

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 10/10/11	NUMBER 05.01.130
	SUBJECT PRISONER SECURITY CLASSIFICATION	
SUPERSEDES 05.01.130 (11/01/10)		AUTHORITY MCL 791.203, 791.264, 791.265, Administrative Rule 791.4401 ACA STANDARDS 4-4295, 4-4296, 4-4298, 4-4300, 4-4444
PAGE 1 OF 5		

POLICY STATEMENT:

Prisoners in Correctional Facilities Administration (CFA) institutions shall be classified to appropriate security levels based on management and confinement requirements in accordance with this policy except if in the Special Alternative Incarceration Program.

RELATED POLICIES:

- 04.05.120 Segregation Standards
- 05.01.135 Statistical Risk Screening
- 05.01.140 Prisoner Placement and Transfer

POLICY:

GENERAL INFORMATION

- 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, II, IV, V, and administrative segregation. Level I is the least secure level; administrative segregation is the most secure. This policy only applies to the classification of prisoners to Levels I through V. Prisoners shall be classified to administrative 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 - Male Prisoners Only form (CSJ-480) or Security Classification Screen - Initial - Female Prisoners Only form (CSJ-482), as appropriate, and the Security Classification Screen - Review - Male Prisoners Only 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 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. Prisoners shall be provided copies of their completed screening form within seven calendar days after completion except if completed at a reception facility, in which case the completed screening form shall be provided within 30 calendar days after completion.
- 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 available to staff involved in

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 10/10/11	NUMBER 05.01.130	PAGE 2 OF 5
-----------------------------------	----------------------------	---------------------	-------------

security classification. In addition, the CFA Deputy Director or designee shall develop security classification training in coordination with the Training Division, Operations Support Administration, to be provided to staff involved in security classification.

SECURITY CLASSIFICATION COMMITTEE

- G. Each institution shall have at least one Security Classification Committee (SCC) which shall be responsible for ensuring proper prisoner placement at that institution. SCC members shall be appointed by the Warden and include at least two command staff supervisors at level 13 or above, one of whom must be of the rank of Assistant Deputy Warden or above. Whenever possible, SCC shall include staff representative of custody, programs, and housing. A Qualified Mental Health Professional (QMHP) also shall be included if the prisoner has a history of mental illness during his/her incarceration; at a reception facility, a QMHP shall be included if the prisoner has been identified as being in need of mental health services.

SCREENING OF INCOMING PRISONERS

- H. A Security Classification Screen - Initial - Male Prisoners Only 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 - Male Prisoners Only 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.

SECURITY CLASSIFICATION REVIEW

- I. Prisoners shall be rescreened for security classification by staff designated by the Warden using the Security Classification Screen - Review - Male Prisoners Only 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 12 months since the prior screening.
 2. The prisoner is being transferred to a different security level or to a different institution and it has been at least 60 calendar days since the prior screening or the prisoner has incurred a Class I or Class II 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.
 4. The prisoner has received an additional sentence or has been resentenced.
 5. A security threat group designation is pending review for the prisoner unless an exception is approved by the appropriate Regional Prison Administrator (RPA), or 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".
 6. An error is identified in a prior security classification screen as a result of incorrect information or computation.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 10/10/11	NUMBER 05.01.130	PAGE 3 OF 5
-----------------------------------	----------------------------	---------------------	-------------

- J. Whenever it has been determined that a prisoner is to be placed only in single-cell housing in a Level IV or V facility pursuant to PD 03.03.140 "Prohibited Sexual Conduct Involving Prisoners" due to the prisoner's use of force or the threat of force to engage in, or attempt to engage in, abusive sexual contact or a non-consensual sexual act with a victim of the same sex, the prisoner's continuing need for such placement shall be reassessed whenever s/he is screened for security classification.

DETERMINING TRUE SECURITY LEVEL

- K. 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.
- L. 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 P through S:
1. A departure to Level I for a prisoner granted a parole as indicated on a Parole Board Notice of Action; 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 institution or another institution 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

- M. 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".
- N. 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 P through S:
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 L.
 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 L.
- O. Prisoner placement shall be in accordance with PD 05.01.140 "Prisoner Placement and Transfer".

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 10/10/11	NUMBER 05.01.130	PAGE 4 OF 5
-----------------------------------	----------------------------	---------------------	-------------

OTHER CONSIDERATIONS

- P. 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".
- Q. Prisoners determined to require placement in single-cell housing in a Level IV or V facility pursuant to PD 03.03.140 "Prohibited Sexual Conduct Involving Prisoners" due to the prior use of force or the threat of force to engage in, or attempt to engage in, abusive sexual contact or a non-consensual sexual act with a victim of the same sex shall not be classified to Level I or II.
- R. Prisoners serving a sentence for an escape that occurred within the preceding five years, or with a pending escape charge, shall not be classified to Level I unless approved by the CFA Deputy Director or designee. A prisoner classified to Level I who has a history of escape shall be placed in a Level I facility only as set forth in PD 05.01.140 "Prisoner Placement and Transfer".
- S. A prisoner's true security level shall be increased or decreased through a departure if necessary to meet the requirements set forth in Paragraphs P through R.
- T. Security classification shall take precedence over program classification except as set forth in Paragraph U. 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.
- U. 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. Parole reentry programs at in-reach facilities.
 3. Career and technical education programs.
 4. Academic education programs, including special education.
- V. Staff responsible for assignment to the programs identified in Paragraph U shall review security reduction eligibility dates before prisoners are assigned to determine if sufficient time remains for the completion of the program.

PROCEDURES

- W. 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 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.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 10/10/11	NUMBER 05.01.130	PAGE 5 OF 5
-----------------------------------	----------------------------	---------------------	-------------

AUDIT ELEMENTS

- X. 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: DLH 09/20/11