DEPARTMENT OF CORRECTIONS

Policy Number:	**301.020**
Title:	**Escape Warrants and Victim Notification of Escape**
Effective date:	**11/22/21**

PURPOSE: To protect the public by issuing a warrant in response to an escape, walkaway, or failure to return and to ensure timely notification of offender escape/walkaway.

APPLICABILITY: All facilities

DEFINITIONS:

Escape – to leave the confines of a secure correctional facility or custody of correctional supervision (levels three-five) without authorization. For the purposes of this policy, MCF-Shakopee is a level three facility.

Failure to return – a non-return or late return to a program from which authorization to depart for a specified reason and time had been granted, resulting in a warrant being issued.

Walkaway – to leave the confines of a level one or two facility without authorization, or a juvenile leaving a placement facility without authorization.

Warrant – a wanted person entry in the state and national computerized databases required by law enforcement to initiate most arrests.

PROCEDURES:

A. Issuing an escape warrant

1. The requesting facility must call the central office hearings and release (CO-HRU) warrants unit during working hours (Monday through Friday 0800 to 1630) at 651-361-7189 or call the Minnesota Correctional Facility - Oak Park Heights (MCF-OPH) after hours, weekends, and holidays at the OPH warrants line (651-779-1472). The requesting staff person must identify themself and request to speak to the CO warrant staff or watch commander concerning an escape. The requesting facility must inform CO warrant staff or the MCF-OPH watch commander that an escape has occurred and that an Escape Warrant Authorization form (attached) is being sent to the proper agencies' fax machines.

2. Staff at the requesting facility must complete the Escape Warrant Authorization form and provide it to the CO-HRU warrants unit or MCF-OPH as soon as possible after the escape. MCF-OPH or CO warrants, as applicable, must retain the original Escape Warrant Authorization form.

3. Escape warrants for juvenile residents who are court ordered to a juvenile facility as a condition of probation are completed by the county that court ordered the juvenile resident. Juvenile facility staff issue an apprehension and detention order.

4. The requesting facility must call the OSI fugitive unit supervisor at 651-775-5334 and inform the staff of the escape.

5. The requesting facility must provide the following documentation to the central office fugitive apprehension unit: a copy of the Apprehension and Detention (A&D) form, Escape Warrant Authorization form, all visiting applications from the incarcerated person's/juvenile resident's electronic file or slough file, and a printout of the telephone numbers dialed by the incarcerated person/juvenile resident in the past two months.

6. The requesting facility is responsible for any media inquiries. Facility staff must consult with the department communications office, as appropriate (refer to Policy 101.310 "Media Contacts").

7. When the escapee has been apprehended, the requesting facility must complete and provide a Facility Escape Warrant Cancellation – Status Change form (attached) to CO-HRU warrants (651-603-0148) and MCF-OPH (651-779-1472) so that CO-HRU warrants and MCF-OPH are aware that the escapee is back in custody. CO-HRU warrants and MCF-OPH must only delete the warrant from MNJIS/NCIC on the basis of this form. The requesting facility must contact the victim assistance unit staff to inform victim assistance staff that the escapee has been apprehended. Victim assistance unit staff contact all persons notified of the offender's escape status to inform them that the offender has been apprehended and is in custody.

8. Staff must forward all calls requesting information concerning the escape (other than the confirmation of the warrant) to the DOC communications office.

D. In the event of an escaped incarcerated person/juvenile resident:

1. Staff at the facility from whose authority the escape/walkaway occurred must call Minnesota Correctional Facility – Shakopee (MCF-SHK, 952-496-4440) and inform the MCF-SHK watch commander of the escape/walkaway and that a Victim Information and Notification Everyday (VINE) Notification of Escape/Walkaway form (attached) is being sent to MCF-SHK.

2. Staff at the facility from whose authority the escape/walkaway occurred must also call the Victim Assistance and Restorative Justice Program Manager (651-295-2589).

3. Staff at the facility from whose authority the escape/walkaway occurred must complete the VINE Notification of Escape/Walkaway form and send it to MCF-SHK as soon as possible after the escape/walkaway. MCF-SHK staff must maintain VINE Notification requests.

4. The MCF-SHK watch commander must call the VINE emergency override line (866-647-7409) and change the offender/resident's custody status to escape, per the steps outlined in Using the VINE Emergency Override Line form (attached).

5. The VINE system generates a Minnesota Choice (MN Choice) alert and e-mail to victim assistance unit staff. Victim assistance staff who receive the MN Choice alert must contact OSI staff at the facility from whose authority the escape/walkaway occurred to obtain current information relevant to the notification of persons registered with MN Choice for notification of status changes for the escapee offender/resident.

6. Victim assistance unit staff must provide notification to persons registered with MN Choice for the escapee incarcerated person/juvenile resident via telephone and/or email. Notification includes information about the status change (escape or walkaway) and refers

the individual to the watch commander at the facility from whose authority the escape/walkaway occurred for additional information. After providing notification to persons registered with MN Choice, victim assistance staff must contact the watch commander at the facility from whose authority the escape/walkaway occurred to provide information concerning the notified persons.

7. The watch commander or designee from the requesting facility must update the correctional operations management system (COMS) to reflect escape status.

8. The watch commander's log/captain's report and other operational reports, per DOC Policy 300.060, "Written Report Systems/Required Operational Reports/Logs," must be updated to reflect the activity and incident reports must be written by the appropriate staff. Operational and incident reports must be retained at the appropriate facility.

INTERNAL CONTROLS:

A. The Escape Warrant Authorizations are retained by CO-HRU warrants and MCF-OPH.

B. Operational and incident reports are retained at the appropriate facility.

C. Vine Notification requests are retained at MCF-Shakopee.

D. The escape checklist for each facility must be held secured, but available 24 hours a day to the watch commander or higher on-site authority.

ACA STANDARDS: 4-4225, 4-4217, 1-ABC-3B-08, 4-4203-3-A

REFERENCES: Minn. Stat. §§ 243.52; 241.01; 242.19 subd.3: 242.43; and 611A.06
Policy 101.310, "Media Contacts"
Policy 203.260, "Victim Notification"
Policy 301.081, " Response to Resistance, Restraint Systems, and Escape"
Policy 301.079, "Juvenile Restrictive Procedures"
Policy 300.060, "Written Report Systems/Required Operational Reports/Logs"

REPLACES: Policy 301.020, "Escape," 11/6/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Victim Resource Guide (301.020B)
VINE Notification of Escape/Walkaway form (301.020C)
Notice of Action – Escape Warrant Authorization (301.020D)
Facility Escape Warrant Cancellation – Status Change (301.020E)
Watch Commander Steps to Facilitate a Facility Escape Warrant (301.020F)
Using the VINE Emergency Override Line form (301.020G)

APPROVALS:
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