

---

**Policy Number:** 202.105  
**Title:** Multiple Occupancy Cell/Room Assignment  
**Effective Date:** 4/16/19

---

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

**APPLICABILITY:** All facilities housing adult offenders 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 offender who must not be placed in a multiple occupancy cell/room.

**PROCEDURES:**

A. General Requirements

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

B. Single cell restriction

1. Mental health and medical restrictions:
  - a) The facility psychological services director/designee may assign a single cell restriction to an offender when a mental health condition precludes placement in a multiple occupancy cell/room.
    - (1) A mental health condition includes significant vulnerability or dangerousness to others.
    - (2) Restrictions are documented in the offender's psychological file.
  - b) The facility health services administrator/designee may assign a single cell restriction to an offender 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 in the correctional operations management system (COMS);

- (2) Inform the offender 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 mental health or medical status.
  - e) The transgender committee must review a transgender offender's need for a single cell and recommend placement as appropriate (see Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Offenders").
2. Disciplinary or other documented history of sexually victimizing offenders or others:
- a) Offenders with a documented disciplinary history of sexually victimizing other offenders, or any other documented history of sexually victimizing in any facility setting, are not initially assigned to multiple occupancy or dormitory cells/rooms. A single cell restriction review must be completed prior to 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.
  - c) Upon completion of the investigation and disciplinary process, the discipline unit supervisor must forwards all documentation to the associate warden of operations (AWO)/assistant superintendent or designee.
  - d) Upon receipt of such documentation, the AWO/assistant superintendent or designee convenes a committee of programming and security staff to review the offender's status.
  - e) If the committee concludes the offender must not be assigned to a multiple occupancy cell/room, the offender is assigned a single cell restriction.
    - (1) The single cell restriction must be entered in COMS;
    - (2) The offender must be informed of the restriction; and
    - (3) The appropriate supervisor/unit staff must be notified.
  - f) The committee may review single cell restrictions assigned to offenders with a disciplinary history of sexually victimizing other offenders on an individualized basis:
    - (1) If the offender'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 treatment.
- C. Multiple occupancy or dormitory cell/room assignment:
- 1. Intake and reception status
    - a) Offenders are assigned to a cell/room based on available information such as:
      - (1) Offender-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 offender is assigned.
    - c) All living assignments must be entered in COMS.
  2. General population
    - a) Offenders with an active single cell restriction must not be placed in multiple occupancy cells/rooms.
    - b) Offenders are assigned to a cell/room with consideration 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-initiated cell/room assignment changes:
    - a) Offenders may request a change of cell/room assignment based on legitimate, verifiable security concerns.
    - b) Facilities may develop a process by which offenders meeting specified criteria may request to change rooms and specify which other offender the offender wants to live with.
    - c) Offender 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 with an active single cell restriction prior to transfer to any Minnesota Correctional Facility level one through three.
    - a) Facility transfer coordinators may create a subscription in COMS for "offenders with single cell restrictions" to assist in identifying offenders with single cell restrictions.
    - b) The sending and receiving facility transfer coordinators must ensure the factors supporting the single cell restriction can be adequately and safely addressed at the receiving facility.
    - c) A change in circumstances may result in removing the offender'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.
- B. Documented reasons for single cell restrictions are retained in an offender's psychological file.
- C. Incident reports are retained at the facility.

**ACA STANDARDS:** 4-4133

**REFERENCES:** [Policy 202.120, "Offender Incompatibility"](#)  
[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"](#)  
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.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**

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