DEPARTMENT OF CORRECTIONS

Policy Number:	**402.110**
Title:	**MINNCOR Transport and Security of Offenders During Product Delivery**
Effective Date:	**10/16/18**

PURPOSE: To establish procedures for the safety, security, and care of offenders while delivering and installing Minnesota Corrections Industries Program (MINNCOR) products.

APPLICABILITY: Minnesota Department of Corrections (DOC); MINNCOR, Minnesota Correctional Facility - Stillwater (MCF-STW), and MCF-Faribault (FRB)

DEFINITIONS:
Offender – for purposes of this policy only, is a minimum security level offender approved to work off of correctional facility grounds.

PROCEDURES:

A. Training

1. MINNCOR delivery staff must attend annual department A and B unit training, including 40 hours of training after the first year of employment, as well as training on introduction of contraband and avoiding set-ups. Active participation in training is required giving full attention to trainers and completing all class assignments.

2. The MINNCOR delivery staff position(s) requires knowledge in safety practices, infection control procedures, and general working knowledge of the incident command system (ICS) and its procedures in the event of an emergency situation.

3. Training is recorded and retained in the electronic training management system.

B. The MINNCOR coordinator or scheduler must notify customers in advance that MINNCOR uses offender workers for deliveries. When offenders are to deliver at a Minnesota correctional facility, arrangements must be made in advance.

C. The MINNCOR transportation supervisor must arrange any overnight travel in advance.

D. Vehicle logs

1. MINNCOR staff must daily search the transport vehicles prior to leaving the facility and log the search on the MINNCOR Industries Motor Pool Vehicle Log (attached)

2. All vehicle logs are completed through the last day of each month and submitted, along with any purchase receipts, to the designated financial services staff within five business days.

3. Financial services staff must verify information for accuracy. Fleet services may request an audit on purchase receipts.

4. Vehicle logs and receipts are retained at MINNCOR central office financial services, according to the applicable retention schedule.

E. MINNCOR staff must sign out offenders from MCF-FRB or MCF-STW minimum security unit (MSU) and provide an estimated return time. Upon return to the MSU, the offenders are signed in and subjected to random searches by security staff.

F. MINNCOR staff retain the offender(s) identification (ID) from the time the offender is signed out until the time the offender is signed in.

G. MINNCOR staff transport offenders to and from delivery/job sites using the most direct route with no unscheduled or unauthorized stops.

H. When it is necessary to fuel the MINNCOR vehicle, offenders must remain in the vehicle while the staff person pays the station attendant. At no time may staff allow offenders access to MINNCOR vehicle keys.

I. MINNCOR staff must make visual contact and verify counts of all offenders every 15 minutes. Staff must also know the location of offenders at all times.

J. Meals
During deliveries/installations, staff must provide the offender a bag lunch from the MSU.

K. Staff must not allow offenders to enter retail establishments or restaurants without staff escort.

L. Staff must not allow offenders to enter establishments that serve alcohol.

M. Staff must not discuss daily delivery schedules with offenders.

N. Staff must not allow offenders access to shipping tickets, bills of lading, packing slips, or involvement in delivery scheduling.

O. Staff must not allow offenders access to office equipment including such examples as computers, copiers, fax machines, or telephones.

P. Emergencies
Staff must handle emergencies as follows:

1. Life threatening – call local law enforcement (911), secure all offenders in the vehicle, maintain constant visual contact, follow the ambulance to the hospital, and notify the MSU facility.

2. Non-life threatening – secure all offenders in the vehicle, maintain constant visual contact, transport to the nearest hospital, and notify the MSU facility.

3. First aid – if reasonable, utilize the truck's first aid kit or transport to the facility and notify MSU. If it is not reasonable to return to the facility, notify the MSU for instructions.

4. Mechanical breakdown – secure offenders, maintain constant visual contact, await arrival of emergency services, and notify the MSU and supervisor as soon as possible.

5. Severe weather – secure offenders, maintain constant visual contact, follow severe weather procedures for the location, and notify the MSU and supervisor as soon as possible. If on the road during a weather emergency, act to protect staff and offenders, and contact the MSU for further instructions.

6. Escape – secure the remaining offenders in the vehicle, maintain constant visual contact, contact local law enforcement (911), and notify the MSU immediately.

Q. Should a situation arise that is not covered in this directive, staff must consult the supervisor for instructions.

R. MINNCOR and delivery supervisors must make occasional job site visits to ensure compliance with this policy.

INTERNAL CONTROLS:

A. All staff training records are documented and retained in the electronic training management system.

B. The MINNCOR Industries Motor Pool Vehicle Logs and receipts are retained at the MINNCOR central office finance unit.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.01, subd. 3a(b)
Policy 104.461, "Employee Reimbursement for Travel and Other Expenses"

REPLACES: Division Directive 402.110, "MINNCOR Transport and Security of Offenders During Product Delivery," 8/19/14.
All unit policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: MINNCOR Industries Motor Pool Vehicle Log (402.110A)

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