
Policy Number: 107.032
Title: Office of Special Investigations – On-Call
Effective Date: 7/28/25

PURPOSE: To provide standards and procedures for the after regular business hours of OSI services for department facilities.

APPLICABILITY: Minnesota Department of Corrections (DOC) Office of Special Investigations staff.

DEFINITIONS:

Investigation Specialist: The staff person responsible for the dissemination of sensitive intelligence and information obtained through interactions with the incarcerated population and other proven investigative methods.

Fugitive Apprehension Unit Member (FAUM): A staff person who investigates the whereabouts and attempts to apprehend MN DOC-warranted fugitives and MN DOC offenders/residents who are in violation of their release agreements as well as MN DOC offenders/residents on escape or walk-away status.

OSI Deputy Director-Investigations: The staff person who conducts criminal investigations and security investigations as assigned and provides supervision of OSI staff.

OSI Deputy Director-Fugitive Unit: Supervises criminal and fugitive apprehension initiatives within the DOC Fugitive Unit and the efforts of cooperative fugitive investigations between the DOC and federal, state and local law enforcement agencies.

OSI Assistant Director: A licensed peace officer who is a designee to the Director of OSI and a manager within the business unit.

PROCEDURES:

- A. Any qualified and capable investigation specialist, fugitive apprehension unit member (FAUM), office of special investigations (OSI) deputy director-investigations, OSI deputy director-fugitive unit, or OSI assistant director will be required to participate in the OSI on-call schedule.
- B. The OSI deputy director-investigations and OSI deputy director-fugitive unit prepares the unit on-call schedule. The schedule must be established at least two weeks in advance and in accordance with requirements in Policy 103.032, “On-Call and Call-Back.”

1. OSI staff may agree to exchange or substitute their schedule. They must inform the scheduler of all changes in writing.
 2. An annual estimated on-call reference schedule will be maintained, and any changes to the schedule will be documented.
 3. The schedule will be provided at each facility by designated OSI staff, and contact information will be maintained within the facility watch office.
 4. Designated OSI staff will provide the OSI estimated on-call schedule to the hearings and release unit (HRU) and facility wardens.
- C. Call out will be based on the type of response that is necessary.
1. An OSI investigation specialist is on-call for Minnesota correctional facility response, which may include a physical response to the designated facility. The response should occur as soon as possible or based on the level of priority.
 2. An OSI fugitive apprehension unit member is on-call for active supervised release violators, correctional facility escapees, and priority level investigations.
 3. The OSI deputy director-investigations is on-call for facility responses and OSI staff coordination, along with all other tasks assigned to the OSI deputy director-investigations.
 4. The OSI Deputy director-fugitive unit is on-call for active supervised release violators, correctional facility escapees, priority investigations, and OSI staff coordination, along with all other tasks assigned to the OSI deputy director-fugitive unit.
 5. The OSI assistant director is on-call for all active supervised release violations, facility responses, priority investigations, and OSI staff coordination, along with all other tasks assigned to the OSI assistant director.
- D. OSI on-call staff must be available at all times throughout the on-call assignment.
- E. All on-call events must be documented in the weekly report and within the staffs self-service timesheet entry, or as designated by the OSI director, who shall review all entries made.

INTERNAL CONTROLS:

- A. Calls received, and responses provided are documented in the weekly report and comments sections of self-service time sheet entry.
- B. The estimated on-call schedule is available to all facilities and posted to the OSI public iShare site.

REFERENCES:

Prison Rape Elimination Act (PREA), 28 C.F.R. §115 (2012)
Policy 103.032, “On-Call and Call-Back”
Policy 107.005, “Office of Special Investigations”
Policy 107.006, “Fugitive Apprehension Unit”
Policy 107.007, “Criminal Investigations”
Policy 107.040, “Fugitive Apprehension and Custody of Release Violators”
Policy 107.042, “Office of Special Investigations – Apprehension and Detention Order”
Minn. Stat. §§ 243.05, subd. 1a; 629.30

REPLACES:

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