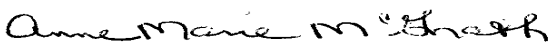
 <p><b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	TITLE		NO. 4020
	<b>Security Classification Guideline Decision Appeal</b>		DATE 12/31/2018
SUPERSEDES DIR# 4020 Dtd. 04/03/15	DISTRIBUTION A B	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 4-4301, 2-CO-4B-03	APPROVING AUTHORITY 		

- I. **PURPOSE:** To set forth the procedure for appeal of an inmate’s Security Classification Guideline Decision.
- II. **BACKGROUND:** The “Security Classification Guidelines,” promulgated in the “Classification and Movement Manual,” are used to evaluate each inmate’s record, producing an appropriate security classification level. These Guidelines are employed by the Guidance and Counseling staff during the inmate’s initial classification at a classification center, and thereafter during scheduled reclassification reviews. An inmate’s security classification is routinely discussed during scheduled interviews between the inmate and his or her assigned Offender Rehabilitation Coordinator (ORC).
- III. **APPEAL PROCEDURE:** An inmate may notify his or her ORC of information that could change the Security Classification Guideline Decision. The inmate should submit copies of any relevant documents. The ORC shall respond to the inmate within seven days.  
If dissatisfied with the ORC’s response, the inmate may appeal to the Supervising Offender Rehabilitation Coordinator (SORC) in writing. The inmate should clearly identify the request as a “Security Classification Guideline Decision Appeal.” The SORC shall respond to the inmate’s appeal within seven days.
- IV. **SECURITY CLASSIFICATION GUIDELINE CHANGES:** If the facility Guidance and Counseling staff concludes that an inmate’s Security Classification Guideline should be updated or corrected, the SORC shall electronically prepare and forward via email [Form #4020A](#), “Security Classification Guideline Change,” along with supporting documentation, to the Office of Classification and Movement ([CentralOfficeCM@doccs.ny.gov](mailto:CentralOfficeCM@doccs.ny.gov)).  
The Director of Classification and Movement (or designee) shall review the appeal or change recommendation, decide if a change is warranted, enter any appropriate changes into the automated Security Classification Guideline, and notify the SORC at the facility of the action taken.