

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 08/03/1998	NUMBER 05.01.135
	SUBJECT STATISTICAL RISK SCREENING	
SUPERSEDES 05.01.135 (03/03/97)		AUTHORITY MCL 24.207(k); 791.203; 791.251 et seq.
ACA STANDARDS 3-4282; 3-4288		PAGE 1 OF 2

POLICY STATEMENT:

The Department shall use statistical risk categories as an instrument for security classification and to improve the Department's ability to provide cost-effective public protection.

POLICY:

SCREENING

- A. All newly committed male prisoners shall be screened for property and assaultive risk at the reception facilities using the Property Risk Screening Sheet (CSJ-352) and Assaultive Risk Screening Sheet (CSJ-353). Screeners should use their best judgment as to proper classification of each risk variable using the definitions provided with the screening sheets; however, when it appears that information in the record is conflicting or ambiguous, the probation office at which the pre-sentence investigation report was prepared should be contacted for clarification. The case should be coded using the screener's best judgment until a response is received from the probation office.
- B. All newly committed female prisoners shall be screened for property risk at reception in the same manner as set forth in Paragraph A. All newly committed female prisoners shall be automatically designated very low assaultive risk without being screened. Female prisoners not previously screened for property risk shall be screened within 60 days of the effective date of this policy.

NOTIFICATION, APPEAL AND HEARING

- C. Each prisoner screened shall receive copies of the completed screening sheets and the definitions within 30 days of screening. A prisoner classified as high or very high risk on either screening sheet also shall receive two copies of the Notice of Risk Classification (CSJ-350).
- D. A prisoner who believes s/he has been designated incorrectly as high or very high risk may request a hearing by completing the bottom portion of the CSJ-350 and submitting one copy to the hearings coordinator/investigator of the facility where s/he is currently housed. The hearings coordinator/investigator shall schedule the hearing as soon as possible. If the prisoner is transferred before the hearing is conducted, the sending facility shall ensure that the hearing request is sent directly to the appropriate person at the receiving facility.
- E. The hearing shall be conducted pursuant to R 791.3315 and shall be held within 60 days of the date the hearing request was received from the prisoner. The hearing shall be conducted by a hearing officer from the Office of Policy and Hearings. A copy of the hearing report and the notification form submitted by the prisoner shall be placed in the Counselor, Record Office and Central Office files. If either the Department or the prisoner disagrees with the hearing officer's decision, they may request a rehearing as described in PD 03.03.105 "Prisoner Discipline". The prisoner may appeal the rehearing decision to state circuit court.
- F. Prisoners protesting risk classification other than high or very high should bring the matter to the attention of a Resident Unit Manager or supervisor for resolution. If not satisfied with the result of that discussion, the prisoner may file a grievance pursuant to PD 03.02.130 "Prisoner/Parolee Grievances".

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REVIEW AND UPDATE OF RISK CLASSIFICATION

- G. Male prisoners shall be rescreened for assaultive risk and all prisoners shall be rescreened for property risk under the following circumstances:
1. Discovery of an error in the original screening.
 2. New felony sentence.
 3. A guilty finding on a nonbondable major misconduct as defined in PD 03.03.105.
 4. Classification to administrative segregation for reasons other than investigation by outside agencies. (Does not include protective segregation.)
 5. Return from community status to a correctional facility for misconduct or criminal behavior.
 6. Receipt of new information which affects risk factors.
- H. Male prisoners also shall be rescreened for assaultive risk if they discharge from a current sentence, since "crime description" is a risk factor applying only to the sentence(s) still being served.
- I. Appropriate staff shall enter any change in a prisoner's risk classification promptly on the Corrections Management Information System (CMIS).
- J. The Parole Board or Community Residential Programs Section, as appropriate, shall be notified immediately if a prisoner being processed for parole or community placement has her/his risk classification increased due to a guilty finding on a nonbondable major misconduct or classification to administrative segregation.

OPERATING PROCEDURES

- K. Wardens shall ensure that within 60 days of its effective date procedures implementing this policy directive are developed and forwarded to the appropriate Regional Prison Administrator, Correctional Facilities Administration (CFA), for approval.

AUDIT ELEMENTS

- L. A Primary Audit Elements List has been developed and will be provided to wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

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