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**RESOURCE GUIDE**

**FOR FAMILIES, FRIENDS, AND  
ADVOCATES OF PEOPLE INSIDE  
MICHIGAN DEPARTMENT OF  
CORRECTIONS (MDOC)**

**JULY 2012**

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# **INTRODUCTION AND WELCOME**

**Thank you for accessing our Resource Guide!**

**We are Citizens for Prison Reform, and we seek to support you on your journey with a loved one on the inside in the MDOC.**

**You may feel alone and unsure of how to navigate the prison system, but we are here to help you break through the stigma and become a more effective advocate for your loved one. The information, links, and resources you will find in this guide will help you support yourself and your loved one.**

**Our monthly meetings are on the 3<sup>rd</sup> Saturday of each month at West Lansing Church of Christ, 5505 W. St. Joseph Hwy., Lansing, Michigan. Please check our website ([www.micpr.org](http://www.micpr.org)) for updated meeting information.**

**Please contact us at [citizensforprisonreform@yahoo.com](mailto:citizensforprisonreform@yahoo.com) or 269-339-0606 with questions or comments. Also, contact us at this e-mail address to start receiving our informational e-mails. There are hyperlinks throughout this document that will take you to important forms and documents.**

**As Helen Keller said:**

**Alone we can do so little,  
together we can do so much.**

**In addition, from Dr. Martin Luther King, Jr.:**

**Our lives begin to end the day we become silent about things that matter.**

**Injustice anywhere is a threat to justice everywhere.**

# GENERAL INFORMATION

The Michigan Department of Corrections is the branch of the state government responsible for management and administration of Michigan prisons. In nearly every possible area of administration, there is a Policy Directive that describes the Department's official policy regarding a problem you may be encountering. Policy Directives are available online at [www.michigan.gov/corrections](http://www.michigan.gov/corrections). This guide also provides direct links to other Policy Directives of interest.

**The MDOC can be contacted at: (517) 335-1426. Their address is:**

Department of Corrections  
Grandview Plaza Building  
206 East Michigan Ave., PO Box 30003  
Lansing, MI 48909

## **Upon Entry to the MDOC:**

All important documents of an inmate should be kept in a safe place by someone on the outside. This includes their Pre-sentence Investigation Report, any photo ID, birth certificate, passport, certificates, work history, or anything that would be significant for a possible parole hearing or re-entering the community.



# ADDRESSES AND PHONE NUMBERS OF MICHIGAN DOC FACILITIES

**Alger Correctional Facility (LMF)**  
N6141 Industrial Park Drive  
Munising, MI 49862  
(906) 387-5000

**Baraga Correctional Facility (AMF)**  
13924 Wadaga Road  
Baraga, MI 49908  
(906) 353-7070

**Bellamy Creek Correctional Facility (IBC)**  
1727 West Bluewater Hwy  
Ionia, MI 48846  
(616) 527-2510

**Boyer Road Correctional Facility (OTF)**  
10274 Boyer Road  
Carson City, MI 48811  
(989) 584-3941

**Carson City Correctional Facility (DRF)**  
10274 Boyer Road  
Carson City, MI 48811  
(989) 584-3941

**Central Michigan Correctional Facility (STF)**  
320 N. Hubbard  
St. Louis, MI 48880  
(989) 681-6668

**Charles Egeler Reception & Guidance Center (RGC)**  
3855 Cooper St.  
Jackson, MI 49201  
(517) 780-5600

**Chippewa Correctional Facility (URF)**  
4269 W. M-80  
Kincheloe, MI 49784  
(906) 495-2275

**Cooper Street Correctional Facility (JCS)**  
3100 Cooper St.  
Jackson, MI 49201  
(517) 780-6175

**Earnest C. Brooks Correctional Facility (LRF)**  
2500 S. Sheridan Drive  
Muskegon Heights, MI 49444  
(231) 773-9200

**G. Robert Cotton Correctional Facility (JCF)**  
3500 N. Elm Road  
Jackson, MI 49201  
(517) 780-5000

**Gus Harrison Correctional Facility (ARF)**  
2727 E. Beecher St  
Adrian, MI 49221  
(517) 265-3900

**Ionia Correctional Facility (ICF)**  
1576 W. Bluewater Highway  
Ionia, MI 48846  
(616) 527-6331

**Kinross Correctional Facility (KCF)**  
16770 S. Watertower Drive  
Kincheloe, MI 49788  
(906) 495-2282

**Lakeland Correctional Facility (LCF)**  
141 First St.  
Coldwater, MI 49036  
(517) 278-6942

**Macomb Correctional Facility (MRF)**  
34625 26 Mile Rd.  
New Haven, MI 48048  
(586) 749-4900

**Marquette Branch Prison (MBP)**  
1960 U.S. Hwy. 41 South  
Marquette, MI 49855  
(906) 226-6531

**Michigan Reformatory (RMI)**  
1342 W. Main  
Ionia, MI 48846  
(616) 527-2500

**Mound Correctional Facility (NRF)**  
17601 Mound Road  
Detroit, MI 48212  
(313) 368-8300

**Parr Highway Correctional Facility (ATF)**  
2727 East Beecher St.  
Adrian, MI 49221  
(517) 263-3500

**St. Lewis Correctional Facility (SLF)**  
8585 N. Croswell Road  
St. Louis, MI 48880  
(989) 681-6444

**Muskegon Correctional Facility (MCF)**  
2400 S. Sheridan Drive  
Muskegon, MI 49442  
(231) 773-3201

**Pugsley Correctional Facility (MPF)**  
7401 East Walton Road  
Kingsley, MI 49649  
(231) 263-5253

**Thumb Correctional Facility (TCF)**  
3225 John Conley Drive  
Lapeer, MI 48446  
(810) 667- 2045

**Newberry Correctional Facility (NCF)**  
3001 Newberry Avenue  
Newberry, MI 49868  
(906) 293-6200

**Richard A. Handlon Correctional Facility (MTU)**  
1728 Bluewater Highway  
Ionia, MI 48846  
(616) 527-3100

**West Shoreline Correctional Facility (MTF)**  
2500 S. Sheridan Drive  
Muskegon Heights, MI 49444  
(231) 773- 9200

**Oaks Correctional Facility (ECF)**  
1500 Caberfae Highway  
Manistee, MI 49660  
(231) 723-8272

**Ryan Correctional Facility (RRF)**  
17600 Ryan Road  
Detroit, MI 48212  
(313) 368-3200

**Women's Huron Valley Correctional Facility (WHV)**  
3201 Bemis Road  
Yipsilanti, MI 48197  
(734) 572-9900

**Ojibway Correctional Facility (OCF)**  
N 5704 Ojibway Road  
Marenisco, MI 49947  
(906) 787-2217

**Saginaw Correctional Facility (SRF)**  
9625 Pierce Rd.  
Freeland, MI 48623  
(989) 695-9880

**Woodland Center Correctional Facility (WCC)**  
9306 E. M-36  
Whitmore Lake, MI 48189  
(734) 449-3320

**Parnall Correctional Facility (SMT)**  
1780 E. Parnall  
Jackson, MI 49201  
(517) 780-6004

**Special Alternative Incarceration Facility (SAI)**  
18901 Waterloo Rd.  
Chelsea, MI 48118  
(734) 475-1368

Additional up-to-date information on each institution can be found at the link below

**[http://www.michigan.gov/corrections/0,4551,7-119-1381\\_1385---.00.html](http://www.michigan.gov/corrections/0,4551,7-119-1381_1385---.00.html)**

## ONLINE PEOPLE LOOKUP

To find a prisoner, if you are unaware of their location, please visit:

**<http://mdocweb.state.mi.us/OTIS2/otis2.html>**

To find the phone numbers and e-mail addresses for MDOC or other State of Michigan Employees use this website:

**<http://www.state.mi.us/dit/directory.aspx>**

**\* Please note: You need to know at least the first letter of a staff member's first name and the last name in order to conduct a proper search. The more information you are able to enter narrows the search to make it easier.**

It is also possible that not all employees are listed. There are benefits to e-mailing questions and brief concerns rather than by phone and it can be easier for the staff, however, it is imperative that you be courteous, respectful, stick to facts and state the questions you have regarding your loved one's care.

Always record the name of whom you spoke with on the phone. Creating a log book is helpful - keep a record of conversations, moves, and any significant incident. When in-person, note the name tag information.

# POLICIES RELATING TO NEW INMATES

## PRISONER RECEPTION AND GUIDANCE CENTERS

All male and female offenders who are sentenced to prison are taken first to a receiving area or "reception and guidance center" where they are tested, evaluated and classified to the institution to which they will eventually be sent. The receiving process normally takes about 10 days, but prisoners frequently remain in reception units three to five weeks longer while they wait for a cell in the particular prison to which they have been assigned.



There are two reception areas in the Michigan prison system. The Charles Egeler Reception and Guidance Center, located at the former State Prison of Southern Michigan, is where men over the age of 17, and male parole violators, are sent. Male prisoners sentenced in the U.P. will be received at Marquette Branch Prison, and transferred to the appropriate reception facility as soon as possible. Women are received at the Women's Huron Valley Correctional Facility. For more information, please see:

[http://www.michigan.gov/corrections/0,1607.7-119-9741\\_9742---.00.html](http://www.michigan.gov/corrections/0,1607.7-119-9741_9742---.00.html)

## **PRISONER ORIENTATION**

Prisoners shall receive an orientation upon arrival at a Correctional Facilities Administration (CFA) facility as set forth in an MDOC Policy Directive. The Orientation shall be provided to prisoners within one week after arrival at the facility unless unavailable (e.g., out on writ; hospitalized); in such cases, orientation shall be provided as soon as possible after they become available. The policy directive lists what should be provided in an orientation and states that an orientation must be unique to the prisoner's segregation unit or security level.

**For more information, please view the policy directive at:**

**[http://www.michigan.gov/documents/corrections/04\\_01\\_140\\_181110\\_7.pdf](http://www.michigan.gov/documents/corrections/04_01_140_181110_7.pdf)**

## **PRISONER TREATMENT POLICY**

Standards exist for the humane treatment of prisoners and for the provision of decent living conditions.

This Policy Directive on humane treatment can be found at:

**[http://www.michigan.gov/documents/corrections/03\\_03\\_130\\_270875\\_7.pdf](http://www.michigan.gov/documents/corrections/03_03_130_270875_7.pdf)**

## **PRISONER GUIDEBOOK**

At every prison the Correctional Facilities Administration (CFA) is to provide each prisoner in general population, protective segregation or a reception facility a Prisoner Guidebook containing information regarding Department policies and institutional procedures. Most prisons have outdated Guidebooks, due to the cost of paper and ever-changing Policy Directives and operating procedures. All facilities have posted rules and a Master Guide of Operating Procedures in the Prison Library.



To view a version of the guidebook prisoners receive visit:

**<http://www.scribd.com/doc/97140874/Prisoner-Guide-Book>**

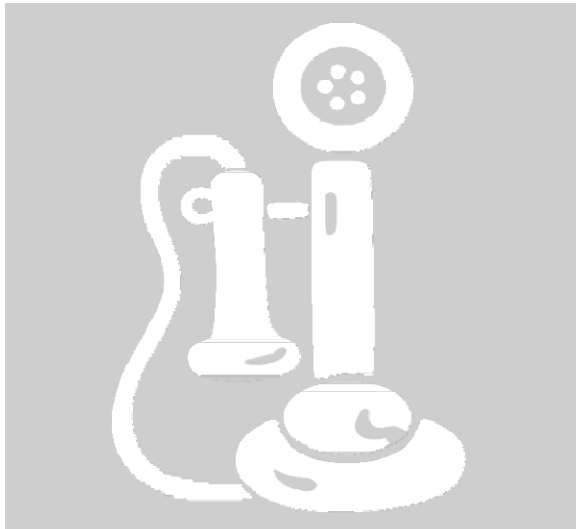
The Policy Directive regarding the guidebook can be viewed at:

**[http://www.michigan.gov/documents/corrections/04\\_01\\_130\\_181107\\_7.pdf](http://www.michigan.gov/documents/corrections/04_01_130_181107_7.pdf)**

## **PRISONER RELEASE OF INFORMATION**

Upon entry into MDOC, and upon movement to a new facility, a prisoner should request to sign a “Release of Information” form, which will give the individual they request the right to obtain their medical and mental health condition. This is generally signed for a period of 6 months or 1 year. Currently this form is not uniform throughout the facilities. This would be done through medical or mental health staff, putting in a kite (request) for such. Ask if there are any additional forms that will be required if a loved one needs access to information.

# INMATE SERVICES



## PHONE SERVICES

Phone service is set up through PCS telephone services. Inmates can purchase phone time on a prepaid debit PIN system, call collect (if a phone service allows this) or individuals can set up a prepaid account with a credit card at <http://www.pcstelcom.com/> or calling (855) 466-2832.

**\*\* Please note:** If you set up an online account, on [www.pcstelcom.com](http://www.pcstelcom.com), you can add multiple numbers, without paying an additional fee. For problems with the PCS phone system, the PCS Michigan Call Center can be contacted at (855)-466-2832.

If you would like more information on MDOC's policy regarding prisoner phone use and selection of personal phone numbers, please visit:

[http://www.michigan.gov/documents/corrections/12\\_375759\\_7.pdf](http://www.michigan.gov/documents/corrections/12_375759_7.pdf)

## SENDING ITEMS TO INMATES

For the most part, approved property must be purchased by prisoners through the prisoner store. To view the policy on prisoner store please visit:

[http://www.michigan.gov/documents/corrections/0402130\\_375383\\_7.pdf](http://www.michigan.gov/documents/corrections/0402130_375383_7.pdf)

## SENDING MONEY

Funds may be placed into a prisoner's account using JPAY. To use this method you must establish a JPAY account, by visiting [www.jpays.com](http://www.jpays.com) for information on how to open and manage your account. Once your account is created, you may deposit funds into a prisoner's account through any of the following options:

- Online using a credit/debit card through the JPay website (fee for this service)
- By calling JPay at (800) 574-5729, agents are available 24 hours a day in English and Spanish (fee for this service)
- In person, with cash at the nearest Moneygram Store, located inside Wal-mart and CVS stores. You will need to fill out an express blue form and use Receive Code 6902 (Fee for wiring service)
- Print the JPAY deposit slip from:

<http://www.michigan.gov/corrections/0,4551,7-119--25072--,oo.html>

Obtain the money order and fill out the form and mail it to the address on the deposit form. **This is the least expensive option but takes 5-10 days to post to their account. Money orders are made out to JPAY. It is highly recommended you put the inmate's name and number on the money order as well, in case it is separated from the form.**

To read the MDOC policy on prisoner funds please visit:

[http://www.michigan.gov/documents/corrections/04\\_02\\_105\\_305884\\_7.pdf](http://www.michigan.gov/documents/corrections/04_02_105_305884_7.pdf)



## SENDING BOOKS OR MAGAZINES



Books can be sent directly from publishers or approved vendors listed below. Members of the public may purchase allowable books, magazines and other publications, provided the publications are new, not used and are sent directly from an approved internet vendor. **It must state it is NEW from that vendor or from the publisher. No used books or items are allowed.**

Prisoners are not allowed to receive the publication if sold and or mailed by a private individual. It is important to note that you cannot purchase books from the store or ship directly through a local store.

### **Approved internet vendors include:**

Amazon.com

BarnesandNoble.com

EdwardRHamilton.com

Prisonlegalnews.org

SchulerBooks.com

Walmart.com

For MDOC policy on book or magazine rejections please visit:

**[http://www.michigan.gov/documents/corrections/05\\_03\\_118\\_305678\\_7.pdf](http://www.michigan.gov/documents/corrections/05_03_118_305678_7.pdf)**

## SENDING SECUREPAK ITEMS

Family members of prisoners and others in the community may purchase approved items through the “Securepak Program” offered by Keefe. To learn more please visit, [www.michiganpackages.com](http://www.michiganpackages.com)

Securepak: before sending a Securepak, you must know whether your prisoner can receive a package. Also, there are different restrictions based on location. There is a restriction list on the order forms for every prison. [www.michiganpackages.com](http://www.michiganpackages.com)

## SENDING A JPAY E-MAIL

You can send e-mails by going to JPay’s website at [www.jpays.com](http://www.jpays.com). You must have an account for this service and there is a fee for using this service. Prisoners can send responses using this service for a fee on their end as well.

**\* Please note: Prisoners can only respond to someone who has sent them a message through JPAY.** If the prisoner is on Loss of Privileges, they may not be able to receive JPAY mail at all facilities.

For more information on MDOC’s policy regarding electronic communication please visit: [http://www.michigan.gov/documents/corrections/3\\_375744\\_7.pdf](http://www.michigan.gov/documents/corrections/3_375744_7.pdf)

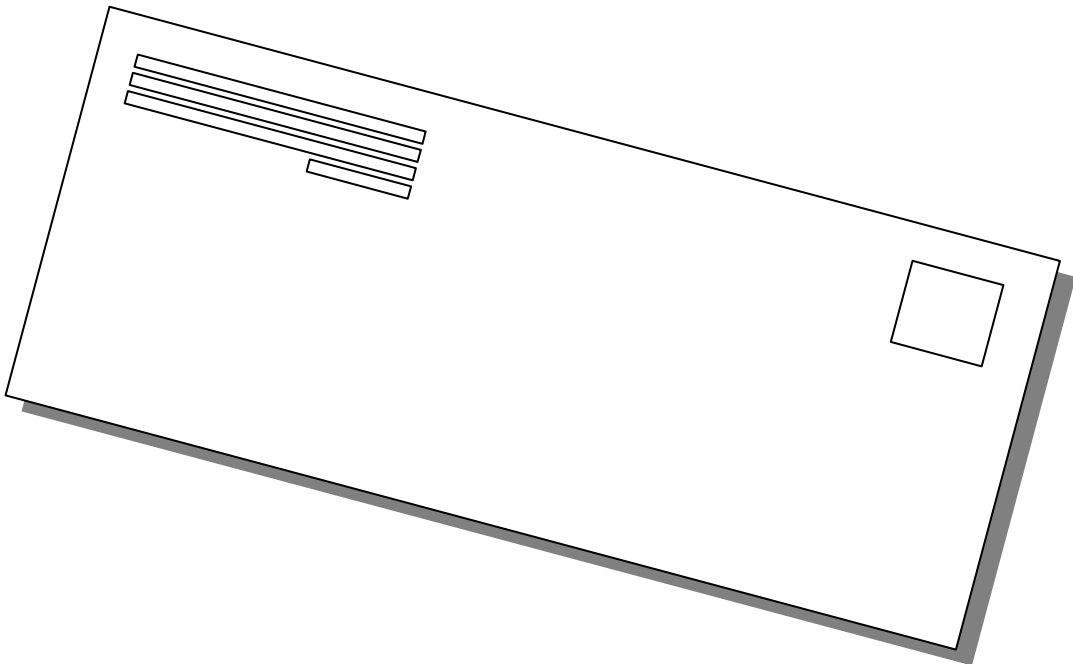
## SENDING MAIL

Writing to a prisoner through US mail must include the address of the facility where the prisoner is located as well as the offender's name and MDOC number. If you do not know this information, you can search the OTIS Database, located on MDOC's website. MDOC's policy on written communications can also be found on the website:

**<http://www.michigan.gov/corrections/0,4551,7-119--25071--,00.html>**

An example of how to address a letter can also be found on the above website. Below is an example:

John A. Smith, #987654  
Michigan Correctional Facility 1234 Prison Street  
Anytown, MI 49201



# VISITATION

A prisoner must complete a Visitor List, identifying immediate family members and only 10 other visitors.

All of these persons on the prisoner list must then complete the Visiting Application.

This must be completed and sent back to the facility in which they are located for approval before you are allowed to visit. The application can also be found at:



**[Click here: http://www.michigan.gov/documents/corrections/CAJ-103\\_MDOC\\_Visiting\\_Application\\_222547\\_7.pdf](http://www.michigan.gov/documents/corrections/CAJ-103_MDOC_Visiting_Application_222547_7.pdf)**

**For information on transportation assistance please visit:**  
Click here: Prisoner Visitor Transportation

**<http://www.prisoneradvocacy.org/resources/transportation.shtml>**

## **VISITATION GUIDELINES**

Make sure to print and review the Visiting Standards document for important rules and regulations regarding such things as: days and times, dress codes, holiday visits, etc.

This document is available at:

**[http://www.michigan.gov/documents/corrections/Visiting\\_Standards - 2007\\_209112\\_7.doc](http://www.michigan.gov/documents/corrections/Visiting_Standards_-_2007_209112_7.doc)**

**\*Please note: Each prison may set its own visiting standards.**

**It is highly recommended you call each prison to determine their restrictions and verify your loved one may have a visit before *making a trip to the facility*.**

- Ask about restrictions as they do vary between prisons and not all are listed in the MDOC Visiting Standards document.

## **WHILE AT THE PRISON TO VISIT**

Memo Regarding Medication during visits:

**<http://www.scribd.com/doc/96018418>**

### **Comment Cards**

There are to be comment postcards that you may fill out. They are in the waiting area by the front desk. You may wish to compliment staff, or express your concerns. They are postage paid and can be dropped off in the mailbox once you leave the prison. You may remain anonymous. If they are not out, you can ask for one from the Officer at the front desk.

## Vending Machines

An outside contracted company, not MDOC, controls the vending machines and its supplies. It is not the same company for the entire state.

If you lose money at the vending machines at the prison, you must fill out a loss of money slip at the front desk when you leave the visiting room. The vending machine company is supposed to refund your money upon completion of the slip via mail. If there are other problems, such as a lack of supplies or condiments you can mention this to prison staff.

However, if your concerns are not addressed, you may wish to consider contacting the manager of the vending company. Currently, one of the contracting companies for prisons in lower eastern Michigan is AVI FoodSystems. They can be contacted at **(330) 372-6000**.

**\*Please note:** Work is being done to obtain the full list of contracted companies. This guide will be updated when this information is obtained.



# GRIEVANCES

## FILING A GRIEVANCE

Prisoners and parolees shall be provided with an effective method of seeking redress for alleged violations of policy and procedure or unsatisfactory conditions of confinement.

Complaints filed by prisoners regarding grievable issues as defined in the policy directive outlined below serve to exhaust a prisoner's administrative remedies only when filed as a grievance through all three steps of the grievance process in compliance with the policy.

The policy can be found at:

**[http://www.michigan.gov/documents/corrections/03\\_02\\_130\\_200872\\_7.pdf](http://www.michigan.gov/documents/corrections/03_02_130_200872_7.pdf)**

American Friends Service Committee (prisoner advocacy organization) has a simplified version of the grievance procedure that is very informative. It can be found at: **<http://www.scribd.com/doc/96019030/AFSC-Grievance-Mem>**

## FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Any person can request a copy of a Central Office file or records on a prisoner, parolee or probationer who is:

- currently under the supervision of the MDOC
- or was under the supervision of the MDOC within the past five years

There will be a fee for processing these records. Certain records are moved to Central Office such as hearing packets, misconducts, critical incident reports. You would need to complete a FOIA request document to obtain those records. Your loved one may also have to sign a statement giving you permission to access these records. You would need to send a FOIA request and the permission form to the Coordinator at Central Office.

**Other records will be at the prison where the prisoner is located currently.**

These would be Mental Health or Medical Health records. There is a specific form that must be used to obtain these records. This is the form that would need to be sent into the prisoner to complete, unless you have legal guardianship

**Prisoner Record Medical and Mental Health Disclosure/Release Form:**  
**<http://www.scribd.com/doc/96019283>**

The FOIA Coordinator will send your request on to the facility if the records you are seeking are located at the facility your loved one is at, rather than Central Office.

**\*Please note:** Your loved one may need to write up permission to release records for FOIA in addition to signing the form for Medical/Mental Health Records. Documents that give you the right to their records may include guardianship documentation, court power of attorney, or any other legal standing document.





**The following page contains a sample FOIA form.** You should try to be specific with the type of information you are requesting and should include dates.

Your address

Your city, state, and zip code

Date

FOIA Coordinator

Address of Institution OR Michigan Department of Corrections

City/State/Zip OR PO Box 30003 Lansing, MI 48909

Dear FOIA Coordinator:

Pursuant to the Michigan Freedom of Information Act, MCLA 15.231 et. seq., I am requesting copies of the following records:

The critical incident report describing an incident that involved John Doe 111111 and Rudy Roe 222222 that occurred March 22, 2007 at approximately 10:30 a.m. at the Muskegon Correctional Facility.

Please contact me with the cost of processing the above request and forward the records to me at the above address.

Sincerely,

Your Signature

Your Name

A request to the central office can be sent to:

FOIA Coordinator

Michigan Department of Corrections

PO Box 30003

Lansing, MI 48909

## **OMBUDSMAN'S OFFICE**

If you have concerns about a specific individual or about general policy in an institution, you can contact this agency. The Ombudsman's is a legislative oversight body to report back to the legislative body on the Department of Corrections. The office may conduct investigations and works to resolve issues within the department. You can learn more about this agency at:

**<http://council.legislature.mi.gov/lco.html>**

They may be contacted at (517) 373-8573 or at **[ombudsman@legislature.mi.gov](mailto:ombudsman@legislature.mi.gov)**

You can also view MDOC's policy on the Ombudsman office at:

**[http://www.michigan.gov/documents/corrections/03\\_02\\_135\\_343214\\_7.pdf](http://www.michigan.gov/documents/corrections/03_02_135_343214_7.pdf)**

## **DISCIPLINARY PROCEEDINGS**

Disciplinary sanctions may be imposed against prisoners for rule violations. A prisoner charged with misconduct (ticket) is to be given the right to be present at the misconduct hearing. 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.

For the detailed policy on disciplinary proceedings please view the link below:

**[http://www.michigan.gov/documents/corrections/0303105\\_382060\\_7.pdf](http://www.michigan.gov/documents/corrections/0303105_382060_7.pdf)**

# PAROLE

Information on parole, commutation and clemency processes can be found on MDOC's website, following the link below. It is recommended that before attending a parole hearing families learn more about the parole process and the parole board members.



**[http://www.michigan.gov/corrections/0,4551.7-119-1435\\_11601---.00.html](http://www.michigan.gov/corrections/0,4551.7-119-1435_11601---.00.html)**

Below is a helpful booklet prepared by American Friends that describes the parole process. It also has information on how prisoners and families and friends can prepare for the parole interview.

**[www.prisoneradvocacy.org/resources/brochures/parole\\_booklet\\_4th\\_ed.pdf](http://www.prisoneradvocacy.org/resources/brochures/parole_booklet_4th_ed.pdf)**

Additional documents that may be useful:

**FOIA document with specific information on how to file, etc.**

**<http://www.scribd.com/doc/98304178/FOIA-Specific-Info>**

Executive order about Parole Board

**<http://www.scribd.com/doc/98304315/Executive-Order>**

# MEDICAL AND MENTAL HEALTH SERVICES



## GENERAL HEALTH CARE

Currently, MDOC arranges for and administers medically necessary health care to approximately 50,000 prisoners annually at 40 correctional facilities, 10 camps, and 2 Re-Entry centers. Health care services are provided to prisoners using a standard of medically necessary care in accordance with court decisions, legislation, accepted correctional and health care standards, and MDOC policies and procedures.

More information can be found at:

**[http://www.michigan.gov/corrections/0,4551,7-119-9741\\_11776---,00.html](http://www.michigan.gov/corrections/0,4551,7-119-9741_11776---,00.html)**

Due to the confidential nature of health information, your loved one will need to fill out a kite request to sign a Release of Information. More information can be found on page 6 in this Resource Guide. This should be done so that you may communicate directly with those in charge of your loved one's mental and medical health care. Custody is not allowed to give out information about a loved one's medical or mental health condition due to HIPPA laws.

The Department's Bureau of Health Care Services may also address and respond to any concerns if you are unable to get answers directly from the medical or mental health staff at the facility. Their number is (517) 373-3629, and e-mail address is **[MDOCQAO-communications@michigan.gov](mailto:MDOCQAO-communications@michigan.gov)**

## **DURABLE POWER OF ATTORNEY INFORMATION**

### **Advanced Directives for Health Care Prisoners Policy:**

**[http://www.michigan.gov/documents/corrections/03\\_04\\_107\\_180942\\_7.pdf](http://www.michigan.gov/documents/corrections/03_04_107_180942_7.pdf)**

We recommend you send in the documents below for your loved one to review and discuss prior to calling the facility to set up arrangements for these documents to be signed and witnessed. Make sure you leave with a copy. It is recommended you then mail a copy to MDOC Central Office for their files, as well as back into the Unit, and the Warden of the facility. These forms below are unique and for within the Department of Corrections only.

### **You will need the following forms:**

#### **MDOC Durable Power of Attorney Designation Form:**

**<http://www.scribd.com/doc/94581100/Durable-Power-of-Attorney>**

#### **MDOC Acceptance as a Prisoner Advocate Form:**

**<http://www.scribd.com/doc/96018923>**

## **RECIPIENT RIGHTS OFFICER**

Every prisoner who is diagnosed with a mental illness by the prison is to receive a mental health rights booklet. If an inmate feels their rights are being violated, there is a form in the booklet for them to fill out, where they can request to see the Recipient Rights Officer. The form can also be found at:

**<http://www.scribd.com/doc/96019305/Recipient-Rights-Request-Form>**

The Recipient Rights Officer for the mentally ill may be contacted at (734) 434-9534 or **[vettewg@michigan.gov](mailto:vettewg@michigan.gov)**

## **SEGREGATION POLICY**

**Below is MDOC's policy on segregation for those with mental illness:**

**[http://www.michigan.gov/documents/corrections/0406182\\_342182\\_7.pdf](http://www.michigan.gov/documents/corrections/0406182_342182_7.pdf)**

## **BUREAU OF HEALTH – CENTRAL OFFICE COMMUNICATION**

The Bureau of Health is located in Central Office in Lansing. If you feel your concerns are not being addressed at the prison level regarding medical or mental health, you may e-mail MDOC's Central Office for Bureau of Health at

**[MDOCQAO-communications@michigan.gov](mailto:MDOCQAO-communications@michigan.gov)**

Please be sure to include the full name of the prisoner and/or a prisoner number when sending information.

## MENTAL HEALTH SERVICES



The Department of Corrections (DOC) provides prison-based mental health services to prisoners with mental or behavioral disorders housed in reception centers, general population, or segregation units. Psychological Services Units (PSU's), located at each prison, are operated by the MDOC's Bureau of Health Care Services.

If you need to obtain mental health records, please read on. These records will be at the prison where the prisoner is located currently. These would be Mental Health or Medical Health records. There is a specific form that must be used to obtain these records. This is the form that would need to be sent into the prisoner to complete, unless you have legal guardianship.

**Prisoner Record Medical/Mental Health Disclosure/Release Form:**  
<http://www.scribd.com/doc/96019283>

**More information on these services can be found at:**  
[http://www.michigan.gov/corrections/0,4551,7-119-9741\\_9744---,00.html](http://www.michigan.gov/corrections/0,4551,7-119-9741_9744---,00.html)

**AND Guidebook is available at:**  
<http://www.scribd.com/doc/96017545>

**MDOC's Policy Directive on mental health treatment can be found at:**  
[http://www.michigan.gov/documents/corrections/04\\_06\\_180\\_181150\\_7.pdf](http://www.michigan.gov/documents/corrections/04_06_180_181150_7.pdf)

# ADDITIONAL INFORMATION

Michigan Compiled Laws, Administrative Rules, and SOAHR Rules regarding corrections and county jails:

Click the link to see the listings of categories:

**[http://www.michigan.gov/dleg/0,1607,7-154-10576\\_35738\\_5698-118524--,00.html](http://www.michigan.gov/dleg/0,1607,7-154-10576_35738_5698-118524--,00.html)**



## ADVOCACY ORGANIZATIONS

**American Friends Service Committee (AFSC) [www.prisoneradvocacy.org](http://www.prisoneradvocacy.org)**

This is a service of the Michigan Criminal Justice Program of the American Friends Service Committee. Their work is rooted in an advocacy and community-organizing model. They help people in prison and their loved ones with their individual problems and provide them with tools to help them become strong advocates for themselves. They can be reached at: (734) 761-8283 or the Director Natalie Holbrook or Pete Martel can be reached at **[Holbrook@afsc.org](mailto:Holbrook@afsc.org)**

A booklet produced by the group is helpful in gaining basic information on advocating on a prisoner's behalf. It can be found at: **<http://www.scribd.com/doc/96018997>**



## **Citizens Alliance on Prisons and Public Spending (CAPPS)**

**[www.capps-mi.org](http://www.capps-mi.org)**

The Citizens Alliance on Prisons and Public Spending, a non-profit public policy organization, is concerned about Michigan's excessive use of punitive strategies rather than preventive ones to deal with crime and its impact on our quality of life. It informs policymakers, advocacy groups, affected communities and the general public about these issues through numerous means, including a website, a newsletter, research reports, legislative testimony and speaking appearances. A Prisoner newsletter is available.

## **Humanity for Prisoners**

**[www.humanityforprisoners.org](http://www.humanityforprisoners.org)**

Hands-on, one-on-one advocacy for prisoners dealing with health issues, death and dying, mental health, and parole and commutation. Focuses only on cases in the State of Michigan. The Director, Doug Tjapkes, can be reached at: **[thedouger@chartermi.net](mailto:thedouger@chartermi.net)**.

## **Michigan Council on Crime and Delinquency (MCCD)**

**[www.miccd.org](http://www.miccd.org)**

MCCD partners with Michigan's citizens and leaders to develop a comprehensive strategy to crime and delinquency. MCCD is involved mainly in policy change through legislation.

## **Michigan- Citizens United for Rehabilitation of Errants (MI-CURE)**

**(no website)**

**MI-CURE, PO Box 2736, Kalamazoo, MI 49003-2736 [kayperry@aol.com](mailto:kayperry@aol.com)**

Citizens United for Rehabilitation of Errants (CURE) is a grassroots organization. It became a national organization in 1985. We believe that prisons should be used only for those who absolutely must be incarcerated and that those who are incarcerated should have all of the resources they need to turn their lives around. A prisoner newsletter is available

## **MDOC FREQUENTLY ASKED QUESTIONS**

On the MDOC website there is a drop down menu that answers many questions. The drop-down menu is located on the main page at [www.michigan.gov/corrections](http://www.michigan.gov/corrections).

## **LEGAL ASSISTANCE**

If you would like to get a legal consultation on prisoner rights or on your individual case, the following organizations may be of assistance:

**Michigan Protection and Advocacy Services**

<http://www.mpas.org/HomePage.asp>

**(517) 487-1755**

**Michigan State University College of Law Civil Rights Clinic**

<http://www.law.msu.edu/clinics/civil/index.html>

**(517) 336-8088**

**University of Michigan Law Clinic**

<http://www.law.umich.edu/clinical/pages/default.aspx>

**(734) 764-1358**

**Cooley Law School- Clinic**

<http://www.cooley.edu/clinics/innocence.htm>

**(517) 371-5140**

**Michigan State Appellate Defender Office**

<http://www.sado.org/SADO/Office/Lansing>

**(517) 334-6069**

**American Civil Liberties Union of Michigan**

<http://www.aclumich.org/>

**(517) 484-3176**

## **LEGISLATORS**

Legislators can be helpful in seeking information regarding the corrections system. They are also crucial to bringing forward change in MDOC policy.

### **Find your Representative:**

**<http://www.house.mi.gov/mhrpublic/>**

### **Find Your Senator:**

**<http://www.senate.michigan.gov/fysenator/fysenator.htm>**

# HOW TO CONTACT CITIZENS FOR PRISON REFORM

Michigan Citizens for Prison Reform seeks to support, empower, and unify prisoners, loved ones and concerned citizens to bring quality humane treatment for all those incarcerated.

The group seeks to provide accurate information that will encourage education of our fellow citizens, communities, and elected officials.

The organization believes that effective accountability will promote safer prisons, safer public, and economical cost savings.

We hold monthly loved ones' meetings at the West Lansing Church of Christ, 5505 W.St. Joseph Hwy., Lansing, Michigan. They are on the 3<sup>rd</sup> Saturday of the month. Please check our website prior to the meeting to verify the correct location.

## **Contact us at:**

P.O. Box 80414

Lansing, MI 48908

TELEPHONE: (269) 339-0606

E-MAIL: [\*\*citizensforprisonreform@yahoo.com\*\*](mailto:citizensforprisonreform@yahoo.com)

BLOG: [\*\*citizensforprisonreform.blogspot.com\*\*](http://citizensforprisonreform.blogspot.com)

WEBSITE: [\*\*www.micpr.org\*\*](http://www.micpr.org)

FACEBOOK: [\*\*http://www.facebook.com/pages/Citizens-for-Prison-Reform/171253319587634\*\*](http://www.facebook.com/pages/Citizens-for-Prison-Reform/171253319587634)

TWITTER: [\*\*http://www.twitter.com/MichiganCPR\*\*](http://www.twitter.com/MichiganCPR)



# DISCLAIMER

This handbook was produced by members of Michigan Citizens for Prison Reform to serve as a guide for families, friends, and advocates who have little information about the Michigan correctional system. All information was obtained from Michigan Department of Corrections' website and other credible sources. Information was also gathered from the insight and experiences of several members of Michigan Citizens for Prison Reform who have loved ones in the system. The organization takes no responsibility for missing, incomplete, or inaccurate information.