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**Policy Number:** 500.460  
**Title:** Lactation Program  
**Effective Date:** 5/5/20

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**PURPOSE:** To facilitate the storage and collection of the breast milk of offenders who have given birth before or while incarcerated.

**APPLICABILITY:** Minnesota Correctional Facility (MCF) – Shakopee.

**DEFINITIONS:**

Correctional Operations Management System (COMS) – a custom database application used by the department of corrections to maintain information about offenders/residents.

Designated individual – person chosen by the offender to pick up breast milk.

Identified staff – a nursing staff person or parenting coordinator assigned for breast milk pick up.

iShare – the DOC’s intranet SharePoint environment.

Lactation – the secretion of milk by the mammary glands and the period of time that a mother lactates to feed her young.

Offender Documents System (ODocS) – a document management system the department uses for maintaining documents in individual files for offenders/residents.

Valid identification (ID) – a valid driver’s license from the state of residence, photo identification (ID) card from the state of residence, a valid photo military ID card (active duty only), a valid tribal ID card as described in Minn. Stat. § 171.072 (b) and (c), or valid passport if a resident of a foreign country.

**PROCEDURES:**

A. Collection of breast milk

The offender must:

1. Collect breast milk in a designated location.
2. Label each bag of breast milk with their name, offender identification number (OID), number of ounces, and date of collection.
3. Place the breast milk in the storage bag and immediately communicate with unit staff to set up a breast milk pick up/drop off.

B. Storage of breast milk

1. Nursing staff must check the freezer temperature each shift and document the temperature on the log. If the temperature is not in the specified range, the staff person must take corrective action. The registered nurse (RN) supervisor must retain the freezer temperature control logs for a period of six months.
2. Breast milk must not be stored longer than seven days.
3. Breast milk must be stored in compliance with Centers for Disease Control (CDC) guidelines (link attached).

C. Pick up of breast milk

When being picked up:

1. On the day the milk is scheduled to be picked up, the identified staff person must deliver the milk to the facility lobby at the scheduled pick up time for the designated individual.
2. Facility staff must make available on iShare, and maintain, the list of approved designated individuals for milk pick up.
3. Designated individuals must commit to a pre-arranged scheduled time through mutual agreement.
4. Each designated individual must present a valid photo identification card.
5. The identified staff person must provide breast milk storage guidelines to the designated individual upon pick up.

D. Staff Responsibility

1. The parenting coordinator must:
  - a) Determine whether an offender's parental rights have been terminated, thus making them ineligible; Refer to the Lactation Program Agreement (attached) for additional eligibility criteria;
  - b) Inform the offender they may be eligible to participate in breast milk collection and that they must make the decision prior to their admittance to the hospital; Verify the offender is planning to collect and temporarily store breast milk during the birth plan discussion;
  - c) Inform the offender that they must sign the Lactation Program Agreement, and then ensure the completed form is entered into the Offender Document System (ODocS), where it is retained;
  - d) Notify nursing services and behavioral health that the offender is participating in breast milk collection and storage;

- e) Obtain consent from the infant's legal guardian to allow the infant to receive breast milk from the lactation program;
  - f) Inform designated individuals of the program requirements; and
  - g) Discuss a schedule for the offender to express breast milk prior to the offender giving birth.
2. Nursing services staff must:
- a) Assure that any offender who is pregnant or has given birth in the past six weeks, is provided appropriate educational materials and resources related to pregnancy, childbirth, breastfeeding, and parenting (Minn. Stat. § 241.89, Subd. 2 (a)(3));
  - b) Receive notification from the parenting coordinator that an offender is participating in breast milk collection and storage;
  - c) Reinforce the education provided within the hospital setting regarding collection of and maintenance of milk supply;
  - d) Refer the offender to a consultant or doula as needed for additional education, and if concerns arise from the inability to maintain milk supply;
  - e) Ensure the offender has the necessary supplies to participate in breast milk collection and storage;
  - f) Instruct the offender on cleaning the breast pump machine and supplies in accordance with the instructions, which come with the machine;
  - g) Enter a statement in COMS indicating the authorized equipment and supplies; and
  - h) Instruct the offender to notify nursing services if any signs and symptoms of infection develop, and provide the offender with further guidance and evaluation.
3. The control center officer must notify identified staff of the arrival of designated individuals for breast milk pick up.

E. Offender Responsibilities

The offender must sign and abide by the Lactation Program Agreement.

F. Multi-Disciplinary Team

The multi-disciplinary team must review the participation of an offender who is housed in the restrictive housing unit.

**INTERNAL CONTROLS:**

- A. The registered nurse supervisor retains freezer temperature control logs for a period of six months.
- B The Lactation Program Agreement Form is retained in the Offender Document System (ODocS).

**ACA STANDARDS:** None

**REFERENCES:** Minn. Stat. §§ [171.072](#) (b) and (c); [241.89](#), Subd. 2 (a)(3)

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

**ATTACHMENTS:** [Lactation Program Agreement](#) (500.460A)  
[CDC Guidelines](#)

**APPROVALS:**

Deputy Commissioner, Community Services

Deputy Commissioner, Facility Services

Assistant Commissioner, Operations Support

Assistant Commissioner, Strategic Planning, Implementation, and Employee Development

Assistant Commissioner, Criminal Justice Policy, Research, and Performance