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<b>Policy Number</b>	<b>205.125</b>
<b>Title:</b>	<b>Disaster Response for High-Risk Offenders Under Community Supervision</b>
<b>Effective Date:</b>	<b>8/6/19</b>

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**PURPOSE:** To provide procedures for the continued supervision of high-risk offenders in the community in the event of a disaster.

**APPLICABILITY:** Community services division

**DEFINITIONS:**

Continuity of operations plan (CCOP) – a plan, as defined in Policy 105.012, “Continuity of Operations,” that describes how the business unit or field office will respond to a disaster.

Disaster – an occurrence of a natural or manmade emergency or catastrophe, other than work stoppages or labor strikes, that interrupts community supervision operations and jeopardizes supervision of high-risk offenders.

Disaster plan – a plan developed by the DOC field services unit to provide for the continued supervision of high-risk offenders in the event of a disaster.

High-risk offenders – offenders on intensive supervised release (ISR); challenge incarceration program (CIP) if classified as high risk. In addition, offenders on probation classified as high-risk enhanced (HRE) on phase one supervision; offenders on enhanced sex offender supervision (ESO) on phase one supervision; and other offenders identified as high-risk via level of services case management inventory (LS/CMI), dynamic risk assessment (DRA), or Minnesota screening tool assessing recidivism risk (MNSTARR) risk assessments used by the department of corrections. See Policy 203.015, “Offender/Resident Risk Assessments.”

**PROCEDURES:**

- A. The field services district supervisors must develop and maintain a field services continuity of operations plan (COOP) as instructed in DOC Policy 105.012, “Continuity of Operations.”
- B. In the event of a disaster:
  1. All available field services supervisors and managers must follow the procedures in the COOPs and report to the assigned recovery locations when called to report. Field services supervisors and managers must provide all other field services staff with instructions according to COOP procedures.
  2. COOPs must be available in each DOC field office.
  3. The regional managers and supervisors must develop an offender deployment plan using normal supervision tactics to verify locations of, and relocate as necessary, high-risk offenders throughout the affected area.
    - a) Current supervision levels, addresses, and phone numbers of all offenders are maintained in the court services tracking system (CSTS) or the intensive supervised release (ISR)/challenge incarceration program (CIP) database.
    - b) Offender relocation designations may include agent-approved:
      - 1) Private residences;
      - 2) Emergency shelters;
      - 3) Halfway houses;

- 4) Medical facilities; and
  - 5) Local jails or detention centers.
4. The offender deployment plan must include the following:
    - a) The designated emergency office locations;
    - b) Maps of the affected jurisdiction's geographic area;
    - c) Current lists of high-risk offenders with phone numbers and addresses, which district office staff must enter into CSTS;
    - d) Offender relocation or reporting designations;
    - e) Authorized department representatives' names and contact information; and
    - f) Local law enforcement phone numbers.
  5. Agents must regularly review the deployment plan to ensure their familiarity with the plan and that the plan is accurate and up-to-date with relocation designations.
  6. District supervisors and managers must maintain offender deployment plans in their district offices.

**INTERNAL CONTROLS:**

- A. COOPs are maintained according to DOC Policy 105.012, "Continuity of Operations."
- B. Offender supervision levels, addresses, and phone numbers are identified and stored in CSTS.
- C. Offender deployment plans are retained in district offices.

**ACA STANDARDS:** None

**REFERENCES:** Minn. Stat. §§ [243.05](#), [244.05](#), [244.13](#), [244.20](#), [244.195](#), [609.12](#), [609.135](#), and [609.14](#); and Chapter [401](#)  
Mutual Aid Agreements (on file at district offices)  
Regional map located on department field services unit website  
[Policy 105.012, "Continuity of Operations"](#)

**REPLACES:** Division Directive 205.125, "Disaster Response for High-Risk Offenders Under Community Supervision," 11/17/15.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**

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