DEPARTMENT OF CORRECTIONS

Policy Number:	**107.005**
Title:	**Office of Special Investigations**
Effective Date:	**4/21/20**

PURPOSE: To outline the scope of the office of special investigations (OSI).

APPLICABILITY: Department-wide

DEFINITIONS:

Analyst Notebook – charting software used independently or in conjunction with the iBase database. The software displays data using timelines, links, and icons.

Controlling investigator – an OSI investigator who initiates an agreement with an individual to become a confidential reliable informant (CRI)/confidential informant (CI) and is responsible for the control and documentation of the CRI's/CI's activities.

Correctional operations management system (COMS) / security threat group (STG) notes – a secure area in COMS specifically created for OSI to enter any information related to a specific offender.

Delegation – the transportation of an offender/resident outside a department facility or grounds by staff or a volunteer escort.

Field training investigator (FTI) – an experienced investigations specialist or investigator – corrections intelligence officer designated to provide instruction to an investigator trainee.

Field training program (FTP) – a formal on-the-job training program for new investigators to work under the guidance of experienced OSI investigators. The FTP organizes skill and knowledge into two phases, each lasting three weeks. Elements for each phase are selected based on frequency, complexity and critical impact.

iBase – a database containing records from numerous DOC databases including COMS, Offender Telephone System, and the iTAG offender accounting system.

Law enforcement assistance (LEA) case - cases in which outside law enforcement agencies request assistance with an investigation.

Offender call manager – live telephone monitoring system, recorded call storage, and playback system.

Office of professional accountability (OPA) – an office which conducts non-criminal investigations into misconduct.

PREA coordinator – an agency manager for the Prison Rape Elimination Act (PREA)

Training inventory – a checklist of tasks the FTI teaches to the investigator trainee. It also includes a method for the FTI to indicate when the task was taught as well as task performance evaluation.

Weekly Observation Report (WOR) – an evaluation tool using a five-point rating system to evaluate investigator trainee performance.

PROCEDURES:

A. Fugitive apprehension

1. The OSI fugitive apprehension unit (FAU) is a licensed law enforcement unit and is responsible for the apprehension of offenders/residents on Minnesota DOC statutory and discretionary release and escape status.

2. All investigations and apprehensions are recorded in the augmented criminal investigation support system (ACISS) and approved electronically by the OSI assistant director, deputy director, or designee.

3. All fugitive apprehension unit members (FAUMs) may use the Identification Based Information System (IBIS) as outlined by training.

B. Internal affairs investigations

1. Pursuant to Policy 107.100, "Internal Affairs – Office of Special Investigations," the OSI director or designee assigns OSI investigators to conduct investigations of allegations of serious department paid employee, volunteer, and contractor misconduct which may involve criminal behavior or have significant security concerns. All other allegations of paid employee, volunteer, or contractor misconduct are reviewed and investigated in accordance with Policy 103.218, "Office of Professional Accountability," and Policy 103.225, "Fact-Finding Process and Discipline Administration."

2. All investigations are recorded in ACISS and approved electronically by the OSI assistant director or designee.

C. Criminal investigations

1. The OSI director or designee assigns OSI investigators to conduct criminal investigations, including violations of the Prison Rape Elimination Act (PREA), involving offenders/residents or to assist law enforcement agencies with conducting criminal investigations involving offenders/residents, employees, volunteers, contractors, and visitors when the offense takes place within department jurisdiction.

2. OSI investigators with specialized training in sexual abuse investigations in confinement settings must conduct sexual assault investigations.

3. All investigations are recorded in ACISS and approved electronically by the OSI assistant director or designee.

D. Gathering Investigative data

The OSI director or designee assigns OSI investigators to collect and disseminate investigative data gathered through:

1. Offender telephone monitoring;

2. Security threat group (STG) identification;

3. Mail monitoring (both paper and electronic);

4. Use of intelligence information verified and/or confirmed factual, even if it comes from a person;

5. Surveillance via audio, video, and visual to include visiting;

6. Communication with criminal justice agencies;

7. Use of associated computer programs; and

8. Property and facility searches.

E. Incarcerated offender/resident death investigations

1. The OSI director or designee assigns an investigator(s) to investigate deaths of incarcerated MNDOC offenders/residents.

2. All incarcerated offender/resident death investigations must be reviewed and approved by the OSI assistant director of investigations and the assistant commissioner – facilities division, and then sent to the facility institution head.

3. All hard copy reports and exhibits are maintained at the Minnesota Correctional Facility – Stillwater.

F. Training of department staff and outside agencies

The OSI director or designee assigns an OSI investigator who has been specifically trained in multiple areas of investigation within a correctional facility to:

1. Conduct sessions in the department academy;

2. Provide in-service training to department staff;

3. Provide information and training to community groups; and

4. Provide specialized training in areas such as incarcerated offender/resident deaths.

G. The OSI director or designee may assign OSI investigators and FAUMs to special assignments including:

1. Central office security;

2. Investigations for other criminal justice agencies;

3. Polygraph testing of offenders/residents;

4. Delegation assignments;

5. Minnesota Emergency Operations Plan (MEOP) deployments as per the MEOP; and

6. Other outside assignments as directed by the OSI director or their designee.

INTERNAL CONTROLS:

A. All fugitive apprehension investigations and arrests are recorded in ACISS and reviewed and approved electronically by an OSI assistant director, deputy director, or designee.

B. All internal and criminal investigative reports are recorded in ACISS and reviewed and approved by an OSI supervisor/manager.

C. All incarcerated offender/resident death investigations are reviewed and approved by the OSI assistant director of investigations and the assistant commissioner – facility services. All hard copy reports and exhibits are maintained at Minnesota Correctional Facility – Stillwater.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §241.01, subd. 3a
Policy 107.100, "Internal Affairs – Office of Special Investigations"
Policy 103.218, "Office of Professional Accountability"
Policy 103.225, "Fact-Finding Process and Discipline Administration"

REPLACES: Policy 107.005, "Office of Special Investigations," 7/3/18.
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, Strategic Planning, Implementation, and Employee Development