
Policy Number: 202.105
Title: Multiple Occupancy Cell/Room Assignment
Effective Date: ~~4/16/19~~ 6/4/26 ~~TBD~~

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

APPLICABILITY: All facilities housing adult ~~offenders-incarcerated people~~ persons in multiple occupancy cells/rooms.

DEFINITIONS:

Dormitory – ~~four or more person~~ four or more-person room.

Multiple Occupancy Room – two or three-person room.

Single-cell restriction – a designation assigned to an ~~offender-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~~ general population offenders incarcerated persons at level two through four facilities are ~~presumed~~ eligible for assignment to multiple occupancy cells/~~rooms, unless rooms unless~~ they have been assigned a single-cell restriction consistent with this policy. ~~Staff assign~~ offenders incarcerated persons people to multiple occupancy cells/rooms in accordance with ~~according to~~ these procedures.
2. ~~Offenders-Incarcerated persons~~ people must immediately notify staff of legitimate threats to their ~~safety, but~~ safety; however, they are not ~~but are not~~ permitted to manipulate the cell/room assignment process.
3. When ~~DOC~~ staff learn that an ~~offender-incarcerated person~~ is subject to a substantial risk of imminent sexual abuse, they must take immediate action to protect the ~~offender-incarcerated person~~.

B. Single cell restriction

1. Mental health and medical restrictions:
 - a) The facility psychological services director/designee ~~must a may a~~ assign a single-cell restriction to an ~~offender-incarcerated person~~ when a mental health condition ~~prevents~~ precludes placement in a multiple occupancy cell/room.

- (1) A mental health condition includes significant vulnerability or dangerousness to others.
 - (2) Restrictions must be ~~are~~ documented in the ~~offender's~~ incarcerated person's psychological file.
- b) The facility health services administrator/designee must ~~stay~~ assign a single cell restriction to an ~~offender~~ incarcerated person when a medical condition precludes ~~placement~~ in a multiple occupancy cell/room.
 - c) Staff assigning a single cell restriction must:
 - (1) Ensure the information is entered into ~~the correctional operations management system (COMS);~~ Sapphire
 - (2) Inform the ~~offender~~ 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 ~~offender's~~ incarcerated person's mental health or medical status.
 - e) The ~~transgender gender identity~~ committee must review a transgender ~~offender's~~ incarcerated person's need request for a single cell, ~~and recommend placement as appropriate (see~~ See Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Incarcerated People ~~Offenders,~~ for more information.");
2. Disciplinary or other documented history of ~~sexually~~ sexual victimization of ~~victimizing offenders~~ incarcerated people or others:
 - a) ~~Offenders~~ incarcerated people with a documented disciplinary history of sexual victimization of ~~fully victimizing other offenders~~ other incarcerated people, ~~or any other documented history of sexually victimizing in any facility setting,~~ must not ~~are not~~ initially be assigned to multiple occupancy or dormitory cells/rooms. ~~A~~ review for a single-cell restriction ~~single cell restriction review~~ must be completed prior to the incarcerated person's placement in a multiple occupancy or dormitory cell/room.
 - ~~b) In addition to the requirements of Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response," reported or observed offender sexual victimization must be documented in an incident report, forwarded to the facility discipline unit, and retained at the facility.~~
 - be) Upon completion of the investigation and disciplinary process, the discipline unit supervisor must forward ~~s~~ all related documentation to the associate warden of operations (AWO) ~~or assistant superintendent or~~ designee.

- ~~ce)~~ Upon receipt of such documentation, the AWO/~~assistant superintendent~~ or designee must convene a committee of programming and security staff to review the ~~offender's~~incarcerated person's status.
- ~~de)~~ If the committee determines that concludes the ~~offender-incarcerated person~~ must not be assigned to a multiple-occupancy cell/room, the ~~offender incarcerated person~~ is assigned a single cell restriction.
 - (1) The single cell restriction must be entered in -COMS;Sapphire.
 - (2) The ~~offender-incarcerated person~~ must be informed of the restriction; and
 - (3) The appropriate supervisor/unit staff must be notified.
- ~~ef)~~ The committee may review single-cell restrictions assigned to ~~offenders incarcerated peoplepersons~~ with a disciplinary history of sexual victimizingally ~~victimizing other offenders-incarcerated peoplepersons~~ on an individualized basis if:
 - (1) If the ~~offender's~~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 ~~offender offense specific~~ treatment.

C. Multiple occupancy or dormitory cell/room assignment:

1. Intake and reception status
 - a) ~~Offenders-Incarcerated peoplepersons~~ are assigned to a cell/room based on available information such as:
 - (1) ~~Offender-Incarcerated person~~-reported incompatibility ~~concerns;concerns.~~
 - (2) Input from mental health and health services ~~staff;staff.~~
 - (3) Observations of intake ~~staff;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 ~~offender-incarcerated person~~ is assigned.
 - c) All living assignments must be entered in to the Correctional Operations Management System (-COMS).
2. General population
 - a) ~~Offenders-Incarcerated peoplepersons~~ with an active single cell restriction must not be ~~placed in multiple-occupancy cells/rooms.assigned a with cellmate roommates or placed in a dormitory setting in a dorm setting.~~
 - b) ~~Offenders-Incarcerated peoplepersons~~ are assigned to a cell/room with consideration given to of:
 - (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. ~~Offender~~Incarcerated person-initiated cell/room assignment changes:
 - a) ~~Offenders-Incarcerated people~~persons 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.~~Facilities may develop a process by which offenders-incarcerated persons meeting specified criteria may request to change rooms and specify which other offender-incarcerated person the offender-incarcerated person wants to live with.~~
 - c) ~~Offender~~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 ~~offenders-incarcerated people~~persons 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 ~~"offenders with single-cell restrictions"~~ to assist in identifying ~~offenders incarcerated persons~~ with ~~single-cell~~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 ~~adequately and safely managed~~addressed at the receiving facility.
 - c) Changes ~~A change~~ in circumstances may result in removing the ~~offender's~~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 ~~offender's~~incarcerated person's psychological file.
- C. Incident reports are retained at the facility.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

ACA STANDARDS: ~~4-4133~~

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, "Offender Incompatibility Review Process"
Division Directive 301.085, "Administrative Segregation"
Policy 202.100, "Classification System"
Policy 202.040, "Offender Intake Screening and Processing"
Policy 203.115, "Consular Notification and International Prisoner Transfer"
Policy 202.110, "Status Overview and Summary – Adult Facilities"
Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Offenders"
Policy 205.300, "Placement of Release Violators"
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"
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," ~~7/17/18~~
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~~Deputy Commissioner, Community Services~~
~~Deputy Commissioner, Facility Services~~
~~Assistant Commissioner, Operations Support~~
~~Assistant Commissioner, Facility Services~~