

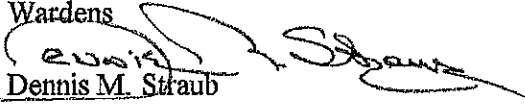
MICHIGAN DEPARTMENT OF CORRECTIONS

"Expecting Excellence Every Day"

MEMORANDUM

DATE: November 18, 2010

TO: Wardens

FROM: 
Dennis M. Straub
Correctional Facilities Administration

SUBJECT: Michigan Supreme Court Case *In re Mason*

In May of 2010, the Michigan Supreme Court decided in the case of *In re Mason* that the Michigan Department of Human Services (DHS) must make reasonable efforts to reunify a family; the ruling specifically addresses child welfare cases involving an incarcerated parent.

The ruling provided that:

- An incarcerated parent must be given the opportunity to participate via telephone in every court hearing of a child protection proceeding.
- The incarcerated parent is to be permitted to participate via telephone in Permanency Planning Conferences (PPC) which involve the removal of the child from a home, termination of parental rights, return a child to a home or the appointment of a guardian.
- The incarcerated parent must be permitted to participate in the development of a case service plan with DHS; this may be done by letter.
- The incarcerated parent shall also be allowed to participate in services which are available at the facility where s/he is housed. (DHS and private agencies will not provide services in our facilities.)
- Incarcerated parents must be allowed reasonable parenting time through phone, letter and/or in-person visitation.

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In order to accommodate this ruling for those prisoner's who have minor children which are the subject of a Child Welfare case, we must insure that the MDOC does not put up any barriers in this process and for the most part most, if not all of you, are already participating and accommodating in these cases.

As a means of up-dating all of you, this should include:

- The prisoner parent must be permitted to participate in court hearings via the telephone.
- The prisoner parent must be permitted to participate via telephone with Permanency Planning Conferences when requested by DHS. (There will be a minimum of one of these PPCs for each case, possibly more.)
- If we have programs in our facilities which will help improve the parenting skills of the prisoner, we must permit the prisoner to participate in the program(s).

Your assistance in identifying a staff member to serve as a DHS contact for child welfare cases involving prisoners confined to your facility is requested. This person will be responsible for coordinating telephone hearings and conferences, and verifying prisoner completion of MDOC Programming. Please provide, to Norma Killough of this office, the contact person for your facility no later than November 30, 2010.

Thank you.

Attachment

- c: Regional Prison Administrators
R. Stapleton, OLA
M. Wallace, OLA
T. Miller, Children's Services Administration

Michigan Department of Corrections - Facility Contacts for Child Welfare Cases Involving Prisoners			
Alger	Ann Barsch	Barschar@michigan.gov	906-387-5000 ext. 1111
Baraga	Janet Ansell	Anselljt@michigan.gov	906-353-7070 ext. 1111
	Joanne G. Clement (Backup)	CLEMENJG@michigan.gov	906-353-7070
Bellamy Creek	Robbin Bell	Bellrm@michigan.gov	616-527-2510 ext. 1104
Brooks, Earnest C.	John Fager	Fagerjm@michigan.gov	231-773-9200 ext. 1822
Carson City	Jacque Koenigsknecht	KoenigJL@michigan.gov	989-584-3941
Central Michigan	Robert Ault	aultrj@michigan.gov	989-681-8008
Chippewa	Tracy Schroeder	SCHROETJ@michigan.gov	906-495-2275
	Barbra Storey (Backup)	STOREYBA@michigan.gov	906-495-2275
	Tina Sawyer (Backup)	sawyertj@michigan.gov	906-495-2275
Cooper Street	Scott Portt	PorttSD@michigan.gov	517-780-6175
Cotton, G. Robert	Tracy Crawford	CrawfoTL@michigan.gov	517-780-5000
Crane, Florence	DeWayne Burton	BURTONDL@michigan.gov	517-279-9165
Egeler, Charles E.	Gordon MacLane	MACLANGH@michigan.gov	517-780-5600
	Paul Slagter (Backup)	SLAGTEPJ@michigan.gov	517-780-5600
Handlon, Richard A.	Ron McComb	McCombRL@michigan.gov	616-527-3100
	Tammy Watkins (Backup)	WatkinTS@michigan.gov	616-527-3100
Harrison, Gus	Karl D. Wright	WRIGHTKD@michigan.gov	517- 265-3900
Huron Valley-Womens	Gloria Frodyma	Frodymag@michigan.gov	734- 572-9900
	Wendy Lane (Backup)	lanewc@michigan.gov	734-572-9900
Ionia Maximum	Roger Groves	GROVESRO@michigan.gov	616-527-6331
	Aaron Vroman (Backup)	Vromanaj@michigan.gov	616-527-6331
Kinross	Kim Atkinson	ATKINSKA@michigan.gov	906-495-2282
Lakeland	Bonita Hoffner	HOFFNEBJ@michigan.gov	517-278-6942
Macomb	Erika Bell	bellet@michigan.gov	586-749-4900 ext.102
	Ava McBride (Backup)	McBrideA@michigan.gov	586-749-4900
Marquette Branch	Sarah Schroder	SCHROESK@michigan.gov	906-226-6531
Michigan Reformatory	Scott Yokom	Yokomsm@michigan.gov	616-527-2500 ext. 101
Mound	Felipe Perea	PEREAF@michigan.gov	313-368-8300
Newberry	Jerry Carnes	CARNESJD@michigan.gov	906- 293-6200
Oaks	Susan C. Norton	NORTONSC1@michigan.gov	231-723-8272 ext. 3254
Ojibway	Michelle (Micki) Sorensen	sorens1@michigan.gov	906-787-2217
Parnall	Julie Rudolph.	RudolphJ@michigan.gov	517-780-6004
Pugsley	Eric Smith	SMITHED@michigan.gov	231-263-5253
Ryan	Shirley Gordon	gordonsa1@michigan.gov	313-368-3200
Saginaw	Ed Rosek	ROSEKEG@michigan.gov	989-695-9880, ext. 1110
Special Alternative Incarceration	Mike Winters	WINTERFM@michigan.gov	734-475-1368
St. Louis	Kristin VanHaften	VanHafKL@michigan.gov	989-681-6444
Thumb	Kevin Smith	SMITHKR@michigan.gov	810-667-2045
West Shoreline	John Fager	Fagerjm@michigan.gov	231-773-9200 ext.1822
Woodland	Eric Thompson	THOMPSEH@michigan.gov	734-449-3081

How can I receive calls from a prisoner?

The telephone contract now allows for prisoner calls to cell phones using debit or prepaid service. Three avenues exist to accept a collect call from a MDOC facility:

1. A person's local business phone company has a billing agreement with EMBARQ. In this scenario, the person would be charged on his or her monthly phone bill.
2. A person can set up a prepaid account with Correctional Billings Services. (CBS). CBS can be contacted at 1-800-844-6591. As long as the person has money on the prepaid account, collect calls would be routed to their telephone instead of being blocked.
3. A debit telephone system where a person can send money to a prisoner. The prisoner can then have that money applied to his or her debit account. The call operates as a collect call, but the prisoner's debit account is charged for the call, not the person receiving the call. The first deposit into the account must be at least \$20 and increments of \$5 thereafter (e.g. \$25, \$30, \$35, etc).

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How can I send electronic messages to a prisoner?

Effective **February 16, 2009**, family members and others may send electronic messages to prisoners through *JPay*.

The Michigan Department of Corrections will allow inbound electronic correspondence to prisoners from family members and others who have established an account with *JPay*. To establish an account, please visit <http://www.jpays.com/>.

The customer (family member or other) will have to purchase "stamps" or a subscription through *JPay* in order to send electronic messages.

- All mail is electronically scanned by *JPay* for security issues and then sent to the Michigan Department of Corrections where it is reviewed again prior to being released to the prisoner.
- Prisoners will receive a printed copy of the electronic message.

Please see [Director's Office Memorandum 2009-9](#) : *Electronic Messages and Fund Transfers* for more information.

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How do I have a prisoner call me?

The prisoner must complete and sign a Telephone Agreement and Number List - Monitor and Record Form (CAJ-370), identifying no more than 20 names and the telephone numbers of who could be called. With exceptions, prisoners may change this list in June and December.

The 20 names are for 20 individuals, regardless of whether they have the same telephone number.

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How do I send U.S. mail to a prisoner?

Below is an **EXAMPLE** of how to address a letter to a prisoner. You must use 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 the offender's MDOC number and/or address, try searching the OTIS database.

The address below is an example only.

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

Per policy, mail is considered any written, typed or printed communication of information, including magazines, catalogs, books and photographs. Stamps, stickers, and similar items do not communicate information and thus are not considered mail for purposes of this policy even if delivered through the mail.

Mail shall be prohibited if it is a threat to the security, good order, or discipline of the facility, may facilitate or encourage criminal activity, or may interfere with the rehabilitation of the prisoner which includes: Mail violating federal or state law, mail violating postal regulations, mail containing physical contraband, which is defined as any property that a prisoner is not specifically authorized to possess or that is from an unauthorized source, mail containing a criminal plan or conspiracy, mail containing threats, mail addressed to anyone who has objected to receiving mail from the prisoner sending the mail, mail describing or depicting sexual acts or nude photographs, and/or mail for the purpose of operating a business enterprise from within the facility.

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How do I visit a prisoner?

The prisoner must complete a *Visitor List* form (CAJ-334) identifying immediate family members* and not more than 10 other potential visitors. Those persons the prisoner has placed on his/her visiting list must complete a Visiting Application (CAJ-103) to request approval to visit. The Visiting Application must be submitted in advance to allow for review of the Application. **INCLUDING A SELF-ADDRESSED-STAMPED ENVELOPE WHEN THE APPLICATION IS RETURNED WILL ENSURE THAT THE PROPOSED VISITOR IS PROVIDED NOTIFICATION OF HIS/HER APPROVAL OR DENIAL TO VISIT. NO VISITS WILL BE ALLOWED WITHOUT THIS APPROVAL.**

*Immediate Family Member: A grandparent, parent, stepparent, spouse, mother-in-law, father-in-law, child, step-child, grandchild, sibling, half-sibling, stepbrother and stepsister. An aunt or uncle may be included if adequate verification is provided that they served as a surrogate parent. If there is inadequate documentation in the prisoner's file to confirm this relationship, the prisoner or family member will be required to provide the documentation necessary to adequately confirm the relationship.

A proposed visitor shall be approved for placement on the prisoner's approved visitors list if all of the following criteria are met:

1. The proposed visitor is not subject to a current visitor restriction.
2. The proposed visitor is not a prisoner or a former prisoner in any jurisdiction. However, prisoner or former prisoner who is an immediate family member may be placed on the prisoner's approved visitors list with prior approval of the Warden of the facility where the visit will occur.
3. The proposed visitor is not on parole or probation in any jurisdiction as a result of a felony conviction. However, a parolee or probationer who is an immediate family member may be placed on the prisoner's approved visitors list with prior approval of the Warden of the facility where the visit will occur and written approval of the supervising field agent.
4. The person is 18 years of age or older, an emancipated minor, or the minor child, stepchild, grandchild, sibling, step-sibling or half-sibling of the prisoner. However, a minor child, stepchild, grandchild, sibling, step-sibling or half-sibling of the prisoner shall not be approved for placement on the prisoner's approved visitors list under any of the following circumstances.
 - a. The Department is notified that there is a court order prohibiting visits between the minor child and prisoner;
 - b. The Department is notified that the parental rights of the prisoner for his/her child have been terminated;
 - c. The prisoner has been convicted of child abuse, criminal sexual conduct or any other assaultive or violent behavior against the minor or sibling of the minor unless an exception has been granted by the Director upon request of the warden. The warden will be notified in writing if an exception is granted.
5. The proposed visitor is not on another prisoner's approved visitors list except as an immediate family member. In other words, a visitor may be on the list of all prisoners who are immediate family members, but only on the list of one prisoner who is not an immediate family member.
6. If the proposed visitor is a Department employee, s/he may visit only as set forth in the Employee Handbook.
7. If the proposed visitor is a volunteer, s/he may visit only as set forth in Policy Directive 03.02.105 "Volunteer Program".

Notwithstanding the above, the warden may deny placement of anyone on a prisoner's approved visitor list for the safety or security of the facility, protection of the public, previous violations of visiting room rules by the proposed visitor or for other reasonable cause as determined by the warden.

Prisoner Education

Mission:

To facilitate the transition from prison to the community by assisting prisoners in the development of their academic, workplace, and social competencies through effective and cost-efficient programs.

General Information:

Upon arrival, all prisoners are sent to the Charles Egeler Reception and Guidance Center . During the intake process, prisoner educational experiences are verified. Prisoner's must provide verifiable documentation as to high school or GED certification. If the prisoner does not have a high school diploma or GED certificate, the prisoner must enroll in Prisoner Education as soon as possible after arrival. The Test of Adult Basic Education (TABE) is administered to determine placement and progress in ABE/GED classes. Prisoners who refuse to attend Adult Basic Education (ABE) or GED classes may be subject to sanction, room restriction, indigent pay forfeiture, loss of "good" time, and/or negative parole consideration.

For those prisoners who have a high school diploma or GED, a vocational interest and aptitude test is administered. The test is used to help prisoners decide on career goals and to choose a vocational trade program offered through Career and Technical Education.

Notice: It is the policy of the MDOC to not discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, or marital status in its programs, services, or activities.

[Employment Readiness](#)

[Academics](#)

[Career and Technical Education](#)

□

Psychological Services Units

Psychological Services Units (PSU's) provide prison-based mental health services to prisoners with mental or behavioral disorders housed in reception centers, general population, or segregation units. These services, located in all DOC prisons, include (a) identification and referral of mentally ill, developmentally disabled and other special needs prisoners and (b) delivery of individual and group therapy, behavior management and offender rehabilitation programs (e.g., for sex offenders, assaultive offenders and developmentally disabled offenders). Prisoners determined by PSU staff to meet admission criteria for the CMHP are referred for evaluation and treatment.