

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 03/08/10	NUMBER 03.02.101
	SUBJECT <b>IN-REACH SERVICES</b>	
SUPERSEDES <b>03.02.101 (07/30/07)</b>		AUTHORITY MCL 791.203
ACA STANDARDS NONE		PAGE 1 OF 4

**POLICY STATEMENT:**

In collaboration with the local Steering and Transition Teams, the Department shall offer specialized programming, assessment, and transition services to prisoners, emphasizing planning and preparation for their successful transition back into the community.

**RELATED POLICIES:**

03.02.100 Michigan Prisoner Reentry Initiative

**POLICY:**

GENERAL INFORMATION

- A. The Michigan Prisoner Reentry Initiative (MPRI) extends to all prisoners under the jurisdiction of the Department; however, the initial emphasis shall be placed on providing MPRI in-reach programming to prisoners eligible for parole.
- B. All MPRI services shall be provided in accordance with criteria set forth in the MPRI Guidebook. The Manager of the Office of Offender Reentry shall ensure the guidebook is updated as necessary, subject to approval by the Correctional Facilities Administration (CFA) and Field Operations Administration (FOA) Deputy Directors or designees.
- C. The requirements set forth in this policy directive shall control when in conflict with specific requirements set forth in another policy directive.

MPRI IN-REACH FACILITIES

- D. MPRI services are offered at CFA institutions as set forth in Attachment A. In addition, specialized MPRI services are offered at the Special Alternative Incarceration Facility. Although prisoners transferred to the Special Alternative Incarceration Facility solely to receive in-reach services are not in the Special Alternative Incarceration Program, the property and other restrictions on prisoner privileges set forth in PD 05.01.142 "Special Alternative Incarceration Program" apply; therefore, a prisoner must waive such privileges in writing and dispose of non-allowable property as set forth in PD 05.01.142 prior to transfer to that facility. Medical care, use of force, and the disciplinary process set forth in PD 05.01.142 also shall apply.
- E. A prisoner granted a parole contingent upon receipt of in-reach services shall be transferred to the in-reach facility servicing the county to which the prisoner will parole, or to the Special Alternative Incarceration Facility if the services are only offered at that facility, unless the CFA Deputy Director or designee determines that the prisoner cannot be appropriately placed at that facility.
- F. A prisoner who is transferred to an MPRI in-reach facility other than the Special Alternative Incarceration Facility to receive in-reach services shall be given the opportunity to change his/her approved telephone lists and approved visitors lists as necessary to facilitate recommended MPRI contacts within 30 calendar days after that transfer. These changes shall be in addition to those

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 03/08/10	NUMBER 03.02.101	PAGE 2 OF 4
-----------------------------------	----------------------------	---------------------	-------------

allowed under PD 05.03.130 "Prisoner Telephone Use" and PD 05.03.140 "Prisoner Visiting".

- G. Whenever a prisoner fails to successfully complete required MPRI in-reach programming and is therefore being terminated, the Warden shall ensure that the Parole and Commutation 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 and Commutation Board shall review each terminated case and determine whether parole should be suspended; if parole is suspended, the Parole and Commutation Board shall conduct an interview in accordance with the requirements set forth in PD 06.05.104 "Parole Process".

#### MPRI FACILITY COORDINATOR

- H. Each MPRI in-reach facility shall have an MPRI facility coordinator. The MPRI facility coordinator's responsibilities shall include scheduling and participating in meetings between prisoners and Transition Team members and associates. Meetings shall be scheduled only during normal business hours unless otherwise approved by the Warden or designee.

#### MPRI IN-REACH SERVICES

- I. A validated risk and needs assessment (e.g., COMPAS) shall be completed for each prisoner receiving MPRI in-reach services unless a similar assessment was completed within the preceding 12 months and there has been no change in circumstances warranting a new assessment. A Transition Accountability Plan (TAP) shall be developed or updated for the prisoner, as appropriate, to identify programming and other tasks and activities that the prisoner is expected to complete in order to reduce his/her identified risks, including any specifically identified by the Parole and Commutation Board. The TAP shall be prepared by staff as identified in the MPRI Guidebook and an FOA institutional agent assigned to the facility, after consultation with the appropriate Transition Team.
- J. The Administrator of the Office of New Employee Training and Professional Development, Operations Support Administration, shall ensure training is available in the administration of the risk and needs assessment tool and the TAP. Only staff who have received such training shall administer the assessment and/or prepare the TAP.
- K. Proposals for in-reach programming shall be evaluated and approved as set forth in PD 05.03.100 "Prison Programs and Organizations"; however, only evidence-based programming shall be approved.
- L. Transition Team members/associates and Community Coordinators approved by the Warden of an in-reach facility may provide in-reach services directly to prisoners within that facility; however, unless specifically authorized by the CFA Deputy Director or designee, the Warden shall not approve a Transition Team member/associate or Community Coordinator 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 Legal Affairs or by court order;
  6. Has a felony conviction; or,

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 03/08/10	NUMBER 03.02.101	PAGE 3 OF 4
-----------------------------------	----------------------------	---------------------	-------------

7. Is providing outreach volunteer services under PD 03.02.110 "Outreach Volunteer Program", unless approved by the CFA Deputy Director or designee.
- M. The requirements set forth in PD 03.02.105 "Volunteer Services and Programs", including the issuance of identification cards, shall apply to in-reach services provided by Transition Team members/associates and Community Coordinators only as required by the CFA Deputy Director or designee. Meetings between prisoners and Transition Team members/associates and/or Community Coordinators shall not be counted as visits.
- N. Transition Team members/associates and Community Coordinators providing in-reach services 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.
- O. The Warden may rescind or limit approval of a Transition Team member/associate and/or Community Coordinators to provide in-reach services 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 facility. 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 L for Department approval.
- P. The Warden shall ensure that the appropriate Steering Team and the MPRI Facility Coordinator are notified of each person approved to provide in-reach services pursuant to Paragraph L; the Warden also shall ensure that the Steering Team and MPRI Facility Coordinator are notified if that approval is rescinded or limited pursuant to Paragraph O.
- Q. As approved by the Warden, supervised reunification sessions between a prisoner and the individuals with whom that prisoner may 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 facility shall not be permitted within the facility to participate in reunification sessions. Attendance at reunification sessions shall not be counted as visits. The Warden may develop standards, including clothing and property restrictions, with which individuals must comply while attending reunification sessions.

#### RELEASE OF INFORMATION

- R. Prior to receiving information regarding a specific prisoner, a person providing MPRI services who is not a Department employee shall be required to sign an agreement to respect the confidentiality of that information and not discuss medical record information or other official information or reports with unauthorized persons. The agreement also shall require that personal information not be divulged for other than legitimate, authorized business purposes. This is not required if the person is providing services under a contract with the Department which provides for such confidentiality.
- S. Information from a prisoner's health record and substance abuse information shall be disclosed only upon receipt of a signed release from the prisoner.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 03/08/10	NUMBER 03.02.101	PAGE 4 OF 4
-----------------------------------	----------------------------	---------------------	-------------

### ATTACHMENT

- T. This policy directive contains the following attachment:
1. Attachment A - MPRI In-Reach Facilities

### PROCEDURES

- U. The FOA Deputy Director, the Chairperson of the Parole and Commutation Board, and Wardens of in-reach facilities shall ensure that procedures are developed as necessary to implement the requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive. 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.

### AUDIT ELEMENTS

- V. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PCS 03/04/10

**ATTACHMENT A**

**MPRI IN-REACH FACILITIES**

<u>INSTITUTION</u>	<u>PRIMARY SERVICING COUNTIES</u>
Bellamy Creek Correctional Facility (IBC)	Kent, Ingham, Clinton, Eaton, Allegan
Cooper Street Correctional Facility (JCS)	Wayne
G. Robert Cotton Correctional Facility (JCF)	Statewide (Medical Cases)
Gus Harrison Correctional Facility (ARF)	Statewide (Outpatient Mental Health Cases)
Macomb Correctional Facility (MRF)	Macomb, Oakland, Livingston
Marquette Branch Prison (MBP)	All Counties in Upper Peninsula
Mound Correctional Facility (NRF)	Wayne, Monroe; Statewide for Specialized Caseloads
Parnall Correctional Facility (SMT)	Hillsdale, Lenawee, St. Joseph, Barry, Calhoun, Branch, Jackson, Washtenaw, Kalamazoo
Pugsley Correctional Facility (MPF)	All Counties Not Otherwise Identified in the Lower Peninsula
Ryan Correctional Facility (RRF)	Wayne, Monroe; Statewide for Specialized Caseloads
Saginaw Correctional Facility (SRF)	Shiawassee, Midland, Bay, Huron, Tuscola, Sanilac, Lapeer, Saginaw, Genesee, St. Clair
Special Alternative Incarceration Facility (IPM – Men; IPF - Women)	Statewide
Thumb Correctional Facility (TCF)	Statewide for Youthful Offenders
West Shoreline Correctional Facility (MTF)	Muskegon, Van Buren, Cass, Berrien, Oceana, Ottawa, Mason, Lake, Osceola, Newaygo, Mecosta, Isabella, Montcalm, Gratiot, Ionia
Women’s Huron Valley Correctional Facility (WHV)	Statewide

APPROVED: PLC 04/29/10