DEPARTMENT OF CORRECTIONS

Policy Number:	**202.105**
Title:	**Multiple Occupancy Cell/Room Assignment**
Effective Date:	**6/4/26**

PURPOSE: To provide procedures for incarcerated person assignment to multiple occupancy cells/rooms within a facility.

APPLICABILITY: All facilities housing adult incarcerated people in multiple occupancy cells/rooms.

DEFINITIONS:
Dormitory – four or more-person room.

Multiple Occupancy Room – two or three-person room.

Single-cell restriction – a designation assigned to an incarcerated person who must not be placed in a multiple occupancy cell/room.

Sapphire – electronic medical and behavioral health record system.

PROCEDURES:

A. General Requirements

1. All incarcerated people with general population status at level two through four facilities are eligible for assignment to multiple occupancy cells/rooms unless they have been assigned a single-cell restriction consistent with this policy. Staff assign incarcerated people to multiple occupancy cells/rooms in accordance with these procedures.

2. Incarcerated people must immediately notify staff of legitimate threats to their safety; however, they are not permitted to manipulate the cell/room assignment process.

3. When staff learn that an incarcerated person is subject to a substantial risk of imminent sexual abuse, they must take immediate action to protect the incarcerated person.

B. Single cell restriction

1. Mental health and medical restrictions:
   a) The facility psychological services director/designee must assign a single-cell restriction to an incarcerated person when a mental health condition prevents placement in a multiple occupancy cell/room.
      (1) A mental health condition includes significant vulnerability or dangerousness to others.
      (2) Restrictions must be documented in the incarcerated person's psychological file.

b) The facility health services administrator/designee must assign a single cell restriction to an incarcerated person when a medical condition prevents placement in a multiple occupancy cell/room.

c) Staff assigning a single cell restriction must:
   (1) Ensure the information is entered into Sapphire
   (2) Inform the incarcerated person of the restriction; and
   (3) Notify appropriate assignment supervisory/unit staff.

d) Mental health and health services administrators must review single-cell restrictions prior to facility transfers and as needed due to changes in an incarcerated person's mental health or medical status.

e) The gender identity committee must review a transgender incarcerated person's request for a single cell. See Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Incarcerated People," for more information.

2. Disciplinary or other documented history of sexual victimization of incarcerated people or others:
   a) Incarcerated people with a documented disciplinary history of sexual victimization of other incarcerated people must not initially be assigned to multiple occupancy or dormitory cells/rooms. A review for a single-cell restriction must be completed prior to the incarcerated person's placement in a multiple occupancy or dormitory cell/room.

   b) Upon completion of the investigation and disciplinary process, the discipline unit supervisor must forward all related documentation to the associate warden of operations (AWO) or designee.

   c) Upon receipt of such documentation, the AWO or designee must convene a committee of programming and security staff to review the incarcerated person's status.

   d) If the committee determines that the incarcerated person must not be assigned to a multiple-occupancy cell/room, the incarcerated person is assigned a single cell restriction.
      (1) The single cell restriction must be entered in Sapphire.
      (2) The incarcerated person must be informed of the restriction; and
      (3) The appropriate supervisor/unit staff must be notified.

   e) The committee may review single-cell restrictions assigned to incarcerated people with a disciplinary history of sexually victimizing other incarcerated people on an individualized basis if:
      (1) The incarcerated person's adjustment and/or treatment participation warrant a change in status; and/or

(2) To facilitate transfer to another facility for participation in sex offense specific treatment.

C. Multiple occupancy or dormitory cell/room assignment:

1. Intake and reception status

a) Incarcerated people are assigned to a cell/room based on available information such as:

(1) Incarcerated person-reported incompatibility concerns.
(2) Input from mental health and health services staff.
(3) Observations of intake staff.
(4) Prior adjustment at DOC facilities; and
(5) Adjustment at sending facility.

b) Intake staff must communicate cell/room assignment concerns to living unit staff where the incarcerated person is assigned.

c) All living assignments must be entered into the Correctional Operations Management System (COMS).

2. General population

a) Incarcerated people with an active single cell restriction must not be assigned a cellmate or placed in a dormitory setting.

b) Incarcerated people are assigned to a cell/room with consideration given to:

(1) Living and assignment status; and
(2) Information relevant to cell/room assignment received from facility staff (including, the transfer coordinator, intake, security, discipline, office of special investigations (OSI), mental health, health services, and case management).

3. Incarcerated person-initiated cell/room assignment changes:

a) Incarcerated people may request a change of cell/room assignment based on legitimate, verifiable security concerns.

b) Facilities must develop a process by which incarcerated people who meet specified criteria may request a room change and specify which other incarcerated person they want to live with. These requests must be reviewed every 60 days.

c) Incarcerated person requests are reviewed by living unit staff consistent with Policy 202.120, "Offender Incompatibility" and Policy 301.085, "Administrative Segregation."

D. Transfer – adult male facilities

1. Facility transfer coordinators must carefully review incarcerated people with an active single cell restriction prior to transfer to any Minnesota Correctional Facility (MCF) level one through three.
   a) Facility transfer coordinators may create a subscription in COMS for incarcerated people with single-cell restrictions to assist in identifying incarcerated persons with single-cell restrictions.

   b) The sending and receiving facility transfer coordinators must ensure that the factors supporting the single-cell restriction can be safely and adequately managed at the receiving facility.

   c) Changes in circumstances may result in removing the incarcerated person's single cell restriction.

2. The sending facility transfer coordinator must communicate and address cell/room assignment concerns to the receiving facility transfer coordinator prior to transfer.

3. The receiving facility transfer coordinator must convey assignment concerns to intake staff and/or living unit staff.

INTERNAL CONTROLS:

A. All living assignments and single cell requirements are retained in COMS and Sapphire.

B. Documented reasons for single cell restrictions are retained in an incarcerated person's psychological file.

C. Incident reports are retained at the facility.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

REFERENCES:
Policy 202.040, "Incarcerated Person Intake Screening and Processing"
Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Incarcerated People"
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"
Policy 202.100, "Classification System"
Policy 202.110, "Status Overview and Summary – Adult Facilities"
Policy 203.115, "Consular Notification and International Prisoner Transfer"
Policy 202.120, "Incompatibility Review Process"
Policy 205.300, "Placement of Release Violators"
Policy 301.085, "Administrative Segregation"
Minn. Stat. §§ 241.01, subd. 3a (b) and 243.53
Prison Rape Elimination Act (PREA), 28 C.F.R. §115 (2012)

REPLACES: Policy 202.105, "Multiple Occupancy Cell/Room Assignment," 4/16/19.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Commissioner of Corrections