DEPARTMENT OF CORRECTIONS

Policy Number:	**301.070**
Title:	**Lockups**
Effective Date:	**4/6/26**

PURPOSE: To preserve or ensure security, order, and safety of incarcerated people/residents and staff.

APPLICABILITY: All facilities

DEFINITIONS:

Comprehensive search – a thorough, systematic search of a person, cell/room, common area of a unit, programming space, or any other area used by incarcerated people/residents.

Lockup – the stoppage of normal incarcerated person/resident activities in all or part of the facility during which staff conduct comprehensive searches or take action to restore order, allow for heightened security, investigate, or recover evidence or contraband.

Non-routine lockup – a lockup conducted as a result of a disruptive event or altercation, weapons, or other occurrence that threatens the safe and secure operation of the facility.

Routine lockup – a planned lockup conducted for preventive purposes to ensure compliance with property limits and evaluate the condition of the living space, as well as to search for contraband.

PROCEDURES:

A. Warden Responsibilities

1. The warden/designee may order a facility lockup and/or a comprehensive search in whole or part anytime, as deemed necessary. Each warden must develop and maintain operating guidelines that identify the standard lockup process and notice required for facility leadership when they occur.

2. Wardens/designees at close-custody and maximum-security facilities must conduct lockups and/or comprehensive searches at least twice a year, with at least one comprehensive search each year. Wardens/designees at medium and minimum-custody facilities must conduct lockups with comprehensive searches at least once per year.

3. The warden/designee must ensure that lockups and comprehensive searches are documented in a facility-specific spreadsheet.

4. In addition to security lockups, the warden may secure the facility for program changes or a specific activity.

5. Wardens/designees must select appropriate staff, regardless of job classification, to participate in cell/room and program/work area searches.

B. Security Staff Responsibilities:

1. Security staff must confine incarcerated people/residents to their cells/rooms or move them to a designated area for the duration of a lockup/comprehensive search, but may allow incarcerated people/residents to attend medical appointments, one-to-one mental health sessions, psychiatry appointments, visits, hearings, and other events or programs as authorized.

2. Security staff must ensure that incarcerated people/residents receive meals, medication, and basic hygiene supplies in their cells/rooms or designated areas during a lockup/comprehensive search.

3. The duration of any lockup must be guided by the nature and seriousness of the underlying cause thereof.

4. Security staff must document all lockups and searches in both the captain's reports and in unit logs. Captain's reports and unit logs are retained at the facility according to retention schedules.

5. Staff must write incident reports to detail the events or findings of a search if contraband is discovered or there is damaged property. Incident reports are retained at the facility according to retention schedules.

INTERNAL CONTROLS:

A. Captain's reports, unit logs, facility-specific lockup spreadsheets, and incident reports are retained at the facility according to the applicable retention schedules.

STATE CORRECTION FACILITY SECURITY AUDIT STANDARDS: None

REFERENCES: Minn. Stat. § 241.01, subd. 3a(b)(d)

REPLACES: Policy 301.070, "Lockups," 8/6/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Commissioner of Corrections