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<b>Policy Number:</b>	<b>202.051</b>
<b>Title:</b>	<b>Offender Handbook</b>
<b>Effective Date:</b>	<b>12/4/18</b>

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**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