

# CHAPTER I

## ADMISSION, ORIENTATION, AND CLASSIFICATION

### I. ADMISSION AND ORIENTATION

Male inmates committed by the courts to the MDOC or returned as parole, probation, ISP, ERS, or suspension violators are first assigned to designated housing for unclassified offenders at CMCF. Female inmates committed by the courts to the MDOC or returned as parole, probation, ISP, ERS, or suspension violators are first assigned to a designated unclassified unit.

Upon completion of initial admission processing, inmates are transferred into housing units where they will complete further admission processing. This will include testing, background interviews, psychological evaluations, and an explanation of the rules and regulations which all inmates are expected to conform with and obey.

Prior to completion of initial classification all male and female inmates are treated as Close custody (close supervision). Inmates remain in this category until the recommendation by the initial classification case manager is approved or disapproved by the Director of Classification or designee.

During Admission and Orientation inmates are given an introduction to the initial classification process, MDOC orientation, attend a class on HIV/AIDS, which explains the means of contracting the virus and prevention methods, have DNA testing, Prison Rape Elimination Act training, and are issued a copy of the MDOC Inmate Handbook.

Each correctional housing unit has a Case Manager and or Unit Administrator assigned to assist in answering questions, and should be the first points of contact in dealing with any matter concerning an inmate's stay.

### II. CLASSIFICATION (DEFINITION AND INTENT)

Classification – a process by which information is compiled concerning offenders and based upon this information, the housing unit, earned time status, custody level and program placement is determined

#### A. **Objective Classification System**

1. Each inmate will be scored using the Objective Classification system during initial classification to establish a custody rating.
2. This custody rating is based upon an assessment of items that are scored on a numerical scale.
3. An inmate may be reassessed using the Objective Classification reclassification assessment to review and update his custody rating throughout his incarceration by the MDOC. The purpose of the reassessment process is to ensure the inmate is placed in the least restrictive environment while ensuring public safety and the security of the institutions, staff, and all inmates.
4. The Initial Classification Hearing Officer will recommend each inmate a custody level and classification status. The Director of Classification or designee will approve or disapprove the recommendation from the Initial Classification Case Manager.

#### B. **Classification Criteria**

The Initial Classification Hearing Officer shall use the following criteria to assign each inmate a classification level:

- Nature of offense and surrounding circumstances;
- Behavior and attitude following arrest and prior commitments;
- Sentence data;
- Prior criminal history and NCIC;
- Personal and social factors;
- Adjustments to incarceration;
- Evaluations and recommendations;
- Security requirements;

#### C. **Custody Designations**

All privileges, to include level of supervision within and outside of the institution, access to programs, activities, jobs, canteen, visits, and telephone, are based on the inmate's custody level.

##### **Minimum Custody**

This is a custody which affords the inmates a more relaxed atmosphere and an extension of privileges. Minimum custody requires the ability to work satisfactorily with minimum supervision or security control. Minimum custody inmates will be placed in one of the following statuses.

- Community Minimum Status has the least security and supervision required of an inmate, and usually this type of inmate works in the community.
- Non-Community Minimum Status has the least security and supervision required of an institutionalized inmate, and usually this type custody is housed under minimum security circumstances and may participate in activities on institutional grounds without direct staff supervision. Off grounds, the inmate must be supervised by trained correctional staff.

**Medium Custody**

This is a custody where the inmate has displayed a desire to be considered responsible and presents a moderate risk. Medium custody inmates are housed in a medium security correctional facility and must be under direct/constant armed correctional supervision when engaging in activities outside the perimeter of the correctional facility. Inmates are permitted to move about the housing unit or security work area, but are to be within direct observation of correctional staff.

**Close Custody**

Close custody required close supervision where the inmate must be under positive security control at all times. Offenders assigned to close custody in general population will be confined to a security cell or dormitory style unit and housed with same custody offenders.

**Death Row**

Inmates committed to the MDOC under a sentence of death and are housed in a facility/unit deemed appropriate by the MDOC Commissioner.

Death Row status requires the highest level of custody supervision available. Inmates in this status are precluded from assignment to a principal custody designation.