Submitted by Sue Tolick

NUMBER EFFECTIVE DATE PD-DWA-45.12 September 1, 1981 MICHIGAN DEPT. OF CORRECTIONS SUPERSEDES NO. New DATED POLICY DIRECTIVE GUIDELINES FOR COMMUTATION RECOMMENDATIONS 1 of 4

APPLICATION:

All residents serving life sentences and those serving longindeterminate sentences who are not eligible for special parole consideration or release under the provisions of the "Lifer Law (MCLA 791.234, paragraph 4)."

POLICY:

Commutation is a form of clemency granted by the Governor where justice calls for mitigation of sentence. Such mitigation may be warranted because of a terminal or totally disabling and irreversible medical condition, because of the extraordinary sevenity of some individual sentences, or because of extraordinary accomplishment during incarceration. Commutation is not a routine mechanism of release to be used when other means of mitigation of sentence are available.

In the past only those prisoners serving for Murder in the First Degree were denied the possibility of any consideration for special parole or "Lifer Law" release, and the volume of commutations was, therefore, not great. Now that commutation is the only avenue of mitigation for virtually all persons arriving in prisons with long terms, the burden of commutation review will be much greater. This increase in volume makes it incumbent that guidelines be established to expedite review of these cases; however, a final decision to recommend commutation remains solely with the Parole Board.

While it is not feasible to construct guidelines which will cover all conceivable cases, those promulgated herein will apply to all but a few of the cases for whom commutation review is justified by virtue of meritorious prison performance and who are serving life and extraordinarily long-indeterminate sentences.

These guidelines shall be the basis for referring most cases to the Governor with a recommendation for commutation. It must be recognized that the final decision as to whether commutation shall be granted on each individual case rests solely with the Governor.

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The guidelines cover residents serving life or long-indeterminate Sentences who are not eligible for special parole consideration or release under the "Lifer Law" and who are serving for offenses of homicide, robbery, or sexual assault. These three crime groups cover the impority of offenders whose terms are of such length that commutation may be indicated.

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BUREAU/INST. NUMBER

SUPERSEDES NO. New

Notification and Appeal:

By the effective date of this policy, the policy and the copies of the guideline score sheets and grids shall be published in the penal press of each facility or otherwise made available to all residents serving for one of the crime groups covered by the guidelines and who also meet the criteria in the application sentence of this policy; this is done so they may be aware of their own probable status with respect to commutation recommendations.

If any resident feels that his or her guideline score has not been correctly computed, he or she may request an administrative hearing under Rule 310 on the matter. Disagreement with the year values inserted in the cells of the guideline grids, or with the particular items or item weights shown on the guideline score sheets, is not a basis for review.

Revision of the Guidelines:

The Parole Board may at any future time revise the guidelines or grids as it deems appropriate, but any resident who has already entered the system and received a recommendation date under one form of the guidelines may not have that date delayed by any later revision of this kind.

AUTHORITY:

MCL 791.202, .204, .206, .232, .244. Corrections Commission, March 11, 1981.

APPROVED:

MAY - 6 1981

Date

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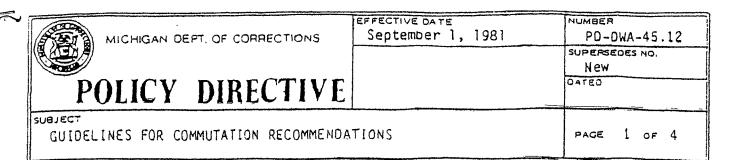
Edward S. Turner, Chairman

Michigan Parole Board

Date

PMJ:EST:WLK:ks

5/6/81



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Exception From the Guidelines:

In some cases, the circumstances surrounding the offense or the offender's past history may be such that a recommendation for commutation based on the guidelines will not be made, because the deep and lasting impact on the community is 30 great that release would shock the public conscience, or because these circumstances suggest to the Board at the time of review that the offender may never be safely released. Where such cases occur, the Board will, prisoner a written statement to the effect that it does not expect to use these guidelines in making a recommendation in his or her case, and will include the reasons therefore.

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(3) Irreversible and totally disabling, or terminal medical conditions may result in a recommendation of commutation in cases not covered or not yet eligible under the guidelines when the Board determines that such release would not jeopardize the public safety and is in the best interest of and concerned.

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- (1) Extremely serious and/or persistent misconduct shall disqualify a prisoner from consideration under this policy.
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APPROVED:

MAY - 5 1981

Date

Edward S. Turner, Cha

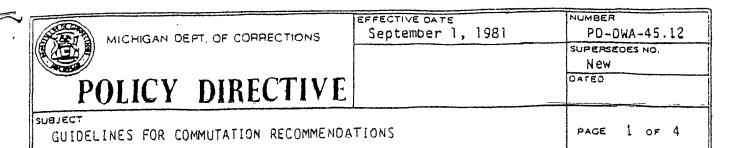
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AUTHORITY:

MCL 791.202, .204, .206, .232, .244. Corrections Commission, March 11, 1981.

APPROVED:

Perry M. Johnson, Director

MAY - 6 1981

Date

Edward S. Turner, Chairman

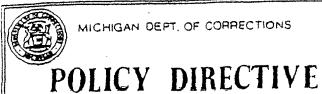
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SUBJECT

GUIDELINES FOR COMMUTATION RECOMMENDATIONS

PAGE 1 OF 4

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MICHIGAN DEPT, OF CORRECTIONS

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Implementation:

PULLUT DIRECTLYE

Procedures will be developed by the reception centers, the various institutions, and the Parole Board for the scoring and review of cases meeting the above criteria. Cases serving life terms and Proposal "B" cases with minimum terms of five years or longer already in the system as of the effective date should be scored and screened by the institutions by January I, 1982; all new arrivals coming under the guidelines should be scored and screened while in the reception process. Residents will be given copies of their score sheets as they are completed, but must be advised that these are subject to Parole Board review.

September 1, 1981

PO-0WA-45.12

PAGE 4 OF 4

BUREAU/INST. NUMBER

SUPERSEDES NO.

New

Notification and Appeal:

By the effective date of this policy, the policy and the copies of the guideline score sheets and grids shall be published in the penal press of each facility or otherwise made available to all residents serving for one of the crime groups covered by the guidelines and who also meet the criteria in the application sentence of this policy; this is done so they may be aware of their own probable status with respect to commutation recommendations.

If any resident feels that his or her guideline score has not been correctly computed, he or she may request an administrative hearing under Rule 310 on the matter. Disagreement with the year values inserted in the cells of the guideline grids, or with the particular items or item weights shown on the guideline score sheets, is not a basis for review.

Revision of the Guidelines:

The Parole Board may at any future time revise the guidelines or grids as it deems appropriate, but any resident who has already entered the system and received a recommendation date under one form of the guidelines may not have that date delayed by any later revision of this kind.

AUTHORITY:

MCL 791.202, .204, .206, .232, .244. Corrections Commission, March 11, 1981.

APPROVED:

MAY - 6 1981

Date

Turner,

MAY - 6 1981

Date

Michigan Parole Board

PMJ:EST:WLK:ks

5/6/81

MICHIGAN DEPARTMENT OF CORRECTIONS

OPERATING PROCEDURE

EFFECTIVE OATE NUMBER 8-1-84 01.01.123-H

SUPERSEDES

OP-DWA-45.05 (5-25-82)

AUTHORITY

PD 01.01.123; PD-DWA-45.12

PAGE 1 OF 4

SUBJECT

COMMUTATION AND LONG TERM INTERVIEW, REPORT AND REVIEW GUIDELINES

I. FORMS USED:

CSO-452 a/b/c, Commutation and Long-Term Release Guidelines

CAX-116, Parole Board Hearing Comments CAX-114A, Notice of Action/Parole Board

II. INFORMATION:

- PD-DWA-45.12 provides for completion of commutation guideline grids and recommendations by the Parole Board for commutation of sentence if the guideline score is confirmed by a majority of the Parole Board membership. This procedure is necessary to develop a comprehensive formula for report preparation, interview schedules, guideline confirmation or non-confirmation, and subsequent interviews.
- B. This procedure applies to all prisoners serving sentences in the following categories:
 - 1. Murder First Degree
 - Life terms other than Murder First Degree
 - Long indeterminate sentence with 10 (ten) calendar years or more to be served.
- C. Prisoners in the above categories are eligible for an initial interview after the service of 4 (four) calendar years with subsequent interviews every 2 (two) years thereafter.
- D. An initial progress report will be requested on Murder First Degree cases prior to the fourth interview (about the 10th year served). All other initial progress reports will be requested prior to the third interview (about the 8th year served). Updated progress reports for all categories will be requested 6 (six) years after the initial report and every 6 (six) years thereafter. A Board member may request a report earlier than the normal schedule.
- E. While PD-DWA-45.12 does not apply to all cases in "2" and "3" as listed above, the Parole Board does intend to use the commutation guidelines to assist in the decision to recommend special parole consideration or consideration for the Lifer Law process as provided for in MCL 791.234.

III. PROCEDURE

WHO

DOES WHAT

RUM/Counselor or Designate

1. Completes applicable commutation guidelines grid and distributes as follows:

DOCUMENT TYPE OPERATING PROCEDURE		8-1-84	NUMBER		
			01.01.123-H	PAGE 2 OF 4	
<u>wно</u>	DO	ES WHAT			
RUM/Counselor or Designate		a. white copy - b. canary copy - c. pink copy - d. goldenrod copy -	Parole Board Counselor File Record Office File Prisoner		
Data Processing Division	2.	Generates for the Parole Board a monthly listing of lifers and long indeterminates who have just completed 4 (four) calendar years and are due an initial interview.			
	3.	Generates for the Parole Board a monthly listing of lifers and long indeterming who have previously been interviewed and issued Codes 91 through 95 with months existing between the next action date and official date, and are due a rounterview.			
	4.	Generates for the Parole Board and each institution a monthly listing of lifers a long indeterminates who have previously been interviewed and issued Codes through 95 with 4 months existing between the next action date and official date, a a progress report and routine interview are due.			
Parole Board Member or Designate	5.	which prisoners no longer have 10 (ten) calendar years to serve, and are therefore not properly identified as long indeterminate cases.			
	6.				
	7.	Notifies prisoners who have issuing a Notice of Action a	been removed from the long ind Code 96.	ndeterminate category by	
Parole Board Secretary	8.	Provides the Case Compile is not needed and are ready	er with a listing of those cases y to be scheduled for an inter	where a progress report view.	
RUM/Counselor or Designate	9.	Prepares the report request	ted in Step 4 as follows:		
or besignate		a. Initial progress report	ts to include sections covering	j :	
		Official version	of the instant offense.		
		2. Offender's vers	sion of the instant offense.		
		3. Prior criminal h	nistory.		
		4. Institutional adj	justment and accomplishmen	ts.	
		5. Any medical/ps	sychiatric contacts/problems.		
		6. Release plans/			
		7. Commutation g	uideline grid (if not previously	completed.)	

DOCUMENT TYPE		EFFECTIV		NUMBER			
OPERATING PROCED	ROCEDURE		4	01.01.123-H	PAGE 4 OF 4		
		<u></u>			PAGE 4 OF 4		
	200	CC 1441	A T				
<u>who</u>	<u>00</u>	ES WH	AL				
Parole Board Members	20.	offic inter	ial date and a next a view is due and the r	of Parole Board Action to the prisoner. The notice will contain an and a next action date. The official date will reflect when the next e and the next action date will reflect desired future handling (see . This applies to the following codes:			
		a.	Codes 91 - Long necessary OR decis	Indeterminate, and 92 - Lif sion on score deferred)	er Law (Commutation not		
		b.	Code 93 - Murder F	irst Degree (Decision on sco	re deferred)		
		C.	Code 94 - Commuta	ation score confirmed			
		d.	Code 95 - Commuta	ition score unconfirmed			
		Code the c	96 indicates an LID i urrent minimum.	s removed from category. Be	oth action dates will reflect		
Parole Board Secretary	21.	Enter	s appropriate code or	n CMIS with indicated next ac	tion date and official date.		
Parole Board Member	22.	Refer unde	s case to the Administration the Lifer Law or com	trative Assistant for processin mutation procedure.	ng toward a public hearing		
Administrative Assistant	23.	Proce	esses the case receive	ed in Step 22 as provided for	in MCL 791.234.		
Data Processing Division	24.	Gene	Generates monthly listings as described in Steps 2, 3 and 4.				
Appropriate Parole Board and Institutional Staff	25.	Repe	at Steps 5 through 23.				
APPROVED:	Perry	M. Joh	nson /s/	Marine Marine Marine Marine	7-16-84		
	Репу	M. Joh	nson, Acting Director		Date		

MICHIGAN DEPARTMENT OF CORRECTIONS

OPERATING PROCEDURE

OP-DWA-45.05 (5-25-82)

EFFECTIVE DATE

8-1-84

PAGE

SUPERSEDES

SUBJECT

COMMUTATION AND LONG TERM INTERVIEW, REPORT AND REVIEW GUIDELINES

AUTHORITY PD 01.01.123; PD-DWA-45.12

NUMBER

4

01.01.123-H

I. FORMS USED:

CSO-452 a/b/c, Commutation and Long-Term Release Guidelines

CAX-116, Parole Board Hearing Comments CAX-114A, Notice of Action/Parole Board

II. INFORMATION:

- PD+DWA-45.12 provides for completion of commutation guideline grids and recommendations by the Parole Board for commutation of sentence if the guideline score is confirmed by a majority of the Parole Board membership. This procedure is necessary to develop a comprehensive formula for report preparation, interview schedules, guideline confirmation or non-confirmation, and subsequent interviews.
- This procedure applies to all prisoners serving sentences in the following categories: В.
 - 1. Murder First Degree
 - Life terms other than Murder First Degree
 - Long indeterminate sentence with 10 (ten) calendar years or more to be 3.
- Prisoners in the above categories are eligible for an initial interview after the service C. of 4 (four) calendar years with subsequent interviews every 2 (two) years thereafter.
- An initial progress report will be requested on Murder First Degree cases prior to the D. fourth interview (about the 10th year served). All other initial progress reports will be requested prior to the third interview (about the 8th year served). Updated progress reports for all categories will be requested 6 (six) years after the initial report and every 6 (six) years thereafter. A Board member may request a report earlier than the normal schedule.
- While PD-DWA-45.12 does not apply to all cases in "2" and "3" as listed above, the E. Parole Board does intend to use the commutation guidelines to assist in the decision to recommend special parole consideration or consideration for the Lifer Law process as provided for in MCL 791.234.

III. PROCEDURE

WHO

DOES WHAT

RUM/Counselor or Designate

Completes applicable commutation guidelines grid and distributes as follows: 1.

DOCUMENT TYPE		EFFECTIVE DATE	NUMBER		
OPERATING PROCEDURE		8-1-84	01.01.123-H	PAGE 2 OF 4	
<u>who</u>	DO	ES WHAT			
RUM/Counselor or Designate		a. white copy -b. canary copy -c. pink copy -d. goldenrod copy -	Parole Board Counselor File Record Office File Prisoner		
Data Processing Division	2.	Generates for the Parole who have just completed	Board a monthly listing of life 4 (four) calendar years and a	rs and long indeterminates re due an initial interview.	
	3.	who have previously beer	Board a monthly listing of life n interviewed and issued Coo ne next action date and official	tes 91 through 95 with two	
	4.	long indeterminates who h	Board and each institution a nave previously been interviexisting between the next action interview are due.	wed and issued Codes 91	
Parole Board Member or Designate	5.	Reviews the cases in Cate which prisoners no longer h not properly identified as k	gory "3" who appear on the manage 10 (ten) calendar years to ong indeterminate cases.	onthly listings to determine to serve, and are therefore	
, .	6.	 except where the grid sco 	e long indeterminate category ore is 9 (nine) years or less, corrected date to the minim or review.	and is also less than the	
	7.	Notifies prisoners who have issuing a Notice of Action a	e been removed from the long and Code 96.	indeterminate category by	
Parole Board Secretary	8.	Provides the Case Compile is not needed and are read	er with a listing of those cases by to be scheduled for an inte	s where a progress report rview.	
RUM/Counselor	9.	Prepares the report reques	sted in Step 4 as follows:		
or Designate		a. Initial progress repo	rts to include sections coverin	ıg:	
		Official version	n of the instant offense.		
		2. Offender's ver	rsion of the instant offense.		
		3. Prior criminal	history.		
		4. Institutional ac	fjustment and accomplishmer	nts.	
		5. Any medical/p	sychiatric contacts/problems.		
		6. Release plans.	/detainers.		
		7. Commutation (guideline grid (if not previous)	y completed.)	

•	1					
	DOCUMENT TYPE OPERATING PROCED	OURE	EFFECTIVE CATE 8-1-84		NUMBER 01.01.123-H	PAGE 3 OF 4
•	<u>WHO</u>	<u>DO</u>	ES WHAT			
	RUM/Counsalor or Designate Parole Board Secretary	10.	 b. Updated progress reports to include sections covering: 1. Institutional adjustment and accomplishments since last respectively. 2. Any medical/psychiatric contacts/problems since last respectively. 3. Release plans/detainers. 4. Commutation guideline grid (if not previously completed). Upon receipt of the report requested in Step 4, places report and grid Central Office file. 			nents since last report. Ins since last report. Isly completed). Isly completed in prisoner's
	Case Compiler	11. 12.	Schedules	on.	Compiler to schedule an interview	
	Institutional Staff	13.		•	interview date and procedu	ле.
	Parole Board Member	14. 15.	If an initial in	nterview, issues (onsideration in accordance of Code 91, 92 or 93 with an off flect desired future handling	icial date two years hence
		16.	issues the s	ame code used a s hence, and the	d a full Board review is not in the last Parole Board action extraction date should refle	on. The official date is set
		17.	If a full Boar	n the last Parole	ccur following the current in Board action. No action de reached a decision.	terview, issues the same ates will be issued until a
	Parole Board Secretary	18,	Enters the a	ction in Step 15/	16/17 of CMIS.	
-	Parole Board Members	19.	Discuss case	e under consider	ration.	

DOCUMENT TYPE		EFFECTIVE DATE	NUMBER		
OPERATING PROCEDI	JRE	8-1-84	01.01.123-H	PAGE 4 OF 4	
<u>who</u>	DO	ES WHAT			
Parole Board Members	20.	official date and a n interview is due and	Issue a Notice of Parole Board Action to the prisoner. The notice will contain an official date and a next action date. The official date will reflect when the next interview is due and the next action date will reflect desired future handling (see Steps 3 and 4). This applies to the following codes:		
		a. Codes 91 - L necessary OR	ong Indeterminate, and 92 decision on score deferred)	- Lifer Law (Commutation not	
		b. Code 93 - Mur	der First Degree (Decision on	score deferred)	
		c. Code 94 - Con	nmutation score confirmed		
		d. Code 95 - Com	nmutation score unconfirmed		
		Code 96 indicates an the current minimum.	LID is removed from category	. Both action dates will reflect	
Parole Board Secretary	21.	Enters appropriate co	de on CMIS with indicated nex	त action date and official date.	
Parole Board Member	22.	Refers case to the Adiunder the Lifer Law or	ministrative Assistant for proce commutation procedure.	essing toward a public hearing	
Administrative Assistant	23.	Processes the case re	eceived in Step 22 as provided	for in MCL 791,234.	
Data Processing Division	24.	Generates monthly lis	tings as described in Steps 2,	3 and 4.	
Appropriate Parole Board and Institutional Staff	25.	Repeat Steps 5 throug	gh 23.		
APPROVED:		M. Johnson /s/ M. Johnson, Acting Dir	ector	7-16-84 Date	

MICHIGAN DEPARTMENT OF CORRECTIONS

OPERATING PROCEDURE

SUPERSEDES OP-DWA-45.05 (5-25-82)

EFFECTIVE DATE

8-1-84

PAGE

SUBJECT

COMMUTATION AND LONG TERM INTERVIEW, REPORT AND REVIEW GUIDELINES

АИТНОЯПУ PD 01.01.123; PD-DWA-45.12

NUMBER

4

01.01.123-H

I. FORMS USED:

CSO-452 a/b/c, Commutation and Long-Term Release Guidelines

CAX-116, Parole Board Hearing Comments CAX-114A, Notice of Action/Parole Board

II. INFORMATION:

- A. PD-DWA-45.12 provides for completion of commutation guideline grids and recommendations by the Parole Board for commutation of sentence if the guideline score is confirmed by a majority of the Parole Board membership. This procedure is necessary to develop a comprehensive formula for report preparation, interview schedules, guideline confirmation or non-confirmation, and subsequent interviews.
- B. This procedure applies to all prisoners serving sentences in the following categories:
 - 1. Murder First Degree
 - Life terms other than Murder First Degree
 - Long indeterminate sentence with 10 (ten) calendar years or more to be served.
- C. Prisoners in the above categories are eligible for an initial interview after the service of 4 (four) calendar years with subsequent interviews every 2 (two) years thereafter.
- D. An initial progress report will be requested on Murder First Degree cases prior to the fourth interview (about the 10th year served). All other initial progress reports will be requested prior to the third interview (about the 8th year served). Updated progress reports for all categories will be requested 6 (six) years after the initial report and every 6 (six) years thereafter. A Board member may request a report earlier than the normal schedule.
- E. While PD-DWA-45.12 does not apply to all cases in "2" and "3" as listed above, the Parole Board does intend to use the commutation guidelines to assist in the decision to recommend special parole consideration or consideration for the Lifer Law process as provided for in MCL 791.234.

III. PROCEDURE

WHO

DOES WHAT

RUM/Counselor or Designate

1. Completes applicable commutation guidelines grid and distributes as follows:

the state of the s	DOCUMENT TYPE		EFFECTIVE	MTE.	NUMBER				
	OPERATING PROCEDURE		8-1-84		01.01.123-H	PAGE 2 OF 4			
	WHO	<u>DC</u>	ES WHA	T					
	RUM/Counselor or Designate		a. b. c. d.	white copy - canary copy - pink copy - goldenrod copy -	Parole Board Counselor File Record Office File Prisoner				
	Data Processing Division	2.	Gener who ha	ates for the Parole lave just completed	Board a monthly listing of lifer 4 (four) calendar years and a	s and long indeterminates e due an initial interview.			
		3.	General who ha	ates for the Parole lave previously beer existing between the	Board a monthly listing of lifer n interviewed and issued Cod ne next action date and official	s and long indeterminates			
		4.	through	Generates for the Parole Board and each institution a monthly listing of lifers and long indeterminates who have previously been interviewed and issued Codes 91 through 95 with 4 months existing between the next action date and official date, and a progress report and routine interview are due.					
	Parole Board Member or Designate	5.	Reviews the cases in Category "3" who appear on the monthly listings to determine which prisoners no longer have 10 (ten) calendar years to serve, and are therefore not properly identified as long indeterminate cases.						
	numbe			Minera are dilla 200	long indeterminate category we re is 9 (nine) years or less, a corrected date to the minimum r review.	أأين بالسماليسما			
		7.	Notifies issuing	prisoners who have a Notice of Action a	been removed from the long in nd Code 96.	ndeterminate category by			
Ħ	Parole Board Secretary	8.	Provides is not ne	s the Case Compiler eded and are ready	r with a listing of those cases v to be scheduled for an interv	where a progress report iew.			
:)	RUM/Counselor or Designate	9.	Prepares	s the report request	ed in Step 4 as follows:				
			a. In	itial progress report	s to include sections covering	:			
			1.	Official version	of the instant offense.				
			2,	Offender's vers	ion of the instant offense.				
			3.	Prior criminal hi	story				
			4.	Institutional adju	ustment and accomplishments	s.			
			5.	Any medical/psy	ychiatric contacts/problems.	Į.			
			6.	Release plans/d					
		-	7.	Commutation gu	ideline grid (if not previously o	completed.)			

DOCUMENT TYPE		EFFECTIVE CATE 'NUMBER				
OPERATING PROCEDURE		8-1-84	01.01.123-H	PAGE 4 OF 4		
<u>мно</u>	DO	ES WHAT				
Parole Board Members	20.	Issue a Notice of Parole Board Action to the prisoner. The notice will contain official date and a next action date. The official date will reflect when the interview is due and the next action date will reflect desired future handling (Steps 3 and 4). This applies to the following codes:				
		a. Codes 91 - Long necessary OR dec	Indeterminate, and 92 - Lifi ision on score deferred)	er Law (Commutation not		
		b. Code 93 - Murder	First Degree (Decision on sco	re deferred)		
		c. Code 94 - Commut	ation score confirmed			
		d. Code 95 - Commut	ation score unconfirmed			
		Code 96 indicates an LID the current minimum.	is removed from category. B	oth action dates will reflect		
Parole Board Secretary	21.	Enters appropriate code of	on CMIS with indicated next ac	ction date and official date.		
Parole Board Member	22.	Refers case to the Admini under the Lifer Law or cor	strative Assistant for processing mutation procedure.	ng toward a public hearing		
Administrative Assistant	23.	Processes the case receive	Processes the case received in Step 22 as provided for in MCL 791,234.			
Data Processing Division	24.	Generates monthly listings as described in Steps 2, 3 and 4.				
Appropriate Parole Board and Institutional Staff	25.	Repeat Steps 5 through 2	3.			
APPROVED:	Perry	M. Johnson /s/	Vince Constant	7-16-84		
	Perry	M. Johnson, Acting Directo	ſ	Date		

MICHIGAN DEPARTMENT OF CORRECTIONS OPERATING PROCEDURE EFFECTIVE DATE 8-1-84 01.01.123-H SUPERSEDES OP-DWA-45.05 (5-25-82) AUTHORITY PD 01.01.123; PD-DWA-45.12 PAGE PAGE

I. FORMS USED:

CSO-452 a/b/c, Commutation and Long-Term Release Guidelines

CAX-116, Parole Board Hearing Comments CAX-114A, Notice of Action/Parole Board

II. INFORMATION:

A. PD-DWA-45.12 provides for completion of commutation guideline grids and recommendations by the Parole Board for commutation of sentence if the guideline score is confirmed by a majority of the Parole Board membership. This procedure is necessary to develop a comprehensive formula for report preparation, interview schedules, guideline confirmation or non-confirmation, and subsequent interviews.

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- B. This procedure applies to all prisoners serving sentences in the following categories:
 - Murder First Degree
 - Life terms other than Murder First Degree
 - Long indeterminate sentence with 10 (ten) calendar years or more to be served.
- C. Prisoners in the above categories are eligible for an initial interview after the service of 4 (four) calendar years with subsequent interviews every 2 (two) years thereafter.
- D. An initial progress report will be requested on Murder First Degree cases prior to the fourth interview (about the 10th year served). All other initial progress reports will be requested prior to the third interview (about the 8th year served). Updated progress reports for all categories will be requested 6 (six) years after the initial report and every 6 (six) years thereafter. A Board member may request a report earlier than the normal schedule.
- E. While PD-DWA-45.12 does not apply to all cases in "2" and "3" as listed above, the Parole Board does intend to use the commutation guidelines to assist in the decision to recommend special parole consideration or consideration for the Lifer Law process as provided for in MCL 791.234.

III. PROCEDURE

WHO

DOES WHAT

RUM/Counselor or Designate

Completes applicable commutation guidelines grid and distributes as follows:

DOCUMENT TYPE OPERATING PROCEDURE		8-1-84	NUMBER 01.01.123-H	PAGE 2 OF 4	
WHO	<u>DO</u>	ES WHAT			
RUM/Counselor or Designate		a. white copy - b. canary copy - c. pink copy - d. goldenrod copy	Parole Board Counselor File Record Office File y - Prisoner		
Data Processing Division	2.	Generates for the Par who have just comple	role Board a monthly listing of eted 4 (four) calendar years an	lifers and long indeterminates dare due an initial interview.	
	3.	who have previously	lifers and long indeterminates Codes 91 through 95 with two cial date, and are due a routine		
	4.	. Generates for the Parole Board and each institution a monthly listing long indeterminates who have previously been interviewed and issue through 95 with 4 months existing between the next action date and office a progress report and routine interview are due.			
Parole Board Member or Designate	5.	which prisoners no long	Category "3" who appear on the ger have 10 (ten) calendar yea as long indeterminate cases.	e monthly listings to determine irs to serve, and are therefore	
-	6.	6. Removes the case from the long indeterminate category without a fuexcept where the grid score is 9 (nine) years or less, and is also number of years from the corrected date to the minimum. These referred to the full Board for review.			
	7.	Notifies prisoners who lissuing a Notice of Acti	have been removed from the lo	ing indeterminate category by	
Parole Board Secretary	8.	Provides the Case Con is not needed and are i	npiler with a listing of those ca ready to be scheduled for an ir	ses where a progress report nterview.	
RUM/Counselor	9.	Prepares the report rec	quested in Step 4 as follows:		
or Designate		a. Initial progress re	eports to include sections cove	ering:	
		1. Official ve	rsion of the instant offense.		
		2. Offender's	version of the instant offense.		
		3. Prior crimi	nal history.		
		4. Institutiona	al adjustment and accomplishing	nents,	
		5. Any medic	al/psychiatric contacts/problem	ms.	
		6. Release pl	ans/detainers.		
		7. Commutati	on guideline grid (if not previou	usly completed.)	

	DOCUMENT TYPE OPERATING PROCEDURE		EFFECTIVE DATE	NUMBER				
J)			8-1-84	01.01.123-H	PAGE - OF			
3					PAGE 3 OF 4			
ti.	<u>who</u>	DO	ES WHAT					
	RUM/Counselor or Designate		b. Updated progress r	eports to include sections co	vering:			
	3		1. Institutional a	idjustment and accomplishme	ents since last report.			
			2. Any medical/	psychiatric contacts/problems	s since last report.			
			Release plan	Release plans/detainers.				
				guideline grid (if not previous	•			
	Parole Board Secretary	10.	Upon receipt of the report r Central Office file.	requested in Step 4, places re	eport and grid in prisoner's			
		11.	Refers the file to the Case consideration.	Compiler to schedule an inte	erview with prisoner under			
	Case Compiler	12.	Schedules prisoner under coinstitutional staff of pending	onsideration for an interview a interview.	nd notifies the appropriate			
	Institutional Staff	13.	Advises prisoner of pending	g interview date and procedu	·e.			
	Parole Board Member	14.	Interviews prisoner under co	onsideration in accordance w	ith PD-DWA-45.12.			
		15.	If an initial interview, issues (and a next action date to re	Code 91, 92 or 93 with an offic flect desired future handling (cial date two years hence, see Steps 3 and 4).			
			OR					
		16.	issues the same code used t	d a full Board review is not to in the last Parole Board action next action date should reflect	The official data is cold			
			OR	S. A. Carlotte				
			If a full Board review is to occide used in the last Parole majority of the full Board has	Board action. No action da	erview, issues the same tes will be issued until a			
	Parole Board Secretary	18.	Enters the action in Step 15/	16/17 of CMIS.				
	Parole Board Members	19.	Discuss case under consider	ation.				

DOCUMENT TYPE OPERATING PROCEDURE		EFECTIVE DATE 8-1-84	иимвек 01.01.123-H	PAGE 4 OF 4	
<u>who</u>	DO	ES WHAT			
Parole Board Members	20.	official date and a interview is due ar	Issue a Notice of Parole Board Action to the prisoner. The notice will contain an official date and a next action date. The official date will reflect when the ne interview is due and the next action date will reflect desired future handling (set Steps 3 and 4). This applies to the following codes:		
		a. Codes 91 - necessary C	 Long Indeterminate, and DR decision on score deferre 	92 - Lifer Law (Commutation not	
		b. Code 93 - M	lurder First Degree (Decision	on score deferred)	
		c. Code 94 - Co	ommutation score confirmed		
		d. Code 95 - Co	ommutation score unconfirm	ed	
		Code 96 indicates the current minimum		gory. Both action dates will reflect	
Parole Board Secretary	21.	Enters appropriate	code on CMIS with indicated	I next action date and official date.	
Parole Board Member	22.		Administrative Assistant for poor commutation procedure.	rocessing toward a public hearing	
Administrative Assistant	23.	Processes the case	e received in Step 22 as prov	ided for in MCL 791.234.	
Data Processing Division	24.	Generates monthly	listings as described in Step	s 2, 3 and 4.	
Appropriate Parole Board and Institutional Staff	25.	Repeat Steps 5 thro	ough 23.		
APPROVED:		M. Johnson /s/	***	. 7-16-84	
	Репу	M. Johnson, Acting (Director	Date	

MICHIGAN DEPARTMENT OF CORRECTIONS

OPERATING PROCEDURE

AND REVIEW GUIDELINES

EFFECTIVE DATE NUMBER 8-1-84 01.01.123-H

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SUPERSEDES

OP-DWA-45.05 (5-25-82)

AUTHORITY

PD 01.01.123; PD-DWA-45.12

COMMUTATION AND LONG TERM INTERVIEW, REPORT

PAGE

I. FORMS USED:

SUBJECT

CSO-452 a/b/c, Commutation and Long-Term Release Guidelines

CAX-116, Parole Board Hearing Comments CAX-114A, Notice of Action/Parole Board

II. INFORMATION:

- PD-DWA-45.12 provides for completion of commutation guideline grids and recommendations by the Parole Board for commutation of sentence if the guideline score is confirmed by a majority of the Parole Board membership. This procedure is necessary to develop a comprehensive formula for report preparation, interview schedules, guideline confirmation or non-confirmation, and subsequent interviews.
- This procedure applies to all prisoners serving sentences in the following categories: В.
 - 1. Murder First Degree
 - Life terms other than Murder First Degree 2.
 - Long indeterminate sentence with 10 (ten) calendar years or more to be 3.
- Prisoners in the above categories are eligible for an initial interview after the service G. of 4 (four) calendar years with subsequent interviews every 2 (two) years thereafter.
- An initial progress report will be requested on Murder First Degree cases prior to the D. fourth interview (about the 10th year served). All other initial progress reports will be requested prior to the third interview (about the 8th year served). Updated progress reports for all categories will be requested 6 (six) years after the initial report and every 6 (six) years thereafter. A Board member may request a report earlier than the normal schedule.
- While PD-DWA-45.12 does not apply to all cases in "2" and "3" as listed above, the Parole Board does intend to use the commutation guidelines to assist in the decision to recommend special parole consideration or consideration for the Lifer Law process as provided for in MCL 791.234.

III. PROCEDURE

WHO

DOES WHAT

RUM/Counselor or Designate

Completes applicable commutation guidelines grid and distributes as follows:

DOCUMENT TYPE		EFFECTIVE DATE		NUMBER		
OPERATING PROCEDURE		8-1-84		01.01.123-H	PAGE 2 OF 4	
WHO	DΩ	ES WHAT				
	<u> </u>					
RUM/Counselor or Designate			hite copy - anary copy -	Parole Board Counselor File		
		•	nk copy - oldenrod copy -	Record Office File		
Data Processing	2.	Generates for the Parole Board a monthly listing of lifers and long indeterminate				
Division		who have just completed 4 (four) calendar years and are due an initial interview.				
	3.	Generates for the Parole Board a monthly listing of lifers and long indeterminates who have previously been interviewed and issued Codes 91 through 95 with two months existing between the next action date and official date, and are due a routine interview.				
	4.	Generates for the Parole Board and each institution a monthly listing of lifers and long indeterminates who have previously been interviewed and issued Codes 91 through 95 with 4 months existing between the next action date and official date, and a progress report and routine interview are due.				
Parole Board Member or Designate	5.	Reviews the cases in Category "3" who appear on the monthly listings to determine which prisoners no longer have 10 (ten) calendar years to serve, and are therefore not properly identified as long indeterminate cases.				
	6.	Removes the case from the long indeterminate category without a full Board review except where the grid score is 9 (nine) years or less, and is also less than the number of years from the corrected date to the minimum. These cases will be referred to the full Board for review.				
	7.	Notifies prisoners who have been removed from the long indeterminate category by issuing a Notice of Action and Code 96.				
Parole Board 8. Secretary		Provides the Case Compiler with a listing of those cases where a progress report is not needed and are ready to be scheduled for an interview.				
RUM/Counselor or Designate	9.	Prepares t	he report reques	ted in Step 4 as follows:		
-		a. Initia	al progress repor	ts to include sections covering	g:	
		1.	Official version	of the instant offense.		
		2.	Offender's ven	sion of the instant offense.		
		3.	Prior criminal h	nistory.		
		4.	Institutional ad	justment and accomplishment	ts.	
		5.	Any medical/ps	sychiatric contacts/problems.		
		6.	Release plans/	detainers.		
		7.	Commutation g	uideline grid (if not previously	completed.)	

•	<u> </u>				****		
1	i i		EFFECTIVE CATE 8-1-84	NUMBER 01.01.123-H	PAGE 3 OF 4		
	WHO DOES WHAT						
	RUM/Counselor or Designate		b. Updated progress reports to include sections covering:				
	Or Designate		1. Institution	al adjustment and accomplish	iments since last report.		
			 Any medical/psychiatric contacts/problems since last report. 				
				plans/detainers.	. '		
			4. Commutai	tion guideline grid (if not previ	ously completed).		
	Parole Board 10. Secretary 11.		Upon receipt of the report requested in Step 4, places report and grid in prisoner's Central Office file.				
			Refers the file to the Case Compiler to schedule an interview with prisoner under consideration.				
	Case Compiler	12.	Schedules prisoner unde institutional staff of pend	er consideration for an interview	w and notifies the appropriate		
	Institutional Staff	13.	Advises prisoner of pending interview date and procedure.				
	Parole Board 14 Member		Interviews prisoner under consideration in accordance with PD-DWA-45.12.				
	- स्थाप्ता स्थाप्त स्थाप्त स्थाप्त स्थाप्त स्थापता स्थापता स्थापता स्थापता स्थापता स्थापता स्थापता स्थापता स्थ -	15.	If an initial interview, issues Code 91, 92 or 93 with an official date two years hence, and a next action date to reflect desired future handling (see Steps 3 and 4).				
	·		OR				
		16.	 If previously interviewed and a full Board review is not to take place a issues the same code used in the last Parole Board action. The official for two years hence, and the next action date should reflect desired future (see Steps 3 and 4). 				
			OR				
		17.	If a full Board review is to code used in the last Pa majority of the full Board	to occur following the current role Board action. No action has reached a decision.	interview, issues the same dates will be issued until a		
Į.	Parole Board Secretary	18.	Enters the action in Step	15/16/17 of CMIS.			
	Parole Board Members	19.	Discuss case under cons	ideration,			

DOCUMENT TYPE OPERATING PROCEDURE		8-1-84	NUMBER 01.01.123-H	PAGE 4 OF 4		
WHO	DO	OOES WHAT				
Parole Board Members	official date and interview is due a		role Board Action to the prisonext action date. The official the next action date will refuse applies to the following codes	al date will reflect when the flect desired future handling		
		 a. Codes 91 - Long Indeterminate, and 92 - Lifer Law (Commutation necessary OR decision on score deferred) 				
		b. Code 93 - Mur	rder First Degree (Decision o	on score deferred)		
		c. Code 94 - Con	mmutation score confirmed			
		d. Code 95 - Con	nmutation score unconfirmed	ż		
		Code 96 indicates an the current minimum.	LID is removed from catego	ory. Both action dates will r		
Parole Board Secretary	21.	Enters appropriate code on CMIS with indicated next action date a		ext action date and official		
Parole Board Member	22.	Refers case to the Ad under the Lifer Law o	Iministrative Assistant for pro	cessing toward a public he		
Administrative Assistant	23.	Processes the case received in Step 22 as provided for in MCL 791,234.				
Data Processing Division	24.	Generates monthly listings as described in Steps 2, 3 and 4.				
Appropriate Parole Board and Institutional Staff	25.	Repeat Steps 5 through	gh 23.			

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

EFFECTIVE DATE 12-14-87

PD-DWA-45.12

NUMBER

ACA STANDARDS

GUIDELINES FOR COMMUTATION RECOMMENDAT

OF 3 PAGE

UPERSEDES: PD-DWA-45.

APPLICATION: All prisoners serving Murder First Degree life sentences.

POLICY:

Commutation is a form of clemency granted by the Governor where justice calls for mitigation of sentence. Such mitigation may be warranted because of a terminal or totally disabling and irreversible medical condition, or because of extraordinary accomplishment during incarceration.

Prisoners serving for Murder in the First Degree and certain drug law violations are denied the possibility of any consideration for special parole or "Lifer Law" release. Historically, commutation has been their only avenue of release. A decision to recommend commutation rests solely with the Parole Board.

The quideline shall be the basis for the Board's decision to refer most cases to the Governor with a recommendation for commutation. The final decision as to whether commutation shall be granted on each individual case rests solely with the Governor.

Cases Covered by the Guidelines:

The guidelines cover prisoners serving life for Murder in the First Degree. Prisoners serving mandatory life sentences not subject to parole for drug law violations MCLA 333.7401 and 7403 are not covered by these guidelines. Those prisoners will be considered for possible commutation referral on a case-by-case basis.

Each prisoner serving for Murder First Degree shall have his or her guideline score computed on the basis of the offense and prior criminal record. This score shall then be applied to the commutation grid to determine the number of years to be served before commutation may be recommended.

Exception From the Guideline:

In some cases, the circumstances of the offense or the prisoner's past history may be such that a recommendation for commutation based on the guideline will not be made, because the deep and lasting impact on the community is so great that release would shock the public conscience, or because these circumstances suggest to the Board at the time of review that the 12-14-87

PD-DWA-45.12

PAGE

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offender may never be safely released. Where such cases occur, the Board will, on its first review of the guideline recommendations, give the prisoner a written statement to the effect that it does not expect to use these guidelines in making a recommendation in his or her case and will include the reasons.

Irreversible and totally disabling or terminal medical conditions may result in a recommendation of commutation in cases not yet eligible under the guideline when the Board determines that such release would not jeopardize the public safety and is in the best interest of all concerned.

Modification of Guideline Recommendations by Prison Behavior;

- (1) Extremely serious or persistent misconduct shall disqualify a prisoner from consideration under this policy.
- There must have been no major misconduct guilty finding (2) within one year of consideration for recommendation.
- (3) If at any time during the sentence for which commutation is being considered the prisoner has been found guilty of an assaultive crime by a court of law or by an administrative hearing of an assaultive act which would be a felony if prosecuted, the Board will normally use the date of that act rather than the commitment date to initiate the time period prescribed in the guidelines.

Implementation:

Procedures will be developed by the reception centers, the institutions, and the Parole Board for the scoring and review of

Prisoners will be given copies of their score sheets as they are completed, but must be advised that these are subject to Parole Board review and to the modifications discussed in this policy.

Notification and Appeal:

By the effective date of this policy, the policy and the guideline score sheet and grid shall be published in the penal press of each facility or otherwise made available to all prisoners serving for First Degree Murder; this is done so they may be aware of their own probable status with respect to commutation recommendations.

DUCUMENT TYPE EFFECITVE DATE A 30MUM 12-14-87 PD-DWA-45.12 POLICY DIRECTIVE

> If any prisoner feels that his or her guideline score has not been correctly computed, he or she may request an administrative hearing under R 791.3310. Disagreement with the year values inserted in the cells of the guideline grids, or with the particular items or item weights shown on the guideline score sheets, is not a basis for review.

Revision of the Guideline:

The Parole Board may at any future time revise the quidelines or grid as it deems appropriate, but any prisoner who has already entered the system and received a recommendation date under one form of the guideline may not have that date delayed by any later revision of this kind.

AUTHORITY:

MCLA 24.207(k); 791.202, .204, .232, .244.

Administrative Rule 791.7760

APPROVED:

William J. Hudson, Chairperson

Michigan Parole Board

RB:gs 10/29/87

PREPARED BY: Marvin C. May, Administrative Assistant

Michigan Parole Board

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

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EFFECTIVE DATE

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ACA STANDAROS

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PAGE 1 OF 3

NUMBER

UPERSEDES: PD-DWA-45.

GUIDELINES FOR COMMUTATION RECOMMENDATION

APPLICATION:

All prisoners serving Murder First Degree life sentences.

POLICY:

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POLICY DIRECTIVE 12-14-87 PD-DWA-45.12

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AUTHORITY:

MCLA 24.207(k); 791.202, .204, .232, .244.

Administrative Rule 791,7760

APPROVED:

Robert Brown, Jr Director

Date

11-17-87

3

William J. Hudson, Chairperson

Michigan Parole Board

Date

RB:gs 10/29/87

PREPARED BY: Marvin C. May, Administrative Assistant

Michigan Parole Board

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

12-14-87 ACA STANDARDS

PD-DWA-45,12

NUMBER

UBJECT

GUIDELINES FOR COMMUTATION RECOMMENDATION

PAGE 1 OF 3

UPERSEOES: PD-DWA-45.14 49114817

APPLICATION: All prisoners serving Murder First Degree life sentences.

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DUCUMENT TYPE EFFECITVE DATE NUMBER PAGE 3 POLICY DIRECTIVE 12-14-87 PD-DWA-45.12

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Administrative Rule 791,7760

APPROVED:

Robert Brown,

William J. Hudson, Chairperson

Michigan Parole Board

RB:qs 10/29/87

PREPARED BY: Marvin C. May, Administrative Assistant

Michigan Parole Board

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

12-14-87

1PD-DWA-45.12

OF 3

NUMBER

ACA STANDAROS

EFFECTIVE DATE

UBJECT

GUIDELINES FOR COMMUTATION RECOMMEND

1 PAGE

APPLICATION:

All prisoners serving Murder First Degree life sentences.

POLICY:

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The guideline shall be the basis for the Board's decision to refer most cases to the Governor with a recommendation for commutation. The final decision as to whether commutation shall be granted on each individual case rests solely with the Governor.

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AUTHORITY:

MCLA 24.207(k); 791.202, .204, .232, .244.

Administrative Rule 791,7760

APPROVED:

Robert Brown, Jr., Director

Date

11-17-87

William J. Hudson, Chairperson

Michigan Parole Board

RB:gs 10/29/87

PREPARED BY:

Marvin C. May, Administrative Assistant

Michigan Parole Board

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

12-14-87 ACA STANDAROS

EFFECTIVE DATE

| PO-DWA-45.12

UBJECT

GUIDELINES FOR COMMUTATION RECOMMENDA

OF 3

UPERSEDES: PD-DWA-45.

APPLICATION: All prisoners serving Murder First Degree life sentences.

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OF

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EFFECITVE DATE

HUMBER

POLICY DIRECTIVE

12-14-87

PD-DWA-45.12

PAGE 3

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APPROVED:

Robert Brown,

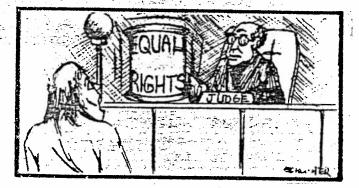
William J. Hudson, Chairperson

Michigan Parole Board

RB:gs 10/29/87

PREPARED BY: Marvin C. May, Administrative Assistant

Michigan Parole Board



Your Rights At Parole Hearing

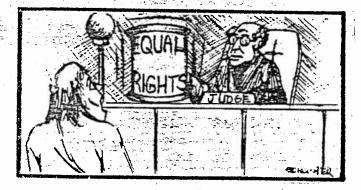
by GUSTAVE JANSSON

1982 PA 314, effective October 15, 1982 has numerous benefits for persons servingprison terms with a minimum sentence longer than 4 calendar years. MCL 791.234 and 791.234(a) provides a parole board interview for any person who has served 4 calendar years of the sentence. Also, persons serving life sentences, other than for murder in the first degree are covered under this statute. MCF 791.244 for the first time mandates that persons serving for murder in the first degree shall also receive a parole board interview after service of 4 calendar years. Under MCL 791.234(d) persons serving proposal B sentences, who are not eligible for release prior to the expiration of the minimum may now be considered for commutation, pardon or reprieve under the new law.

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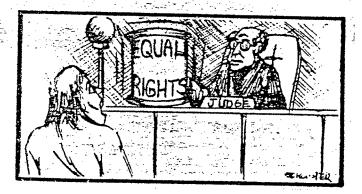
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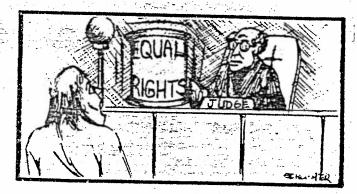
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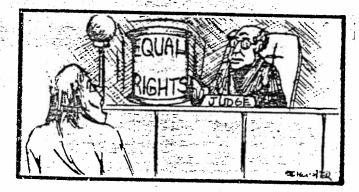
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HOUSE OF REPRESENTATIVES STATE OF MICHIGAN

Ed Vaughn

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CONSTITUTIONAL AND
CIVIL RIGHTS, CHAIR
AGRICULTURE AND FORESTRY,
VICE CHAIR
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TEL.: (313) 858-0345



The Circuit Court

for the Sixth Judicial Circuit Court

1200 N TELEGRAPH RD DEPT 404 PONTIAC MI 48341-0404

JUDITH K. CUNNINGHAM, J.D. COURT A DMINISTRATORUJUDICIAL ASSISTANT

RECEIVED FOR FILING

MARGARET G. HORENSTEIN, J.BAKI

93 JUL -6 ATT:11

July 2, 1993

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RIS

John A Polick #144798 MACOMB REGIONAL FACILITY PO Box 480999 New Haven, Michigan 48048-0999

Re: 75-25524-FY

Dear John A Polick:

This is in response to your letter received June 22, 1993.

According to Record Retention, there are steno notes for the motions heard on January 27, 1976 and October 13, 1976. The Court Reporter has retired and is living in Florida. I have contact another Court Reporter to see if she is interested in transcribing the motions for you. Within the next couple of weeks she will review the notes to see if they are readable to her and let me know. If she can not, I will contact the Reporter in Florida. I should be able to give you either a Court Reporter to contact or an estimate of cost by the end of July for the two motions indicated above.

Your hearing from February 17, 1976 has already been transcribed and you received a copy, sent November 6, 1991.

Very truly yours,

Judith K. Cunningham
Court Administrator

Judicial Assistant

JKC/dc

cc: Judge Cooper



The Circuit Court

for the Sixth Judicial Circuit Court

OFFICE OF THE COURT ADMINISTRATOR

1200 N TELEGRAPH RD DEPT 404 PONTIAC MI 48341-0404

September 10, 1996

Mr. John Polick # 144798 P.O. Box 480999 New Haven, MI 48048-0999

Mr. Polick:

Re:

People v Polick

Case Number 75-25524-FY

This letter will serve to advise you that we cannot provide you with transcripts of the oral argument on your motions before Judge Ziem on January 27, 1976 and October 13, 1976.

The State Court Administrative Office has developed a record retention and record disposal schedule that our Circuit Court follows. According to General Schedule #15, untranscribed stenographic notes, tapes and recordings must be retained for 15 years from the date the recording was made on a felony case. See MCL 600.2137; MSA 27A.2137.

Our records indicate that the notes from the hearings held on January 27, 1976 and October 13, 1976 were never transcribed and were eligible for destruction at the end of the fifteen year period. The steno notes from your hearings were approved for shredding as of December 31, 1993. We regret to inform you that the stenographic notes which were the only existing version of your hearings were destroyed after they had been retained for the required fifteen year period.

The Court Administrator's Office Oakland Circuit Court

Grid Term is less than court term so guidelines DO apply (if case meets policy criteria).

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James Blanchard, Governor

Department of Corrections

Stevens T. Mason Building, Lansing, Michigan 48'09

Robert Brown, Jr., Director

June 16, 1986

Ms. Mary Jane Hayton 6582 Robinhood Road Hillsboro, Ohio 45133

Dear Ms. Hayton:

Re: James Hayton, 119908

This will acknowledge your recent letter to Governor Blanchard regarding the release status of your son, James Hayton. The Governor's Office has referred your correspondence to the Parole Board for a reply, as the Parole Board acts in an advisory capacity to the Governor in all Executive Clemency matters.

I am attaching a copy of the Parole Board's most recent Notice of Action dated July 1, 1985. Mr. Hayton's case is one of the few Murder-First cases in the system where the Parole Board has elected to confirm his commutation guidelines score. This decision was principally based on Mr. Hayton's continued excellent institutional adjustment record. To date, Mr. Hayton has served approximately 19 years of a life sentence for First Degree Murder. The Parole Board's confirmed guidelines score of 27 years means that at the service of 27 years the Parole Board is committed to processing his case for commutation. This decision is, of course, predicated on Mr. Hayton's continued positive institutional adjustment and performance.

I trust this information will be of some value. Thank you for writing.

Very truly yours,

THE PAROLE BOARD

Marvin C. May

Administrative Assistant

MM:gs

Attachment

cc: Governor's Office