DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **301.083** |
| **Title:** | **Restrictive Housing Managment** |
| **Effective Date:** | **8/18/25** |

**PURPOSE:** To provide procedures regarding the operation of restrictive housing units in adult facilities.

**APPLICABILITY:** All adult facilities

**DEFINITIONS:**
**Administrative segregation** –see Policy 301.085, "Administrative Segregation."

**Continuing observation status (COS)** – see Policy 500.300, "Mental Health Observation."

**Disciplinary segregation status** – see Policy 303.010, "Incarcerated Person Discipline."

**Dry cell** – non-punitive security restrictions imposed when it becomes necessary to regulate the water supplied to an incarcerated person's cell and maintain other surveillance conditions.

**High level control (HLC)** – non-punitive security restrictions imposed on incarcerated people in a restrictive housing unit who have engaged in a pattern or serious incident of destructive, disruptive, or threatening behavior.

**Hunger strike** – see Policy 301.190, "Hunger Strikes."

**Pre-hearing detention (PHD)** – see Policy 301.085, "Administrative Segregation."

**Quiet control** – a non-punitive security status imposed on an incarcerated person who is placed in a specific room in a restrictive housing unit and is subject to restricted amenities due to destructive, disruptive, or threatening behaviors.

**Restrictive disciplinary segregation** – see Policy 303.010, "Incarcerated Person Discipline."

**Restrictive housing review team** – a team chaired by the restrictive housing program director or designee, which must include representatives from unit security staff, case management, and mental health.

**Step-down management program (SDMP)** – See Policy 301.088, "Restrictive Housing Step-Down Management Program."

**Temporary housing status (THS)** – a non-punitive status assigned to an incarcerated person temporarily

housed in a restrictive housing unit due to non-availability of space in the general population.

**PROCEDURES:**

A. General Requirements

1. Each adult facility, except MCF-Togo and MCF-Red Wing (adults only), must provide a restrictive housing unit that is separate from the general population. These units must maintain adequate for environmental, health, and fire safety conditions.

2. Restrictive housing units must provide living conditions that are comparable to those in general population, including reduced lighting during nighttime hours. Restrictive housing cells permit incarcerated persons to converse with and be observed by staff. Space must be available, either inside or outside the unit, for incarcerated people within restrictive housing to consult with treatment staff.

3. The primary purpose of restrictive housing is to separate incarcerated persons from the general population when necessary to ensure safety, security, and the orderly operation of the facility. Placement of an incarcerated person in restrictive housing must comply with the policies and procedures governing the type of status that warranted the placement. Only incarcerated persons on the the following statuses may be placed in restrictive housing:
   a) Administrative segregation;
   b) Disciplinary and restrictive disciplinary segregation;
   c) Step-down management program status;
   d) Pre-hearing detention;
   e) Continuing observation status (COS);
   f) Dry cell; or
   g) Temporary housing status.

4. Female incarcerated people who are pregnant, are within six weeks postpartum, have recently had a miscarriage, or have recently terminated a pregnancy should not be placed in restrictive housing. In rare situations, they may be placed in restrictive housing as a temporary response to behavior that poses a serious and immediate risk of physical harm. Even in such cases, the decision must be approved by the warden in consultation with a health services supervisor and reviewed every 24 hours.

5. An incarcerated person must not be placed in a restrictive housing unit solely based on gender identity.

6. Whenever an incarcerated person in restrictive housing is deprived of any normally authorized item or activity, staff must write an incident report describing the restriction and infractions. The incident must be noted in the incarcerated person's unit or electronic file, and the report must be forwarded to the captain.

7. A permanent log must be maintained within the unit. In addition, a daily captain's report is maintained by staff operating the restrictive housing unit and reviewed

every business day by the warden and health services administrator/designee.

8. All incarcerated persons in restrictive housing must be personally observed by a correctional officer twice per hour, but no more than 40 minutes apart on an irregular schedule. Observation must be documented in the unit log.

9. Unit lieutenants/designees must conduct daily visits to restrictive housing units. A health services staff member must perform a daily wellness round within the restrictive housing unit. All non-unit staff entering the restrictive housing unit must be documented in the unit log, including times of arrival and departure, name, and reason for the visit. Program staff, including education, religious, and transition staff, may visit as necessary or upon request by the incarcerated person or other staff.

10. Restrictive housing or discipline unit staff must develop, maintain, and update a phase roster or log to track an each incarcerated person's restrictive housing placement. At a minimum, the phase roster or log must include:
    a) Incarcerated person identification number (OID);
    b) Incarcerated person name;
    c) Status;
    d) Phase;
    e) Next phase;
    f) Admission date;
    g) Previous complex/unit (if applicable);
    h) Restrictive housing release date; and
    i) Comments.

11. The restrictive housing review team must review the status of all incarcerated people in restrictive housing units at regular intervals.
    a) Reviews must occur every seven days during the first 60 days of restrictive housing placement, and every 30 days thereafter. All reviews must be documented and retained in accordance with the applicable records retention schedules.
    b) The purpose of these reviews is to monitor and respond to the incarcerated person's adjustment in restrictive housing. The team must consider:
        (1) The incarcerated person's compliance with unit expectations, including both positive and negative behaviors displayed;
        (2) Signs or symptoms of mental or physical health deterioration;
        (3) Whether the circumstances leading to placement in restrictive housing have been resolved and the incarcerated person can safely be returned to general population; and
        (4) Referral for the step-down management program is appropriate.

    c) The chair of the restrictive housing review team must seek input from the office of special investigations (OSI) and health services prior to the meeting, as needed.
    d) Placement in, continuation of, and release from restrictive housing is

determined by the policies governing the incarcerated person's specific status. The restrictive housing review team provides information and recommendations to the authority responsible for the incarcerated person's status to ensure any concerns about the incarcerated person's well-being is promptly addressed. When appropriate, a more in-depth care conference may be convened to establish a plan that may include modification of the incarcerated person's status or housing placement.

e) The outcome of the review must be documented and provided to the authority who authorized the incarcerated person's placement in restrictive housing as follows:
   (1) Administrative segregation status – warden/designee
   (2) COS – facility mental health director/designee
   (3) Pre-hearing detention, disciplinary segregation, or restrictive disciplinary segregation – warden/designee
   (4) Step-down management program (SDMP) – warden/designee

f) The commissioner of corrections must receive notification of all incarcerated people with consecutive placement in a restrictive housing for more than 30 days. This notification must occur monthly.

g) For incarcerated people held in restrictive housing for more than 120 days, the reason for the placement and the behavioral management plan must be submitted to the commissioner of corrections. (See 120 Day Restrictive Housing Behavioral Management Plan form, attached.)

B. Restrictive Housing Unit Admission Procedures and allowable Items

1. Unit staff must:

a) Complete the restrictive housing unit room inspection form (attached), restrictive housing property pick-up form (attached), and restrictive housing unit intake form (attached) for each incarcerated person placed in a restrictive housing unit.

b) Complete the following:
   (1) Unclothed body search;
   (2) Personal property inventory;
   (3) Issuance of state clothing, hygiene items, and linens;
   (4) Reviews of incompatibility, phone monitoring, and medical needs, including prescription or over the counter (OTC) medications; and
   (5) Immediate notification to the health services unit of the incarcerated person's admission and documentation of the notification in the unit daily log.

c) Issue a restrictive housing unit manual that includes information on the following:
   (1) Privileges and amenities provided on each status or restriction;
   (2) Allowable cell items and property;
   (3) Canteen;

(4) Cell cleanliness and liability for damage;
(5) Clothing and linen exchange;
(6) Emergency evacuation;
(7) Exercise;
(8) Haircuts;
(9) Informal sanctions;
(10) Kite system;
(11) Legal calls and material;
(12) Mail;
(13) Meal services, including temporary meal service and alternate meals;
(14) Medical services;
(15) Mental health services;
(16) Incarcerated ierson employment;
(17) Over the counter medications;
(18) Phases in restrictive housing;
(19) Religious programming;
(20) Shaving and showers;
(21) Supply delivery;
(22) Telephone; and
(23) Visits.

2. Personal Allowable Items

The following items are permitted unless supervisory staff prohibit an item for safety or security reasons, including an imminent danger that an incarcerated person may destroy the item or use it to cause self-injury. Any Item restrictions, along with the reasons for the restrictions, must be documented in an incident report.

**Personal Allowable Items Grid**

| | | **Pre-Hearing Detention,Restrictive Disciplinary Segregation, Disciplinary Segregation** | **Administrative Segregation / Temporary Housing** | **Step-Down Management Program** |
|---|---|---|---|---|
| Personal mail and papers (stack thickness) | 6” high | 6” high | | 6” high |
| Legal materials | 5 lbs | 5 lbs | | 5 lbs |
| Wedding ring with no stones, plain band | 1 | 1 | | 1 |
| Comb, allowed pick or brush | 1 | 1* | | 1 |
| Approved religious items | 1 | 5* | | 5 |

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|---|---|---|---|
| Shower thongs (if not provided) | 1 | 1 | 1 |
| Address book | 1 | 1 | 1 |
| Medically approved adaptive equipment | Yes | Yes | Yes |
| Photographs | 0 | 10* | 10 |
| Subscription newspapers/publications | No | Yes* | Yes |
| Unit-issued books | | 5* | 10* | 10* |
| Educational materials – part of six-inches of allowable materials | | See E.3 | Yes | Yes |
| Hard Cover Books (up to 5) – determined by Educational and/or Chaplain/Religious Coordinator | | See E.3 | Yes See E.3 | Yes See E.3 |
| Radios | | no | *Yes if accessible | See policy 301.088 Step Down Management Grid |
| Approved canteen items per the restrictive housing canteen lists | | Yes | Yes | Yes |
| Ear plugs | 1 pair | 1 pair | 1 pair |
| Envelopes | 10 | 10 | 10 |
| Dentures | Yes | Yes | Yes |

* These items may be limited for safety or security reasons if the incarcerated person is placed in restrictive housing for the reasons listed in Policy 301.085A.1.c and d, or A.2. and/or is placed on COS, HLC or Quiet Control status.

C. Restrictive Housing Statuses and Phases

1. Dry cell restriction

a) Dry cell restriction may occur when staff suspect an incarcerated person has ingested or inserted contraband into their body and has not had the opportunity to excrete or remove it. Dry cell restriction may also be used to restrict water access for incarcerated people who have flooded their cells.

b) General requirements

(1) Incarcerated people may use personal hygiene items upon request and under staff supervision.

(2) An incarcerated person on dry cell restriction is not allowed out-of-cell exercise or showers.

(a) Water must be offered every two hours or more frequently upon incarcerated person request.

(3) Emergency or legal phone calls are allowed under direct staff supervision.

c) Dry cell for suspected contraband ingestion or insertion

(1) The watch commander must determine the need for placing an incarcerated person in a dry cell. The incarcerated person must

remain in a dry cell for a minimum of 24 hours. The unit lieutenant or watch commander may remove an incarcerated person from this restriction after consulting with the special investigator, program director, or other appropriate staff.

(2) The watch commander must notify the officer of the day (OD) of the dry cell placement.

(3) Officers must perform routine intake procedures before placing an incarcerated person in a dry cell. Officers must instruct the incarcerated person on how to comply with dry cell procedures.

(4) Preparing the cell

(a) The cell must be equipped with camera observation.

(b) Prior to the incarcerated person's placement in the cell, an officer must thoroughly search the empty cell.

(c) Officers must turn off water to the sink and toilet, plunge the remaining toilet water, and test-flush the toilet to relieve any remaining pressure.

(5) Staff must search everything entering or exiting the cell, including bedding, food trays, medical supplies, refuse, and human waste.

(6) When the incarcerated person needs to use the toilet, they must contact staff. Officers must provide a container for the incarcerated person's toileting use.

(7) Officers must observe the incarcerated person at all times. Upon completion of an incarcerated person bowel movement, officers must thoroughly check the stool for contraband. Officers must take all precautions to protect their health and safety, including use of personal protective equipment (see Policy 105.113, "Personal Protective Equipment (PPE)"). The officers must document these actions in the daily unit log and an incident report.

(8) Officers must place any recovered contraband into evidence and immediately notify the watch commander.

d) Dry cell for hunger strikes ( see policy 301.190, "Hunger Strikes.")

e) Dry cell for abuse of water

(1) Officers must turn off all water to the cell and plunge any remaining toilet water. Staff must "test-flush" the toilet to relieve any remaining pressure.

(2) Officers must offer the incarcerated person drinking water at least every two hours or more frequently upon request. All water offers and intake must be documented in the daily unit log.

(3) Incarcerated people must notify staff when the toilet needs to be flushed at reasonable intervals.

(4) The unit lieutenant or watch commander must review this restriction daily and restore water to the cell when it is believed the incarcerated person will refrain from flooding the cell.

2. High Level Control (HLC)

a) A lieutenant or higher authority must review the incarcerated person's behavioral history and determine appropriateness of placement on high level control (HLC). The incarcerated person must be verbally informed of placement and removal from this status.

b) Placement on HLC status is based on the following factors:
   (1) The current disciplinary offense involves assaultive behavior, possession or use of weapons, or escape behavior;
   (2) Recent history of assaultive behavior or threats to staff;
   (3) Recent history of mental health issues that could lead to assaultive or dangerous behavior; or
   (4) Recent history of escape or attempted escape from a secure setting.

c) The incarcerated person's cell and unit records must be flagged to alert staff of the HLC status.

d) The unit supervisor must review an incarcerated person's placement on HLC at least every seven days to determine if continuation is necessary.

e) Cell Assignments
Incarcerated people on HLC status must reside in a cell that allows for officer observation and control in order to maintain needed security precautions.

f) Movement
   (1) In restrictive housing units whose design allow for non-contact, incarcerated people on HLC status may move without an escort to designated secure areas for exercise, showers, visits, telephone, etc.

   (2) Under all other circumstances, three staff members must be present when removing the incarcerated person from the cell or placing them back.
      (a) Escort restraints must include, at a minimum, a padded helmet, handcuffs, waist chain, leg irons, and, if necessary, a spit mask.
      (b) Staff must conduct a pat search during cell removal and return (see Policy 301.010, "Searches").
      (c) The incarcerated person must be escorted by at least two officers whenever they are outside their cell.
      (d) Additional control methods (see Policy 301.081, "Response to Resistance, Restraint Systems, and Escape") must be used if the incarcerated person has demonstrated extremely assaultive or threatening behavior.

g) Exercise
All exercise must be conducted alone during regular programming times. The allotted time is the same as phase 1 incarcerated persons (see Restrictive Housing Status Grid and Proc. E.5., below).

h) Telephone calls and showers
Telephone and shower activities must occur during exercise time.

i) Book passes
The book pass must remain closed at all times, except during cell delivery, and must be secured immediately upon completion of delivery.

j) Cell delivery
Whenever staff deliver an item such as, mail, food, or laundry, the incarcerated person must sit on the bed with hands visible. The staff member must ensure that the incarcerated person is on the bed before opening the book pass.

k) Cell searches
The officer in charge may approve cell searches after consultation with the unit lieutenant.

3. Informal Sanctions Plan

a) Staff may use informal sanctions as an alternative to formal discipline procedures for violations of unit or facility rules while the incarcerated person is in restrictive housing. Staff must complete the restrictive housing informal sanctions form (attached).

b) Any privilege granted to an incarcerated person placed in a restrictive housing unit, including on administrative segregation status, may be suspended upon the submission of a report that describing a violation of rules.

c) A supervisor/designee must review all loss of privileges (LOP) prior to implementation of the penalty. The supervisor and the reporting staff will determine whether to proceed with formal discipline or informal sanctions. Privileges may be suspended for up to ten days. The suspended privilege must be relevant to the violation, such as suspension of telephone privileges for telephone policy abuse, or suspension of exercise for a violation of the exercise rules.

d) The restrictive housing informal sanctions forms and reports of loss of privileges must be retained in accordance with applicable retention schedules.

4. Phase Program

An incarcerated person serving a disciplinary segregation penalty or held on pre-hearing detention status participates in the phase program (see Restrictive Housing Status Grid). The phase program is an incentive-based system that allows incarcerated people who demonstrate appropriate behavior to earn additional privileges. Incarcerated people on HLC status are allowed to participate in the phase program if they exhibit positive behavior.

a) All incarcerated people on disciplinary segregation or pre-hearing detention status start at phase I.

b) After 30 consecutive days of good behavior, the incarcerated person is placed on phase II.

c) If an incarcerated person is formally charged with a new rule violation, they automatically drop to phase I. If the incarcerated person is found not guilty of the new rule violation, their previous phase status is restored, including the accumulated time toward the next phase.

d) Any incarcerated person who receives three or more informal reports within a 90-day period will revert back to phase I.

e) If an incarcerated person transfers to the mental health unit, their phase status remains unchanged unless affected by negative behavior.

5. Quiet Control

a) Staff must complete an incident report documenting the incarcerated person's disruptive behaviors to initiate a quiet control placement. Examples of behaviors that can warrant quiet control placement include physical harm to self or others, property damage, threats of physical harm or property damage, inciting other incarcerated people, or other actions that negatively impact the orderly and secure operation of the unit.

b) The restrictive housing unit supervisor determines if an incarcerated person is placed on quiet control. In the unit supervisor absence, the watch commander determines placement. The placing supervisor or watch commander must document the placement on the quiet control placement form (attached).

c) Quiet control placement is typically short-term. The incarcerated person's subsequent behavior will determine length of placement.

d) The restrictive housing unit supervisor or watch commander must review the incarcerated person's quiet control placement daily and document the decision on the quiet control continuation/removal form (attached). If the incarcerated person has refrained from negative behaviors for 24 hours and it is reasonably likely that the behaviors will not reoccur, the incarcerated person must be removed from quiet control. When an incarcerated person is removed from quiet control, the unit supervisor or watch commander must document the decision on the quite control continuation\removal form (attached).

e) The unit supervisor must consult with their supervisor to extend the incarcerated person's quiet control placement beyond five days. Written notification must be provided to the incarcerated person, and a copy must

be placed in the file.

f) Quiet control placement/continuation/removal forms must be placed in the incarcerated person's electronic file and in the daily captain's report.

g) Allowable items for incarcerated people on quiet control include one set of clothing, footwear, prescription eyewear, and access to personal hygiene items. These items may be withheld only if the behavior that led to quiet control involved misuse of those items and prior approval for denial is obtained from the unit supervisor or watch commander. If the incarcerated person's clothing is removed from the cell, they must be given a security gown and security blanket. These garments be designed to maintain safety while preventing humiliation or degradation.

h) Incarcerated people on quiet control receive regular meals, but alternative serving containers and utensils may be used.

i) Each facility restrictive housing unit must have cells that can accommodate quiet control placement. These cells are not required to have camera observation, but, if available, camera observation may be used

6. Damage to Bedding

If an incarcerated person damages, alters, burns, or destroys any issued bedding, a lieutenant or higher authority may authorize the following procedures:

a) All bedding, including the mattress, is removed from the cell.

b) By 2200 hours, the incarcerated person is issued four blankets to sleep on that night.

c) The following morning, the four blankets are removed.

d) This restriction is reviewed daily, including a discussion with the incarcerated person by the unit lieutenant or designee.

e) If three nights pass without any damage to the blankets, the incarcerated person's standard bedding issue is returned.

f) If any further damage occurs to the four blankets during the three-night period, the four blankets are removed and replaced with a tear-resistant blanket.

g) When the four blankets are returned to the incarcerated person, the three-day period starts over.

h) If standard bedding is returned and further damage occurs, the restriction will be enforced for seven nights.

i) All bedding restrictions must be documented in an incident report and in the daily unit log.

7. Restrictive disciplinary segregation

Incarcerated people on restrictive disciplinary segregation receive the privileges

and amenities as outlined in the personal allowable items grid.

8. Temporary Housing Status (THS)
When bed space is unavailable in general population for an incarcerated person who is about to be released from a restrictive housing unit, they must remain in the unit under temporary housing status (THS) until bed space is available. General population incarcerated people newly arriving at the facility may also be placed in a restrictive housing unit under THS if no general population bed space is available. Staff must notify the incarcerated person of the placement on THS using the THS Assignment Notice form (attached) and document the notification in the restrictive housing unit log. THS privileges and amenities must meet or exceed those of administrative segregation status.

D. Restrictive Housing Unit Health Services

1. Medical services

a) Nursing staff must ensure that incarcerated people are screened within 24 hours of receiving notification of the incarcerated person's admission into the restrictive housing unit. If the screening indicates symptoms of a mental illness, a qualified mental health professional must be consulted regarding appropriate treatment and placement. Health services staff must document any instance in which an incarcerated person screens positive for symptoms of a mental illness and whether or not the staff member made a connection with a mental health professional. All nursing screening visits, including initial or subsequent screenings, must be logged in the incarcerated person's medical record progress notes.

b) Each incarcerated person in restrictive housing must have access to medical services. Unit staff are responsible for collecting and delivering medical requests to medical staff prior to each daily visit. Nursing staff must conduct daily visits to each incarcerated person in a restrictive housing unit to address medical concerns. If health services staff indicate that the incarcerated person exhibits symptoms of a mental illness, a qualified mental health professional must be consulted regarding appropriate treatment and placement. Unit staff must document and announce the presence of nursing staff in the unit. Emergent medical issues may require activation of the incident command system (ICS).

c) A nurse practitioner, physician's assistant, or physician must, at a minimum, conduct one weekly visit to the restrictive housing unit. Unit staff must announce and document the presence of the health care practitioner. Medical staff handle all emergency medical needs on an individual basis.

d) Nursing staff must distribute medications to incarcerated people in restrictive housing units. During the medication distribution times, nursing staff may make rounds throughout the entire unit.

e) Facility staff must notify nursing staff to conduct an assessment any time an

incarcerated person is involved in an incident that has the potential for injury or when physical force was used to restrain the Incarcerated Person. A nurse determines whether medical attention is necessary and the level of such attention.

2. Mental Health Services

a) Unless the mental health provider determines that attention is needed more frequently, mental health staff must make a weekly round in a restrictive housing unit. The presence of staff must be announced and documented on the unit log.

b) If restrictive housing placement continues beyond 30 days, a qualified mental health professional must personally interview and prepare a written mental health assessment report for the incarcerated person. For incarcerated people who have an identified mental health need, a qualified mental health professional must make additional mental health assessments at least every 30 days. For all other incarcerated people, additional assessments must occur every three months, or more frequently as clinically indicated

c) Staff must immediately notify and prepare a written request to mental health services if an incarcerated person requests such services or exhibits signs of depression, disorientation, or unusual behavior. Staff witnessing depression, disorientation, or unusual behavior must also immediately notify the watch commander.

d) Whenever possible, mental health assessments must occur outside the cell in a confidential area.

3. Continuing Observation Status (COS)

a) Each facility must have cells that accommodate the monitoring requirements of Policy 500.300, “Mental Health Observation.”

b) Unit staff must complete the continuing observation log form (attached) for each incarcerated person on COS.

4. Over the counter (OTC) medications

Incarcerated people are allowed to purchase over the counter (OTC) medications while housed in a restrictive housing unit.

a) Unless there are safety or security reasons, incarcerated people may keep one package of pain medication and one package of cold/antihistamine medication package in their cells. One additional package of cold/antihistamine medication may be stored in the incarcerated person’s restrictive housing property storage bin.

b) Incarcerated people who are not allowed to keep OTC medications in their cells due to safety or security reasons must receive OTC medications directly from health services, as clinically indicated.

E. Services and Privileges

1. Canteen

Canteen privileges, including item selection and spending limits, are determined by the incarcerated person's status while in restrictive housing. MINNCOR maintains separate canteen lists and order forms. Canteen order forms are distributed weekly, and a product catalog is available for incarcerated people.

2. Delegation status of incarcerated people from restrictive housing units

Incarcerated people serving disciplinary penalties in restrictive housing receive credit for time spent out of the facility on delegation status.

3. Education Programming

a) Incarcerated people in a restrictive housing unit must be offered education services in accordance with their status and policy 760.040 "Post-Secondary Education Student Access to Instructional Materials in Restrictive/Secure Housing."Materials and service delivery may be modified based on the security requirements of the incarcerated person's status, as outlined under B.2 personal allowable items.

b) All incarcerated people aged 21 and under with active individual education plans (IEPs) must have access to education materials and services in support of their plans while in a restrictive housing unit.

c) For incarcerated people not subject to IEP requirements, educational materials must be supplied based on the education department's assessment of its available resources. Factors considered when determining how to distribute educational resources to incarcerated people in restrictive housing may include, but are not limited to, their educational needs and program involvement at the time of their assignment to restrictive housing.

d) Education staff will confirm the material to be provided and will arrange for delivery with the appropriate Unit Lieutenant.

4. Exercise – see Restrictive Housing Status Grid (attached).

Each incarcerated person must be provided with a minimum of one hour of exercise per day, five days per week, outside of the their cell, unless security or safety considerations dictate otherwise. For example, dry cell status, continuous observation status (COS), and quiet control. Programming may be modified based on facility needs as approved by the unit lieutenant or higher authority.

5. Hygiene

Incarcerated people in restrictive housing must be given the opportunity to shave and shower at least three times per week, unless this causes an undue security risk.

6. Laundry exchange

Staff must provide incarcerated people in restrictive housing with the opportunity to have three complete sets of clean clothing per week. Staff must determine when blanket exchanges are done. Incarcerated people in restrictive housing must exchange clothing, bedding, and linen on the same basis as incarcerated persons in the general population, unless otherwise directed by the unit lieutenant.

7. Legal Calls and Materials

a) Legal calls are allowed in accordance with Policy 302.210, "Incarcerated Person Telephone Use."

b) Staff must provide incarcerated people access to legal materials in accordance with Policy 204.045, "Library." Incarcerated people must request legal reference materials from the facility law library or the law library services for prisoners (LLSP) by incarcerated person kite.

c) Incarcerated people are not allowed to possess personal legal reference books if the same books or excerpts are available through the law library.

8. Mail

Mail and incarcerated person messaging (o-mail) is allowed in accordance with Policies 302.020, "Mail," and 302.022, "Incarcerated Person/Resident Kiosk Services."

9. Meals

a) Meals in restrictive housing consist of the same food served to the general population. However, substitutions may be made for foods that present a security risk, such as, hot coffee, thin soups, fruit items, bones, wooden sticks.

b) Temporary Meal Service

Incarcerated people who have used food or food service equipment in a manner that is harmful to themselves, staff, or other Incarcerated people, or is otherwise inappropriate, must be provided with temporary meal service. This alternate meal service may be based on health or safety considerations only.

(1) Staff must complete an incident report and a temporary meal service form (attached), including a description of the incarcerated person's behaviors resulting in the restriction, any time temporary meal service is provided.

(2) The warden/designee and the facility health services administrator/designee must provide written approval for temporary meal service.

(3) Any temporary meal service must meet basic nutritional requirements. If the incarcerated person has special dietary needs, health services staff must consult with food service staff to determine any medically necessary modifications.

(4) Any temporary meal service order must not exceed seven days.

10. Incarcerated person movement, cell access, escorts, and use of restraints
Because each restrictive housing unit differs in design and staffing, each facility must develop procedures for the secure movement of incarcerated people within and outside the restrictive housing unit.

11. Case Management
Incarcerated people in restrictive housing units must have access to case management services. Case Managers are required to meet with incarcerated people in restrictive housing at least once every 30 days to address case planning goals, targeted needs, and action steps. Case Managers will provide appropriate cognitive behavioral interventions and/or collaborate with other programming staff about appropriate interventions.

12. Religious Programming
Incarcerated people in restrictive housing units must have access to the facility chaplain/religious coordinator for in-person meetings and may request religious materials by kite. Hard-cover books may also be provided if needed to ensure religious programming. Possession of religious items and materials is regulated by the incarcerated person's status according to the personal allowable items grid.

13. Telephone
An incarcerated person in restrictive housing is allowed limited social telephone privileges as described in the Restrictive Housing Unit Status Grid, unless social phone privileges have been suspended by the warden/superintendent or designee. Phone privilege suspensions do not apply to attorney calls. Incarcerated Persons may also receive authorized phone calls in response to family emergencies unless security or safety considerations dictate otherwise.

14. Visits
Incarcerated person visits are allowed in accordance with the restrictive housing status grid and Policy 302.100, "Visiting." Visits must be scheduled and are conducted in a non-contact manner or by video.

F. Restrictive Housing Unit Release

1. Restrictive housing facility-to-facility transfer
   a) An incarcerated person's current phase status transfers from facility to facility.
   b) Canteen items purchased while in restrictive housing are not allowed in another facility's restrictive housing unit.

2. Incarcerated people are released from restrictive housing when they are removed from the status that initiated the placement, unless they are placed on another restrictive housing status.

3. Restrictive housing unit staff must verify the accuracy of an incarcerated person's disciplinary segregation release date in the correctional operations management

system (COMS). Incarcerated people are released from restrictive housing as bed space and facility needs dictate.

4. For incarcerated people in the step-down management program, Policy 301.088, "Restrictive Housing Step-Down Management Program," determines their release dates.

5. An incarcerated person must not be released into the community from a stay in restrictive housing for 60 days or more absent a compelling reason. In cases where there is a compelling reason, the commissioner of correction, deputy commissioner or designee must directly authorize the incarcerated person's release into the community from restrictive housing. ( See 60-Day Restrictive Housing Release Authorization form, attached.)

6. An incarcerated person who will be released from a restrictive housing unit directly to the community must receive case management services as required by Policy 203.010, "Case Management Process," and release planning services as required by Policy 205.140, "Adult Incarcerated Person Reentry Services and Programming."

7. If an incarcerated person will be released directly to the community following more than 30 days in restrictive housing, and the release is not based on a court order for immediate release, the facility must document the reasons the incarcerated person did not transition to the general population and must receive agency level approval. In addition to required release procedures, the following steps must be taken:
   a) Development of a release plan that is tailored to the incarcerated person's specific needs.
   b) Notification to the incarcerated person of applicable community resources; and
   c) Victim notification, if applicable.

G. Restrictive Housing Unit Corrections Officers

1. Officers who work in a restrictive housing unit must complete A-Team de-escalation training within two weeks of their assignment in a restrictive housing unit.

2. All officers assigned to restrictive housing units must be re-assigned for a minimum period of three months after two years of continuous assignment.
   a) The timing of the reassignment may be at the facility's discretion or an officer's request. Reassignments may be prioritized based on the length of continuous time assigned to the unit.

   b) Staff-arranged exchanges that extend a minimum of three months are recognized as a reassignment.

   c) No more than one staff person per shift is rotated from second and third watches.

H. Legislative Reporting

By January 15 of every year, the commissioner of corrections must report to the chairs and ranking minority members of the house of representatives and senate committees and

divisions with jurisdiction over public safety and judiciary on the status of the implementation of the provisions in Minn. Stat. § 243.521. The commissioner's office must retain these reports according to retention schedules. This report must include, but not be limited to, data regarding:

1. The number of inmates in each institution placed in restrictive housing during the past year;
2. The ages of inmates placed in restrictive housing during the past year;
3. The number of inmates transferred from restrictive housing to the mental health unit;
4. The lengths of terms served in restrictive housing, including terms served consecutively; and
5. The number of inmates by race in restrictive housing.

**INTERNAL CONTROLS:**

A. Weekly restrictive housing incarcerated person status reviews are documented by the restrictive housing review team and retained according to the applicable records retention schedule.

B. Informal sanctions and suspension of privileges/amenities are documented on Restrictive Housing Informal Sanctions Reports or loss of privileges reports and retained according to the applicable records retention schedules.

C. Incident reports are retained at the facility according to the records retention schedule.

D. Reports to the legislature are retained by the commissioner's office according to the applicable records retention schedules.

**REFERENCES:** Minn. Stat. §§ 241.01; 243.521

Policy 105.113, "Personal Protective Equipment (PPE)"
Policy 203.010, "Case Management Process"
Policy 204.035, "Secondary Education"
Policy 204.045, "Library"
Policy 205.140, "Adult Incarcerated Person Reentry Services and Programming"
Policy 301.081, "Response to Resistance, Restraint Systems, and Escape"
Policy 301.085, "Administrative Segregation"
Policy 301.088, "Restrictive Housing Step-Down Management Program" Policy 301.190, "Hunger Strikes"
Policy 302.020, "Mail"
Policy 302.022, "Incarcerated Person/Resident Kiosk Services"
Policy 302.030, "Food Service"
Policy 302.100, "Visiting"
Policy 302.210, "Incarcerated Person Telephone Use"
Policy 302.300, "Spiritual Care"
Policy 303.010, "Incarcerated Person Discipline"
Policy 500.300, "Mental Health Observation"
Policy 760.040, "Post-Secondary Education Student Access to Instructional

Materials in Restrictive/Secure Housing

**REPLACES:** Policy 301.083, "Restrictive Housing Management," 7/3/19.
All facility policies, memorandums, or other communications whether verbal, written or transmitted by electronic means regarding this topic.

**ATTACHMENTS:**
Restrictive Housing Unit Room Inspection (301.083A)
Restrictive Housing Property Pick-Up (301.083B)
Restrictive Housing Unit Intake (301.083C)
Restrictive Housing Status Grid (301.083D)
Restrictive Housing Informal Sanctions (301.083F)
Continuing Observation Log (301.083G)
Quiet Control Placement (301.083H)
Quiet Control Continuation/Removal (301.083I)
Temporary Meal Service Placement/Continuation/Removal (301.083J)
Notice of Temporary Housing Assignment (301.083K)
120-Day Restrictive Housing Behavioral Management Plan (301.083L)
60-day Restrictive Housing Release Authorization (301.083M)

**APPROVALS:**
Commissioner of Corrections