DEPARTMENT OF CORRECTIONS

Policy Number:	**204.055**
Title:	**Minimum Security Placement and Unit Management**
Effective Date:	**12/10/2024**

PURPOSE: To provide systematic and objective criteria and uniform processes for placement of individuals in minimum-security units and establish unit management expectations.

APPLICABILITY: All department of corrections (DOC) adult minimum-security units.

DEFINITIONS:

DOC capacity manager – agency manager responsible for facility placement determinations and transfers.

DOC minimum security placement coordinator – agency staff responsible for managing data on incarcerated persons who are eligible for minimum security review and placement. This staff person coordinates with facility minimum security unit staff regarding the placement of incarcerated people.

Facility minimum security placement coordinator – the facility case manager assigned to a minimum-security unit. This staff person coordinates with the DOC minimum security placement coordinator and facility staff regarding the placement of incarcerated people and manages the case load of the unit population.

Formal discipline – discipline outside of informal sanctions and involving due process.

Minimum placement list – the list of incarcerated people who are eligible for minimum security review and placement.

Program failure – incarcerated people who do not follow the expectations of the minimum security unit will be removed from the placement and deemed a program failure.

Program review team (PRT) – staff who are responsible for meeting with an incarcerated person to review eligibility criteria and determine placement recommendations.

PROCEDURES:

A. **Minimum Security Placement Process**

1. Incarcerated people with a minimum classification status as defined in DOC Policy 202.100, "Classification System," must be reviewed by the program review team (PRT) and referred to the department of corrections (DOC) minimum security placement coordinator. The PRT must record their review in the correctional offender management systems (COMS).

2. The DOC minimum security placement coordinator must review the PRT information and populate the minimum placement list with the required data.

3. The facility minimum security placement coordinators must use the minimum placement list to identify eligible incarcerated people for placement in their minimum-security units.

4. Placement and eligibility issues identified by the DOC or facility minimum security placement coordinators must be reviewed by the capacity manager.

B. **Minimum Security Placement Criteria**

1. Incarcerated people must be classified as minimum custody and meet the following criteria to be eligible for placement in a minimum-security unit:
   a) Must be within 48 months of release at the time of placement.

   b) Must have at least three months to serve at the time of placement.

   c) Must not be a supervised release violator at the time of placement.

   d) Have no formal discipline within six months at the time of placement.

   e) Have no felony detainers, wants or warrants.

   f) Have no escapes or escape behaviors within five years at the time of placement.

   g) Must not meet mandatory intensive supervised release (ISR) criteria. Refer to Policy 203.018, "Agent Assignment and Release Planning."

2. Incarcerated people serving a life sentence or a life-without-parole sentence are not eligible for minimum security placement without approval from the commissioner. This includes life sentence incarcerated persons with detainers/holds or those who have been reviewed by the supervised release board.

3. The minimum security unit at Togo houses a culturally-specific program for American Indians. Placement in that unit is subject to specific approval by the program.

4. Incarcerated people with specific, identified risks are subject to enhanced review by the DOC minimum security placement coordinator, the facility minimum security placement coordinators, the minimum security captain, and the minimum security lieutenant. Those identified for enhanced review include but are not limited to incarcerated persons:
   a) With past or present convictions for sex-related crimes;

   b) With a predatory offender registration requirement;

   c) With past, current, or pending review for civil commitment;

   d) Who are serving a sentence from another state (interstate corrections compact (ICC) or dual commitment);

   e) With serious, chronic, unstable, or uncontrolled medical or mental health illness; the reviews must include consideration of reasonable accommodations, pursuant to the Americans with Disabilities Act (ADA). Refer to Policy 203.250, "Modifications for Incarcerated Persons/Residents with Disabilities;"

   f) Who have unmet primary rehabilitative programming needs;

g) Who have committed felony-level offenses during the current period of incarceration;

h) With program failures from the challenge incarceration program (CIP), work release (WR), or minimum custody within six months at the time of placement; or

i) With excessive discipline or discipline characteristics that require further review – five or more formal discipline reports in the past 12 months or the nature of the discipline which may present additional concerns.

5. The facility minimum placement coordinator must document the enhanced review and any reasonable accommodations for an incarcerated person with disabilities, in the PRT section of COMS as a special review, and send the incarcerated person a memo with the review outcome.

C. **Minimum Placement List**

The DOC minimum security placement coordinator must maintain a list of all eligible incarcerated persons and work in conjunction with facility minimum security placement coordinators and the DOC capacity manager to facilitate transfers and placement in all minimum-security units.

1. This list must be available to all facility minimum security placement coordinators and the capacity manager to enter and review data.

2. This list must contain necessary data to make informed placement and transfer decisions.

3. Placement decisions must consider the length of sentence remaining for everyone to facilitate balanced placement for longer-term and shorter-term placements across minimum security units.

D. **Monitoring Bracelets**

All individuals placed in a minimum-security unit must be fitted with a monitoring bracelet as directed by staff, this may include a global positioning system (GPS) style bracelet.

E. **Work Assignments**

All individuals placed in a minimum-security unit are required to work. All individuals may be initially placed into a work assignment. Following 90 days in a work assignment, they may apply for other work assignments as available.

1. A work assignment placement meeting consisting of unit staff must take place weekly to discuss job assignments.

2. Individuals are allowed three unauthorized lay-ins during a sliding 90-day period. A fourth lay-in will result in program failure.

3. Individuals terminated from a work assignment will result in program failure.

4. Individuals assigned to institution community work crews (ICWC) must follow guidelines in Policy 205.110, “Institution Community Work Crew (ICWC) Program.”

F. **Program Failure**

Individuals placed in minimum security units who pose a security risk, receive formal discipline, exceed unit guidelines for informal sanctions, receive three work suspensions/unauthorized lay ins or have excessive behavioral issues will be deemed program failures.

1. Individuals deemed a program failure will be removed from the minimum-security unit.

2. Individuals deemed a program failure will be ineligible for minimum security placement for six months.

3. The facility minimum security placement coordinator must document the reason for the program failure in COMS, under case manager case notes.

G. **Unit Rules**

All individuals placed in minimum security unit must follow established unit rules related to laundry, linen exchange, recreation, daily schedules, dress/attire, etc.

H. **Discipline**

Individuals placed in minimum security units are subject to Policy 303.015, "Informal Sanctions." Progression through the violation chart to the level of formal discipline will result in program failure.

I. **Visiting**

All minimum-security units must allow visiting and follow visiting requirements as defined in Policy 302.100, "Visiting."

J. **Programming**

Individuals placed in minimum security units may participate in available programming such as education, substance use disorder treatment, re-entry preparedness, and library services.

K. **Incentive-Based Opportunities**

Minimum security units may establish incentive-based opportunities such as movie nights, food opportunities, holiday tournaments, etc.

1. Incentive-based opportunities may be removed if they are misused or for security reasons.

2. Incentive-based food orders may be purchased by incarcerated individuals from a local vendor with a maximum value of $30 (to include gratuity).
   a) Incarcerated individuals must have available funds in their accounts.

   b) A voucher must be processed prior to the order being placed.

   c) Food orders may be organized once a month.

3. Garden projects may be approved by staff.
   a) Minimum security incarcerated people may eat the produce raised.

   b) Food grown may be used within the unit or donated to local food shelves.

INTERNAL CONTROLS:

A. The minimum placement list is maintained and available in a central location.

B. The minimum program review team notes are maintained in COMS.

C. Enhanced reviews must be documented and maintained in COMS.

REFERENCES: Minn. Stat. § 241.01 subd.3a(b)
Policy 202.100, "Classification System"
Policy 202.110, "Status Overview and Summary – Adult Facilities"
Policy 203.010, "Case Management Process"
Policy 203.018, "Agent Assignment and Release Planning"
Policy 203.250, "Modifications for Incarcerated Persons/Residents with Disabilities"
Policy 205.110, "Institution Community Work Crew (ICWC) Program"
Policy 300.100, "Offender/Resident Accounts"
Policy 302.100, "Visiting"
Policy 303.010, "Incarcerated Individual Discipline"
Policy 303.015, "Informal Sanctions"

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

ATTACHMENTS: Minimum Security Units – Work Assignments/Programs/Infrastructure List (204.055A) (public pdf 204.055A)

APPROVAL:
Commissioner of Corrections