NEW YORK STATE **Department of Corrections and Community Supervision** **DIRECTIVE**	TITLE **Security Classification Guideline Decision Appeal**		NO. 4020
			DATE 10/23/2025
SUPERSEDES DIR #4020 Dtd. 12/31/18	DISTRIBUTION A B	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 2-CO-4B-03, 5-ACI-5B-07; Classification and Movement Manual	APPROVING AUTHORITY *Anne Marie McGrath*		

I. **PURPOSE**: To set forth the procedure for appeal of an incarcerated individual's Security Classification Guideline Decision.

II. **BACKGROUND**: The "Security Classification Guidelines," promulgated in the "Classification and Movement Manual," are used to evaluate each incarcerated individual's record, producing an appropriate security classification level. These Guidelines are employed by the Guidance and Counseling staff during the incarcerated individual's initial classification at a classification center, and thereafter during scheduled reclassification reviews. An incarcerated individual's security classification is routinely discussed during scheduled interviews between the incarcerated individual and their assigned Offender Rehabilitation Coordinator (ORC).

III. **APPEAL PROCEDURE**: An incarcerated individual may notify their ORC of information that could change the Security Classification Guideline Decision. The incarcerated individual should submit copies of any relevant documents. The ORC shall respond to the incarcerated individual within seven days.

If dissatisfied with the ORC's response, the incarcerated individual may appeal to the Supervising Offender Rehabilitation Coordinator (SORC) in writing. The incarcerated individual should clearly identify the request as a "Security Classification Guideline Decision Appeal." The SORC shall respond to the incarcerated individual's appeal within seven days.

IV. **SECURITY CLASSIFICATION GUIDELINE CHANGES**: If the facility Guidance and Counseling staff concludes that an incarcerated individual'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).

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.

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

<u>Security Classification Guideline Change</u>

(Complete only the area(s) where you are requesting changes)

Name: _____   DIN: _____   NYSID: _____

Facility: _____

		Current Score	Suggested Score

I. Public Risk Score

    A. Criminal Behavior - Instant Offense:

    Reason for change:
_____
_____

    B. Criminal Behavior - Other Offense:

    Reason for change:
_____
_____

    C. Score for possible additional time:

    Reason for change:
_____
_____

    D. Escape/Absconder/Bail Jump/Absent Without Leave (Military):

    Reason for change:
_____
_____

II. Other Security Characteristics

    A. Characteristic: _____

    Should characteristic be checked?: ☐ Y ☐ N

    Reason for change: _____
_____

    B. Characteristic: _____

    Should characteristic be checked?: ☐ Y ☐ N

    Reason for change: _____
_____

    C. If there should be any change in "Explanation of Other Security Characteristics" or "Override Reason":
_____
_____

    D. Please change Header as follows:
_____
_____

Submitted By: _____ Title: _____

III. Classification and Movement only:

Signature: _____ Date: _____

Email completed form to: Classification and Movement (CentralOfficeCM@doccs.ny.gov)

Include supporting documentation