

Policy Number: 202.051

Title: Offender Handbook

Effective Date: 12/4/18

PURPOSE: To provide information regarding department policy and facility-specific information to offenders upon their admission to the Department of Corrections or transfer to a facility.

APPLICABILITY: All adult facilities. (Juvenile facilities maintain procedures on providing information to juvenile residents.)

DEFINITIONS: None

PROCEDURES:

- A. An Offender Handbook (attached) summarizing department policy and procedures, statutorily-required notifications, and general orientation information is made available to offenders at the DOC intake center.
- B. Facility handbooks or orientation materials are provided to offenders upon transfer to that facility.
- C. Orientation materials are available in alternative formats to accommodate literacy, language, sight and hearing barriers.
- D. Offenders in segregation must be provided the information in a printed format so their access to the information is not impeded by their custody status.
- E. Offenders must sign orientation forms, indicating that they have completed the orientation program and received the DOC Offender Handbook and the Prison Rape Elimination Act (PREA) video/PowerPoint. The signed form is uploaded to the offender's electronic file.
- F. The offender handbook includes information such as:
 - 1. Housing conditions and expectations;
 - 2. Security, e.g., movement, counts, searches, contraband, etc.
 - 3. Identification (ID) cards;
 - 4. Health services:
 - 5. Safety and fire;
 - 6. Canteen;
 - 7. Telephones;
 - 8. Offender property;

	9.	Mail;
	10	Visiting;
	11.	Offender accounts;
	12.	Overview of programming/offender assignments/compensation plan;
	13.	Religious services;
	14.	Classification, case management, program review team, hearings and release unit;
	15.	Offender resource agencies;
	16.	Offender discipline regulations/informal discipline;
	17.	Communication/grievance procedure;
	18.	Dress and hygiene; and
	19.	Prison Rape Elimination Act (PREA)/sexual misconduct.
		acility provides facility offender handbooks or supplemental orientation materials to all new sions/transfers to the facility. Supplementary information specific to the facility may
	1.	Chain of command or organization chart;
	2.	Movement and count procedures;
	3.	Facility-specific job and programming assignments;
	4.	Telephone;
	5.	Recreation/hobby craft;
	6.	Unit rules, including schedules and ID cards;
	7.	Food service;
	8.	Health services;
	9.	Religious services;
	10.	Informal sanctions/discipline;
	11.	Canteen;
	12.	Visiting;

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- 13. Property;
- 14. Laundry;
- 15. Dress/hygiene/hair care;
- 16. Housing conditions and expectations; and
- 17. Safety/ emergency/fire procedures.

INTERNAL CONTROLS:

A. The signed orientation form is retained in the offender's electronic file.

ACA STANDARDS: 4-4281-1, 4-4287, 4-4288, 1-ABC-3D-06-1, 1-ABC-4A-07

REFERENCES: Minn. Stat. §§ 241.01, subd. 3a; and 629.292

Policy 202.050, "Offender Orientation"

REPLACES: Division Directive 202.051, "Offender Handbook," 2/21/17.

All adult facility policies, memos, or other communications whether verbal, written

or transmitted by electronic means regarding this topic.

ATTACHMENTS: Offender Handbook (English) (202.051A(English) – Word version)

Offender Handbook (English) (202.051A(English) – pdf) Offender Handbook (Spanish) (202.051A(Spanish))

APPROVALS:

Deputy Commissioner, Facility Services Deputy Commissioner, Community Services Assistant Commissioner, Facility Services Assistant Commissioner, Operations Support