
Policy Number: 106.090
Title: Officer of the Day – Hearings and Release
Effective Date: 2/26/25

PURPOSE: A procedure providing access to the issuance of warrants for agents and residential facilities housing releasees, excluding interstate supervision cases, and responses to alert information from the Department’s contracted provider for electronic surveillance.

APPLICABILITY: Hearings and Release Unit (HRU) and all agents supervising adult individuals on release.

DEFINITIONS:

Agent – an agent or designee of the DOC, of a Community Corrections Act (CCA) organization, or of a county, assigned to supervise persons on supervised release, conditional release, or parole.

Emergency situation – a circumstance when there are reasonable grounds for believing, based on specific and objective facts, that a releasee’s immediate apprehension is necessary to prevent imminent harm to the releasee or another person, or to prevent the releasee’s flight from the area of supervision.

PROCEDURES:

- A. Officer of the day (OD) term of duty
1. The hearing and release unit (HRU) designates hearing officers to serve as the OD on a rotating basis. The executive officer of HRU establishes the schedule and is responsible for its distribution and coverage.
 2. An OD must not put themselves in a location or situation that would make it impossible or irresponsible to perform the OD duties immediately upon request.
 3. Upon completion of a term of duty, the outgoing OD must transfer the telephone number to the person who is next assigned OD, relay the next warrant number, and verify immediate coverage.
- B. Requesting warrants from the OD
1. Telephone numbers are accessible statewide for daytime (1-651-361-7107) and after hours (1-800-657-3868) warrant requests. Each OD has a work cell phone with voice messaging and must activate it during their assigned term of duty. All calls will be attended to as soon as possible from when the call is received. Subsequent calls will be responded to once the current call the OD is responding to complete. Agents should leave a message on the OD’s voicemail if the phone call is unanswered. After a reasonable amount of time has passed and there is no response from the OD, the agent may call the executive officer or the corrections program director for assistance.
 2. Monitoring companies, residential facilities, halfway houses, and other facilities housing releasees whose electronic monitoring and/or residencies are a condition of release must also be able to request emergency warrants from the OD. When receiving a request from a residential facility, the OD must establish whether the calling agency has contacted or

attempted to contact the assigned agent. If such contact or effort to gain contact has not occurred, the OD directs the agency to attempt to do so before assessing whether an emergency warrant is necessary. If an agent is not available, a residential facility staff member must directly contact the OD and follow the OD's procedures.

3. When an agent receives information regarding a releasee's alleged violation of release and determines an emergency warrant should be requested, the agent contacts the OD.
4. When determining if an emergency warrant is justified, the OD must obtain enough information from the requester to make an informed decision. Justification for an emergency warrant may include a releasee's risk of imminent harm, flight from an area of supervision, and/or other high-risk behaviors.
5. The agent or residential facility staff member must provide appropriate case information to the OD when requesting a warrant. Examples include but are not limited to information regarding public safety concerns, the releasee's criminal and supervision history, and any cautions to law enforcement regarding apprehension.
6. The after-hours OD submits a warrant authorization form to the Minnesota correctional facility at Oak Park Heights (MCF-OPH) and requests that the warrant to be issued. MCF-OPH notifies the OD when they receive the form and enters the warrant into the system immediately.
7. If a releasee is in custody at the time of issuance, the OD issues the warrant, and MCF-OPH staff follow the normal procedure for issuing warrants, including entering all the warrant information into the NCIC and/or CJIS database and sending an administrative message directly to the holding facility.
8. If an OD issues a warrant and the releasee is admitted to a hospital, with the law enforcement agency relinquishing custody prior to the releasee's medical discharge, the after-hours OD will determine whether the office of special investigations (OSI) fugitive unit should be deployed to arrest the individual while they are receiving medical care at the hospital. After a determination is made, the OD will immediately contact the on-call OSI fugitive unit supervisor and the watch commander at the designated Minnesota correctional facility to facilitate custody arrangements.
9. The on-call OSI fugitive unit supervisor must be notified any time a warrant is issued on a level three predatory offender or a releasee whose crime involved the loss of life. The OD directs the agent to contact the designated on-call staff for the fugitive task force immediately. The OD must inform the HRU executive officer and HRU corrections program director by e-mail if a warrant is issued on any individual subject to a life sentence.
10. The OD creates an entry in the HRU iShare site and documents specific details regarding each warrant request. The warrant authorization form is completed, saved, and sent via e-mail to MCF-OPH.



11. Federal Bureau of Investigation (FBI) Standards relating to warrant procedures are contained in DOC Policy 106.150 – Adult Warrants.

INTERNAL CONTROLS:

- A. OD call information is electronically stored in the HRU iShare site.
- B. Warrant authorization forms are saved electronically.

REFERENCES: [Minn. Stat. §244.051](#); Minn. R. [2940](#)

REPLACES: Policy 206.030 “Officer of the Day (OD) – Community Services,” 5/17/16
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
Commissioner of Corrections