

The seal of the Michigan Department of Corrections is a circular emblem with a serrated outer edge. It features the state coat of arms of Michigan, which includes a central eagle with wings spread, flanked by two deer. Above the eagle is a banner with the motto "E PLURIBUS UNUM". Below the eagle is a shield with the word "TUEBOR" (I will defend) and a banner with the motto "ST. GILBERTI PENITENTIAM AMERAM". The outer ring of the seal contains the text "STATE OF MICHIGAN" at the top and "DEPARTMENT OF CORRECTIONS" at the bottom, separated by two small dots on each side.

MICHIGAN DEPARTMENT OF CORRECTIONS
CORRECTIONAL FACILITIES ADMINISTRATION
FAMILY INFORMATION PACKET

CORRECTIONAL FACILITIES ADMINISTRATION FAMILY INFORMATION PACKET

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COUNTY JAILS – Housing Prisoners in County Jails

The Michigan Legislature has approved funds for the MDOC to partner with local Sheriffs for housing Prisoners in County Jails. This action was acted upon with [DOM 2015-13](#).

The County Jail Contract is a cost savings effort which allows more beds to be available in the Correctional Facilities and serves as a distribution of funds into local communities, by utilizing County beds that are currently vacant.

Correctional Facilities Administration Operations staff is responsible for identifying prisoners for placement. All areas involved in this process include, Records, Health Care, Mental Health, and Classification. All prisoners in the Department are screened based upon predetermined criteria; prisoner's request for placement in the county jail will be returned to them without response.

Except for grievances pending at the time of transfer, prisoners housed in a county jail are required to utilize the jail grievance process for all issues arising while they are housed at that facility. If the grievance is regarding an issue under the control of the Department, the grievance shall be forwarded by designated jail staff to the Manager of the CFA Classification Section or designee for resolution. The Department's decision to place the prisoner in the county jail is not grievable and will be rejected without response.

Prisoners in the county jail will not be released early, be placed on tether or receive County Administrative Time. Prisoners will not be allowed to participate in work release, or furlough programs.

After a prisoner is transferred to a county jail, OTIS will show the respective county jail designation along with the county jail contact information.

Prisoners currently placed in a county jail will either discharge directly from the jail or be returned to a CFA facility at a minimum of 12 months prior to their earliest release date to complete any required programs and subsequent Parole Board Review.

Prisoners housed in a county jail are required to abide by all jail rules and policies;

Visiting:

- Visiting standards are dictated solely by each County Jail.

Telephones:

- Prisoner Phones - Prisoners will NOT have access to PCS while housed at the County Jails. Prisoners who have a balance on their PCS debit account will be refunded that amount. Central Office will notify PCS of all prisoners who transfer to the County Jail, and PCS will then process a refund which will be sent to the Southern Region Business Office for depositing into TRUST. If friends/families

have established a Prepaid account with PCS, they should request a refund through Customer Service (1-855-466-2832).

Mail:

- All mail received at the facilities will be forwarded to the appropriate County Jail for the prisoner.
- In accordance to with [DOM 2015-6](#) as the prisoners housed in the County Jail are still under the jurisdiction of the Department, prisoners may not correspond between the facilities and the County jail unless they are approved for the correspondence.

Clothing:

- All State issued clothing will transfer with the prisoner. The County Jail will determine what the prisoner is allowed to wear and what will need to be stored with their personal property. At the time of the prisoner's discharge, the State issued items will be returned to the Department.

Funds:

- Family members and others may continue to deposit funds into the prisoner's Department TRUST account in the same manner as for prisoners housed in a Department facility. However, prisoners housed in a county jail must sign an authorization to transfer funds form from TRUST to their County Jail account.
- Prisoner's families will not be allowed to deposit money into their Jail accounts.
- Prisoners are not authorized to send money to family members or others. Funds may only be sent back into their MDOC Trust account.

Personal Property:

- Property not allowed at the jail will be stored at the County Jail until discharged or unless the prisoner chooses to dispose of the property in a manner authorized under the jail rules and policy.
- MP3 players - Prisoners WILL NOT be allowed to possess their MP3 players while in the county jails. They will be stored with their personal property until they leave the county jail.
- Friends and Family Pack (FFP) - Prisoners WILL NOT be allowed to receive FFP orders while housed at the county jails. When a family member goes on line to place an order, a notification will appear indicating that the prisoner is not eligible to receive a FFP order.
- Keefe Commissary - If a county jail is contracted with Keefe as their commissary provider, prisoners will only be able to order what is allowed at that county jail. All other commissary orders will be dictated by the respective County Jail.

Contact the Local Jail:

If you have a question or concern about a county/city jail where an offender is currently being held, you will have to contact that jail. The Offender Tracking and Information System (OTIS) does not carry information about inmates in county jails or city lockups, or about offenders who were sentenced to jail only. State prisons are operated by the Michigan Department of Corrections (MDOC) and OTIS does contain information about those offenders.

The currently participating County Jails are as follows:

VPA – Alger County

Alger County Jail
101 E. Varnum St.
Munising, MI 49862
906-387-4444

VPB – Benzie County

Benzie County Jail
505 S. Michigan Ave.
Beulah, MI 49617
231-882-4484

VCP - Clare County

Clare County Jail
255 West Main Street
Harrison, MI 48625
989-539-7166

VCL - Clinton County

Clinton County Jail
1347 E Townsend Rd
St. Johns, MI 48879
989-224-5200

VPG - Ingham County

Ingham County Jail
640 North Cedar St
Mason, MI 48854
517-676-2431

VPI - Iron County

Iron County Jail
2 South 6th Street
Crystal Falls, MI 49920
906-875-0651

VPJ - Jackson County

Jackson County Jail
1995 Chanter Road
Jackson, MI 49201
517-768-1609

VPL - Lenawee County

Lenawee County Jail
549 North Winter St
Adrian, MI 49221
517-265-4400

VPM Mason County

Mason County Jail
302 North Delia St
Ludington, MI 49431
231-843-3475

VDM - Midland County

Midland County Jail
105 Fast Ice Drive
Midland, MI 48642
989-832-6612

VMY – Montmorency County

Montmorency County Jail
11045 M 32 West
Atlanta, MI 48709
989-785-2582

VPO - Osceola County

Osceola County Jail
325 West Upton Avenue
Reed City, MI 49677
231-832-2288

[VOT - Ottawa County](#)

Ottawa County Jail
12130 Fillmore Street
West Olive, MI 49460
616-738-4095

[VPR – Roscommon County](#)

Roscommon County Jail
111 S. 2nd St.
Roscommon, MI 48653
989-275-9070

[VPV - VanBuren County](#)

VanBuren County Jail
205 S Kalamazoo St
Paw Paw, MI 49079
269-657-2171

CRIME VICTIMS' RIGHTS INFORMATION

In order to provide you with written status notifications regarding a specific prisoner, you will need to complete a Crime Victim Notification Request form. This form may be obtained through the Michigan Department of Corrections web site under the [Victim Services](#) or from your local prosecuting attorney's office. Under special circumstances, individuals who are in fear, but do not qualify under the definition of a "victim," may receive notifications outlined in the Crime Victim's Rights Act.

If you wish to register, please complete the request form and return it to the Crime Victims Services Unit using the address listed on the form. If you are unable to obtain the form through our web site, you may contact the Crime Victim Services Unit at 517-373-4467 and a request form will be mailed to you.

If you have any questions or concerns regarding the services provided by the Crime Victims Services Unit you may contact them at the above telephone number.

Crime Victim Services Unit
Michigan Department of Corrections
P.O. Box 30003
Lansing, MI 48909
517-373-4467 Local
877-886-5401 Toll-Free

DISCIPLINE - Prisoner Discipline

Disciplinary sanctions may be imposed against prisoners for rule violations in accordance with due process requirements and as outlined in [PD 03.03.105 "Prisoner Discipline."](#)

There are three different classes of misconducts: Class I, Class II, and Class III. Each class of misconduct has different review and hearing requirements.

Class I misconducts are as follows:

Assault and Battery

Intentional, non-consensual touching of another person done either in anger or with the purpose of abusing or injuring another; physical resistance or physical interference with an employee. Injury is not necessary but contact is.

Assault Resulting in Serious Physical Injury

Physical attack on another person which resulted or was intended to result in serious physical injury. Serious physical injury means any injury which would ordinarily require medical treatment.

Escape

Leaving or failing to return to lawful custody without authorization; failure to remain within authorized time or location limits while on a public works crew.

Failure to Disperse

Failure or refusal of a prisoner to leave an area in which a disturbance is occurring when the prisoner is physically able to leave; includes obstruction of staff at the scene of the disturbance. Disturbance is defined as a fight between prisoners, subduing or taking into custody of a prisoner or prisoners by staff, destruction of property, or any similar action or occurrence.

Felony

Any act that would be a felony under state law is also a Class I misconduct violation. Reference shall be made to the specific statutory citation in all cases where this charge is alleged.

Fighting

Physical confrontation between two or more persons, including a swing and miss, done in anger or with intent to injure.

Homicide

Causing the death of another person by any means.

Incite to Riot or Strike; Rioting or Striking

Advocating or instigating actions which are intended to seriously endanger the physical safety of the facility, persons, or property or to disrupt the operation of the facility by group cessation of normal activity; participation in such action; joining others in unauthorized work stoppage.

Possession of Dangerous Contraband

Unauthorized possession of an explosive, acid, caustic, toxin, material for incendiary device; escape material; detailed road map for any area within the State of Michigan, adjacent state or Ontario, Canada; bodily fluid stored in a container within a cell or room; tattoo device; cell phone or other electronic communication device or accessory; a critical or dangerous tool or other item needing to be strictly controlled as specifically identified in the attachments to PD 04.04.120 "Tool Control", including failure to return any item covered by the definition which is signed out for a work or school assignment or any other purpose. (Note: This definition includes matches.)

Possession of Weapon

Unauthorized possession of any item designed or intended to be used to cause or threaten physical injury to another person; unauthorized possession of piece, strip, or chunk of any hard material which could be used as a weapon or in the creation of a weapon.

Sexual Assault

Non-consensual sexual acts, meaning sexual penetration of, or sexual contact with, another person without that person's consent or with a person who is unable to consent or refuse; abusive sexual contact, meaning physical contact with another person for sexual purposes without that person's consent or with a person who is unable to consent or refuse.

Sexual Misconduct

Consensual touching of the sexual or other parts of the body of another person for the purpose of gratifying the sexual desire of either party, except that an embrace of a visitor at the beginning and end of a visit, or holding hands with a visitor during a visit is not sexual misconduct; intentional exposure of the sexual organs to another person in a location or manner where such exposure has no legitimate purpose; imitating the appearance of the opposite sex; words or actions of a sexual nature directed at another person in order to harass or degrade that person.

Smuggling

Bringing or attempting to bring any unauthorized item into or out of a correctional facility or a specialized area or unit within a facility such as segregation.

Substance Abuse

Possession, use, selling, or providing to others, or being under the influence of, any intoxicant, inhalant, controlled substance (as defined by Michigan statutes), alcoholic beverages, marijuana or any other substance which is used to cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses or nervous system; unauthorized possession or use of prescribed or restricted medication; possession of narcotics paraphernalia; failure or refusal to voluntarily submit to substance abuse testing which is requested by the Department for the purpose of determining the presence in the prisoner of any substance included in this charge; possession of a tobacco product.

Threatening Behavior

Words, actions, or other behavior which expresses intent to injure or physically abuse another person. Such misconduct includes attempted assault and battery.

Class II misconducts are as follows:

Bribery of an Employee

Offering to give or withhold anything to persuade an employee to neglect duties or perform favors.

Creating a Disturbance

Actions or words of a prisoner which result in disruption or disturbance among others but which does not endanger persons or property.

Destruction or Misuse of Property

Any destruction, removal, alteration, tampering, or other unauthorized use of property; unauthorized possession of a component part of an item.

Disobeying a Direct Order (DDO)

Refusal or failure to follow a valid and reasonable order of an employee.

Gambling; Possession of Gambling Paraphernalia

Playing games or making bets for money or anything of value; possession of gambling equipment, or other materials commonly associated with and intended for wagering.

Insolence

Words, actions, or other behavior which is intended to harass, degrade, or cause alarm in an employee.

Interference with the Administration of Rules

Acts intending to impede, disrupt, or mislead the disciplinary process for staff or prisoners, including failure to comply with a loss of privileges sanction imposed by a hearing officer.

Out of Place

Being within the lawful boundaries of confinement and not attempting to escape, but in a location without the proper authorization to be there; absent from where one is required to be; being outside assigned housing unit without prisoner identification card; being absent from required location during count.

Possession of Forged Documents; Forgery

Knowingly possessing a falsified or altered document; altering or falsifying a document with the intent to deceive or defraud; unauthorized possession or use of the identification card, prisoner store card, pass, or detail of another prisoner.

Possession of Money

Possession of money or money from unauthorized sources. Money is defined as cash, negotiable instrument, credit card, or blank check.

Possession of Stolen Property; Theft

Possession of property which the prisoner knows, or should have known, has been stolen; any unauthorized taking of property which belongs to another.

Unauthorized Occupation of Cell or Room

Being in another prisoner or prisoners' cell or room, or clearly defined living area, without specific authorization from staff; being present in any cell, room, or other walled area with another prisoner or prisoners or a member or members of the public without staff authorization.

Class III misconducts are as follows:

Abuse of Privileges

Intentional violation of any Department or institution regulation dealing with prisoner privileges unless it is specified elsewhere as a Class I or II misconduct.

Contraband

Possession or use of non-dangerous property which a prisoner has no authorization to have, but there is no suspicion of theft or fraud.

Excessive Noise

Creation of sound, whether by use of human voice, a radio, TV, or any other means, at a level which could disturb others.

Health, Safety, or Fire Hazard

Creating a health, safety, or fire hazard by act or omission.

Horseplay

Any physical contact, or attempted physical contact, between two or more persons done in a prankish or playful manner without anger or intent to injure or intimidate.

Lying to an Employee

Knowingly providing false information to an employee.

Temporary Out of Place/Bounds

In own housing unit during the day; out of place for a brief time or adjacent to where supposed to be.

Unauthorized Communications

Any contact, by letter or gesture or verbally, with an unauthorized person or in an unauthorized manner.

Violation of Posted Rules

Violation of rules of housing units, dining room, work, or school assignment which is not covered elsewhere.

ELECTRONIC MESSAGES - Sending Emails to Prisoners via JPAY

Effective February 16, 2009, family members and others may send electronic messages to prisoners through JPay.

The Michigan Department of Corrections will allow inbound electronic correspondence to prisoners from family members and others who have established an account with JPay. To establish an account, please visit www.jpayers.com.



[Click here to start messaging](#)

The customer (family member or other) will have to purchase "stamps" or a subscription through JPay in order to send electronic messages.

- All mail is electronically scanned by JPay for security issues and then sent to the Michigan Department of Corrections where it is reviewed again prior to being released to the prisoner. Sending messages with inappropriate content may delay processing or result in rejection of the message.
- Prisoners will receive the message via a kiosk located in the housing unit. The prisoner may respond to the message by purchasing "electronic stamps" from JPay on the kiosk. Kiosk messages are stored on the kiosk for viewing at a later date. Prisoners are allowed to store up to 75 messages. A printed copy of the electronic message may be requested by the prisoner for a nominal fee.

Please see [Director's Office Memorandum 2015-3](#): Electronic Messages and Fund Transfers for more information.

FREEDOM OF INFORMATION ACT (FOIA)

For a copy of a record regarding a prisoner, parolee, or probationer under the supervision of the MDOC, you can make a request under the Michigan Freedom of Information Act (FOIA). The request can be submitted to the institution at which the prisoner is housed, the field office at which the probationer or parolee is being supervised, or to the following:

FOIA Coordinator
Michigan Department of Corrections
P. O. Box 30003
Lansing, MI 48909

GRIEVANCES - Prisoner/Parolee Grievance Process

[PD03.02.130, "Prisoner/Parolee Grievances"](#) sets forth the circumstances under which a prisoner may grieve alleged violations of policy and procedure or unsatisfactory conditions of confinement. The grievance process is a prisoner process which means that family members and friends may not file on behalf of the prisoner.

Prior to submitting a written grievance, the grievant shall attempt to resolve the issue with the staff member involved within two business days after becoming aware of a grievable issue, unless prevented by circumstances beyond his/her control or if the issue falls within the jurisdiction of the Internal Affairs Division in Operations Support Administration. If the issue is not resolved, the grievant may file a Step I grievance using a Prisoner/Parolee Grievance Form (CSJ-247A). The Step I grievance must be filed within five business days after the grievant attempted to resolve the issue with appropriate staff.

A grievant may file a Step II grievance if s/he is dissatisfied with the response received at Step I or if s/he did not receive a timely response. To file a Step II grievance, the grievant must request a Prisoner/Parolee Grievance Appeal Form (CSJ-247B) from the Step I Grievance Coordinator and send the completed form to the Step II Grievance Coordinator designated for the facility, field office, or other office being grieved within ten business days after receiving the Step I response or, if no response was received, within ten business days after the date the response was due, including any extensions.

A grievant may file a Step III grievance if s/he is dissatisfied with the Step II response or does not receive a timely response. To file a Step III grievance, the grievant must send a completed Step III grievance, using the Prisoner/Parolee Grievance Appeal form (CSJ-247B), to the Grievance Section, Office of Legal Affairs within ten business days after receiving the Step II response or, if no response was received, within ten business days after the date the response was due, including any extensions. The Step III appeal must be accompanied by the goldenrod copy of the Step I form (247A), the Step II appeal (247B), and Step I and Step II responses, if provided by the facility.

Additional information regarding the grievance process can be found in [PD 03.02.130, "Prisoner/Parolee Grievances."](#)

HEALTH CARE - The Rights of Prisoners to Physical and Mental Health Care

Prisoner Health Care Questions

Due to the confidential nature of health information, only the department's Bureau of Health Care Services can address and respond to any health related concerns you have. The Department of Corrections cannot release health information regarding a prisoner unless that prisoner has signed the "Patient's Authorization for Disclosure of Health Information" form. This form is available on the MDOC website or can be obtained by a prisoner upon request to the healthcare staff at their facility. This form must be signed by the prisoner. The form is valid for 1 year and remains valid if the prisoner transfers to a new facility during that time. Healthcare questions should be directed to 517-373-3629.

Health Services

All prisoners in Correctional Facilities Administration (CFA) institutions will have access to health services, as outlined in [PD 03.04.100 "Health Services."](#) regardless of custody level or security classification. If the MDOC determines that a prisoner has health care needs that cannot be met at their current facility the prisoner will be transferred to a facility where those needs can be met.

The prisoner health record is established as soon as possible after the prisoner's arrival at a reception facility. Health care staffs also schedule an annual health care screening appointment for each prisoner in a CFA facility within 30 calendar days before or after the prisoner's birthday, unless the prisoner is in the Special Alternative Incarceration (SAI). A DNA sample shall be taken from each prisoner at the annual health care screening unless a sample was previously provided. The prisoner's consent to take the sample is not required.

Prisoners shall submit a Health Care Request form (CHJ-549) to request routine health care services, including reassessment of the need for an assistive device or other service provided the prisoner to meet his/her medical needs. Housing unit staff shall assist illiterate prisoners and others who are unable to complete the form. A locked container shall be provided which is easily accessible to all general population prisoners in which they can place the form; these containers shall be opened only by health care staff and will be collected by health care staff at least daily.

For additional information regarding health services for prisoners, please see [PD 03.04.100, "Health Services."](#)

Mental Health Services

Mental health services are available to all prisoners, including appropriate treatment for prisoners who are seriously mentally ill. All prisoners in need of mental health services shall be identified in a timely manner have reasonable access to care, and be afforded

continuity of care, including aftercare planning and follow-up as indicated. A prisoner admitted to Mental Health Services shall be provided with the Mental Health Services Guidebook containing rights information, including contact information for rights representatives. The continuum of mental health services includes the following:

Inpatient Services

Inpatient Services include the Crisis Stabilization Program (CSP), Acute Care (AC) and Rehabilitative Services (RTS). The Crisis Stabilization Program is intended for prisoners whose symptoms indicate a potential mental health emergency and a need for immediate intervention and treatment. Acute Care provides intensive assessment and treatment for prisoners with acute mental illness, severe emotional disorders and possible co-existing disorders. Rehabilitation Treatment Services provides inpatient treatment services to prisoners who exhibit significant impairments in activities of daily living and other social skills and their mental illness is typically resistant to treatment.

Residential Treatment Programs

The Residential Treatment Program (RTP) is the recommended level of care for seriously mentally disabled prisoners. It offers treatment to those individuals who cannot function adequately in the general population without significant supports and modified behavioral expectations and helps them independently function within the general prison population or in the community following parole release or discharge. This includes an Adaptive Skills Residential Program (ASRP) for prisoners who have significant limitations in adaptive functioning due to a developmental disability or chronic brain disorder, and a Secure Status Residential Treatment Program (SSRTP) which provides a secure and safe alternative treatment option to prisoners with a serious mental disability who would otherwise be in Administrative Segregation because of assaultive, disruptive or unmanageable behavior.

Outpatient Mental Health Program

The Outpatient Mental Health Program (OPMHT) provides mental health treatment to prisoners with a severe mental disability who reside in general population. This includes services through a Secure Status Outpatient Treatment Program (SSOTP) which provides a safe and secure alternative treatment option to prisoners with a serious mental disability who, because of behavioral issues which present a risk to the custody and security of the facility, would otherwise be in Administrative Segregation.

Counseling Services and Intervention

Individual and group psychotherapy are available to offenders who have been determined by a QMHP to have significant psychological disturbances that affect overall psychosocial functioning. It includes, but is not limited to, supportive counseling, brief therapy, cognitive-behavioral therapy, and dialectical behavior therapy. Prisoners are admitted to and discharged from the counseling program by a qualified mental health professional (QMHP).

Institutional Services are available to all prisoners in the Department of Corrections when clinically indicated. They include, but are not limited to mental health intake evaluations, crisis intervention, suicide prevention services, specialized group therapies, parole board psychological evaluations, and aftercare planning.

For additional information, please see [PD 04.06.180 "Mental Health Services."](#)

JPAY

For information regarding JPAY, please see:

[ELECTRONIC MESSAGES – Sending Emails to Prisoners Via JPAY](#)

or

[MONEY – Sending Money to a Prisoner](#)

MAIL – Sending Mail to a Prisoner

Per **[PD 05.03.118, “Prisoner Mail”](#)**, mail is considered any written, typed or printed communication of information, including magazines, catalogs, books and photographs. Stamps, stickers, and similar items do not communicate information and thus are not considered mail for purposes of this policy even if delivered through the mail.

Mail is prohibited if it is a threat to the security, good order, or discipline of the facility, may facilitate or encourage criminal activity, or may interfere with the rehabilitation of the prisoner which includes: Mail violating federal or state law, mail violating postal regulations, mail containing physical contraband, which is defined as any property that a prisoner is not specifically authorized to possess or that is from an unauthorized source, mail containing a criminal plan or conspiracy, mail containing threats, mail addressed to anyone who has objected to receiving mail from the prisoner sending the mail, mail describing or depicting sexual acts or nude photographs, and/or mail for the purpose of operating a business enterprise from within the facility.

When writing to a prisoner using the US mail system, the envelope must include the address of the facility where the prisoner is located as well as the offender’s name and MDOC number. If you do not know this information, you can search the OTIS Database, located on the MDOC’s website (**www.michigan.gov/mdoc**).

Below is an example:

John A. Smith, #123456
Michigan Correctional Facility
123 Prison Street
Anytown, MI 48909

Mail will not be forwarded to a prisoner who is temporarily located at another location such as a hospital or county jail. In these cases, mail will be held for the prisoner until they return to their facility.

Additional information can be found in **[PD 05.03.118, “Prisoner Mail Policy.”](#)**

MARRIAGE – *Marrying a Prisoner*

The Michigan Department of Corrections allows prisoners to marry while serving their sentence. The prospective non-prisoner bride/groom must first write a letter to the Chaplain at the Correctional Facility where the prisoner is housed indicating that they want to marry Prisoner (prisoner's name), MDOC # (prisoner's number). Follow any instructions the Chaplain may provide, and provide copies of any documents requested.

The prisoner must also write a "kite" to the Chaplain at the correctional facility. The correspondence should state his or her intention to be married, and ask for the information needed to plan a wedding. The Chaplain should respond to the prisoner within a week. If he/she does not, the prisoner should re-kite the Chaplain.

A marriage license must be obtained at the court house in YOUR County of residence. If you do not live in the State of Michigan, a marriage license must be obtained from the court house in county where the prisoner is currently located. Contact the court house in advance and ask what documentation is required to obtain a marriage license.

Weddings are scheduled based on the availability of time, space and staff work schedules. The couple getting married are responsible for providing an officiant and two witnesses, who must complete LEIN clearances. Michigan Department of Corrections staff will not be able to serve in this capacity. The Chaplain will require time to schedule the wedding. On the day of the wedding bring with you all documentation requested by the Chaplain. The prisoner's ring cannot be more than \$75 and must be a plain band (without stones or insignia).

For more information, please contact the Chaplain at the facility where the prisoner is currently housed.

[MONEY - Sending Money to a Prisoner via JPay](#)

Money Order/Guaranteed Funds Processing

All money orders & guaranteed checks (ie, cashier's checks) from family members and other members of the public are processed by JPay, Inc. Money order/checks with guaranteed funds will need to be made payable to JPay and sent to the lockbox address below. A Deposit Slip must be included with the money order/guaranteed check, and mailed to the following:

JPay
P.O. Box 531190
Miami Shores, FL 33153

- There will be no processing cost for any funds sent to the JPAY lockbox. A processing cost for on-line and phone transactions still applies.
- Any notes or letters included with the mailing will be discarded by JPay. Money orders/guaranteed checks may not exceed \$999.99 in value.
- Deposit Slips are available in the Lobby and Visiting Areas in each correctional facility and on the Michigan Department of Corrections website.

[JPay Deposit Form – English Version](#)

[JPay Deposit Form - Spanish Version](#)

- Any questions regarding processing of money orders and guaranteed checks should be directed to JPay at 866-333-5729. Prisoners will be able to submit questions regarding funds to JPay directly from the kiosk located in their housing unit.
- JPay will continue to accept deposits to inmate's accounts electronically at www.jpayers.com or via phone. Fees apply to both of these transaction types. More information about the current rates and delivery times can be found on the JPay website.
- All funds received must comply with [PD 04.02.105](#) "Prisoner Funds and [Director's Office Memorandum 2015-11](#).
- Deposited Funds are subject to collection by the Department to pay for obligations imposed by the sentencing court or the Michigan Department of Corrections in accordance with applicable Department policies.

Funds may be deposited electronically into a prisoner's account using JPay for a fee.

To use this method, you must establish a JPay account. Please visit www.jpayers.com for information on how to open and manage your account.



[Click here to send money now](#)

Once the JPay account is established, you may deposit funds into a prisoner's account through any of the options listed below:

- Online by using a credit/debit card through the www.ipay.com website.
- By calling JPay at 1-800-574-5729. Agents are available 24 hours/day in English and Spanish.
- In person, with cash at the nearest Moneygram Store, located inside WalMart and CVS stores. Fill out an express blue form and use receives code 6902.

The prisoner will be issued a receipt of funds that were received.

Please see [Director's Office Memorandum 2015-11](#): Prisoner Funds - Centralized Receipting Office/Spending Restrictions.

OFFENDER TRACKING INFORMATION SYSTEM (OTIS)

For offender information, please utilize the Offender Tracking Information System (OTIS) available at the following link: <http://www.state.mi.us/mdoc/asp/otis2.html>

Fill in the appropriate boxes where necessary. If you know the MDOC number, it is the only box that you need to fill in. Please remember that OTIS is very sensitive about spelling. Therefore, if you do not know the correct spelling of a name, OTIS will more than likely come back with "0 records matched." Please utilize the "OTIS Help" when necessary. Please also change the Offender Status to ALL prior to your search.

Once on the "found" screen, you are able to click on any of the **blue highlighted areas** for further information. For example: Clicking on the offender number will give you a photo if available, and also provide sentencing information and more. Clicking on the location will give you the address and phone number of the facility where the prisoner is located, or the parole/probation office where the offender reports. The following information is intended to help you use OTIS and understand how the information is presented and what it means. This documentation will also offer some useful hints about finding information.

CMIS, OMNI, OTIS AND THE HISTORY OF ELECTRONIC DATA COLLECTION IN THE MDOC:

The MDOC has been collecting offender data electronically since 1980. The primary system used since that time was known as CMIS. The CMIS database is not available online, but data is available through the Michigan Freedom of Information Act (FOIA). Requests for the database should be sent to:

FOIA Coordinator
Michigan Department of Corrections
206 E. Michigan Ave.
Grandview Plaza
P.O. Box 30003
Lansing, MI 48909

Starting in 1997, the MDOC began to implement a new database, known as the Offender Management Network Information system (OMNI). OMNI has CMIS as well as several other databases within the department. OMNI also includes information about probationers, a group of offenders who are NOT under the jurisdiction of the MDOC but who are merely supervised by the department. OMNI is also being used to store offender photographs, something CMIS did not do.

With the evolution of the department's electronic data storage came the desire, both within the department and among important constituencies, especially taxpayers, to put

more information online. As a consequence, OTIS was created so that a wide variety of Internet users could have access to the data.

In 2008, the Michigan Legislature allowed removal of offenders from the website after three years had elapsed from the discharge date. If an offender resumes supervision with the MDOC, all public records will be available on the website until the three years has again elapsed from the discharge date of the most recent MDOC jurisdiction or supervision date.

SEARCH RULES:

OTIS is designed such that users must at a minimum enter either an offender's last name or an offender number in order to query the database, unless searching for Parole or Probation Absconders. In this case, the name and offender number fields may be left blank to list all offenders of either category.

An asterisk (*) may be used as a special character in the last name field to broaden the search, provided that at least 3 leading characters are also supplied. For example, entering "Smi*" in the last name field will return a results set which will include all last names that begin with the letters "Smi". If less than 3 characters are entered with a wildcard (ex: "Sm*"), OTIS will conduct the search using only the leading characters entered ("Sm"), and will likely return no matching records.

Users may also enter additional information to refine the search process. Available search fields include: gender, offenders age (plus or minus 3 years), race and offender status. Users may enter information in any or none of these fields as desired. Generally, the more information entered, the faster OTIS will return search results.

OTIS additionally allows an offender search by scars, marks or tattoos. To utilize this feature, enter a one or two word phrase in the Scars, Marks or Tattoos field for which you wish OTIS to search. OTIS will perform an exact match text search. For example, if 'blue diamond' is entered in this field, OTIS will return only those offenders who have the text 'blue diamond' in their identification information. Offenders with the text 'diamond - blue' would not be included in the results, as it is not an EXACT match. Special characters are not recognized in the scars, marks or tattoos search.

Only the current, legal name of the offender is used in the search process.

An offender's MDOC number is unique. Searching by the number will return information on one prisoner and is the most accurate way to find a particular offender.

WHAT THE HEADINGS MEAN:

Listed below are explanations for each title heading found on the return information about an offender or list of offenders who fit the search criteria. To accommodate as much information as possible, some headings may be abbreviated.

- **OFFENDER NUMBER:** This number is unique to every offender whose pre-sentence investigation (PSI) is handled by the MDOC (all dispositions in circuit court). The number is generated when the PSI is created and it remains the same for offenders who are about to be re-sentenced.
- **LAST NAME:** An offender's last name at time of commitment; **FIRST NAME:** An offender's first name at the time of commitment.
- **DATE of BIRTH:** An offender's date of birth.
- **SEX:** An offender's gender.
- **RACE:** An offender's race or ethnicity.
- **MCL NUMBER:** The number listed for the Michigan Compiled Law (MCL) is for the crime of the controlling sentence (the sentence used to determine when an offender is eligible for parole or discharge) of most recent conviction. By clicking on the number, users will be taken to an excerpt of the statute.
- **LOCATION:** An offender's location or place from which the offender is being supervised. In cases of escapees and absconders, the location is the place where the offender was last being supervised before escape (it does NOT necessarily refer the place from which the offender escaped or absconded; in fact, very few if any escapes actually take place from a prison or camp).
- **STATUS:** This column indicates whether an offender is currently a prisoner, parolee, probationer, escapee, and absconder or has discharged from the supervision of the department.

OTIS Status Codes:

PRISON: The vast majority of offenders with this designation are in a prison or a camp. But some prisoners are also in the Special Alternative Incarceration (boot camp) program; are in a Technical Rule Violation (TRV) center; are on writ to a county jail, another state or the federal government; housed in a federal prison or county jail; out on bond; or have escaped.

PAROLE: A prisoner is eligible for parole once the minimum portion of the sentence is satisfied, unless the prisoner is serving a life sentence. Parole is NOT presumed. It must be earned. The more violent the offense or the more chronic the offender, then the more that prisoner must do to earn his or her parole. Most parolees live in a residence, but some do not. Parolees are also housed in corrections centers, Technical Rule Violation centers and live in other states through the Interstate Compact, to which Michigan belongs.

PROB: Circuit court probationers are NOT under the jurisdiction of the Michigan Department of Corrections. They are under county jurisdiction. The department merely supervises these offenders for the county. As such, probationers who abscond from their sentences are subject to apprehension by the county, NOT the state.

ESCAPE1: Prisoners who escaped from a prison, camp, the Special Alternative Incarceration (boot camp) or a Technical Rule Violation center are given this designation. Escapees pose a direct threat to the health, safety and welfare of any

person, household or community. To report an escapee, please send email to:
CorrEMC@michigan.gov

ESCAPE2: Prisoners who escaped from a non-secure or non-prison location, such as a corrections center or who broke their electronic tethers, are given this designation. Escapees pose a direct threat to the health, safety and welfare of any person, household or community. To report an escapee, please send email to:
CorrEMC@michigan.gov

ABSCOND1: Offenders with this designation have absconded from parole. They are being actively sought by the Michigan Department of Corrections. Absconders have eluded their supervision by failing to report in a reasonably timely manner. As such, absconders pose a direct threat to the health, safety and welfare of any person, household or community. To report a parole absconder, please send email to:
ARUOutstate@michigan.gov

ABSCOND2: Offenders with this designation have absconded from probation. These offenders are under the jurisdiction of the county that sentenced them. Absconders have eluded their supervision by failing to report in a reasonably timely manner. As such, absconders pose a direct threat to the health, safety and welfare of any person, household or community. Please report any information about probation absconders to the appropriate county sheriff's office.

DISCHRG: An offender who has discharged from his sentence is no longer under the supervision of the Michigan Department of Corrections for that sentence. If an offender has no active sentences, then the department would not have any means of contacting the offender. There are several ways in which offenders discharge from their sentences: discharge while on parole or probation (successful completion of parole or probation); discharge on the maximum (failure to parole from prison before the maximum portion of the sentence is completed); and death (dies before completion of the sentence).

UNKNOWN: There are several reasons an offender might appear with this category, including: incomplete data on paper transferred to electronic storage; and court-action (such as reduction or overturning of sentence).

EARLIEST RELEASE DATE: This is the prisoner's ERD. It should not be considered as the definite release date. In fact, the vast majority of prisoners do not have a definite release date, relative to the minimum portions of their sentences. The ERD refers only to that date at which a prisoner is eligible for parole, if all appropriate time off for good behavior is earned and if the prisoner is not serving a life sentence. This date changes if the prisoner accumulates misconducts for violating prison rules.

Alternately, this column represents the Supervision Release Date for probationers.

MAXIMUM DISCHARGE DATE: The date shown represents the potential maximum and assumes that the prisoner receives any available good time or disciplinary credits,

relevant to the controlling sentence. A prisoner will be released from prison on this date because the Parole Board declined to parole the offender. The MDOC does not have the legal authority to imprison an offender beyond his or her maximum date. Several months prior to this date, the warden of the facility in which the person is housed will determine how much, if any, time for good behavior will be awarded (but only for those offenders who are eligible for good time or disciplinary credits). The maximum date could be increased by the amount of time the warden does not grant. For probation, this is the expiration date of the probation order with the greatest calendar date.

DATE PAROLED: The date shown represents the date the offender left prison, camp or, if the offender was under supervision other than that of a secure correctional, the date when parolee status was conferred.

OTIS - Correcting and Removing Information

OTIS - Correcting Information

The majority of information on the OTIS site is taken from court records. If you believe something is in error, please contact the sentencing court for clarification. If you believe the information is supervision related (such as absconder status), please contact the appropriate parole/probation office with your concern. The MDOC will correct information on OTIS, if directed by the sentencing court through a court order or through the supervising agent.

OTIS - Having Information Removed

The Michigan Legislature requires the MDOC to keep offender information on OTIS for a period of three years after the offender has discharged from MDOC supervision. This holds true even if the offender dies. Information is only removed from OTIS if the conviction is set aside or expunged by the sentencing court, or by operation of law.

Current legislation (Public Act 331 of 2006) does not allow for MDOC to remove offenders or images from the public web site even for a reason of death, as their conviction history is still public information.

ORIENTATION FOR PRISONERS

Orientation is provided to prisoners during the intake process and within 7 days of arriving at their facility unless unavailable (e.g., out on writ; hospitalized); in such cases, orientation shall be provided as soon as possible after they become available.

Orientation shall provide an overview of life at the facility and the facility's objectives. It shall specifically include, but is not limited to, information on the following:

1. The availability of health care services and how to access those services.
2. The disciplinary and grievance process.
3. Available programming.
4. Custody/security aspects of the facility and expectations of prisoners. This shall include an explanation of what items are considered contraband.
5. Available volunteer programs and services.
6. Visiting hours and requirements for both prisoners and visitors. If there is a volunteer transportation program, written information will be provided to enable prisoners to accurately inform their family and friends of these services.
7. Fire safety requirements, including general evacuation procedures.

The orientation program also shall include information to help reduce the anxiety related to incarceration and assist prisoners with adjusting to institutional living. Special emphasis shall be placed on "prison pitfalls" (e.g., gambling; borrowing; loaning; homosexual pressures) and their consequences. Prisoners will be informed that staff are available should these types of problems arise. Prisoners also shall be advised of the seriousness of escape and the consequences which could result. Options for handling problems and the alleviation of anxieties which might lead to thoughts of escape shall be addressed.

For prisoners who have a disability (e.g., hearing or sight impairment), literary deficiency or language barrier, accommodations shall be made to assist the prisoner in understanding the information provided during orientation.

Additional information can be found in [PD 04.01.140, "Prisoner Orientation."](#)

[PAROLES - The Parole Process](#)

Parole Board Decisions

Normally, the prisoner first comes to the attention of the Parole Board as he/she nears the end of the minimum term imposed by the court. The date of parole eligibility is often called the Earliest Release Date (ERD). Approximately 8 months prior to the parole eligibility date, a Parole Eligibility Report is prepared and the prisoner will be scheduled for consideration by the Board. The Board considers many factors to determine whether parole should be granted. The law holds that "A prisoner shall not be given liberty on parole until the board has reasonable assurance, after consideration of all of the facts and circumstances, including the prisoner's mental and social attitude, that the prisoner will not become a menace to society or to the public safety." Most prisoners are interviewed by one member of the Parole Board. The scope of the interview includes the prisoner's criminal, social and substance abuse history, previous adjustment on parole or probation, conduct in prison, programming, parole plans, and other factors. The prisoner may have a representative at the interview, although the representative cannot be another prisoner or an attorney. The parole decision is made by majority vote of a three member panel of the Board. If granted a parole, the prisoner is allowed to return to the community under the supervision of a Parole Agent for a specified term. The release is conditioned upon the parolee's compliance with terms set by the Parole Board.

A prisoner who has not paroled or is not eligible parole may seek a commutation, including a medical commutation, from the Governor (explained below) in order to be released from prison.

Below is the public telephone number and address for the Michigan Department of Corrections Parole Board. Please feel free to contact them with any concerns or problems related to prisoner parole issues. Public correspondence regarding a possible parole remains in an offender's file and is read prior to a parole board hearing. If you want to write a letter of support for a prisoner, you should do so and send it to the prisoner directly. That way the prisoner can bring it to the Parole Board interview.

Parole Board
Michigan Department of Corrections
P.O. Box 30003
Lansing, MI 48909
Ph: 517-373-0270
Fax: 517-335-0039

Preparing for a Parole Hearing

Prior to their hearing, an offender should prepare for their hearing with the help of family. This preparation should include preparing information including housing, employment, and community support upon parole, the offender's programming accomplishments while incarcerated, and clear plans for avoiding future criminal activity. The hearing will take place via video teleconference, with the offender and their representative participating

from the prisoner's facility. The offender will be asked questions about their criminal history, the current offense, and their plans on parole. They will also likely be asked questions about the programming they have completed. Offenders should be prepared to answer questions in a thoughtful, complete, and truthful manner.

Parole Release Information

If an offender is released, the parole case is assigned to a Parole Agent based upon the county that the parolee paroles to. All counties have specialized case loads so that paroled sex offenders will go to an agent that is specifically trained to supervise sexual offenders. Most other cases are assigned to equalize the case loads of the parole agents assigned to the county.

Parole releases are usually processed early in the morning so the parolee may leave the facility at or shortly after 8:00 A.M. You should contact the facility records office to determine the exact date and time that he/she will be released to parole.

Parole Violations

Not every technical violation of the conditions of parole results in a return to prison. There are alternative sanctions and programs that are appropriate to address certain technical violations. The Department has an added emphasis on offender success in the community and we try to keep parolees out in the community when we believe they can continue to be safely managed there.

Paroled in Custody

"Paroled in custody" means that the offender remains on parole for his/her Michigan sentence, but paroled to the custody of some other jurisdiction. This could be a county jail, another state's prison, or federal prison.

For more information, please contact the Parole

Board. Special Conditions of Parole

A complete listing of all standard special conditions of parole may be found in Attachment A of Operating Procedure 06.04.130 G FOA. You may request a copy of that Attachment by submitting your request in writing under the Freedom of Information Act to the following address:

Michigan Department of Corrections - FOIA Unit
P.O. Box 30003
Lansing, MI 48909

There will be a nominal charge for a copy of this

document. <http://www.michigan.gov/corrections/0,1607,7-119->

[1441_26969---,00.html](http://www.michigan.gov/corrections/0,1607,7-119-1441_26969---,00.html)

Prisoner Release Date Information

Michigan has indeterminate sentencing. This means that most offenders are sentenced to prison with a minimum and maximum term of years; For example, two years to five years. Offenders who committed their crime after December 15, 2000 are not eligible for parole prior to the minimum sentence imposed by the court. Offenders sentenced for crimes prior to that date may be eligible for credits, based on the date of the offense and offense type. An offender that was eligible for disciplinary credits, disciplinary time, or good time generally remains eligible for these credits until their sentence is completed. The Parole Board obtains jurisdiction on the case after the prisoner has served the minimum sentence, which occurs on Earliest Release Date. The Parole Board may parole the offender at that time if the board has a reasonable assurance the prisoner no

longer poses a risk to the public. If the Parole Board does not parole the prisoner during their sentence, the prisoner will discharge from prison and the sentence upon serving the maximum sentence. This date is called the Maximum Discharge. Both dates are published on OTIS because both dates are very important to the prisoner's sentence. A prisoner may be paroled at any time between the minimum and maximum dates.

The Parole Board does not gain jurisdiction over the prisoner until they reach their earliest release date. A prisoner's earliest release date is calculated based on the Judgment of Sentence document submitted by the court.

Commutation/Pardon Application Information

For information on commutation/pardon, or for a commutation/pardon application, you can visit the web links below:

This link is the application specifically for current prisoners.

[Application for Pardon or Commutation \(Current Prisoners\)](#)

This is a link for former prisoners and offenders who have a criminal history and are seeking a pardon associated with the crimes for which they were convicted.

[Instructions for Pardon / Expungement \(Former Offenders\)](#)

[Application for Pardon / Expungement \(Former Offenders\)](#)

For more information, please contact the Commutations Office at 517-373-4888.

POLICY DIRECTIVES – Michigan Department of Corrections

You may wish to refer to the Policy Directives that are available on the Department's website for further information at the following link:

[Policy Directives](#)

The Policy Section in the Office of Legal Affairs is responsible for writing all Policy Directives, which set forth the Department's position on a given subject. These policies are routinely reviewed by the Department and may be updated or amended.

In addition to Policy Directives, the Department and individual facilities establish written Operating Procedures that help establish the procedures necessary to operate in accordance with the Policy Directives.

PRISONER PROPERTY

All allowable property must be purchased by prisoners through the prisoner store or Securepak Program or ordered through established institutional ordering procedures, including catalog orders from approved vendors.

Members of the general public may not send in packages of personal property items for prisoners. They may, however, purchase allowable books, magazines and other publications, provided the publications are new, not used, and they are sent directly to the prisoner from an approved Internet vendor or publisher.

NOTE: Some approved Internet vendors, such as Amazon.com, allow private individuals and other vendors to directly sell publications on their websites. That individual or vendor, not the approved Internet vendor, then mails out the publication. In such cases, prisoners are allowed to receive the publication only if the vendor actually selling and mailing the publication is identified as an approved Internet vendor. Prisoners are not allowed to receive the publication if sold and/or mailed by a private individual.

The approved Internet vendors are:

[Amazon.com](#) [BarnesA](#)
[ndNoble.com](#) [Edward](#)
[RHamilton.com](#) [prison](#)
[legalnews.org](#) [Schuler](#)
[Books.com](#) [Walmart.c](#)
[om](#)

No prisoner personal property item may exceed a limit of \$75 in retail value (i.e., price for which the item is being sold) unless it is specifically exempted from that limit by the Prisoner Personal Property policy or was authorized to be purchased prior to January 12, 1998. All cost or value restrictions outlined in policy do not include the cost of tax or shipping.

Property amounts vary according to custody level. A prisoner in Level I or II shall not at any time have property which exceeds that which can be contained in one state-issued duffel bag or similarly sized container(s) authorized by the CFA Deputy Director and one footlocker if purchased by the prisoner. A prisoner in Level IV or V shall not have property which exceeds that which can be contained in one state issued duffel bag or similarly sized container(s) authorized by the CFA Deputy Director or, in Level IV, one footlocker if purchased by the prisoner. These limits apply to all of the prisoner's personal property, whether in his/her cell or stored elsewhere in the facility, except typewriters, excess allowable legal property, and medically necessary items authorized to be possessed by the prisoner pursuant to [PD 04.06.160](#) "Medical Details and Special Accommodation Notices" or [PD 04.06.165](#) "Optometric Services". These limits also apply to clothing items

issued to the prisoner pursuant to [PD 04.07.110](#) "State-Issued Items and Cell/Room Furnishings", except for special clothing items issued to wear on a work assignment.

Prisoners may purchase, possess, and wear personal clothing, and purchase and possess other personal property items, only as set forth in the Prisoner Personal Property policy, [PD 04.07.112](#) and the corresponding Attachments:

1. [Attachment A](#) - Level V.
2. [Attachment B](#) - Level IV.
3. [Attachment C](#) - Level I and II.

Additional information can be found in [PD 04.07.112](#) "Prisoner Personal Property."

[PRISONS – Contacting Michigan Facilities](#)

The Correctional Facilities Administration (CFA) is responsible for the state's prisons, including the Special Alternative Incarceration. CFA has administrative offices in Lansing from which Deputy Director oversees the network of secure facilities. The network is divided into two regions, and each region has an Assistant Deputy Director who has oversight over wardens. At the local level, the wardens oversee daily operations of the prisons. CFA also manages several peripheral aspects of facility operation, including prisoner transportation, food service and classification.

[Alphabetical List of Prisons](#)

PROGRAMMING - Referral and Placement Process

Prisoners are considered for CFA programming while incarcerated based on their assessed risk and need level and are prioritized by their Earliest Release Date (ERD). Individuals cannot elect or self-refer to CFA programming that they do not meet the referral criteria for. The goal of these programs is to gain greater insight into their previous criminal behavior while providing tools to avoid future criminal acts. These programs are offered at multiple facilities, but may not be available at each facility. The Department tracks programming referrals and makes every effort to move offenders to a facility offering that program prior to their ERD. Completion of group does not guarantee positive Parole Board action.

- CFA Programs for male prisoners include: Thinking for a Change (T4C), Cage Your Rage, Substance Abuse Education and/or Outpatient, Violence Prevention Program (VPP) High or Moderate track, Bridges (Domestic Violence), Sex Offender Programming (SOP), and Pre-Release.
- CFA Programs for female prisoners include: Moving On, Voices, Seeking Safety, Substance Abuse Education and/or Outpatient, Beyond Violence, Meridians (Domestic Violence), Sex Offender Programming (SOP), and Pre-Release.

There are elective programs available to prisoners as well. In addition to the below list, there may be additional elective programs available depending on where the prisoner is housed. Information regarding placement and availability into elective programming can be gathered from the RUM, ARUS, or Prison Counselor at the facility in which they are housed.

- Elective Programs for male prisoners include: Inside Out Dad, Family Preservation, Alcoholics Anonymous (AA), and Narcotics Anonymous (NA);
- Elective Programs for female prisoners include: Parenting Inside Out (PIO), Alcoholics Anonymous (AA), and Narcotics Anonymous (NA).

Questions regarding program referrals should be directed to case management staff at the facility.

RECEPTION CENTER PROCESSING

Male prisoners sentenced to the Department's jurisdiction shall be received, housed, and provided intake processing at the Charles E. Egeler Reception and Guidance Center (RGC) in Jackson, Michigan. They then will be tested, evaluated and classified to the institution to which they will eventually be sent. The intake process generally takes around 45 days before they are transferred to a permanent facility. The Intake process includes security screenings, physical and mental health screenings, and the creation of programming recommendations. Prisoners will receive state-issued clothing and property. Depending on the offender's sentence, they may also participate in a Phase I interview with a parole board member to discuss their programming needs and expectations.

Prisoners at the Reception Center are on "quarantine" status, meaning they cannot receive visits from friends or family. These prisoners can receive visits from qualified clergy, the Office of the Legislative Ombudsman, and attorneys on official business. Prisoners may use the phone to place collect calls to family and friends when out-of-cell and given permission. Prisoners at the Reception Center receive limited daily outdoor recreation time. Library books and law books are available, along with religious services.

Female prisoners sentenced to the Department's jurisdiction shall be received, housed, and provided intake processing at the reception center at the Women's Huron Valley Correctional Facility (WHV) in Ypsilanti, Michigan.

All prisoners under age 21 recently committed to Department custody under the Holmes Youthful Trainee Act (HYTA) shall be received, housed, and provided intake processing at the Thumb Correctional Facility (TCF) or WHV, as appropriate.

All prisoners and any personal property in their possession shall be searched for contraband when received. Prisoners received with any of the following personal property items in their possession shall be permitted to keep the items; no other items are permitted:

1. Personal legal property as defined in [PD 04.07.112](#) "Prisoner Personal Property".
2. Personal photographs, provided they are not prohibited by [PD 05.03.118](#) "Prisoner Mail".
3. Religious items, other than reading material, that are necessary to the practice of the prisoner's religion and do not present a threat to the order and security of the facility.
4. Personal addresses.
5. Prescription glasses as set forth in [PD 04.06.165](#) "Optometric Services".
6. Medically necessary items, consistent with the requirements set forth in [PD 04.06.160](#) "Medical Details and Special Accommodation Notices".
7. One plain ring or wedding band set, without stones or insignia, that does not

exceed the maximum allowable retail value as identified in [PD 04.07.112](#) "Prisoner Personal Property".

8. The prisoner's birth certificate, Social Security card, GED certificate, or other official document that the prisoner may need upon release, provided the prisoner agrees that the documents may be retained in his/her Record Office file. If retained in the Record Office file, the documents shall be given to the prisoner when s/he paroled or discharges.

All funds accompanying a prisoner will be credited to the prisoner's trust account as set forth in [PD 04.02.105](#) "Prisoner Funds".

Intake Process

When offenders are first brought to the reception centers (normally by county sheriff's deputies), they are photographed, showered and fingerprinted. They are given clothing, including blue twill "prison blues" to wear during their processing along with a kit of toiletries such as deodorant, soap and toothpaste. A check is made to find out if any pending charges remain and a prisoner file is created, which includes the pre-sentence report and other documents that will be used in classification.

Each prisoner will be provided state-issued clothing as set forth in [PD 04.07.110](#) "State-Issued Items and Cell/Room Furnishings."

A review is made of all the material collected about the prisoner, including the presentence report. A classification committee, which includes a custody staff member, makes the final decision at what level of the four classifications levels (I, II, IV, and V) to house the prisoner based on recommendations made by a processor who has evaluated all the reports and test results.

The major concerns for the classification committee are the potential for escape and misbehavior while in prison. An individual's past escape history from custody is examined along with behavior while in jail. Enemies, if known and identified by either staff or the prisoner, are kept separated throughout their incarceration while those offenders needing special protection are assigned to a "protective environment" within various prisons.

Other arrangements can also be made to accommodate special needs prisoners such as placement in a federal prison for those offenders who would be difficult to protect in the Michigan system. Attempts are also made to classify the individual to an institution that offers programming that can meet the prisoner's special needs such as substance abuse, sex offender counseling, basic education or vocational training.

Prisoners will be required to attend an orientation program. The orientation program shall include information on the type and purpose of reception processing and evaluations the prisoner may receive while in the reception facility. In addition, prisoners identified as foreign nationals shall be provided with information on how to contact their foreign consulate. Prisoners also will be educated regarding prohibited sexual conduct, self-protection, how to report conduct or threats of conduct, and treatment and counseling available to them. Information on communicable blood borne infections will also be provided.

Each prisoner will be assigned a prisoner identification number. Photographs will be taken of and identification cards prepared for each prisoner. In addition, a complete set of fingerprints will be taken from each prisoner for each new commitment.

Health care staff will conduct a health screening and appraisal for each prisoner, including a dental exam and an optometric exam. All newly committed prisoners

will also be given a TB test and physical, including a blood test for venereal disease and the Human Immunodeficiency Virus (HIV); testing is not required if the prisoner has a documented prior positive test result. A Hepatitis C (HCV) risk factor screening will be performed on each prisoner within 14 calendar days after arrival at the reception facility unless the prisoner has a documented prior positive test result or test results accompanying the prisoner indicate that the prisoner was tested within the preceding three months. A prisoner who has identified HCV risk factors shall be offered HCV testing, and each consenting prisoner tested, during this same time period HCV education and counseling will be provided prior to any HCV testing. The test results will be provided confidentially to the prisoner along with any recommended follow-up medical care and treatment.

Except for HYTA prisoners, a qualified mental health professional will assess each prisoner for the presence of mental illness, mental disorder, or other mental disability. All prisoners sentenced as "Guilty But Mentally Ill" and those who appear to have a serious mental illness/mental disorder will be referred for a comprehensive psychiatric assessment.

The Minnesota Multi-phasic Personality Inventory test is given to determine personality disorders. Prisoners who appear to be within normal limits continue in their processing while those who appear to be in need of further evaluation and possible intervention are scheduled for an interview by a staff psychologist. Prisoners convicted of certain types of crimes, such as criminal sexual misconduct, are automatically scheduled for an interview by a psychologist. The interview may result in a recommendation for therapy or counseling.

Education testing is also conducted. The TABE (Test of Adult Basic Education) is administered to measure the prisoner's achievements in individual reading and math skills.

Intake processing is normally completed within 30-45 days after arrival at the reception facility. After intake processing is completed, the prisoner will be transferred as set forth in [PD 05.01.140](#) "Prisoner Placement and Transfer", [PD 05.01.120](#) "Adaptive Skills Residential Program" if approved for transfer to that program, or [PD 05.01.142](#) "Special Alternative Incarceration Program" if approved for placement in SAI.

Additional information can be found in [PD 04.01.105](#) "Reception Center Processing."

Steps for Family

Intake can be a challenging time for prisoners and their families as they adjust to placement within the MDOC. While much of the intake process does not involve family directly, family can use this time to help their loved one. For those families that are interested, they should begin the process of placing funds in the prisoner's trust account, along with their phone account. Because family visits are not available during intake, family can write the prisoner to keep in touch and ask the prisoner to

call collect when they have the opportunity.

Family should also take this time to familiarize themselves with MDOC policy on issues such as visiting, prisoner property, and prisoner funds.

REENTRY - The Role of Families in the Re-Entry Process

More than 10,000 prisoners' parole or discharge from Michigan prisons each year. Many of those ex-offenders will turn to their families for support as they make their transition back into society. Those family members will provide critical and emotional support that includes:

- Shelter
- Food
- Clothing
- Help with job contacts
- Guidance that promote staying sober and avoiding criminal behavior

Families are typically more personally invested in and affected by positive outcomes for men and women returning home from prison than criminal justice and human service agencies. Research strongly suggests that family support can help make or break a successful transition from prison to the community.

RELIGIOUS PROGRAMMING FOR PRISONERS

In 1992, the MDOC first formally recognized religious groups to be accommodated with group services on a uniform, Department-wide basis. Before that time, each facility made the decision regarding who would be accommodated.

In 1992, all groups that were meeting were "grandfathered in." Since that date, we only add new faith groups when their congregant meeting needs cannot be met by attending an existing group. Generally, the various sects, denominations and subgroups of a larger faith group worship together. For instance, Baptist and Methodist prisoners worship together in a Protestant group.

The Michigan Department of Corrections has a Chaplaincy Advisory Council (CAC). The CAC is a group of volunteers, representing various faith groups and judicatories. They exist to advise the MDOC regarding religious issues.

The Department has a [Policy Directive 05.03.150](#) that covers allowable religious materials, religious property, religious practices, and religious meals. The Policy Directive also includes the current list of recognized religious groups.

Friends and Family Pack (FFP)

The FFP Program is a Department-approved customized package program that allows family members and others to send authorized items to prisoners while safeguarding against the introduction of contraband. Prisoners in general population also may place orders for their personal use in accordance with institutional ordering procedures. A vendor catalog identifying items available for purchase through the FFP Program is available to prisoners in each general population housing unit and in other areas of the institution.

There is a limit of \$85, not including tax and shipping, per FFP order placed. For prisoners, this is in addition to the \$100 bi-weekly limit on the purchase of Standardized Store List items from the prisoner store.

Only one FFP order may be placed by or for a prisoner per quarter (i.e., Jan-Mar; Apr-Jun; Jul-Sep; Oct-Dec). Only the first order placed by or for a prisoner each quarter will be processed, regardless of who placed the order or the value of the order.

Prisoners are prohibited from receiving FFP orders known to be purchased by or on behalf of another prisoner, parolee, or probationer. Prisoners also are prohibited from receiving FFP orders known to be purchased by a family member of another prisoner, parolee, or probationer unless the purchaser also is a family member of the prisoner receiving the item. A “family member” is defined as a grandparent, parent, stepparent, spouse, mother-in-law, father-in-law, child, stepchild, grandchild, sibling, stepbrother, and stepsister; an aunt and/or uncle also is considered a family member if there is adequate verification that the aunt and/or uncle served as a surrogate parent of the prisoner. Violations of these rules could result in a restriction of FFP privileges.

Prisoners in segregation are not eligible to receive FFP orders. If an order is placed for one of these prisoners, it will not be delivered and will instead be returned to the vendor. An order returned for this reason will not be counted toward the quarterly limit. Orders received for prisoners that are temporarily outside of a MDOC due to a court writ will have their order returned after 5 days. The order will not count against their quarterly limit.

For additional information about this program, see [PD 04.02.135](#) “Friends and Family Package Program”, or visit the FFP website at <http://www.michiganpackages.com>

TELEPHONE CALLS WITH PRISONERS - The Complete Guide

Prisoner Telephone System - Making Calls From a Correctional Facility

The current vendor for prisoner telephone services is Public Communications Services. As part of PCS telephone services, prisoners are able to call 20 personal telephone numbers which becomes his/her Personal Allowed Numbers (PAN) list. PAN's will automatically reset each quarter (1/1, 4/1, 7/1, 10/1), which allows each prisoner an opportunity to update his/her calling list. Prisoners are allowed to make telephone calls using the following options:

COLLECT: Prisoners can call certain approved numbers and the call charges will appear on the called party's monthly phone bill. However, note that collect calls cannot be made to cell phones, office phones, or hospital numbers.

PREPAID COLLECT: PCS's prepaid collect option, Daily Dial™, allows friends and family members to set up a calling account to their personal phone number(s). Every time a prisoner calls one of these numbers, the charges will be deducted from the called party's account. Please visit www.pcsdailydial.com or call 855-466-2832 to set up a Daily Dial™ account today!

DEBIT: Debit calling puts prisoners in control of their personal phone account. Prisoners are able to purchase debit minutes through the institutional disbursement process, which they can then use to call friends and family members. Prisoners can call many phone numbers, including cell phones, with their debit account.

For any questions regarding these calling options, please call PCS at 855-466-2832.

PCS - Prisoner Telephone Rates

Prisoner telephone rates are outlined in the table below:

PAYMENT TYPE	CALLING AREA		PER MINUTE RATE
Collect/Prepaid	Local/IntraLata/InterLata/Intrastate	=	\$0.2000
	Interstate	=	\$0.2300
Debit	Local/IntraLata/InterLata/Intrastate	=	\$0.1800
	Interstate	=	\$0.2100
	International	=	\$0.7500

Receiving Prisoner Calls

As part of PCS telephone services, prisoners will be able to call only 20 personal telephone numbers but those numbers will be the first 20 personal numbers the prisoner chooses to call each quarter (i.e., Jan-Mar; Apr-Jun; Jul-Sep; Oct-Dec) unless the number is blocked in accordance with the Prisoner Telephone Policy. The first 20 completed calls each quarter will become the prisoner's "Personal Allowed Numbers" (PAN). Prisoners also may call numbers on the universal list.

The prisoner has the option of placing collect calls to telephone numbers on their PAN list. Collect calls are billed to the called party every month through their phone carrier company.

Some local phone providers establish a maximum dollar amount limit for collect calls. You will need to contact your local provider to determine this amount. If you reach the maximum dollar amount limit allowed for collect calls, you may be at a risk of being blocked from receiving future collect calls from an inmate. In such instances, you can call PCS at 855-466-2832 to sign up for a prepaid calling account and begin receiving calls again. You can also visit the PCS Web site to sign up for service:

<https://payment.pcsinmates.com/payments/> (Click link or copy this link and paste it into your browser to access the website.)

You can sign up for a prepaid calling account today if you experience any of the following:

- You have a collect call restriction by your local phone provider
- You have exceeded the collect call limit
- Your local telephone company does not bill for inmate collect calls
- Your phone number is blocked from receiving inmate collect calls
- You have a high collect call bill and want to manage your calling budget

Collect calls cannot be made to cell phones, office phones, hospital phones or other commercial phone numbers. Please note in order to complete calls to cell phones, prisoners must call using their inmate debit calling account or call to an established prepaid account.

If you are being billed for any charges that seem unreasonable or unfair, or are experiencing any account related issues, please contact a PCS representative immediately at 855-466-2832.

Setting Up an Account

To sign up for a Prepaid Calling Account, you can call PCS at 855-466-2832 or you can visit their Web site at:

<https://payment.pcsinmates.com/payments/> (Click link or copy this link and paste it into your browser to access the website.)

Here is some additional information regarding the setup and funding of Prepaid Accounts:

- PCS charges a \$3.95 Credit Card Transaction Fee for each funding transaction.
- Customers receiving calls from MI DOC prisons may fund more than one prepaid account (phone number to be called) with a single transaction and single fee charge if each phone number to be funded is setup under the same web profile.

Please contact PCS at 855-466-2832 if you are interested in funding more than one prepaid account with a single transaction.

- There is no minimum deposit for transactions done via the web, IVR or over the phone.
- There is no fee to close an account.

You may also fund an account at no charge via a cashier's check or money order. There is a \$25 minimum payment amount for funding by mail. Payments should be sent to: PCS, PO Box 2868, Mobile, AL 36652. Please include your name, the name of the correctional facility where the prisoner is incarcerated and your phone number. Note that it may take up to five (5) business days from when PCS receives payment for the funds to be added to the Prepaid Account.

Blocking Prisoner Calls

There are multiple ways to block calls from prisoners as needed. Any incoming call can be refused at any time by either hanging up or pressing "1" when prompted. The call will be disconnected and the prisoner will be informed their call was not accepted.

Any incoming call from a correctional facility can be blocked permanently by pressing "6" when prompted. You will be asked to provide a 4 digit personal identification number (PIN) to confirm the block. This PIN will be required to remove the block in the future if needed.

You can also call the PCS customer service department at 855-466-2832 and they will be able to help block future calls from a prisoner.

If you are receiving unwanted correspondence or telephone calls from a prisoner, you should contact the Warden at the facility where the prisoner is currently being housed. A written correspondence and/or telephone restriction may be placed on the prisoner after a fair and impartial review of your request. We will make every effort to restrict contact from the prisoner after your request is approved. However, if you should receive any contact after the restriction, please contact the Warden at the facility where the prisoner is being housed.

If you are being threatened by a Michigan prisoner, you should contact the Warden at the facility where the prisoner is currently being housed. Our office will also forward your e-mail concerns to the Parole Board, Crime Victims Notification, and the Warden.

Removing a Block

You can remove a block on your telephone number by calling the PCS customer service department at 855-466-2832.

Please note there are other reasons why your phone number may be blocked from receiving collect calls from correctional facilities. These include:

- Your local telephone company does not offer billing on collect calls
- You have reached the maximum dollar amount limit allowed for collect calls
- You are trying to receive collect calls on a cell phone or work phone

You can sign up for the easy-to-use and convenient prepaid calling program offered by PCS, by visiting <https://payment.pcsinmates.com/payments/> (Click link or copy this link and paste it into your browser to access the website) or calling 855-466-2832.

Closing an Account

Similar to traditional prepaid calling card accounts, for accounting and recordkeeping purposes, GTL's and its affiliates' prepaid accounts for inmate calling services are subject to closure after 90 days of inactivity. A prepaid account holder may request a refund of any monies left in the account any time during that 90-day period. All prepaid account holders are informed of this policy and of their right to request a refund. Specifically, friends and family of inmates are notified of the terms and conditions of the prepaid account when establishing their account by phone. A detailed explanation of the inactivity policy is also contained in the terms and conditions associated with the prepaid service, which are posted on the PCS website and are provided to customers when they establish an account. The Michigan DOC website also provides detailed instructions on setting up a prepaid account with PCS, and links to PCS's website, which provides information on the inactivity policy. The Michigan DOC website confirms there is no fee to close a prepaid account should a customer choose to exercise that option. To ensure inmates have access to information regarding PCS's services, PCS makes posters available to each DOC facility for posting in each individual inmate calling location. The posters provide instructions on how to place a call and contact information for lodging complaints and other inquires. This information is provided in both English and Spanish.

Scam and Fraud Protection Notification

Be wary of inmate calls that request you to dial *72 (or any digits) followed by a new ten-digit number. Completing this request can result in the forwarding of your telephone number to a number of the inmate's choosing, and all calls to your true telephone number can be automatically forwarded to the new number without your knowledge. The only way to reverse the forwarding of calls to a new number is to dial *73 (or the digits corresponding to your phone provider). For Additional Information, visit http://www.gtl.net/familyandfriends/consumer_protection.shtml.

Funding Prepaid Accounts via Lobby Kiosk at the Detroit ReEntry Center and Women's Huron Valley

PCS will be partnering with the Department of Corrections to conduct a pilot program whereby we will be installing a kiosk in the lobby at the Detroit ReEntry Center and the Women's Huron Valley facility for the purpose of funding prepaid phone accounts. Currently, these kiosks will only allow for funding of prepaid phone accounts and will not accept any other type of deposit, such as deposits to inmate trust or commissary accounts. However, any PCS prepaid phone account for a Michigan Department of Corrections customer may be funded via these kiosks. Funding is not limited to accounts that receive calls from these facilities. Note that the fee for using the kiosk to fund a prepaid account is the same \$3.95 Credit Card Transaction Fee that is charged for deposits made via the Web, IVR or over the phone.

For the pilot project, kiosks will be installed at the following locations:

1 Kiosk - Detroit ReEntry Center, 17600 Ryan Rd, Detroit, MI 48212
1 Kiosk - Women's Huron Valley, 3201 Bemis Rd, Ypsilanti, MI 48197

TRANSFERS – Transferring Prisoners to New Locations

The MDOC does not tell people when and where a prisoner will be transferred. Doing would be a security risk for the public and the prisoner. Once a prisoner is transferred, the information is updated on the [Offender Tracking and Information System \(OTIS\)](#).

The prisoner may also contact the public once their transfer is complete. General information about transfers is listed below:

The Michigan Department of Corrections does not place prisoners at particular facilities in order to facilitate visitation for family and friends. Prisoners are placed in certain facilities based on the Department's bed space considerations, prisoner programming and health care needs, and necessary security precautions. Prisoners are housed at a facility that fits their current classification, which may include placement at a facility in the Upper Peninsula.

For information about specific prisoner transfers, please refer to [PD 05.01.140](#) "Prisoner Placement and Transfer" or contact the Michigan Department of Corrections - Correctional Facilities Administration at 517-373-0287.

TRUTH IN SENTENCING INFORMATION

Truth in Sentencing is a 1998 state law which eliminates Disciplinary Credits, good time and corrections centers for certain offenders and requires offenders to serve the entire minimum sentence in prison prior to being considered for parole. It replaces Disciplinary Credits with "disciplinary time" or bad time, which is accumulated for incurring misconducts while in prison. This disciplinary time is not to be formally added to the minimum sentence, but the Parole Board must consider the amount of time each prisoner has accumulated when it considers parole. The new law applies to assaultive crimes committed on or after Dec. 15, 1998, and all other crimes committed on or after Dec. 15, 2000. An offender that committed their offense after those dates cannot receive credits or another form of reduction to the minimum sentence imposed by the court. The MDOC cannot parole an offender prior to the completion of the minimum sentence.

There have been no changes with the Truth in Sentencing law and currently, there has been no discussion of changing it. Citizens with an interest in the law should discuss the subject with their legislator.

[VISITING A PRISONER](#)

For details on visiting hours, procedures, acceptable attire, etc., please click on the visiting standards link below.

[Visiting Standards – English Version](#)

[Visitar Normas - Version Española](#)

[Visiting Schedule](#)

[Visiting Application](#)

The prisoner must complete a Visitor List form (CAJ-334) identifying immediate family members* and not more than 10 other potential visitors. Those persons the prisoner has placed on his/her visiting list must complete a [Visiting Application \(CAJ-103\)](#) to request approval to visit. The Visiting Application must be submitted in advance to allow for review of the Application. INCLUDING A SELF-ADDRESSED-STAMPED ENVELOPE WHEN THE APPLICATION IS RETURNED WILL ENSURE THAT THE PROPOSED VISITOR IS PROVIDED NOTIFICATION OF HIS/HER APPROVAL OR DENIAL TO VISIT. NO VISITS WILL BE ALLOWED WITHOUT THIS APPROVAL.

*Immediate Family Member: A grandparent, parent, stepparent, spouse, mother-in-law, father-in-law, child, step-child, grandchild, sibling, half-sibling, stepbrother and stepsister. An aunt or uncle may be included if adequate verification is provided that they served as a surrogate parent. If there is inadequate documentation in the prisoner's file to confirm this relationship, the prisoner or family member will be required to provide the documentation necessary to adequately confirm the relationship.

A proposed visitor shall be approved for placement on the prisoner's approved visitors list if all of the following criteria are met:

1. The proposed visitor is not subject to a current visitor restriction.
2. The proposed visitor is not a prisoner or a former prisoner in any jurisdiction. However, prisoner or former prisoner who is an immediate family member may be placed on the prisoner's approved visitors list with prior approval of the Warden of the facility where the visit will occur.
3. The proposed visitor is not on parole or probation in any jurisdiction as a result of a felony conviction. However, a parolee or probationer who is an immediate family member may be placed on the prisoner's approved visitors list with prior approval of the Warden of the facility where the visit will occur and written approval of the supervising field agent.
4. The person is 18 years of age or older, an emancipated minor, or the minor child, stepchild, grandchild, sibling, step-sibling or half-sibling of the prisoner. However, a minor child, stepchild, grandchild, sibling, step-sibling or half-sibling of the prisoner shall not be approved for placement on the prisoner's approved visitors list under any of the following circumstances.

- a. The Department is notified that there is a court order prohibiting visits between the minor child and prisoner;

- b. The Department is notified that the parental rights of the prisoner for his/her child have been terminated;
 - c. The prisoner has been convicted of child abuse, criminal sexual conduct or any other assaultive or violent behavior against the minor or sibling of the minor unless an exception has been granted by the Director upon request of the warden. The warden will be notified in writing if an exception is granted.
5. The proposed visitor is not on another prisoner's approved visitors list except as an immediate family member. In other words, a visitor may be on the list of all prisoners who are immediate family members, but only on the list of one prisoner who is not an immediate family member.
 6. If the proposed visitor is a Department employee, s/he may visit only as set forth in the Employee Handbook.
 7. If the proposed visitor is a volunteer, s/he may visit only as set forth in [Policy Directive 03.02.105](#) "Volunteer Program".

Notwithstanding the above, the warden may deny placement of anyone on a prisoner's approved visitor list for the safety or security of the facility, protection of the public, previous violations of visiting room rules by the proposed visitor or for other reasonable cause as determined by the warden.

We welcome comments from visitors about their visiting experience. Please feel free to pick up a self-addressed postage paid postcard at the Information Desk, fill it out and return it to the Department of Corrections. If there are no cards available, please ask the front desk officer for one.

Clergy Visits

Clergy may visit during the prisoner's regular visiting hours. The MDOC defines clergy as:

Leaders of a religious organization or entity such as a church, mosque or synagogue, or persons who have been granted clergy status by a recognized religion and have ecclesiastical endorsement from a religious authority. This does not include anyone who is self-ordained or designated as clergy by a prisoner.

Members of the clergy are advised to call the facility to determine visiting hours. In special circumstances a visit outside of regular visiting hours may be approved by the warden. This approval must be granted prior to the visit.

At the facility, the member of the clergy must present to the Information Desk officer a picture ID, such as a driver's license, and proof of clergy status. That documentation varies from faith group to faith group. This may be a letter of appointment to the congregation as their pastor, or a copy of an ordination certificate or clergy license. Literature such as a worship bulletin or monthly newsletter that identifies the person as clergy may also be used.