DEPARTMENT OF CORRECTIONS

Policy Number:	**202.051**
Title:	**Offender Handbook**
Effective Date:	**12/4/18**

PURPOSE: To provide information regarding department policy and facility-specific information to offenders upon their admission to the Department of Corrections or transfer to a facility.

APPLICABILITY: All adult facilities. (Juvenile facilities maintain procedures on providing information to juvenile residents.)

DEFINITIONS: None

PROCEDURES:

A. An Offender Handbook (attached) summarizing department policy and procedures, statutorily-required notifications, and general orientation information is made available to offenders at the DOC intake center.

B. Facility handbooks or orientation materials are provided to offenders upon transfer to that facility.

C. Orientation materials are available in alternative formats to accommodate literacy, language, sight and hearing barriers.

D. Offenders in segregation must be provided the information in a printed format so their access to the information is not impeded by their custody status.

E. Offenders must sign orientation forms, indicating that they have completed the orientation program and received the DOC Offender Handbook and the Prison Rape Elimination Act (PREA) video/PowerPoint. The signed form is uploaded to the offender's electronic file.

F. The offender handbook includes information such as:

1. Housing conditions and expectations;

2. Security, e.g., movement, counts, searches, contraband, etc.

3. Identification (ID) cards;

4. Health services;

5. Safety and fire;

6. Canteen;

7. Telephones;

8. Offender property;

9. Mail;

10 Visiting;

11. Offender accounts;

12. Overview of programming/offender assignments/compensation plan;

13. Religious services;

14. Classification, case management, program review team, hearings and release unit;

15. Offender resource agencies;

16. Offender discipline regulations/informal discipline;

17. Communication/grievance procedure;

18. Dress and hygiene; and

19. Prison Rape Elimination Act (PREA)/sexual misconduct.

G. Each facility provides facility offender handbooks or supplemental orientation materials to all new admissions/transfers to the facility. Supplementary information specific to the facility may include:

1. Chain of command or organization chart;

2. Movement and count procedures;

3. Facility-specific job and programming assignments;

4. Telephone;

5. Recreation/hobby craft;

6. Unit rules, including schedules and ID cards;

7. Food service;

8. Health services;

9. Religious services;

10. Informal sanctions/discipline;

11. Canteen;

12. Visiting;

13. Property;

14. Laundry;

15. Dress/hygiene/hair care;

16. Housing conditions and expectations; and

17. Safety/ emergency/fire procedures.

INTERNAL CONTROLS:

A. The signed orientation form is retained in the offender's electronic file.

ACA STANDARDS: 4-4281-1, 4-4287, 4-4288, 1-ABC-3D-06-1, 1-ABC-4A-07

REFERENCES: Minn. Stat. §§ 241.01, subd. 3a; and 629.292
Policy 202.050, "Offender Orientation"

REPLACES: Division Directive 202.051, "Offender Handbook," 2/21/17.
All adult facility policies, memos, or other communications whether verbal, written or transmitted by electronic means regarding this topic.

ATTACHMENTS: Offender Handbook (English) (202.051A(English) – Word version)
Offender Handbook (English) (202.051A(English) – pdf)
Offender Handbook (Spanish) (202.051A(Spanish))

APPROVALS:

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