

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105
SUBJECT PRISONER DISCIPLINE		SUPERSEDES 03.03.105 (04/18/2022)	
		AUTHORITY MCL 791.203, 791.206, 791.251, et. seq., 800.33; Administrative Rules 791.3310 - 791.3320, 791.5501; LARA Administrative Rule 792.11902 and 792.11903	
		PAGE 1	OF 15

POLICY STATEMENT:

Disciplinary sanctions shall be imposed against prisoners for rule violations in accordance with due process requirements.

POLICY:

GENERAL INFORMATION

A. DEFINITIONS:

1. Hearing Investigator - A facility staff person with the responsibility to support both the prisoner and the facility in investigating a prisoner misconduct.
2. Hearing Officer - A facility staff person charged with the responsibility to hear Class II and III misconducts.
3. Administrative Law Judge (ALJ) - An attorney provided by the Department of Licensing and Regulatory Affairs (LARA) authorized to conduct hearings on Class I, and associated Class II and III, misconduct hearings.
4. Hearing Administrator - Michigan Department of Corrections (MDOC), Office of Legal Affairs position empowered to oversee a Hearings Division responsible for each prisoner hearing the Department conducts that may result in the loss by a prisoner of a right as defined by MCL 791.251.
5. Bondable Misconduct - A misconduct that does not require confinement from general population pending the misconduct hearing.
6. Non-bondable Misconduct - A misconduct that has been identified by the Department as:
 1. Actions by the prisoner that are considered a threat to the safety or security of others or to property; or
 2. Actions that are so disruptive to normal prison operations that they require the charged prisoner to be confined separately from the facility's general population pending the outcome of the misconduct hearing.

B. Alleged violations of written rules are classified as Class I, Class II, or Class III misconduct and are further defined in Attachments A, B, and C of this policy. Misconduct reports may be written only for violations identified in these attachments and include conspiracy, attempt, and accomplice to commit the violation:

1. Accomplice - Anyone who assists another to commit a specific rule violation or, after it is committed, conceals the violation from authorities.
2. Attempt - Anyone who intends to commit a specific rule violation and does something towards committing it, even though they may not have succeeded.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 2 OF 15
-----------------------------------	------------------------------	---------------------	--------------

3. Conspiracy - Anyone who intends to commit a specific rule violation and agrees with at least one other person to commit the violation. No action is necessary.
- C. Class I misconducts are subject to all hearing requirements set forth in MCL 791.252 and all requirements currently set forth in Administrative Rules and policy directives for Class I "major" misconduct. Class II and Class III misconducts are subject to all requirements currently set forth in Administrative Rules and policy directives for "minor" misconducts.
 - D. The structure of the disciplinary process is one of progressive sanctions, with the maximum sanction reserved for only the most serious or persistent violators. Counseling shall be attempted to correct minor violations. A Misconduct Report (CSJ-228) may be written, however, when rule infractions require more formal resolution. If a Misconduct Report is written, it shall be prepared as soon as possible after the violation is observed or reported.
 - E. A Misconduct Report may be written by any Department staff person or contractual employee (excluding vendors) who has knowledge that a misconduct has occurred. A Misconduct Report shall be written if the behavior constitutes a non-bondable Class I misconduct, as identified in Attachment A.
 - F. A misconduct that is a felony shall be referred to the appropriate law enforcement agency as well as being pursued through the Department disciplinary process. The initiation of the disciplinary process may be delayed if it would interfere with the criminal investigation or prosecution.
 - G. A prisoner is presumed to be in possession of an item found in an area over which the prisoner has control and for which they have been assigned responsibility even if the prisoner is not present. The prisoner shall have the burden of proof in rebutting this presumption at a misconduct hearing. A prisoner's area of control includes the following:
 1. If single-celled, the prisoner's assigned room or cell, including door track or frame and window and window ledge;
 2. If assigned to a multiple occupancy room or area, that part of the room or area assigned to the prisoner, including bed, locker, and surrounding wall, floor, and ceiling space;
 3. Any personal property belonging to the prisoner, unless it has been reported as stolen;
 4. Area of work or school assignment for which prisoner is responsible.
 - H. In computing the time limit for a hearing, the day on which the prisoner is confined, transferred, or received written notice of the charge is not counted. However, the day on which the hearing occurs is counted.
 - I. A prisoner charged with misconduct has the right to be present at the misconduct hearing. The hearing may be conducted without the prisoner, however, if a finding is made on the record that the prisoner chose not to attend the hearing after proper notice was given or that the prisoner is so assaultive or disruptive that the hearing cannot be held with the prisoner present. The mere fact that the prisoner is in segregation is not sufficient.
 - J. All hearings shall be conducted in a room or office designated by the Warden. Hearings shall not be conducted in-cell or at cell-front unless approved by the Warden for a Class II or III hearing based on the conduct of the specific prisoner. Prisoners shall be subject to a pat-down search prior to entering the hearing room. Restraints may be applied as deemed appropriate by the facility based on PD 04.05.112 "Managing Disruptive Prisoners." Prisoners in segregation, classified to security Level IV or V, or on confinement pending hearing shall be properly cuffed when brought to a Class I hearing. Custody staff shall remain in the hearing room during the hearing. Custody staff also shall remain in the vicinity of the hearing room during all Class I hearings to ensure staff is available to readily respond to any disturbance or request for assistance.
 - K. All staff members shall cooperate fully with Hearing Investigators, ALJ and Hearing Officers, including complying with requests for information or assistance necessary to conduct a proper hearing.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 3 OF 15
-----------------------------------	------------------------------	---------------------	--------------

- L. The Hearings Administrator in the Office of Legal Affairs shall maintain the Hearings Handbook and the Pocket Guide for Prisoner Rule Violations (CAX-398) to assist staff in the implementation of the misconduct hearing process.

HEARING INVESTIGATOR

- M. The Hearing Investigator shall coordinate all Class I and Class II misconduct hearings. This responsibility shall include the following:
1. Scheduling the hearing date with the appropriate ALJ or Hearing Officer to ensure the hearing is conducted in a timely manner;
 2. Preparing the Misconduct Docket (CAH-991) and ensuring that the misconduct reports identified on the misconduct docket and any other required documentation are presented to the ALJ on the scheduled hearing date;
 3. Making available to the ALJ or Hearing Officer a record of the prisoner's prior Class I and Class II misconduct history to assist the ALJ or Hearing Officer in determining an appropriate sanction;
 4. Identifying the reporting codes for Class II misconducts to allow for proper entry into the Department's computerized database (e.g., OMNI);
 5. Determining the sanction dates for any discipline imposed for Class II misconducts;
 6. Ensuring that the completed Hearing Report is distributed, including to the prisoner, in a timely manner. If the prisoner waives the hearing and pleads guilty, the Hearing Investigator also shall ensure that the Misconduct Report is distributed, including to the prisoner, in a timely manner;
 7. Ensuring that a copy of the completed Misconduct Docket is posted within 48 hours after the hearing date in an area that is not ordinarily accessible to prisoners but is readily accessible to staff. The Hearing Investigator shall include on the Misconduct Docket information on Class II misconducts to which prisoners plead guilty at review. The Misconduct Docket shall remain posted for at least 72 hours and be retained in accordance with the Department's Retention and Disposal Schedule;
 8. Other responsibilities as set forth in this policy for Class I misconducts.

CLASS I MISCONDUCT

- N. Prisoners charged with a Class I misconduct are entitled to a formal hearing as set forth in Administrative Rule 792.11901 *et seq.* The signature of the reviewer and the date and time of the review shall be documented on the misconduct report after the review is complete. All Class I misconduct hearings shall be conducted by an ALJ from LARA. Any issues or concerns regarding this hearing process shall be referred as necessary through the appropriate chain of command to the Hearings Administrator for resolution. The Hearings Administrator shall serve as the liaison with LARA on issues regarding the prisoner disciplinary process.

REVIEW

- O. A supervisory level employee shall conduct a review of the Misconduct Report with the prisoner. The review shall be conducted within 24 hours after the report is written unless there is reasonable cause for delay as determined by the ALJ at the misconduct hearing or as set forth in Paragraph III. The misconduct shall be dismissed by the ALJ if the report is not reviewed within that time period and the ALJ does not determine that there was reasonable cause for delay.
- P. The review shall include the following:
1. Examining the Misconduct Report to determine that the charge is appropriate and that the name and number of the prisoner are correct.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 4 OF 15
-----------------------------------	------------------------------	---------------------	--------------

2. Reading the Misconduct Report to the prisoner, assuring that Deaf/Hard of Hearing prisoners have proper accommodation during the review; and ensuring documentation of proper accommodation is written on the Misconduct Report at review, or a Documentation of Effective Communication for Deaf and/or Hard of Hearing Prisoners form (CSJ-572C) is attached in accordance with Policy Directive 04.06.156 "Deaf and/or Hard of Hearing Prisoners."
3. Advising the prisoner of their right to witnesses, relevant documents, and a Hearing Investigator. The reviewing officer shall note on the Misconduct Report if the prisoner requests a Hearing Investigator as well as identifying any witnesses and documents requested.
4. Noting on the Misconduct Report the location of any physical evidence.
5. Ensuring the prisoner receives a copy of the Misconduct Report after the review is completed.

Note: A prisoner may refuse to attend the review. However, they must receive a copy of the misconduct report at least 24 hours prior to the hearing. The method of delivery of the misconduct report shall be documented on the report. Any special delivery accommodation made for visual impairment, deaf/hard of hearing, or cognitive limitation shall also be documented on the report.

- Q. If the reviewing officer determines a Misconduct Report is not appropriate or not properly written, they must return the report to the staff member who wrote it for rewriting. The reviewing officer also must pull a Misconduct Report that they determine to be inappropriate but shall first discuss it with the reporting staff person. Once a Misconduct Report has been reviewed, it shall not be pulled except by the Warden or designee for good cause. A misconduct shall not be pulled in order to rewrite a misconduct; rather, modification of the original misconduct and re-review more than 24 hours in advance of the hearing is appropriate. If a Misconduct Report is pulled, it shall be retained for at least six months and shall be accompanied by a written statement indicating why it was pulled. A Misconduct Report shall not be pulled after it has been heard by an ALJ.

Confinement Pending Hearing

- R. At the review, the reviewing officer shall order a prisoner charged with a non-bondable misconduct to be confined in temporary segregation or, if a temporary segregation cell is not available, on confinement pending the hearing except if the misconduct is for escape. In addition, the Warden or designee may allow a prisoner charged with a non-bondable offense to remain on bond status if it is determined this will not present a threat to safety or security. Prisoners on confinement pending the hearing shall be fed in the housing unit and shall only be allowed the same program and activity access as a prisoner who is housed in segregation as set forth in PD 04.05.120 "Segregation Standards."
- S. The reviewing officer may order a prisoner charged with a bondable misconduct to be confined in temporary segregation or, if a temporary segregation cell is not available, on confinement pending the hearing only if there is a reasonable basis to believe failure to do so would constitute a threat to the security or good order of the facility. This must relate to the specific circumstances of the incident. The reason for confinement shall be stated on the Misconduct Report strictly for the Warden's review and must include the facts underlying the charge that makes it necessary to confine the prisoner for an offense that policy has already determined can normally be safely handled as a bondable matter. In other words, it must state why this case differs from other instances of this charge and thus presents a threat to security. Conclusory phrases such as "necessary for the good order of the facility" are not acceptable as reasons.
- T. Whenever a prisoner is confined in temporary segregation or on confinement pending a Class I misconduct hearing, the exact time and date of placement shall be noted on the Misconduct Report by the reviewing officer, who also shall immediately notify the prisoner's housing unit of this placement. The person notified in the housing unit shall be indicated on the Misconduct Report.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 5 OF 15
-----------------------------------	------------------------------	---------------------	--------------

INVESTIGATION

- U. A Hearing Investigator shall be assigned to conduct an investigation of Class I misconduct charges if:
1. The prisoner requested, at the time of review, a Hearing Investigator, witnesses, or documents.
 2. The prisoner chooses not to cooperate during the review process, including choosing not to attend the review.
 3. The prisoner is in a Residential Treatment Program (RTP), (including Secure Status Residential Treatment Program and Adaptive Skills Residential Program) and the Secure Status Outpatient Treatment Program.
 4. The prisoner is confined in temporary segregation pending the Class I hearing.
 5. The prisoner is receiving special education services.
 6. The prisoner is on an Outpatient Corrections Mental Health Services active caseload. This does not apply if the prisoner is in the Secure Status Outpatient Treatment Program.
- V. If a prisoner wishes to submit a statement or a request for evidence including written questions to be asked of a witness, they shall submit it to the Hearing Investigator sufficiently in advance of the hearing to accommodate the investigation unless the ALJ determines there was good reason for the prisoner's delayed request. The Hearing Investigator shall gather all witness statements and other evidence necessary to conduct a hearing and not simply respond to the questions raised by the prisoner. A Hearing Investigation Report (CAJ-681) shall be used for this purpose. The Hearing Investigator shall obtain answers to all questions that they reasonably believe are relevant, not repetitious, and not a threat to the security of the facility. The Hearing Investigator also shall contact any other witness and obtain any documents that they believe are relevant to the charge. Although the Hearing Investigator may initially determine if a question should be asked or a witness contacted, the ALJ has the final authority and may require the Hearing Investigator to obtain an answer to a question if they determine an answer is needed. The Hearing Investigator shall obtain all information requested by the ALJ or clearly explain in writing why it cannot be obtained.
- W. Whenever the Hearing Investigator is assigned to conduct an investigation under Paragraph U, numbers 4 through 6, the Hearing Investigator shall complete a Misconduct Sanction Screening form (CSJ-330) unless the prisoner was referred pursuant to Paragraph FFF or GGG, and forward the completed form to a Qualified Mental Health Professional (QMHP) and/or to the School Principal, as appropriate, within one business day after being assigned. The QMHP or School Principal shall assess available disciplinary sanctions given the prisoner's mental condition and/or limitations and document the assessment on the Misconduct Sanction Assessment/Determination of Responsibility Form (CSJ-331). The assessment form shall be returned to the Hearing Investigator within three business days after the QMHP's or Principal's receipt of the Misconduct Sanction Screening form. If the Hearing Investigator does not receive the Misconduct Sanction Assessment/Determination of Responsibility Form (CSJ-331) within three business days, they shall contact the Warden so administrative action can be taken as necessary.
- X. The Hearing Investigation Report (CAJ-681), screening and assessment forms, and written witness statements shall be either typewritten or completed in black ink to facilitate the copying of records on appeal. All hearing investigation reports, screening and assessment forms, and written witness statements shall be kept in designated Hearing Investigator files where the hearing is held. They shall be kept in chronological order by date of hearing and in order by prisoner number so the record can be retrieved if necessary for an appeal.
- Y. The ALJ shall clearly identify and list any evidence deemed confidential in the hearing report and shall mark such evidence confidential. However, when the hearing is conducted by video, the hearing investigator shall physically mark the listed evidence confidential. Confidential evidence shall be kept with the Hearing Investigation Report as well as all video and audio recordings that the ALJ reviews and makes a part of the record also shall be retained and clearly marked as part of the hearing record.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 6 OF 15
-----------------------------------	------------------------------	---------------------	--------------

- Z. Information determined by the ALJ to be confidential is exempt from disclosure under the Freedom of Information Act. The Hearing Investigator shall release a copy of confidential documents or materials only to the Office of Legal Affairs, the Office of the Legislative Corrections Ombudsman upon request of that Office, Disability Rights Michigan (DRM), or with approval of the Hearings Administrator or designee.
- AA. The misconduct record, including all documents identified in this section, and photographs and videos shall be retained in accordance with the Department's Retention and Disposal Schedule. If the facility is aware that a lawsuit is filed, the records shall be retained until the litigation is completed. A facility will ordinarily be alerted that a lawsuit appealing the misconduct has been filed when a request is made by the Office of Legal Affairs for a copy of the Hearing Investigation Report. Physical evidence other than photographs may be kept separately from the misconduct record but shall be retained for at least 90 calendar days after the hearing or until litigation is completed if a lawsuit is filed.

HEARING

- BB. A Class I misconduct hearing shall be conducted within 15 business days after the Misconduct Report was reviewed with the prisoner except as follows:
1. If the prisoner is confined to segregation, in an observation cell, or on confinement pending the hearing, the hearing must be conducted within seven business days after such confinement, unless the prisoner is released from confinement before that time period expires.
 2. If there is reasonable cause for delay, as determined by the ALJ. Circumstances that may be found to be reasonable cause for delay include, but are not limited to, a facility disturbance, equipment failure, required attendance of all ALJs at state-wide meetings, mobilization, or severe weather. Workload is not a reasonable cause for delay unless it is due to unusual circumstances, as determined by the Hearings Administrator or designee. Whenever a hearing is not held within the required time limits, the reasons for delay shall be set forth in the Class I Misconduct Hearing Report (CSJ-240B).
- CC. The ALJ shall ensure all relevant evidence and testimony has been presented and shall return the matter to the Hearing Investigator for further investigation if needed and time permits. The ALJ may interview a witness at the hearing if they determine this is necessary and not unduly hazardous to the safety of the facility, staff, or prisoners.
- DD. Some rule violations necessarily include other less serious violations. A lesser included violation would contain some, but not all, elements of the greater charge. For example, threatening behavior is a lesser included violation of assault and battery; insolence is a lesser included violation of threatening behavior; and creating a disturbance is a lesser included violation of inciting to riot. If the evidence does not support the particular violation charged but does establish a lesser included violation, the ALJ has the authority to find the prisoner guilty of the lesser included violation, even if it is a different class of misconduct.
- EE. In making a decision as to whether a prisoner is guilty of a charge, the ALJ shall consider only evidence that relates to the specific charge or charges or their lesser included violations. Decisions shall be based upon a preponderance of the evidence. The ALJ shall make an individual determination of the credibility of staff and prisoner witnesses. The evidence relied upon in making a determination and the reasons for the decision shall be set forth by the ALJ in the Class I Misconduct Hearing Report. The ALJ also shall assign the appropriate misconduct code.
- FF. If the prisoner is found guilty of the misconduct, the ALJ shall determine the appropriate sanction and sanction dates consistent with the requirements set forth in Paragraphs KKK and LLL, and the appropriate disposition of any contraband confiscated consistent with PD 04.07.112 "Prisoner Personal Property." A copy of the Misconduct Report and the Class I Misconduct Hearing Report shall be kept in the prisoner's Central Office, Record Office, and Counselor files.
- GG. If the prisoner is found not guilty or the charges are dismissed, the Misconduct Report and the Class I Misconduct Hearing Report shall not be filed in any of the prisoner's files or used against the prisoner. However, a copy of the Misconduct Report, Class I Misconduct Hearing Report, and Hearing

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 7 OF 15
-----------------------------------	------------------------------	---------------------	--------------

Investigation Report, if any, shall be retained by the Hearing Investigator to assist in responding to requests for rehearing and litigation. The Hearing Investigator shall also retain these documents in cases where a Class I misconduct charge was reduced to a Class II or III misconduct by the ALJ.

- HH. After the hearing has been concluded, the prisoner may request and shall be provided a copy of their hearing investigation packet, including the Hearing Investigation Report, any written witness statements, screening and assessment forms, and copies of photographs that have not been determined by the ALJ to be confidential. Such requests shall be made to the Hearing Investigator at the facility where the hearing occurred.
- II. The hearing records for not guilty or dismissed charges shall be reviewed by the Warden or designee to monitor for any errors that have been made by facility staff in the misconduct process. If the Warden disagrees with the results of a hearing, they may submit a request for a rehearing to the Hearings Administrator as set forth in Paragraph WWW.
- JJ. Statistics shall not be kept on the guilty, not guilty, or dismissal rates of individual ALJs.
- KK. Facility staff shall not communicate with a ALJ or other LARA staff regarding a hearing decision except as authorized by this policy. Any prohibited communications, including attempts, shall be reported to the Hearings Administrator.

CLASS II MISCONDUCT

REVIEW

- LL. A supervisory level staff member other than the person who issued the Misconduct Report shall conduct a review of the Class II misconduct violation with the prisoner. The review shall be conducted within 24 hours after the report is written unless there is reasonable cause for delay as determined by the facility Hearing Officer at the misconduct hearing or as set forth in Paragraph III. The misconduct shall be dismissed by the Hearing Officer if the report is not reviewed within the required time period and the Hearing Officer does not determine there was reasonable cause for delay.
- MM. The review shall include the following:
 1. Examining the Misconduct Report to determine the charge is appropriate and the name and number of the prisoner are correct.
 2. Reading the Misconduct Report to the prisoner, assuring that Deaf/Hard of Hearing prisoners have proper accommodation during the review; and ensuring documentation of proper accommodation is written on the Misconduct Report at review, or a Documentation of Effective Communication for Deaf and/or Hard of Hearing Prisoners form (CSJ-572C) is attached in accordance with PD 04.06.156 "Deaf and/or Hard of Hearing Prisoners."
 3. Noting on the Misconduct Report the location of any physical evidence.
 4. Ensuring the prisoner receives a copy of the Misconduct Report after the review is completed. If the prisoner waives the hearing and pleads guilty; however, the Hearing Investigator shall be responsible for ensuring the prisoner receives the copy after the Hearing Investigator determined the sanction dates.
- NN. The reviewing officer shall elevate a Class II misconduct that occurred during or in connection with a visit to a Class I misconduct at the time of review. The reviewing officer may elevate any other Class II misconduct to a Class I misconduct based on the seriousness of the specific facts as stated in the misconduct or the circumstances of the misconduct. The reason for elevation of the charge shall be stated on the Misconduct Report and must include the facts that make it necessary to elevate to a Class I misconduct what policy has determined is generally to be treated as a Class II misconduct. The reason for elevation of the charge is strictly to inform the Warden why this case differs from other instances of this charge. Conclusory phrases such as "necessary for the good order of the facility" are not acceptable as reasons. If elevated to a Class I misconduct, all requirements set forth in this policy for Class I misconducts apply. The lack of reason for elevation or insufficient basis for elevation is not a

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 8 OF 15
-----------------------------------	------------------------------	---------------------	--------------

reason for the ALJ to not hear the misconduct as long as it can be shown the prisoner has notice the charge was elevated. However, if the ALJ determines the charge was not elevated to a Class I charge or that there is insufficient notice of elevation, the ALJ shall return the misconduct to a Hearing Investigator to be heard at a Class II misconduct hearing. However, if time allows, the charge may be returned to the facility to be properly elevated to a Class I charge. The Warden shall review all hearing records for Class II misconducts elevated to Class I to monitor this process.

- OO. If the reviewing officer determines the Misconduct Report is not appropriate or not properly written, they may return the report to the staff member who wrote it for rewriting. The reviewing officer also may pull a Misconduct Report that they determine to be inappropriate but shall first discuss it with the reporting staff person. Once a Misconduct Report has been reviewed, it shall not be pulled except by the Warden or designee for good cause. If a Misconduct Report is pulled, it shall be retained for at least six months and shall be accompanied by a written statement indicating why it was pulled.

HEARING

- PP. A prisoner may waive their Class II misconduct hearing and plead guilty in writing. The waiver and guilty plea may be accepted by the reviewing officer at the time of review or the facility Hearing Officer at the time of the hearing. In such cases, the reviewing officer or Hearing Officer accepting the guilty plea shall determine the appropriate sanction, consistent with the requirements set forth in Paragraphs KKK and LLL, and the appropriate disposition of any contraband confiscated in conjunction with the misconduct, consistent with PD 04.07.112 "Prisoner Personal Property." This shall be documented on the Misconduct Report or Class II or III Misconduct Hearing Report (CSJ-229), as appropriate. The reviewing officer or Hearing Officer shall not accept a plea of guilty or conduct a hearing for a charge that policy has identified as a Class I charge. If such a plea is accepted by error, that charge shall not be processed.
- QQ. Unless the prisoner waives the Class II hearing and pleads guilty, an informal hearing shall be conducted in accordance with Administrative Rule 791.3310. Only Resident Unit Managers, Captains, and/or Lieutenants designated by the Warden shall conduct the hearing. The staff person conducting the hearing shall have had no prior direct involvement in the matter at issue.
- RR. A Class II hearing shall be conducted within seven business days after the date of review except as follows:
1. If the Hearing Officer directs the Hearing Investigator to collect additional evidence, in which case the hearing shall be conducted within 15 business days after the date of the review.
 2. If there is reasonable cause for delay as determined by the facility Hearing Officer. Circumstances that may be found to be reasonable cause for delay include, but are not limited to, a facility disturbance, equipment failure, mobilization, or severe weather. Workload is not a reasonable cause for delay unless it is due to unusual circumstances, as determined by the Hearings Administrator or designee. Whenever a hearing is not held within the required time limits, the reason for delay shall be set forth in the Class II or III Misconduct Hearing Report (CSJ-229).
- SS. A prisoner is not entitled to an investigation by a Hearing Investigator; however, the facility Hearing Officer shall make a reasonable investigation of the charges and may direct the Hearing Investigator to collect additional evidence, including statements from other staff and prisoners. The Hearing Officer also shall assist those prisoners who have limited intelligence or education in presenting a defense.
- TT. Some rule violations necessarily include other less serious violations. A lesser included violation would contain some, but not all, elements of the greater charge. For example, a lesser included violation of out of place is temporary out of place. If a prisoner is charged with misconduct, and the evidence does not support the particular violation charge but does establish a lesser included violation, the facility Hearing Officer has the authority to find the prisoner guilty of the lesser included violation, even if it is a different class of misconduct.
- UU. The decision of the facility Hearing Officer shall be based on a preponderance of the evidence. In making a decision as to whether a prisoner is guilty, the Hearing Officer shall consider only evidence that

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 9 OF 15
-----------------------------------	------------------------------	---------------------	--------------

relates to the specific charge or its lesser included violation. The Hearing Officer shall make an individual determination of the credibility of staff and prisoner witnesses. The evidence relied upon in making a determination and the reasons for the decision shall be set forth by the Hearing Officer in the Class II or III Misconduct Hearing Report.

- VV. If the prisoner is found guilty of misconduct, the facility Hearing Officer shall determine the appropriate sanction, consistent with the requirements set forth in Paragraphs KKK and LLL and the appropriate disposition of any contraband confiscated consistent with PD 04.07.112 "Prisoner Personal Property." The Hearing Investigator shall assign the sanction dates and identify the appropriate reporting code for each misconduct charge.
- WW. If the prisoner is found guilty, a copy of the Misconduct Report (CSJ-228) and the Class II and III Misconduct Hearing Report (CSJ-229) shall be kept in the prisoner's Record Office and Counselor file if the charge was for a Class II misconduct. They shall not be kept in the prisoner's Central Office file. Any evidence directed by the facility Hearing Officer to be collected by the Hearing Investigator shall be retained by the Hearing Investigator until the administrative appeal period has run. If a Class I misconduct charge is reduced to a Class II misconduct charge, a copy of the hearing record shall be retained in the same manner as set forth in this policy for Class I misconducts. The Misconduct Report (CSJ-228) and the Class II and III Misconduct Hearing Report (CSJ-229), along with any photographs and/or videos that were used as evidence during the hearing, shall be retained in accordance with the Department's Retention and Disposal Schedule.
- XX. If the prisoner is found not guilty or the charges are dismissed, the Misconduct Report and the Class II or III Misconduct Hearing Report shall not be filed in any of the prisoner's commitment files or used against the prisoner. The Hearing Investigator, however, shall retain a copy of the hearing record.
- YY. Not guilty or dismissed charges shall be reviewed by the Warden or designee to monitor for any errors that may have been made by staff in the misconduct process.

CLASS III MISCONDUCT

REVIEW

- ZZ. A staff member other than the person who issued the Misconduct Report shall conduct a review of the Misconduct Report with the prisoner. The review shall include the following:
 1. Examining the Misconduct Report to determine that the charge is appropriate and the name and number of the prisoner are correct.
 2. Reading the Misconduct Report to the prisoner, assuring that Deaf/Hard of Hearing prisoners have proper accommodation during the review; and ensuring documentation of proper accommodation is written on the Misconduct Report at review, or a Documentation of Effective Communication for Deaf and/or Hard of Hearing Prisoners form (CSJ-572C) is attached in accordance with PD 04.06.156 "Deaf and/or Hard of Hearing Prisoners."
 3. Noting on the Misconduct Report the location of any physical evidence.
 4. Ensuring the prisoner receives a copy of the Misconduct Report after the review is completed.

HEARING

- AAA. A prisoner may waive their Class III misconduct hearing and plead guilty in writing. The waiver and guilty plea may be accepted by the reporting staff member who wrote the Misconduct Report prior to review of the misconduct, the reviewing officer at the time of review, or the facility Hearing Officer at the time of the hearing. In such cases, the person accepting the guilty plea shall determine the appropriate sanction, including sanction dates, consistent with the requirements set forth in Paragraphs KKK and LLL and the appropriate disposition of any contraband confiscated in conjunction with the misconduct consistent with PD 04.07.112 "Prisoner Personal Property." This shall be documented on the Misconduct Report or, if accepted by the Hearing Officer, on the Class II or III Misconduct Hearing Report and a copy provided to the prisoner.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 10 OF 15
-----------------------------------	------------------------------	---------------------	---------------

- BBB. Unless the prisoner waives the Class III hearing and pleads guilty, an informal hearing shall be conducted in accordance with Administrative Rule 791.3310. The hearing shall be conducted within seven business days after the date of review. Only staff designated by the Warden shall conduct the hearing. Staff conducting the hearing shall have had no prior direct involvement in the matter at issue.
- CCC. A prisoner is not entitled to a Hearing Investigator, but the facility Hearing Officer shall make a reasonable investigation of the charges. The decision of the Hearing Officer shall be based on a preponderance of the evidence and stated on the Class II or III Misconduct Hearing Report. If the prisoner is found guilty, the Hearing Officer shall determine the appropriate sanction, including sanction dates, consistent with the requirements set forth in Paragraphs KKK and LLL and the appropriate disposition of any contraband confiscated in conjunction with the misconduct, consistent with PD 04.07.112 "Prisoner Personal Property."
- DDD. A copy of the Misconduct Report shall be kept only in the prisoner's Counselor file. The report shall be kept for at least 60 calendar days after the date of the hearing or waiver for control and monitoring purposes and to provide the basis for establishing a pattern of Class III misconducts if other action becomes necessary. If a Class I or II misconduct charge is reduced to a Class III misconduct charge, a copy of the hearing record shall be retained in the same manner as set forth in this policy for Class I or II misconducts, as appropriate.

SPECIAL PROVISIONS FOR PRISONERS WITH A MENTAL DISABILITY

- EEE. A prisoner with a mental disability is not responsible for misconduct if they lack substantial capacity to know the wrongfulness of their conduct or is unable to conform their conduct to Department rules as a result of the mental disability. "Mental disability" is defined as any of the following:
1. Mental illness, that is a substantial disorder of thought or mood that significantly impairs judgment, behavior, capacity to recognize reality, or the ability to cope with the ordinary demands of life.
 2. Severe chronic brain disorder, that is characterized by multiple cognitive defects (e.g., memory impairment resulting from a medical condition or brain injury due to trauma or toxins).
 3. Developmental disorder, that usually manifests before the age of 18 years and is characterized by severe and pervasive impairment in several areas of development.
- FFF. If a prisoner, a Hearing Investigator, ALJ or a Hearing Officer raises the issue that the prisoner may not be responsible for the misconduct due to a mental disability, a Misconduct Sanction Screening form (CSJ-330) shall be completed and directed to the Mental Health Treatment Team if the prisoner is on their caseload or to a QMHP for completion of the Misconduct Sanction Assessment/Determination of Responsibility Form (CSJ-331). If the issue of responsibility is raised by the prisoner and the ALJ or Hearing Officer determines on the record that the claim is frivolous, a referral need not be made.
- GGG. Whenever a misconduct is written on a prisoner who is receiving mental health services above the level of outpatient services, the Unit Chief or QMHP shall complete a Misconduct Sanction Assessment/Determination of Responsibility Form (CSJ-331) to determine, prior to the hearing if the prisoner is responsible for their behavior considering the status of their mental disability at the time of the misconduct. The completed CSJ-331 shall be provided to the Hearing Investigator by the QMHP within three business days and prior to any review with or notice to the prisoner.
- HHH. If the prisoner is determined to be not responsible for their behavior due to their mental disability, the Misconduct Report shall not be processed. The prisoner's behavior, however, shall be documented as set forth in Paragraph JJJ. If the prisoner is believed to be responsible for their behavior, the matter may proceed to a hearing unless it is believed by the prisoner's Mental Health Treatment Team that the misconduct process would be detrimental to the prisoner's Mental Health Treatment.
- III. Whenever a referral for a responsibility determination is made pursuant to Paragraph GGG, the misconduct is not required to be reviewed with the prisoner within 24 hours of the time the Misconduct Report is written. The misconduct also shall not be dismissed on timeliness grounds unless the delay

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 11 OF 15
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between the time when a violation occurred and the time the report is reviewed has resulted in actual prejudice to the charged prisoner. If the prisoner is found guilty, the ALJ may assign only the sanctions of loss of privileges and/or restitution, as appropriate. If loss of privileges is ordered, the privileges to be withheld shall be determined by the Unit Chief or designee.

JJJ. Whenever a Misconduct Report is not written or processed due to the prisoner's mental disability, including if it is not processed because the disciplinary process is determined to be detrimental to the prisoner's treatment needs, the prisoner's behavior shall be documented in the prisoner's health record and addressed therapeutically. If the prisoner's behavior was violent or assaultive or related to an attempt to escape, the incident shall be discussed in the prisoner's discharge summary and other appropriate reports (e.g., Special Problem Offender Notice) to ensure that it is brought to the attention of facility staff. Such behavior also shall be included in the Parole Eligibility/Lifer Review Report (CSJ-123) in accordance with PD 06.05.103 "Parole Eligibility/Lifer Review Reports."

MISCONDUCT SANCTIONS

KKK. Upon a finding of guilt in a misconduct hearing, the ALJ or Hearing Officer shall impose one or more of the sanctions set forth in Attachment D. The ALJ or, for Class II misconducts, the Hearing Investigator shall assign the dates for which the sanctions are to be imposed. Except for detention and extra duty, sanctions imposed shall begin and end at 6:00 a.m. at the conclusion of any previous misconduct sanctions remaining to be served. Except for extra duty, sanctions imposed shall run on consecutive days. An ALJ or Hearing Officer may consider all relevant information in determining a sanction, including the prisoner's prior record of misconduct guilty findings, any mitigating or aggravating circumstances, and, for prisoners for whom a Misconduct Sanction Assessment/Determination of Responsibility Form (CSJ-331) was completed, information provided by the QMHP and/or special education teacher on that form.

LLL. An ALJ may give a prisoner credit for time spent in temporary segregation or on confinement pending a hearing but is not required to do so. A sanction given by an ALJ or Hearing Officer, and the time during which the sanction is to be served, shall not be changed by the facility except as set forth in Paragraph VVV. A prisoner who is paroled before their sanction period for toplock or loss of privileges is complete, shall not continue to serve the sanction if they are returned to prison before successfully completing parole.

MEDICAL RESTITUTION

MMM. The LARA ALJ, and only the LARA ALJ, is authorized to rule on restitution related to a Class I misconduct guilty finding pursuant to Administrative Rules 792.11902 - 792.11903; and only when supported by a final bill. Restitution is restricted to off-site medical charges resulting from the following Class I misconduct guilty findings:

1. Assault Resulting in Serious Physical Injury (Prisoner Victim);
2. Assault and Battery (Prisoner Victim);
3. Sexual Assault (Prisoner Victim; Sexual Acts);
4. Sexual Assault (Prisoner Victim; Abusive Sexual Contact);
5. Fighting
6. Homicide
7. Substance Abuse – In cases where the prisoner is found responsible for their actions and there is a resulting offsite medical cost associated.

NNN. Whenever any of the Class I misconducts listed in Paragraph MMM are charged and scheduled for hearing, the Hearing Investigator shall submit a written request for medical restitution as part of the documentation/evidence submitted to the ALJ prior to the hearing. The request for restitution shall include that, due to the nature of medical billing, a final bill will not be available within the time limits

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 12 OF 15
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required for the hearing to be conducted. At the hearing, if the ALJ returns a finding of guilt, they shall assign applicable sanctions other than restitution noting the lack of ability to make a finding on the issue of restitution without a final bill. In these cases, the Warden shall submit a request for rehearing to the Hearings Administrator, Office of Legal Affairs (OLA), but only on the issue of medical restitution. The Hearings Administrator shall notify the BHCS Administrator/designee of the request so that tracking of related expenses can begin. When the final certified bill is received that includes only charges directly resulting from the misconduct, the Hearings Administrator shall forward a copy to the facility with an order for a rehearing only on the restitution.

TOPLOCK

- OOO. A prisoner on toplock is restricted to their own cell, room, or bunk and bunk area. For purposes of this section, "bunk area" is defined as the prisoner's bunk and the floor area next to the prisoner's bunk that extends to the mid-point between the adjacent bunks on all sides. If a prisoner is housed in a multiple occupancy cell or room, toplock may consist of placement in a cell/room that is designated as a toplock cell/room. If placed in such a cell/room, the prisoner shall be given the same access to their property that would be provided if housed in their own cell/room and shall be treated in all other respects as being on toplock.
- PPP. A prisoner on toplock shall not leave their cell, room, or bunk area for any reason without specific authorization from the appropriate staff person. The prisoner may be deprived of use of their television, radio, tape player, and portable media player while on toplock as provided in the facility operating procedure.
- QQQ. Prisoners shall be released from toplock for regular showers, visits, medical care (including individual and group therapy), school, Core programming, and law library. The Warden or designee may authorize prisoners on toplock to go to the dining room, work assignments, and/or other specified activities, including group religious services. Prisoners not released from toplock for store and Friends and Family Package orders shall have store and Friends and Family Package orders delivered to them. Prisoners on toplock shall have a minimum of one hour per day of out-of-cell activity that may include all out-of-cell activities authorized by this paragraph. Prisoners on confinement pending hearing shall receive programming as set forth in Paragraph R.

LOSS OF PRIVILEGES

- RRR. Attachment E identifies those privileges that may be lost by a prisoner as a result of a loss of privileges sanction. Unless the ALJ or hearing Officer identifies specific privileges to be lost, a loss of privileges sanction includes all privileges identified in Attachment E. If all privileges are lost, the ALJ or Hearing Officer need only identify the number of days and dates during which the sanction will run.

YARD PRIVILEGES WHILE SERVING A SANCTION

- SSS. A prisoner serving a sanction of detention, toplock, loss of privileges, or any combination of these sanctions, shall not be deprived of yard for more than 30 consecutive days without being provided a seven-day break during which the prisoner shall be given the opportunity for yard consistent with their status (i.e., one hour per day in general population; one hour per day, five days per week, in segregation). However, yard privileges for all segregation prisoners are subject to restriction by written order of the Warden or Deputy Warden as set forth in PD 04.05.120 "Segregation Standards." The ARUS/Prison Counselor shall enter all seven-day break periods into the Department's computerized database (e.g., OMNI). Prisoners on a seven-day sanction break shall be permitted telephone use during yard periods unless they are on a telephone restriction as set forth in PD 05.03.130 "Prisoner Telephone Use."

MENTAL HEALTH REFERRALS FOR PRISONERS SERVING SANCTIONS

- TTT. If a prisoner's mental health appears to be deteriorating while on sanctions, housing unit staff shall complete a Mental Health Services Referral (CHX-212) as set forth in PD 03.04.100 "Health Services."

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 13 OF 15
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WAIVER OF SANCTIONS BY WARDEN

- UUU. The Warden may waive all or any part of a sanction period that has not been served by a prisoner. If the prisoner is being reclassified to general population, including placement in any Residential Mental Health Treatment program, all of the remaining detention sanction must be waived, it cannot be waived in part. The excused sanction periods shall be documented in writing by the Warden and placed in the prisoner's Record Office and Counselor files, as appropriate. An excused sanction may not be reinstated in whole or in part at a later date.
- VVV. Prisoners serving LOP for a period over 12 months or top lock for a period over six months are eligible to be reviewed for a 30-day waiver of sanctions. The housing team shall review the prisoners institutional record if the prisoner exhibits positive institutional behavior while on sanctions. The housing team shall submit a request to the Warden to review and approve or deny a 30-day sanction waiver. A Case Note shall be made documenting the completions of the review. The waiver may be continued or suspended after 30 days with the approval of the Warden.

MISCONDUCT APPEALS/REQUEST FOR REHEARING

CLASS I MISCONDUCT APPEALS

- WWW. If the prisoner or Warden disagrees with the results of a Class I misconduct hearing, they may submit a Request for Rehearing to the Hearings Administrator; no other staff may request a rehearing from the Administrator. The request must be submitted using a Request for Rehearing form (CSJ-418) within 30 calendar days after a copy of the Class I Misconduct Hearing Report is received. The Request for Rehearing form shall be available to prisoners upon request from the Hearing Investigator. The Hearing Investigator shall document the date the Request for Rehearing form (CSJ-418) was given to the prisoner. A copy of the Misconduct Report and Class I Misconduct Hearing Report being appealed shall be attached to the Request for Rehearing when submitted.
- XXX. Generally, a Request for Rehearing will be decided within 30 calendar days after receipt of a properly completed Request for Rehearing form (CSJ-418). A rehearing may be ordered by the Hearings Administrator in response to a Request for Rehearing or on their own motion. In accordance with MCL 791.254, a rehearing shall be ordered if any of the following are found to have occurred:
1. The record of testimony made at the hearing is inadequate for judicial review.
 2. The hearing was not conducted pursuant to applicable statutes or policies and rules of the Department and departure from the statute, rule, or policy resulted in material prejudice to either party.
 3. The prisoner's due process rights were violated.
 4. The decision of the ALJ is not supported by competent, material, and substantial evidence on the record as a whole.
 5. The ALJ was personally biased in favor of either party.

CLASS II AND III MISCONDUCT APPEALS

- YYY. A prisoner who is found guilty of a Class II misconduct may file an appeal of the facility Hearing Officer's decision to the Deputy Warden. A Class II and Class III Misconduct Appeal form (CSJ-274) shall be used for this purpose. The appeal must be filed within 15 days after receipt of the Hearing Officer's written decision. If the misconduct charge is combined with a Class I misconduct charge for which the prisoner was found guilty, the prisoner shall instead file a Request for Rehearing (CSJ-418) as set forth in Paragraph WWW.
- ZZZ. A prisoner who is found guilty of a Class III misconduct may file an appeal of the facility Hearing Officer's decision to appropriate supervisory level staff as determined by the Warden. A Class II and Class III Misconduct Appeal form (CSJ-274) shall be used for this purpose. The appeal must be filed within 15 calendar days after receipt of the Hearing Officer's written decision. If the misconduct charge is

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 14 OF 15
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combined with a Class II misconduct charge for which the prisoner was found guilty, the prisoner shall instead file an appeal as set forth in Paragraph YYY. If the misconduct charge is combined with a Class I misconduct charge for which the prisoner was found guilty, the prisoner shall instead file a Request for Rehearing (CSJ-418) as set forth in Paragraph WWW.

AAAA. A response shall be provided in writing to an appeal filed pursuant to Paragraph YYY or ZZZ within 30 calendar days after receipt of the appeal. The Hearing Officer's decision shall be reversed, and a rehearing may be ordered, if any of the following are found to have occurred:

1. The hearing was not conducted pursuant to Department policies and procedures and the departure from policy and procedure resulted in material prejudice to the prisoner.
2. The prisoner's due process rights were violated.
3. The decision of the Hearing Officer is not supported by the evidence on the record.

BBBB. The Warden may reverse a Hearing Officer's decision, and may order a rehearing, on their own initiative for any of the reasons set forth in Paragraph AAAA.

ENTRY ON DATABASE

CCCC. The Warden of the facility where the hearing is conducted shall ensure that all Class I and Class II misconduct hearing results are entered onto the Department's computerized database (e.g., OMNI). Guilty findings shall be entered within one business day after the hearing.

DDDD. If all Class I or Class II charges on a Misconduct Report result in a not guilty or dismissed finding, or if all charges are reduced to Class III violations, the hearing results shall be entered into the Department's computerized database for research and statistical reporting purposes only. Except for designated staff in the Office of Legal Affairs and other staff authorized by the Administrator of the Office of Legal Affairs, the results shall not be accessible by users of the computerized database. After entry and auditing of this information, the Hearing Reports used for entry shall be destroyed.

OTHER ACTIONS RESULTING FROM MISCONDUCT

EEEE. A prisoner cannot earn good time or disciplinary credits during any month in which they engaged in behavior for which they are subsequently found guilty of a Class I misconduct. In addition, the Warden may forfeit all or a portion of the prisoner's earned good time or disciplinary credits due to the guilty finding as set forth in PD 03.01.100 "Good Time Credits" and PD 03.01.101 "Disciplinary Credits."

FFFF. A prisoner who is serving a sentence subject to disciplinary time who is found guilty of a Class I misconduct violation shall accumulate disciplinary time on that sentence as set forth in PD 03.01.105 "Disciplinary Time."

GGGG. Each prisoner who is found guilty of a non-bondable Class I misconduct shall be reviewed by the Security Classification Committee to ensure the prisoner is still at the appropriate security level. Each prisoner also shall be reviewed by appropriate staff to determine if the prisoner's assaultive or property risk classifications have changed.

HHHH. A prisoner may be reclassified to administrative segregation based solely on a Class I misconduct guilty finding without a separate hearing being conducted, consistent with PD 04.05.120 "Segregation Standards." A prisoner may be reclassified to administrative segregation based on the behavior underlying the Class II misconduct for which the prisoner was found guilty only if a separate hearing is conducted pursuant to PD 04.05.120 "Segregation Standards."

IIII. A prisoner who is found guilty of misconduct may be referred to other appropriate staff or services, such as for psychological or psychiatric evaluation, counseling, program reclassification, or security reclassification. Class I and II misconduct guilty findings, however, shall be used to determine the appropriate security classification of a prisoner.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105	PAGE 15 OF 15
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PROCEDURES

JJJJ. If necessary, to implement requirements set forth in this policy directive, Wardens shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

KKKK. A Primary Audit Elements List has been developed to assist with self-audit of this policy, pursuant to PD 01.05.100 "Self-Audits."

ATTACHMENTS

LLLL. This policy directive contains the following attachments:

1. Attachment A - Class I Misconducts
2. Attachment B - Class II Misconducts
3. Attachment C - Class III Misconducts
4. Attachment D - Disciplinary Sanctions
5. Attachment E - Loss of Privileges

APPROVED: HEW 05/30/2024

ATTACHMENT A

CLASS I MISCONDUCTS

<u>CODES</u> (Used Only by Hearing Officers for Reporting Purposes)	<u>CLASS I RULE VIOLATIONS</u> (Including Attempt, Accomplice to, and Conspiracy to Commit)	<u>COMMON EXAMPLES</u>
007 (Prisoner victim) 008 (Staff victim) 009 (Other victim)	* <u>Assault and Battery</u> 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.	Throwing urine or feces or spitting on another person; physically resisting staff efforts to apply restraints. (NOTE: The victim of an assault and battery should not be charged with a violation of this rule).
003 (Prisoner victim) 004 (Staff victim) 005 (Other victim)	* <u>Assault Resulting in Serious Physical Injury</u> 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.	Attack using a knife, club, or other weapon; assault involving use of closed fists, kicking.
001 (Escape from Level I) 050 (Escape from secure facility)	* <u>Escape</u> 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.	Leaving from hospital trip or while housed at hospital.
017	* <u>Failure to Disperse</u> 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.	Preventing a staff member from coming to the aid of other staff; remaining at the scene of a fight to observe or offer encouragement to combatants; blocking staff who are removing a prisoner from an area.
002	<u>Felony</u> 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.	Breaking and entering - MCL 750.110. (NOTE: Use this charge only if there is no other specific violation which is applicable).
014	* <u>Fighting</u> Physical confrontation between two or more persons, including a swing and miss, done in anger or with intent to injure.	Fights between prisoners, whether with fists, broom handles, or other weapons.
010	* <u>Homicide</u> Causing death of another person by any means.	
022	* <u>Incite to Riot or Strike; Rioting or Striking</u> Advocating or instigating actions which are	Encouraging other prisoners to take group action to injure staff, destroy

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.

property, or disrupt normal operations; refusal of prisoners as a group to leave the yard when instructed by staff to do so.

030

- * Possession of Dangerous Contraband
Unauthorized possession of an explosive, acid, caustic, toxin, material for incendiary device; any escape material; bodily fluid stored on a person or 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.

Unauthorized possession of gasoline, lighter, matches, toilet bowl cleaner; any escape material which includes but is not limited to rope, grappling hook, documents depicting, encouraging, or describing methods of escape from a correctional facility; blueprints, drawings, or similar detailed descriptions of correctional facilities, courthouses, and medical care facilities; detailed roadmaps of Michigan, any state contiguous to Michigan, or the province of Ontario, Canada, etc.; screwdriver, hammer, or cell phone battery or charger. Unauthorized possession of a razorblade or razor-type blade such as a pencil sharpener blade, or similar blade designed for cutting.

029

- * Possession of a Weapon
Unauthorized possession of any item designed or intended to be used to cause or threaten physical injury; 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.

Possession of a prison-made knife, club, or any item fashioned or intended as a weapon; possession of a rock.

013 (Prisoner victim; sexual acts)
051 (Prisoner victim; abusive sexual contact)
052 (Staff victim)
053 (Other victim)

- * 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.

Rape; intentional touching of sexual area (e.g. buttocks, breasts, genitals) without consent; kissing or embracing without consent of one who is kissed or embraced.

033 (Prisoner/prisoner contact)
054 (Prisoner/other-contact)
055 (Exposure)
057 (Words/actions of a sexual nature)

- 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/kiss 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; words or actions of a sexual nature directed at another person, or witnessed or heard by another person; any sexual behavior determined to harass or

Kissing, hugging, intercourse, or sodomy; exposure of sexual organs when prisoner knows staff will be making rounds or in the area; whistling at and making sexual remarks to another person; making propositions of a sexual nature; Requesting a visitor remove clothing or perform a sexual act. (NOTE: Threats of sexual assault should be charged as Threatening Behavior).

degrade any person; solicitation of sexual actions by a prisoner to a visitor during a video visit.

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| 045 | <p><u>Smuggling</u>
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.</p> | * Receiving jewelry, shoes, etc. during a visit. |
| 034
(Alcohol)
039
(Marijuana)
040
(Heroin/morphine)
041
(Cocaine)
042
(Other substance)
043
(Drug test refusal)
044
(Narcotics paraphernalia)
046
(Tobacco product) | <p><u>Substance Abuse</u>
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.</p> | <p>Narcotics paraphernalia includes such items as marijuana and "crack" pipes, needles and syringes which are used to administer narcotics, but does not include such items as "roach clips" and cigarette papers; failure to return prescribed or restricted medication after its authorization date has expired; prescribed medication found outside of the original container; unauthorized possession of prescribed or restricted medication includes failure to immediately swallow administrated medication.</p> |
| 012 | <p>* <u>Threatening Behavior</u>
Words, actions, or other behavior which expresses an intent to injure or physically abuse another person. Such misconduct includes attempted assault and battery.</p> | <p>Threat of sexual assault made by one prisoner to another prisoner; writing threatening letter to another person; threat made to a third person.</p> |

* Nonbondable Charge

NOTE: A Class II misconduct that occurred during or in connection with a visit shall be elevated to a Class I misconduct at the time of review. Any other Class II misconduct may be elevated to a Class I misconduct by the reviewing officer based on the seriousness of the specific facts as stated in the misconduct or the circumstances of the misconduct. If elevated, the hearing officer shall change the first digit of the misconduct code from a "4" to a "0" (for example, 420 changed to 020 if elevated).

ATTACHMENT B

CLASS II MISCONDUCTS

<u>CODES</u> (Used Only by Hearing Investigators for Reporting Purposes.)	<u>CLASS II VIOLATIONS</u> (Including Attempt, Accomplice to, and Conspiracy to Commit)	<u>COMMON EXAMPLES</u>
424	<u>Bribery of an Employee</u> Offering to give or withhold anything to persuade an employee to neglect duties or perform favors.	
432	<u>Creating a Disturbance</u> Actions or words of a prisoner which result in disruption or disturbance among others but which does not endanger persons or property.	Interruption of a food line or medication line; disruption of normal work flow. Does not include a "stop and look" that includes no disruption/disturbance.
427	<u>Destruction or Misuse of Property</u> Any destruction, removal, alteration, tampering, or other unauthorized use of property; unauthorized possession of a component part of an item.	Tampering with locking device; use of a door plug; destruction of property belonging to another person; unauthorized use of a telephone or using another prisoner's Personal Identification Number (PIN) to make a telephone call; possession of television or tape player parts.
420	<u>Disobeying a Direct Order (DDO)</u> Refusal or failure to immediately follow a valid and reasonable order of an employee.	Refusal to immediately submit to a shakedown; fleeing from staff after being directed to stop.
438	<u>Gambling; Possession of Gambling Paraphernalia</u> 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.	Possession of dice, betting slips, point spreads, items used as counters in a card game, and similar items.
426	<u>Insolence</u> Words, actions, or other behavior which is intended to harass, degrade, or cause alarm in an employee.	Using abusive language to refer to an employee; writing about or gesturing to an employee in a derogatory manner.
423	<u>Interference with the Administration of Rules</u> 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 as a result of a misconduct guilty finding.	Intimidating or tampering with a witness; tampering with evidence; interfering with an employee writing a misconduct report; breaking toplock without authorization; making false accusations of misconduct against another prisoner or staff which results in disciplinary action being initiated against the person. (NOTE: If written as result of a grievance, it

must be shown that prisoner knew allegation was false when s/he made it and intentionally filed a false grievance. Ordinarily, the statement of staff member refuting the claim will not be sufficient.)

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| 436 | <u>Out of Place</u>
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. | “Skating” in another block; no pass; no I.D. card; failure to be where required by call-out or detail; failure to remain on own bunk or other location as designated by facility rules during count. (NOTE: “Skating” in own housing unit during the day is a Class III misconduct unless on toplock.) |
| 421 | <u>Possession of Forged Documents; Forgery</u>
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. | A fake pass, application, etc. which is represented to be true; unauthorized alteration or removal of metered mail stamp; unauthorized alteration of metered envelope. |
| 431 | <u>Possession of Money</u>
Possession of money or money from unauthorized sources. Money is defined as cash, negotiable instrument, credit card, or blank check. | Arranging to obtain money from another prisoner or from a family member or friend of another prisoner. |
| 437 | <u>Possession of Stolen Property; Theft</u>
Possession of property which the prisoner knows, or should have known, has been stolen; any unauthorized taking of property which belongs to another. | |
| 435 | <u>Unauthorized Occupation of Cell or Room</u>
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. | Two prisoners in a “one-person” cell; being in a room, cell, bay, cubicle, or other area to which the prisoner is not assigned; two prisoners in a restroom stall. |

NOTE: A Class II misconduct that occurred during or in connection with a visit shall be elevated to a Class I misconduct at the time of review. Any other Class II misconduct may be elevated to a Class I misconduct by the reviewing officer based on the seriousness of the specific facts as stated in the misconduct or the circumstances of the misconduct. If elevated, the first digit of the misconduct code shall be changed from a “4” to a “0”; e.g., 420 changed to 020 if elevated.

ATTACHMENT C

CLASS III MISCONDUCTS

(All are coded
049)

CLASS III VIOLATIONS
(Including Attempt, Accomplice to,
and Conspiracy to Commit)

COMMON EXAMPLES

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.

Possession of unauthorized items or anything with someone else's name or number on it; having excessive store items.

Playing TV or radio above allowable level; banging objects against cell bars.

Dirty cell; lack of personal hygiene.

Towel snapping at others in showers; playful body punching.

Giving a false name, number, or room/cell assignment. (NOTE: making false accusations of misconduct is included under the Class II violation of Interference with Administration of Rules.)

Love letters to another prisoner; passing property on a visit either directly or through a third person.

Violation of kitchen sanitary regulations; wasting food; excessive noise in housing unit, playing TV or radio without earphone.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105D	PAGE 1 OF 1
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ATTACHMENT D

DISCIPLINARY SANCTIONS

Sanctions for Class I Misconduct

The hearing officer shall impose one or more of the following sanctions upon a finding of guilt with the maximum reserved for only the most serious or persistent violators.

- A. Detention (punitive segregation), not to exceed 10 days for each violation or 20 days for all violations arising from a single incident.
- B. Toplock, not to exceed 30 days for each violation, but not to be combined with a detention sentence.
- C. Loss of privileges, not to exceed 30 days for each violation or 60 days for all violations arising from a single incident.
- D. Restitution and/or disgorgement of funds/ill-gotten gains.

Sanctions for Class II Misconduct

The hearing officer to conduct Class II hearings shall impose one or more of the following sanctions upon a finding of guilt with the maximum reserved for only the most serious or persistent violators:

- A. Toplock (confinement to quarters), not to exceed five days for all violations arising from a single incident.
- B. Loss of privileges, not to exceed 30 days for all violations arising from a single incident.
- C. Assignment of extra duty, not to exceed 40 hours for all violations arising from a single incident.
- D. Restitution and/or disgorgement of funds/ill-gotten gains.

Sanctions for Class III Misconduct

The hearing officer shall impose one or more of the following sanctions upon a finding of guilt, with the maximum reserved for only the most serious or persistent violators:

- A. Toplock (confinement to quarters), not to exceed five days for all violations arising from a single incident.
- B. Loss of privileges, not to exceed 15 days for all violations arising from a single incident.
- C. Assignment of extra duty, not to exceed 20 hours for all violations arising from a single incident.
- D. Counseling and reprimand.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 06/17/2024	NUMBER 03.03.105E	PAGE 1 OF 1
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ATTACHMENT E

LOSS OF PRIVILEGES SANCTION

Unless the hearing officer identifies specific privileges to be lost, all of the following privileges will be lost by a prisoner as a result of a "loss of privileges" sanction:

- A. Day room, activity room, TV room, study room, or other designated area where similar activities occur.
- B. Exercise facilities, such as yard, gym, and weight room/pit.
- C. Group meetings, such as Bible class and Jaycees, but not including primary religious worship service; this does not apply to group therapy.
- D. Out of cell hobbycraft activities.
- E. Kitchen area, including microwave, ice machine, and hot water dispenser.
- F. Direct access to general library (not law library; prisoners in segregation shall continue to have books delivered to them consistent with PD 04.05.120 "Segregation Standards").
- G. Movies.
- H. Music practice; musical instruments.
- I. Leisure time activities offered pursuant to PD 05.03.104 "Leisure Time Activities," except as approved by Warden or designee.
- J. Telephone, except calls to the Office of Legislative Corrections Ombudsman and to return calls from an attorney upon request of the attorney.
- K. Visiting. This applies only if hearing officer identified in the hearing report that the misconduct occurred in connection with a visit, and only with the visitor named in the hearing report.
- L. Use of kiosk (e.g., to send/receive electronic messages or retrieve account information).