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**Policy Number:** 202.105  
**Title:** Multiple Occupancy Cell/Room Assignment  
**Effective Date:** ~~4/16/19~~6/4/26~~TBD~~

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**PURPOSE:** To provide procedures for ~~offender~~incarcerated person assignment to multiple occupancy cells/rooms within a facility.

**APPLICABILITY:** All facilities housing adult ~~offenders~~incarcerated people in multiple occupancy cells/rooms.

**DEFINITIONS:**

**Dormitory** – ~~four or more person~~four or more-person room.

**Multiple Occupancy Room** – two or three-person room.

**Single-cell restriction** – a designation assigned to an ~~offender~~incarcerated person who must not be placed in a multiple occupancy cell/room.

Sapphire – electronic medical and behavioral health record system.

**PROCEDURES:**

A. General Requirements

1. All ~~incarcerated people with general population status~~general population offenders incarcerated persons at level two through four facilities are ~~presumed~~ eligible for assignment to multiple occupancy cells/~~rooms, unless~~rooms unless they have been assigned a single-cell restriction consistent with this policy. ~~Staff assign~~ ~~offenders incarcerated persons~~ people to multiple occupancy cells/rooms in accordance with~~according to~~ these procedures.
2. ~~Offenders incarcerated~~ persons~~people~~ must immediately notify staff of legitimate threats to their ~~safety, but~~safety; however, they are not~~but are not~~ permitted to manipulate the cell/room assignment process.
3. When ~~DOC~~ staff learn that an ~~offender~~incarcerated person is subject to a substantial risk of imminent sexual abuse, they must take immediate action to protect the ~~offender~~incarcerated person.

B. Single cell restriction

1. Mental health and medical restrictions:
  - a) The facility psychological services director/designee ~~must a may a~~ assign a single-cell restriction to an ~~offender~~incarcerated person when a mental health condition ~~prevents~~precludes placement in a multiple occupancy cell/room.

- (1) A mental health condition includes significant vulnerability or dangerousness to others.
  - (2) Restrictions ~~must be~~ documented in the ~~offender's~~ incarcerated person's psychological file.
- b) The facility health services administrator/designee ~~must~~ assign a single cell restriction to an ~~offender~~ incarcerated person when a medical condition ~~pre~~vent~~s~~ placement in a multiple occupancy cell/room.
  - c) Staff assigning a single cell restriction must:
    - (1) Ensure the information is entered ~~into~~ the correctional operations management system (COMS); Sapphire
    - (2) Inform the ~~offender~~ incarcerated person of the restriction; and
    - (3) Notify appropriate assignment supervisory/unit staff.
  - d) Mental health and health services administrators must review single ~~cell~~ restrictions prior to facility transfers and as needed, due to changes in an ~~offender's~~ incarcerated person's mental health or medical status.
  - e) The ~~transgender gender identity~~ committee must review a transgender ~~offender's~~ incarcerated person's need request for a single cell, ~~and recommend placement as appropriate (see~~ See Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Incarcerated People Offenders," ~~for more information.)~~
2. Disciplinary or other documented history of ~~sexually~~ sexual victimization of ~~victimizing offenders~~ incarcerated people or others:
    - a) ~~Offenders~~ incarcerated people with a documented disciplinary history of ~~sexual victimization of~~ fully victimizing ~~other offenders~~ other incarcerated people, ~~or any other documented history of sexually victimizing in any facility setting,~~ ~~must not~~ are not initially be assigned to multiple occupancy or dormitory cells/rooms. ~~A~~ review for a single-cell restriction ~~single cell restriction review~~ must be completed prior to the incarcerated person's placement in a multiple occupancy or dormitory cell/room.
    - ~~b) In addition to the requirements of Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response," reported or observed offender sexual victimization must be documented in an incident report, forwarded to the facility discipline unit, and retained at the facility.~~
    - be) Upon completion of the investigation and disciplinary process, the discipline unit supervisor must forward ~~s~~ all related documentation to the associate warden of operations (AWO) ~~or~~ assistant superintendent or designee.

- ~~ce)~~ Upon receipt of such documentation, the AWO/~~assistant superintendent~~ or designee must convene a committee of programming and security staff to review the ~~offender's~~incarcerated person's status.
- ~~de)~~ If the committee determines that concludes the ~~offender~~incarcerated person must not be assigned to a multiple-occupancy cell/room, the ~~offender~~incarcerated person is assigned a single cell restriction.
  - (1) The single cell restriction must be entered in -COMS;Sapphire.
  - (2) The ~~offender~~incarcerated person must be informed of the restriction; and
  - (3) The appropriate supervisor/unit staff must be notified.
- ~~ef)~~ The committee may review single-cell restrictions assigned to ~~offenders~~incarcerated people~~persons~~ with a disciplinary history of sexually victimizingally ~~victi~~othermizing other ~~offenders~~incarcerated people~~persons~~ on an individualized basis if:
  - (1) If the ~~offender's~~incarcerated person's adjustment and/or treatment participation warrant a change in status; and/or
  - (2) To facilitate transfer to another facility for participation in sex ~~offender~~offense specific treatment.

C. Multiple occupancy or dormitory cell/room assignment:

1. Intake and reception status
  - a) ~~Offenders~~incarcerated people~~persons~~ are assigned to a cell/room based on available information such as:
    - (1) ~~Offender~~incarcerated person-reported incompatibility ~~concerns;~~concerns.
    - (2) Input from mental health and health services ~~staff;~~staff.
    - (3) Observations of intake ~~staff;~~staff.
    - (4) Prior adjustment at DOC facilities; and
    - (5) Adjustment at sending facility.
  - b) Intake staff must communicate cell/room assignment concerns to living unit staff where the ~~offender~~incarcerated person is assigned.
  - c) All living assignments must be entered in to the Correctional Operations Management System (-COMS).
2. General population
  - a) ~~Offenders~~incarcerated people~~persons~~ with an active single cell restriction must not be ~~placed in multiple occupancy cells/rooms.~~assigned a with cellmate~~roommates or placed in a dormitory setting in a dorm setting.~~
  - b) ~~Offenders~~incarcerated people~~persons~~ are assigned to a cell/room with consideration given to of:
    - (1) Living and assignment status; and
    - (2) Information relevant to cell/room assignment received from facility staff (including, the transfer coordinator, intake, security, discipline, office of

special investigations (OSI), mental health, health services, and case management).

3. ~~Offender~~Incarcerated person-initiated cell/room assignment changes:
  - a) ~~Offenders-Incarcerated peoplersons~~ may request a change of cell/room assignment based on legitimate, verifiable security concerns.
  - b) Facilities must develop a process by which incarcerated people who meet specified criteria may request a room change and specify which other incarcerated person they want to live with. These requests must be reviewed every 60 days.~~Facilities may develop a process by which offenders-incarcerated persons meeting specified criteria may request to change rooms and specify which other offender-incarcerated person the offender-incarcerated person wants to live with.~~
  - c) ~~Offender~~Incarcerated person requests are reviewed by living unit staff consistent with Policy 202.120, "Offender Incompatibility" and Policy 301.085, "Administrative Segregation."

D. Transfer – adult male facilities

1. Facility transfer coordinators must carefully review ~~offenders-incarcerated peoplersons~~ with an active single cell restriction prior to transfer to any Minnesota Correctional Facility (MCF) level one through three.
  - a) Facility transfer coordinators may create a subscription in COMS for incarcerated people ~~"offenders with single-cell restrictions"~~ to assist in identifying ~~offenders incarcerated persons~~ with ~~single-cellsingle-cell~~ restrictions.
  - b) The sending and receiving facility transfer coordinators must ensure that the factors supporting the single-cell restriction can be safely and adequately ~~adequately and safely managedaddressed~~ at the receiving facility.
  - c) Changes ~~A change~~ in circumstances may result in removing the ~~offender's~~incarcerated person's single cell restriction.
2. The sending facility transfer coordinator must communicate and address cell/room assignment concerns to the receiving facility transfer coordinator prior to transfer.
3. The receiving facility transfer coordinator must convey assignment concerns to intake staff and/or living unit staff.

**INTERNAL CONTROLS:**

- A. All living assignments and single cell requirements are retained in COMS and Sapphire.

- B. Documented reasons for single cell restrictions are retained in an ~~offender's~~ incarcerated person's psychological file.
- C. Incident reports are retained at the facility.

**STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS:** None

**ACA STANDARDS:** ~~4-4133~~

**REFERENCES:** Policy 202.040, "Incarcerated Person Intake Screening and Processing"  
Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Incarcerated People"  
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"  
Policy 202.100, "Classification System"  
Policy 202.110, "Status Overview and Summary – Adult Facilities"  
Policy 203.115, "Consular Notification and International Prisoner Transfer"  
Policy 202.120, "Offender Incompatibility Review Process"  
~~Division Directive 301.085, "Administrative Segregation"~~  
~~Policy 202.100, "Classification System"~~  
~~Policy 202.040, "Offender Intake Screening and Processing"~~  
~~Policy 203.115, "Consular Notification and International Prisoner Transfer"~~  
~~Policy 202.110, "Status Overview and Summary – Adult Facilities"~~  
~~Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Offenders"~~  
Policy 205.300, "Placement of Release Violators"  
~~Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"~~  
Policy 301.085, "Administrative Segregation"  
Minn. Stat. §§ 241.01, subd. 3a (b) and 243.53  
Prison Rape Elimination Act (PREA), 28 C.F.R. §115 (2012)

**REPLACES:** Policy 202.105, "Multiple Occupancy Cell/Room Assignment," ~~7/17/18~~ 4/16/19.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**  
Commissioner of Corrections~~Deputy Commissioner, Community Services~~  
~~Deputy Commissioner, Facility Services~~  
~~Assistant Commissioner, Operations Support~~  
~~Assistant Commissioner, Facility Services~~