

 <p><b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	TITLE <b>Security Classification Guideline Decision Appeal</b>		NO. 4020
			DATE 04/03/2015
SUPERSEDES DIR# 4020 Dtd. 03/26/2014	DISTRIBUTION A B	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	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.
- III. **APPEAL PROCEDURE:** An inmate may notify his or her Coordinator of information that could change the security classification guideline decision. The inmate should submit copies of any relevant documents. The Coordinator shall respond to the inmate within seven days. If dissatisfied with the Coordinator's response, the inmate may appeal to the Supervising Offender Rehabilitation Coordinator in writing. The inmate should clearly identify the request as a "Security Classification Guideline Decision Appeal." The Supervising Offender Rehabilitation Coordinator 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 Supervising Offender Rehabilitation Coordinator shall prepare and forward a Security Classification Guideline Change E-Form to the Director of Classification and Movement or designee.  
 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 Supervising Offender Rehabilitation Coordinator at the facility of the action taken.