

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 03/02/2020	NUMBER 03.02.101
	SUBJECT IN-REACH SERVICES	
SUPERSEDES 03.02.101 (03/08/2010)		AUTHORITY MCL 791.203
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POLICY STATEMENT:

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

RELATED POLICIES:

03.02.100 Michigan Prisoner Reentry Initiative

STATEWIDE OPERATING PROCEDURE:

03.02.101A Documenting Placement in and Termination from In-Reach Programs

POLICY:

GENERAL INFORMATION

- A. In-Reach services are targeted at those offenders who need transition services as supported by the COMPAS risk/need assessment tool.
- B. All Offender Success services are coordinated through the Offender Success Services Section. The Administrator of the Offender Success Administration (OSA) shall ensure the guidebook is updated as necessary.

OFFENDER SUCCESS INREACH FACILITIES

- C. Offender Success In-Reach services are offered at Correctional Facilities Administration (CFA) institutions as set forth in Attachment A.
- D. A prisoner granted a parole contingent upon receipt of In-Reach services shall be transferred to the In-Reach facility servicing the county to which the prisoner will parole, with Special Alternative Incarceration (SAI) providing In-Reach services for SAI populations unless the CFA Deputy Director or designee determines that the prisoner cannot be appropriately placed at that facility.
- E. A prisoner who is transferred to an In-Reach facility other than SAI to receive In-Reach services shall be given the opportunity to change their approved telephone list and approved visitor list as necessary to facilitate recommended Offender Success contacts within 30 calendar days after that transfer. For prisoners participating in In-Reach services at SAI, prisoner property such as address and phone books or listings shall be made available to Institutional Parole Agents (IPAs) and Reentry Facility Coordinators (RFCs) for purposes of identifying a proposed home placement. These changes shall be in addition to those allowed under PD 05.03.130 "Prisoner Telephone Use" and PD 05.03.140 "Prisoner Visiting."
- F. Employment Counselors shall assist prisoners in obtaining identification documents (e.g. birth certificate, social security card) if needed.
- G. Whenever a prisoner fails to successfully complete required In-Reach programming and is terminated,

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the RFC shall ensure that the Parole Board is notified, and, if necessary, the prisoner transferred to an appropriate CFA facility in accordance with PD 05.01.140 "Prisoner Placement and Transfer." The Parole Board shall review each terminated case and determine whether parole should be suspended. If parole is suspended, the Parole Board shall conduct an interview in accordance with the requirements set forth in PD 06.05.104 "Parole Process."

REENTRY FACILITY COORDINATOR

- H. Each In-Reach facility shall have an RFC and one or more IPA(s), or staff designated with these responsibilities. The RFC responsibilities shall include implementing and documenting all In-Reach services in the Department's computerized database; scheduling and participating in Transition Team meetings involving prisoners, Departmental staff, community service providers, and administrators; and assessing, delivering and/or coordinating In-Reach programming.

IN-REACH SERVICES

- I. CFA facilities (excluding RGC) shall complete a Reentry COMPAS within two (2) business days of receipt of the Parole Board Notice of Decision (CFJ-279) indicating positive parole action. The exception to this rule is when a prisoner's parole date is less than twelve (12) months from the date of the assessment, in which case staff will use the Core or Youth COMPAS completed at intake during the parole release process. A Case Plan shall be developed or updated for the prisoner, as appropriate, to identify programming and other tasks and activities that the prisoner is expected to complete in order to reduce their identified risks, including any specifically identified by the Parole Board. The Case Plan shall be prepared by IPAs identifying goals and needs to discuss at the Transition Team meeting.
- J. The Administrator of the Training Division within the Budget and Operations Administration (BOA) shall ensure training is available in the administration of the COMPAS and Case Plan. Only staff who are trained in the administration of the COMPAS shall administer the assessment and/or prepare the Case Plan.
- K. Proposals for In-Reach programming shall be sent to the OSA for review and implementation consistent with PD 05.03.100 "Prisoner Programs and Organizations."
- L. Transition Team members/associates and Community Coordinators approved by the Warden of an In-Reach facility may provide In-Reach services directly to prisoners within that facility. However, unless specifically authorized by the CFA Deputy Director or designee, the Warden shall not approve a Transition Team member/associate or Community Coordinator who will have prisoner contact if the individual:
1. Is on probation or parole;
 2. Has a pending criminal charge;
 3. Is on the approved visitors list of any prisoner;
 4. Is on the approved telephone list of any prisoner, except if qualified clergy or an attorney unrelated to the prisoner;
 5. Has at any time been subject to a visitor restriction imposed pursuant to PD 05.03.140 "Prisoner Visiting," unless the restriction was subsequently overturned by the Administrator of the Office of Legal Affairs or by court order;
 6. Has a felony conviction.
- M. The requirements set forth in PD 03.02.105 "Volunteer Services and Programs," including the issuance of identification cards, shall apply to In-Reach services provided by Transition Team

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members/associates and Community Coordinators only as required by the CFA Deputy Director or designee. Meetings between prisoners and Transition Team members/associates and/or Community Coordinators shall not be counted as visits.

- N. Transition Team members/associates and Community Coordinators providing In-Reach services who have prisoner contact shall not be permitted to provide money or personal items to prisoners. They also shall not be permitted to receive money or personal items from any prisoner.
- O. The Warden may rescind or limit approval of a Transition Team member/associate and/or Community Coordinators to provide In-Reach services if the individual engages in conduct that is inconsistent with the goals of the Department or is a threat to the custody and security of the facility. Approval shall be rescinded under the following circumstances:
 1. The organization with which the individual is affiliated no longer provides Offender Success services for the Department;
 2. The individual is no longer employed by the group or organization providing Offender Success services for the Department;
 3. The individual no longer meets the eligibility criteria set forth in Paragraph L for Department approval.
 4. Other matters as determined by the Department that pose a safety and/or security risk.
- P. The Warden shall ensure that the appropriate Steering Team and the RFC are notified of each person approved to provide In-Reach services pursuant to Paragraph L. The Warden also shall ensure that the Steering Team and RFC are notified if that approval is rescinded or limited pursuant to Paragraph O.

RELEASE OF INFORMATION

- Q. Prior to receiving information regarding a specific prisoner, an individual providing Offender Success services who is not a Department employee shall be required to sign the appropriate forms, respect the confidentiality of that information, and not discuss medical record information or other official information or reports with unauthorized individuals. The agreement also shall require that personal information not be divulged for other than legitimate, authorized business purposes. This is not required if the individual is providing services under a contract with the Department that provides for such confidentiality.
- R. Information from a prisoner's health record and substance abuse information shall be disclosed only upon receipt of a signed release from the prisoner on the Patient's Authorization for Disclosure of Health Information (CHJ-121) and Authorization for Release of Substance Abuse Information (CSJ-157). General information such as past criminal history and presentence investigation reports from a prisoner's Record Office/Counselor/Field file shall be disclosed only upon a signed release from the prisoner on the Authorization for Release of Information (CSJ-158). Failure for prisoners to sign the CSJ-158 shall be reported to the Parole Board.

PROCEDURES

- S. A statewide operating procedure shall be developed for this policy directive.

AUDIT ELEMENTS

- T. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

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ATTACHMENT

U. This policy directive contains the following attachment:

1. Attachment A - Offender Success In-Reach Facilities

APPROVED: HEW 02/21/2020

ATTACHMENT A
IN-REACH FACILITIES

<u>INSTITUTION</u>	<u>PRIMARY SERVICING COUNTIES</u>
Bellamy Creek Correctional Facility (IBC)	Region 7 (Clinton, Eaton, Ingham) Region 4 (Kent, Allegan, Mason, Lake, Osceola, Oceana, Newaygo, Mecosta, Montcalm, Ionia, Barry)
Cooper Street Correctional Facility (JCS)	Region 8 (Berrien, Van Buren, Cass, Kalamazoo, Calhoun, St. Joseph, Branch)
G. Robert Cotton Correctional Facility (JCF)	Region 10 (Wayne)
Gus Harrison Correctional Facility (ARF)	Statewide (D-47 Cases)
Macomb Correctional Facility (MRF)	Region 10 (Macomb, Oakland)
Marquette Branch Prison (MBP)	Region 1 (All Counties in Upper Peninsula)
Parnall Correctional Facility (SMT)	Region 9 (Jackson, Livingston, Washtenaw, Hillsdale, Lenawee, Monroe) Vocational Village – Statewide
Richard A. Handlon Correctional Facility (MTU)	Region 2 (Emmet, Charlevoix, Antrim, Leelanau, Grand Traverse, Benzie, Kalkaska, Manistee, Wexford, Missaukee) Region 4 (Muskegon, Ottawa) Vocational Village - statewide
Saginaw Correctional Facility (SRF)	Region 3 (Cheboygan, Presque Isle, Otsego, Montmorency, Alpena, Crawford, Oscoda, Alcona, Roscommon, Ogemaw, Iosco) Region 5 (Clare, Gladwin, Arenac, Isabella, Midland, Bay, Gratiot, Saginaw) Region 6 (Shiawassee, Genesee, Lapeer, Tuscola, Huron, Sanilac, St. Clair)
Special Alternative Incarceration Facility	Statewide
Thumb Correctional Facility (TCF)	Statewide for Youthful Offenders
Women's Huron Valley Correctional Facility (WHV)	Statewide