chairman, Pamela Oliver..... 33-51352
 Members:
 James Atterberry..... 37-30270
 Miguel Benes..... 37-30270
 Charles Braddock..... 37-30270
 Stephen H. DeRoer..... 37-30270
 Anita Lindsey Haulman..... 37-30270
 Fred Lyngsdor..... 37-30270
 James Quinlan..... 37-30270
 Marianne Sampson..... 37-30270
 Barbara Sarasin..... 37-30270
 Parole Board Administrator, Michael Glynn..... 37-30270
 Parole Board Manager, Dave Kleinhart..... 37-33321
 Parole Board Manager, Amy Moore..... 37-33451
 Hearings Examiner, Wayne Goel..... (517) /80-5706
 Hearings Examiner, Gary Kasenow..... (517) /80-5706
 Parole Board Specialist, Larry Wakey..... 24-10500

Office of Community Corrections

Administrator, Kenneth Brzozowski..... 37-30415
 Executive Secretary, Pamela Crips..... 37-32375
 Financial Specialist, Kevin Wessendon..... 37-39550

Administrative Services

Manager, Victor Kuhlman..... 24-17250
 Secretary, Termy Toll..... 33-51421
 Information Tech Specialist, Edward Marlow..... 37-39510
 Information Tech Specialist, Ira Purches..... 37-32355
 Accounting Technician, Cheryl Knapaska..... 24-18324

Program Services

Manager, Christine Curtis..... 37-39551
 Assessment Case Planning, Day Reporting & Pretrial Specialist
 Vacant.....
 Cognitive Behavioral Programming Specialist,
 Abel French..... 37-39549
 Mental Health, Substance Abuse, Training Specialist,
 Sandra Poppough..... 37-33220
 Clearinghouse & Residential Services Specialist,
 Vacant..... 33-53815

Region I

Cadillac Place
 304B W. Grand Blvd., Suite 2-513, Detroit, MI 48232

Regional Administrator, Drah Moore..... (313) 458-4506
 Deputy Regional Administrator, Sheree Ranker..... (313) 458-4507
 Administrative Assistant, Hester Paikes..... (313) 458-4509
 Area Manager Alternative Programs,
 John Pigg..... (313) 458-4607
 Area Manager Wayne Area, Adrian Green..... (313) 458-4612
 Area Manager Central Area, Mark Cudler..... (313) 458-4602
 Area Manager Special Programs,
 W. David Wilson..... (313) 458-4624
 Secretary, Karen Crand-Melendian..... (313) 458-4506
 Allegion Coordinator, Carmen Carrelli..... (313) 458-4502

Handout, p. 5

Sr. Executive Management Assistant.....	(313) 456-1502
Personnel Analyst, Diana Burke.....	(313) 456-4591
Alexander Recovery/Transportation Unit.....	(313) 972-3171
1001 Lawton Place formerly Downtown District.....	(313) 972-3170
5300 Lawton, Detroit 48203	
TOM-Lawton Place formerly Metro Parole.....	(313) 972-3170
5300 Lawton, Detroit 48203	
TH-Lawton Place formerly Lincoln Park Parole.....	(313) 972-3170
5300 Lawton, Detroit 48203	
400 Outer District Parole Office.....	(313) 538-5542
20125 Lankell, Detroit 48223	
Chrysler District Probation Office.....	(313) 224-5000
426 Clinton St. Detroit 48226	
Eastern District Probation Office.....	(313) 821-8171
1600 Agonquin, Detroit 48215	
Greenfield District Probator Office.....	(313) 927-2200
18820 James Couzens, Detroit 48235	
Lansie District Probator Office.....	(313) 255-3660
17500 Lahser Road, Detroit 48219	
Southwest District Probation Office.....	(313) 388-3315
1757 Southfield Rd. Lincoln Park 48148	
Court Services Unit.....	(313) 224-7935
426 Clinton St. Detroit 48226	
Special Services Unit.....	(313) 224-2800
426 Clinton Street, Detroit 48226	
Probation Hearing Unit.....	(313) 972-3170
5300 Lawton, Detroit 48203	
Specialized Supervision Unit I.....	(313) 388-3315
5800 Lawton, Detroit 48218	
Specialized Supervision Unit II.....	(313) 821-8171
5800 Lawton, Detroit 48218	
SAI Aftercare Unit-Phase II & III.....	(313) 822-2125
5800 Lawton, Detroit 48218	
Detroit Hearing & Monitoring Unit.....	(313) 972-4249
5800 Lawton, Detroit 48218	
Hearings Unit.....	(313) 972-3170
5800 Lawton, Detroit 48218	

Region II

Suite 500

225 E. Fifth Street, Flint, MI 48802

Regional Administrator, Darlene Schimmel.....	(810) (80-2691
Administration Secretary, Ann Laska.....	(810) (80-2691
Deputy Regional Administrator, Michael Alexander.....	(810) (80-2691
John McCoskey, Reception.....	(810) (80-7301
Alexander Recovery Unit Supervisor, Peggy Dalton.....	(810) 667-0221

Region II Area Offices

Ann Arbor.....	(734) 577-0042
(Clinton, Hillsdale, Lenawee, Livingston, Monroe, Shawanssee, Washtenaw)	
2500 Parkard, Suite 102, Ann Arbor, MI 48104	
Area Manager, Joseph Gonzalez.....	
ML Clemens.....	(585) 459-5700
(Huron, Iosco, Macomb, Sanilac, St. Clair, Tuscola)	
32 Market Street, ML Clemens, MI 48048	
Area Manager, Myra Durbin.....	
Oakland.....	(781) 858-0305
(Oakland Parole, Oakland Probation)	
North Office Building	
1200 N. Telegraph Road, Building 2B East, Pontiac, MI 48341	
Area Manager, Kenneth Auld.....	

Saginaw.....	(989) 458-1792
(Bay, Calhoun, Genesee, Gladwin, Grafton, Isabella, Midland, Saginaw)	
417 O East Genesee, Saginaw, Michigan 48607	
Area Manager, Louise Jannard.....	

Region III

2922 Fuller Ave, NE, Grand Rapids, MI 49505

Regional Administrator, Noreen Sawalza.....	(616) 447-2700
Regional Office Secretary, Mary Kampf.....	(616) 447-2700
Deputy Regional Administrator, Todd Kaye.....	(616) 447-2700
Alexander Recovery Unit.....	(616) 447-2151

2922 Fuller Ave, NE Grand Rapids, MI 49505

Supervisor, Jay Galvetti.....	
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Area Offices

Lansing.....	(517) 334-9872
(Branch, Calhoun, Ingham, Jackson, Kalamazoo)	
5341 S. Pennsylvania Ave, Suite E, Lansing, MI 48915	
Area Manager, Charles Sinclair.....	

Gaylord.....	(989) 731-3320
(Alcona, Alpena, Atrim, Arenac, Benzie, Charlevoix, Chelaniga, Chippewa, Crawford, Delta, Dickinson, Emmet, Gogebin, Grand Traverse, Houghton, Huron, Iscadia, Iosco, Iron, Kalamazoo, Lake, Leelanau, Leelanau, Alger, Mackinac, Manistee, Marquette, Mason, Menominee, Menominee, Missaukee, Montcalm, Newago, Oshtemo, Ontonagon, Oscoda, Oshtemo, Osego, Traverse Isle, Tuscola, St. Ignace, Westland)	
1165 Elkview, Suite 2	
P.O. Box 1745, Gaylord, MI 49734	
Area Manager, Laura Young.....	

Muskegon.....	(231) 722-5352
(Alcona, Benzie, Cass, Muskegon, Ottawa, St. Joseph, Van Buren)	
365 E. Hamer Street, Muskegon, MI 49544	
John Arrault, Area Manager.....	

Grand Rapids.....	(616) 459-0001
(Barry, Lalon, Ionia, Kent, Montcalm)	
322 Front SW, Grand Rapids, MI 49504	
James Louweweska, Area Manager.....	

Correctional Facilities Administration

Grandview Plaza, P.O. Box 30003, Lansing 48909

Deputy Director, Dennis Straub.....	37-30287
Executive Secretary, D.C. Nilz.....	37-30287
Secretary, Cindy Fadden.....	37-30287
Administrative Assistant, Norris K. Blough.....	37-30287
Secretary, Tom Mellor.....	37-30287
Operations Manager, Delta Branch.....	37-30287
Administrative Assistant, Delta Branch.....	37-30287
Secretary, Yulanda Thomas.....	37-30287
ACA Coordinator, Bruce Denny.....	37-30287
Emergency Services Manager, Kenneth MacFadden.....	37-30287
Secretary, Lindsay Sherman.....	37-30287
Bank Shop Manager, Casey Mijusk.....	(517) (80-5370
Bank Shop Manager, Jim Berry.....	(517) (80-5370
Classification Director, Kenneth MacFadden.....	37-30287
Departmental Specialist, Laura Fenwick.....	37-30287
Departmental Specialist, Chris Oyler.....	37-30287
Departmental Specialist, Anthony McGinnis.....	37-30287
CFA Security Threat Group Coordinator, Robert McFarney.....	37-30287

Secretary, Vacant.....	37-30287
Automated Systems Manager in Helm.....	37-30287
Departmental technician, Debbie Manninga.....	37-30287
Data Analyst, Terry Fujimori.....	37-30287
Food Service Manager, Galbra McClellan.....	37-30640
Assistant Food Service Manager, Don Savolaine.....	37-30287
Secretary, Bridgette Thompson.....	37-30640
Special Activities Coordinator, Dave Surrall.....	24-17306
Incarner Education Program Manager, Julie DeRosa.....	33-61380
Departmental technician, Al Dean Walls-George.....	37-33661
Secretary, Lorr Melling.....	24-17300
Incarner Build Program Administrator, Mike Green.....	33-61380
Incarner Build Program Manager, Jill McKinney.....	24-14070

Region I

4657 W. Industrial Park Drive, Kalamazoo, MI 49008

Regional Prison Administrator.....	(905) 436-1006
Secretary, Kathleen Dufcher.....	(905) 436-1006
Secretary, Brenda Durran.....	(905) 436-1006
Administrative Assistant, Sally Allich.....	(905) 436-1006
Regional Fire Safety Inspector, Lyle Harter.....	(905) 436-1006
Regional Environmental Sanitation, Mike Kirkwood.....	(906) 226-6551
Regional Human Resource Manager, Carla Gulke.....	(905) 436-1006
FAX.....	(905) 436-1067

Region II

777 W. Riverside Drive, Lima, MI 48848

Regional Prison Administrator, Gary Wolfe.....	(815) 527-9775
Secretary, Peggy Brace.....	(815) 527-9775
Secretary, Debbie Caslas.....	(815) 527-9775
Administrative Assistant, Cheryl Givens.....	(815) 527-9775
Regional Environmental Sanitation, Tim Vogel.....	(815) 527-9775
Fire Safety Inspector, James Paul.....	(815) 527-9775
Regional Human Resource Manager, Jill Haischer.....	(815) 527-9775

Region III

395a Cooper Street, Jackson, MI 49201-7522

Regional Prison Administrator, Barbara Rock.....	(517) 780-5055
Secretary, Kim Herkshire.....	(517) 780-5055
Secretary, Kathy Grayson.....	(517) 780-5055
Administrative Assistant, H. Cole Brock.....	(517) 780-5055
Corrections Investigator, Steven Winkley.....	(517) 780-5055
Regional Fire Inspector, Gene Fuson.....	(517) 780-5090
Regional Facility Fire Safety Inspector Dery Ountram.....	(734) 572-9315
Regional Facility Fire Safety Inspector Donald Bennett.....	(517) 780-5129
Regional Inspector, Hank Tyler.....	(517) 780-5055
Regional Personnel Manager, Debbie Whipple.....	(517) 780-5057
Regional Business Manager, Carol Wilson.....	(517) 780-5076
Chief Engineer, Bill Forbes.....	(517) 780-5065
Regional Environmental Sanitation, Gary Foster.....	(517) 780-5126
Special Administrator, Nancy Zang.....	(517) 780-5456

Alger Maximum Correctional Facility

Industrial Park Drive, P.O. Box 600
Mansing, MI 49862

Warden, Barbara Bruchhart.....	(905) 387-5000
Secretary, Debbie Clark.....	(905) 387-5000
Deputy Warden, Dave Bergin.....	(905) 387-5000
Administrative Assistant, Hardy Fagerberg.....	(905) 387-5000
Administrative Officer, Jack Linklater.....	(905) 387-5000
Human Resources, Dirk DeRiedt.....	(905) 387-5000
Physical Plant, Hardy Zerkow.....	(905) 387-5000
Food Service, Wayne DeShorbin.....	(905) 387-5000

Records Supervisor, Joanne Hines.....	(905) 387-5000
Health Unit Manager, Ruby Cheslham, I.N.....	(905) 387-5000

Baraga Maximum Correctional Facility

301 Wabigoon Road, Baraga, MI 49908

Warden, Tim Luoma.....	(905) 353-7070
Secretary, Patricia Hakane.....	(905) 353-7070
Deputy Warden, Darlene Lund.....	(905) 353-7070
Administrative Assistant, Janice Ansell.....	(905) 353-7070
Administrative Officer, Gary Capello.....	(905) 353-7070
Human Resources, Sam Rummel.....	(905) 353-7070
Physical Plant, Urpo Vuorinen.....	(905) 353-7070
Food Service, Herbert Perry.....	(905) 353-7070
Records Supervisor, Gayle Jackson.....	(905) 353-7070
Health Unit Manager, Gloria Hill, I.N.....	(905) 353-7070

Bellamy Creek Correctional Facility

721 W. Hinesway Hwy, Lima, MI 48845

Warden, Ker McKee.....	(87) 6327-2510
Secretary, Mary (Miller) Crifer.....	(87) 6327-2510
Deputy Warden, Cathleen Stoddard.....	(87) 6327-2510
Administrative Assistant, Hublan Bell.....	(87) 6327-2510
Administrative Officer, Brian Hapner.....	(87) 6327-2510
Human Resources, Connie Hudson.....	(87) 6327-2510
Physical Plant, Randy Thelen.....	(87) 6327-2510
Food Service, Brian Schaefer.....	(87) 6327-2510
Records Supervisor, Julie Wang.....	(815) 527-2510
Health Unit Manager, Melinda Wolfeld, I.N.....	(815) 527-2510

Boyer Road Correctional Facility

10274 Boyer Road, Carson City, MI 48821

Warden, Karl Jones.....	(989) 584-3941
Secretary, Joyce Braman.....	(989) 584-3941
Deputy Warden, Lou Gulley.....	(989) 584-3941
Administrative Assistant, Donna Scholten.....	(989) 584-3941
Administrative Officer, John Simon.....	(989) 584-3941
Human Resources, Hazelinda Kille.....	(989) 584-3941
Physical Plant, Robert Bush.....	(989) 584-3941
Food Service, Patrick Williams.....	(989) 584-3941
Records Supervisor, Jennifer Colbiane.....	(989) 584-3941
Health Unit Manager, Karen Stouff, I.N.....	(989) 584-3941

Brooks, Ernest C. Correctional Facility

2500 S. Shelden Road, Muskegon Heights, MI 49844

Warden, Mary Berglund.....	(231) 773-9200
Secretary, Judy Larabee.....	(231) 773-9200
Deputy Warden, Dick Serlin.....	(231) 773-9200
Administrative Assistant, Nancy Hook.....	(231) 773-9200
Administrative Officer, Joe Bus.....	(231) 773-9200
Human Resources, Georgia Moss.....	(231) 773-9200
Physical Plant, Brent Hulbut.....	(231) 773-9200
Food Service, Kim Schmitt.....	(231) 773-9200
Records Supervisor, Paulette Riggs.....	(231) 773-9200
Health Unit Manager, Judy Crack, I.N.....	(231) 773-9200

Carson City Correctional Facility

10522 Boyer Road, Carson City, MI 48821

Warden, Karl Jones.....	(989) 584-3941
Secretary, Joyce Braman.....	(989) 584-3941
Deputy Warden, Lou Inerweier.....	(989) 584-3941
Administrative Assistant, Donna Scholten.....	(989) 584-3941
Administrative Officer, John Simon.....	(989) 584-3941
Human Resources, Hazelinda Kille.....	(989) 584-3941
Physical Plant, Robert Bush.....	(989) 584-3941
Food Service, Patrick Williams.....	(989) 584-3941
Records Supervisor, Jennifer Lacy.....	(989) 584-3941
Health Unit Manager, Fileen McKenna, I.N.....	(989) 584-3941

Chippewa Correctional Facility
4239 W. M-80, Kalamazoo, MI 49004

Warden, Ann-Ann Sherry.....	(905) 436-2275
Secretary, Tracy Schmele.....	(905) 436-2275
Deputy Warden, Greg McQuiggin.....	(905) 436-2275
Administrative Assistant, Gerald Smith.....	(905) 436-2275
Administrative Officer, Cindy Daddise Jagan.....	(905) 436-2275
Human Resources, Vuko Geron.....	(905) 436-2275
Physical Plant, Roger Harlan.....	(905) 436-2275
Food Service, Kim Gamuk.....	(905) 436-2275
Records Supervisor, Cheryl Spoelher.....	(905) 436-2275
Health Unit Manager, Mark West, R.N.....	(905) 436-2275

Copper Breet Correctional Facility
3100 Cooper Street, Jackson, MI 49201

Warden, Bruce Curtis.....	(517) 780-5175
Secretary, Kathleen Kierenball.....	(517) 780-5175
Deputy Warden, Dennis Dyke.....	(517) 780-5175
Administrative Assistant, Nick Humes.....	(517) 780-5175
Analyst Manager, Mike Jurko.....	(517) 780-5175
Human Resources, Leonard Humes.....	(517) 780-5175
Physical Plant, Jeff Dose.....	(517) 780-5175
Food Service, Craig Fox.....	(517) 780-5175
Records Supervisor, Flame Wingard.....	(517) 780-5175
Health Unit Manager, Patricia Banell, R.N.....	(517) 780-5175

Cotton, G. Robert Correctional Facility
3520 N. Elm Road, Jackson, MI 49211

Warden, King Vasander.....	(517) 780-5000
Secretary, Debra Linda-Muelle.....	(517) 780-5000
Deputy Warden, Joe Farrell.....	(517) 780-5000
Administrative Assistant, Ralph Morgan.....	(517) 780-5000
Administrative Officer, Doug Fikes.....	(517) 780-5000
Human Resources, Carlos Aslada.....	(517) 780-5000
Physical Plant, John Hone.....	(517) 780-5000
Food Service, Doug Fikes.....	(517) 780-5000
Records Supervisor, Laura Hillenlocker.....	(517) 780-5000
Health Unit Manager, Peggy Lee, R.N.....	(517) 780-5000

Crane, Florence Correctional Facility
38 Fourth Street, Calhoun, MI 49026

Warden @ LCI, Caro Howes.....	(517) 279-9165
Secretary @ LCI, Kim Russell.....	(517) 279-9165
Deputy Warden, Paul Kles.....	(517) 279-9165
Administrative Assistant @ LCI, James Lyon.....	(517) 279-9165
Administrative Officer, Patricia Schmidt.....	(517) 279-9165
Human Resources, Holly Fidy.....	(517) 279-9165
Physical Plant, Stanley Leonard.....	(517) 279-9165
Food Service, Ray Williams.....	(517) 279-9165
Records Supervisor, David Slough.....	(517) 279-9165
Health Unit Manager Mary Ann Schaarhaar, R.N.....	(517) 279-9165

Deerfield Correctional Facility
1755 Harwood Road, Ionia, MI 48846

Warden @ ICF, Garner, James.....	(616) 527-5320
Secretary @ ICF, Rhonda Roberts.....	(616) 527-5320
Deputy Warden, Ray Conrad.....	(616) 527-5320
Administrative Assistant @ ICF, Kelly Washington.....	(616) 527-5320
Administrative Officer, Denise Berweier.....	(616) 527-5320
Human Resources @ ICF, Judy Kurlberg.....	(616) 527-5320
Physical Plant @ ICF, Ed Vallad.....	(616) 527-5320
Food Service @ ICF, Brad Purves.....	(616) 527-5320
Records Supervisor, Sharon Pung.....	(616) 527-5320
Health Unit Manager, Michele Pelon, R.N.....	(616) 527-5320

Charles Egeler Reception & Guidance Center

3850 Cooper Street, Jackson, MI 49201

Warden, Kirk Tuchowik.....	(517) 780-5800
Secretary, Becky Elvink.....	(517) 780-5800
Deputy Warden, C.C. Brown-Bondar.....	(517) 780-5800
Administrative Assistant, Bill Demman.....	(517) 780-5800
Administrative Officer, Doug Hieska.....	(517) 780-5800
Human Resources, Jessie Worley.....	(517) 780-5800
Physical Plant, Brian Haley.....	(517) 780-5800
Food Service, Dave Seiler.....	(517) 780-5800
Records Supervisor, Kim Thelen.....	(517) 780-5800
Health Unit Manager, Carol Guller, R.N.....	(517) 780-5800

Hamilton, Richard A Correctional Facility
1728 Bluewater Highway, Ionia, MI 48848

Warden, John Telesak.....	(616) 527-5700
Secretary, Marilyn Hills.....	(616) 527-5700
Deputy Warden, Mark Cassman.....	(616) 527-5700
Administrative Assistant, Vacant.....	(616) 527-5700
Administrative Officer @ ICF, Peter Hansen.....	(616) 527-5700
Human Resources, Roger Ljenna.....	(616) 527-5700
Physical Plant, Dan Barbour.....	(616) 527-5700
Food Service, Lou.....	(616) 527-5700
Records Supervisor, Candice Chase.....	(616) 527-5700
Health Unit Manager, Carol Darnaska, R.N.....	(616) 527-5700

Harrison, Gus Correctional Facility
2727 E. Beecher Street, Adrian, MI 49221

Warden, Ken Horanovoski.....	(517) 235-3900
Secretary, Carol Busha.....	(517) 235-3900
Deputy Warden, Bryan Watson.....	(517) 235-3900
Administrative Assistant, Vigi Webb.....	(517) 235-3900
Administrative Officer, Richard Hurry.....	(517) 235-3900
Human Resources, Susan Ciel.....	(517) 235-3900
Physical Plant, Mitch Lige.....	(517) 235-3900
Food Service, Denise Warden.....	(517) 235-3900
Records Supervisor, Hekama Funke.....	(517) 235-3900
Health Unit Manager, Linda Anderson, R.N.....	(517) 235-3900

Hiawatha Correctional Facility
4533 W. Inouasha Park Drive, Kalamazoo, MI 49008

Warden, Lucas Melish.....	(906) 495-5851
Secretary, Debra Suggill.....	(906) 495-5851
Deputy Warden, Keith Carlson.....	(906) 495-5851
Administrative Assistant, Mike Sobole.....	(906) 495-5851
Administrative Officer @ ICF, Mike Lampton.....	(906) 495-5851
Human Resources, Carol Voss.....	(906) 495-5851
Physical Plant @ ICF, Jerry Pickell.....	(906) 495-5851
Food Service @ ICF, Kim Michalski.....	(906) 495-5851
Records Supervisor, Gally Young.....	(906) 495-5851
Health Unit Manager, Karen Dennis, R.N.....	(906) 495-5851

Huron Valley Complex (Men)
3201 Ferris Road, Ypsilanti, MI 48197

Warden, Susan Davis.....	(734) 527-9900
Secretary, Kurra Brann.....	(734) 527-9900
Deputy Warden, Ovis Soutel.....	(734) 527-9900
Administrative Assistant, Karen Whalen.....	(734) 527-9900
Administrative Officer, Dean Ballard.....	(734) 527-9900
Human Resources, Jerry Hesse.....	(734) 527-9900
Physical Plant, Hubert Anderson.....	(734) 527-9900
Food Service, Bruce Huppell.....	(734) 527-9900
Records Supervisor, Cindy Greenleaf.....	(734) 527-9900
Health Unit Manager, Carla Siskin-Gyancze.....	(734) 527-9900

Huron Valley Complex (Women)
3201 Ferns Road, Ypsilanti, MI 48197

Warden, Susan Davis	(734) 572-9900
Secretary, Kurra Braun	(734) 572-9900
Deputy Warden, Chris Burns	(734) 572-9900
Administrative Assistant, Karen Whalen	(734) 572-9900
Administrative Officer, Dean Balkus	(734) 572-9900
Human Resources, Jerry Fiasse	(734) 572-9900
Physical Plant, Robert Anderson	(734) 572-9900
Food Service, Bruce Luppell	(734) 572-9900
Records Supervisor, Cindy Greenlee	(734) 572-9900
Health Unit Manager, Carla Baskies-Ojuncapic	(734) 572-9900

Ionia Maximum Correctional
1578 W Bluewater Highway, Ionia, MI 48848

Warden, Willie Smith	(516) 527-8351
Secretary, Barbara Kornejn	(516) 527-8351
Deputy Warden, Bernelle Narvick	(516) 527-8351
Administrative Assistant, Barbara Kornejn	(516) 527-8351
Administrative Officer, Peter Hansen	(516) 527-8351
Human Resources @ MIU, Roger Jensen	(516) 527-8351
Physical Plant, Chuck Haslins	(516) 527-8351
Food Service, Gary Lewis	(516) 527-8351
Records Supervisor, Katie Maynard	(516) 527-8351
Health Unit Manager, Ann Karp, LLN	(516) 527-8351

Kinross Correctional Facility
16701 E. Waterlower Drive, Kinross, MI 49782

Warden, Linda Melosh	(915) 435-2782
Secretary, Kim Akinos	(915) 435-2782
Deputy Warden, Fred Hancock	(915) 435-2782
Administrative Assistant, Mike Soblak	(915) 435-2782
Administrative Officer, Mike Langston	(915) 435-2782
Human Resources @ HLE, Carol Voss	(915) 435-2782
Physical Plant, Jerry Dinkel	(915) 435-2782
Food Service, Donald Michalski	(915) 435-2782
Records Supervisor, Carla Greiner	(915) 435-2782
Health Unit Manager, Leslie Wright, LLN	(915) 435-2782

Lakeland Correctional Facility
141 First Street, Caddoville, MI 49338

Warden, Carol Howes	(517) 278-5942
Secretary, Kimberly Russell	(517) 278-5942
Deputy Warden, Ronita Holme	(517) 278-5942
Administrative Assistant, James Lyon	(517) 278-5942
Administrative Officer @ ACI, Pat Schmidt	(517) 278-5942
Human Resources @ ACE, Holly Huray	(517) 278-5942
Physical Plant, Stanley Leonard	(517) 278-5942
Food Service @ ACE, Day Williams	(517) 278-5942
Records Supervisor, Lori Miller	(517) 278-5942
Health Unit Manager, Nancy Lorge, LLN	(517) 278-5942

Macomb Correctional Facility
34825 26 Mile Road, New Haven, MI 48348

Warden, Hugh Wollenbarger	(585) 749-4900
Secretary, Sharon Turner	(585) 749-4900
Deputy Warden, Charlene Garberry	(585) 749-4900
Administrative Assistant, Cynthia Hedmond	(585) 749-4900
Administrative Officer, Vincent Mensah	(585) 749-4900
Human Resources, Hubert Cooper	(585) 749-4900
Physical Plant, Steve Harrison	(585) 749-4900
Food Service, Keith Green	(585) 749-4900
Records Supervisor, Lear Schroer	(585) 749-4900
Health Unit Manager, Vanni	(585) 749-4900

Marquette Branch Prison
1950 South ILL. 41, Marquette, MI 49855

Warden, Gerald Hollauer	(906) 228-8651
Secretary, Pat Koski	(906) 228-8651
Deputy Warden, Hazel Napel	(906) 228-8651
Administrative Assistant, Bernice Mullen	(906) 228-8651
Administrative Officer, Jim Hure	(906) 228-8651
Human Resources, Brenda Melville	(906) 228-8651
Physical Plant, Vicent	(906) 228-8651
Food Service, Todd DeLeon	(906) 228-8651
Records Office, Billy Yurs	(906) 228-8651
Health Unit Manager, Larry Hill, LLN	(906) 228-8651

Mid-Michigan Correctional Facility
5201 N. Crosswell Road, St. Louis, MI 48880

Warden @ SLE, Paul Hienka	(989) 881-4751
Secretary @ SLE, Nancy Jones	(989) 881-4751
Deputy Warden, Percy Dinerly	(989) 881-4751
Administrative Assistant @ SLE, Berky Carl	(989) 881-4751
Administrative Officer @ SLE, Jim Gulek	(989) 881-4751
Human Resources @ SLE, Gus Brown	(989) 881-4751
Physical Plant @ SLE, Derald Male	(989) 881-4751
Food Service @ SLE, Sholl Smith	(989) 881-4751
Records Supervisor, Del Ironb	(989) 881-4751
Health Unit Manager, Michelle Whitney, LLN	(989) 881-4751

Mound Correctional Facility
17301 Mound Road, Detroit, MI 48212

Warden, Andrew Jackson	(313) 358-8500
Secretary, Stephanie Tyler	(313) 358-8500
Deputy Warden, Jeff White	(313) 358-8500
Administrative Assistant, Frances Komczak	(313) 358-8500
Administrative Officer, Robert Moore	(313) 358-8500
Human Resources, Darby Franks	(313) 358-8500
Physical Plant @ HLE, Jeff Neum	(313) 358-8500
Food Service @ HLE, Kevin O'Brien	(313) 358-8500
Records Supervisor, Dan Gouves	(313) 358-8500
Health Unit Manager, Dull Ingram LLN	(313) 358-8500

Muskegon Correctional Facility
2400 E. Sheridan Drive, Muskegon, MI 49842

Warden, Jerry Bradford	(231) 773-3201
Secretary, Marilyn Tucker	(231) 773-3201
Deputy Warden, Jerry Beckford	(231) 773-3201
Administrative Assistant, Debra Crosby	(231) 773-3201
Administrative Officer, Greg Anderson	(231) 773-3201
Human Resources, Rebecca Wight	(231) 773-3201
Physical Plant, Vicent	(231) 773-3201
Food Service, Anthony Henry	(231) 773-3201
Records Supervisor, Jill Cragg	(231) 773-3201
Health Unit Manager, Mike Whalen, LLN	(231) 773-3201

Newberry Correctional Facility
3001 Newberry Avenue, Newberry, MI 49868

Warden, Larry Davis	(905) 233-8200
Secretary, Jennifer Bailey	(905) 233-8200
Deputy Warden, Jeff Woods	(905) 233-8200
Administrative Assistant, Jerry Corries	(905) 233-8200
Administrative Officer, Ward Pultrey	(905) 233-8200
Human Resources, Greg Schultz	(905) 233-8200
Physical Plant, Ken McKeage	(905) 233-8200
Food Service, Pat Conkin	(905) 233-8200
Records Supervisor, Marion Hank	(905) 233-8200
Health Unit Manager, Al Brinson, LLN	(905) 233-8200

Oaks Correctional Facility

1500 Caberline Highway, IGO, Box 33
Eastlake, MI 49828-0033

Warden, Cindy Cuthbert.....	(231) 233-8272
Secretary, Jeneely Gross.....	(231) 233-8272
Deputy Warden, Vacant.....	(231) 233-8272
Administrative Assistant, Dick Shepp.....	(231) 233-8272
Administrative Officer, Rebecca Hullz.....	(231) 233-8272
Human Resources, Kelly Goss.....	(231) 233-8272
Physical Plant, John O'Hara.....	(231) 233-8272
Food Service, Mike Sheary.....	(231) 233-8272
Records Supervisor, Cynthia Weemple.....	(231) 233-8272
Health Unit Manager, Anita Youh, I.N.....	(231) 233-8272

Ojibway Correctional Facility

14705 Ojibway Road, Marquette, MI 49854

Warden, Jerry Sherman.....	(905) 267-2214
Secretary, Nancy Amala.....	(905) 267-2214
Deputy Warden, Dan Quigley.....	(905) 267-2214
Administrative Assistant, Carrie You.....	(905) 267-2214
Administrative Officer, Scott Prosser.....	(905) 267-2214
Human Resources, Kelly Sprague.....	(905) 267-2214
Physical Plant, Louis Bilhuc.....	(905) 267-2214
Food Service, Mike DeShanbin.....	(905) 267-2214
Records Supervisor, Shari Buck.....	(905) 267-2214
Health Unit Manager, Janet Wieg, I.N.....	(905) 267-2214

Parnall Correctional Facility

1780 E. Parnall, Jackson, MI 48201-4138

Warden, Harold White.....	(517) 780-5004
Secretary, Mary Kinross.....	(517) 780-5004
Deputy Warden, Travis Jones.....	(517) 780-5004
Administrative Assistant, Sal Ahmed.....	(517) 780-5004
Administrative Officer, Marilyn Huben.....	(517) 780-5004
Human Resources, Iweed Savage.....	(517) 780-5004
Physical Plant, Dave Gaudin.....	(517) 780-5004
Food Service, Steve McLean.....	(517) 780-5004
Records Supervisor, Deborah Douglas.....	(517) 780-5004
Health Unit Manager, Debbie Roth, I.N.....	(517) 780-5004

Parr Highway Correctional Facility

2727 E. Beecher, Adrian, MI 48221

Warden, Ken Homanowski.....	(517) 233-3500
Secretary, Carol Huels.....	(517) 233-3500
Deputy Warden, Thomas Bell.....	(517) 233-3500
Administrative Assistant, Virgil Webb.....	(517) 233-3500
Administrative Officer, Daniel Hurry.....	(517) 233-3500
Human Resources, Sharon Opel.....	(517) 233-3500
Physical Plant, Miles Lige.....	(517) 233-3500
Food Service, Dennis Worden.....	(517) 233-3500
Records Supervisor, Hebeena Hunke.....	(517) 233-3500
Health Unit Manager, Lon Kopka, I.N.....	(517) 233-3500

Pine River Correctional Facility

320 N. Putnam St., Ionia, MI 48831

Warden, Blaine Telle.....	(983) 881-8868
Secretary, Patti Soale.....	(983) 881-8868
Deputy Warden, Lance Schumacher.....	(983) 881-8868
Administrative Assistant, Jermann Kopp.....	(983) 881-8868
Administrative Officer, Jeff Mueggertung.....	(983) 881-8868
Human Resources, Marsha Zaneberg.....	(983) 881-8868
Physical Plant, Mike Babcock.....	(983) 881-8868
Food Service, Randee Haveris.....	(983) 881-8868
Records Supervisor, Sue Pispague.....	(983) 881-8868
Health Unit Manager, Ed Hunt, I.N.....	(983) 881-8868

Pugsley Correctional Facility

7401 E. Wilson Road, Kingsley, MI 49849

Warden, Thomas Phillips.....	(231) 233-5262
Secretary, Diane Gray.....	(231) 233-5262
Deputy Warden, Jim Stephens.....	(231) 233-5262
Administrative Assistant, Eric Smith.....	(231) 233-5262
Administrative Officer, Lou Fuller.....	(231) 233-5262
Human Resources, Ellen Lopez.....	(231) 233-5262
Physical Plant, Mike Zolack.....	(231) 233-5262
Food Service, Mike Burgess.....	(231) 233-5262
Records Supervisor, Heidi Kaskaski.....	(231) 233-5262
Health Unit Manager, Tom Sisson, I.N.....	(231) 233-5262

Riverside Correctional Facility

777 W. Riverside Drive, Ionia, MI 48848

Warden, Carmen Palmer.....	(613) 527-0110
Secretary, Ilkonda Holbert.....	(613) 527-0110
Deputy Warden, Doug Dingelkey.....	(613) 527-0110
Administrative Assistant, Kelly Washington.....	(613) 527-0110
Administrative Officer, S.H.F. Denise Perrele.....	(613) 527-0110
Human Resources, Judy Nordberg.....	(613) 527-0110
Physical Plant, Ed Vallat.....	(613) 527-0110
Food Service, Brad Purves.....	(613) 527-0110
Records Supervisor, Kris Hart.....	(613) 527-0110
Health Unit Manager, Carmen Blouin, I.N.....	(613) 527-0110

Ryan Correctional Facility

17800 Ryan Road, Detroit, MI 48212

Warden, Raymond Becker.....	(313) 338-3200
Secretary, Deborah Webb.....	(313) 338-3200
Deputy Warden, William Day.....	(313) 338-3200
Administrative Assistant, Hilda Gullander.....	(313) 338-3200
Administrative Officer, Mark Hudl.....	(313) 338-3200
Human Resources, Tom Moore.....	(313) 338-3200
Physical Plant, Jeff Blum.....	(313) 338-3200
Food Service, J. Kevin O'Brien.....	(313) 338-3200
Records Supervisor, Teresa Williams.....	(313) 338-3200
Health Unit Manager, Denise Daniels, I.N.....	(313) 338-3200

Baginaw Correctional Facility

9825 Pierce Road, Freeland, MI 48823

Warden, Jan Trombley.....	(983) 635-9830
Secretary, Karen Hinds.....	(983) 635-9830
Deputy Warden, Frank Barcard.....	(983) 635-9830
Administrative Assistant, Edward Kisek.....	(983) 635-9830
Administrative Officer, Lucky Scharf.....	(983) 635-9830
Human Resources, Cheryl Laidle.....	(983) 635-9830
Physical Plant, Kim Kennicoll.....	(983) 635-9830
Food Service, Mike Christian.....	(983) 635-9830
Records Supervisor, Linda Mauszak.....	(983) 635-9830
Health Unit Manager, Susan McCauley, I.N.....	(983) 635-9830

Scott, Robert Correctional Facility

47500 Five Mile Road, Plymouth, MI 48171

Warden, Clance Sloval.....	(734) 459-7400
Secretary, Pamela McColla.....	(734) 459-7400
Deputy Warden, Pamela Y. Thomas.....	(734) 459-7400
Administrative Assistant, Eric Thompson.....	(734) 459-7400
Administrative Officer, Rod Daogal.....	(734) 459-7400
Human Resources, Carol Zacher.....	(734) 459-7400
Physical Plant, Derrin Jolbczyk.....	(734) 459-7400
Food Service, Burt Wagner.....	(734) 459-7400
Records Supervisor, Jeanette Jackson.....	(734) 459-7400
Health Unit Manager, Steven Butler, I.N.....	(734) 459-7400

Southern Michigan Correctional Facility

4002 Cooper Street, Jackson, MI 49201

Warden, Sherry Surl.....	(517) 780-5100
Secretary, Susan Curtis.....	(517) 780-5100
Deputy Warden, John Czerwinski.....	(517) 780-5100
Administrative Assistant, Gordon MacLaine.....	(517) 780-5100
Administrative Officer, Fred Parker.....	(517) 780-5100
Human Resources, Stacy Curtis.....	(517) 780-5100
Physical Plant, Ray Perrini.....	(517) 780-5100
Food Service, Greg Hesung.....	(517) 780-5100
Records Supervisor, Connie Blanton.....	(517) 780-5100
Health Unit Manager Valone Hamrick, H.N.....	(517) 780-5100

St. Louis Correctional Facility

3555 N. Crosswell Road, St. Louis, MI 48530

Warden, Paul Bernick.....	(983) 881-5444
Secretary, Nancy Jones.....	(983) 881-5444
As/Deputy Warden, Steve Howard.....	(983) 881-5444
Administrative Assistant, Becky Carl.....	(983) 881-5444
Administrative Officer, Lu Gulick.....	(983) 881-5444
Human Resources, Greg Biern.....	(983) 881-5444
Physical Plant, Derral Male.....	(983) 881-5444
Food Service, Scott Smith.....	(983) 881-5444
Records Supervisor, Ann Hill.....	(983) 881-5444
Health Unit Manager, Sam Reed, H.N.....	(983) 881-5444

Standish Maximum Correctional Facility

477 West M-81, Standish, MI 48358

Warden, Thomas Birkell.....	(983) 848-7000
Secretary, Lynda Willcox.....	(983) 848-7000
Deputy Warden, Barbara Mesinger.....	(983) 848-7000
Administrative Assistant, Gary Walker.....	(983) 848-7000
Administrative Officer, John O. Smith.....	(983) 848-7000
Human Resources, Amy Hebborn.....	(983) 848-7000
Physical Plant, Frank Esslin.....	(983) 848-7000
Food Service, Frank Szczelak.....	(983) 848-7000
Records Supervisor, Judy Forster.....	(983) 848-7000
Health Unit Manager, Karen Peters, H.N.....	(983) 848-7000

Braits Correctional Facility

4587 W. M-80, Kincades, MI 49738

Warden, Len-Ann Sherry.....	(905) 435-5874
Secretary, Tracy Schmeider.....	(905) 435-5874
As/Deputy Warden, John Boynton.....	(905) 435-5874
Administrative Assistant, Gerald Smith.....	(905) 435-5874
Administrative Officer, Cindy Deduke-Dugan.....	(905) 435-5874
Human Resources, Viki Gentry.....	(905) 435-5874
Physical Plant, Roger Harlan.....	(905) 435-5874
Food Service, Kim Carrick.....	(905) 435-5874
Records Supervisor, Jan Wallen.....	(905) 435-5874
Health Unit Manager, Tanya Cunningham, H.N.....	(905) 435-5874

Thumb Correctional Facility

3225 John Conley Drive, Lapeer, MI 48446

Warden, Milicent Warren.....	(517) 857-2045
Secretary, Krista Bishop.....	(517) 857-2045
Deputy Warden, Will Riley.....	(517) 857-2045
Administrative Assistant, Margaret Lophart.....	(517) 857-2045
As/Administrative Officer, Kim Grant.....	(517) 857-2045
Human Resources, Kathy Schlaud.....	(517) 857-2045
Physical Plant, James Mosier.....	(517) 857-2045
Food Service, Todd Lavacs.....	(517) 857-2045
Records Supervisor, Becky Warren.....	(517) 857-2045
Health Unit Manager, Mary Ellen Hynes, H.N.....	(517) 857-2045

West Shoreline Correctional Facility

2500 St. Shuman Drive, Muskegon Heights, MI 49444

Warden, Mary Berglund.....	(231) 773-1777
Secretary, Judy Larabee.....	(231) 773-1777
Deputy Warden, Michael Singleton.....	(231) 773-1777
Administrative Assistant, Nancy Hook.....	(231) 773-1777
Administrative Officer, Jer Bus.....	(231) 773-1777
Human Resources, Georgia Moss.....	(231) 773-1777
Physical Plant, Brent Hulbut.....	(231) 773-1777
Food Service, Kim Scharf.....	(231) 773-1777
Records Supervisor, Sam Blie.....	(231) 773-1777
Health Unit Manager, Helen Thompson, H.N.....	(231) 773-1777

Office of Special Alternative Incarceration

Cassidy Lake Facility

18901 Walecko Road, Chelsea, MI 48818

Administrator, Steve Curtis.....	(517) 475-1582
Secretary, Kathleen Eikenbüll.....	(517) 475-1582
Deputy Warden, Jerry Howell.....	(734) 475-1582
Secretary to Deputy Warden, Kris Gokajic.....	(734) 475-1582
Departmental Administrator, Michael Mandrak.....	(734) 475-1582
Secretary to Dept Admin., Carol Oates.....	(734) 475-1582
Insp/Cor. Jack Christ.....	(734) 475-1582
Analyst, Mike Winters.....	(734) 475-1582
Personnel Manager, John McCossey.....	(517) 475-1582
Physical Plant, John Heynicks.....	(734) 475-1582
Food Service, Jack Schaefer.....	(734) 475-1582
Healthcare, Kim Lupton, H.N.....	(734) 475-1582

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 12/19/03	NUMBER 05.01.140
SUBJECT PRISONER PLACEMENT AND TRANSFER		SUPERSEDES 05.01.140 (01/01/01)	
		AUTHORITY MCL 206.2a: 791.201; 791.203; 791.220g; 791.201; 791.265 Administrative Rule 791.440	
		ACA STANDARDS 4-4006; 4-4133; 4-4142; 4-4374; 4-4429; 4-4444	
		PAGE 1 OF 7	

POLICY STATEMENT:

The Department shall establish facility security level designations and ensure that Correctional Facilities Administration (CFA) prisoners are placed in the least restrictive security level which is necessary and available.

RELATED POLICY:

04.04.135 Custodia: Transportation of Offenders
05.01.130 Prisoner Security Classification

POLICY:**TRANSFER SCREENING AND AUTHORIZATION**

- A. Placement of prisoners shall be consistent with the standards set forth in Administrative Rule 791.4401. Prisoners shall be screened as required in PD 05.01.130 "Prisoner Security Classification" to determine their appropriate security level. A new Security Classification Screen-Review form (CSJ-481) or Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate, shall be prepared if required pursuant to PD 05.01.130.
- B. Transfers shall be initiated by a Security Classification Committee (SCC) except as otherwise provided in this policy. If a prisoner classified to administrative segregation is transferred, the decision whether to reduce custody shall be made by the receiving institution, except when a prisoner is being released from the self-mutilation prevention unit or as otherwise approved by the CFA Deputy Director or designee.
- C. A prisoner who has been specifically placed in a facility by order of the CFA Deputy Director or designee, as stated on the Transfer Order (CSJ-134), shall not be transferred from that facility unless approved by the CFA Deputy Director or designee.
- D. Except as provided in Paragraphs E and F, only the CFA Deputy Director or designee shall approve the following prisoner transfers:
 1. Into or out of security Level IV, V or VI.
 2. Into or out of the Michigan Youth Correctional Facility.
 3. All increases in security level.
 4. To a security level equal to the security level of the sending facility unless the transfer is to security Level I.
 5. Into or out of a camp. All transfers to a camp must be processed as set forth in Paragraphs O through T.

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- G. All transfers not meeting the eligibility criteria set forth in the attachments to this policy directive.
7. All transfers during non-business hours.
- E. Subject to the eligibility criteria set forth in this policy, reception facility staff may transfer prisoners to security Level I through (V), except into a camp.
- F. The Warden of an Institution Identified in Attachment I may authorize the transfer of a prisoner to another security level within the institution, except into or out of a camp or, for a female prisoner, to security Level V. If the Warden supervises more than one of the institutions identified in Attachment I, s/he may authorize the transfer of a prisoner between those institutions, except into or out of a camp or, for a female prisoner, to security Level V.
- G. Staff shall ensure that transferring prisoners receive appropriate file review for special problem offender notices and medical and psychiatric clearance prior to transfer. This shall include a review of the Department's computerized database (e.g., CMIS, OMNI), as needed. Appropriate Bureau of Health Care Services (BHCS) staff shall notify the Warden or designee if a prisoner has a medical condition which necessitates any special travel restrictions or needs (e.g., transported lying down); the Warden or designee shall ensure the information is listed on the appropriate transportation detail. A prisoner with medical or mental health service needs shall not be transferred to a camp unless first cleared for placement in accordance with medical screening criteria developed by BHCS.
- H. A Transfer Order shall be used for routine transfers and emergency medical, psychiatric and security transfers. The Transfer Order shall include the purpose of transfer, program information, special problem offender notice information, Security Threat Group (STG) designation, assaultive and property risk designations, current security screening designations, current special accommodation notices or medical details, and any pertinent information as to special precautions which should be taken with that prisoner.
- I. The appropriate Record Office, Counselor and Education files and health records shall accompany prisoners transferring to a CFA facility, except that Record Office files for prisoners transferring to a camp shall be forwarded to the institution's Record Office.
- J. Ordinarily, a pending major misconduct or other administrative hearing, Parole Eligibility/Lifer Review Report or disciplinary time/good time credit review is to be completed prior to a prisoner's transfer. If this is not possible, the sending institution shall notify the receiving institution as soon as possible of the need to conduct the hearing or complete the report or review and the appropriate documents sent to the receiving institution as soon as possible. Receiving staff shall ensure the major misconduct hearing is scheduled, or the administrative hearing, Parole Eligibility/Lifer Review Report or disciplinary time/good time credit review is completed, in a timely manner.
- K. Sending staff shall notify receiving staff in advance of impending prisoner transfers, whether of a routine, forced feed or emergency nature. Transfer information shall include number of transferring prisoners, expected time of arrival, identity of prisoners requiring special handling for security, court appearance or medical reasons, and anticipated logistical problems such as missing property or records.
- L. Sending staff shall notify the Parole Board as soon as it is known that a prisoner scheduled for a Parole Board interview or parole violation hearing must unavoidably be transferred.
- M. Receiving staff shall notify the CFA Deputy Director or designee in writing of transfers received in violation of this policy.

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SECURE LEVEL INSTITUTIONS

- N. Secure Level I institutions are those Level I institutions that have secure perimeters (i.e., double fences, concertina wire and a perimeter detection system) and have an armed alert response vehicle patrolling the perimeter of the institution. Access into and out of the institution shall be controlled.

CAMP PLACEMENT

- O. Except for prisoner transfers to a camp for placement in the Parole Violator Diversion Program pursuant to PD 06.06.110 "Parole Violator Diversion Program", all prisoners identified for transfer to a camp must be approved by the Warden or, in the Warden's absence, the Deputy Warden of the sending institution. The CFA Deputy Director or designee shall determine at which camp to place a prisoner approved for camp placement, in accordance with placement criteria set forth in this policy.
- P. Male prisoners approved for placement in the Parole Violator Diversion Program shall be placed only in a camp identified in Attachment H as offering the Program. All other male prisoners shall be initially placed in a Region I, II or III camp, as identified on Attachment H, based on the following:
1. Placement shall initially be in a Region I camp if the prisoner transferred directly from a jail or CFA reception facility, including as a parole violator or Community Residential Programs (CRP) returnee.
 2. Placement may initially be in a Region II camp if the prisoner is within 24 months of his earliest release date (ERD) has served the immediately preceding 12 months in a Department facility in the Upper Peninsula, and is either not required to attend school or has been making satisfactory progress in school.
 3. Placement may initially be in a Region III camp if the prisoner is within 18 months of his (ERD) and is not required to attend school.
- Q. A male prisoner housed in a Region I camp may be considered for transfer to a Region II camp only if the prisoner has been housed in a Region I camp for a 12 month period, during which the prisoner demonstrated at least six months satisfactory conduct, and meets one of the following criteria:
1. Has received a satisfactory performance rating on a work or public works assignment if not required to attend school; or,
 2. The prisoner is making satisfactory progress in school if required to attend school.
- R. A male prisoner housed in a Region II camp may be considered for transfer to a Region III camp if the prisoner has demonstrated satisfactory conduct and meets both of the following criteria:
1. The prisoner is within 18 months of his ERD.
 2. The prisoner is not required to attend school.
- S. A male prisoner housed in a Region II camp who is required to attend school must continue to make satisfactory progress in school or the prisoner shall be transferred to a Region I camp. The prisoner shall be required to meet the transfer eligibility criteria set forth in Paragraph Q before he can be returned to a Region II camp.

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- T. A prisoner who is required to attend school shall be placed in a camp where such programming is available.

PSYCHIATRIC UNITS

- U. For purposes of this policy, a psychiatric unit is defined as an inpatient psychiatric unit, a Crisis Stabilization Unit (CSU), a Secure Status Out-Patient Therapy Unit (SSOPT) or a Residential Treatment Program (RTP). Institutions with outpatient mental health teams are not considered psychiatric units.
- V. The Huron Valley Center (HVC) is a Department of Corrections facility operated by the Department of Community Health (DCH). In-patient mental health services are provided at HVC for prisoners identified as suffering from serious mental illness/severe mental disorders. Evaluations to determine if a prisoner is in need of psychiatric services at HVC also are provided in accordance with PD 04.06.163 "Voluntary and Involuntary Treatment of Mentally Ill Prisoners".
- W. A Request for Prisoner Transfer for Health Reasons (CHX-165) shall be completed for all transfers into any psychiatric unit. Staff also shall complete a Transfer Order which shall include the information discussed in Paragraphs G and H of this policy and the name of the treatment team member or, for HVC, the psychiatrist or designee authorizing the transfer. All transfers into psychiatric units for evaluation also require the approval of the CFA Deputy Director or designee.
- X. Prisoner property shall be sent with a prisoner who has been transferred to a psychiatric unit for evaluation. If the prisoner is not admitted, staff shall complete a Transfer Order and the prisoner shall be returned to either the sending institution or another appropriate institution within three business days. All other prisoners transferring from a psychiatric unit shall be transferred within five business days after receipt of an approved Transfer Order, except if the transfer is to another psychiatric unit. The Warden of the Huron Valley Correctional Facility is responsible for transfer approval and transportation of prisoners from HVC.

SPECIAL PROBLEM OFFENDER NOTICE

- Y. Except if separated by the security perimeter of the institution (i.e., placement in a camp, dormitory or farm), a prisoner identified on a Special Problem Offender Notice form (CAJ-544) shall not be housed in the same institution as another prisoner identified on the form unless prior approval is received from the CFA Deputy Director or designee.
- Z. A prisoner identified on a Special Problem Offender Notice form shall not be housed in a facility in which an immediate family member identified on the form is employed without prior approval of the CFA Deputy Director or designee. Requests for such approval shall be submitted by the Warden requesting the placement with supporting rationale as to why such placement would be appropriate.

HOUSING FOR PRISONERS WITH DISABILITIES

- AA. Due to the unique needs of prisoners who are vision or hearing impaired, use wheelchairs or have other disabilities that require barrier-free access to housing and other services, care must be taken to ensure that these prisoners are not placed in institutions that are unable to meet their needs. Institution staff shall refer to the BHCS Onsite Health Care Services Grid to determine where the prisoner's needs can be met at the appropriate custody level and indicate the prisoner's needs on the Transfer Order. If the BHCS initiates the transfer, BHCS staff shall complete the Request for Prisoner Transfer for Health Reasons form.

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- BB. Except at the Lakeland Correctional Facility or in a segregation unit, prisoners who are placed in barrier-free housing must be completely independent in activities of daily living (e.g., feeding, bathing, transferring to the bathroom). However, a prisoner who requires assistance for transport only (e.g., to be wheeled to and from meals, assignment, recreation activities) may be placed in barrier-free housing. A prisoner helper shall be assigned to the prisoner. The prisoner helper shall assist in the transport of the prisoner only; the prisoner helper shall not provide personal care.
- CC. If staff have difficulty in placing a prisoner with a disability, the CFA Deputy Director or designee shall be contacted for assistance.

YOUTHFUL PRISONERS

- DD. All prisoners who are 16 years of age or younger, or are committed under the Holmes Youthful Trainee Act, shall be housed as set forth in the attachments to this policy unless specific approval for alternate placement is obtained from the CFA Deputy Director or designee. However, these prisoners shall not be housed in the same cell, room, bay or dormitory-style housing unit with prisoners who are 17 years of age or older, unless approved in advance by the Director or designee. In addition, female youthful felons shall not be allowed to have contact with other prisoners in the institution except as approved by the CFA Deputy Director or designee.

OTHER CONSIDERATIONS

- EE. A prisoner who staff believe is likely to be preyed upon by other prisoners shall not be placed in a multiple occupancy setting but shall be housed individually in a room/cell which is capable of being closely monitored by staff.
- FF. A prisoner whose management or confinement level is Level IV or higher as indicated on the most recent Security Classification Screen form shall not be placed in the Richard A. Hendon Correctional Facility (MTU). This does not apply to prisoners in need of placement in the Social Skills Development Unit (SSEU) at MTU pursuant to PD 05.01.120 "Social Skills Development Unit".
- GG. A prisoner reclassified from CRPP as a result of an escape misconduct shall not be housed in non-secure Level I without the approval of the CFA Deputy Director or designee if the misconduct was the result of being on escape status for four or more hours. This restriction does not apply once the prisoner has been granted a parole as indicated on the Notice of Action/Parole Board (CAX-114); however, if the parole is subsequently suspended, continued placement in non-secure Level I requires the approval of the CFA Deputy Director or designee.
- HH. Consistent with requirements set forth in PD 04.04.112 "Security Threat Groups", a prisoner designated as a Security Threat Group member shall not be placed in an open dormitory or bay setting.
- II. Consistent with requirements set forth in PD 05.01.150 "Homosexual Predator Designations", a prisoner currently designated as a homosexual predator in accordance with PD 05.01.150 shall not be placed in a double-bunked cell or room.
- JJ. Information about a prisoner's sexual orientation that is unrelated to the prisoner's behavior shall not be used by staff for any purpose, including placement and transfer decisions. However, any prisoner housed in a multiple occupancy setting who is found guilty of major misconduct for engaging in homosexual behavior shall be referred to SCC for review of his/her placement. If it is determined that the prisoner requires single occupancy housing, that

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housing shall be provided only in a security level that is the same or higher than that which the prisoner is currently housed.

- KK. Subject to Paragraph LL, male prisoners in institutions with multiple security levels shall not be allowed to have contact with prisoners of a different security level except for the following services or functions:
1. To participate in academic or career and technical (i.e., "vocational") education programming;
 2. To receive health care services, including mental health services provided by DCH or BHCS psychological services;
 3. To participate in meetings of the Warden's Forum, the Prisoner Benefit Fund or the Store Committee;
 4. To give or receive legal assistance in the Legal Writer Program or pursuant to an approved legal assistance agreement.
- LL. Mixing security levels at the Robert Scott Correctional Facility and the Western Wayne Correctional Facility, and for the purposes outlined in Paragraph KK for male prisoners, shall be permitted only if the Warden determines that the service or function cannot be maintained without such contact. In all cases where mixing of security levels is allowed, the Warden shall ensure that appropriate supervision is provided.

OPERATING PROCEDURES

- MM. Each Warden shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed by December 19, 2003. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

AUDIT ELEMENT

- NN. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

ATTACHMENTS

- OO. The following attachments to this policy directive identify the prisoner placement criteria for reception facilities, the Michigan Youth Correctional Facility, the Huron Valley Center and each security level at each CFA institution:
1. Attachment A - Reception Facilities
 2. Attachment B - Level VI
 3. Attachment C - Level V
 4. Attachment D - Level IV
 5. Attachment E - Level III
 6. Attachment F - Level II
 7. Attachment G - Secure Level I
 8. Attachment H - Level I

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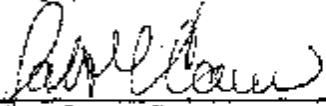
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PP. Attachment I identifies the institutions for which the Wardens have special transfer authority pursuant to Paragraph F.

APPROVED:


Patricia L. Caruso, Director

12/8/03
Date

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ATTACHMENT A

RECEPTION FACILITIES

CHARLES EGELER RECEPTION AND GUIDANCE CENTER (RGC)

1. Males of all ages who are recent parole violators, CRP returnees, or SAI prisoner escapees who do not have new sentences to be served with the Department.
2. Males of all ages who are recent court commitments (including parole violators and CRP returnees with new sentences to be served with the Department), prison escapees, or medical/psychiatric transfers.

ROBERT SCOTT CORRECTIONAL FACILITY - RECEPTION CENTER (SRC)

Females of all ages who are recent court commitments (including those committed under the Holmes Youthful Trainee Act, parole violators, CRP returnees and SAI prisoner escapees) and prison escapees.

THUMB CORRECTIONAL FACILITY (TCF)

All males committed to Department custody under the Holmes Youthful Trainee Act.

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ATTACHMENT B

LEVEL VI

IONIA MAXIMUM CORRECTIONAL FACILITY (ICF)

Males 17 years of age or older who:

1. Are currently housed in administrative segregation as management problems or escape risks;
2. Have been found guilty of serious assault (having intent to inflict physical injury while using a weapon or physical force) on staff or other prisoners;
3. Are not currently diagnosed as mentally ill or in need of any kind of psychiatric services or medication intended to control symptoms of mental illness; and
4. Are not within three months of release on parole or discharge.

NOTE: Prisoners transferred to ICF shall initially be placed in segregation. Placement in Level VI: general population must be in accordance with PD 05.01.143 "Security Level VI".

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**ATTACHMENT C
LEVEL V**

ALGER MAXIMUM CORRECTIONAL FACILITY (LMF)

Males 17 years of age or older who are not diagnosed as mentally ill.

BARAGA MAXIMUM CORRECTIONAL FACILITY (AMF)

Males 17 years of age or older who are not diagnosed as mentally ill.

DUANE L. WATERS HOSPITAL (DWH)

Males and females of all ages and security levels determined by a staff physician to be in need of medical services provided there. Male prisoners will be assigned to a parent institution in the Jackson Clinical Complex. Female prisoners will remain on the sending institution's count.

NOTE: Youthful felons (i.e., males and females 16 years of age or younger committed to Department custody) shall not be allowed to have contact with other prisoners in DWH except as approved by the CFA Deputy Director or designee.

HURON VALLEY CENTER (HVC for males, HVF for females)

Males and females of all ages and security levels needing inpatient psychiatric care as determined by a psychiatrist or designee.

Crisis Stabilization Unit (CSU): Males and females of all ages and security levels requiring psychiatric evaluation as determined by a psychiatrist or designee.

IONIA MAXIMUM CORRECTIONAL FACILITY (ICF)

Males 17 years of age or older.

NOTE: The Level VI housing at this institution is tentatively scheduled to be converted to Level V housing beginning May 17, 2004. The CFA Classification Director will notify when this occurs.

MARQUETTE BRANCH PRISON (MBP)

Males 21 years of age or older.

NOTE: This institution also operates as an intake center for male prisoners of any age who are recent court commitments, escapees, parole violators or CRP returnees from the upper peninsula awaiting transfer to a reception facility for processing.

MICHIGAN YOUTH CORRECTIONAL FACILITY (MYC)

Males under 20 years of age.

OAKS CORRECTIONAL FACILITY (OCF)

Males 17 years of age or older who are not diagnosed as mentally ill.

NOTE: No new Level V prisoners are to be placed at this institution as its Level V housing is tentatively scheduled to be converted to Level IV housing beginning May 17, 2004.

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**ATTACHMENT C - continued
LEVEL V**

ROBERT SCOTT CORRECTIONAL FACILITY (SCF)

Females of all ages.

Residential Treatment Program (RTP): females of all ages and security levels who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

STANDISH MAXIMUM CORRECTIONAL FACILITY (SMF)

Males 17 years of age or older.

Secure Status Out-Patient Therapy Unit (SSOPT): males of all ages requiring security Level V who are diagnosed as mentally ill and determined by a psychiatrist to be in need of SSOPT services.

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**ATTACHMENT D
LEVEL IV**

BELLAMY CREEK CORRECTIONAL FACILITY (BC)

Males 17 years of age or older.

CARSON CITY CORRECTIONAL FACILITY (CRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

CHIPPEWA CORRECTIONAL FACILITY (CRF)

Males 17 years of age or older.

EARNEST C. BROOKS CORRECTIONAL FACILITY (LRF)

Males 17 years of age or older.

G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)

Males 17 years of age or older who are not diagnosed as mentally ill.

GUS HARRISON CORRECTIONAL FACILITY (ARF)

Males 17 years of age or older.

Residential Treatment Program (RTP): males of all ages requiring security Level IV or V who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

HURON VALLEY CORRECTIONAL FACILITY (HVM for males, HHV for females)

1. Males 17 years of age or older.
2. Males of all ages classified to security Level IV or V who require inpatient medical care.
3. Female prisoners requiring inpatient medical care best provided at Huron Valley Correctional Facility.

Residential Treatment Program (RTP): males of all ages requiring security Level IV or V who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

MACOMB CORRECTIONAL FACILITY (MRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

MOUND CORRECTIONAL FACILITY (NRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

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**ATTACHMENT D - continued
LEVEL IV**

OAKS CORRECTIONAL FACILITY (ECF)

Males 17 years of age or older who are not diagnosed as mentally ill.

NOTE: The Level V housing at this institution is tentatively scheduled to be converted to Level IV housing beginning May 17, 2004. The CFA Classification Director will notify when this occurs.

RIVERSIDE CORRECTIONAL FACILITY (RCF)

Crisis Stabilization Unit: Males of all ages and all security levels requiring psychiatric evaluation, as determined by a psychiatrist or designee.

ROBERT SCOTT CORRECTIONAL FACILITY (SCF)

Females of all ages.

Residential Treatment Program (RTP): females of all ages and security levels who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

RYAN CORRECTIONAL FACILITY (RRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

ST. LOUIS CORRECTIONAL FACILITY (SLF)

Males 17 years of age or older who are not diagnosed as mentally ill.

SAGINAW CORRECTIONAL FACILITY (SRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

SOUTHERN MICHIGAN CORRECTIONAL FACILITY (JMF)

Males 17 years of age or older.

THUMB CORRECTIONAL FACILITY (TCF)

Males 17 years of age or older who are not diagnosed as mentally ill.

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ATTACHMENT E

LEVEL III

BELLAMY CREEK CORRECTIONAL FACILITY (BC)

Males 17 years of age or older.

CHIPPEWA CORRECTIONAL FACILITY (URF)

Males 17 years of age or older.

ST. LOUIS CORRECTIONAL FACILITY (SLF)

Males 17 years of age or older who are not diagnosed as mentally ill.

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ATTACHMENT F

LEVEL II

BOYER ROAD CORRECTIONAL FACILITY (OTF)

Males 17 years of age or older who are not diagnosed as mentally ill.

CARSON CITY CORRECTIONAL FACILITY (DRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

CHARLES EGELER RECEPTION AND GUIDANCE CENTER (RGC)

A, B and E Wings of C-Unit: Males 17 years of age or older:

1. Who have special medical or dietary needs requiring placement near DWH services; and
2. Have not been granted a security classification departure or waiver, unless otherwise approved by the CFA Deputy Director or designee.

EARNEST C. BROOKS CORRECTIONAL FACILITY (LRF)

Males 17 years of age or older.

G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)

Males 17 years of age or older.

GUS HARRISON CORRECTIONAL FACILITY (ARF)

Males 17 years of age or older.

IDNIA MAXIMUM CORRECTIONAL FACILITY (ICF)

Males 21 years of age or older who do not require remedial education and who are not diagnosed as mentally ill.

KINROSS CORRECTIONAL FACILITY (KCF)

Males 17 years of age or older.

LAKELAND CORRECTIONAL FACILITY (LCF)

Males 17 years of age or older who are not diagnosed as mentally ill.

Special Needs Unit: Males who have been identified by BHCS as needing the services provided and who are:

1. Ambulatory, including those with walker or wheelchair and able to move from bed to chair without assistance;
2. Able to eat, shower and dress without assistance;
3. Continent for both bladder and bowel;
4. Well controlled by diet or medication if chronic medical or psychiatric condition exists; and
5. Unable to handle a routine work or school assignment.

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ATTACHMENT F - continued

LEVEL II

MACOMB CORRECTIONAL FACILITY (MRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

MOUND CORRECTIONAL FACILITY (NRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

MUSKEGON CORRECTIONAL FACILITY (MCF)

Males 17 years of age or older.

NEWBERRY CORRECTIONAL FACILITY (NCF)

Males 17 years of age or older who are not diagnosed as mentally ill.

OJIBWAY CORRECTIONAL FACILITY (OCF)

Males 17 years of age or older who are not diagnosed as mentally ill.

RICHARD A. HANDLON CORRECTIONAL FACILITY (MTU)

Males under 26 years of age.

Social Skills Development Unit (SSDU): males of all ages and security levels who meet criteria as set forth in PD 05.01.120 "Social Skills Development Unit".

RIVERSIDE CORRECTIONAL FACILITY (RCF)

Males 17 years of age or older.

Residential Treatment Program (RTP): males of all ages requiring security Level I, II or III who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

ROBERT SCOTT CORRECTIONAL FACILITY (SCF)

Females of all ages.

Residential Treatment Program (RTP): females of all ages and security levels who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

Youthful Trainees: All females under 21 years of age committed to Department custody under the Holmes Youthful Trainees Act.

RYAN CORRECTIONAL FACILITY (RRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

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ATTACHMENT F - continued

LEVEL II

SAGINAW CORRECTIONAL FACILITY (SRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

SOUTHERN MICHIGAN CORRECTIONAL FACILITY (JMF)

Males 17 years of age or older.

THUMB CORRECTIONAL FACILITY (TCF)

Males 17 years of age or older who are not diagnosed as mentally ill.

Youthful Trainees: All males under 21 years of age committed to Department custody under the Holmes Youthful Trainee Act.

WESTERN WAYNE CORRECTIONAL FACILITY (WCF)

Females of all ages.

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ATTACHMENT G

SECURE LEVEL I

COOPER STREET CORRECTIONAL FACILITY (JCS)

Males 17 years of age or older who are not diagnosed as mentally ill.

NOTE: This institution also operates as a processing center for male prisoners approved for camp placement and for male prisoners paroling from a camp.

DEERFIELD CORRECTIONAL FACILITY (ITF)

Males 17 years of age or older who are not diagnosed as mentally ill.

FLORENCE CRANE CORRECTIONAL FACILITY (ACF)

Males 17 years of age or older.

G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)

Males 17 years of age or older.

HIAWATHA CORRECTIONAL FACILITY (HTF)

Males 17 years of age or older who are not diagnosed as mentally ill.

MID-MICHIGAN CORRECTIONAL FACILITY (STF)

Males 17 years of age or older who are not diagnosed as mentally ill.

PARR HIGHWAY CORRECTIONAL FACILITY (ATF)

Males 17 years of age or older who are not diagnosed as mentally ill.

PINE RIVER CORRECTIONAL FACILITY (SPR)

Males 17 years of age or older who are not diagnosed as mentally ill.

PUGSLEY CORRECTIONAL FACILITY (MPF)

Males 17 years of age or older who are not diagnosed as mentally ill.

STRAITS CORRECTIONAL FACILITY (KTF)

Males 17 years of age or older not diagnosed as mentally ill.

WEST SHORELINE CORRECTIONAL FACILITY (MTP)

Males 17 years of age or older who are not diagnosed as mentally ill.

WESTERN WAYNE CORRECTIONAL FACILITY (WCF)

Females of all ages.

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ATTACHMENT H

LEVEL I

<u>CAMP</u>	<u>INSTITUTION</u>
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Regional designations are only for the purposes identified in Paragraphs Q through U of this policy.

REGION I

Camp Cusino (CCU)	Alger Maximum Correctional Facility (LMF)
Camp Kewan (CKT)	Baraga Maximum Correctional Facility (AMF)
Camp Koehler (CKO)	Kintross Correctional Facility (KCF)
Camp Menistique (CMQ)	Nowberry Correctional Facility (NCF)
Camp Ottawa (COT)	Djibway Correctional Facility (OCF)

REGION II

Camp Lehman (CLE)	Standish Maximum Correctional Facility (SMF)
Camp Sauble (CSA)	Cake Correctional Facility (ECF)
Camp Tuscola (CTU)	Thumb Correctional Facility (TCF)

REGION III

Camp Branch (CBW)	Florence Crane Correctional Facility (ACF)
Camp Brighton (CB)	Robert Scott Correctional Facility (SCF)
Camp Cassidy Lake (ZL Men; ZLW Women)	Couper Street Correctional Facility (JCS)

Camp Brighton houses females of all ages. Camp Cassidy Lake houses males and females in the Special Alternative Incarceration Program. All other camps house males 17 years of age or older.

Offenders shall be placed at Camp Cassidy Lake only as set forth in PD 06.04.105 "Special Alternative Incarceration Program". All other camps shall accept only prisoners who meet the following criteria:

1. Not serving for, or having a history of, a sexual offense or an offense connected with a sexual act; and,
2. Not serving for, or having a history of, arson behavior, unless the arson was committed for profit (insurance fraud). Prisoners serving for, or having a history of, arson behavior considered to be a thrill type of offense (pyromania) shall not be placed at any camp.

NOTE: Camp Tuscola also operates as a processing center for male prisoners approved for camp placement and for male prisoners paroling from a camp.

NOTE: A Parole Violator Diversion Program is offered for male prisoners at Camp Branch and for female prisoners at Camp Brighton.

Sep 04 2005 10:54AM Professional Services

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ATTACHMENT H - continued

LEVEL 1

MACOMB CORRECTIONAL FACILITY (MRF)

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

MARQUETTE BRANCH PRISON (MBP)

Dormitories. Males 17 years of age or older.

PARNALL CORRECTIONAL FACILITY (SMT)

Males 17 years of age or older who are generally able to handle a routine work or school assignment.

ROBERT SCOTT CORRECTIONAL FACILITY (SCF)

Females of all ages.

Residential Treatment Program (RTP): females of all ages and security levels who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

SAGINAW CORRECTIONAL FACILITY (SRF)

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

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ATTACHMENT H - continued

LEVEL I

INSTITUTIONS**BARAGA MAXIMUM CORRECTIONAL FACILITY (AMF)**

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

BELLAMY CREEK CORRECTIONAL FACILITY (BCF)

Definition: Males 17 years of age or older who are:

1. Not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act;
2. Not granted a security classification waiver; and,
3. Not diagnosed as mentally ill.

CARSON CITY CORRECTIONAL FACILITY (CRF)

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

CHARLES EGELER RECEPTION AND GUIDANCE CENTER (RGC)

C and D Wing of C-Unit: Males 17 years of age or older:

1. Who are generally able to handle a routine work assignment;
2. Not serving for, and do not have a history of, a sexual offense or for an offense connected with a sexual act; and
3. Not granted a security classification waiver.

CHIPPEWA CORRECTIONAL FACILITY (CRF)

Males 17 years of age or older who are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

EARNEST C. BROOKS CORRECTIONAL FACILITY (LRF)

Males 17 years of age or older who are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

GUS HARRISON CORRECTIONAL FACILITY (ARF)

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

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ATTACHMENT 1

The Warden of an institution identified below which has multiple security levels may authorize the transfer of a prisoner to another security level within that institution, except into or out of a camp. If the Warden supervises more than one of the institutions identified below, s/he also may authorize the transfer of a prisoner between those institutions, except into or out of a camp. All transfers to a camp must be processed as set forth in Paragraphs P through U of this policy.

Bellamy Creek Correctional Facility (BC)
 Boyer Road Correctional Facility (OTF)
 Carson City Correctional Facility (DRF)
 Chippewa Correctional Facility (URF)
 Deerfield Correctional Facility (ITF)
 Earnest C. Brooks Correctional Facility (LRF)
 Florence Crane Correctional Facility (ACF)
 G. Robert Cotton Correctional Facility (JCF)
 Gus Harrison Correctional Facility (ARF)
 Hiawatha Correctional Facility (HTF)
 Knoss Correctional Facility (KCF)
 Lakeland Correctional Facility (LOF)
 Macomb Correctional Facility (MRF)
 Mid-Michigan Correctional Facility (STF)
 Mound Correctional Facility (NRF)
 Perr Highway Correctional Facility (ATF)
 Riverside Correctional Facility (RCF)
 Ryan Correctional Facility (RRF)
 Saghaw Correctional Facility (SRF)
 Robert Scott Correctional Facility (SCF)
 St. Louis Correctional Facility (SLF)
 Southern Michigan Correctional Facility (JMF)
 Straits Correctional Facility (KTF)
 Thumb Correctional Facility (TCF)
 West Shoreline Correctional Facility (MTF)
 Western Wayne Correctional Facility (WCF)

<p style="text-align: center;">MICHIGAN DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY DIRECTIVE</p>	<p>EFFECTIVE DATE 08/01/05</p>	<p>NUMBER 05.03.105</p>
<p>SUBJECT ELECTRONIC MONITORING OF OFFENDERS</p>	<p>NUMBER(S) PD 05.03.103 (03/25/98); PD 05.03.105 (01/27/98); PD 06.04.131 (06/30/94); PD 05.04.132 (06/30/94)</p>	
<p>AUTHORITY MCL 771.3; 781.203; 791.236; 791.265a Administrative Rule 791.4425</p>		
<p>ACA STANDARDS 2-CO-4G-01; 1-EM-1A-01; 1-EM-1B-13; 1-EM-1C-16; 1-EM-2A-04; 1-EM-2B-04; 1-EM-3C-03; 1-EM-3C-05; 1-EM-4A-01; 1-EM-4A-10</p>		
<p>PAGE 1 OF 4</p>		

POLICY STATEMENT:

Electronic monitoring systems (EMS) enhance the supervision of offenders in the community through remote monitoring of curfew compliance, alcohol use and/or movement within the community. Offenders shall be electronically monitored as set forth in this policy.

RELATED POLICIES:

06.02.105 Offender Reimbursement

POLICY:**GENERAL INFORMATION**

- A. EMS is a tool used by the Department to effectively and cost-efficiently increase the supervision of offenders in the community. Differences in EMS technology permit the monitoring of an offender in a way that will most likely impact on his/her criminal behavior; current technology includes radio frequency monitoring, home based alcohol monitoring, community based alcohol monitoring and global positioning system monitoring. Only those systems approved by the Director or designee are to be used to monitor offenders under the Department's jurisdiction. The Deputy Director of Field Operations Administration (FOA) shall ensure standards are issued identifying the offender population targeted for each approved system.
- B. All prisoners in Community Residential Programs (CRP) who reside in a community residential home, as defined in MCL 791.265a, shall be placed on EMS; at a minimum, the system shall monitor when the prisoner leaves and returns to the home placement and any curfew violations. Probationers and parolees shall be placed on EMS only when ordered by the sentencing court or the Parole Board as a special condition of probation or parole.
- C. FOA shall operate at least one EMS Center. The Center shall provide 24-hour, seven-day per week monitoring of all FOA offenders for whom electronic monitoring is required. In conjunction with the Office of Training and Recruitment in the Bureau of Human Resources, Center staff shall provide field staff with necessary training in the installation, use and security of EMS equipment.
- D. All requirements set forth in this policy for electronically monitoring probationers shall be followed unless directed otherwise by the sentencing court.

EMS PLACEMENT REQUIREMENTS

- E. A probationer with a special condition of probation requiring electronic monitoring shall be placed on EMS no later than the first business day following the probationer's availability for supervision or, if the special condition is added during the course of supervision, no later than the first business day after approval of the special condition. The field office supervisor shall determine, subject to the court's

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approval, whether the probationer is to be placed in jail or on bond while awaiting EMS placement.

- F. A parolee with a special condition of parole requiring electronic monitoring shall be placed on EMS no later than the first business day after the parolee's release on parole. If the special condition is added during the course of supervision, the parolee shall be placed on EMS no later than the first business day after the agent serves the parolee with the special condition. The request to the Parole Board to add the special condition shall be processed in accordance with OP FOA 06.04.130G "Order for Parole and Amendment of Orders". The parolee shall be immediately removed from EMS if the Parole Board does not approve the special condition.
- G. A CRP prisoner shall be placed on EMS in a community residential home only with approval of the supervising field agent or field office supervisor, as appropriate. The prisoner's criminal history, overall community adjustment, parole eligibility date and availability of housing in a community corrections center shall be considered in determining whether to approve the placement. If placement is approved, the prisoner shall be placed on EMS immediately upon arrival at the community residential home.
- H. An offender shall be placed on EMS only after all of the following requirements have been met:
1. The home placement investigation has been completed and approved by the appropriate field agent.
 2. If telephone service is necessary for electronic monitoring, the availability of telephone service at the offender's residence has been confirmed and determined to be compatible with EMS equipment. If service is not available but can be made available at a reasonable cost, the Department may provide it and obtain reimbursement from the offender as set forth in PD 06.02.105 "Offender Reimbursement".
 3. The offender has agreed in writing to comply with all rules and conditions of probation or parole supervision or CRP, as applicable, including those regarding electronic monitoring.
- I. Prior to installation of the EMS equipment, field staff shall enter the offender on the EMS database using the designated computerized data entry program. Immediately after installation, the field agent shall call the EMS Center from the location at which the equipment was installed to ensure the equipment is operational. Placement of the offender on EMS and confirmation that the equipment is operational shall be documented in the appropriate case notes.
- J. The field agent or designee shall promptly notify the EMS Center through the designated computerized data entry program of all changes in the status of an offender on EMS which affects electronic monitoring of the offender. This includes termination from electronic monitoring supervision and changes in the monitoring system used, as well as changes in curfews, telephone numbers, addresses, and employment.

SPECIAL REQUIREMENTS FOR MONITORING OFFENDER'S PRESENCE WITHIN RESIDENCE

- K. An offender who is on EMS to monitor when s/he leaves his/her residence shall be permitted to leave that residence only for the following reasons, as approved by the supervising agent:
1. To seek or work at paid employment and, if employed, to eat meals off-site during hours of employment.
 2. To interview or register for, or participate in, an educational, training, or approved treatment program.
 3. To obtain necessary medical services.
 4. To participate in community service work.

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5. To conduct other personal business as defined by the FOA Deputy Director or designee; however, approval shall not be granted to attend events that are primarily recreational or social in nature. Approval also shall not be granted if the offender is delinquent in his/her monetary and/or community service obligations.
- L. An offender may be authorized to be absent from his/her residence for the above reasons only for the actual time involved in performing authorized activities plus reasonable travel time, as determined by the supervising agent. Specific curfew hours for each offender shall be established in accordance with standards issued by the FOA Deputy Director.

EMS VIOLATIONS

- M. EMS Center staff shall be responsible for documenting all computer notices of EMS violations and equipment malfunctions. Telephone verification calls shall be made to the offender's residence when necessary to verify a violation or resolve a potential system error. As soon as EMS Center staff are able to rule out system error, but no later than one hour after becoming aware of the computer notice, EMS Center staff shall report the computer notice and responses taken in response to the notice to the offender's supervising field agent or designee. If not initially reported in writing, EMS Center staff shall send written confirmation of the contact to the supervising field agent no later than one business day after becoming aware of the computer notice. In all reported cases, EMS Center staff shall provide the supervising agent or designee with documentation of responses taken in response to the computer notice.
- N. Field agents shall promptly investigate all reported computer notices, document their findings and take appropriate action consistent with Department policy.
- O. A prisoner who fails to abide with EMS requirements may be placed in a corrections center or reclassified to a higher security level in a CFA institution. The prisoner also may be charged with misconduct consistent with PD.03.03.105 "Prisoner Discipline". Staff shall address EMS violations for unauthorized absences as set forth in PD.01.05.125 "Escape and Apprehension Reporting/Processing".
- P. Field staff shall follow Probation Violation Response Guidelines (CFJ-286) to determine appropriate action to be taken when a probationer fails to abide with EMS requirements; in the case of a parolee, field staff shall follow Parole Violation Response Guidelines (CFJ-175) to determine appropriate action.

EMS EQUIPMENT ISSUANCE/INVENTORY

- Q. The EMS Center is responsible for the issuance of all EMS equipment to field offices.
- R. Field office supervisors shall ensure that all EMS equipment issued to their office is accounted for. Equipment stored on site shall be secured in an area inaccessible to offenders and other unauthorized persons. Any issued EMS equipment that is determined to be lost, damaged or stolen shall be immediately reported in writing to the EMS Center Supervisor, with copies to the appropriate Area Manager and Regional Administrator. The report shall include the specific equipment and offender (if any) involved and fully describe the circumstances resulting in the loss of or damage to the equipment.
- S. The EMS Center Supervisor shall ensure an inventory is maintained of all non-disposable EMS equipment; the inventory shall include a description of each item, its unit number or identifier, its location assignment, and whether the item is presently in use. The EMS Center Supervisor also shall ensure that a list is generated at least quarterly identifying the specific equipment assigned to each field office. The list shall be sent to the supervisor of each field office identified on the list. Within 30 calendar days after receipt of the list, the field office supervisor shall notify the EMS Center of any discrepancies.

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OPERATING PROCEDURES

T. The FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

U. A Primary Audit Elements List has been developed and will be provided to Regional Administrators and the EMS Center Supervisor to assist with self audit of this policy pursuant to PD 01.06.100 "Self Audit of Policies and Procedures".

APPROVED:


Patricia L. Cardoso, Director

6/30/05
Date

POLICY DIRECTIVE		01/03/05	00001174
SUBJECT SPECIAL ALTERNATIVE INCARCERATION PROGRAM		SUPERSEDES 06.04.105 (12/01/02); DOM 2004-10	
		AUTHORITY MCL 771.2b; 791.234e; 791.236; 791.237; 791.238 et seq.; 79B.11 et seq.; 800.33	
		ACA STANDARDS 1-ABC-1E-09; 1-ABC-3D-01; 1-ABC-3D-07; 1-ABC-4A-01; 1-ABC-4A-04; 1-ABC-4B-07; 1-ABC-4G-01 through 03; 1-ABC-5D-06; 1-ABC-6D-11; 3-321B; 3-3222	
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POLICY STATEMENT:

Offenders shall be reviewed for eligibility in the Special Alternative Incarceration Program (SAI) as set forth in this policy. Upon successful completion of SAI, prisoners shall be placed on parole and probationers shall be released to the jurisdiction of the sentencing court.

POLICY:**DEFINITIONS**

- A. **Qualified Mental Health Professional:** A physician, psychiatrist, psychologist, social worker, registered nurse, or other health professional who is trained and experienced in the area of mental illness and is licensed by the State of Michigan or certified to practice within the scope of his/her training.

GENERAL INFORMATION

- B. For purposes of this policy, "offender" means prisoners and probationers, unless otherwise specified.
- C. SAI is offered at Camp Cassidy Lake, Correctional Facilities Administration (CFA), and is supervised by the Warden of the Cooper Street Correctional Facility (JCS). It is designed to assist offenders in developing a sense of individual responsibility, self-discipline and a positive work ethic through physically strenuous work, strict discipline, physical exercise, and programming (e.g., education, substance abuse awareness, basic life skills, anger management). SAI generally takes 90 calendar days to complete; however, it may be extended up to a total of 120 calendar days due to medical reasons as set forth in Paragraph AA or if the offender has not made adequate progress, as determined by the JCS Warden or designee.
- D. After successful completion of SAI, an offender shall either be paroled or placed on probation in the community, as appropriate, or be transferred to residential placement in the community not to exceed 120 calendar days. The latter is required if ordered by the Parole Board or the sentencing court, as appropriate.
- E. Only offenders who are eligible for placement in SAI and agree to placement shall be accepted; however, a determination of eligibility does not guarantee SAI placement.
- F. All Department policy directives apply to SAI except those which exempt SAI in their application; however, requirements in policy directives issued prior to July, 2004 that specifically apply to CFA institutions do not apply, unless stated otherwise in the policy directive or as otherwise directed by the CFA Deputy Director. In addition, SAI requirements set forth in this policy directive shall control if in direct conflict with requirements set forth in another policy directive. All SAI staff reporting and authorization requirements in any policy directive shall be through the appropriate CFA chain of command.

ELIGIBILITY CRITERIA AND PLACEMENT:

G. Probationers convicted of a felony and prisoners are eligible to be considered for placement in SAI if they meet all of the following requirements:

1. Have not served a previous sentence in a state prison.
2. Do not have a verified pending felony detainer, a pending felony charge or felony suspect information.
3. Were not previously placed in SAI unless terminated for medical reasons or due to a pending felony detainer, felony charge or felony suspect information verified while in SAI which has since been cleared.
4. Are physically able to participate in SAI.
5. Have no evidence of a mental handicap that would prevent participation in SAI.

H. In addition to the criteria listed in Paragraph G, prisoners must meet all of the following:

1. Have not served a previous sentence in a federal prison.
2. Are serving an indeterminate sentence or sentences with a minimum sentence of 36 months or less, except that a prisoner serving for Breaking and Entering an Occupied Dwelling pursuant to MCL 750.110 or Breaking and Entering a Dwelling (Home Invasion) pursuant to MCL 750.110a is eligible only if the minimum sentence is 24 months or less.
3. Are not serving a sentence for an offense as identified in Attachment A, or attempt, conspiracy or solicitation to commit one of those offenses.
4. Do not screen very high or potentially very high assault risk according to the most recent Assaultive Risk Screening Sheet (CSJ-353).
5. Do not have a true security level of IV or V.
6. Do not have a prior or current conviction for an offense listed in Attachment B or conviction involving assaultive sexual behavior.
7. Are not serving a sentence for any offense involving a death, including Negligent Homicide (MCL 750.324).
8. If serving a sentence for a violation of MCL 333.7401 or 333.7403 of the Controlled Substances Act, must have served statutory minimum if there is a prior conviction for a violation of either MCL 333.7401 or 333.7403(2)(a), (b) or (e).
9. If serving a sentence under the Felony Firearm Law (MCL 750.227b) followed by an indeterminate sentence, must have served the two year felony firearm sentence and have a total minimum term of 36 months or less, including the felony firearm sentence.

I. In addition to the criteria listed in Paragraph G, probationers must meet all of the following:

1. Would likely have been sentenced to imprisonment in a state prison.
2. Are not being sentenced for an offense listed in Attachment B or an attempt to commit one of those offenses.

3. The felony sentencing guidelines upper limit for the recommended minimum sentence for the offense is at least 12 months. This criterion does not apply if the offense is not covered by the felony sentencing guidelines or the probationer is being considered for placement in SAI due to probation violation.
- J. Questionable cases shall be referred to the JCS Warden for resolution. The Warden shall consult with the CFA Deputy Director, as necessary, who may exclude any offender determined not suitable for SAI.

SCREENING CASES

- K. As part of the pre-sentence investigation (PSI) and when updating a PSI report due to probation violation, Field Operations Administration (FOA) field agents shall screen offenders for possible placement in SAI on the Offender Management Network Information System (OMNI), if available, in accordance with PD 06.01.140 "Pre-Sentence Investigation and Report", using the eligibility criteria set forth in Paragraphs G through I. The FOA field agent shall indicate in the PSI report whether the offender is eligible to be considered for placement in SAI and, if eligible, recommend that the judge state on the Judgment of Sentence that placement in SAI is permitted or, for probationers, required as a condition of probation; if ineligible, the FOA field agent shall state in the PSI report or on OMNI the reasons for ineligibility.

Probationers

- L. Whenever a court orders a probationer to participate in SAI, the FOA field agent shall confirm the starting date with the JCS Warden or designee. SAI staff shall screen each probationer received, using the criteria set forth in Paragraphs G and I to verify each probationer's eligibility.

Prisoners

- M. SAI staff shall use the Eligibility Screen form (CAJ-253) and the criteria set forth in Paragraphs G and H to identify prisoners in CFA institutions who are eligible to be considered for placement in SAI, unless the Judgment of Sentence indicates that participation is prohibited. For newly received prisoners in a reception facility, this screening shall be completed prior to the prisoner transferring from the facility. Prisoners reclassified to a CFA institution from Community Residential Programs shall be similarly screened, as determined by the JCS Warden or designee.
- N. SAI or other CFA institutional staff, as appropriate, shall review the SAI Voluntary Agreement and Waiver form (CAJ-263) with each prisoner determined to be eligible for consideration for placement in SAI. The form shall include information on the limitations placed on prisoner privileges, as identified in Paragraph V, that prisoners are required to waive for placement in SAI. The form shall be signed by the prisoner if s/he understands and agrees to the conditions identified on the form for placement in SAI and voluntarily agrees to participate. The reviewing staff member also shall sign the form and distribute it as required.
- O. An eligible prisoner who agrees to placement in SAI shall be placed in SAI only if the sentencing judge or his/her successor has indicated in writing that s/he does not object to the prisoner's placement. The JCS Warden shall ensure that a process is established for asking the sentencing judge or his/her successor if s/he objects to placement in SAI if this information is not included on the Judgment of Sentence. This shall include ensuring appropriate follow-up is conducted.
- P. Whenever the sentencing judge is being contacted pursuant to Paragraph O, the Crime Victim Notification Unit shall notify the prosecutor of the county from which the prisoner was sentenced and any victim of the crime who has submitted a request for notification under the Crime Victim's Rights Act of the proposed placement of the prisoner.
- Q. After receipt of written notification from the sentencing judge that s/he does not object to placement in SAI, SAI staff shall verify the prisoner's eligibility. Once eligibility is verified, SAI staff shall arrange for

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the transfer of the prisoner to SAI. The Crime Victim Notification Unit shall provide notification of the transfer to any victim in accordance with PD 01.06.120 "Victim Notification".

- R. A prisoner shall not be transferred to SAI unless s/he has provided a DNA sample. Upon receipt of approval for placement in SAI, the Warden of the sending facility shall ensure that the prisoner is referred to appropriate staff to collect the sample, unless a sample was previously collected. In CFA, the sample shall be taken by health care staff or, if health care staff is not on-site when the sample is required to be collected, by other trained Institutional staff as designated in institutional procedures. In FOA, trained staff designated by the FOA Deputy Director shall collect the sample. A DNA Sample - Collection Record (CHJ-269) shall be completed indicating the prisoner's compliance with or refusal to provide the sample. If the prisoner refuses to provide the sample, the Warden of the sending facility or designee shall notify the SAI Deputy Warden immediately. In such cases, the prisoner shall not be transferred to SAI. The Warden of the sending facility shall ensure that the SAI Deputy Warden is notified if the sample is subsequently taken.

REQUIRED DOCUMENTATION FOR PROBATIONERS

- S. Each probationer received for placement in SAI shall be accompanied by the following documents:
1. One copy of the probation order specifying placement in SAI.
 2. One copy of the completed Offender Health Questionnaire form (CFJ-129).
 3. One copy of the completed Consent to Routine, Non-Surgical Medical Care of a Minor form (CHJ-217), if the probationer is under 18 years of age.
- T. A probationer received without the required documentation shall be accepted if adequate documentation is received to confirm eligibility for SAI and that the court has ordered SAI participation. SAI staff shall contact local probation staff to ensure that the appropriate documentation is provided.
- U. The appropriate FOA field agent shall ensure that a certified copy of the Judgment of Sentence, the PSI report and the Sentencing Information Report are sent to the SAI Deputy Warden or designee within five business days after the probationer's arrival.

PRIVILEGES

- V. The following privileges are not afforded offenders in SAI:
1. Access to general and law library.
 2. Visits, except from clergy and attorneys.
 3. Personal property, except for personal hygiene items issued by SAI, one wedding band/ring, three photographs of family members (photographs shall not show nudity or be pornographic), religious reading material, and personal and legal correspondence.
 4. Mailing or receiving any packages with the exception of receiving one package of dress-out clothing within the two weeks prior to completion of SAI.
 5. Correspondence with other incarcerated persons.
 6. Telephone privileges, except for communicating with an attorney upon request of the attorney. However, one 10 minute collect personal call per week may be permitted after six weeks, as determined by the JCS Warden or designee. Emergency telephone privileges shall be allowed for serious family emergencies, as determined necessary by the JCS Warden or designee.

7. Having beards, mustaches, goatees or sideburns below the ear. Males shall be given a full haircut (i.e., head shaved with barber clippers) upon arrival and an appropriate haircut as determined by the JCS Warden or designee every two weeks thereafter. Females shall be required to wear their hair in compliance with standards established by the JCS Warden or designee; a full haircut shall not be required.
 8. Possession and use of tobacco products.
 9. Funds received from any source, including wages for work assignments, except that each offender shall be credited with a weekly amount for use in the commissary as set by the JCS Warden or designee. Balances shall not be carried forward.
- W. Prior to transfer for placement in SAI, incarcerated offenders must dispose of or mail home at their expense property prohibited in SAI. Pursuant to PD 04.02.105 "Prisoner Funds", prisoners' institutional accounts shall remain with the sending institution until the prisoner has completed or been terminated from SAI. Personal hygiene items shall be issued to offenders upon arrival at SAI and shall be available from the commissary thereafter. All allowable personal property shall be stored in the offender's footlocker in the designated areas. No more than the equivalent of ten first-class postage stamps shall be allowed in an offender's possession at any time.
- X. SAI staff shall review all SAI rules and regulations with each offender during the SAI orientation process.

MEDICAL CARE

- Y. Prisoners in SAI shall be provided access to health care services in accordance with PD 03.04.100 "Health Services". The Bureau of Health Care Services (BHC), Administration and Programs, shall ensure routine outpatient care is provided for probationers in SAI. Probationers in need of inpatient care or with chronic or severe health problems shall be referred to the JCS Warden or designee to determine whether termination from SAI is appropriate. The CFA Deputy Director and/or designees and the Chief Medical Officer, BHC, shall address issues involving the general health and welfare of SAI offenders as necessary. This shall include reviewing SAI procedures involving physical assessments, physical training, and disciplinary actions that include physical labor.
- Z. An offender who is believed to be at risk for suicidal or self-injurious behavior, as defined in PD 04.06.115 "Suicide Prevention", shall be immediately placed in the medical area of the Control Center building and a referral made to a qualified mental health professional. The offender shall be supervised continuously until evaluated by the qualified mental health professional. The evaluation by a qualified mental health professional shall be completed as soon as possible but no later than 24 hours after the referral. If it is determined by a qualified mental health professional that a prisoner is in need of mental health treatment, s/he shall be transferred to a facility where mental health treatment can be obtained. In the case of a probationer, the probationer shall be terminated from SAI and returned to the custody of authorities from the sentencing court for appropriate follow-up and care as soon as possible after the determination is made that the probationer is in need of mental health treatment. Generally, this shall be done no later than 48 hours after the determination is made.
- AA. If an offender misses more than five calendar days of program participation for medical reasons, including appropriate medical clearance, as verified by a physician, nurse practitioner or physician's assistant, the period of placement in SAI shall be increased by the number of days missed up to a maximum of 20 calendar days. However, the total number of days an offender may be in SAI, including days missed due to medical reasons, shall not exceed 120 calendar days. An offender who is medically unable to participate in SAI for more than 25 calendar days shall be terminated from SAI.

DISCIPLINARY PROCESS

- BB. Offenders in SAI shall be subject to a progressive disciplinary system developed by the JCS Warden and approved by the CFA Deputy Director or designee. For prisoners, the disciplinary process set forth in PD 03.03.105 "Prisoner Discipline" is required to be used to determine whether the rules of behavior established for SAI have been violated only when other disciplinary measures have been exhausted, the prisoner's behavior may result in termination from SAI or constitutes a non-bondable major misconduct charge as identified in PD 03.03.105, for substance abuse in accordance with Paragraph JJ, and as otherwise required under the progressive disciplinary system.

TERMINATION FROM THE PROGRAM

- CC. Offenders who voluntarily terminate from SAI, or are terminated for rule violations or for not meeting the eligibility criteria set forth in Paragraphs G through I, shall be reclassified to an appropriate CFA institution or, for probationers, returned to the jurisdiction of the sentencing court. Staff shall ensure that offenders who voluntarily terminate participation either read or have read to them the SAI Voluntary Termination form (CAJ-284) or Probationer Voluntary Termination form (CFJ-308), as appropriate, and that they understand the consequences of voluntarily terminating their participation before signing the form.
- DD. If the prisoner was terminated from SAI due to a finding of guilt on a major misconduct, the JCS Warden shall determine whether earned good time or disciplinary credits shall be forfeited in accordance with PD 03.01.100 "Good Time Credits" and PD 03.01.101 "Disciplinary Credits". Any forfeitures shall be done as soon as possible.
- EE. The Crime Victim Notification Unit shall notify victims in accordance with PD 01.06.120 "Victim Notification" whenever a prisoner is terminated from SAI and is therefore no longer eligible for an SAI parole.

GRIEVANCE PROCESS

- FF. SAI staff shall discuss specific problems and complaints with probationers. If the problem cannot be resolved, the probationer may contact the sentencing court. Prisoners shall follow PD 03.02.130 "Prisoner/Parolee Grievances" to resolve grievances.

SEARCHES

- GG. Prisoners and their possessions, living area and work area are subject to search at any time, as set forth in PD 04.04.110 "Search and Arrest of Prisoners, Employees and Visitors". Probationers are subject to search in the same manner as prisoners.

USE OF FORCE

- HH. SAI staff may use force against an offender in compliance with PD 04.05.110 "Use of Force", except as modified below:
1. Staff may give orders in a loud voice and demand immediate response and compliance.
 2. Staff may place their hands on an offender if necessary.
 3. Staff may physically move, place or position an offender during intake, drill and physical fitness training if necessary.

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CRITICAL INCIDENTS

- II. Critical incidents at SAI shall be reported as required for CFA institutions pursuant to PD 01.05.120 "Critical Incident Reporting".

SUBSTANCE ABUSE TESTING

- JJ. Offenders are subject to regular and random substance abuse testing as directed by staff. A prisoner who refuses to be tested or tests positive shall be charged with major misconduct for substance abuse. Probationers who refuse to be tested or test positive shall be subject to discipline in accordance with the progressive disciplinary system developed pursuant to Paragraph BB.

PAROLE PROCESS FOR PRISONERS

- KK. SAI staff shall interview each prisoner at an interval determined by the JCS Warden for purposes of completing a report detailing the prisoner's parole plans. At a minimum, the report shall contain the following:
1. The prisoner's plan for living arrangements including the address, telephone number and complete names of each person residing at the residences of the prisoner's first two proposed placements in the community.
 2. Potential employment.
 3. Any need for additional training and educational services.
 4. A substance abuse assessment, including the need for any substance abuse services in the community.
 5. The anticipated date of completion of SAI.
 6. Whether residential placement is available in the geographic area of the prisoner's proposed placement.
- LL. The completed report and any recommendations for special conditions of parole shall be sent to the FOA Parole Release Unit for processing. The Parole Release Unit shall ensure that a pre-parole investigation is conducted by an FOA field agent consistent with the requirements set forth in PD 06.05.104 "Parole Process". The FOA field agent may recommend additional special conditions of parole, including residential placement. The FOA field agent also shall recommend whether a parole loan is required as set forth in PD 06.02.120 "Parole Loans".
- MM. Prior to the issuance of the Parole Board Order for Parole (CAX-119), the Parole Release Unit shall verify through the Department's computerized database (e.g., CMIS; OMNI) that the prisoner does not have any documented detainers, pending felony charges or felony suspect information. If a detainer, pending felony charge or felony suspect information is found, the Parole Release Unit shall refer the case to the SAI Parole/Probation Manager. The SAI Parole/Probation Manager shall contact the issuing agency to confirm the current status of the detainer, felony charge or felony suspect information. If not cleared, the prisoner shall be terminated from SAI.
- NN. Upon successful completion of SAI, the JCS Warden shall ensure the following:
1. That the prisoner has provided a DNA Sample. If a sample has not been provided, the prisoner shall be referred to appropriate staff to collect the sample. A DNA Sample - Collection record shall be completed indicating the prisoner's compliance with or refusal to provide the sample. If the prisoner refuses to provide the sample, the JCS Warden or designee shall immediately

notify the Parole Board. In such cases, the prisoner shall not be released on parole. The JCS Warden shall ensure that the Parole Board is notified if the sample is subsequently taken.

2. That arrangements are made for transportation of the prisoner.
 3. That dress out clothing is provided as required by PD 04.07.110 "State-issued Items and Cell/Room Furnishings for Prisoners".
 4. That any parole loan issued is processed as set forth in PD 06.02.120 "Parole Loans".
 5. That the prisoner has read or has had read to him/her the Prisoner Pre-Release Notice (CSJ-290) and that it has been signed by the prisoner and witnessed by staff.
 6. That verification is obtained through the Department's computerized database and LEIN within 24 hours prior to parole release that the prisoner does not have a personal protection order, pending charge, detainer or felony suspect information. If a personal protection order is found, the JCS Warden shall consult with the CFA Deputy Director to determine appropriate action to be taken. If a detainer, pending felony charge or felony suspect information is found and not cleared, the prisoner shall be terminated from SAI and reclassified to an appropriate CFA institution. The prisoner also may be terminated from SAI and reclassified for a verified pending misdemeanor charge that is not cleared, with approval of the JCS Warden or designee.
- OO. Prisoners who have successfully completed SAI shall be placed on parole for not less than 18 months or the balance of the minimum sentence, whichever is greater. However, the parole period shall not extend beyond the prisoner's maximum release date, less applicable credits. The Parole Release Unit shall ensure that the prisoner's Parole Board Order for Parole (CAX-119) is processed and sent to SAI in a timely manner.
- PP. The Parole Board Order for Parole shall indicate whether residential placement is required prior to release on parole in the community. Prisoners on parole in the community shall be supervised in accordance with Department policy and standards issued by the FOA Deputy Director. The prisoner may be placed on electronic monitoring while on parole in accordance with PD 06.03.105 "Electronic Monitoring System (EMS)". Parole may be revoked for a violation of parole as set forth in PD 06.06.100 "Parole Violation Process". If parole is revoked before expiration of the minimum sentence less applicable credits, the Parole Board shall order at a minimum forfeiture of all credits accumulated during SAI participation. A prisoner whose parole is revoked shall not be eligible for re-parole until the minimum sentence less applicable credits has been served.

RELEASE OF PROBATIONERS

- QQ. Probationers shall be placed on probation in the community in accordance with the applicable order of probation.

REQUIRED REPORTS FOR PROBATIONERS

- RR. The JCS Warden shall ensure that a report documenting each probationer's progress in SAI and, if appropriate, a recommendation for residential placement is submitted to the appropriate court and field staff 30 calendar days after placement in SAI. The JCS Warden also shall ensure that a final report is submitted to the appropriate court and field staff documenting whether the probationer successfully completed SAI and whether the probationer provided a DNA sample at least five calendar days before the probationer's expected release date.
- SS. The JCS Warden shall ensure reports on the impact of the operation of SAI that are required by MCL 791.234a and the Annual Appropriations Act are prepared and forwarded in a timely manner through the appropriate chain of command to the Administrative Assistant to the Director and the

Bureau of Fiscal Management, Administration and Programs, for submission to the legislature, legislative committees and agencies, and the Department of Management and Budget, as required.

OPERATING PROCEDURES

TT. Wardens and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring their existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

UU. A Primary Audit Elements List has been developed and will be provided to the JCS Warden and FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

ATTACHMENTS

VV. This policy includes the following attachments:

1. Attachment A - Ineligible Offenses for Prisoners
2. Attachment B - Ineligible Offenses for Probationers

APPROVED:


Patricia L. Caruso, Director


Date

ATTACHMENT A

INELIGIBLE OFFENSES FOR PRISONERS

A. Prisoners servng a sentence for an offense listed below, or for an attempt, conspiracy or solicitation to commit that offense, are not eligible for SAL.

<u>MCL</u>	<u>OFFENSE</u>
257.625 (4) or (5)	Person under the influence of intoxicating liquor or controlled substance, driving on highway or parking area prohibited; (NOTE: Only if offense occurred on or after 01/01/83)
750.11	Taking a woman and compelling her to marry
750.49	Animals; fighting, baiting, or shooting; dogs trained for fighting
750.72	Burning a dwelling house
750.73	Burning of other real property
750.75	Burning of insured property
750.80	Setting fire to mines and mining material
750.83	Assault with intent to commit murder
750.86	Assault with intent to maim
750.89	Assault with intent to rob and steal; armed
750.91	Attempt to murder
750.112	Burglary with explosives
750.136	Cruelty to children
750.136b (1), (2), (3) or (4)	Child abuse
750.157b	Solicitation of murder or other felony
750.193	Breaking prison; escape
750.195	Jail; escape
750.207	Placing explosives with intent to destroy
750.213	Malicious threats to extort money
750.280	Counterfeiting and possession of coins
750.318	First degree murder
750.317	Second degree murder
750.319	Death as a result of fighting a duel
750.321	Manslaughter
750.327	Death due to explosives
750.328	Death due to explosives, placed with intent to destroy building or object
750.329	Death, firearm pointed intentionally, but without malice
750.349a	Prisoner taking another as a hostage
750.387	Mayhem
750.422	Perjury committed in courts
750.436	Poisoning food, drink, medicine, wells, etc.
750.511	Railroads; attempt to wreck or endanger safety of passengers
750.516	Forcible detention of railroad train
750.517	Entering train for robbing by means of intimidation
750.529	Robbery; aggravated assault
750.529a	Carjacking
750.531	Bank, safe and vault robbery
750.544	Treason
752.542	Incitement to riot

A prisoner serving a habitual offender sentence pursuant to MCL 789.10, 789.11 or 789.12 also is ineligible.

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ATTACHMENT A - continued

INELIGIBLE OFFENSES FOR PRISONERS

Prisoners with a prior or current conviction for an offense listed below, or for an attempt, conspiracy or solicitation to commit that offense, are not eligible for SAI.

<u>MCL</u>	<u>OFFENSE</u>
750.10a	Sexually delinquent person
750.145a	Accosting, enticing or soliciting child for immoral purposes
750.145b	Accosting, enticing or soliciting child for immoral purposes
750.145c	Child sexually abusive activity or material
750.158	Crime against nature or sodomy
750.333	Incest
750.335a	Indecent exposure
750.336	Indecent liberties with a child
750.338	Gross indecency between male persons
750.338a	Gross indecency between female persons
750.338b	Gross indecency between male and female persons
750.339	Debauchery by females of males under 15
750.340	Debauchery by males of males under 15
750.341	Carnal knowledge of state ward
750.342	Carnal knowledge of female state ward
750.349	Kidnaping
750.350	Kidnaping child under 14
750.448	Soliciting and accosting
750.455	Pandering
750.520	Rape
750.520b	First degree criminal sexual conduct
750.520c	Second degree criminal sexual conduct
750.520d	Third degree criminal sexual conduct
750.520e	Fourth degree criminal sexual conduct
750.520f	Second or subsequent offenses
750.520g	Assault with intent to commit criminal sexual conduct


ATTACHMENT B

INELIGIBLE OFFENSES FOR PROBATIONERS

Probationers serving a sentence for an offense listed below, or for an attempt to commit that offense, are not eligible for SAL.

<u>MCL</u>	<u>OFFENSE</u>
750.72	Burning a dwelling house
750.73	Burning of other real property
750.75	Burning of insured property
750.145c	Child sexually abusive material
750.520b	First degree criminal sexual conduct
750.520c	Second degree criminal sexual conduct
750.520d	Third degree criminal sexual conduct
750.520g	Assault with intent to commit criminal sexual conduct

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 7-22-01	NUMBER 06.05.130
		SUPERSEDES PD-BFS-76.02	
SUBJECT COMMUNITY RESOURCE PROGRAMS		AUTHORITY MCLÁ 791.233, 791.231	
		ACA STANDARDS 2-3105, 2-3127, 2-3128, 2-3130, 2-3131, 2-3133, 2-3135	
PAGE 1 OF 2			
<p>I. POLICY STATEMENT: To provide Bureau of Field Services (BFS) staff with guidance on using and documenting community resource programs in supervision of probationers, parolees and prisoners in the community residential programs.</p>			
<p>II. POLICY:</p> <p>A. Critical to sound supervision of offenders is provision of program resources to meet offender needs. Agents are expected to refer offenders to available community resource programs such as substance abuse to treatment agencies, mental health clinics and employment placement agencies as appropriate to meet individual offender needs. Field supervisors shall ensure agents routinely and appropriately use community resource programs in supervision of offenders.</p> <p>B. To ensure proper referrals are made according to individual offender needs, agents shall have working knowledge of community resource programs in their area. It is the responsibility of field agents, field supervisors and the Community Resources Coordinator in Central Office, to identify, document, develop and evaluate community resource programs.</p> <p>C. Field staff shall document and maintain current information on community resource programs in their area. This information shall be provided to the Community Resources Coordinator in Central Office who shall annually publish regional community resource program directories. All field offices shall be provided a copy of the regional directory for their locale. Supervisors are responsible to ensure all field offices have directories and that agents are trained in their use.</p> <p>D. Regional directories are to be comprehensive listings of state, federal, local and private community resource program providers, including those having a contractual relationship with the BFS, Office of Community Corrections (OCC) or the local Community Corrections Advisory Board (CCAB), in the following areas:</p> <p>E. <u>Vocational</u>, including job placement, job training, and employability skills development;</p> <p>F. <u>Substance Abuse</u>, including evaluation, inpatient, residential, intensive outpatient, and outpatient services;</p>			

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 7-22-91	NUMBER 08.05.130	PAGE 2 OF 2
<p>G. <u>Academic</u>, inclusive of community colleges, adult education, GED, ABE and continuing education programs;</p> <p>H. <u>Mental Health</u>, including evaluation and testing, individual and group therapy, sex offender therapy, and family counseling services;</p> <p>I. <u>Emergency Services</u>, listing programs that provide food, shelter, clothing and medical services on a temporary basis;</p> <p>J. <u>Community Service Work</u>, agencies that provide referral services or are direct providers;</p> <p>K. <u>Residential Programs</u>, including probation halfway houses, and adult foster care;</p> <p>L. <u>Socialization Services</u>, including financial management, daily living skills, and purchase of service agencies (e.g. funds for haircuts, transportation, and the like).</p> <p>M. In referring offenders to community resource programs, agents shall give priority to programs contracted by the Department, the OCC or the local CCAB.</p> <p>N. To ensure field agents are immediately aware of programs funded by the OCC and CCABs, BFS' representative to the local CCAB is responsible to promptly communicate, in writing, program funding decisions to staff. Conversely, the local representative is charged with informing the CCAB of the effectiveness of funded programs and advise the CCAB of the Bureau's future program needs. If BFS is not represented on the local CCAB, supervisors or designated agents are to attend meetings and communicate program funding decisions to staff.</p> <p>O. BFS representatives to the CCAB shall also inform staff of the offender target population for OCC/CCAB funded programs. Agents shall give targeted offenders prompt consideration for appropriate participation in prison and jail diversion alternative programs when making sentencing and probation/parole violation recommendations.</p> <p>P. Since use of community resource programs is essential in supervision, BFS is committed to assessing the program needs of the offender population. The BFS Deputy Director will ensure that an offender needs analysis is regularly conducted to evaluate whether sufficient, effective services are available in the community. Where service is found to be lacking, every effort shall be made to develop the needed service program.</p>			
APPROVED:	 Kenneth L. McGinnis, Director		6-28-91 Date

Michigan Department of Corrections

Office of the Parole Board

Memorandum

Date: December 1, 2001

To: Deputy Director Robert Steinman
Deputy Director Dan Bolden
CFA Regional Administrators
FOA Regional Administrations
Wardens
Record Office Supervisors
Camp Supervisors
Correction Center Supervisors
Parole Board Coordinators (facilities)
Resident Unit Managers
Assistant Resident Unit Supervisors
Case Managers

From: Stephen H. Marschke, Chairman
Michigan Parole Board

Re: Parole Guidelines Explanation

The factors, or variables, used to calculate the parole guidelines, are established in Administrative Rule 791.7716. The specific weight given to each factor, or variable, is left to the discretion of the Department. The Department is required to periodically test the validity of the parole guidelines, and to make appropriate adjustments, to ensure that the parole guidelines instrument continues to be a valid and reliable tool. The Department recently made adjustments to the parole guidelines instrument, which takes effect for all parole guidelines scores calculated on or after December 1, 2001. The purpose of this memorandum is to explain how parole guidelines are calculated, including the specific changes that have been made in those calculations.

This information should be made available to all prisoners and distributed to appropriate staff.

The parole guideline score sheet is separated into eight sections. Each section is explained in greater detail as follows:

1. Active Sentence Section
2. Prior Criminal Record Section
3. Conduct Section
4. Statistical Risk Section
5. Age Section
6. Program Performance Section
7. Mental Health Section
8. Housing Section

The points for each of these sections are totaled independently. The score for each section is calculated using that section's grid(s). The cumulative score from each section is found at the end of the score sheet. Each section's points, when totaled, become the **preliminary parole guidelines score**. For parole guidelines scores calculated on or after December 1, 2001, there will be an adjustment made to some prisoners score based on the security level at which the prisoner is housed, their management points, conduct variable points, prior criminal record points, and whether the prisoner is 45 years of age or older. These adjustments are discussed in greater detail on page 11 of this memorandum. After any adjustment, the prisoner receives a **final parole guidelines score**. If no adjustments are made to the **preliminary parole guidelines score**, the prisoner's **preliminary and final** parole guideline score will be the same. A prisoner's probability of parole range is determined by the **final** parole guidelines score.

TERM

Scores from the grid for some sections of the guidelines are based, in part, upon the determination of the "term" of the prisoner. The "term" is the amount of time served from the commitment date to the consideration date, less any time lost while on parole, escape, appeal bond, etc. Prisoners will be designated as follows:

Short Term (S)	Will have served less than 3 years at consideration date
Medium Term (M)	Will have served between 3 and 7 years at consideration date
Long Term (L)	Will have served more than 7 years at consideration date

ACTIVE SENTENCE SECTION

If any of the following **aggravating sentence variables** are present in the presentence investigation report (investigator's description of offense) for any active sentence, the prisoner will receive at least -1 point. Additional negative points are incurred for death or serious injury as follows:

1.	Weapon or threat of weapon	-1
2.	Force/Injury (death)	-3
	(serious injury)	-2
	(any other use or threat of force or injury)	-1
3.	Property loss or damage exceeds \$5,000, excluding joyriding	-1
4.	Violence or cruelty beyond that necessary to commit the crime	-1
5.	Sexual offense or sexually assaultive behavior	-1
6.	Victim transported or held captive beyond that necessary to commit crime	-1
7.	More than two victims threatened or involved	-1
8.	Victim unusually vulnerable	-1

- 9. Leader in a multiple offender situation -1
- 10. Designated by MDOC as a career criminal -1
- 11. Designated by MDOC as a drug trafficker -1
- 12. Designated by MDOC as involved in organized crime -1

If any of the following **mitigating sentence variables** are present in the presentence investigation report for any active sentence, the prisoner will receive positive points as follows:

- 1. Situational crime, unlikely to reoccur (not to be awarded if any preplanning) +2
- 2. Minor role in a multiple offender situation +1

The points for the **aggravating sentence variables** are added to the **mitigating sentence variables** to determine the **total aggravating and mitigating points**. These points are reviewed against the **active sentence grid** (below) to determine the active sentence subtotal.

ACTIVE SENTENCE GRID

Total Aggravating and Mitigating Points	SHORT TERM	MEDIUM TERM	LONG TERM
+3			
+2			
+1			
0			
-1			
-2			
-3, -4			
-5			
-6, -7, -8			
-9 or more			

PRIOR CRIMINAL RECORD SECTION

If any of the following variables are present the prisoner will incur points as set forth below:

Handout, p. 54

		<u>Points</u>
1.	Number of assaultive misdemeanors committed after 17 th birthday:	
	0 to 1	0
	2 or more	1
2.	Number of jail sentences served:	
	0 to 1	0
	2 to 3	1
	4 or more	2
3.	Number of prior felony convictions:	
	0	0
	1	1
	2	2
	3 or more	3
4.	Number of prior assaultive felony convictions:	
	0	0
	1	1
	2	2
	3 or more	3
5.	Number of prior prison terms served in Michigan or other jurisdictions: (consider the number of prior prefixes, not the number of sentences)	
	0	0
	1	2
	2 or more	3
6.	Number of probation, delayed sentence or parole failures:	
	0	0
	1 or more	1
7.	On probation, parole, or delayed sentence at the time of current offense, or sentenced because of a probation violation:	
	No	0
	Yes	1
8.	Number of juvenile commitments for non-status offense(s)	
	0	0
	1 or more	1
9.	Received juvenile probation for non-status offense(s):	
	Assaultive offense	2
	Non-assaultive offense	1
	No juvenile probation	0

PRIOR CRIMINAL RECORD GRID

Total Prior Criminal Record Points	SHORT TERM	MEDIUM TERM	LONG TERM
0			
1			
2			
3			
4			
5			
6			
7,8			
9,10			
11 or more			

The total prior criminal record points are added together, then reviewed against the prior criminal record grid. The number found in the prior criminal record grid is the prior criminal record score.

INSTITUTIONAL CONDUCT SECTION

The following conduct variables are considered, and points assigned, in raw numbers:

1. Number of major misconducts incurred in the last five years
2. Number of major misconducts incurred in the last one year
3. Number of non-bond major misconducts incurred in last five years
4. Number of assault, sexual assault, riot or homicide major misconducts incurred in last five years
5. Number of security classification increases in the last five years
6. Number of security classification increased in the last one year

The number of major misconducts (items 1, 2, 3, and 4 above) are calculated based upon the number of major misconduct *convictions for each individual charge* on each misconduct. For example, if a prisoner is found guilty of two or more charges on one misconduct, he/she is assigned points for *each* charge.

The time used in each of the above is calculated based on MDOC incarceration time. Not included is any period of time the prisoner spent while on parole, escape, incarcerated in a county jail, or in another jurisdiction(s).

The **total conduct points** are calculated by adding together the **conduct variable points**. The total conduct points are reviewed against the **institutional conduct grid** as follows:

INSTITUTIONAL CONDUCT GRID

Total Conduct Points	SHORT TERM	MEDIUM TERM	LONG TERM
0			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10,11,12			
13 or more			

The number found in the institutional conduct grid is the **conduct score**.

STATISTICAL RISK SECTION

The prisoner's **statistical risk variables** (Assaultive Risk/Property Risk) are reviewed against one of the following **statistical risk grids**, depending on the term of the prisoner:

SHORT TERM STATISTICAL RISK GRID

	High Property Risk	Middle Property Risk	Low Property Risk
Very High Assaultive Risk			NA
High Assaultive Risk			
Middle Assaultive Risk			
Low Assaultive Risk			
Very Low Assaultive Risk			

MEDIUM TERM STATISTICAL RISK GRID

	High Property Risk	Middle Property Risk	Low Property Risk
Very High Assaultive Risk			
High Assaultive Risk			
Middle Assaultive Risk			
Low Assaultive Risk			
Very Low Assaultive Risk			

LONG TERM STATISTICAL RISK GRID

	High Property Risk	Middle Property Risk	Low Property Risk
Very High Assaultive Risk			
High Assaultive Risk			
Middle Assaultive Risk			
Low Assaultive Risk			
Very Low Assaultive Risk			

By comparing the prisoner's assault/property risk against the appropriate statistical risk grid

above will determine the prisoner's statistical risk score.

AGE SECTION

The prisoner's age is reviewed against one of the following age grids, depending upon the term of the prisoner:

SHORT TERM AGE GRID

AGE	
15-100	

MEDIUM TERM AGE GRID

AGE	
23 and under	
24 through 27	
28 through 30	
31 through 40	
over 40	

LONG TERM AGE GRID

AGE	
22 and under	
23 and 24	
25 through 27	
28 through 30	
31 through 35	
36 through 40	
41 through 50	
over 50	

The appropriate age grid above determines the prisoner's age score.

PROGRAMMING SECTION

The prisoner's completion of recommended and approved programming is reviewed to determine the program performance points in the following program performance grid. An "adequate" is a recommended program that was satisfactorily completed by the prisoner. An "inadequate" is a recommended program that was not satisfactorily completed by the prisoner.

PROGRAM PERFORMANCE GRID

RECOMMENDED AND APPROVED PROGRAMS ADEQUATELY COMPLETED		EXCELLENT/OUTSTANDING	GOOD	POOR	GENUINE POINT
A	At least one adequate, no inadequates				
B	More adequates than inadequates				
C	Adequates equal inadequates				
D	More inadequates than adequates				
E	At least one inadequate, no adequates				

The program performance points may be adjusted if either of the two following variables are present:

1. Add one point (+1) to the program performance points if there were no inadequates and at least two-thirds of the programs were rated as excellent/outstanding. This can only be awarded if this is indicated in the PER.
2. Subtract one point (-1) from the program performance points if the prisoner refused to complete or participate in a recommended program.

The total program performance points and the 2 above adjustments are the prisoner's programming score.

MENTAL HEALTH SECTION

The prisoner's **mental health score** is determined as set forth below in the **mental health grid**.

MENTAL HEALTH GRID

CONDITION	MENTAL HEALTH SCORE
1. A psychiatric hospitalization as a result of criminal activity, or active Guilty But Mentally Ill conviction;	-20
2. A history of physical or sexual assault related to a compulsive, deviant, or psychotic mental state, including serving for CSC offense(s) or offense(s) involving sexually assaultive behavior;	-20
3. A serious psychotic mental state developed after incarceration;	-20
4. A condition above exists, but the Parole Board Chair has determined that therapy reports indicate that significant improvement has occurred.	0

HOUSING SECTION

Prisoners **housing score** is determined as set forth in the **housing score grid**.

HOUSING SCORE GRID

CONDITION	HOUSING SCORE
Housed in Security Level VI	-20
Housed in Security Level V with Level V Management Points	-20
Not Housed in Security Level VI, nor in Level V with Level V Management Points	0

PRELIMINARY PAROLE GUIDELINES SCORE

The score (plus or minus) for each of the above sections is computed into a grand total, called the **preliminary parole guidelines score**.

ACTIVE SENTENCE SCORE	
PRIOR CRIMINAL RECORD SCORE	
CONDUCT SCORE	
STATISTICAL RISK SCORE	
AGE SCORE	
PROGRAM PERFORMANCE SCORE	
MENTAL HEALTH SCORE	
HOUSING SCORE	

FINAL PAROLE GUIDELINES SCORE

For prisoners having a preliminary parole guidelines score of -13 or lower, there will be no adjustment. In these cases, the preliminary parole guidelines score, and the final parole guidelines score, are the same.

Prisoners having a preliminary parole guidelines score of -12 through +03, will have their score adjusted to +04 as a final parole guidelines score if all of the following conditions exist:

1. prior criminal record points are 06 or less;
2. not serving an active CSC sentence;
3. conduct variable points are 0, or the prisoner is 45 or more years of age.

Prisoners having a preliminary parole guidelines score of +04 or greater will have their score adjusted to +03 as a final parole guidelines score if their prior criminal record points are greater than 06.

The **final parole guidelines score** is compared against the following grid to determine the prisoner's **probability of parole range**.

PROBABILITY OF PAROLE RANGE GRID

Handout, p. 62

Final parole guidelines score is -04 or greater.	High Probability of Parole
Final parole guidelines score is -03 or less, but greater than -13.	Average Probability of Parole
Final parole guidelines score is -13 or less.	Low Probability of Parole

MICHIGAN DEPARTMENT OF CORRECTIONS		FILE NUMBER	NUMBER
POLICY DIRECTIVE		07-001-17-000	100-001-1000
SUBJECT: PAROLE GUIDELINES		SYNOPSIS	
		000-100-12-001-1000	
		APPROVAL	
		001-001-213-001-1000	
		001-001-213-001-1000	
		APPROVAL	
		001-001-213-001-1000	
		001-001-213-001-1000	

POLICY STATEMENT

The Parole Board shall use parole guidelines to assist in the parole decision-making process.

RELATED POLICY

08-001-001-001-1000 Parole Board Interview and Decision Criteria

POLICY

GENERAL INFORMATION

The Parole Board shall use parole guidelines developed in accordance with Administrative Rule 701.11 to assist in determining whether prisoners shall be released. In conjunction with the Crime Planning Research and Management Information Services, the Parole Board shall establish parole guidelines for offenders. Parole guidelines shall be developed in accordance with the parole guidelines system. Parole guidelines shall not create a right for the prisoner to be released, nor shall parole guidelines restrict the parole board from granting parole.

- B. The Parole Board shall ensure that Management Information Services (MIS), in the Office of Planning, Research and Management Information, is notified whenever a change must be made to parole guideline programming. The Parole Board shall also ensure that MIS is notified whenever a change must be made to the computer program, with both corrections administrators in the Office of Planning, Research and Management Information and MIS. The MIS manager shall ensure that requested changes are made in a timely manner.

CALCULATION OF PAROLE GUIDELINE SCORES

C. Except in the case of a sentence for an awaiting sentencing on a condition with a maximum term of sentence of 90 days or less, the Parole Guidelines Data Entry form (CG-1) shall be completed for each offender received in the institution. The form shall be completed prior to sentencing. However, the form shall be completed immediately after sentencing in all other cases, including when an offender has a sentence to be served with the Department due to a violation of probation. One form shall be prepared for each court docket number, however, it shall contain information on all offenses for which the offender was convicted under that docket number.

D. The Parole Guidelines Data form shall be forwarded with the Presentence Investigation Report to the Parole Board as soon as possible after sentencing to the Department. The form shall be referred to the Parole Board as soon as possible after sentencing to the Department. The form shall be referred to the Parole Board as soon as possible after sentencing to the Department. The form shall be referred to the Parole Board as soon as possible after sentencing to the Department.

E. Whenever a Parole Eligibility Report (PER) is prepared pursuant to RC 43.103, Parole Eligibility

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 07/01/00	NUMBER 06-05-170	ISSUE DATE 06/01/00
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reports. The Case Preparation Unit of the Parole Board will review the report and determine the disposition in the presence of a Parole Board representative. The information that is required to calculate the parole guideline score. A Parole Guideline Score Report (PR-151) shall be generated after each calculation and placed in the prisoner's Central Unit file. A copy of the Parole Guideline Score Report shall be provided to the prisoner.

PAROLE DECISION

The Parole Board or a panel of its members, as appropriate, shall review a prisoner's Parole Guideline Score when considering a request for parole. The Parole Board may deny parole without an interview if the prisoner's Parole Guideline Score indicates a low probability of parole. The Parole Board may grant parole without an interview if the prisoner's Parole Guideline Score indicates a fair probability of parole, except in those cases where a prisoner is serving a sentence of an offense involving the death penalty. Parole will not be granted without an interview if a prisoner's Parole Guideline Score indicates an average probability of parole. Parole shall be interviewed prior to granting or denying parole.

After an interview, the Parole Board may depart from the Parole Guideline Score range by denying parole to prisoners who have a low probability of parole, or by granting parole to a prisoner who has a fair probability of parole. The Board must be fully satisfied and must be able to justify such an action. In addition, the Parole Board shall not use a prisoner's criminal record, race, ethnicity, age, gender, or other characteristics as a basis for the decision.

CHALLENGE PROCEDURE

Decisions by the Parole Board, including the scoring weights and ranges utilized in developing a Parole Guideline Score, are not appealable. However, a prisoner may challenge the calculation of his or her Parole Guideline Score, including the accuracy of the information used in calculating the score, by filing a grievance pursuant to P.C. 302.139. Prisoners shall file grievances.

Whenever it is determined that an error was made in calculating a prisoner's Parole Guideline Score, the score shall be recalculated by the Case Preparation Unit. If the prisoner was considered for parole based on the incorrect score, the Parole Board shall reconsider the case.

OPERATIONAL REQUIRES

The POA Deputy Director shall ensure that within 90 days of its effective date procedures necessary to implement this policy are developed.

IMPLEMENTATION

A Parole Board System Manual has been developed and will be provided to the Parole Board Administrators and the Parole Board Chairmen to assist with implementation of this policy, pursuant to P.C. 302.139. See Appendix A for procedures and processes.

BY OFFICE ACTION

Sample

MICHIGAN DEPARTMENT OF CORRECTIONS
PAROLE GUIDELINES SCORESHEET

LKD

PP-151

Date: 07/02/2004

Page 1 of 2

<u>Number</u>	<u>Prisoner's Name</u>	<u>Location</u>
999999	SMITH, JAMES MARCUS	H15 H-1-42

Term:

You will have served more than 7 years on date of consideration, and are considered a Long Term Prisoner

ACTIVE SENTENCE VARIABLES

You were scored points for the following Aggravating Conditions:

- There was some use of threat or force injury (-1)
- Sexual offense or sexually assaultive behavior (-1)
- More than two victims threatened or involved (-1)

Total Aggravating Points: (-3)

You were scored points for the following Mitigating Conditions:

- Situation crime, unlikely to recur (-2)

Total Mitigating Points: (2)

Total of Aggravating and Mitigating Points: (-1)

From Active Sentence Grid -1 Points for a Long Term Prisoner
calculates to an active sentence subtotal of:

(0)
Active Sentence Score: (0)

PRIOR CRIMINAL RECORD VARIABLES

Total Prior Criminal Record Points: (0)

From Prior Criminal record grid 0 Points for a Long Term Prisoner
calculates to a Prior Criminal Record score of:

(1)

CONDUCT VARIABLES

Total Conduct Points: (0)

From Conduct Grid 0 Points for a Long Term Prisoner
calculates to a Conduct score of:

(8)

STATISTICAL RISK VARIABLES

Your statistical Risk is Middle, Potential High Assaultive Risk and Low Property Risk

From the Statistical Risk Grid: a Middle, Potential High Assaultive Risk and Low Property
Risk for a Long Term Prisoner calculates to Statistical Risk Score of

(1)

AGE VARIABLE

Review Date: 11/29/2004

Birth Date: 01/21/1957

Review Date: 11/29/2004

MICHIGAN DEPARTMENT OF CORRECTIONS
PAROLE GUIDELINES SCORE SHEET

LEO

PP-151

Date: 07/02/2004

Page 2 of 2

<u>Number</u>	<u>Prisoner's Name</u>	<u>Location</u>
999999	SMITH, JAMES MARCUS	HTP E-1-42

From the Age Variable Grid: A 47 year old prisoner serving a Long Term calculates to Age Score of (3)

PROGRAMMING VARIABLES

You received a programming rating of B, More adequate than inadequate

From the Programming Variable Grid: a B, More adequate than inadequate rating for a Long Term Prisoner calculates to Total Programming score of: (1)

MENTAL HEALTH VARIABLES

You were scored -5 due to mental health factors set forth in administrative rule 791.7716, section(g). (-5)

OR

Above factors exist and therapy reports indicate that significant improvement has occurred (-4)

(Cannot choose both of the above, must choose one or none)

Mental health score: (-5)

GUIDELINE SCORE BY SECTION

Active Sentence Score:	(0)
Prior Criminal Record Score:	(1)
Conduct Score:	(8)
Statistical Risk Score:	(1)
Age Score:	(3)
Program Performance Score:	(1)
Mental Health Score:	(-5)

Preliminary Parole Guidelines Score:	(9)

SUMMARY

PRELIMINARY PAROLE GUIDELINES SCORE - 9 FINAL PAROLE GUIDELINES SCORE - 9

From the Parole Guidelines Score Grid: your guidelines score of 9 calculates to: HIGH Probability of Parole.

Hearings for Special Designations

A prisoner permanently denied CRP placement based on a special designation may request a formal hearing by completing the bottom portion of the Notice of Special Designation (CFJ - 115) and sending it to the CRP unit. Upon receipt of the form, the CRPU shall attach copies of any documents relied upon by the eligibility screener in applying the designation and shall forward the form and supporting documents to the hearing investigator for the facility housing the prisoner.

Upon receipt, the hearing investigator shall schedule a timely hearing to be conducted by a hearing officer of the Hearings and Appeals Division, Office of Policy and Hearings (OPH). The hearing shall be held within 90 calendar days after the date the hearing request was received by CRPU. The prisoner shall be notified of the date of the hearing.

The hearing shall be conducted in accordance with Administrative Rule 701.3315. If the facts supporting the special designation are not established, the hearing officer shall remove the special designation. If the facts are partially established, the hearing officer shall decide if the facts as established meet the definition of the special designation. If they do not, the hearing officer shall remove the special designation.

If either the prisoner or the OPH Administrator disagrees with the result of the hearing, s/he may request a rehearing by completing a Request for Rehearing (CSJ-418) and submitting it to the OPH Administrator. The request for rehearing must be submitted within 30 calendar days after the date of receipt of the hearing report. The prisoner may appeal to the Circuit Court if s/he disagrees with the rehearing decision.

A special designation upheld at a hearing may be removed by the OPH Administrator upon request of the OPH Administrator if the basis for the special designation is no longer believed to be valid. However, prior to the hearing, the OPH Administrator or designed may remove a special designation if s/he determines that the basis for the special designation is no longer valid.

CRPU shall promptly screen a prisoner for placement in CRP when any of the following occur:

1. The prisoner's special designation is not upheld at a hearing and either the OPH Administrator is not requesting a rehearing or the request is denied by the OPH Administrator.
2. The prisoner's special designation is not upheld at a rehearing ordered by the OPH Administrator.
3. The prisoner's special designation is removed by court order.

When a special designation has been removed as a result of a hearing conducted by OPH or by court order, the facts of that or any other previously dismissed designation shall not be considered in future screenings for CRP unless significant related information is received subsequent to the date of the initial designation.

Handout, p. 68

Note: Some of these procedures may be changed due to Executive Order 2005-1 which was effective 3/27/05, creating the State Office of Administrative Hearings and Rules (SOAHR) as a Type I agency of the Department of Labor and Economic Growth.

SOAHR is now handle special designation hearings. The MDOC Administrator of the Office of Policy and Hearings (Richard Stapelton) will serve as liaison with SOAHR.

Prepared 6/3/05

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 04/07/03	NUMBER 05.02.112
		SUPERSEDES 05.02.112 (08/28/00)	
		AUTHORITY MCL 791.203; 791.233	
SUBJECT EDUCATION PROGRAMS FOR PRISONERS		ACA STANDARDS 3-4381, 3-4399; 3-4395; 3-4403; 3-4410 through 3-4415; 3-4418 through 3-4422-1; 2-CO-5B-01	
		PAGE 1 OF 6	
I. POLICY STATEMENT:	Education programs shall be provided to prisoners in Correctional Facilities Administration (CFA) institutions as set forth in this policy.		
II. POLICY:	<u>GENERAL INFORMATION</u>		
	A. The Manager of the Educational Services Section, CFA, shall be responsible for the overall management of education programs for prisoners. The Manager also is responsible for maintaining an Education Manual, which shall be reviewed and updated as needed. The manual shall provide detailed information concerning matters relevant to the provision of education services, including school administration, education and education staffing. The manual shall be provided to Wardens for use by their education staff.		
	B. The Educational Services Section Manager shall designate appropriate staff to serve on an Education Steering Committee. The Educational Services Section Manager shall chair this committee. The Education Steering Committee shall be responsible for the following:		
	1. Reviewing, approving and recommending education programs.		
	2. Developing standardized curriculum to be offered at CFA institutions. Business, industry, and community resources shall be used in developing career and technical (i.e., "vocational") and academic education programs.		
	3. Reviewing and revising, as necessary, audit factors for each institution's education programs, including its curriculum.		
	4. Developing and updating, as necessary, educational staffing and program standards to meet the needs of the prisoner population, including the reduction of waiting lists for program placement.		
	5. Designating appropriate staff to serve as liaisons with community, state and federal agencies on Department-wide education issues.		
	6. Ensuring available state, federal or other special program funding sources are identified and applications for the funding are developed.		
	7. Developing procedures for hiring contractual employees for selected educational programs.		
	8. Providing technical assistance regarding educational programs and issues.		
	9. Reviewing budgetary needs and long term spending plans for the education program and recommending any necessary changes.		
	10. Providing other educational programming services as set forth in this policy.		

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<p>C. The Education Steering Committee shall maintain an Education Action Plan, subject to the approval of the CFA Deputy Director, which shall be reviewed at least annually and updated as needed. The plan shall set forth the Department's goals in education programming and how those goals are to be met. The plan shall address the specific criteria to be used to determine if a prisoner is exempt from Adult Basic Education (ABE)/General Education Development (GED) programming pursuant to Paragraphs P and Q. Copies of the plan shall be distributed to Regional Prison Administrators (RPAs) and Wardens for use by education staff.</p> <p>D. The following education programs shall be provided at selected CFA institutions, consistent with the needs of the prisoner population, as directed and prioritized in the Education Action Plan.</p> <ol style="list-style-type: none"> 1. ABE, including English as a Second Language (ESL), and GED preparation and examination. 2. Special education. 3. Career and technical education. 4. Transitional programming to assist prisoners with reentry into the community. 5. Post-secondary programs, only as set forth in Paragraph W. <p>E. The Educational Services Section Manager shall establish curriculum committees for all education programs offered at CFA institutions except post-secondary programs. The curriculum committees shall include qualified educational representatives which need not be limited to those from within the Department. The curriculum committees shall submit any recommended changes in educator standards and curriculum, including materials to be used, to the Educational Services Section Manager for approval.</p> <p>F. The Educational Services Section Manager shall ensure that an audit of each institution's education programs and curriculum is conducted at least every three years. A written summary of the findings shall be submitted to the Educational Services Section Manager and to the appropriate Warden and RPA. The Warden shall ensure corrective action is taken as necessary and implemented changes are followed.</p> <p>G. In accordance with PD 04.01.105 "Reception Facility Services", reception facility staff shall ensure that each prisoner receives a comprehensive diagnostic assessment to determine his/her individual educational development, aptitude and interests.</p> <p>H. Each Warden shall ensure each prisoner is evaluated by education staff upon arrival at his/her institution using the Educational Program Plan (CSJ-383A). The Educational Program Plan shall identify education programs and services offered to the prisoner and set forth the goals for completion. The Educational Program Plan shall be reviewed at least quarterly by education staff and updated as necessary.</p> <p>I. A prisoner who passes the GED examination or completes a career and technical education program shall be provided formal recognition of that accomplishment (e.g., certificate of completion).</p>			

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POLICY DIRECTIVE	04/07/03	05.02.112	
<p>J. Education files shall be created and maintained for every prisoner enrolled in education programs in accordance with OP 05.02.112 "Creation, Maintenance and Transfer of Education Files".</p>			
<p><u>ABE AND GED PREPARATION AND EXAMINATION</u></p>			
<p>K. Unless exempt pursuant to Paragraphs P and Q, prisoners who do not possess a documented high school diploma or GED certificate shall be placed in appropriate ABE and GED preparation classes as set forth in Paragraph L. If a prisoner claims to have a high school diploma or GED certificate and documentation verifying the diploma or certificate does not exist in the prisoner's file, it shall be the prisoner's responsibility to provide verifiable documentation. If it can be reliably inferred from a verified military record or a verifiable advanced degree (e.g., associate's, bachelor's, master's) that the prisoner has a high school diploma or GED certificate, further documentation verifying the diploma or certificate is not required. A high school diploma issued by a correspondence school shall not be considered a documented high school diploma.</p>			
<p>L. Prisoners shall be placed in appropriate ABE and GED preparation classes based on the results of the Test of Adult Basic Education (TABE) and as determined by education staff. Placement shall be provided as soon as possible; however, priority shall be given to prisoners who are sentenced for a crime committed on or before December 15, 1998, and to those who are within two years of their earliest release date.</p>			
<p>M. Prisoners who possess a documented high school diploma or GED certificate, or who are exempt from GED programming, may request placement in ABE programming; however, such placement shall be permitted only as space permits.</p>			
<p>N. The GED examination shall be administered to prisoners who have satisfactorily completed appropriate GED preparation classes or have demonstrated competency at the GED preparation level, as determined by the TABE and education staff. Other prisoners may request to take the GED examination at their own expense as space permits.</p>			
<p>O. The Warden shall consider a prisoner's refusal to actively participate in required ABE or GED programming when deciding whether to grant special good time or special disciplinary credits.</p>			
<p><u>Exemptions from ABE/GED Programming</u></p>			
<p>P. ABE/GED programming is not required for prisoners who:</p> <ol style="list-style-type: none"> 1. Are 65 years of age or older. 2. Were gainfully employed immediately before committing the crime for which the prisoner is incarcerated as reflected in the pre-sentence investigation report prepared pursuant to PD 06.01.140 "Pre-sentence Investigation and Report". This does not include employment in an illegal activity. 3. Do not have the necessary proficiency in English to attain a GED certificate. 			

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<p>4. Have learning impairments. A learning impairment is defined as a chronic condition hindering the ability to improve academic learning as evidenced by:</p> <ul style="list-style-type: none"> a. The inability to attain a measurable advancement (i.e., at least a .5 grade level) for reading or math as determined by the TABE in a one year period of continuing classroom time; and, b. A minimum of three documented teaching interventions to improve academic skill development in reading or math. <p>5. Are special education students and are progressing toward the goals set forth in the prisoner's Individual Education Plan (IEP) developed pursuant to PD 05.02.114 "Special Education Services for Prisoners".</p> <p>6. Have documented medical problems which preclude participation in the education program.</p> <p>7. Are unable to successfully complete the requirements for a GED certificate at no fault of the prisoner's own.</p> <p>Q. In order for a prisoner to be exempt from ABE/GED programming pursuant to Paragraph P, education staff must complete a GED Completion Exemption form (CAJ-789) and forward it to the Warden for approval. If approved, the prisoner shall not be required to participate in ABE/GED programming. An approved exemption shall remain in effect until the basis for the exemption is no longer valid, as determined by the Warden where the prisoner is housed.</p> <p>R. A prisoner who disagrees with the Warden's decision may file a grievance as set forth in PD 03.02.130 "Prisoner/Parolee Grievances".</p>			
<p><u>SPECIAL EDUCATION</u></p>			
<p>S. Special education is specialized instruction and services for prisoners 21 years of age or younger who are determined to be eligible in accordance with PD 05.02.114 "Special Education Services for Prisoners". Special education programs and services shall be provided to eligible prisoners in accordance with the Special Education Plan developed pursuant to PD 05.02.114 and coordinated with other education programs and services.</p>			
<p><u>CAREER AND TECHNICAL EDUCATION</u></p>			
<p>T. Career and technical education enables prisoners to prepare for future employment by developing their ability to do a specific job or cluster of jobs and practicing job readiness skills. This is done through a systematic program of hands-on training and related instruction. Career and technical education programs shall be relevant to prisoner needs and employment opportunities in the community.</p>			
<p>U. Prisoners shall not be allowed to complete more than one career and technical education program at State expense, except if a program or program component is required for an institutional work assignment or if there is a vacancy in the program with no waiting list. Priority for placement shall be given to prisoners who have not previously completed a career and technical education program or who are within three years of their earliest release date.</p>			
<p>V. A prisoner with a disability requiring an accommodation in order to participate in an existing career and technical education program for which the prisoner is otherwise</p>			

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POLICY DIRECTIVE	04/07/03	05.02.112	
<p>eligible may be provided an alternative version as approved by the Educational Services Section Manager.</p>			
<p><u>POST-SECONDARY EDUCATION</u></p>			
<p>W. Colleges shall be permitted to offer programs to prisoners in CFA institutions, subject to the approval of the CFA Deputy Director or designee. When offered, State funds shall not be used for program tuition or supplies. However, the Warden shall ensure space is available for classes to meet and that custody and safety supervision is maintained.</p>			
<p>X. Prisoners in the general population shall be permitted to seek enrollment in college programs where offered. Prisoners in segregation shall be permitted to seek enrollment only as set forth in PD 04.05.120 "Segregation Standards". The final determination for a prisoner's acceptance into a college program is the sole responsibility of the college.</p>			
<p>Y. Prisoners also may be allowed to participate in correspondence courses in accordance with PD 05.02.119 "Correspondence Courses".</p>			
<p><u>SCHOOL PRINCIPALS</u></p>			
<p>Z. Each institution's education program shall be supervised by a school principal. Each school principal shall schedule a minimum of 32 hours per week of student-teacher contact time, excluding breaks, for each teacher, including career and technical instructors. No more than two of the 32 hours may be used for document preparation and evaluative interviews, including those required pursuant to Paragraphs G and H.</p>			
<p><u>EDUCATION REQUIREMENTS FOR WORK ASSIGNMENTS</u></p>			
<p>AA. Prisoners shall be required to have a documented high school diploma or GED certificate to be assigned to Michigan State Industries (MSI) unless:</p>			
<p>1. The prisoner is exempt from GED completion requirements pursuant to Paragraphs P and Q.</p>			
<p>2. The prisoner was hired prior to and has worked continuously in MSI up to the effective date of this policy, is enrolled in appropriate ABE and GED preparation classes and is maintaining satisfactory performance evaluations for work and school. Failure to maintain satisfactory performance evaluations for MSI and school shall result in termination from the MSI assignment.</p>			
<p>3. There are not enough prisoners available in the job pool with a documented high school diploma or GED certificate to meet MSI hiring needs. The Warden may approve a prisoner to work in MSI who does not have a documented high school diploma or GED certificate if the prisoner is enrolled in appropriate ABE and GED preparation classes and is maintaining satisfactory performance evaluations for school. Failure to maintain satisfactory performance evaluations for MSI and school shall result in termination from the MSI assignment.</p>			
<p>BB. Unless exempt pursuant to Paragraphs P and Q, prisoners shall be required to have a documented high school diploma or GED certificate, or to be enrolled in and maintaining satisfactory progress in appropriate ABE and GED preparation classes, to be assigned to a non-MSI work assignment. Failure to maintain satisfactory</p>			

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progress shall result in termination from the work assignment. Priority for work assignments may be given to prisoners who possess a documented high school diploma or GED certificate.

- CC. A documented high school diploma or GED certificate shall be required for placement in preferred work assignments, as determined by the Warden or designee.

EDUCATION REQUIREMENTS FOR CAMP PLACEMENT

- DD. Possession of a documented high school diploma or GED certificate and satisfactory performance evaluations for other educational programming shall be considered in determining the specific placement of prisoners in a camp, as set forth in PD 05.01.140 "Prisoner Placement and Transfer".

OPERATING PROCEDURES

- EE. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring their existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- FF. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED:

William S. Overton 3.27.03
 William S. Overton, Director Date

Sep 04 2005 3:47PM Professional 1100 - 1100

MICHIGAN DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE	NUMBER
POLICY DIRECTIVE		02/01/05	06.01.140
SUBJECT		SUPERSEDES	
PRE-SENTENCE INVESTIGATION AND REPORT		06.01.140 (03/01/01)	
		AUTHORITY	
		MCL 28.721 et seq.; 77.1.14; 791.203-205; 791.223; 791.229; Administrative Rule 791.9910	
		ACA STANDARDS	
		3-3211-3-3227; 3-4099; 3-4285; 3-ACRS-1F-02	
		PAGE 1 of 5	

POLICY STATEMENT:

A pre-sentence investigation (PSI) shall be conducted and a report prepared when ordered by a court to provide the judge and the Department with relevant and accurate information relating to the offender and the offense.

RELATED POLICY:

01.06.115 Sex Offenders Registration Act

POLICY:**GENERAL INFORMATION**

- A. Generally, a PSI shall be conducted and a PSI report prepared after the offender has been found guilty of a felony. The PSI may be conducted and the report prepared prior to adjudication when specifically ordered by the court; e.g., assignment as a youthful trainee under the Holmes Youthful Trainee Act (HYTA).
- B. A PSI shall be conducted and a misdemeanor conviction report prepared for offenders convicted of a misdemeanor when referred by the court. All requirements set forth below for a PSI report shall apply; however, information contained in the report shall be modified as appropriate for a misdemeanor conviction.
- C. The field agent shall investigate the offender's background and character in order to provide all information required to be submitted to the court in a PSI report. A face to face interview with the offender shall be conducted to obtain this information. The spouse, parents, other family members or significant others shall be interviewed, when possible, to verify or dispute information provided by the offender. When possible, the agent also shall verify the offender's criminal history, education history, employment history, substance abuse history, physical and mental health history, and financial situation.
- D. As part of the PSI, the field agent shall verify the offender's Social Security number and enter the verified number in OMNI. Verification shall be through a Social Security card, payroll record, federal or state tax form, or other means identified by the Deputy Director of Field Operations Administration (FOA) or designee. If the offender does not have a Social Security number or the number cannot be verified, that shall be noted in the PSI report along with the action taken to attempt verification; the Social Security number itself shall not be included in the PSI report.

PSI REPORT**Content:**

- E. The PSI report shall contain information relevant to the offender's background and character, including all of the following information:
 - t. An objective description of the offense, including the name and age of the victim(s).

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2. The offender's description of the offense and the circumstances surrounding it, as well as any other statement the offender wishes to make.
 3. A description of the offender's adult and juvenile criminal history. For convictions which involve criminal sexual conduct with a victim under 18 years of age, the victim's name, age at the time of the offense, relationship to the defendant, and the circumstances leading to the offense, to the extent known, shall be included.
 4. A written impact statement or summary of an oral impact statement submitted by the victim, if requested to be included by the victim. The agent is not required to transcribe an oral statement. The agent shall ensure that the victim understands that information in the PSI report is disclosed to the offender unless the judge specifically exempts it.
 5. Unless included in the victim's impact statement, the financial, social, psychological or physical harm suffered by any victim of the offense.
 6. A description and status of all criminal charges that are pending against the offender at the time of the PSI.
 7. The offender's education background; employment qualifications, background and status; military record; and social history including family relationships, marital status, financial status, interests, activities, and residence history.
 8. Medical and substance abuse history, including a psychiatric or psychological report when available and appropriate or when requested by the court.
 9. Information on any gang activity, pursuant to PD 04.04.113 "Security Threat Groups".
 10. If the offender is to be sentenced for an offense involving the illegal delivery, possession, or use of alcohol or a controlled substance, a statement that the offender is a licensed or registered health care professional, if applicable.
 11. A statement by the prosecuting attorney on the applicability of any consecutive sentencing provision. It shall be noted if the statement has been requested but not provided by the prosecutor.
 12. Any other information requested by the court, subject to supervisory approval.
- F. The PSI report also shall contain a proposed plan for the offender, which shall include the following:
1. An evaluation of the offender with respect to his/her strengths, weaknesses, abilities, established behavior patterns and readiness for change.
 2. Information about available treatment centers, residential facilities, vocational training services, special educational facilities, rehabilitative programs or facilities to which the offender may be committed, special programs available through probation and other similar programs relevant to the offender's situation. This includes screening to determine eligibility for programs offered by the Office of Community Corrections (OCC). For offenders either not recommended or not eligible for OCC programs, the agent shall determine eligibility for the Special Alternative Incarceration Program pursuant to PD 05.01.142 "Special Alternative Incarceration Program".
 3. If the offender is being considered for assignment as a youthful trainee under HYTA, information as to whether the offender is eligible for assignment pursuant to MCL 762.11 and, if so, the recommended disposition, consistent with MCL 762.13.
 4. A recommended disposition consistent with the recommended sentencing guidelines range for

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the offense unless a departure is warranted, and OP FOA 06.01.141 "Pre-Sentence Investigation Recommendation Guidelines". If probation is a possible disposition, the proposed terms and conditions of probation, the objectives to be achieved and the proposed supervision program to achieve these objectives shall be included.

5. The amount of restitution to be paid the victim, if applicable.
- G. The agent shall ensure that statements in the PSI report are clear, concise and accurate. Repetitive information shall be avoided. All sources of information shall be documented in the report. For example, if information is based solely on a statement by the offender it shall be noted in the report as "offender states".
- H. The supervisor may review and, as appropriate, shall modify the PSI report, including the sentencing recommendation, to ensure reports comply with Department policy and procedure.

Timeliness

- I. Except if otherwise required by the court, a PSI report shall be completed within three weeks of referral for a confined offender and within four weeks for an offender on bond unless unusual circumstances delay completion, as approved by the supervisor. The PSI report shall be submitted to the court a minimum of two working days prior to the sentencing date unless otherwise required by the court.
- J. Field Operations Administration (FOA) Regional Administrators shall designate adequate staff resources to ensure timely submission of PSI reports. Agents may use nonprofessional staff (e.g., paraprofessionals, volunteers, student interns) to assist in the collection of information. However, in all cases the agent assigned to the case shall prepare the PSI report and shall be responsible for the accuracy of all information included.

Court Ordered Modifications/Distribution

- K. If the court finds during sentencing that the PSI report contains information which is inaccurate or irrelevant, the inaccurate or irrelevant information shall be completely removed from the report or otherwise rendered unreadable in all copies of the report before further distribution. If the court makes other changes to the PSI report or orders portions not be disclosed, it shall be reflected in all copies of the PSI report before further distribution.
- L. After sentencing, a copy of the PSI report shall be provided as set forth in PD 05.01.142 "Special Alternative Incarceration Program" for offenders sentenced to that Program. For all other offenders committed to the Department, five copies of the PSI report shall be transmitted to the appropriate facility when the offender is transferred. Facility Record Office staff shall forward one copy to the Central Office Record Office. For offenders not committed to the Department, copies shall be provided as set forth in OP 06.01.140 "Pre-Sentence Investigation and Report Preparation".
- M. If, after sentencing, the court issues an order requiring a change to the PSI report or orders portions not be disclosed, the PSI report shall be amended in accordance with the court order. For an offender committed to the Department, five copies of the amended PSI report with the court order shall be forwarded to the record office for the facility where the prisoner is incarcerated with instructions to remove the initial PSI reports from the prisoner's files. Facility record office staff shall forward one copy of the amended PSI report and a copy of the court order to the Central Office Record Office with instructions to remove the original PSI report from the prisoner's file. The facility record office and the Central Office Record Office shall ensure that all files are updated as required. For an offender not committed to the Department, copies shall be distributed as set forth in OP 06.01.140.
- N. After sentencing, the Department shall not make any additions, corrections, or deletions to the report not specifically ordered by the court.

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MULTIPLE PSI REFERRALS

- O. The agent shall conduct only one PSI on an offender when multiple referrals from the same jurisdiction or county are received prior to submission of the original PSI report to the court. One PSI report shall be prepared and submitted to the court specific to each referral.

PSI REPORT UPDATES

- P. If a PSI report had been completed within three years prior to the date of the instant conviction, or the defendant has been continuously incarcerated since the last PSI report was prepared, the agent shall conduct a PSI to obtain any additional relevant information. A new conviction update report shall be prepared and attached to the most recently completed PSI report for submission to the court.
- Q. A PSI shall be conducted when sentencing of an offender has been delayed by court order. A delay of sentence update report shall be prepared and attached to the original PSI report prepared for the conviction for which sentencing was delayed. The reports shall be submitted to the court at least 30 calendar days prior to the expiration of the period identified in the court's order.
- R. A special investigation report shall be prepared when the defendant fails to appear for sentencing and the court requests supplemental information. The agent shall report relevant information on a Case Report form (CFJ-104), which shall be attached to the PSI report prepared for the conviction for which the defendant was being sentenced.

CONFIDENTIALITY

- S. The PSI report and all information obtained and records made to prepare the PSI report are confidential and, absent a signed release from the offender, shall only be released outside the Department to the court, the offender and his/her attorney, the Department of Attorney General, the Auditor General, law enforcement agencies, and authorized staff at the Michigan Youth Correctional Facility for prisoners housed at that facility.
- T. Agents shall not make a promise of confidentiality to a source of information.
- U. Information that an offender is HIV positive shall not be reported in the PSI report. If an agent learns that the offender is HIV positive, the court shall be provided this information in a separate letter to the court. The source of the information (e.g., offender, family member, victim) shall be identified. An offender's HIV status shall not be disclosed except as directed by the court.

SEX OFFENDER REGISTRATION

- V. Agents shall identify and register those offenders required to be registered pursuant to the Sex Offenders Registration Act as set forth in PD 01.06.115 "Sex Offenders Registration Act". Where probation is a sentencing option for the offender, the agent shall make a recommendation in the PSI report that the court impose a special condition requiring compliance with the Sex Offenders Registration Act.

REPORTING OF FOREIGN-BORN OFFENDERS

- W. If the offender was born outside of the United States, the agent shall ensure that an Immigration Notification form (CFJ-204) is completed as required and sent to the U.S. Immigration and Naturalization Service. A CFJ-204 shall be completed for all persons convicted of a crime with a maximum penalty of more than one year in prison, but shall not be prepared for offenders referred for investigation under the Holmes Youthful Trainee Act (HYTA).

Sep 04 2005 3:50PM

Professional Prob & Parol 313-343-5369

p.13

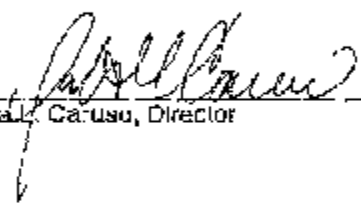
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OPERATING PROCEDURES

- X. The FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- Y. A Primary Audit Elements List has been developed and will be provided to FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED:  1/5/05
 Patricia L. Casuso, Director Date

MICHIGAN DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE

EFFECTIVE DATE	NUMBER
04/28/03	04.04.113

SUPERSEDES
 04.04.113 (03/06/00)

AUTHORITY
 MCL 791.203

SUBJECT SECURITY THREAT GROUPS

ACA STANDARDS
 3-4099, 3-ACRS-1F-02

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I. POLICY

STATEMENT:

Prisoners who are active members of a Security Threat Group (STG) shall be identified and managed in a uniform manner in order to provide for the safety of prisoners and staff and for facility custody and security.

II. POLICY:

GENERAL INFORMATION

- A. An STG is a group of prisoners designated by the Director as possessing common characteristics which distinguish them from other prisoners or groups of prisoners and which, as a discrete entity, poses a threat to staff or other prisoners or to the custody and security of the facility.
- B. In order to proactively manage STGs, staff must be aware of methods of identification, the threat characteristics of the various STGs, management strategies, and tools to be used to manage such prisoners.
- C. Effective monitoring of STG activity assists in the prevention of violence and ensures the overall security of the facility. The strategic intelligence gained through monitoring is critical to understanding the group dynamics involved in the introduction of contraband, escape plots, and violence related to turf disputes, debt collection, and other STG influenced activities. However, it is crucial that such monitoring be conducted in accordance with applicable Department policies.

SECURITY THREAT GROUP COORDINATOR

- D. There shall be a Central Office STG Coordinator in Correctional Facilities Administration (CFA) who shall be responsible for the compilation and dissemination of STG information as well as the coordination of all Department STG tracking and monitoring.
- E. Each Warden shall appoint a local STG Coordinator for the institution. The Warden of an institution with an annexed camp may appoint a separate local STG Coordinator for the camp. The Warden responsible for each reception facility also shall designate a Transcase Processor as the local STG Coordinator for the reception facility. Each Field Operations Administration (FOA) Regional Administrator shall appoint a local STG Coordinator for the region. Each Warden and FOA Regional Administrator, or designees, shall notify the Central Office STG Coordinator who is appointed and immediately notify the Central Office STG Coordinator when a local STG Coordinator is changed.
- F. Each local STG Coordinator shall submit a monthly statistical report for his/her respective facility or region to the Central Office STG Coordinator. The report shall include the total number of prisoners designated an STG I or STG II member, the number of cases reviewed pursuant to Paragraph CC for the reporting period, and the total number of renunciations processed.

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<u>IDENTIFICATION OF SECURITY THREAT GROUPS</u>			
G. Factors which shall be utilized in the identification of an STG include, but are not limited to, the following:			
<ol style="list-style-type: none"> 1. History and purpose of the group; 2. Organizational structure of the group; 3. Propensity for violence or specific violent acts or intended acts which can reasonably be attributed to the group; 4. Illegal or prohibited acts which can be attributed to the group; 5. Demographics of the group, including group numbers, pattern of expansion (i.e., recruitment) or decline in group membership; 6. Existence of any written material that displays group symbols, bylaws, chain-of-command, creed, etc.; 7. Specific illegal or unauthorized acts, including the intention or conspiracy to commit such acts, that can be associated with the group; 8. Any other relevant information which appears to have identifying characteristics (e.g., monikers, tattoos, self-admission). 			
H. Staff shall document evidence of STG activity on the Security Threat Group (STG) Informational Report (CAJ-400) and forward it to the local STG Coordinator for review. If the local STG Coordinator believes the group may be an STG, the following shall occur:			
<ol style="list-style-type: none"> 1. The local STG Coordinator shall submit a report to the Warden or FOA Regional Administrator who shall review and forward the report to the Central Office STG Coordinator. The report shall include all information which led to identifying the group as an STG. All supporting documentation, including photographs, shall be attached to the report. 2. The Central Office STG Coordinator shall review the report and make a recommendation whether to validate the group as an STG. 3. The Central Office STG Coordinator shall forward the report and recommendation to the CFA Deputy Director for review and approval. If the CFA Deputy Director concurs with the recommendation, the report and recommendation shall be forwarded to the Director. 4. The Director shall determine whether to validate a group as an STG. The Central Office STG Coordinator shall be notified of the decision through the appropriate chain of command. 5. The Central Office STG Coordinator shall maintain all reports for purposes of group monitoring and to ensure uniformity and consistency in the review and validation process. 			
I. The Central Office STG Coordinator shall provide written notification of the decision whether to validate a group as an STG, along with pertinent identifying information of each STG, to local STG Coordinators and other staff, as appropriate, with copies to the FOA Regional Administrators and Wardens.			

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DESIGNATION OF PRISONER AS STG MEMBER

J. Prisoners are prohibited from being members of an STG. Methods of identifying membership include possessing or displaying any documents, materials, symbols, colors or pictures of an identified STG. Membership can also be determined by self-admission, identification in court documents and association with designated STG members.

K. FOA field agents shall include any evidence of gang activity when preparing a Pre-Sentence Investigation Report (CFJ-145) as set forth in PD 05.01.140 "Pre-Sentence Investigation and Report."

L. All newly committed prisoners shall be screened for gang activity by reception facility staff. This shall include a review of information contained in the Pre-Sentence Investigation Report (CFJ-145), Sheriff's Questionnaire for Delivered Prisoners, and any other available documents. Any gang involvement shall be documented in the Basic Information form (CSX-104 or CSJ-104). A prior designation as an STG member also shall be documented on the Basic Information form.

M. Staff shall use the Security Threat Group (STG) Informational Report (CAJ-400) to convey information on suspected prisoner involvement in STG activity and shall forward the form to the local STG Coordinator.

N. A prisoner's designation as an STG member shall be noted on all Transfer Orders (CSJ-134) as set forth in PD 05.01.140 "Prisoner Placement and Transfer".

Designation as STG I Member

O. If a local STG Coordinator believes there is sufficient documentation for a prisoner to be designated an STG I member, s/he shall complete the Security Threat Group Member Identification form (CSJ-102). The local STG Coordinator shall interview the prisoner, which shall include a review of the information contained on the form. If the prisoner renounces membership in the STG, and the local STG Coordinator finds the prisoner to be credible, s/he shall have the prisoner sign the Security Threat Group Renunciation/Removal form (CSJ-128). The Security Threat Group Member Identification form (CSJ-102) for designation of the prisoner as an STG I member shall not be processed. In all other cases, the local STG Coordinator shall forward the completed Security Threat Group Member Identification form (CSJ-102) and all supporting documentation to the Central Office STG Coordinator for review.

P. The prisoner shall be housed in security Level II or higher pending review by the Central Office STG Coordinator, unless an exception is approved by the appropriate CFA Regional Prison Administrator.

Q. The Central Office STG Coordinator shall make the final determination on designating the prisoner as an STG I member and shall complete the Security Threat Group Member Identification form (CSJ-102). The Central Office STG Coordinator shall send a copy of the completed CSJ-102 to the appropriate Warden. The Warden shall ensure a copy is placed in the prisoner's Record Office and Counselor files and that a copy is provided to the prisoner, the local STG Coordinator, and other staff, as appropriate.

R. If a prisoner who has renounced STG membership by signing the Security Threat Group Renunciation/Removal form (CSJ-128) engages in subsequent STG activity, the local STG Coordinator shall again interview the prisoner but shall not

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<p>offer the prisoner another opportunity to renounce membership. The local STG Coordinator shall complete the Security Threat Group Member Identification form (CSJ-102) and shall forward the completed form and all documentation to the Central Office STG Coordinator for processing as set forth above.</p>			
<p><u>Designation as STG II Member</u></p>			
S.	<p>A prisoner can be designated as an STG II member under any of the following circumstances:</p>		
1.	<p>The prisoner is currently designated an STG I member and is subsequently found guilty of a major misconduct for behavior related to STG activity, as determined by the Central Office STG Coordinator;</p>		
2.	<p>The prisoner is currently designated an STG I member, or was previously designated an STG I member but had that designation removed, and currently presents a threat to the safety of staff or other prisoners or to the order and security of the facility; or,</p>		
3.	<p>The prisoner is identified as a leader, enforcer or recruiter in an STG.</p>		
T.	<p>If the local STG Coordinator believes a prisoner should be designated as an STG II member pursuant to Paragraph S, the local STG Coordinator shall forward the Security Threat Group Member Identification form (CSJ-102) and all supporting documentation to the Central Office STG Coordinator. A referral shall be made whenever an STG I member is subsequently found guilty of a major misconduct. The Central Office STG Coordinator shall make a final determination whether to designate the prisoner as an STG II member. At the time of the referral, the Warden or designee also shall request transfer of the prisoner to security Level V pending the determination by the Central Office STG Coordinator.</p>		
U.	<p>The Central Office STG Coordinator shall determine whether to designate a prisoner an STG II consistent with this policy. In making this determination, the Central Office STG Coordinator shall exercise his/her professional judgment based on sound correctional practice, a review of all applicable materials, his/her training and experience, and Department philosophy. The Central Office STG Coordinator shall document his/her decision on the Security Threat Group Member Identification form (CSJ-102). The Central Office STG Coordinator shall notify the local STG Coordinator of the final decision.</p>		
V.	<p>Immediately upon designation of a prisoner as an STG II member, the Central Office STG Coordinator shall notify appropriate facility staff to submit a Transfer Order (CSJ-134) for the prisoner to transfer to security Level V, unless the prisoner is housed in security Level V or VI or the CFA Classification Director determines alternative placement is necessary. The prisoner may be placed in segregation consistent with the requirements of PD 04.05.120 "Segregation Standards".</p>		
W.	<p>Whenever a prisoner is designated as an STG II member, the Central Office STG Coordinator shall forward a copy of the completed Security Threat Group Member Identification form (CSJ-102) to the CFA Deputy Director, who shall ensure the Director is notified. The Central Office STG Coordinator also shall forward a copy of the completed CSJ-102 to the Warden where the prisoner is housed. The Warden shall ensure that copies of the completed CSJ-102 are placed in the prisoner's Record Office and Counselor files and that a copy is provided to the prisoner, the local STG Coordinator, and other staff, as appropriate. The Central</p>		

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<p>Office STG Coordinator shall retain all original paperwork regarding the designation.</p>			
<p><u>CONSEQUENCES FOR STG MEMBERSHIP</u></p>			
<p>X. A prisoner designated as an STG I member shall be housed only in security Level II or higher unless the CFA Classification Director determines such placement is not necessary. The prisoner shall not be placed in an open bay or dormitory setting. The prisoner also shall be subject to the following restrictions as a result of that designation:</p> <ol style="list-style-type: none"> 1. Visits shall be limited to three per month, excluding visits with an attorney, clergy, and staff of the Office of the Legislative Corrections Ombudsman. 2. Classification to a work or school assignment only as approved by the CFA Classification Director. 3. Attendance at meetings of groups established by prisoners shall be prohibited, except that attendance at religious services and religious activities of the prisoner's designated religion shall be permitted in accordance with PD 05.03.150 "Religious Beliefs and Practices of Prisoners". 4. Participation in group leisure time activities offered pursuant to PD 05.03.104 "Leisure Time Activities" shall not be permitted, except for yard. Participation in scheduled leisure time activities during yard (e.g., intramural and league games) is prohibited. This only applies to leisure time activities offered pursuant to PD 05.03.104 and not to religious services, library, group counseling or therapy, and similar activities scheduled during a prisoner's leisure time hours. 5. The prisoner's cell shall be searched at least weekly. <p>Y. A prisoner designated as an STG II member shall be housed in security Level V unless classified to administrative segregation, housed in security Level VI, or the CFA Classification Director determines such placement is not necessary. The prisoner also shall be subject to the following restrictions as a result of that designation:</p> <ol style="list-style-type: none"> 1. Visits shall be limited to two non-contact per month, one hour duration each, excluding visits with an attorney, clergy, and staff of the Office of the Legislative Corrections Ombudsman. 2. Classification to a work or school assignment only as approved by the CFA Deputy Director. 3. Attendance at meetings of groups established by prisoners shall be prohibited, except that attendance at religious services and religious activities of the prisoner's designated religion shall be permitted in accordance with PD 05.03.150 "Religious Beliefs and Practices of Prisoners". 4. Participation in group leisure time activities offered pursuant to PD 05.03.104 "Leisure Time Activities" shall not be permitted, except for yard. Participation in scheduled leisure time activities during yard (e.g., intramural and league games) is prohibited. This only applies to leisure time activities offered pursuant to PD 05.03.104 and not to religious 			

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<p>services, library, group counseling or therapy, and similar activities scheduled during a prisoner's leisure time hours.</p> <p>5. The prisoner's cell shall be searched at least twice weekly.</p> <p>6. Out-of-cell movement shall not exceed a total of one hour per day. This does not include out-of-cell movement for showers, meals, work and school assignments, religious services, law library, group counseling or therapy, and visits with an attorney, clergy, or staff of the Office of the Legislative Corrections Ombudsman.</p> <p>Z. A prisoner designated as an STG member who is in any form of segregation other than protective segregation also shall be subject to the restrictions set forth in PD 04.05.120 "Segregation Standards". A prisoner designated as an STG member who is housed in Level VI also shall be subject to the restrictions set forth in PD 05.01.143 "Security Level VI".</p>			
<p><u>APPEAL OF STG MEMBERSHIP DESIGNATION</u></p>			
<p>AA. A prisoner designated as an STG member may file a grievance contesting the basis of the designation pursuant to PD 03.02.130 "Grievance Policy-Prisoner/Parolee".</p>			
<p><u>REMOVAL OF STG DESIGNATION</u></p>			
<p>BB. A prisoner designated as an STG member may request removal of the designation by renouncing membership in the STG and completing the Security Threat Group Renunciation/Removal form (CSJ-128). The form shall be forwarded to the local STG Coordinator, who may interview the prisoner. If the local STG Coordinator reasonably believes the prisoner has discontinued STG associations and activities, s/he shall recommend to the Warden that the designation be removed. If the Warden concurs, s/he shall forward the recommendation, along with the completed Security Threat Group Renunciation/Removal form (CSJ-128) and any other relevant documentation to the Central Office STG Coordinator. The Central Office STG Coordinator shall make the final determination whether to remove an STG I designation. The Central Office STG Coordinator shall forward a recommendation to remove an STG II designation to the CFA Deputy Director, who shall make the final determination.</p>			
<p>CC. Each local STG Coordinator shall review the cases of all prisoners designated as STG II members in his/her respective facility or region at least every six months. The local STG Coordinator may interview a prisoner designated as an STG II member to determine if s/he has discontinued STG associations and activities and, if so, offer the prisoner the opportunity to formally renounce membership by completing the Security Threat Group Renunciation/Removal form (CSJ-128). If the prisoner completes the CSJ-127, the local STG Coordinator shall recommend to the Warden that the designation be removed. If the Warden concurs, s/he shall forward the recommendation, along with the completed Security Threat Group Renunciation/Removal form (CSJ-128) and any other relevant documentation to the CFA Deputy Director, who shall make the final determination.</p>			
<p>DD. Once a designation has been removed pursuant to Paragraph BB or CC, a prisoner may be redesignated as an STG member at any time based on new information or activity, using the process set forth in this policy.</p>			

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RELEASE FROM CFA FACILITY

EE. The local STG Coordinator shall notify the Central Office STG Coordinator and local law enforcement in the community where the prisoner will be released if a prisoner designated as an STG member is discharging on his/her maximum sentence or paroling. If the prisoner is paroling, the local STG Coordinator also shall notify the supervising field agent. These requirements are in addition to any other notices required pursuant to PD 01.06.120 "Victim Notification" and PD 03.01.125 "Discharge or Termination of Sentence".

FF. If a prisoner designated as an STG member returns to a CFA facility, s/he shall automatically return to the same STG designation as at the time of parole or discharge.

OPERATING PROCEDURES

GG. Wardens and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

HH. A Primary Audit Elements List has been developed and will be provided to Wardens and FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: William S. Overton 4.1.03
 William S. Overton, Director Date

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 2 OF 1
ATTACHMENT TO POLICY DIRECTIVE	03/06/00	04.04.113	
ATTACHMENT A			
<p>A prisoner who is designated as an STG I member may be designated as an STG II member if the prisoner is found guilty of any of the following major misconducts, including attempt, conspiracy, or accomplice to commit the misconducts, and the behavior is related to STG activity:</p>			
<ol style="list-style-type: none">1. Felony2. Homicide3. Assault Resulting in Serious Physical Injury4. Threatening Behavior5. Sexual Assault6. Fighting7. Failure to Disperse8. Incite to Riot or Strike; Rioting or Striking9. Interference with Administration of Rules10. Destruction or Misuse of Property with Value of \$10 or More11. Creating a Disturbance12. Substance Abuse13. Unauthorized Occupation of Cell or Room14. Theft; Possession of Stolen Property			

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 08/03/98	NUMBER 05.01.135
		SUPERSEDES 05.01.135 (03/03/97)	
SUBJECT STATISTICAL RISK SCREENING		AUTHORITY MCL 24.207(k); 791.203; 791.251 et seq.	
		ACA STANDARDS 3-4282; 3-4288	
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I. POLICY STATEMENT: The Department shall use statistical risk categories as an instrument for security classification and to improve the Department's ability to provide cost-effective public protection.

II. POLICY: SCREENING

A. All newly committed male prisoners shall be screened for property and assaultive risk at the reception facilities using the Property Risk Screening Sheet (CSJ-352) and Assaultive Risk Screening Sheet (CSJ-353). Screeners should use their best judgment as to proper classification of each risk variable using the definitions provided with the screening sheets; however, when it appears that information in the record is conflicting or ambiguous, the probation office at which the pre-sentence investigation report was prepared should be contacted for clarification. The case should be coded using the screener's best judgment until a response is received from the probation office.

B. All newly committed female prisoners shall be screened for property risk at reception in the same manner as set forth in Paragraph A. All newly committed female prisoners shall be automatically designated very low assaultive risk without being screened. Female prisoners not previously screened for property risk shall be screened within 60 days of the effective date of this policy.

NOTIFICATION, APPEAL AND HEARING

C. Each prisoner screened shall receive copies of the completed screening sheets and the definitions within 30 days of screening. A prisoner classified as high or very high risk on either screening sheet also shall receive two copies of the Notice of Risk Classification (CSJ-350).

D. A prisoner who believes s/he has been designated incorrectly as high or very high risk may request a hearing by completing the bottom portion of the CSJ-350 and submitting one copy to the hearings coordinator/investigator of the facility where s/he is currently housed. The hearings coordinator/investigator shall schedule the hearing as soon as possible. If the prisoner is transferred before the hearing is conducted, the sending facility shall ensure that the hearing request is sent directly to the appropriate person at the receiving facility.

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- E. The hearing shall be conducted pursuant to R 791.3315 and shall be held within 60 days of the date the hearing request was received from the prisoner. The hearing shall be conducted by a hearing officer from the Office of Policy and Hearings. A copy of the hearing report and the notification form submitted by the prisoner shall be placed in the Counselor, Record Office and Central Office files. If either the Department or the prisoner disagrees with the hearing officer's decision, they may request a rehearing as described in PD 03.03.105 "Prisoner Discipline". The prisoner may appeal the rehearing decision to state circuit court.
- F. Prisoners protesting risk classification other than high or very high should bring the matter to the attention of a Resident Unit Manager or supervisor for resolution. If not satisfied with the result of that discussion, the prisoner may file a grievance pursuant to PD 03.02.130 "Prisoner/Parolee Grievances".

REVIEW AND UPDATE OF RISK CLASSIFICATION

- G. Male prisoners shall be rescreened for assaultive risk and all prisoners shall be rescreened for property risk under the following circumstances:
1. Discovery of an error in the original screening.
 2. New felony sentence.
 3. A guilty finding on a nonbondable major misconduct as defined in PD 03.03.105.
 4. Classification to administrative segregation for reasons other than investigation by outside agencies. (Does not include protective segregation.)
 5. Return from community status to a correctional facility for misconduct or criminal behavior.
 6. Receipt of new information which affects risk factors.
- H. Male prisoners also shall be rescreened for assaultive risk if they discharge from a current sentence, since "crime description" is a risk factor applying only to the sentence(s) still being served.
- I. Appropriate staff shall enter any change in a prisoner's risk classification promptly on the Corrections Management Information System (CMIS).
- J. The Parole Board or Community Residential Programs Section, as appropriate, shall be notified immediately if a prisoner being processed for parole or community placement has her/his risk classification increased due to a guilty finding on a nonbondable major misconduct or classification to administrative segregation.

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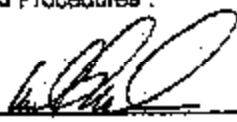
OPERATING PROCEDURES

K. Wardens shall ensure that within 90 days of its effective date procedures implementing this policy directive are developed and forwarded to the appropriate Regional Prison Administrator, Correctional Facilities Administration (CFA), for approval.

III. AUDIT
ELEMENTS:

L. A Primary Audit Elements List has been developed and will be provided to wardens to assist with self audit of this policy, pursuant to PD 01.05.105 "Self Audit of Policies and Procedures".

APPROVED:



Kenneth L. McGinnis, Director

7/20/98

Date

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE	NUMBER
SUBJECT PRISONER PROGRAM CLASSIFICATION		01/01/01	05.01.100
		SUPERSEDES 05.01.100 (12/30/97)	
		AUTHORITY MCL 791.203	
		ACA STANDARDS 3-4175, 3-4282, 3-4284, 3-4287-4290, 3-4292, 3-4391, 3-CARS-4B-02, 3-CARS-4B-03, 3-CARS-4B-0E, 2-CO-4B-01, 2-CO-4B-03, 2-CO-4F-01	
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I. POLICY STATEMENT:	The programming needs, interests and abilities of prisoners in Correctional Facilities Administration (CFA) institutions shall be identified and matched to the needs and resources of institutions as set forth in this policy.		
II. POLICY:	<u>GENERAL INFORMATION</u> A. The CFA Assistant Deputy Director or designee shall maintain a program classification manual which shall be reviewed annually and updated as needed. The manual shall set forth the objectives of program classification and the methods for achieving them. Copies of the manual shall be distributed to Wardens for use by staff involved in program classification. B. Each prisoner shall be assessed for program needs in accordance with PD 04.01.105 "Reception Center Services". The prisoner's program recommendations shall not be changed unless authorized in writing by the CFA Assistant Deputy Director or designee. C. Each Warden shall designate a Classification Director for the institution; a separate Classification Director may be designated for a camp annexed to the institution. The Classification Director shall have final authority for program classification decisions, subject only to review by the Warden. D. If a prisoner disagrees with a program classification decision, a grievance may be filed in accordance with PD 03.02.130 "Prisoner/Parolee Grievances".		
	<u>INITIAL PROGRAM CLASSIFICATION</u> E. After orientation is provided at each facility in accordance with PD 04.01.140 "Prisoner Orientation", each prisoner shall be interviewed by a Program Classification Committee appointed by the Warden to determine initial program classification. The Committee shall be chaired by the Classification Director and include housing, custody and program staff. The prisoner's Record Office file must be reviewed prior to conducting the interview. F. During initial classification at each facility, prisoners shall be classified to work and school assignments and referred to programs in accordance with the program recommendations established in accordance with PD 04.01.106 "Reception Center Services" or as otherwise authorized by the CFA Assistant Deputy Director or designee, consistent with this policy. Institutional needs and resources, custody and security concerns, any special needs of the prisoner, the prisoner's eligibility for reduced custody, discharge and parole and, to the extent possible, the prisoner's preference also shall be considered when making program classification.		

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decisions. The prisoner's history of assaultive or predatory behavior shall be considered before assigning a prisoner to a sensitive or isolated assignment or to an assignment supervised by only one staff person.

- G. Prisoners may be given preference for an assignment for which s/he has related experience or training. If an appropriate work or school assignment or program vacancy does not exist at the time of the initial classification, the prisoner shall be placed on a waiting list (i.e., "pool") for the assignment or program.
- H. The Classification Director shall summarize the reasons for initial classification decisions on the Program Classification Report (CSX-175). The Classification Director also shall notify appropriate staff whenever a prisoner is assigned to a work or school assignment or is referred for placement in institutional programs (e.g., substance abuse, pre-release).

CLASSIFICATION REVIEW

- I. Each prisoner shall be provided with a program classification review every six months. The Resident Unit Manager (RUM) or designee shall interview the prisoner to discuss the prisoner's progress toward program recommendations and eligibility for custody reduction. The prisoner's progress shall be recorded on a Program Classification Report and submitted to the Classification Director for review. The Classification Director shall ensure the report is complete and contains accurate and relevant information. If the report also includes either a request from the prisoner, or a recommendation from staff, for reclassification, the Classification Director shall proceed as set forth below.

RECLASSIFICATION

- J. A prisoner may be reclassified for the following reasons upon the request of the prisoner or the recommendation of any staff member; however, repeated prisoner requests which are deemed inappropriate need not be acted upon:
1. The prisoner has successfully completed an education program.
 2. The prisoner has demonstrated responsibility in a work assignment for at least six months and a more desirable assignment is being requested or recommended.
 3. The prisoner is not progressing in or has a difficulty in adjusting to an assignment or program as documented on the Prisoner Program and Work Assignment Evaluation (CSJ-363) or Education Program Plan (CSJ-363A), as appropriate.
 4. The prisoner has been found guilty of a major misconduct.
 5. The prisoner has been terminated from an assignment. A prisoner who has been terminated from an assignment may not request reclassification to that assignment until at least 120 calendar days after the date of termination.
 6. The prisoner no longer meets the criteria for being considered unemployable, as set forth in Paragraph Y.
 7. Institutional needs and resources.

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- K. Each prisoner requesting reclassification, or for whom a reclassification is recommended by a staff person, shall be interviewed by his/her RUM or designee. The RUM or designee shall discuss the request and/or recommendation with the prisoner and review the prisoner's progress toward program recommendations. The RUM or designee shall summarize the reasons for the request and/or recommendation on the Program Classification Report, including his/her recommendation, and submit the completed report to the Classification Director.
- L. The Classification Director shall consider the same factors considered to determine initial classification decisions for reclassification decisions. However, the Program Classification Committee is not required to be involved in reclassification decisions. If the Classification Director and the prisoner agree with the reclassification, no further interview is necessary before the prisoner is reclassified. If the Classification Director or prisoner disagrees with the reclassification, the Classification Director shall interview the prisoner before reaching a final reclassification decision.

RETURN FROM TEMPORARY ABSENCE

- M. A prisoner who returns from a temporary absence from the institution (e.g., jail, hospital) within 30 calendar days shall be returned to the assignment s/he had prior to leaving, if available. If the position is not available, the prisoner shall be placed at the top of the pool for the assignment from which s/he was removed. This also shall apply if a prisoner is temporarily unable to work or attend school due to a documented medical restriction but is cleared within 30 calendar days.
- N. A prisoner who returns from a temporary absence within 30 calendar days shall retain his/her original placement on any assignment pools s/he was in prior to leaving. This also shall apply if a prisoner is temporarily unable to work or attend school due to a documented medical restriction but is cleared within 30 calendar days.
- O. A prisoner who returns from an absence after more than 30 calendar days shall be reclassified or interviewed for initial classification, as determined by the Classification Director.

WORK/SCHOOL ASSIGNMENTS

- P. All employable prisoners shall be classified to a work assignment unless assigned to school in accordance with PD 05.02.112 "Education Programs for Prisoners". Prisoners shall be assigned to only one work assignment at a time. Prisoners who have not completed required General Education Development (GED) programming may be assigned to a combination of work and school as approved by the Warden consistent with PD 05.02.112; however, a Warden shall not prohibit a prisoner from being assigned to a combination assignment solely because the prisoner has not completed required GED programming. The scheduling of combination assignments shall not interfere with critical activity on a work assignment (e.g., peak hours in food service). Whenever possible, a prisoner's work day shall simulate the work day in the community.
- Q. Prisoners may be assigned to public works and gate pass assignments if they meet the eligibility requirements set forth in PD 03.02.121 "Public Works/Gate Pass Assignments".

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		<p>R. The Warden or designee shall identify work assignments that are to be considered special security assignments. Factors which shall be considered in making this determination include the location of the assignment, use of critical tools, amount of supervision and degree of contact with the public. The Warden shall ensure screening criteria is developed and that prisoners are screened prior to placement in such assignments. A prisoner who has been convicted of an offense, or found guilty of a misconduct, involving serious assaultive behavior toward staff, including a sexual assault, which involved injury or use of a weapon within the preceding five years shall not be placed on a special security assignment. Questions as to the seriousness of the behavior shall be directed to the Warden or designee for a final determination prior to placement on the assignment.</p> <p>S. Prisoners may be assigned to Michigan State Industries (MSI) assignments consistent with the MSI Operating Manual developed pursuant to PD 05.02.110 "Prisoner Work Assignment Pay and School Stipends". However, prisoners housed at the Parnall Correctional Facility (SMT) who are serving for a sexual offense, have a history of a sexual offense, or are serving for an offense connected with a sexual act shall not be assigned to the MSI laundry or meat processing plant without the approval of the Warden.</p> <p>T. Prior to placing a prisoner in a food service assignment, the Classification Director shall ensure the prisoner is cleared to be placed in that assignment by the Bureau of Health Care Services (BHCS) staff.</p> <p>U. The Classification Director shall ensure each assignment maintains a racial composition within 10% of the institution's racial composition or, if there is more than one security level or a camp in the institution, within 10% of the racial composition of the prisoners in each security level or the camp. However, the Warden may grant an exception to this requirement for an assignment where the racial composition requirement cannot be met due to a shortage of eligible prisoners. In such cases, the racial composition of the assignment shall be maintained as close as possible to the racial composition of the institution, security level or camp, as appropriate. The racial composition for each assignment, including an explanation for any exceptions granted by the Warden, shall be reported through the chain of command to the Regional Prison Administrator (RPA) every 60 calendar days using the Racial Composition Report (CAJ-208). The RPA shall forward racial composition information for MSI assignments to the A&P Deputy Director or designee.</p> <p>V. The Classification Director shall maintain a list of all institutional work assignments available to prisoners and, as necessary, a pool of eligible prisoners for each assignment. When a pool exists for an assignment and an opening occurs, the Classification Director shall ensure that prisoners are assigned in the same order they were placed on the pool; however, prisoners may be passed over on the pool in order to satisfy racial composition requirements set forth in Paragraph U.</p> <p>W. Staff supervision shall be provided for each assignment. No prisoner shall have authority or control over another prisoner.</p> <p>X. Assigned prisoners shall be paid for work assignments and/or receive school stipends in accordance with PD 05.02.110 "Prisoner Work Assignment Pay and School Stipends" or, for prisoners assigned to public works, PD 03.02.121 "Public Works/Gate Pass Assignments".</p>	

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<u>UNEMPLOYABLE PRISONERS</u>			
<p>Y. A prisoner may be reclassified as unemployable and therefore be ineligible for a work assignment for any of the following reasons:</p> <ol style="list-style-type: none"> 1. The prisoner has a currently valid medical restriction which prohibits participation in all work and school assignments. 2. The prisoner is in segregation and not eligible for work and school assignments pursuant to PD 04.05.120 "Segregation Standards". 3. The prisoner refused to accept, or fails to fully and actively participate in, a work assignment, or a school assignment required pursuant to PD 05.02.112 "Education Programs for Prisoners". This includes refusing or failing to fully and actively participate in required testing. 4. The prisoner refused to participate in program classification as required by this policy. 5. The prisoner has a documented history of disruptive behavior on a work or school assignment. <p>Z. Prior to being reclassified as unemployable, appropriate staff shall ensure the prisoner understands the consequences of that action by reviewing the Assignment Waiver Form (CSJ-125) with the prisoner and, as appropriate, witness the prisoner's signature, or refusal to provide a signature, on the form. This paragraph does not apply to prisoners who are unemployable due to medical restrictions or placement in segregation.</p> <p>AA. Unemployable prisoners shall not be permitted to participate in any more leisure time activities than those who work full time. However, this does not apply to prisoners who are unemployable due to medical restrictions although the medical restriction may preclude participation in certain activities, as determined by BHCS.</p> <p>BB. Unemployable prisoners shall be considered for reclassification every 30 calendar days until returned to work or school or, if on a medical restriction, after BHCS staff have medically cleared the prisoner to return to work or school. This does not apply to prisoners in segregation who are unemployable because they are not eligible for work and school assignments pursuant to PD 04.05.120 "Segregation Standards".</p>			
<u>MISCONDUCTS</u>			
<p>CC. With prior approval of the Warden or designee, a prisoner who is charged with any misconduct may be temporarily suspended (i.e., "laid in") from his/her assignment pending the misconduct hearing; however, if a prisoner who is assigned to a public works or gate pass assignment is charged with a <u>major</u> misconduct, whether the misconduct was received on the assignment or elsewhere, the prisoner shall be immediately suspended from his/her assignment.</p> <p>DD. If the prisoner is found guilty at the initial misconduct hearing, s/he shall be considered for reclassification in accordance with this policy. The prisoner shall not be returned to the same assignment if the Classification Director determines it to be a threat to the safety or security of the facility. If the guilty finding is</p>			

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subsequently reversed either on rehearing or on appeal, the prisoner shall be paid for any time s/he was removed from the assignment pending the initial hearing.

- EE. If the prisoner is not found guilty at the initial hearing, s/he shall be paid for any time s/he was removed from the assignment pending the hearing. The prisoner may be returned to the same assignment or considered for reclassification in accordance with this policy, as determined by the Classification Director. The prisoner shall not be returned to the same assignment if the Classification Director determines it to be a threat to the safety or security of the facility.

PERFORMANCE EVALUATIONS

- FF. Prisoners assigned to work or school or placed in recommended programs shall be evaluated by the assignment or program supervisor using the Prisoner Program and Work Assignment Evaluation, Education Program Plan or Substance Abuse Client Discharge Form (CSJ-111), as appropriate. Prisoners on school assignments, including cell study, shall be evaluated quarterly. Prisoners on food service assignments shall be evaluated monthly. Prisoners on any other work assignment shall receive an initial evaluation after two months and every six months thereafter. Prisoners assigned to programs shall be evaluated as determined by the program supervisor. Evaluations shall be discussed with the prisoner and submitted to the Classification Director for review.

- GG. If a prisoner earns a below average score on the Prisoner Program and Work Assignment Evaluation for his/her work assignment, his/her performance shall be closely monitored for the next 30 calendar days. If after 30 calendar days the prisoner does not raise that score to a satisfactory/average score, the prisoner shall be referred for reclassification. If a prisoner earns a below average score on the Education Program Plan for his/her school assignment, his/her performance shall be closely monitored for the next 90 calendar days. If after 90 calendar days the prisoner does not raise that score to a satisfactory/average score, the prisoner shall be referred for reclassification.

- HH. When termination from a work or school assignment is necessary, the recommendation shall be submitted by the assignment supervisor using a Prisoner Program and Work Assignment Evaluation and forwarded to the Classification Director. The RUM or designee shall be notified whenever a prisoner is terminated. The prisoner shall be considered for reclassification in accordance with this policy.

OPERATING PROCEDURES

- II. RPAs shall ensure that within 60 days of its effective date, procedures necessary to implement this policy directive are developed.

III. AUDIT ELEMENTS:

- JJ. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

Measure prisoner ability.

APPROVED BY:

Bill Martin
Bill Martin, Director

12/28/00
Date

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 03/01/04	NUMBER 05.01.130
SUBJECT PRISONER SECURITY CLASSIFICATION		SUPERSEDES 05.01.130 (07/16/02)	
		AUTHORITY MCL 791.203; 791.264; 791.265 Administrative Rule 791.4401; Cain v MDOC	
		ACA STANDARDS 4-4295; 4-4296; 4-4298; 4-4300; 4-4444; 2-CO-4B-01; 2-CO-4B-03; 2-CO-4G-01	
		PAGE 1 OF 5	

POLICY STATEMENT:

Prisoners in Correctional Facilities Administration (CFA) shall be classified to appropriate security levels based on management and confinement requirements in accordance with this policy.

RELATED POLICIES:

- 04.05.120 Segregation Standards
- 05.01.135 Statistical Risk Screening
- 05.01.140 Prisoner Placement and Transfer
- 06.03.101 Community Residential Programs - Prisoner Placement and Transfer

POLICY:

GENERAL INFORMATION

All policy changes are for info only - no screening to be necessary

- A. While there is no right to placement at a particular security level, prisoners shall be classified according to management and confinement requirements necessary for protection of the general public, prevention of escape, maintenance of control and order, and the safety of staff and prisoners.
- B. The categories of security classification in CFA institutions are Levels I through VI and segregation. Level I is the least secure level; segregation is the most secure. This policy only applies to the classification of prisoners to Levels I through VI. Prisoners shall be classified to segregation as set forth in PD 04.05.120 "Segregation Standards".
- C. If a prisoner's Pre-sentence Investigation Report contains conflicting or ambiguous information that may impact on the prisoner's security classification, the field office where the Report was prepared shall be contacted for clarification. If the conflict or ambiguity cannot be resolved, the best judgment of the screener shall be used and rationale documented on the appropriate screening form.
- D. Each prisoner's appropriate security classification shall be determined using the Security Classification Screen - Initial form (CSJ-480) or Security Classification Screen - Initial - Female Prisoners Only form (CSJ-482), as appropriate, and the Security Classification Screen-Review form (CSJ-481) or the Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate. All screening forms shall be completed in accordance with OP CFA 05.01.130 "Completion of Security Classification Forms - For Male Prisoners" and OP CFA 05.01.130-A "Completion of Security Classification Forms - For Female Prisoners", as applicable. Staff shall not rely on information contained in a prior security classification screen without first verifying its accuracy; this shall include a review of the prisoner's files, as necessary. All screening forms shall be reviewed for accuracy and signed by a supervisor of the screener.
- E. Male prisoners shall receive copies of their completed screening form within 30 calendar days after completion. Pursuant to court order, female prisoners shall receive copies of their

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completed screening form within 48 hours after completion. If the prisoner believes that the security classification is the result of incorrect information or computation on the screening form, the prisoner may file a grievance as set forth in PD 03.02.130 "Prisoner/Parolee Grievances".

- F. The CFA Deputy Director or designee shall maintain a Security Classification Manual, which shall be reviewed annually and updated as needed. Copies of the Manual shall be distributed to Wardens for use by staff involved in security classification. In addition, the CFA Deputy Director or designee shall develop security classification training in coordination with the Office of Training and Recruitment in the Bureau of Human Resources, to be provided to staff involved in security classification.

SECURITY CLASSIFICATION COMMITTEE

- G. Each institution shall have at least one security classification committee which shall be responsible for ensuring proper prisoner placement at that institution. The committee's members shall be appointed by the Warden and include at least one member of the rank of Assistant Deputy Warden or above. Whenever possible, the Security Classification Committee shall include staff representative of custody, programs and housing.

SCREENING OF INCOMING PRISONERS

- H. A Security Classification Screen - Initial form (CSJ-480) or the Security Classification Screen - Initial - Female Prisoners Only form (CSJ-482), as appropriate, shall be completed for each prisoner upon commitment; this includes prisoners returned from parole with new sentences to be served with the Department. However, a prisoner who receives a new sentence to be served with the Department for an offense committed while in a CFA institution shall be screened using only the Security Classification Screen - Review form (CSJ-481) or the Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate. When a prisoner receives a sentence to be served with the Department for an offense committed while in a CFA institution or on parole, the prisoner's total management points shall not be lower than that indicated on the prior security classification screen. If the previous score is used, it is to be noted on the new security classification screen.
- I. Whenever a discharged prisoner with a homosexual predator designation returns with a new commitment, reception facility staff shall determine whether the designation is still justified, as set forth in PD 05.01.150 "Homosexual Predator Designations".

SECURITY CLASSIFICATION REVIEW

- J. Prisoners shall be rescreened for security classification by staff designated by the Warden using the Security Classification Screen - Review form (CSJ-481) or the Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate, if any of the following occur:
1. It has been twelve months since the prior screening.
 2. The prisoner is being transferred to a different CFA facility and it has been at least 60 calendar days since the prior screening or the prisoner has incurred a major misconduct since the prior screening. This does not apply to temporary transfers for medical, psychiatric or other treatment unrelated to security needs.
 3. Staff have reason to believe the prisoner's security level would change. The prisoner's most recent security classification screen shall be reviewed whenever a Parole Eligibility/Lifer Review Report is being prepared to ensure it accurately reflects the prisoner's correct security level.

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4. The prisoner has received an additional sentence or has been resentenced.
 5. The prisoner has been designated as a homosexual predator or has had the designation removed, in accordance with PD 05.01.150 "Homosexual Predator Designations".
 6. A security threat group designation is pending review for the prisoner unless an exception is approved by the appropriate Regional Prison Administrator (RPA), the prisoner has been designated as a security threat group member or has had the designation removed, in accordance with PD 04.04.113 "Security Threat Groups".
 7. An error is identified in a prior security classification screen as a result of incorrect information or computation.
- K. Whenever a prisoner designated as a homosexual predator is rescreened for security classification, staff also shall review the prisoner's file in accordance with PD 05.01.150 "Homosexual Predator Designations" to determine whether the designation is still justified.

DETERMINING TRUE SECURITY LEVEL

- L. A prisoner's true security level is normally the higher of the confinement or management level on the appropriate screening form. However, if the screener does not believe that the higher of the confinement or management level accurately reflects the prisoner's security requirements, the true security level may be increased or decreased through a departure. The reason for the departure shall be indicated on the appropriate screening form and, for male prisoners, shall be in accordance with the specific requirements set forth in OP CFA 05.01.130 "Completion of Security Classification Forms - For Male Prisoners". A departure shall not be used to meet bed space or programming needs or for any other reason that is unrelated to the prisoner's security requirements.
- M. All departures require the approval of the CFA Deputy Director or designee except for the following, which may be approved by the Warden or designee subject to Paragraphs Q through U:
1. A departure to Level I for a prisoner granted a parole as indicated on a Notice of Action/Parole Board (CAX-114); however, if the parole is subsequently suspended, continued placement in Level I requires the approval of the CFA Deputy Director or designee.
 2. A departure which will result in a prisoner's transfer within the same facility or another facility under that Warden's supervision.
 3. A one level departure decreasing the prisoner's true security level.
 4. At a reception facility, a one level departure to Level I through IV.

DETERMINING ACTUAL PLACEMENT LEVEL

- N. Prisoners shall normally be placed consistent with their true security level. However, there may be reasons unrelated to security, (e.g., medical/mental health needs; lack of bed space at the appropriate level) which preclude such placement. When that occurs, the prisoner may be waived to a higher or lower actual placement level. The reason for the waiver shall be indicated on the appropriate screening form and, for male prisoners, shall be in accordance with the specific requirements set forth in OP CFA 05.01.130 "Completion of Security Classification Forms - For Male Prisoners". Pursuant to court order, waivers of female prisoners to a higher security level due to lack of bed space shall not exceed five percent of

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the female prisoner population.

- O. All waivers require the approval of the CFA Deputy Director or designee except for the following, which may be approved by the Warden or designee subject to Paragraphs Q through U:
1. A waiver which will result in a prisoner's transfer within the same facility or another facility under that Warden's supervision.
 2. A one level waiver decreasing the prisoner's true security level, unless a one level departure has been approved pursuant to Paragraph M.
 3. At a reception facility, a one level waiver to Level I through IV, unless a one level departure has been approved pursuant to Paragraph M.
- P. Prisoner placement shall be in accordance with PD 05.01.140 "Prisoner Placement and Transfer". Placement in Level VI also shall be in accordance with PD 05.01.143 "Security Level VI".

OTHER CONSIDERATIONS

- Q. Prisoners shall be classified to Level VI consistent with the requirements set forth in PD 05.01.143 "Security Level VI".
- R. Female prisoners shall not be classified to Level V unless prior approval is obtained from the CFA Deputy Director or designee.
- S. Prisoners designated as security threat group members or, unless an exception is approved by the appropriate RPA, those with designations pending, shall be classified to a security level consistent with the requirements set forth in PD 04.04.113 "Security Threat Groups".
- T. Prisoners designated as homosexual predators pursuant to PD 05.01.150 "Homosexual Predator Designations" shall not be classified to Level I, II, or III.
- U. The following prisoners shall not be classified to Level I unless approved by the CFA Deputy Director or designee:
1. Prisoners serving a sentence for escape, unless granted a parole as indicated on the Notice of Action/Parole Board (CAX-114); however, if the parole is subsequently suspended, continued placement in Level I requires the approval of the CFA Deputy Director or designee.
 2. Prisoners with a pending felony charge or who are awaiting sentencing on a felony conviction.
 3. Prisoners with pending deportation hearings.
 4. Male prisoners designated as very high assault risks pursuant to PD 05.01.135 "Statistical Risk Screening" except under the following circumstances:
 - a. The prisoner has been granted a parole as indicated on the Notice of Action/Parole Board (CAX-114); however, if the parole is subsequently suspended, continued placement in Level I requires the approval of the CFA Deputy Director or designee.
 - b. The prisoner's confinement level is Level I, consistent with the screening

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requirements set forth in OP CFA 05.01.130 "Completion of Security Classification Forms – For Male Prisoners".

- V. A prisoner's true security level shall be increased or decreased through a departure if necessary to meet the requirements set forth in Paragraphs Q through U.
- W. Security classification shall take precedence over program classification except as set forth in Paragraph X. Custody reductions shall not be delayed if the same or similar programs are offered in the less secure facility. However, lateral transfers and transfers to reduced custody shall be delayed if the prisoner is involved in a program as a result of a programming assessment recommended by the Parole Board.
- X. Reductions in custody and lateral transfers of prisoners involved in the programs listed below, in order of priority, shall be made only when necessary and only with the approval of the Warden or designee:
1. Therapy programs (e.g., sex offender therapy) if there has been a considerable investment of time and resources, the prisoner's completion of the program is imminent, and space at the current placement allows such delay.
 2. Career and technical education programs.
 3. Academic education programs.
- Y. Staff responsible for assignment to the programs identified in Paragraph X shall review security reduction eligibility dates before prisoners are assigned to determine if sufficient time remains for the completion of the program.

OPERATING PROCEDURES

- Z. The CFA Deputy Director shall ensure that procedures are developed as necessary to implement this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that any existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or if no longer needed. Wardens may similarly develop procedures to implement this policy directive; however, facility procedures shall not conflict with procedures issued by the Deputy Director.

AUDIT ELEMENTS

- AA. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self-audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: _____

Patricia L. Caruso, Director

2/19/04
Date

<p style="text-align: center;">MICHIGAN DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY DIRECTIVE</p>	<p>EFFECTIVE DATE 08/01/05</p>	<p>NUMBER 06.03.105</p>
<p>SUBJECT ELECTRONIC MONITORING OF OFFENDERS</p>	<p>SUPERSEDES PD 06.03.103 (03/26/96); PD 06.03.105 (01/27/98); PD 06.04.131 (06/30/84); PD 06.04.132 (08/30/94)</p>	
<p>AUTHORITY MCL 771.3; 791.203; 791.239; 791.265a Administrative Rule 791.4428</p>		
<p>ACA STANDARDS 2-CD-4G-01; 1-EM-1A-01; 1-EM-1B-13; 1-EM-1C-16; 1-EM-3A-04; 1-EM-3B-04; 1-EM-3C-03; 1-EM-3C-05; 1-EM-4A-01; 1-EM-4A-10</p>		
<p>PAGE 1 OF 4</p>		

POLICY STATEMENT:

Electronic monitoring systems (EMS) enhance the supervision of offenders in the community through remote monitoring of curfew compliance, alcohol use and/or movement within the community. Offenders shall be electronically monitored as set forth in this policy.

RELATED POLICIES:

06.02.105 Offender Reimbursement

POLICY:**GENERAL INFORMATION**

- A. EMS is a tool used by the Department to effectively and cost-efficiently increase the supervision of offenders in the community. Differences in EMS technology permit the monitoring of an offender in a way that will most likely impact on his/her criminal behavior; current technology includes radio frequency monitoring, home based alcohol monitoring, community based alcohol monitoring and global positioning system monitoring. Only those systems approved by the Director or designee are to be used to monitor offenders under the Department's jurisdiction. The Deputy Director of Field Operations Administration (FOA) shall ensure standards are issued identifying the offender population targeted for each approved system.
- B. All prisoners in Community Residential Programs (CRP) who reside in a community residential home, as defined in MCL 791.265a, shall be placed on EMS; at a minimum, the system shall monitor when the prisoner leaves and returns to the home placement and any curfew violations. Probationers and parolees shall be placed on EMS only when ordered by the sentencing court or the Parole Board as a special condition of probation or parole.
- C. FOA shall operate at least one EMS Center. The Center shall provide 24-hour, seven-day per week monitoring of all FOA offenders for whom electronic monitoring is required. In conjunction with the Office of Training and Recruitment in the Bureau of Human Resources, Center staff shall provide field staff with necessary training in the installation, use and security of EMS equipment.
- D. All requirements set forth in this policy for electronically monitoring probationers shall be followed unless directed otherwise by the sentencing court.

EMS PLACEMENT REQUIREMENTS

- E. A probationer with a special condition of probation requiring electronic monitoring shall be placed on EMS no later than the first business day following the probationer's availability for supervision or, if the special condition is added during the course of supervision, no later than the first business day after approval of the special condition. The field office supervisor shall determine, subject to the court's

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approval, whether the probationer is to be placed in jail or on bond while awaiting EMS placement.

- F. A parolee with a special condition of parole requiring electronic monitoring shall be placed on EMS no later than the first business day after the parolee's release on parole. If the special condition is added during the course of supervision, the parolee shall be placed on EMS no later than the first business day after the agent serves the parolee with the special condition. The request to the Parole Board to add the special condition shall be processed in accordance with OP FOA 05.04.130G "Order for Parole and Amendment of Orders". The parolee shall be immediately removed from EMS if the Parole Board does not approve the special condition.
- G. A CRP prisoner shall be placed on EMS in a community residential home only with approval of the supervising field agent or field office supervisor, as appropriate. The prisoner's criminal history, overall community adjustment, parole eligibility date and availability of housing in a community corrections center shall be considered in determining whether to approve the placement. If placement is approved, the prisoner shall be placed on EMS immediately upon arrival at the community residential home.
- H. An offender shall be placed on EMS only after all of the following requirements have been met:
1. The home placement investigation has been completed and approved by the appropriate field agent.
 2. If telephone service is necessary for electronic monitoring, the availability of telephone service at the offender's residence has been confirmed and determined to be compatible with EMS equipment. If service is not available but can be made available at a reasonable cost, the Department may provide it and obtain reimbursement from the offender as set forth in PD 05.02.105 "Offender Reimbursement".
 3. The offender has agreed in writing to comply with all rules and conditions of probation or parole supervision or CRP, as applicable, including those regarding electronic monitoring.
- I. Prior to installation of the EMS equipment, field staff shall enter the offender on the EMS database using the designated computerized data entry program. Immediately after installation, the field agent shall call the EMS Center from the location at which the equipment was installed to ensure the equipment is operational. Placement of the offender on EMS and confirmation that the equipment is operational shall be documented in the appropriate case notes.
- J. The field agent or designee shall promptly notify the EMS Center through the designated computerized data entry program of all changes in the status of an offender on EMS which affects electronic monitoring of the offender. This includes termination from electronic monitoring supervision and changes in the monitoring system used, as well as changes in curfews, telephone numbers, addresses, and employment.

SPECIAL REQUIREMENTS FOR MONITORING OFFENDER'S PRESENCE WITHIN RESIDENCE

- K. An offender who is on EMS to monitor when s/he leaves his/her residence shall be permitted to leave that residence only for the following reasons, as approved by the supervising agent:
1. To seek or work at paid employment and, if employed, to eat meals off-site during hours of employment.
 2. To interview or register for, or participate in, an educational, training, or approved treatment program.
 3. To obtain necessary medical services.
 4. To participate in community service work.

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5. To conduct other personal business as defined by the FOA Deputy Director or designee; however, approval shall not be granted to attend events that are primarily recreational or social in nature. Approval also shall not be granted if the offender is delinquent in his/her monetary and/or community service obligations.
- L. An offender may be authorized to be absent from his/her residence for the above reasons only for the actual time involved in performing authorized activities plus reasonable travel time, as determined by the supervising agent. Specific curfew hours for each offender shall be established in accordance with standards issued by the FOA Deputy Director.

EMS VIOLATIONS

- M. EMS Center staff shall be responsible for documenting all computer notices of EMS violations and equipment malfunctions. Telephone verification calls shall be made to the offender's residence when necessary to verify a violation or resolve a potential system error. As soon as EMS Center staff are able to rule out system error, but no later than one hour after becoming aware of the computer notice, EMS Center staff shall report the computer notice and responses taken in response to the notice to the offender's supervising field agent or designee. If not initially reported in writing, EMS Center staff shall send written confirmation of the contact to the supervising field agent no later than one business day after becoming aware of the computer notice. In all reported cases, EMS Center staff shall provide the supervising agent or designee with documentation of responses taken in response to the computer notice.
- N. Field agents shall promptly investigate all reported computer notices, document their findings and take appropriate action consistent with Department policy.
- O. A prisoner who fails to abide with EMS requirements may be placed in a corrections center or reclassified to a higher security level in a CFA institution. The prisoner also may be charged with misconduct consistent with PD.03.03.105 "Prisoner Discipline". Staff shall address EMS violations for unauthorized absences as set forth in PD 01.05.125 "Escape and Apprehension Reporting/Processing".
- P. Field staff shall follow Probation Violation Response Guidelines (CFJ-266) to determine appropriate action to be taken when a probationer fails to abide with EMS requirements; in the case of a parolee, field staff shall follow Parole Violation Response Guidelines (CFJ-175) to determine appropriate action.

EMS EQUIPMENT ISSUANCE/INVENTORY

- Q. The EMS Center is responsible for the issuance of all EMS equipment to field offices.
- R. Field office supervisors shall ensure that all EMS equipment issued to their office is accounted for. Equipment stored on site shall be secured in an area inaccessible to offenders and other unauthorized persons. Any issued EMS equipment that is determined to be lost, damaged or stolen shall be immediately reported in writing to the EMS Center Supervisor, with copies to the appropriate Area Manager and Regional Administrator. The report shall include the specific equipment and offender (if any) involved and fully describe the circumstances resulting in the loss of or damage to the equipment.
- S. The EMS Center Supervisor shall ensure an inventory is maintained of all non-disposable EMS equipment; the inventory shall include a description of each item, its unit number or identifier, its location assignment, and whether the item is presently in use. The EMS Center Supervisor also shall ensure that a list is generated at least quarterly identifying the specific equipment assigned to each field office. The list shall be sent to the supervisor of each field office identified on the list. Within 30 calendar days after receipt of the list, the field office supervisor shall notify the EMS Center of any discrepancies.

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OPERATING PROCEDURES

- T. The FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 90 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- U. A Primary Audit Elements List has been developed and will be provided to Regional Administrators and the EMS Center Supervisor to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED:


Patricia L. Caruso, Director

6/30/05
Date

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE	NUMBER
	01/01/01	06.05.103
SUBJECT PAROLE ELIGIBILITY/LIFER REVIEW REPORTS	SUPERSEDES	
	PD 06.05.103 (02/02/98)	
	AUTHORITY	
	MCL 791.203, 791.233d, 791.235, 800.403a	
	ACA STANDARDS	
	2-1074, 2-1077, 2-1078, 3-3194, 3-4291, 3-ACRS-4G-05, 2-CO-4B-01	
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I. **POLICY STATEMENT:** Parole Eligibility/Lifer Review Reports (PERs) shall provide a summary of a prisoner's prior record, adjustment and other information to be considered by the Parole Board, as set forth in this policy.

II. **POLICY:** GENERAL INFORMATION

A. This policy does not apply to prisoners in the Special Alternative Incarceration Program.

B. The Parole Board shall consider prisoners for parole as set forth in PD 06.05.104 "Parole Eligibility, Interviews and Decisions".

C. For prisoners serving a sentence of a term of years, the parole eligibility date is the calendar minimum less applicable good time or disciplinary credits or, for habitual offenders, as set forth in PD 03.01.102 "Habitual Offenders".

INITIATION OF PAROLE ELIGIBILITY/LIFER REVIEW REPORT (PER)

D. The Manager of Management Information Services (MIS), Office of Planning, Research and Management Information Services, Administration and Programs, shall notify Wardens and, for prisoners in Community Residential Programs (CRP), Field Operations Administration (FOA) Supervisors/Managers when PERs are due for prisoners under their supervision who are serving a sentence of a term of years. Such notification shall be provided at least eight months prior to the prisoner's parole eligibility date or, for a prisoner previously denied parole, the parole reconsideration date. For a prisoner received less than eight months prior to the parole eligibility date, such notification will not be provided; instead, the PER shall be due as soon as possible and prepared as set forth in Paragraph G.

E. Pursuant to PD 06.05.104 "Parole Eligibility, Interviews and Decisions", the Parole Board is required to interview a prisoner who is serving a life sentence at the conclusion of ten calendar years of the sentence, and review the prisoner's file every five years thereafter until the prisoner is granted a reprieve, commutation, pardon or, if applicable, parole. This includes prisoners serving a life sentence for a violation of the Controlled Substances Act (MCL 333.7101 et seq.). The Parole Board shall notify Wardens that a PER is due for a prisoner serving a life sentence at least eight months prior to each scheduled interview and review date.

F. A PER also may be requested by the Parole Board for prisoners being considered for a special parole pursuant to PD 06.05.104 "Parole Eligibility, Interviews and Decisions".

G. Each Warden and FOA Supervisor/Manager shall ensure PERs are prepared for prisoners under their supervision when notified by MIS or the Parole Board that a

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<p>PER is due. Wardens of reception facilities shall ensure PERs are prepared for newly committed prisoners who are eligible for parole consideration within eight months after reception. Wardens and FOA Supervisors/Managers also shall ensure PERs are prepared as soon as possible when a special parole is recommended pursuant to PD 05.05.104 "Parole Eligibility, Interviews and Decisions" for a prisoner under their supervision and when requested by the Parole Board.</p>			
<p>H. When notification is received that a PER is due for a prisoner being considered for transfer, every attempt shall be made to complete the PER prior to the prisoner's transfer. When it is not possible to complete the PER prior to transfer, adequate information shall be provided to the receiving facility or CRP location to enable timely preparation of the PER. Appropriate staff at the receiving facility or CRP location shall complete the PER as required.</p>			
<p><u>PER PREPARER</u></p>			
<p>I. Each Warden and FOA Supervisor/Manager shall designate staff to prepare PERs for prisoners under their supervision. The PER preparer shall interview the prisoner and review with him/her the parole consideration process.</p>			
<p>J. Prior to the completion of the PER, the prisoner shall be provided a reasonable opportunity to review the contents of his/her Counselor file, unless the information is exempt from disclosure pursuant to PD 01.06.110 "Freedom of Information Act- Access to Department Public Records".</p>			
<p>K. The prisoner may present letters, offers of employment and other information supporting parole to the PER preparer. The PER preparer shall make note of this information in the PER and return to the prisoner all written information provided. The prisoner also may present this information directly to the Parole Board if interviewed.</p>			
<p>L. A copy of the completed PER shall be provided to the prisoner. The prisoner shall attempt to resolve any questions regarding the content of the PER with the PER preparer prior to the PER being submitted to the Parole Board. The prisoner may present any unresolved questions regarding the content of the PER to the Parole Board member.</p>			
<p>M. The PER preparer shall complete the Prisoner Record/Report Check-Off List (CSR-472) and ensure appropriate reports are requested. Reports of results from any physical and mental health examinations shall be requested from appropriate Bureau of Health Care Service (BHCS) staff. BHCS staff shall forward such reports directly to the Parole Board with notification to the PER preparer as to when the reports were sent. The PER preparer shall ensure all requested reports are received and placed in the prisoner's file or are sent directly to the Parole Board, as appropriate, prior to parole consideration. Questions from the Parole Board regarding receipt of required reports shall be directed to the appropriate Warden or FOA Supervisor/Manager for resolution.</p>			
<p>N. The completed PER shall be forwarded to the Parole Board at least seven months prior to the prisoner's parole eligibility or reconsideration date or, for a prisoner serving a life sentence, the interview or review date, as appropriate. A PER prepared upon the request of the Parole Board shall be forwarded as requested by the Parole Board.</p>			

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<u>CONTENT OF PER</u>			
<p>O. Each PER shall be prepared in accordance with OP 06.05.103 "Preparing Parole Eligibility/Lifer Review Reports", using the Parole Eligibility/Lifer Review Report form (CSJ-123). The report shall contain information as required by MGL 791.235 and any other information requested by the Parole Board, including but not limited to the following:</p> <ol style="list-style-type: none"> 1. The active offenses for which the prisoner is serving. For a prisoner subject to disciplinary time, the amount of disciplinary time the prisoner has accumulated which has not been reduced shall be indicated for each active sentence. 2. The prisoner's prior criminal record. 3. The prisoner's overall adjustment while incarcerated or since the last Parole Board review date, as appropriate. This shall include a summary of major misconduct violations by the prisoner. 4. The prisoner's current status toward completion of programs recommended in accordance with PD 04.01.105 "Reception Center Services" and PD 05.01.100 "Prisoner Program Classification". For a prisoner sentenced to serve a minimum sentence of two years or more for a crime committed after December 15, 1998, the PER shall indicate if the prisoner is exempt from General Education Development (GED) requirements pursuant to PD 05.02.112 "Education Programs for Prisoners". If not exempt and currently enrolled in GED programming, an estimated date of completion shall be included. 5. The prisoner's adjustment while in CRP or on parole for an active sentence, if applicable. 6. The prisoner's cooperation in providing information regarding his/her financial assets as required pursuant to PD 04.02.140 "Reporting of Offender Assets". 7. The prisoner's parole plans unless the PER is being prepared for a prisoner serving a life sentence or being considered for a special parole pursuant to PD 06.05.104 "Parole Eligibility, Interviews and Decisions". In such cases, the prisoner's parole plans shall be included only upon request of the Parole Board. <p>P. The PER shall be prepared using information contained in the prisoner's files unless noted as an opinion of the PER preparer or as a statement by the prisoner. The PER shall not include a recommendation for or against parole.</p>			
<u>OPERATING PROCEDURE</u>			
<p>Q. Each Correctional Facilities Administration (CFA) Regional Prison Administrator and the FOA Deputy Director shall ensure that within 60 days of its effective date, procedures necessary to implement this policy directive are developed.</p>			

on Active Parole (only) →

MICHIGAN DEPARTMENT OF CORRECTIONS

NOTICE

TO: ALL HOLDERS OF POLICY DIRECTIVE MANUALS

SUBJECT: PD 06.05.101 Parole Program

Attached is Revised PD 06.05.101 which takes effect August 1, 1987. Significant changes include the following:

Paragraph 1 is revised to clarify that a parolee who is denied parole may be considered as parolee for purposes of a later parole, or otherwise referred to as "Parolee" within the meaning of this PD.

Paragraph 1(d) is revised to clarify that a child abuse prevention order is to be treated in the same manner as a permanent injunction under PD 06.

Paragraph 1(f) is revised to have the same effect. Services that provide the required protection when there is a child abuse prevention order in force, a child abuse prevention order issued to the parolee, a permanent injunction to parolee.

Paragraph 1(g) is revised to have the same effect as the attached.

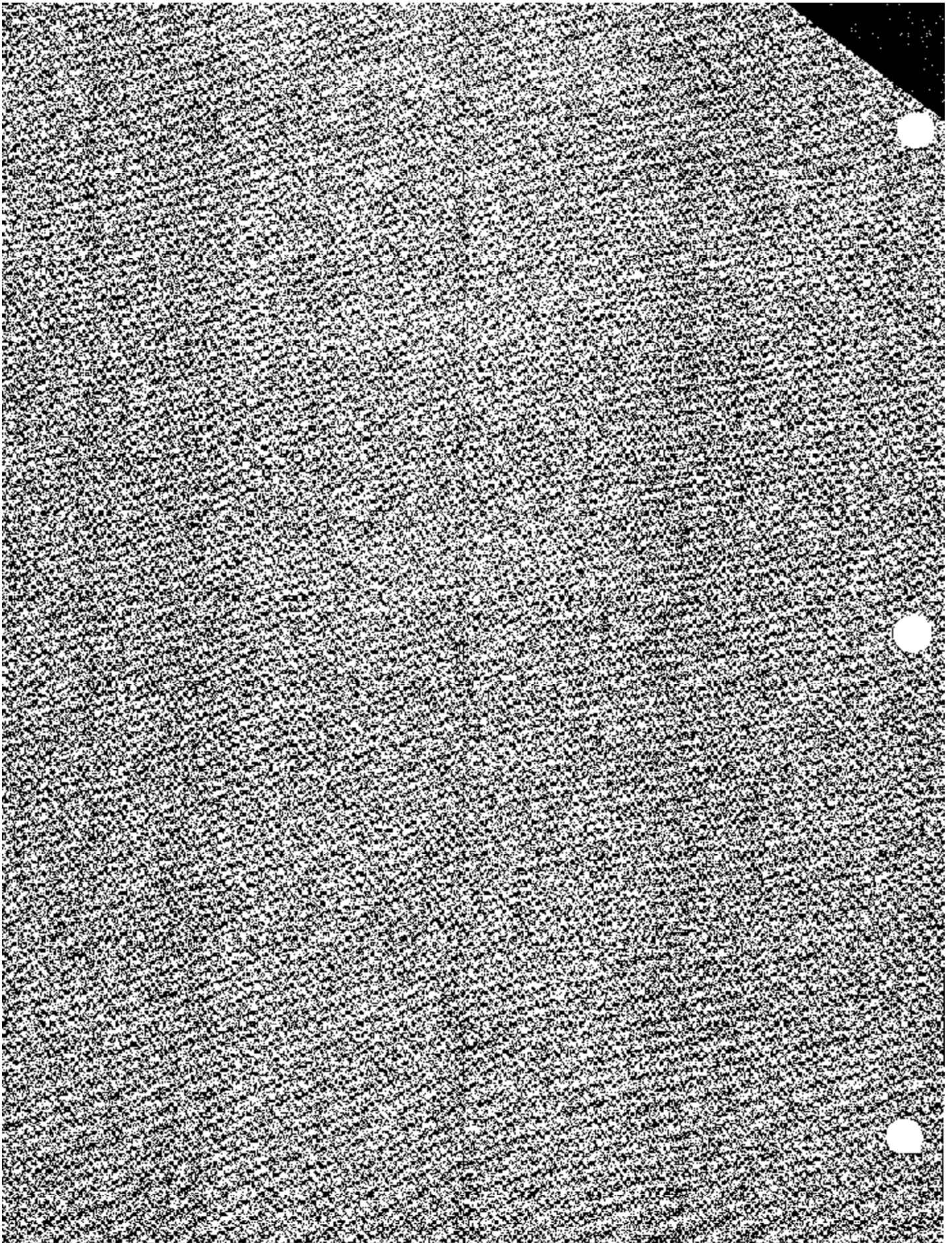


[Name]



Richard W. Johnston, Administrator
Michigan Department of Corrections

MS: [Name]



<p style="text-align: center;">MICHIGAN DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY DIRECTIVE</p>	<p>EFFECTIVE DATE 08/15/05</p>	<p>NUMBER 06.05.104</p>
<p>SUBJECT PAROLE PROCESS</p>	<p>SUPERSEDES 06.05.104 (02/01/05)</p>	
<p>AUTHORITY MCL 780.751 et seq.; 791.203; 791.231a - 791.237; 791.242; 791.244; Administrative Rules 791.7715; 791.7718</p> <p>ACA STANDARDS 2-1075; 2-1076; 2-1082 through 2-1084; 2-1085; 2-1087; 2-1090 through 1097; 4-4418</p> <p>PAGE 1 OF 11</p>		

POLICY STATEMENT:

The Department shall ensure only prisoners who are eligible for and granted parole by the Parole Board are released on parole, as set forth in this policy. There is no right to parole.

RELATED POLICIES:

06.02.120	Parole Loans
06.05.100	Parole Guidelines
06.05.103	Parole Eligibility/Lifer Review Reports
06.06.115	Intensive Parole Reentry Program

POLICY:**GENERAL INFORMATION**

- A. This policy does not apply to prisoners in the Special Alternative Incarceration Program.
- B. The Parole Board Chairperson shall ensure that an informational booklet explaining the parole process maintained. The booklet shall be available for prisoner review in each institutional library or in another area designated by the facility head where no library exists (e.g., corrections centers). A copy of the information contained in the booklet shall be included in the Prisoner Guidebook, as set forth in PD 04.01.130 "Prisoner Guidebook".
- C. A Department employee shall not make a recommendation to the Parole Board for or against parole of a prisoner, except if the employee is the victim of the offense for which the prisoner is serving. If the employee is the victim, s/he may address, or submit a written statement for consideration by, the Parole Board pursuant to the Crime Victim's Rights Act and PD 01.06.120 "Victim Notification".
- D. Notice of Parole Board actions shall be provided to victims and other persons who have requested to receive notice as set forth in PD 01.06.120 "Victim Notification".

PAROLE ELIGIBILITY DATE

- E. Except as set forth in Paragraph F, the parole eligibility date of prisoners serving a sentence of a term of years is the calendar minimum less any applicable good time or disciplinary credits or, for habitual offenders, as set forth in PD 03.01.102 "Habitual Offenders". These prisoners shall be eligible for a special parole prior to their parole eligibility date only with the approval of the sentencing judge or his/her successor in office. The approval must be in writing and clearly indicate that jurisdiction is given to the Parole Board to grant parole prior to the prisoner's parole eligibility date, and must be received by the Parole Board directly from the sentencing judge or his/her successor. A Department employee shall not make a recommendation to the sentencing judge or his/her successor in office for or against the grant of jurisdiction to the Parole Board. Prisoners serving a sentence for a Proposal B offense, including habitual offenders whose underlying offense is a Proposal B offense, are not eligible to be considered for special parole.

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- F. Pursuant to MCL 791.234, as amended by Public Act 670 of 2002, prisoners convicted prior to March 1, 2003, of certain violations of the Controlled Substances Act are eligible for parole on that sentence as follows:
1. If serving a sentence for a violation of MCL 333.7401(2)(a)(i) or MCL 333.7403(2)(a)(i), after serving the calendar minimum less any applicable credits for that violation or after serving 10 years of the sentence, whichever is less.
 2. If serving a sentence for a violation of MCL 333.7401(2)(a)(ii) or MCL 333.7403(2)(a)(ii), after serving the calendar minimum less any applicable credits for that violation or after serving 5 years of the sentence, whichever is less.
 3. If serving a sentence for a violation of MCL 333.7401(2)(a)(iv) or MCL 333.7403(2)(a)(iv) that is consecutive to a sentence for a violation of MCL 333.7401(2)(a)(i) to (iv) or MCL 333.7403(2)(a)(i) to (iv), after serving the calendar minimum less any applicable credits for that violation or after serving one-half of the minimum sentence ordered by the court. However, this does not apply if the offense was committed while the prisoner was on probation or parole.

Life Sentences

- G. Prisoners who are serving a life sentence for violating or conspiring to violate MCL 333.7401(2)(a)(i) of the Controlled Substances Act are eligible for parole after serving 17½ calendar years of the sentence or, if the prisoner has a prior or another current conviction for committing or conspiring to commit a serious offense, after serving 20 calendar years. (Attachment A identifies those offenses which are considered serious offenses pursuant to MCL 791.234.) The 20 or 17½ year period may be reduced by 2½ years if the prisoner cooperated with law enforcement authorities. For prisoners sentenced on or after October 1, 1998, this shall apply only if it is stated on the Judgment of Sentence that the prisoner cooperated. Prisoners sentenced prior to that date who believe they are eligible for the 2½ year reduction shall be responsible for contacting the sentencing court to obtain an order from the sentencing judge or his/her successor indicating the prisoner cooperated. The court order must be sent directly from the court to the Parole Board; a letter from the judge shall not be sufficient. Upon receipt of such an order, the Parole Board Chair shall ensure that the prisoner's parole consideration date reflects the 2½ year reduction.
- H. Prisoners serving a non-parolable life sentence (e.g., for a violation of MCL 750.316 "Murder in the First Degree"; certain provisions of MCL 750.200 through 750.212a regarding explosives, bombs and other harmful devices"; certain provisions of MCL 750.16 and 750.18 regarding the adulteration and misbranding of drugs and medicine, certain provisions of MCL 333.17764 of the Public Health Code) are not eligible for parole consideration.
1. All other prisoners serving a life sentence are eligible for parole consideration as follows:
 1. Prisoners sentenced for an offense committed before October 1, 1992 are eligible for parole after serving ten calendar years of the life sentence. This includes prisoners serving a life sentence for violating or conspiring to violate MCL 333.7403(2)(a)(i) of the Controlled Substances Act.
 2. Prisoners sentenced for an offense committed on or after October 1, 1992 are eligible for parole after serving 15 calendar years of the life sentence. This includes prisoners serving a life sentence for violating or conspiring to violate MCL 333.7403(2)(a)(i) of the Controlled Substances Act.

PAROLE BOARD INTERVIEWS

- J. In accordance with PD 06.05.100 "Parole Guidelines", the Parole Board may deny parole without an interview if the prisoner's parole guidelines score indicates a low probability that parole will be granted.

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The Parole Board may grant parole without an interview if the prisoner's parole guideline score indicates a high probability that parole will be granted, except that a prisoner who is serving for a sex offense or an offense involving the death of a victim shall not be paroled without an interview. However, parole shall be granted only after a review of the prisoner's Central Office file, including the Pre-Sentence Investigation Report and the most recent Parole Eligibility/Lifer Review Report, and any additional reports requested by the Parole Board. All other prisoners serving a sentence of a term of years, including prisoners whose parole guideline score indicates an average probability of parole, shall be interviewed by the Parole Board prior to a decision being made whether to grant or deny parole.

- K. Parole interviews shall be conducted at least 30 calendar days prior to the prisoner's parole eligibility date or, if eligible for parole within 30 calendar days of arrival at a reception facility, as soon as possible. Parole interviews following a continuance shall be conducted at least 30 calendar days prior to the reconsideration date indicated by the Parole Board on the appropriate Parole Board Notice of Decision (CFJ-279). If a parole interview is not conducted in a timely manner and the prisoner is issued a continuance, the prisoner's next parole interview shall be scheduled as if the previous interview was conducted in a timely manner.

Lifer Interviews

- L. Prisoners serving a non-parolable life sentence are not eligible for parole; however, they may be considered for reprieve, commutation or pardon in accordance with MCL 791.244. These prisoners, and all other prisoners serving a life sentence, shall be interviewed by one member of the Parole Board at the conclusion of ten calendar years of the life sentence even though they may not be eligible for parole at that time. Subsequent interviews shall be conducted at the discretion of the Parole Board; however, the Parole Board shall review each prisoner's file every five years after the initial interview to determine if an interview should be scheduled until the prisoner is granted a reprieve, commutation, pardon or, if applicable, parole. Notice of the five year review shall be provided at least 30 calendar days before the review takes place, using the Notice of Intent to Conduct a Parole Board Review for Prisoners Serving a Life Sentence form. After receiving a Notice, the prisoner may submit written statements or other documents to the Parole Board for consideration during the file review. All relevant written documents received by the Parole Board shall be retained in the prisoner's Central Office file. If the Parole Board decides not to interview the prisoner after the file review, it shall notify the prisoner of that decision using the Notice of Action/Parole Board (CAX-114).
- M. The Parole Board's decision not to interview a prisoner serving a life sentence, or not to proceed with a public hearing, is not a denial of parole. If the Parole Board is interested in considering an eligible prisoner for parole, it must first conduct a public hearing in accordance with MCL 791.244. A decision to grant or deny parole shall not occur until after the public hearing.

Notice of Intent to Conduct an Interview

- N. If a parole interview is to be conducted for a prisoner serving a life sentence, the Parole Board shall prepare and send to the prisoner a Notice of Intent to Conduct a Parole Board Interview for Prisoners Serving a Life Sentence (CAJ-227) at least 30 calendar days prior to the prisoner's parole interview date.
- O. For all other prisoners for whom a parole interview is to be conducted, the Parole Board shall prepare and send to the prisoner a Notice of Intent to Conduct a Parole Board Interview (CAX-227) at least 30 calendar days prior to the prisoner's parole interview date. The Notice shall include the specific issues that will be discussed at the interview and those that may serve as a basis for parole denial, unless the information is exempt pursuant to PD 01.06.110 "Freedom of Information Act - Access to Department Public Records".
- P. A prisoner may waive an interview by notifying the Parole Board in writing within 30 calendar days after the Notice was issued.

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- Q. If the Regional Medical Officer believes that a hospitalized prisoner's physical or mental health will preclude the prisoner from being interviewed, the Regional Medical Officer shall advise the Administrator of the Bureau of Health Care Services (BHCS) of this fact as soon as possible. If the BHCS Administrator concurs, s/he shall contact the Parole Board so that the interview can be rescheduled as necessary. The Parole Board shall be notified immediately when the prisoner's health permits an interview.

Interview Process

- R. Parole interviews are informal, non-adversarial proceedings. Although custody and security shall be maintained at all times, interviews shall be conducted with as much privacy provided as possible.
- S. The prisoner and a staff member familiar with classification and program matters shall be present at the interview. The staff member present at the interview shall assist the prisoner and the Parole Board by presenting or clarifying pertinent information in a fair and objective manner. Assistance also shall be provided as necessary to prisoners who are hearing-impaired or cannot adequately communicate in English. The prisoner also may have a representative of his/her choice present; however, representation shall not be by another prisoner or anyone less than 18 years of age. An attorney shall not be excluded as a representative solely because s/he is an attorney; however, as a representative, s/he may not provide legal representation at the interview. A prisoner cannot have appointed counsel at public expense at the interview.
- T. Except for good cause, the Parole Board member conducting an interview shall not have cast a vote in favor of or against the prisoner's parole prior to conducting the interview. The Parole Board member shall review the prisoner's Record Office or Counselor file, including the Pre-Sentence Investigation Report and the most recent Parole Eligibility/Lifer Review Report (CSJ-123), information pertinent to the issues identified in the Notice of Intent to Conduct a Parole Board Interview, and any additional reports requested by the Parole Board. At the interview, the Parole Board member shall discuss with the prisoner the nature and circumstances of the offenses for which s/he is serving, as well as any issues and concerns cited in the Notice of Intent. The prisoner shall be given reasonable opportunity to express his/her views.

PAROLE BOARD DECISION TO GRANT OR DENY PAROLE

- U. Parole Board decisions to grant or deny parole shall be based on the factors contained in Administrative Rule 791.7715, whether the prisoner cooperated in providing information regarding his/her financial assets as required pursuant to PD 04.02.140 "Reporting of Offender Assets", information provided to the Parole Board pursuant to MCL 780.751 (the Crime Victim's Rights Act), parole guideline scores developed in accordance with PD 06.05.100 "Parole Guidelines", the amount of disciplinary time accumulated by a prisoner serving a sentence subject to disciplinary time, and any other information, unless prohibited by law, which the Parole Board deems significant. This shall include relevant information from the prisoner's Counselor file, including the Pre-Sentence Investigation Report and the most recent Parole Eligibility/Lifer Review Report, information pertinent to the issues identified in the Notice of Intent to Conduct a Parole Board Interview, if applicable, and any additional reports requested by the Parole Board.
- V. Pursuant to MCL 791.234, the Parole Board also shall consider the following factors in determining whether to parole a prisoner who is serving for violating or conspiring to violate MCL 333.7401(2)(a)(i) of the Controlled Substances Act. The Parole Board's decision to grant or deny parole shall specifically address each of these factors in writing.
1. Whether the offense was part of a continuing series of violations of MCL 333.7401 or 333.7403 of the Controlled Substances Act by the prisoner.
 2. Whether the offense was committed in concert with five or more other individuals.

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3. Whether the prisoner was a principal administrator, organizer, or leader of an entity that s/he knew or had reason to know was organized, in whole or in part, to commit a violation of MCL 333.7401 or 333.7403 of the Controlled Substances Act, or an entity which committed a violation of those statutes, and whether the offense was committed to further the interests of that entity.
 4. Whether the offense was committed in a drug-free school zone.
 5. Whether the offense involved the delivery of, or possession with intent to deliver, a controlled substance to an individual under 17 years of age.
- W. The Parole Board shall forward a final decision to grant or deny parole to the prisoner using the Parole Board Notice of Decision within 21 calendar days after the final decision is made except when not administratively possible, in which case it shall be sent as soon as possible. If additional information is needed to make a decision to grant or deny parole, the Parole Board may issue a deferral until such information is received. The reasons for the deferral shall be set forth on the Notice of Action/Parole Board.

Decisions to Deny Parole

- X. Whenever parole is denied, the Parole Board Notice of Decision shall set forth the reasons for that decision and, if appropriate, what corrective action the prisoner may take to improve the probability of being granted a parole in the future. A denial of parole shall not be based on reasons other than those identified in the appropriate Notice of Intent to Conduct an interview, except for good cause stated to the prisoner at or before the interview and accompanied by a written explanation. Prisoners who are denied parole shall be reconsidered at 12, 18 or 24 months, as determined by majority vote of the Parole Board or a panel of the Board; however, the Parole Board may reconsider a prisoner at 60 months under the following circumstances:
1. The prisoner was convicted of an offense while on parole which was committed after July 13, 2004 and involved the prisoner owning or possessing a firearm or, without authorization, being in the company of a person who the prisoner knew possessed a firearm. In such cases, the prisoner may be reconsidered when s/he has served 60 months of that sentence.
 2. The prisoner had a prior parole revoked for violating a condition of parole prohibiting ownership or possession of a firearm, including having a firearm under his/her control, or being in the unauthorized company of a person who the parolee knew to possess a firearm. In such cases, the prisoner may be reconsidered 60 months after the prisoner was available to be returned to the Department for the violation if the violation occurred after July 13, 2004.

For the purposes identified in number 1 and 2 above, a firearm is considered to be any weapon capable of firing a missile of any type, including BB shot, and includes an imitation firearm and a simulation of a firearm.

Decisions to Grant Parole

- Y. Whenever parole is granted, the Parole Board Notice of Decision shall include the proposed parole release date. Prisoners granted parole shall be processed for release in accordance with Paragraphs HH through SS of this policy.
- Z. After receipt of the Parole Board Notice of Decision, the Manager of the Parole Release Unit in the Office of Field Programs (OFP), Field Operations Administration (FOA), shall ensure that a pre-parole investigation is conducted for each prisoner granted a parole to determine the suitability of the prisoner's proposed placement. Parole placement shall be in an area where the prisoner has ties to the community or, if the prisoner does not have ties to a specific community, in the county of commitment, unless specialized placement (e.g., nursing home) is needed which cannot be provided in such areas.

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The pre-parole investigation shall include visiting the proposed placement to determine its suitability. All relevant information, including the interests of the prisoner and the community, shall be considered in making this determination. The following factors shall be specifically evaluated, taking into account all conditions of parole ordered by the Parole Board:

1. General character of the neighborhood of the proposed placement.
 2. Attitude toward the prisoner in the general community of the proposed placement.
 3. Physical aspects of the home environment.
 4. Attitude of the home occupants toward the prisoner.
 5. Willingness of the home occupants to cooperate with the field agent.
 6. Ability of the head of the household to financially support the prisoner, if necessary.
 7. Criminal record of home occupants.
 8. Alcohol or drug abuse by home occupants.
 9. Presence of weapons in the home environment.
 10. Whether the prisoner's physical and mental health care needs can be met.
- AA. The pre-parole investigation shall be completed sufficiently prior to the parole release date identified in the Parole Board Notice of Action to allow for parole release as specified in the Notice. If suitable placement cannot be identified, the case shall be referred to the Parole Board for review.
- BB. Prior to the release of a prisoner on parole, the Manager of the Parole Release Unit or designee shall verify through the Department's computerized database (e.g., CMIS, OMNI) that the prisoner does not have any documented detainers, pending charges or felony suspect information, and that there is no other adverse information (e.g., misconducts) which was not previously brought to the attention of the Parole Board. If such information exists, the Manager of the Parole Release Unit shall ensure that the case is referred to the Parole Board for review.
- CC. A Parole Board Order for Parole (CAX-119), signed by the Parole Board Chair, shall be issued prior to the release of a prisoner on parole. However, the Order shall not be issued until at least 28 calendar days after a copy of the Parole Board Notice of Decision is mailed to the appropriate prosecuting attorney and, as required by PD 01.06.120 "Victim Notification", to the victim(s). Written notice of the Order shall be given to the law enforcement agency for the county in which the prisoner was convicted and for the county to which the prisoner will parole.
- DD. The Parole Board Order for Parole shall indicate the date the prisoner is to be released on parole and the length of the parole period. The parole period shall not extend beyond the prisoner's maximum sentence (i.e., discharge date). If a prisoner serving a life sentence is granted parole, the parole period shall not be for less than four years. If a prisoner serving a sentence for any of the following, including a habitual offender whose underlying offense is one of the following, is granted parole, the parole period shall be for not less than two years unless the time remaining to be served on the maximum sentence is less than two years:
1. MCL 750.317 (murder in the second degree);
 2. MCL 750.520b (first degree criminal sexual conduct);
 3. MCL 750.520c (second degree criminal sexual conduct);

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4. MCL 750.520d (third degree criminal sexual conduct);
5. MCL 750.520f (second or subsequent offense - criminal sexual conduct);
6. MCL 750.529 (robbery armed);
7. MCL 750.349 or 750.350 (kidnapping);
8. MCL 750.213 (extortion);
9. MCL 750.110 (breaking and entering) if the offense involved an occupied dwelling and was committed at night;
10. MCL 750.110a (home invasion) if the offense involved an occupied dwelling and was committed at night.

- EE. The Parole Board Order for Parole shall set forth any special conditions for parole ordered by the Parole Board, including those specifically required pursuant to MCL 791.236. Whenever a special condition is intended to protect any individual, the condition shall be entered on the Department's computerized database, accessible by LEIN. If parole is revoked, the special condition shall be removed from the Department's computerized database within three business days.
- FF. If a prisoner serving for violating or conspiring to violate MCL 333.7401(2)(a)(i), MCL 333.7401(2)(a)(ii), MCL 333.7403(2)(a)(i) or MCL 333.7403(2)(a)(ii) of the Controlled Substances Act is granted a parole, the Parole Board Order for Parole shall contain a notice to the prisoner that his/her parole will be revoked if s/he is convicted for committing or conspiring to commit a violation of the Controlled Substances Act (MCL 333.7401, et seq.) that is punishable by imprisonment for four or more years or if s/he is convicted for committing a violent felony while on parole. Attachment B identifies those offenses which are considered violent felonies under MCL 791.236.
- GG. If a prisoner is paroling to detainer, the Parole Board Order for Parole shall identify the prisoner's parole obligations if s/he is released from the detaining agency's custody prior to the expiration of the parole period.

PAROLE RELEASE PROCESSING

- HH. Each Warden and, for prisoners in Community Residential Programs (CRP), the appropriate FOA Manager shall ensure prisoners under his/her supervision who are granted parole, including those temporarily housed in the Center for Forensic Psychiatry or another non-department facility (e.g., jail, hospital), are released in accordance with this policy. The Deputy Director of Correctional Facilities Administration (CFA) or designee shall be responsible for prisoners who are transferred to another jurisdiction to serve their Michigan sentence.
- II. The Parole Board shall be notified immediately whenever new information is received that may affect the prisoner's eligibility for parole (e.g., misconducts as identified by the Parole Board Chair). In addition, the Parole Board shall be notified immediately if new information is received which may affect the prisoner's release on parole (e.g., physical or mental disability).
- JJ. The Parole Processing Checklist (CSJ-169) shall be used to ensure proper parole release processing. The Records Administrator, Administration and Programs (A&P), shall be responsible for the Record Office responsibilities set forth in this section for prisoners who are transferred to another jurisdiction to serve their Michigan sentence.
- KK. Pursuant to MCL 791.233, a prisoner serving a minimum sentence of two years or more for an offense committed after December 15, 1998 shall not be released on parole unless s/he has either a high school diploma or General Education Development (GED) certificate, or is exempt from this educational

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requirement consistent with the requirements set forth in PD 05.02.112 "Education Programs for Prisoners". However, for prisoners in CRP, the OFP Administrator or designee shall be responsible for completing the GED Completion Exemption Form (CAJ-789) and making the final decision on the exemption. Upon receipt of a Parole Board Notice of Decision granting parole to a prisoner subject to this statutory requirement, the Warden, OFP Administrator, or designee shall verify whether the prisoner has a documented high school diploma or GED certificate or is exempt from this requirement. This shall include screening a prisoner to determine if s/he is exempt if the prisoner has not been screened previously. The Warden, OFP Administrator, or designee shall notify the Parole Board immediately if the prisoner does not have a documented high school diploma or GED certificate and is not exempt from this requirement. In such cases, the prisoner shall not be released on parole.

LL. Pursuant to MCL 791.233d, a prisoner shall not be released on parole unless s/he has provided a DNA sample. Upon receipt of a Parole Board Notice of Decision granting parole, the Warden or appropriate FOA Manager shall ensure that the prisoner has provided a DNA sample. If the sample has not been collected, the prisoner shall be referred to have it collected by health care staff or, if health care staff is not on-site when the sample is required to be collected, by other trained facility staff as designated in facility procedures. A DNA Sample - Collection Record (CHJ-269) shall be completed indicating the prisoner's compliance with or refusal to provide the sample. If the prisoner refuses to provide the sample, the Warden, appropriate FOA Manager, or designee shall notify the Parole Board immediately. In such cases, the prisoner shall not be released on parole. The Warden or appropriate FOA Manager shall ensure that the Parole Board is notified if the sample is subsequently taken.

MM. The appropriate Record Office Supervisor shall ensure that the following is completed upon receipt of the Parole Board Order for Parole and within 24 hours prior to release:

1. If the prisoner is paroling on his/her parole eligibility date, verify that the parole eligibility date has been calculated correctly upon receipt of the Order; the date shall be checked within 24 hours prior to release to determine whether it has changed. The Parole Board shall be notified immediately of any change in the prisoner's parole eligibility date that affects the prisoner's eligibility for parole. The Records Administrator shall independently verify the parole eligibility date of prisoner's paroling pursuant to Paragraph F prior to the prisoner's release on parole.
2. The prisoner's Record Office or Central Office file, as appropriate, the Department's computerized database (CMIS; OMNI), and LEIN shall be checked to determine whether there is a detainer, an active pending charge, active felony suspect information or a personal protection order (PPO), including a child abuse prevention order, that was not previously brought to the Parole Board's attention. If there is a detainer, active pending charge or active felony information, staff shall immediately notify the issuing agency of the scheduled parole release date. For a pending charge and felony suspect information, staff shall request the agency to either issue a detainer or withdraw interest in the case as soon as possible. Staff shall immediately notify the Parole Board whenever a pending charge or felony suspect information cannot be cleared, or there is a new detainer or PPO. The Parole Board shall determine whether to parole the prisoner as scheduled, including to any detainer, or to suspend the parole; however, if the information is discovered on a non-business day and the prisoner is scheduled to parole before the next business day, the parole shall not be processed until a determination is made by the Parole Board, except if the detainer or charge is based on any of the following:
 - a. A traffic law violation (MCL 257.601-257.750), unless the prisoner is serving for violation of MCL 257.625 and the detainer or charge is for a violation of MCL 257.625.
 - b. A civil infraction.
 - c. Paternity/non-support.

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If the prisoner is paroled as scheduled, the Parole Board shall notify the Parole Supervision Unit of the new information to ensure that the matter is appropriately addressed during the parole period.

- NN. If a prisoner is paroling to detainer, Record Office staff shall make arrangements with the agency that lodged the detainer to take custody of the prisoner upon release. The Parole Release Unit shall be contacted if such arrangements cannot be made.
- OO. If a prisoner registered under the Sex Offenders Registration Act is paroling to another state, staff shall report the prisoner's new address to the Michigan State Police under the circumstances identified in PD 01.08.115 "Sex Offenders Registration Act".
- PP. If a LEIN or file check discloses that a paroling prisoner has a PPO, including a child abuse prevention order, filed against him/her, and the address and/or telephone number of the person who obtained the PPO is included with the information on the PPO, the Record Office Supervisor or designee shall immediately provide that information to the Crime Victim Services Unit; that Unit shall attempt to notify that person of the prisoner's parole date in writing, if only the address is identified, and by telephone, if the telephone number is identified, unless notification was requested and will be provided pursuant to PD 01.06.120 "Crime Victim Notification". The Record Office Supervisor or designee also shall immediately notify the appropriate law enforcement agency via LEIN of the prisoner's parole date and the existence of the PPO and, unless notification will be provided pursuant to PD 01.06.120, request that agency to notify the person who obtained the PPO of the parole date. All attempts to contact the person who obtained the PPO and contacts with law enforcement shall be documented in the prisoner's Central Office or Record Office file.
- QQ. Prior to release, each prisoner shall read or have read to him/her the Prisoner Pre-Release Notice (form CSJ-290), which shall be signed by the prisoner and witnessed by staff. A copy of the completed form shall be provided to the prisoner.
- RR. Except if paroling to detainer, a prisoner shall be given the following upon release:
1. Clothing, in accordance with PD 04.07.110 "State Issued Items and Cell/Room Furnishings for Prisoners".
 2. The balance in his/her institutional account if paroling from a CFA institution, in accordance with PD 04.02.105 "Prisoner Funds".
 3. A parole loan in accordance with PD 06.02.120 "Parole Loans", if eligible.
 4. Transportation at Department expense to a location as close as possible to the place in the state where the prisoner will parole, if the prisoner is unable to arrange transportation. Transportation shall be via the most economical public transportation available to the location. The Warden or appropriate FOA Manager shall ensure that the appropriate ticket(s) are purchased for the prisoner, that staff escort the prisoner to the point of embarkation, and that the prisoner's departure from that site is confirmed.
- SS. Except for the reasons set forth in Paragraph MM, no. 2, a prisoner whose parole date is on a Saturday, Sunday or holiday shall be released on that day; the prisoner shall not be held until the next business day and shall not be released early. Any necessary paperwork, file checks, issuance of funds and clothing may be completed on the business day immediately preceding the parole date; however, required LEIN checks shall be conducted no more than 24 hours prior to the parole date.

PAROLE SUSPENSIONS AND RESCISSIONS

- TT. If new information regarding a prisoner is received by the Parole Board after a parole has been ordered but before the prisoner is released on parole, the Parole Board may suspend the prisoner's parole. A

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Notice of Action/Parole Board shall be issued whenever a parole is suspended indicating the reasons for the suspension, and the FOA field office that conducted the pre-parole investigation notified of the suspension. The Parole Board shall conduct an interview with the prisoner within 45 calendar days after receiving the new information to consider whether to grant or deny parole in accordance with this policy.

- UU. If new information is received by the Parole Board after a prisoner is released on parole regarding his/her behavior prior to release, the Parole Board may rescind the parole; however, a parole may not be rescinded unless the Parole Board conducts an interview with the prisoner to consider whether to grant or deny parole in accordance with this policy within 45 calendar days after receiving the new information. At least ten calendar days prior to the interview, the parolee shall receive a Notice of Action/Parole Board which shall include a summary of the new information received which led to the rescission interview.

PAROLE REVOCATION

- VV. Parolees must comply with all parole rules and special conditions issued by the Parole Board. If a parolee violates a rule or condition of parole, parole may be revoked as set forth in PD 05.06.100 "Parole Violation Process".

PAROLE CANCELLATION

- WW. If the Parole Board cancels a prisoner's prior Parole Board Order for Discharge from Sentence pursuant to PD 03.01.135 "Discharge/Termination of Sentence" as a result of a felony committed by the prisoner while on parole, the Parole Board shall notify the prisoner in writing of the cancellation, including the reason for the cancellation. If the prisoner does not agree that the felony was committed while s/he was on parole, s/he may request a Parole Board Interview on the cancellation. The Parole Board interview shall be conducted within 45 calendar days after receiving the request or as soon thereafter as practicable.

PAROLE REMINDER FORMS

- XX. A prisoner may inform the Parole Board of its failure to meet a deadline for scheduling an interview, reporting a final decision or carrying out an ordered release by submitting a Parole Reminder Form (CSJ-473) to the Parole Board. These forms shall be available to prisoners in their housing units and in corrections centers.

GRIEVANCES

- YY. The decision to deny, rescind or suspend parole, not to proceed with a lifer interview, or not to proceed with a public hearing cannot be grieved. However, failure to follow the parole process as outlined in this and other policy directives may be grieved in accordance with PD 03.02.130 "Prisoner/Parolee Grievances".

OPERATING PROCEDURES

- ZZ. Each Warden and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- AAA. A Primary Audit Elements List has been developed and will be provided to Wardens and the FOA Deputy Director to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

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ATTACHMENT A

SERIOUS OFFENSES

<u>MCL</u>	<u>DESCRIPTION</u>
750.83	Assault with intent to commit murder
750.84	Assault with intent to do great bodily harm less than murder
750.86	Assault with intent to maim
750.87	Assault with intent to commit felony not otherwise punished
750.88	Assault with intent to rob and steal; unarmed
750.89	Assault with intent to rob and steal; armed
750.316	First degree murder
750.317	Second degree murder
750.321	Manslaughter
750.349	Kidnaping
750.349a	Prisoner taking another as a hostage
750.350	Kidnaping; child under 14
750.387	Mayhem
750.520b	First degree criminal sexual conduct
750.520c	Second degree criminal sexual conduct
750.520d	Third degree criminal sexual conduct
750.520g	Assault with intent to commit criminal sexual conduct
750.529	Armed robbery; aggravated assault
750.529a	Carjacking
750.530	Unarmed robbery

■ Any violation of, or conspiracy to violate, the Controlled Substances Act (MCL 333.7401, et seq.) that is punishable by imprisonment for four or more years.

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ATTACHMENT B

VIOLENT FELONIES

<u>MCL</u>	<u>DESCRIPTION</u>
750.82	Felonious assault
750.83	Assault with intent to commit murder
750.84	Assault with intent to do great bodily harm less than murder
750.86	Assault with intent to maim
750.87	Assault with intent to commit felony not otherwise punished
750.88	Assault with intent to rob and steal; unarmed
750.89	Assault with intent to rob and steal; armed
750.316	First degree murder
750.317	Second degree murder
750.321	Manslaughter
750.349	Kidnaping
750.349e	Prisoner taking another as a hostage
750.350	Kidnaping; child under 14
750.397	Mayhem
750.520b	First degree criminal sexual conduct
750.520c	Second degree criminal sexual conduct
750.520d	Third degree criminal sexual conduct
750.520e	Fourth degree criminal sexual conduct
750.520g	Assault with intent to commit criminal sexual conduct
750.529	Armed robbery; aggravated assault
750.529a	Carjacking
750.530	Unarmed robbery

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 07/01/00	NUMBER 06.05.100
SUBJECT PAROLE GUIDELINES		SUPERSEDES 06.05.100 (12/01/91) DOM 2000-5	
		AUTHORITY MCL 791.203; 791.233e; 791.235 Administrative Rule 791.7715; 791.7716	
		ACA STANDARDS 2-1006; 2-1060; 2-1063	
		PAGE 1 OF 2	

I. **POLICY STATEMENT:** The Parole Board shall use parole guidelines to assist in the parole decision-making process.

II. **RELATED POLICY:** 06.05.104 Parole Board Interview and Decision Criteria

III. **POLICY:** GENERAL INFORMATION

A. The Parole Board shall use parole guidelines developed in accordance with Administrative Rule 791.7716 to assist in determining whether prisoners shall be paroled. In conjunction with the Office of Planning, Research and Management Information Services, the Parole Board shall establish parole guideline score ranges to indicate low, average, or high probabilities of parole. A parole guideline score in the high probability of parole range does not create a right for the prisoner to be paroled, nor does a parole guideline score in the low probability of parole range prohibit the parole board from granting parole.

B. The Parole Board chair shall ensure that Management Information Services (MIS) in the Office of Planning, Research and Management Information is notified whenever a change must be made to parole guideline programming. The Parole Board chair also shall ensure that MIS is notified whenever a change must be made to the information contained within the Corrections Management Information System (CMIS) Operators Manual regarding parole guideline scoring. The MIS Manager shall ensure that requested changes are made in a timely manner.

CALCULATION OF PAROLE GUIDELINE SCORES

C. Except if the offender is serving for or awaiting sentencing on a conviction with a mandatory life sentence, an FOA field agent shall complete a Parole Guidelines Data Entry form (CFJ-123) whenever an offender receives an indeterminate sentence to be served with the Department either as an original disposition or for probation violation. The form shall be completed prior to sentencing whenever the agent is recommending that the offender receive a sentence to be served with the Department. The form shall be completed immediately after sentencing in all other cases, including when an offender receives a sentence to be served with the Department due to a violation of probation. One form shall be prepared for each court docket number, however, it shall contain information about all offenses for which the offender was convicted under that docket number.

D. The Parole Guidelines Data form shall be forwarded with the Presentence Investigation Report or, if completed after sentencing, as soon as possible after sentencing to the Department facility to which the offender will be transferred.

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<p>Facility staff shall enter the information from the Parole Guidelines Data Entry form into the CMIS as set forth in the CMIS Operators Manual.</p>			
<p>E. Whenever a Parole Eligibility Report (PER) is prepared pursuant to PD 06.05.103 "Parole Eligibility Reports", the Case Preparation Unit of the Parole Board shall review the report and other relevant information in the prisoner's Central Office file and enter into CMIS the information that is required to calculate the prisoner's parole guideline score. A printed Parole Guideline Scoresheet (PP-151) shall be generated after each calculation and placed in the prisoner's Central Office file. A copy of the Parole Guideline Scoresheet shall be provided to the prisoner.</p>			
<p><u>PAROLE DECISION</u></p>			
<p>F. The Parole Board or a panel of its members, as appropriate, shall review a prisoner's parole guideline score when considering the prisoner for parole. The Parole Board may <u>deny</u> parole without an interview if the prisoner's parole guideline score indicates a low probability of parole. The Parole Board may <u>grant</u> parole without an interview if the prisoner's parole guideline score indicates a high probability of parole, except that a prisoner who is serving for a sex offense or an offense involving the death of a victim shall not be paroled without an interview. Prisoners whose parole guideline scores indicate an average probability of parole shall be interviewed prior to granting or denying parole.</p>			
<p>G. After an interview, the Parole Board may depart from the parole guideline score range by denying parole to a prisoner who has a high probability of parole or by granting parole to a prisoner who has a low probability of parole. The departure must be for substantial and compelling reasons which shall be stated in writing. The Parole Board shall not use a prisoner's gender, race, ethnicity, alienage, national origin, or religion as a basis for the departure.</p>			
<p><u>GRIEVANCE PROCEDURE</u></p>			
<p>H. Decisions by the Parole Board, including the scoring weights and ranges utilized in developing parole guideline scores, are not grievable. However, a prisoner may challenge the calculation of his/her parole guideline score, including the accuracy of the information used in calculating the score, by filing a grievance pursuant to PD 03.02.130 "Prisoner/Parolee Grievances".</p>			
<p>I. Whenever it is determined that an error was made in calculating a prisoner's parole guideline score, the score shall be recalculated by the Case Preparation Unit. If the prisoner was considered for parole based on the incorrect score, the Parole Board shall reconsider the case.</p>			
<p><u>OPERATING PROCEDURE</u></p>			
<p>J. The FOA Deputy Director shall ensure that within 60 days of its effective date procedures necessary to implement this policy are developed.</p>			
<p>K. A Primary Audit Elements List has been developed and will be provided to FOA Regional Administrators and the Parole Board Chairperson to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".</p>			
<p>IV. AUDIT ELEMENTS:</p>			
<p>APPROVED:</p>	<p><i>Bill Martin</i> Bill Martin, Director</p>		<p><i>6/14/00</i> Date</p>

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 04/18/05	NUMBER 06.06.115
	SUBJECT INTENSIVE PAROLE REENTRY PROGRAM	
SUPERSEDES NEW		AUTHORITY MCL 791.203; 791.204; 791.231a - 791.238; Administrative Rules 791.7715
ACR STANDARDS NONE		PAGE 1 OF 5

POLICY STATEMENT:

The Intensive Parole Reentry Program is designed to assist prisoners in developing strategies that will enable them to successfully complete parole and become productive, law-abiding citizens within the community.

RELATED POLICY:

06.05.104 Parole Process
06.06.100 Parole Violation Process

POLICY:GENERAL INFORMATION

- A. The Intensive Parole Reentry Program is a voluntary program offered within institutions designated by the Deputy Director of Correctional Facilities Administration (CFA). Prisoners in the Program are expected to fully participate in the Program and satisfactorily complete all requirements of the Program, including maintaining eligibility requirements, in return for which s/he shall be released on parole upon completion of the Program. The Program will take approximately four months to complete.
- B. Only prisoners who meet the eligibility criteria for placement in the Intensive Parole Reentry Program and agree to participate in the Program shall be accepted. A determination of eligibility for placement in the Program does not guarantee placement.
- C. Prisoners in the Intensive Parole Reentry Program are covered by all Department policy directives that apply to general population prisoners, except as specifically identified in this policy directive. However, where in conflict with another policy directive, this policy shall control for those prisoners in the Program.
- D. Pre-parole investigations shall be conducted after receipt of the Parole Board Notice of Decision Granting Parole consistent with PD 06.05.104 "Parole Process". All transfers into the Intensive Parole Reentry Program shall be in accordance with PD 06.01.140 "Prisoner Placement and Transfer".

PROGRAM ELIGIBILITY CRITERIA AND PLACEMENTPre-Parole

- E. The Parole Board may parole a prisoner contingent upon successful completion of the Intensive Parole Reentry Program, subject to parole eligibility requirements set forth in PD 06.05.104 "Parole Process", if the prisoner meets the following criteria:
1. Screens true security Level I or, with approval of the CFA Deputy Director or designee, true security Level II.
 2. Proposed placement is within Michigan.
 3. Does not have a documented detainer filed by Immigration and Naturalization Service (INS) or a documented pending felony charge.

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4. not within nine months of his/her SGT/PMX/TIS maximum date.

- F. Whenever the Parole Board considers granting parole contingent upon successful completion of the Intensive Parole Reentry Program, the case shall be referred to the CFA Classification Director or designee to determine if the prisoner meets the eligibility criteria set forth in Paragraph E and is eligible for placement in an institution offering the Program, consistent with placement requirements set forth in PD 05.01.140 "Prisoner Placement and Transfer". The eligibility decision shall be documented on the Intensive Parole Reentry Program - Screening and Placement form (CFJ-455). The CFA Classification Director or designee shall ensure that institutional staff review the Intensive Parole Reentry Program - Program Information and Prisoner Agreement form (CFJ-456) with each eligible prisoner to determine if the prisoner wants to participate in the Program. The form shall be signed by the prisoner if s/he agrees to participate in the Program. If the prisoner does not want to participate in the Program, that shall be indicated on the form and the Parole Board notified immediately.

Parole Violators

- G. A parolee returned to a CFA reception facility due to parole violation charges shall be considered for placement in the Intensive Parole Reentry Program if s/he meets the following criteria:
1. Was not returned with a new sentence to be served with the Department ("PVNS").
 2. Screens true security Level I or, with approval of the CFA Deputy Director or designee, true security Level II.
 3. The parole violation does not involve the prisoner's possession of a firearm, including having a firearm under his/her control, or use of any item as a weapon. This includes imitation and simulation of firearms.
 4. The parole violation does not involve the prisoner, without authorization, being in the company of a person who the parolee knew to possess a firearm. This includes imitation and simulation of firearms.
 5. The parole violation does not involve a physical assault causing serious injury or involves a sexual assault.
 6. Does not have a documented pending felony charge for the actions that form the basis for the parole violation charge.
- H. Designated staff shall review the case of each parolee returned to a reception facility due to pending parole violation charges to determine if s/he meets the eligibility criteria set forth in Paragraph G and if s/he is eligible for placement in an institution offering the Program, consistent with placement requirements set forth in PD 05.01.140 "Prisoner Placement and Transfer". The eligibility decision shall be documented on the Intensive Parole Reentry Program - Screening and Placement form (CFJ-455). The Intensive Parole Reentry Program - Program Information and Prisoner Agreement form (CFJ-456) shall be reviewed with each eligible parolee to determine if s/he wants to participate in the Program. The form shall be signed by the parolee if s/he agrees to participate in the Program. After review, the case shall be referred to the Parole Board to make a final decision regarding revocation of parole. If parole is revoked, the Parole Board shall determine whether the parolee should be granted a reparole contingent upon satisfactory completion of the Intensive Parole Reentry Program.

PROGRAMMING

- I. Prisoners in the Intensive Parole Reentry Program shall receive specialized programming that emphasizes the knowledge and skills required to successfully transition back into the community. Specific program content shall be determined by the Warden, subject to approval of the CFA and Field Operations Administration (FOA) Deputy Directors or designees, and consistent with this policy. The

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CFA and FOA Deputy Directors shall ensure that a manual is maintained identifying all available programming.

J. Department-approved transition teams, comprised of representatives from state/community organizations and Department staff, will facilitate the reintegration into the community of those prisoners accepted into the Intensive Parole Reentry Program. Transition team members and associates approved by the CFA Deputy Director or designee may provide reentry programming directly to prisoners in the Intensive Parole Reentry Program; however, approval shall not be granted to a member or an associate who will have prisoner contact if the individual:

1. Is on probation or parole;
2. Has a pending criminal charge;
3. Is on the approved visitors list of any prisoner;
4. Is on the approved telephone list of any prisoner, except if qualified clergy or an attorney unrelated to the prisoner by blood or marriage.
5. Has at any time been subject to a visitor restriction imposed pursuant to PD 05.03.140 "Prisoner Visiting", unless the restriction was subsequently overturned by the Administrator of the Office of Policy and Hearings or by court order;
6. Has a felony conviction, unless approved by the CFA Deputy Director or designee.
7. Is providing outreach volunteer services under PD 03.02.110 "Outreach Volunteer Program", unless approved by the CFA Deputy Director or designee.

The requirements set forth in PD 03.02.105 "Volunteer Services and Programs" shall apply to programming provided by transition team members and associates only as required by the CFA Deputy Director or designee.

K. Transition team members and associates providing reentry programming who have prisoner contact shall not be permitted to provide money or personal items to prisoners. They also shall not be permitted to receive money or personal items from any prisoner.

L. The CFA Deputy Director or designee may rescind or limit approval of a transition team member or associate to provide reentry programming if the individual engages in conduct which is inconsistent with the goals of the Department or is a threat to the custody and security of the Institution. Approval shall be rescinded under the following circumstances:

1. The organization with which the individual is affiliated no longer provides reentry services for the Department;
2. The individual no longer represents the group or organization providing reentry services for the Department; or
3. The individual no longer meets the eligibility criteria set forth in Paragraph J for Department approval.

M. As approved by the Warden, supervised reunification sessions between a prisoner and the individual(s) with whom that prisoner will reside upon parole may be conducted by designated staff to assist in identifying and resolving conflicts that may arise as a result of the placement. A person who is determined by the CFA Deputy Director or designee to be a threat to the custody and security of the institution shall not be permitted within the institution to participate in reunification sessions. Attendance at reunification sessions shall not be counted as visits. The Warden may develop standards, including

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clothing and property restrictions, with which individuals must comply while attending reunification sessions.

- N. Within 30 calendar days after placement in the Intensive Parole Reentry Program, prisoners shall be given the opportunity to change their approved telephone lists and approved visitors lists as necessary to facility programming needs. These changes shall be in addition to those allowed under PD 05.03.130 "Prisoner Telephone Use" and PD 05.03.140 "Prisoner Visiting".

PROGRAM TERMINATION

- O. Each institution offering an Intensive Parole Reentry Program shall have a Program Review Board. The board shall be chaired by the Warden or designee and consist of other staff designated by the Warden. The Board shall be responsible for determining whether a prisoner is to be terminated from the Program, subject to requirements set forth in this section.
- P. A prisoner shall be terminated from the Intensive Parole Reentry Program if the prisoner no longer meets program eligibility criteria or is found guilty of a non-bondable major misconduct. A prisoner also shall be terminated from the Program upon written request of the prisoner.
- Q. A prisoner may be terminated from the Intensive Parole Reentry Program for unacceptable adjustment to the Program, including a guilty finding on a bondable major misconduct. A prisoner also may be terminated for failing to complete the Program within the designated four month period; In lieu of termination for this reason, the Program Review Board may recommend to the Warden or designee that the Parole Board extend the period of time the prisoner has to complete the Program. If the Warden concurs, the recommendation shall be submitted to the Parole Board. The Parole Board shall approve or deny the extension prior to expiration of the original period of time the prisoner had to complete the Program and notify the Warden or designee of that decision. The prisoner shall be terminated from the Program unless the Parole Board agrees to the extension.
- R. Whenever a prisoner is terminated from the Intensive Parole Reentry Program, the Warden shall ensure that the Parole Board is notified, and, if necessary, the prisoner transferred to an appropriate CFA facility in accordance with PD 05.01.140 "Prisoner Placement and Transfer". The Parole Board shall review each terminated case and determine whether parole should be suspended; if parole is suspended, the Parole Board shall conduct an interview in accordance with the requirements set forth in PD 06.05.104 "Parole Process".

COMPLETION OF PROGRAM

- S. A Parole Board Order for Parole (CAX-119) shall be issued to each prisoner who successfully completes the Intensive Parole Reentry Program consistent with the requirements set forth in PD 06.05.104 "Parole Process". The parole release date shall not be on a Monday, Friday, weekend or State holiday, unless approved by the Parole Board Chair.

OPERATING PROCEDURES

- T. The FOA Deputy Director and Wardens of institutions with an Intensive Parole Reentry Program shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 01/01/03	NUMBER 06.04.130
		SUPERSEDES PD 06.04.130 (01/13/98) PD 06.04.140 (01/27/98) DOM 2002-8	
SUBJECT SUPERVISION OF PROBATIONERS AND PAROLEES		AUTHORITY MCL 791.223; 791.231 Administrative Rule 791.9920	
		ACA STANDARDS 3-3130, 3-3131, 3-3139, 3-3152 - 3-3154	
		PAGE 1 OF 7	
I. POLICY STATEMENT:	The primary goal of parole/probation supervision is to protect the public. This is carried out by assigning parolees and probationers to the appropriate level of supervision, enforcing compliance with parole/probation orders and assisting the offender in the successful reintegration into the community.		
II. RELATED POLICIES:	06.04.131	Probation Supervision Electronic Monitoring	
	06.04.132	Parole Supervision Electronic Monitoring	
III. POLICY:	<u>DEFINITIONS</u>		
	A.	<u>Collateral Contact:</u> Contact in the office, the field or, if an established contact, by telephone with a person or agency that has information pertinent to an offender's supervision requirements.	
	B.	<u>Home Call:</u> Personal visit to an offender's current or proposed residence in which contact with a person at the residence is made.	
	C.	<u>In-Person Contact:</u> A personal interview conducted with an offender in the office or the field.	
	<u>GENERAL INFORMATION</u>		
	D.	For purposes of this policy, "offender" means probationers, including those being supervised under the Holmes Youthful Trainee Act (HYTA) and delay of sentence cases, and parolees who are <u>not</u> housed in a corrections center or a Technical Rule Violation Center.	
	E.	Each offender shall be assigned to a field office for supervision. Offenders on multiple probation terms are to be assigned to the county of residence. Offenders being supervised on both parole and probation are to be assigned to the parole office for the county of residence. In such cases, the field office providing supervision must keep the other jurisdiction informed of events that may require action during supervision and is responsible for the enforcement of the terms of probation or parole of the other jurisdiction.	
	F.	Each supervising field agent shall conduct a thorough orientation with each offender under his/her supervision at the first in-person contact after community supervision has been activated. If the offender is housed in a jail, residential program or hospital and is not available for active supervision, the field agent shall ensure that the offender receives reporting instructions prior to release to the community.	

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G.	<p>Each supervising agent shall ensure a Property Risk Screening Sheet (CSJ-352) and an Assaultive Risk Screening Sheet (CSJ-353) is completed in accordance with PD 05.01.135 "Statistical Risk Screening" for each parolee under his/her supervision to assist in determining the appropriate level of supervision. They similarly shall ensure that a Probation Risk/Classification Score Sheet (CFJ-221) is completed for each probationer.</p>		
H.	<p>The Field Operations Administration (FOA) Deputy Director or designee may authorize modification of supervision requirements set forth in this policy based on unique circumstances or needs (e.g., sex offenders; probationers whose supervision will not be transferred by the sentencing court). The FOA Deputy Director also may impose more restrictive supervision requirements on all offenders in the Special Alternative Incarceration Program.</p>		
<u>SUPERVISION LEVEL ASSIGNMENTS</u>			
I.	<p>All supervision level assignments, and placement on or removal from mail reporting status, shall be recorded in the appropriate case notes within one business day. The reason for the action also shall be included.</p>		
J.	<p>Offenders in jails, residential programs or hospitals who are not available for active supervision shall be assigned to administrative supervision. Upon release, the offender shall be reassigned to an appropriate supervision level consistent with the requirements set forth in this policy. Probationers for whom non-reporting status is ordered by the court also shall be assigned to administrative supervision.</p>		
K.	<p>Unless assigned to maximum or administrative supervision, an offender's supervision level shall be immediately increased if s/he is arrested for any new felony, or arrested for a new assaultive misdemeanor as identified by the FOA Deputy Director or designee. If the offender remains on supervision after disposition of the charge(s) leading to the arrest, the supervising agent shall determine if a change in the supervision level is warranted.</p>		
<u>Initial Assignment</u>			
L.	<p>Offenders who meet any of the following criteria shall be assigned initially to maximum supervision, unless on administrative supervision:</p> <ol style="list-style-type: none"> 1. Required to attend sex offender treatment. 2. Serving for first or second degree murder. 3. Serving for a crime that received significant adverse community reaction. 4. Released directly from the Technical Rule Violation Program or the SAI facility. In such cases, the offender shall be assigned to maximum supervision for the first 90 calendar days after release. The offender's supervision level shall not be reduced until after completion of the required 90-day period on maximum supervision. 5. Assigned to a special supervision project requiring maximum supervision, as determined by the FOA Deputy Director or designee. The offender's supervision level may be reduced only as authorized by the FOA Deputy Director or designee. 		

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6. On electronic monitoring supervision. The offender shall continue on maximum supervision for the first 90 calendar days after successfully completing electronic monitoring supervision. The offender's supervision level shall not be reduced until after completion of the required 90-day period on maximum supervision.

M. All other offenders shall be assigned initially to a supervision level as set forth below:

1. Female offenders shall be assigned to minimum supervision unless the offender has two or more prior felony convictions and a history of substance abuse, in which case the offender shall be assigned to medium supervision.

2. Male offenders shall be assigned based on the higher of their property and assaultive risk factors as indicated on the their most recent Property Risk Screening Sheet and Assaultive Risk Screening Sheet or, if on probation, the Probation Risk/Classification Score Sheet, as set forth below:

<u>Parolee's Assault/Property Risk</u>	<u>Probationer's Risk/Classification</u>	<u>Supervision Level</u>
Very High/High	High	Maximum
Middle	Middle	Medium
Very Low/Low	Low	Minimum

3. If, due to the unavailability of required information, risk screening cannot be completed for an offender whose supervision has been transferred to Michigan through an Interstate Compact, the offender shall be assigned to medium supervision until the information is received and risk screening can be completed.

N. With supervisory approval, the supervising agent may assign an offender to an initial supervision level higher or lower than that set forth in Paragraph L or M if there are compelling circumstances warranting such action. However, an offender who is required to be on maximum supervision pursuant to Paragraph L, number 4 through 6, shall have that supervision level reduced only as set forth in that paragraph.

O. The supervision level of each offender shall be reviewed by the supervising agent at least six months after the date supervision began and at least every six months thereafter to determine if a change in the supervision level, or placement on mail reporting status, is warranted pursuant to this policy. The supervising agent shall record the date of this review in the appropriate case notes no later than the next business day.

P. The supervising agent may increase an offender's supervision level pursuant to Paragraph O whenever the supervising agent believes the offender requires more frequent contact, including for one of the reasons set forth in Paragraph L.

Q. Except as set forth in Paragraph L, number 4 through 6, the supervising agent may reduce an offender's supervision level pursuant to Paragraph O if the offender has satisfactorily completed six continuous months at a higher supervision level and meets the following criteria; however, supervisory approval is required to reduce the supervision level from maximum to minimum:

1. The offender has maintained paid employment, participated in a vocational program and/or attended school on a full-time basis (i.e., at least 30 hours per week), for the immediately preceding three months. This does not apply if the supervising agent determines that the offender cannot meet this requirement due to medical reasons or advanced age. This also does not apply if the offender is providing full-time in-home care of a dependant child for whom the offender has legal custody.
 2. There has been no detected substance abuse by the offender for the immediately preceding six months.
 3. During the immediately preceding six months, the offender has not had a pending felony charge, a pending misdemeanor charge involving the operation of a motor vehicle while under the influence of alcohol or a controlled substance, or, as identified by the FOA Deputy Director or designee, a pending assaultive misdemeanor charge.
 4. The offender has adequately complied with all other conditions of parole/probation.
- R. With supervisory approval, the supervising agent may reduce any offender's supervision level if there are compelling circumstances warranting such action. However, an offender who is required to be on maximum supervision pursuant to Paragraph L, number 4 through 6, shall have that supervision level reduced only as set forth in that paragraph.

Mail Reporting Status

- S. Parolees serving for a felony identified on Attachment A (including attempt, conspiracy to commit or solicitation to commit one of the offenses identified) or serving a life sentence are not eligible for placement on mail reporting status. All other offenders are eligible for consideration for placement on mail reporting status if the offender meets one or more of the following criteria provided the offender is not serving for an offense requiring registration under the Sex Offenders Registration Act:
1. If on supervision for a felony, has successfully completed the immediately preceding 12 continuous months of community supervision at the minimum supervision level,
 2. If on supervision for a misdemeanor only, has successfully completed the immediately preceding six continuous months of community supervision at the minimum supervision level, or,
 3. Has had parole or probation extended solely for the purpose of ongoing collection of court-ordered or Department debts.
- T. Offenders on mail reporting status shall be given careful consideration for referral to the Parole Board or court for early discharge in accordance with PD 03.01.135 "Discharge/Termination of Sentence".

SUPERVISION STANDARDS

- U. In-person contacts, collateral contacts and home calls required by this policy serve various on-going supervision requirements which must be met by staff, including

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<p>the following:</p>			
<ol style="list-style-type: none"> 1. To inform the offender about supervision rules, reporting requirements and the grievance process. This is mandatory at the first interview and as needed thereafter. 2. To monitor the offender's behavior and his/her compliance with parole/probation orders. 3. To screen for substance abuse, to enable appropriate referral for substance abuse programming or, when necessary, issuance of probation/parole violation charges. 4. To identify potential conflict areas or conditions that may seriously impede the offender's ability to remain crime-free. 5. To establish a financial plan to meet payment requirements for restitution, parole loan repayment and fine, costs or other financial obligations mandated by the court or Department. 6. To assist the offender, as needed, in obtaining employment or other training and to monitor his/her involvement. Full-time employment/training for offenders who are physically capable of work shall be a high priority of supervision. 7. To assist the offender in obtaining necessary medical or mental health programming or other required programming, and to monitor his/her participation. 8. To assist the offender in obtaining necessary food, shelter, clothing, job related tools and transportation. 9. To obtain information about any illegal conduct by the offender. 10. To obtain other relevant information for case supervision planning. 			
<p>V. All home calls, collateral contacts and in-person contacts shall be recorded in the appropriate case notes within one business day.</p>			
<p>W. Each supervising agent shall make the following in-person contacts with each offender under his/her supervision:</p>			
<ol style="list-style-type: none"> 1. At least four in-person contacts each month with each offender assigned to maximum supervision; however, for those verified as having full-time employment or participating in full-time vocational training, in-person contacts may be alternated with telephone contacts. 2. At least two in-person contacts each month with each offender assigned to medium supervision; however, for those verified as having full-time employment or participating in full-time vocational training, only one in-person contact each month is required. 3. At least one in-person contact per month with each offender assigned to minimum supervision. 			

4. At least one in-person contact every six months with each offender assigned to mail reporting status.
 5. Contact with those assigned to administrative supervision or on mail reporting status shall be made as determined necessary by the supervising agent.
- X. Offenders assigned to mail reporting status shall be required to submit a completed Offender Supervision Report (CFJ-106) on a monthly basis for the supervising agent's review and signature. All other offenders shall be required to submit a completed Report at each required in-person contact for the supervising agent's review and signature.
- Y. Each supervising agent shall ensure the following requirements are met for each offender under his/her supervision, except if assigned to administrative supervision:
1. Offender is referred for assessment for substance abuse programming and participation in recommended treatment as required in PD 03.03.115 "Substance Abuse Programming and Testing".
 2. All substance abuse testing required pursuant to PD 03.03.115 is conducted.
 3. Permanent residence is verified at least every three months or, if assigned to mail reporting status, at each required in-person contact. The permanent residence also shall be verified if postmarks of envelopes used by offenders to submit mailed reports are inconsistent with the offender's reported permanent residence.
 4. A home call is made within 30 calendar days after the offender's initial placement on active supervision, unless a home call was made as part of the pre-sentence investigation within 30 calendar days of the date supervision began, and within two weeks after each reported change of permanent residence. Additional home calls may be required as determined necessary by the supervising agent in response to special problems or requests from the offender or any other person. Home calls are to be planned to make the most efficient use of the agent's time and travel. Prearrangement or appointments are recommended to minimize disruption to those residing with the offender and to reduce visits where no contact is made. However, they may be unannounced when there is reason to believe this will aid in the detection or deterrence of activities that are in violation of supervision rules.
- Z. Each supervising agent also shall ensure the following additional requirements are met for each offender assigned to medium or maximum supervision under his/her supervision:
1. Job development activities by or for unemployed offenders are reviewed and evaluated at each in-person contact and recorded in the appropriate case notes.
 2. At least one collateral contact is made per month. Additional collateral contacts may be made as determined necessary by the supervising agent in response to special problems or requests from the offender or any other

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person. Under normal circumstances, collateral contacts shall be planned to make the most efficient use of the agent's time and travel.

3. A criminal history check is conducted at least one year after community supervision began and again prior to discharge.
4. When the offender reports employment or participation in vocational training, those activities shall be verified at least twice each month for those under maximum supervision and at least once each month for those under medium supervision.
5. When the offender is required to participate in substance abuse or other treatment programming, initial enrollment shall be verified within two weeks and attendance verified on at least a monthly basis.
6. When an offender is required to attend school, initial enrollment shall be verified within two weeks and completion verified at the end of each grading period.

AA. Supervising agents shall rely on reasonable evidence to verify employment, vocational training, participation in substance abuse or other treatment programming, or residence requirements, using the most efficient and cost-effective means available (e.g., mail, telephone, in-person contact). Employment may be verified through the submission of pay records provided the offender's name and social security number is included. Permanent residence may be verified by documents identifying the offender's name and address (e.g., telephone or other bill, certified letter from agent with return receipt requested, letter from agent requiring telephone response) provided the document is dated within 30 calendar days of an in-person contact.

BB. Each field office Manager shall ensure a system is in place to monitor, on at least a monthly basis, the arrest of offenders under supervision by that office. In addition, a criminal history check shall be run through the Law Enforcement Information Network (LEIN) when an offender has completed one year of supervision and prior to discharge.

OPERATING PROCEDURES

CC. The FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

DD. A Primary Audit Elements List has been developed and will be provided to the FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: William S. Overton 12/12/02
 William S. Overton, Director Date

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ATTACHMENT A

OFFENSES PRECLUDING ASSIGNING PAROLEE TO MAIL REPORTING STATUS

A parolee serving a life sentence or a felony sentence for any offense identified below (including attempt, conspiracy to commit or solicitation to commit one of the offenses) shall not be assigned to mail reporting status.

MCL	OFFENSE
257.625	Operating a motor vehicle under the influence of intoxicating liquor or controlled substance
281.1171	Operating a vessel under the influence of intoxicating liquor or a controlled substance
324.80176	Operating a vessel under the influence of intoxicating liquor or a controlled substance
750.10a	Sexually delinquent person
750.49(8)	Animals; fighting, baiting or shooting; dogs trained for fighting; causing death of a person
750.72	Burning dwelling house
750.73	Burning of other real property
750.80	Setting fire to mines and mining material
750.82	Feligious assault
750.83	Assault with intent to commit murder
750.84	Assault with intent to do great bodily harm less than murder
750.86	Assault with intent to maim
750.87	Assault with intent to commit felony not otherwise punished
750.88	Assault with intent to rob and steal; unarmed
750.89	Assault with intent to rob and steal; armed
750.90	Sexual intercourse under pretext of medical treatment
750.91	Attempt to murder
750.110a	Breaking and entering a dwelling; home invasion
750.112	Burglary with explosives
750.136b	Child abuse
750.145c	Child sexually abusive activity or material
750.157b(2)	Solicitation of murder
750.204	Sending explosives with intent to injure persons
750.204a	Sending or transporting device represented or presented as an explosive, incendiary device, or bomb
750.205	Placing explosives with intent to destroy; no resulting damage
750.205a	Intimidation or harassment by device represented or presented as an explosive, incendiary device, or bomb
750.206	Placing explosives with intent to destroy causing damage to property
750.207	Placing explosives with intent to destroy causing injury to any person
750.208	Placing explosives; aiding and abetting with intent to destroy
750.210	Possession of bomb with intent to use unlawfully
750.211	Explosives; manufacture, etc. with intent to use unlawfully
750.211a	Device designed to explode upon impact, upon application of heat or device highly incendiary; possession with intent to use unlawfully
750.213	Malicious threats to extort money
750.316	First degree murder
750.317	Second degree murder
750.319	Death as result of fighting a duel
750.321	Manslaughter
750.322	Manslaughter; wilful killing of unborn quick child
750.327	Death due to explosives
750.328	Death due to explosives; placed with intent to destroy building or object
750.329	Death, firearm pointed intentionally, but without malice
750.411i	Aggravated stalking

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ATTACHMENT A - Continued			
OFFENSES PRECLUDING ASSIGNMENT TO MAIL REPORTING STATUS			
<u>MCL</u>	<u>OFFENSE</u>		
750.436(2) Poisoning food, drink, medicine, wells, etc.; infliction of great bodily injury		
750.479b Taking firearms or other weapons from peace officers and corrections officers		
750.511 Attempt to wreck or endanger safety of passengers		
750.520b First degree criminal sexual conduct		
750.520c Second degree criminal sexual conduct		
750.520d Third degree criminal sexual conduct		
750.520e Fourth degree criminal sexual conduct		
750.520f Second or subject offenses - criminal sexual conduct		
750.520g Assault with intent to commit criminal sexual conduct		
750.529a Carjacking		

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 05/01/05	NUMBER 06.04.135
SUBJECT TRANSFER OF PAROLE/PROBATION SUPERVISION	SUPERSEDES 03/03/97	
AUTHORITY MCL 791.203; 791.223; 791.223a; 791.231		
ACA STANDARDS 3-3127		
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POLICY STATEMENT:

Offenders shall be supervised in the community where they reside whenever possible to ensure effective supervision.

POLICY:**DEFINITIONS**

- A. **Offender** – Probationers and parolees.
- B. **Receiving Agent** - Agent in county where the parolee or probationer is requesting to reside, or resides, who is assigned to investigate the transfer request.
- C. **Sending Agent** - Supervising agent or agent in sentencing county assigned to process the supervision transfer.
- D. **Supervision Area** - County, or identified area within a large county, assigned to a specific field office.

GENERAL INFORMATION

- E. This policy only applies to the transfer of supervision within Michigan. All transfers of supervision outside of Michigan shall be in accordance with the interstate compact for the supervision of parolees and probationers.
- F. Effective parole and probation supervision requires personal contact between an agent and the offender to establish a constructive relationship and provide necessary supervision; therefore, an offender is to be supervised in the community in which the offender resides except under the following circumstances:
 1. The sentencing court will not allow a probationer's supervision to be transferred to an area outside the jurisdiction of the court. In such cases, the probationer will be supervised in the sentencing county but the probationer is to be classified in accordance with PD 06.04.130 "Supervision of Probationers and Parolees" to a level of supervision that reflects the limited contact and monitoring activities that can be accomplished by an agent not located in the supervision area of the residence.
 2. The offender is temporarily residing outside the supervision area for 180 days or less and is not available for active community supervision; e.g., participation in a residential therapeutic treatment program, hospitalization. However, supervision is to be transferred if the offender is expected to reside outside the supervision area for more than 180 days.
 3. When the offender is serving a jail sentence.
 4. When the offender is within 90 days of his/her discharge date.
- G. A standard condition of parole requires the parolee to obtain prior permission from the supervising agent before changing residence. If a parolee is approved to move to a residence in a different supervision area, supervision is to be transferred to the area of residence.

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- H. Probationers must receive permission from the sentencing court to move to a residence outside the jurisdiction of the sentencing county; agents are to request the sentencing court to add as a special condition of probation that permission also must be received from the supervising agent. If a probationer is approved to move to a residence outside the jurisdiction of the sentencing court, or already resides outside the jurisdiction of the sentencing court, an agent in the sentencing county shall request permission from the court to transfer supervision outside the sentencing county. In some jurisdictions, permission is automatically granted while in others a specific request and approval process must be followed.
- I. Each region shall publish, distribute and update as necessary a directory identifying each field office and agent within each supervision area to serve as a reference for any transfer requests.

TRANSFER INVESTIGATION AND APPROVAL

- J. Whenever possible, a transfer investigation and acceptance shall be completed prior to an offender's physical relocation to a new residence. If the offender's presence within the confines of the residence is being electronically monitored, the offender shall not be permitted to change residence and supervision shall not be transferred before the transfer investigation has been completed and supervision has been accepted by the receiving agent. If the transfer is approved, the sending and receiving agents shall make all transfer arrangements by telephone to ensure that there is not a break in the electronic monitoring of the offender.
- K. The sending agent is responsible for promptly initiating the transfer process. Within five business days after receiving notice that an offender under his/her supervision wants to change his/her residence to outside the current supervision area, the sending agent shall request that a transfer investigation be conducted unless, in the case of a probationer, the sentencing court has denied the change in residence or supervision transfer. If an offender changes residence without first obtaining required approval, the sending agent shall request that a transfer investigation be conducted within five business days after the agent received notice of the move unless violation proceedings will be initiated or the sentencing court has denied the supervision transfer. In Regions II and III, the transfer request shall be sent to the field office assigned to the county of the new residence. In Region I, the transfer request shall be sent to the office assigned to the zip code of the proposed residence.
- L. The receiving agent shall complete the investigation within ten business days after receipt of the request and notify the sending agent in writing whether the transfer request has been approved. If the receiving agent is unable to complete the investigation within ten business days, s/he shall notify the sending agent in writing why the investigation has not been completed and when it will be completed. If the sending agent is not contacted by the receiving agent within 15 business days after the initial request was made, the sending agent shall contact the proposed new supervision area by telephone to determine the status of the investigation. If a completed transfer investigation is not received by the sending agent within 30 calendar days after the initial request was made, the sending agent shall refer the case to his/her immediate supervisor for intervention with the proposed receiving supervision area. If a completed transfer investigation is not received by the sending agent within 45 calendar days after the initial request was made, the case shall be referred to the appropriate Area Manager for prompt resolution.
- M. The receiving agent shall approve transfer requests unless the investigation reveals factors which may be cause for a parole or probation violation, contribute to new criminal behavior or impede the Department's ability to effectively supervise the offender. Factors that may be considered include the general character of the neighborhood, physical aspects of the home environment, attitudes of the occupants towards the offender, willingness of the occupants to cooperate with the field agent, ability of the occupants to monetarily support the offender, criminal history of the occupants, any substance abuse by the occupants and the presence of any weapons.
- N. Responsibility for supervision remains with the sending agent until the receiving agent approves the transfer request and accepts supervision. Once supervision is accepted, the receiving agent shall

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provide the level of supervision necessary to ensure that the offender complies with his/her conditions of parole or probation and, for probationers, shall provide reports to the sentencing court as required.

- O. The sending agent shall notify the offender of the transfer decision and, if approved, of any reporting instructions.

OPERATING PROCEDURES

- P. The Deputy Director of Field Operations Administration (FOA) shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and will be provided to FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: _____

Patricia L. Canuso, Director

4/17/05
Date

MICHIGAN DEPARTMENT OF CORRECTIONS		09/01/04	06.04.110
POLICY DIRECTIVE			
SUBJECT TRAVEL RESTRICTIONS FOR PROBATIONERS AND PAROLEES		SUPERSEDES PD 06.04.110 (02/01/01)	
		AUTHORITY MCL 771.3; 791.203; 791.204; 791.231	
		ACR STANDARDS 2-1004; 3-3183	
		PAGE 1 OF 3	

POLICY STATEMENT:

Probationers and parolees shall be permitted to travel to other states only as set forth in this policy. Probationers and parolees whose order of probation or parole restricts travel within Michigan also shall be permitted to travel to restricted areas only as set forth in this policy.

RELATED POLICIES:

06.01.110 Interstate Compact Administration
06.04.135 Transfer of Parole and Probation Supervision Within Michigan

POLICY:**GENERAL INFORMATION**

- A. For purposes of this policy, "offenders" means probationers and parolees.
- B. This policy does not apply to probationers in the Special Alternative Incarceration Program facility. This policy also does not apply to parolees who are in a Technical Rule Violation Center. Offenders whose supervision is being transferred to another state pursuant to the Interstate Compact for the Supervision of Parolees and Probationers are governed by PD 06.01.110 "Interstate Compact Administration".

TRAVEL OUTSIDE THE STATE OF MICHIGAN

- C. Offenders are permitted to travel outside the State only with prior approval of the supervising field agent, the agent's supervisor, by the appropriate Area Manager as set forth in Paragraph I, and, in the case of probationers, the sentencing court. If the court has delegated this authority to the Department, written verification of this delegation shall be retained by the Area Manager.
- D. Generally, an offender who wants to travel outside the State must request approval through the supervising agent at least three business days prior to the date of travel to ensure there is adequate time for the request to be reviewed and processed. However, in the case of a verified emergency (e.g., death or serious injury/illness of a family member; immediate need of employer), the field agent or, in the agent's absence, the supervisor or designee shall expedite the review and approval process.
- E. Offenders shall not be authorized to travel outside the State for more than 30 continuous days per request, unless prior approval is received from the Deputy Director of Field Operations Administration (FOA) or designee for a parolee or from the sentencing court for a probationer. Only requests approved by the field agent and supervisor shall be submitted for consideration. Employment and required treatment and supervision contacts shall be taken into consideration when approving the period of travel.

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- F. All approved requests shall be documented on a Travel Permit (CFJ-118). The supervising field agent shall instruct each offender authorized to travel outside the State that upon arrival in any other state that it is his/her responsibility to contact local law enforcement authorities to determine if registration is required as an offender in that state and to register if required.

Parolees

- G. Parolees may be approved to travel outside the State only if:
1. During the preceding six month period, they have neither tested positive for substance abuse nor had pending any felony or assaultive misdemeanor charge.
 2. They are not facing any parole violation charges or serving a sanction for parole violation, and,
 3. They are in compliance with any conditions of parole that require payment of restitution or other financial obligations.
- H. Parolees may travel outside the State only for a verified emergency or other legitimate purpose (e.g., school, work, court appearance); requests that are solely for recreational purposes shall not be approved. Requests to travel to a destination where the parolee has a pending application for transfer shall not be approved except if the request is due to a verified emergency at that destination. Travel outside the United States is prohibited.
- I. Parolees who are registered pursuant to the Sex Offenders Registration Act, who are serving for an offense related to interstate travel (e.g., chop shop, sale/delivery of controlled substance), or who are on electronic monitoring may travel outside the State only for verified emergencies, including emergency medical care. With approval of the appropriate Area Manager, they also may travel outside the State for the following purposes:
1. To work at a specific location or worksite outside the State provided the employment is not transient in nature.
 2. To attend college or university classes which are within a reasonable distance from the offender's residence.
 3. To receive non-emergency medical care or treatment at a location which is closer to the offender's residence than comparable care or treatment would be available in the State.

Probationers

- J. Unless otherwise directed in writing by the sentencing court, the standards set forth in Paragraphs G through I also apply to probationers except that they also must not be facing any probation violation charges, or serving a sanction for probation violation, and must be in compliance with any conditions of probation that require payment of restitution, supervision fees, or other financial obligations. Area Managers shall ensure that courts in their area are advised of the Department's requirements; written verification of any alternative direction by a court shall be retained by the Area Manager.

TRAVEL WITHIN MICHIGAN

- K. An offender who is restricted from traveling to certain areas within Michigan by his/her order of probation or parole may travel to those areas only with prior approval from the supervising agent and either the Parole Board or, if required by the court, the sentencing court, as appropriate. Such requests shall be submitted through the supervising agent as set forth in

Paragraph D for travel permits. If permission is granted, the supervising agent shall complete a Pass Permit (CFJ-103) and forward it to the field office in the area to which the offender is allowed to travel. If the restriction was due to concern about potential assaultive behavior toward a person in that area, the Pass Permit shall be issued only after the field office in that area has been contacted and satisfactory arrangements for the offender to travel to the area have been made. Such arrangements may include contact with the person who is at potential risk and notification to local law enforcement.

OPERATING PROCEDURES

- L. The FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- M. A Primary Audit Elements List has been developed and will be provided to FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: _____

Patricia L. Caruso, Director

7/27/04
Date

MICHIGAN DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE	NUMBER
POLICY DIRECTIVE		01/03/05	06.06.110
SUBJECT		SUPERSEDES	
PAROLE VIOLATOR DIVERSION PROGRAM		06.06.110 (04/07/03)	
		AUTHORITY	
		MCL 791.203; 791.204; 791.231a - 791.236; Administrative Rules 791.7715	
		ACA STANDARDS	
		NONE	
		PAGE . 1 OF 5	

POLICY STATEMENT:

Parole violators shall be screened to determine eligibility for placement in the Parole Violator Diversion Program, and placed in the Program, as set forth in this policy. They shall be reparaoled upon satisfactory completion of the Program.

RELATED POLICY:

06.06.100 Parole Violation Process

POLICY:**GENERAL INFORMATION**

- A. The Parole Violator Diversion Program is a voluntary program designed to assist parolees returned to prisoner status for violating parole in successfully completing a reparole. Those accepted into the Program are expected to satisfactorily complete all requirements of the Program, including maintaining eligibility requirements, in return for which s/he shall be reparaoled upon satisfactory completion of the Program. Failure to satisfactorily complete the Program, or maintain eligibility requirements, will result in the parole being suspended.
- B. The Parole Violator Diversion Program shall be offered at camps or other Level I facilities designated by the Deputy Director of Correctional Facilities Administration (CFA). Program content shall be determined by the Warden, subject to approval of the CFA Deputy Director or designee, and shall include strict discipline and structured programming, including school/work assignments and substance abuse programming. The frequency of formal and informal counts shall be determined by the Warden or designee, but shall meet the minimum requirements set forth in PD 04.04.101 "Prisoner Count".
- C. Only parole violators who meet the eligibility criteria for placement in the Parole Violator Diversion Program, and agree to such placement, shall be accepted. A determination of eligibility for placement in the Program does not guarantee placement.
- D. Prisoners in the Parole Violator Diversion Program are covered by all Department policy directives that apply to general population prisoners, except those which specifically exempt them in their application or as outlined in this policy directive. However, where in conflict with another policy directive, this policy shall control for those prisoners in the Program.

WAIVER OF PRIVILEGES

- E. Prisoners in the Parole Violator Diversion Program are required to waive the following privileges normally afforded prisoners in CFA facilities:
1. Access to general and law library.
 2. Visits as set forth in PD 05.08.140 "Prisoner Visiting". Initially, visits shall be permitted only with an attorney or a representative acting on the attorney's behalf on official business with the prisoner, an official representative of the legislative, judicial, or executive branch of

government on official business with the prisoner and qualified clergy. As a prisoner successfully progresses through the Program, additional visits shall be permitted on a limited basis, consistent with requirements set forth in PD 05.03.140 "Prisoner Visiting".

3. Mail and personal property, including personal clothing, except for the following:
 - a. Hygiene products issued through the Program or available for purchase in the prisoner store by prisoners in the Program.
 - b. Smoking materials available for purchase in the prisoner store by general population prisoners.
 - c. Paper, pens, pencils and envelopes (including metered envelopes) available for purchase in or through the prisoner store for general population prisoners.
 - d. Mandatory health care products and over-the-counter personal care products as available for purchase in the prisoner store by general population prisoners.
 - e. One wedding band/ring in accordance with PD 04.07.112 "Prisoner Personal Property".
 - f. Three photographs of family members, in accordance with PD 05.03.118 "Prisoner Mail".
 - g. One set of religious writings, such as a Bible or Qur'an (Koran), provided it was received in accordance with PD 04.01.105 "Reception Facility Services" or PD 05.03.118 "Prisoner Mail".
 - h. Personal and legal correspondence. Legal correspondence includes legal property identified in PD 04.07.112 "Prisoner Personal Property", except for typewriters.
 - i. Prescription glasses and medically necessary items authorized pursuant to PD 04.06.165 "Optometric Services" or PD 04.06.160 "Medical Details and Special Accommodation Notices", as appropriate.
 - j. Prescription medication as authorized by the appropriate health care provider.
4. Mailing or receiving any packages.
5. Telephone calls, except for calls to an attorney upon request of the attorney and as otherwise approved by the Warden or designee.
6. Beards, mustaches, goatees or sideburns below the ear. Hair length also may be restricted.
7. Religious menus not available at the facility.
8. Wages for school and work assignments, except that wages shall be paid for public works assignments pursuant to PD 03.02.121 "Public Works/Gate Pass Assignments".
9. Receipt of funds for credit to institutional accounts, except for account balances transferred from the reception facility and wages earned from public works assignments. Funds in institutional accounts may be used only to purchase items authorized by this policy directive, to pay health care copayments assessed pursuant to PD 03.04.101 "Prisoner Health Care Copayment", and for necessary legal photocopying and legal postage. Each prisoner in the Program shall receive a monthly stipend of \$12 for personal spending, less

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any funds otherwise available in the Institutional account for personal spending; stipend balances shall not be carried forward.

PROGRAM ELIGIBILITY CRITERIA AND PLACEMENT

- F. Only parolees returned to a CFA Institution due to pending parole violation charges shall be considered for placement in the Parole Violator Diversion Program.
- G. Parole violators who are returned with a new sentence to be served with the Department ("PVNS") are not eligible for placement in the Parole Violator Diversion Program. Parole violators who meet any of the following criteria also are ineligible:
1. Screens very high assault risk according to the most recent Assaultive Risk Screening Sheet (CSJ-353).
 2. Serving for, or having a history of, a sexual offense or an offense connected with a sexual act.
 3. Have less than 12 months remaining on the maximum sentence minus any applicable credits.
 4. Serving for, or have a history of, arson behavior unless the arson was committed for profit (e.g., insurance fraud). This exclusion only applies at camps.
 5. Has not been terminated from the Program for any reason other than successful completion. This does not apply if the prisoner has since discharged off the sentences for which s/he was serving at the time of the prior termination.
- H. Designated Parole Board staff shall review the case of each parolee returned to a CFA Institution due to pending parole violation charges to determine his/her eligibility for further consideration for placement in the Parole Violator Diversion Program pursuant to Paragraph G, using the Parole Violator Diversion Program - Screening and Placement form (CFJ-232). If the parolee is believed eligible for further consideration, the Parole Violator Diversion Program - Program Description and Waiver (CFJ-233) shall be reviewed with the parolee to determine if s/he wants to be considered for placement in the Program if s/he is found to have violated a condition of parole and his/her parole is revoked. The Form shall include the privileges identified in Paragraph E which are required to be waived for participating in the Program. The Form shall be signed by the parolee if s/he understands and agrees to participate in the Program. If the parolee does not want to participate in the Program, that shall be indicated on the Form. A copy of the form shall be given to the parolee.
- I. If the parolee wants to be considered for placement in the Parole Violator Diversion Program if his/her parole is revoked, the case shall be screened for the following by designated Parole Board staff, using the Parole Violator Diversion Program - Screening and Placement form (CFJ-232):
1. Whether the alleged parole violation involves the possession of a firearm or use of any item as a weapon.
 2. Whether the alleged parole violation involves a physical assault causing serious injury or involves a sexual assault.
 3. If there is a documented pending felony charge for the actions that form the basis for the parole violation charge.
- J. If the parolee is found to have violated a condition of parole and wants to participate in the Parole Violator Diversion Program, as evidenced by his/her signature on the Parole Violator Diversion Program - Program Description and Waiver (CFJ-233), the Parole Violator Diversion Program -

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Screening and Placement form (CFJ-232) shall be referred to the CFA Deputy Director or designee and used to determine whether the parolee is eligible for placement in the facility offering the Program, in accordance with PD 05.01.140 "Prisoner Placement and Transfer". The CFA Deputy Director or designee also shall ensure that the parolee does not have a pending documented felony warrant, felony detainer or felony suspect information which cannot be cleared. The parolee's eligibility status shall be indicated on the Parole Violator Diversion Program - Screening and Placement form.

- K. After review by the CFA Deputy Director or designee, the case shall be referred to the Parole Board to make a final decision regarding revocation of parole. If parole is revoked, the Parole Board shall determine whether the parolee should be granted a reparole contingent upon acceptance into and satisfactory completion of the Parole Violator Diversion Program. All transfers shall be in accordance with PD 05.01.140 "Prisoner Placement and Transfer".

DISCIPLINARY PROCESS

- L. Prisoners in the Parole Violator Diversion Program are subject to the following progressive disciplinary system designed to address rule infractions at the lowest possible level:
1. Verbal counseling, which is used to deal immediately with inappropriate behavior or minor rule infractions.
 2. Written counseling/warning, which is used for minor rule infractions when verbal counseling has proven ineffective or is not appropriate. Written counseling/warnings also may result in a program evaluation being issued.
 3. Program evaluation, which is used when the above have proven ineffective or are not appropriate due to the nature of the infraction.
 4. Major misconduct, which is used when the prisoner's actions warrant going to the major misconduct process. All guilty findings shall be referred to the Program Review Board and to the appropriate Warden. The Warden shall determine whether earned or granted credits shall be forfeited in accordance with PD 03.01.100 "Good Time Credits" and PD 03.01.101 "Disciplinary Credits/Drug Law Credits". Any sanction ordered by the hearing officer shall be imposed.
- M. A prisoner who receives a program evaluation or is found guilty of major misconduct shall be referred to the Program Review Board. The Board shall be chaired by the Warden or designee and consist of other staff designated by the Warden. For each prisoner referred, the Board shall determine whether the prisoner's actions warrant termination from the Parole Violator Diversion Program or an extension of time to complete the Program, subject to Paragraphs N and O.

PROGRAM TERMINATION

- N. A prisoner shall be involuntarily terminated from the Parole Violator Diversion Program by the Program Review Board if the prisoner no longer meets program eligibility criteria (e.g., pending uncleared felony detainer, felony charge or felony suspect information) or is found guilty of a non-bondable major misconduct.
- O. A prisoner may be involuntarily terminated from the Parole Violator Diversion Program by the Program Review Board for unacceptable adjustment to the Program, including a guilty finding on a non-bondable major misconduct; in lieu of termination for these reasons, the Program Review Board may recommend to the Parole Board that the period of time the prisoner has to complete the Program be extended. The Parole Board shall make a determination on the recommendation prior to the expiration of the original period of time the prisoner had to complete the program and notify the Program Review Board of that decision. The prisoner shall be terminated from the Program.

unless the Parole Board concurs with the recommendation and extends the period of time the prisoner has to complete the Program.

- P. A prisoner may voluntarily terminate participation in the Parole Violator Diversion Program by submitting a written request to the Warden or designee. The request shall be granted.
- Q. Whenever a prisoner is terminated from the Parole Violator Diversion Program, the Warden or designee shall ensure that the Parole Board is notified, and, if necessary, the prisoner transferred to an appropriate CFA facility in accordance with PD 05.01.140 "Prisoner Placement and Transfer". The Parole Board shall suspend the reparole of the prisoner and conduct an interview in accordance with the requirements set forth in PD 06.05.104 "Parole Process".

GRIEVANCE PROCEDURE

- R. Prisoners in the Parole Violator Diversion Program may file grievances in accordance with PD 03.02.130 "Prisoner/Parolee Grievances". However, instead of first attempting to resolve the issue with the staff member involved, the prisoner shall instead attempt to resolve the issue with the Warden or designee.

OPERATING PROCEDURES

- S. The FOA Deputy Director and Wardens of institutions with a Parole Violator Diversion Program shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- T. A Primary Audit Elements List has been developed and will be provided to the CFA Deputy Director and the Parole Board Chair to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED:


Patricia L. Caruso, Director

11/17/04
Date

MICHIGAN DEPARTMENT OF CORRECTIONS

NOTICE

TO: ALL NOTIFIERS TO POLICY DIRECTIVE MANUAL 18

SUBJECT: PII (PARTIAL) - Privacy Information Systems

Michigan Department of Corrections has received a request from the Michigan Department of Information Technology (MDIT) regarding the use of PII (PARTIAL) in the Michigan Department of Corrections (MDOC) information systems.

MDIT has requested that MDOC review and update its policies and procedures regarding the use of PII (PARTIAL) in its information systems to ensure compliance with applicable laws and regulations.

MDIT has provided MDOC with a copy of its request and a copy of the Michigan Department of Information Technology (MDIT) Privacy Policy. MDOC is required to review and update its policies and procedures regarding the use of PII (PARTIAL) in its information systems to ensure compliance with applicable laws and regulations.

MDIT has provided MDOC with a copy of its request and a copy of the Michigan Department of Information Technology (MDIT) Privacy Policy. MDOC is required to review and update its policies and procedures regarding the use of PII (PARTIAL) in its information systems to ensure compliance with applicable laws and regulations.

[Handwritten Signature]

[Handwritten Signature]

Director, Michigan Department of Corrections

Michigan Department of Information Technology

cc: [redacted]

MICHIGAN DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE	NUMBER
POLICY DIRECTIVE		02/01/05	06.06.100
SUBJECT		SUPERSEDES	
PAROLE VIOLATION PROCESS		PD 06.06.100 (03/01/01); DOM 2004-11	
		AUTHORITY	
		MCL 791.23B through 791.240a; 500.33; Administrative Rule 791.7740 through 7750	
		ACA STANDARDS	
		2-1106; 2-1107; 2-1109; 2-1110-2-1119; 2-1121; 3-3161-3-3166; 3-3202	
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POLICY STATEMENT:

Parolees must comply with all rules and special conditions issued by the Parole Board. Parole may be revoked whenever a parolee violates a rule or condition of parole, as set forth in this policy.

RELATED POLICY:

06.03.104 Technical Rule Violation Program

POLICY:**GENERAL INFORMATION**

- A. If a parolee who is approaching his or her potential maximum date is believed to have violated a condition of parole, the parole violation process set forth in this policy shall be expedited to ensure it is completed prior to that date. Under no circumstances shall a parolee be held on pending parole violation charges beyond his/her maximum discharge date.
- B. ~~If parole is revoked by the Parole Board, the Parole Board chairperson may forfeit up to all of the parolee's good time, disciplinary credits and/or drug law credits which accumulated up to the date of the parole violation for which parole was revoked, as set forth in PD 06.06.100 "Good Time Credits" and PD 03.01.101 "Disciplinary Credits".~~ If parole was revoked for more than one violation, the date of the latest parole violation shall determine the amount of accumulated credits available for forfeiture. Any forfeiture by the Parole Board must be ordered prior to the potential maximum date. However, the Time Review & Disposition Form (CSX-482) may be completed after the potential maximum date. Good time, disciplinary credits and/or drug law credits cannot be forfeited by the Parole Board unless there has been a finding of parole violation by a Parole Board member or hearing officer.
- C. Parole violation hearings, including arraignments, identified in this policy may be conducted by means of a two-way video system which allows for video and audio transmissions, with approval of the Parole Board Chairperson.
- D. A parolee shall receive credit on the sentence(s) for which s/he is being supervised for any period of time s/he is held in custody while on parole.
- E. Whenever a parolee misses a scheduled in-person contact or monthly mail-in report or there is other reason to believe that a parolee has fled supervision, a prompt investigation shall be conducted to determine if s/he has fled supervision and should be declared a parole absconder.
- F. A parolee shall be considered a parole absconder if it is clear that the parolee has fled supervision. The parolee shall not receive credit on the sentence(s) for which she is being supervised from the date s/he was declared a parole absconder to the date s/he either returns to supervision or is taken into custody, whichever occurs first.
- G. A parolee also shall be considered to be a parole absconder if s/he misses two consecutive scheduled in-person contacts or, if on mail-reporting status, two consecutive scheduled in-person contacts or monthly mail-in reports. In such cases, the parole absconder shall not receive credit on the sentence(s)

for which s/he is being supervised from the date of the first missed in-person contact or monthly mail-in report to the date she either returns to supervision or is taken into custody, whichever occurs first.

STAFF RESPONSE TO PAROLE VIOLATION

- H. A Parole Violation Response Guideline form (CFJ-175) shall be completed by the field agent for each parolee under his/her supervision whenever there is evidence to support one or more charges of parole violation. The form shall be completed for a parolee who is not in custody as soon as such evidence is available. For a parolee who is being held in custody for any reason, the form shall be completed as soon as the parolee is being held solely as an alleged parole violator (e.g., criminal charges disposed of or bond posted).
- I. The Parole Violation Response Guideline form is intended to assist in the determination of the appropriate response to take in response to a violation of parole, and to identify who is required to approve that response. The nature of the violation and the parolee's statistical risk levels, criminal history and prior supervision factors shall be considered in determining the most appropriate response to take. However, a parolee shall be returned to custody for parole violation processing in accordance with this policy if the parolee is charged with violating a condition of parole prohibiting ownership or possession of a firearm, including having a firearm under his/her control, or, without authorization, being in the company of a person who the parolee knew to possess a firearm. This applies only if the violation occurred after July 13, 2004 and includes imitation and simulation of firearms.

PAROLE VIOLATION WARRANT, ARREST AND DETAINER

- J. If there is reason to believe that a parole violation has occurred, a Parole Violation Warrant (CFJ-111) may be issued by the FOA Deputy Director.
- K. If a parolee is believed to have violated a condition of parole and a return to custody will be recommended if probable cause is established, the parolee shall be arrested on the charges and held in custody pending completion of the parole violation process.
- L. If a parolee is held in custody on either a parole violation charge or a criminal charge which may result in parole violation charges, the field agent shall ensure that a Parole Detainer (CFJ-108) is filed with the law enforcement agency holding the parolee. Prior to filing the detainer, the field agent shall ensure that the parolee has been properly identified. If an alleged parole violator is held in custody out-of-state, return processing shall be handled by the Manager of the FOA Parole Supervision Unit.

PRELIMINARY PAROLE VIOLATION HEARING

- M. A parolee who is charged with violating a condition of parole for which a return to custody has been recommended by the Area Manager is entitled to a preliminary parole revocation hearing conducted pursuant to Administrative Rules 791.7740 through 791.7750 to determine if there is probable cause to believe that s/he violated parole. However, a preliminary parole revocation hearing is not required under the following circumstances:
1. The parolee has been bound over to the Circuit Court on a criminal charge for which s/he also is charged with parole violation. In such cases, probable cause for that parole violation charge is established based on the court's action. This does not apply if the parolee waived the preliminary examination in District Court.
 2. The parolee has been convicted of a criminal charge for which s/he also is charged with parole violation. This includes a conviction by trial or by guilty or nolo contendere (i.e., no contest) plea. In such cases, probable cause for that parole violation charge is established based on the conviction.
 3. A formal parole violation hearing is conducted in lieu of the preliminary parole violation hearing. In such cases, notice shall be provided as required pursuant to MCL 791.240e.

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- N. Unless the parolee waives the preliminary parole violation hearing or requests a postponement in writing, the preliminary parole violation hearing shall be conducted within ten calendar days after the parolee is arrested and becomes available for return to the Department. The FOA Deputy Director or designee may establish timeframes by which the hearing shall be conducted for parolees not available for return to the Department. A parolee becomes available for return at the point when s/he is held in custody solely due to the parole violation charge; i.e., not being held in custody also due to a criminal charge or to serve a jail sentence.
- O. Prior to the preliminary parole violation hearing, the parolee shall be provided the following:
1. A brief description of each condition of parole which the parolee is alleged to have violated.
 2. An explanation of the circumstances under which s/he is entitled to a preliminary parole violation hearing.
 3. Notification of whether a preliminary examination or criminal conviction will be used to establish probable cause in lieu of conducting the hearing.
 4. An explanation of the circumstances under which the parolee may have attorney representation at the preliminary parole violation hearing, as set forth in Administration Rule 791.7745.
- P. Whenever a parolee requests to have attorney representation at the preliminary parole violation hearing, the agent shall promptly convey that information to the hearing examiner. Prior to the hearing, the hearing examiner shall review the request and any related substantiating facts or evidence. Based on that analysis, the hearing examiner shall determine if the parolee may have attorney representation, consistent with the requirements set forth in Administrative Rule 791.7745. If the request is denied, the reason for the denial shall be specifically stated on the Preliminary Parole Violation Hearing Report of Findings (CFJ-185). If the request is approved, the parolee shall be permitted to retain an attorney or, if the parolee is indigent, an attorney shall be appointed in accordance with OP FOA 06.06.115 "Parole Violation Processing".
- Q. The parolee shall be provided at least 48 hours written notice of the time and date of the preliminary parole violation hearing. At the hearing, the parolee shall be allowed the following:
1. An opportunity to be heard by a hearing examiner who has had no prior direct involvement in the matter at issue at the hearing.
 2. Disclosure of the evidence against him/her.
 3. The opportunity to testify and present relevant witnesses and documentary evidence.
 4. The opportunity to confront and cross-examine adverse witnesses unless the hearing examiner determines on the record that a witness may be subjected to risk of harm if his/her identity is revealed.
- R. Based on the evidence presented at the hearing, the hearing examiner shall determine whether probable cause exists that the parolee violated a condition of parole. That determination, along with a summary of the evidence presented and the basis for the determination, shall be documented on a Preliminary Parole Violation Hearing Report of Findings (CFJ-185).
- S. If probable cause is found not to exist, the parolee shall be reinstated immediately on parole. If probable cause is found to exist, the Preliminary Parole Violation Hearing Report of Findings shall be referred to the appropriate Area Manager in accordance with OP FOA 06.06.115 "Parole Violation Processing". Cases in which the parolee waived the preliminary parole violation hearing and in which probable cause was determined based either on the parolee being bound over to Circuit Court or a criminal conviction also shall be referred to the Area Manager. If the Area Manager believes that the parolee's parole

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should be revoked due to the parole violation charges, s/he shall ensure that the FOA Parole Violations Unit is contacted.

PAROLE VIOLATION HEARING

- T. A parolee who is convicted of a felony while on parole and receives a new sentence to be served with the Department shall be found to have violated parole based on that new conviction and sentence. A parole violation hearing is not required.
- U. A parolee returned for a parole violation hearing shall be provided the following prior to a parole violation hearing:
1. A copy of the completed Parole Violation Report (CFJ-110).
 2. A reading of the parole violation charges pending against him/her.
 3. Notice that s/he is entitled to a parole violation hearing to be conducted by a Parole Board member or hearing officer. This shall include notice that if the parolee pleads guilty or no contest to a parole violation charge, or has been convicted of an offense which formed the basis for a parole violation charge, that s/he is entitled to a parole violation hearing only on the issue of mitigation.
 4. Notice that s/he may have attorney representation at the hearing. The attorney shall be appointed and paid for by the Department unless the parolee chooses to retain his/her own attorney.
 5. Notice that s/he may waive the hearing, provided the violation is supported either by a criminal conviction or is uncontested by the parolee.
- V. Prior to the hearing, a parolee may be arraigned on the parole violation charges. The arraignment shall be conducted by a Parole Board member or hearing officer on the record. The parolee may not have an attorney at the arraignment. The Parole Board member or hearing officer shall read to the parolee each parole violation charge and take the parolee's plea to each charge. All charges to which the parolee pleads not guilty or stands mute shall be scheduled for a hearing, unless dismissed. The FOA Deputy Director or designee may issue instructions as to the circumstances under which charges may be dismissed prior to a hearing. Charges to which the parolee pleads guilty or no contest, or which are sustained by a criminal conviction, shall be scheduled for a hearing on the issue of mitigation only, unless the parolee waives the hearing in writing. If the parolee waives the hearing on mitigation, s/he shall be provided an opportunity to present evidence in mitigation at the arraignment. However, witness testimony shall be allowed only at a parole revocation hearing. The Parole Board member or hearing officer conducting the arraignment shall prepare a written report to the Parole Board summarizing the uncontested charges and any mitigation presented. Unless a parole revocation hearing is conducted on the remaining charges, the report shall be referred to the Parole Board for a determination as to whether parole should be revoked.
- X. A parolee shall be provided reasonable prior written notice of the time and purpose of the parole violation hearing. The hearing shall be conducted within 45 calendar days after the date the parolee became available for return to the Department, unless the hearing is waived in writing by the parolee, the parolee's attorney, or, if the preliminary hearing was postponed upon request of the parolee, by the Parole Board. A parolee is available for return to the Department when s/he is being held in custody solely due to parole violation charges.
- Y. At the hearing, the parolee shall be entitled to the following:
1. Full disclosure of the evidence against him/her.

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2. To testify and present relevant witnesses and documentary evidence.
 3. To confront and cross examine adverse witnesses, unless the hearing officer determines on the record that disclosure of the identity of a witness may subject the witness to the risk of harm.
 4. To present other relevant evidence in mitigation of the charges.
- Z. Based on the evidence presented at the hearing, the Parole Board member or hearing officer shall determine by a preponderance of the evidence whether the parolee violated a condition of parole. If all charges are dismissed at the hearing, the parolee shall be reinstated on parole. If one or more of the charges is sustained, the Parole Board member or hearing officer shall submit a written report of his/her findings of fact and recommended disposition of the charges to the Parole Board for a determination as to whether parole should be revoked. If parole is revoked, the Parole Board also shall determine if and when the parolee will be re-paroled or when the parolee will be reconsidered for parole. However, if parole is revoked because the parolee was found to have violated a condition of parole prohibiting ownership or possession of a firearm, including having a firearm under his/her control, or, without authorization, being in the company of a person who the parolee knew to possess a firearm, the parolee shall not be reconsidered for parole for sixty months if the violation occurred after July 13, 2004. This includes imitation and simulation of firearms.
- AA. In all cases, the final decision regarding revocation of parole shall be made by the Parole Board in accordance with Administrative Rule 791.7765. Whenever the Parole Board revokes parole, written findings of fact and the reasons for revocation shall be provided to the parolee within 60 calendar days after the parolee became available for return to the Department.

OPERATING PROCEDURES

- BB. The FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- CC. A Primary Audit Elements List has been developed and will be provided to FOA Regional Administrators and the Parole Board Chair to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: _____

Patricia L. Caruso, Director

1/5/05
Date

Date

Attn: Health Care Unit FOIA Coordinator

(Enter Prison Facility Name Here)

Facility Address 1

Facility Address Line 2

City, State, Zipcode

Re: Prisoner

MDOC #

Dear Health Care Unit FOIA Coordinator,

Pursuant to the Michigan Freedom of Information Act, I am writing to purchase a copy of the above inmate's medical records. Should any information in that file appear to be exempt from disclosure, I hereby request a brief statement of exemption claim and to the extent that the material can be identified without breaching the exemption, a brief description of the same. Should the information appear subject to partial disclosure, I would request that a redacted copy of the same be provided to me with the notice that the same is redacted.

Please note that a privacy waiver entitled Patient's Authorization for Disclosure of Health Records (CHJ-121) is attached.

If you could fax me the statement for the copying of these documents, I would appreciate it. My fax number is listed above.

Sincerely,

Your Name

MICHIGAN DEPARTMENT OF CORRECTIONS – Bureau of Health Care Services

<u>PATIENT'S AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION</u>				
_____		_____		_____
(PRINT OR TYPE FULL NAME OF PATIENT)		(NUMBER)		(DATE OF BIRTH)
Information to be released from:				
Facility:			Address:	
Information to be released to:				
Name:		Address:		Organization (if applicable):
Information to be disclosed: MCL 333.26269 allows an initial fee of \$20.00; \$1.00 charge per page for the first 20 pages; \$.50 charge per page for the next 20 through 50 pages; and \$.20 charge per page for anything over 51 pages. Being specific about your request will reduce your costs of copying.				
SPECIFIC DATES	Beginning Date:		Ending Date:	
SPECIFIC INFORMATION	Medical <input type="checkbox"/>	Dental <input type="checkbox"/>	Mental Health <input type="checkbox"/>	Complete Health Record <input type="checkbox"/>
Other – Specify: _____				

By signing this form I am attesting to the fact that the records I am requesting be released, including alcohol, drug abuse, mental status, ¹ and serious infectious and communicable diseases (including venereal diseases, tuberculosis, Hepatitis C, and HIV infection) ² are protected under State of Michigan and Federal confidentiality regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulation.				
I understand that I may revoke this authorization at any time and that this authorization pertains to fulfillment of the above stated request. No information collected beyond this date will be released unless it pertains to this request. This request will automatically expire after six months from the date of signature.				
I have read the above and acknowledge that I am familiar with and fully understand the terms and conditions of this authorization.				
I DO HEREBY CONSENT TO THE DISCLOSURE OF THE ABOVE DESCRIBED INFORMATION CONTAINED IN THE HEALTH RECORD IDENTIFIED ON THIS FORM.				
Date:	PATIENT / MINOR'S PARENT / GUARDIAN / MEDICAL POWER OF ATTORNEY SIGNATURE			
Date:	WITNESS SIGNATURE			
1 Prohibition of Redisclosure: This information has been disclosed to you from records whose confidentiality is protected by Federal and State Law. Federal regulations (42 CFR Part 2) prohibit you from making any further disclosure of this information except with the specific written consent of the person to whom it pertains. A general authorization for the release of medical or other information if held by another party is not sufficient for this purpose (21 USC 1175; 42 USC 4582).				
2 Michigan Public Health Code (MCL 333.1101 <u>et seq.</u>); Medical Records Access Act (MCL 333.26261 <u>et seq.</u>).				

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MICHIGAN DEPARTMENT OF CORRECTIONS - Bureau of Health Care Services

DOCUMENTATION GUIDELINES

FORM NAME: Patient's Authorization for Disclosure of Health Information

FORM NO.: CHJ-121

GUIDELINE REV. DATE: 03/2005

Page 1 of 2

INFORMATION:

WHO

Requestor

DOES WHAT

Prints or types full name, number and date of birth of prisoner for whom the information is being requested.

Includes facility name and address of the facility at which the prisoner is housed.

Includes the name, address and organization (if applicable) of the person to whom the information will be released.

Specifies beginning and ending dates of the period of time for which the information is being requested.

Indicates whether information requested pertains to medical, dental, mental health OR if the complete health record is being requested. Provides other more specific information if necessary.

Signs and dates the request.

Health Information
Manager

Verifies that authorization is original and that prisoner has signed and dated the authorization.

Determines that all information requested is available in the health record.

- NOTE #1: Information concerning events that occurred after the date of the signature on the authorization form will not be supplied, unless the information is pertinent to the request, such as results for tests that had been ordered at the time of the request but that were not available at the time the copies were made. Test or procedure results ordered after the date of the authorization will require a new authorization.
- NOTE #2: Requests to supply information verbally to a third party about events that occurred after the date of the signature on the authorization form will not be supplied, unless the information is pertinent to the request, such as results for tests that had been ordered at the time of the request but that were not available at the time the copies were made. Requests to supply verbal information concerning test or procedure results ordered after the date of the authorization will require a new authorization.
- NOTE #3: Prisoners will be charged for copies pursuant to Michigan Department of Corrections Operating Procedure 01.06.110-A, "Prisoner access to Medical Records".

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MICHIGAN DEPARTMENT OF CORRECTIONS OFFENDER HEALTH QUESTIONNAIRE

CFJ-129
Rev. 8/04

Offender Name	Prison or Docket Number
---------------	-------------------------

- Special Alternative Incarceration (SAI) (Prisoners and Probationers)
 Technical Rule Violation Program (TRV) (Prisoners and Parolees)
 Jail Detention Placement (Parolees)

Section A	Yes	No
1. Cardiac (heart) problems for which the offender regularly sees a doctor or takes prescribed medication?	<input type="checkbox"/>	<input type="checkbox"/>
2. Back problems that would interfere with vigorous activity?	<input type="checkbox"/>	<input type="checkbox"/>
3. Psychological (mental) problems for which the offender takes prescription medication?	<input type="checkbox"/>	<input type="checkbox"/>
4. Diabetes (sugar)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Pregnant?	<input type="checkbox"/>	<input type="checkbox"/>

Section B	Yes	No
1. Asthma or Respiratory (breathing) problems that require inhaler or prescription medication?	<input type="checkbox"/>	<input type="checkbox"/>
2. Severe hearing loss not corrected by use of hearing aid?	<input type="checkbox"/>	<input type="checkbox"/>
3. Legally Blind?	<input type="checkbox"/>	<input type="checkbox"/>
4. Loss of limb: Describe: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Bone, neck, joint or muscle problems that could interfere with vigorous activity?	<input type="checkbox"/>	<input type="checkbox"/>
6. Serious dental problems which prevent the eating of regular food?	<input type="checkbox"/>	<input type="checkbox"/>
7. Epilepsy (seizures)? Has had a seizure within the last year?	<input type="checkbox"/>	<input type="checkbox"/>
8. Surgery within the last three months? Describe: _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Wears contact lenses and does not have regular glasses available?	<input type="checkbox"/>	<input type="checkbox"/>
10. Special diet ordered by a doctor for food allergies or other medical problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Hypertension (high blood pressure) for which the offender takes prescription medication?	<input type="checkbox"/>	<input type="checkbox"/>
12. Allergies for which the offender takes prescription medication?	<input type="checkbox"/>	<input type="checkbox"/>
13. Severe allergic reaction to bee or wasp stings?	<input type="checkbox"/>	<input type="checkbox"/>
14. Any prescription medication the offender takes regularly? List: _____	<input type="checkbox"/>	<input type="checkbox"/>
15. Previous positive reaction to tuberculosis skin test? When: _____	<input type="checkbox"/>	<input type="checkbox"/>

List any other health or behavioral problem or medication the offender is required to take that could interfere with vigorous activity or participation in a program.

Section C	Yes	No
Current or existing medical condition that would require routine medical appointments outside of a correctional facility (including, but not limited to, dialysis, chemotherapy, physical rehabilitation)?	<input type="checkbox"/>	<input type="checkbox"/>

I have reviewed the above medical questions and answers and they are correct to the best of my knowledge. I agree to the release of all health care information for placement purposes including alcohol, drug abuse, mental and physical health information.

Offender's Signature	Date	Staff Signature
----------------------	------	-----------------

1. A yes answer to any question in Section A, the offender does **NOT** qualify for TRV or SAI.
2. A yes answer to Section C, the offender does **NOT** qualify for Jail Detention Placement, TRV or SAI.
3. A yes answer to any question in Section B shall be discussed with the TRV Manager/Supervisor or the SAI Medical Staff prior to the offender being accepted in TRV or SAI.
4. A yes answer to any question in Section A or B shall be discussed with the Parole Supervision Unit Supervisor/Manager prior to the parolee being transported to Jail Detention Placement.

Field Distribution: Area Manager, Field File, TRV or SAI.
SAI Prisoner Distribution: Institution File, Counselor, SAI.

Date

Sergio Caccioni, FOIA Coordinator
Office of Policy and Hearings
Michigan Department of Corrections
P.O. Box 30003
Lansing, Michigan 48909

Re: Prisoner
MDOC #

Dear Mr. Caccioni,

Pursuant to the Michigan Freedom of Information Act, I am writing to purchase a copy of the above inmate's entire central office file. Should any information in that file appear to be exempt from disclosure, I hereby request a brief statement of exemption claim and to the extent that the material can be identified without breaching the exemption, a brief description of the same. Should the information appear subject to partial disclosure, I would request that a redacted copy of the same be provided to me with the notice that the same is redacted.

Please note that a privacy waiver is attached.

If you could fax me the statement for the copying of these documents, I would appreciate it. My fax number is listed above.

Sincerely,

Your Name

Prisoner, MDOC #
Correctional Facility
Street Address
City, Michigan Zip code

Date

Your Name
Your Firm Name.
Address 1
Address 2
City, State, Zipcode

Dear _____,

For whoever it may concern, my signature below authorizes you to have full disclosure of any and all Michigan Department of Corrections records, State Office of Administrative Hearings and Rules, respective to my person. Those records would include, but are not limited to the following: Central Office, Counselor, Parole Board, Office of Policy and Hearings, Bureau of Health Care medical and psychological files.

I trust that this release will provide you with the authority to obtain records necessary to assist me during my incarceration.

Thank you for your attention and cooperation.

Sincerely,

Prisoner Name

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MICHIGAN DEPARTMENT OF CORRECTIONS
PAROLE GUIDELINES DATA ENTRY

CFJ - 123
 Rev. 1/04

DOCKET NUMBER
DATE CONVICTED
S.S.N. or D.O.B.
DATE RECEIVED AT RGC / SRC

Offender Name	Date Prepared	Preparer
---------------	---------------	----------

INSTANT OFFENSE(S)

Aggravating Conditions

- | | | |
|--------------------------|--------------------------|---|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Was a weapon or threat of weapon involved in this offense? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Indicate the most serious force or injury involved in this offense by selecting <u>one</u> of the following options if applicable. |
| <input type="checkbox"/> | | a. Was death involved in the offense? |
| <input type="checkbox"/> | | b. Was serious injury requiring immediate medical attention involved? |
| <input type="checkbox"/> | | c. Was there <u>any</u> force, injury, or threat of force or injury involved. |
| <input type="checkbox"/> | | d. Not Applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Did property loss or damage exceed \$5,000.00 (exclude convictions for MCLA 750.414 motor vehicle joyriding). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Was there excessive violence or cruelty beyond that necessary to commit the current offense? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Was a victim sexually assaulted? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Was a victim transported or held captive beyond that necessary to commit the current offense? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Were <u>multiple</u> victims threatened or involved in the current offense? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Was the victim unusually vulnerable? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. If 2 or more offenders were involved in the current offense, was the offender the leader? |

Mitigating Conditions

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Was the current offense instantaneous (situational)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. If 2 or more offenders were involved in this incident, did the offender have a minor or peripheral role? |

PRIOR CRIMINAL HISTORY

(Indicate numerical response on the line preceding the question)

- | | |
|-------|--|
| _____ | 1. How many assaultive misdemeanors were committed after the prisoner's 17 th birthday? |
| _____ | 2. How many previous jail sentences has the offender received? |
| _____ | 3. How many prior felony convictions has the offender received (exclude the current offense)? |
| _____ | 4. How many prior assaultive felony convictions has the offender received? |
| _____ | 5. How many prior prison terms has the offender served? |
| _____ | 6. Count the number of failures on adult probation, delayed sentence or parole. |
| _____ | 7. Count the number of juvenile commitments (exclude commitments for status offenses). |

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the current offense a sentence for probation violation or did the instant offense(s) occur while the offender was on probation, parole or delayed sentence? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Has the offender served juvenile probation for a non-status offense? |
| | <input type="checkbox"/> | Yes, for an assaultive offense |
| | <input type="checkbox"/> | Yes, for a non-assaultive offense |
| | <input type="checkbox"/> | No, offender has not served juvenile probation for a non-status offense. |

DISTRIBUTION: White - Offender; Canary - Institution (Record Office); Pink - Central Office

MICHIGAN DEPARTMENT OF CORRECTIONS

CSJ-123

PAROLE ELIGIBILITY / LIFER REVIEW REPORT

10/03

NUMBER	NAME (Last)	(First)	(M.I.)	DATE OF BIRTH	LOCATION
ASSAULT RISK	PROPERTY RISK	PED (PA 670 Cases)	PMI / SGT Min.	PMX /SGT Max.	CALENDAR Min.
DATE OF REPORT			REPORT PREPARED BY		TITLE

Parole Eligibility Report **Date of most recent security classification** (Must ensure accurately reflects security level)

ACTIVE OFFENSE(S)

List Prefix, Term, Offenses, and provide a brief description (3-5 sentences of each active offense).

Prefix	Term	Offense	Date /Description	Accumulated Disciplinary Time

Was the prisoner under sentence or criminal justice supervision at the time of the offense for any of the active sentences? **Select One** If "Yes", provide summary of date and type of supervision: _____

PRIOR CRIMINAL RECORD

(Do **Not** Include Active Sentence)

Adult History: None Number of Felony Convictions _____ Number of Misdemeanor Convictions _____ **Juvenile History: No**
 Prior Conviction Categories: (Check all that apply Juvenile/ Adult) Assaultive CSC Property Drugs/Alcohol Weapons Other

INSTITUTIONALADJUSTMENT

Number of major misconducts for active sentence(s) _____ Number of major misconducts since last PER was prepared _____
 Disposition of major misconducts since last PER was prepared: LOP Top Lock Restitution Extra Duty Detention
 (Check all that apply)

List all security reclassification increases (**date & level**) in the past five years at a MDOC facility.

Brief description of the prisoner's institutional adjustment for the active sentence(s).

PROGRAMMING

Education: Reception Facility Recommendation: GED Remedial Other None
 GED / ABE Involvement Yes No Has verified GED or High School Diploma Completed some College
 GED Exemption Authorized Yes No Estimated GED Completion Date _____

Comments:

Work Assignment: Reception Facility Recommended Yes No Current Assignment:
 Involvement Adequate Involvement Poor Delayed for School

Comments:

Vocational Counseling & Trades Programs: Reception Facility Recommended Yes No

Name of Program: Enrolled Waiting List Date Completed _____

Comments:

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NUMBER	NAME (Last) (First) (M.I.)	DATE OF BIRTH	LOCATION
--------	----------------------------	---------------	----------

Substance Abuse Program: *Reception Facility Recommended* Yes No

Name of Program: Enrolled Waiting List Date Completed

Comments:

Psychological Counseling : *Reception Facility Referral:* Yes No Screening/Assessment Date:

AOT: Date Completed N/A SOT: Date Completed N/A

Other Programming: (List RTP, SSDU, Self-Help Programs, etc.)

Overall Programming Performance:

Has the prisoner completed all Reception Facility recommended programs Yes No

Are at least 2/3 of all program reports above average: Yes No

Comments:

COMMUNITY ADJUSTMENT

CRP Participation No Special Designation No Number of previous parole terms on active sentence(s):

Brief description of the prisoner's adjustment to CRP and/or Parole for the Active Sentence(s):

HEALTH CARE

Results from physical, mental and psychological / psychiatric exams have been requested for submission to the Parole Board? Yes

FINANCIAL ASSETS

Prisoner has provided information of financial assets as required by the state Correctional Facility Reimbursement Act: Yes

PAROLE PLANS

Placement:

	Name/Relation:	Address: (Include zip code)	TX:
1 st Choice:	<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>
2 nd Choice:	<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>

Employment:

	Business/Contact Person	Address:	TX:
Employer:	<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>

OTHER CONSIDERATIONS

STG, Meritorious Acts, Homosexual Predator, etc:

SUPERVISORY REVIEW AND APPROVAL

Reviewed and Approved by	Title	Date of Approval
<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>	<input style="width: 99%; height: 20px;" type="text"/>

Distribution: Central Office File, Inst. Record Office, Counselor's File, Prisoner
PAROLE ELIGIBILITY REPORT

MICHIGAN DEPARTMENT OF CORRECTIONS SUBSTANCE ABUSE CLIENT DISCHARGE	CSJ-111 REV. 06/05 4835-3111
Client I.D. USE PREFIX 97-Probationers 98-Parolees 99-Prisoners	

Prisoner #	Offender's Name (Last, First)	Client I.D. Number
------------	-------------------------------	--------------------

GROUP CODE:

1. Outpatient/Residential Admission
 2. Education Admission
 3. Offender Refused Service
 4. Not Accepted by Provider

MDOC Location Referred From _____
 Name of Location: _____

DIAGNOSIS CODE

Provide diagnosis code in above box	
0 No abuse or dependence	4 Drug Dependence
1 Alcohol Abuse	5 Polysubstance Dep.
2 Alcohol Dependence	6 Mental Health-Sub Abuse
3 Drug Abuse	9 Not Assessed

SERVICE PROVIDER NUMBER:
 (Use 0000 if MDOC staff is providing education)
 (Use 1000 for MDOC/CMH Psych provided dual diagnosis)

SERVICE TYPE (Check only one and indicate number attended)

<input type="checkbox"/> 1. Education Only	Sessions	_____
<input type="checkbox"/> 2. Outpatient/Intensive	Sessions	_____
<input type="checkbox"/> 3. Residential	Weeks	_____
<input type="checkbox"/> 4. Assessment Only	Weeks	00
<input type="checkbox"/> 5. RSAT Unit	Weeks	_____
<input type="checkbox"/> 6. RSAT Step-Down Unit	Weeks	_____
<input type="checkbox"/> 9. Transitional ReEntry Program	Weeks	_____

Session Begin Date: _____
 Session End Date: _____

DESCRIBE CLIENT:
 Using the Following Codes:
 Excellent=5,4,3,2,1=Poor (0=Not Rated)

<input type="checkbox"/>	Attendance
<input type="checkbox"/>	Participation
<input type="checkbox"/>	Met treatment/education objectives

DISCHARGE COMPLETION CODES

SUCCESSFUL COMPLETION

(30) Completed treatment/education phase
(i.e., demonstration of successful functions related to presenting substance abuse and other identified problems. Successful completion of agreed upon treatment goals and objectives.)

UNSUCCESSFUL COMPLETION

(51) Left against staff advice/escape
(i.e., client chose not to complete program.)

(53) Staff decision for noncompliance of rules
(i.e., contractor chose to dismiss client from program due to lack of attendance/participation, positive urine, behavioral problems.)

NEUTRAL CATEGORIES

(61) Non-completion due to transfer
(i.e., any client transfer away from the treatment location prior to completion, including transfers to electronic monitoring, parole, TRV, discharged off parole, to a higher level of security, or to another substance abuse treatment program.)

(70) Mutual staff/client decision
(i.e., change in client work or school schedule preventing attendance, medical reasons, benefits maximized and transfer made to another type of service provider (non-substance abuse) more appropriate to meet the needs of the client.)

(80) Death

ASSESSMENT ONLY

(18) Did not attend
(i.e., client participated in assessment but did not attend the treatment program.)

POST DISCHARGE TREATMENT RECOMMENDED (Check all that are applicable):

Residential
 Outpatient
 Group
 Individual
 AA/NA
 Other

Duration: _____ Comments: _____

Does client accept continuing treatment recommendations:
 YES
 NO
 N/A

Name of Program recommended: _____

Location/Address: _____

Report Submitted by: _____ QMHP Provider # _____ Date: _____

Program Name: _____ City: _____ Telephone: _____

DISTRIBUTION COPY TO: White - Referring Agent / Resident Unit Manager; Canary - Institutional Record Office;
 Pink - Central Office Substance Abuse Section; Goldenrod - Treatment Program

MICHIGAN DEPARTMENT OF CORRECTIONS

TIME REVIEW & DISPOSITION

NUMBER	NAME	INSTITUTION	LOCK	REVIEW TYPE
		LAST REVIEW DATE	CREDIT THROUGH DATE	
			MO.	YR.

Total number of days automatically not earned since last review as a result of major misconduct (Min.) _____ (Max.) _____

Total number of previously forfeited days available for restoration (Min.) _____ (Max.) _____

Total number of previously forfeited days which are not available for restoration (Min.) _____ (Max.) _____

Total number of special disciplinary credit or good time days available to be awarded (Min.) _____ (Max.) _____

Total number of days available for forfeiture as of violation date listed below (Min.) _____ (Max.) _____

COMMITTEE MEMBERS RECOMMENDATIONS

Name	Title	Award	Restore
		DATE DISTRIBUTED	MUST BE COMPLETED & RETURNED
		TO	BY

M.D.O.C. VISITING APPLICATION

CAJ-103 ■ REV. 1/05 ■ 4835-0103

Instructions For Visitors Filling Out This Application

This is an application to visit a prisoner in a Michigan correctional facility. All lines in boxes A and B must be answered. If a line does not apply, write Not Applicable on the line. ALL questions in Section C must be checked YES or NO. If you check YES, you must supply the requested information. All entries on this form must be clearly printed and legible. This form must be legibly signed and dated as indicated in Section D. Forms that are not legible will not be processed. Section E must be completed if applicant is a minor. Do not complete Section F. All copies of the completed form can be mailed or delivered to the institution you are requesting to visit. DO NOT MAIL IT TO THE PRISONER.

YOUR DRIVER LICENSE #: _____ / _____ OR State ID #: _____ / _____
(State) (Number) (State) (Number)

Your Name (Please print):

(First) (M.I.) (Last)

Your Address:

(Street) (Apt. #)
(City) (State) (Zip)

Prisoner Name: _____ (Last) (First) (M.I.)
Prisoner Number: _____

A

Your Date and Place of Birth: (____ / ____ / ____) (City) _____ (State) _____
(Mo./Day/Yr.)

List ALL other names you have used (including aliases, maiden name, and names by previous marriages): CHECK ONE:
(Last) _____ (First) _____ (M.I.) _____ MALE
(Last) _____ (First) _____ (M.I.) _____ FEMALE
(Last) _____ (First) _____ (M.I.) _____

B

Your relationship to the prisoner: _____ (You are the parent, grandparent, stepparent, spouse, child, sibling, friend, father/mother-in-law, aunt/uncle, stepchild, grandchild, stepbrother/sister, etc.)

Are you a prisoner or a former prisoner who was incarcerated in a state or federal prison in any jurisdiction? YES NO
If so, what City & State _____ Date _____

Ever been restricted from visiting a prisoner? YES NO Prisoner Name/Number _____
Date & Reason for Restriction _____

C

Are you currently on Parole / Probation for a felony? YES NO What City & State _____
Have you ever been convicted of a FELONY? YES NO When (Mo./Yr.) _____ City & State _____
Charge _____ (List all convictions • use additional paper if necessary)

I SUBMIT THAT ALL OF THE INFORMATION IS TRUE: _____ SIGNATURE OF ADULT VISITOR APPLICANT DATE

D

TO BE COMPLETED IF VISITOR IS A MINOR

I submit that above named minor is a child, stepchild, grandchild, sibling, half-sibling, or step-sibling of this prisoner. I also understand that all children must be accompanied by an adult immediate family member or a legal guardian unless proof of emancipation can be shown.

E

I SUBMIT THAT ALL OF THE INFORMATION IS TRUE: _____ SIGNATURE OF THIS CHILD'S NON-INCARCERATED PARENT, OR LEGAL GUARDIAN

NOTE: Original or a certified true copy of birth certificate, certificate of adoption, a court order establishing paternity, or a valid picture ID of the minor must be presented at each visit.

STAFF USE ONLY

Checks completed: On visitor list PSI Reviewed LEIN completed Application complete Date Received _____

Signature of Reviewer _____ Date _____

Application: APPROVED DENIED Approved / Denied by _____

You have been denied access to a corrections facility because of the possibility of an outstanding warrant for your arrest or an unfavorable criminal history record.

- You may inquire about outstanding warrants by appearing at a police department and presenting identification.
 If you believe the criminal history information is in error, you may contact the Michigan State Police Criminal Justice Information Center at (517) 322-1956 to request a record review. There is a charge for this service.

F

Other Reason for Denial: _____

Other Comments: _____

Entered in Visitor Tracking: _____ (Initials) _____ (Date)

Distribution: Institution Record Office File Counselor File Visitor