DEPARTMENT OF CORRECTIONS

Policy:	**202.120**
Title:	**Incompatibility Review Process**
Effective Date:	**12/10/24**

PURPOSE: To provide a consistent, centralized incompatibility system to review issues of incompatibility between incarcerated people and enhance the security and safety at all adult facilities.

APPLICABILITY: Minnesota Department of Corrections (DOC) adult facilities

DEFINITIONS:
Active incompatibility – a designation documented in the incompatibility module of the correctional operations management system (COMS) indicating that two incarcerated people need to be separated.

Inactive incompatibility – a designation documented in the incompatibility module of the correctional operation management system (COMS) indicating that two incarcerated people no longer need to be separated.

Incompatibility review – a review completed by the facility incompatibility committee when there is compelling evidence indicating there is a risk of serious bodily injury if two incarcerated people are not kept separated.

Incompatibility reviewer – person assigned to make a final decision regarding incompatibilities from supporting documentation collected and submitted following review by the facility's incompatibility review committee.

PROCEDURES:
A. Determining/Reviewing Incompatibility
   1. Any staff may initiate the incompatibility review process by writing an incident report and forwarding it to the facility incompatibility review committee. Lieutenants, caseworkers, or other designated staff must complete incompatibility investigations.

   2. Each warden must establish a facility incompatibility review committee. The committee must have a chair and clerical support with membership and/or input from case management, security, and the office of special investigations (OSI).

   3. Within seven business days of receiving an incident report, the committee must conduct a review. Upon receipt of all supporting documentation, the committee must recommend whether an incompatibility should be assigned.
      a) Agendas are sent out to committee members in advance. Agendas with dispositions assigned are retained by the committee chair at the facility.
      b) If there is not enough information to make a decision, additional information is requested and the case is re-scheduled for the next meeting.

      c) The committee reviews issues including such examples as criminal victimization, familial relationships, extortion, serious assault, and witness testimony.

4. If the committee recommends assigning an incompatibility, the supporting documentation must be entered into the incompatibility module in COMS by the person the committee designates.

5. The incompatibility reviewer must review the committee's recommendation and make a final determination whether to assign an incompatibility. The incompatibility reviewer must:
   a) Document the final decision in the incompatibility module of COMS within three business days.

   b) Ensure that incompatibilities are assigned consistently across facilities.

6. Facility staff may need to initiate placement changes once an active incompatibility is assigned.

7. The caseworker must review incompatibilities with incarcerated people during annual reviews.
   a) The caseworker must forward information from the annual review to the facility incompatibility review committee.

   b) The facility incompatibility committee must review the information and document recommended actions in the incompatibility module in COMS

   c) The incompatibility reviewer must review any changes recommended to incompatibility designations and document decisions in the incompatibility module in COMS.

B. Addressing Concerns of Incarcerated People
   1. Incarcerated people must immediately inform staff of potential threats to their safety. Incarcerated people are required to cooperate with staff in the investigation and resolution of concerns by providing names and all other relevant information concerning the source of the threat.
   2. When investigating concerns options that may be considered include such examples as:
      a) Allowing the incarcerated person to remain in their present living unit, including a possible transfer to another cell/room within that unit;
      b) Transferring the incarcerated person to another living unit;
      c) Temporarily placing the incarcerated person on administrative segregation status;
      d) Transferring the incarcerated person to another department facility; and
      e) Transferring the incarcerated person to a non-department facility.

C. Maintaining Incompatibility Assignments
   1. Each facility incompatibility review committee must update and maintain incompatibility assignment recommendations in the incompatibility module of COMS.

   2. The incompatibility reviewer must document all decisions in the incompatibility module of COMS.

   3. Incompatibility determinations on individuals currently in DOC custody are confidential.

INTERNAL CONTROLS:

A. Supporting documentation of incompatibility assignments are retained in the electronic base file and linked to the incompatibility module of COMS.

B. The department incompatibility data is maintained in the incompatibility module of COMS.

REFERENCES: None

REPLACES: Policy 202.120, "Offender Incompatibility," 8/15/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Commissioner of Corrections