

# MICHIGAN DEPARTMENT OF CORRECTIONS

## MEMORANDUM

**DATE:** January 7, 2016  
**TO:** Human Resources Officers  
Michigan Department of Corrections

**FROM:** Tony Lopez, Human Resources Director  
Michigan Department of Corrections

**SUBJECT: Concealed Pistol License (CPL) Information**

Effective December 1, 2015, 2015 PA 206 and 2015 PA 207 permit some current department employees and certain department retirees to obtain a concealed pistol license (CPL) with an exemption from the “no carry” zones. Employees may request information from the Department to assist them in submitting information to apply for this exemption. Please note the following regarding the new legislation and what actions Human Resources (HR) offices are to take.

This legislation is specific regarding who is eligible for this exemption. The exemption permits a current or retired parole, probation or corrections officer or absconder recovery unit (ARU) member and their immediate supervisor to be considered, if that individual obtained a Michigan Department of Corrections (MDOC) weapons permit. Retired employees must not only have obtained an MDOC weapons permit but must also have retired in good standing.

- “Corrections Officer” is defined as any person employed by the department in a correctional facility as a correctional officer or a corrections medical aide or that person’s immediate supervisor. Employees classified as a Corrections Transportation Officer or Resident Unit Officer would also fall under the definition of Corrections Officer. Immediate supervisor means a Sergeant or Assistant Resident Unit Supervisor (ARUS) if the person was in the ARUS position prior to February 1, 2015. Immediate supervisor does not mean positions throughout the officer’s chain of command.
- “Parole” or “Probation Officer” means any individual employed by the department of corrections to supervise felony probationers or parolees or that individual’s immediate supervisor. Immediate supervisor in parole and probation is typically the Parole Probation Manager – 2 (13). Again, immediate supervisor does not mean positions throughout the chain of command.

- “Absconder Recovery Unit Member” is a department employee assigned as a member of the ARU, typically classified as a Corrections Security Representative, and the immediate supervisor of the unit.
- “Good standing” does not include;
  - A retired employee who was discharged and subsequently retires,
  - An employee who retired while under investigation,
  - An employee who retired in lieu of discharge, and
  - An employee who retired as a result of a grievance settlement.

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**For currently active employees in applicable classifications:**

- a. Current employees may obtain a copy of the CFJ-566 from their HR office or may print off a copy of the form from DAS.
- b. Submit the completed form to the employee’s facility HR office.
- c. The HR office date-stamps receipt of the form on the bottom portion of the form.
- d. HR office processes forms on a “first-in, first-out basis” and completes the letter promptly.
- e. The HR office must contact its local Human Resource Developer (HRD) for information regarding the employee’s Departmental CCW. If the HRD requires assistance regarding the Departmental CCW information, he or she is to contact the Ordinance Unit, Rick Tischer at (517) 780-6423.
- f. If the employee picks up the letter, a copy of the letter must be stapled to the original form request and a notation made when the employee picked up the letter and it must be signed by the person who provided the employee the letter. The stapled form must be filed in the HR office.
- g. If the letter is mailed to the employee, a copy of the letter must be stapled to the request and filed. Letters should be sent by first class U.S. mail or they can be faxed or sent via e-mail. If sent by fax or e-mail, the confirmation must be retained with the request.

**For retired employees in applicable classifications:**

- a. A retired employee may call his/her former facility HR office or Central Office HR to obtain a copy of the CFJ-567 to complete.
- b. Upon request, the HRO will e-mail or mail, by U.S. mail, the CFJ-567 to the retired employee.
- c. The retired employee must fill out the CFJ-567, have it notarized, and submit the form to either his or her former HR Office or to the Central Office HR.
- d. The HR must date-stamp receipt of the form.
- e. HR office must contact its local Human Resources Developer (HRD) for information regarding the retired employee’s Departmental CCW. If the HRD requires assistance regarding the Departmental CCW information, he/she will contact the Ordinance Unit, Rick Tischer at (517) 780-6423.
- f. The HR office processes forms on a “first-in, first-out” basis and completes the letter promptly.

- g. If the retired employee picks up the letter, a copy of the letter must be stapled to the original form request and a notation made when the retired employee picked up the letter and it must be signed by the person who provided the retired employee the letter. The stapled forms must be filed in the Personnel Office.
- h. If the letter is mailed to the former employee, a copy of the letter must be stapled to the request and filed. Letters should be sent by first class U.S. mail or may be faxed or sent via e-mail. If sent by fax or e-mail, the confirmation must be stapled to the request.

**Legal Questions**

- a. The HR office cannot answer legal questions regarding who did or did not get a CCW from their respective County Clerk or why. Those employees or retired employees asking legal questions should be referred to their attorney, the County Clerk's office or the Michigan State Police.
- b. For questions regarding Departmental legal matters, facility staff may contact the Administrator of the Office of Legal Affairs. If facility staff receive calls or questions from a County Clerk's office, refer the caller to the Administrator of the Office of Legal Affairs.

Please contact me or Dave Silsbury if any questions.

Attachments

C: Daphne M. Johnson, Administrator, OLA  
Dave Silsbury, HR