Internal Memo

Interim Guidance Memo Number: 303.010.01

Date: **7/16/2025**

To: **All Facility Staff**

cc: **Deputy Commissioners Crystal Brakke and Safia Khan; Assistant Commissioners Paula Graff, and Kelly Mitchell; Inspector General Mikael Garland; Warden Rish**

From: **Commissioner Paul Schnell**

Interim Guidance: Policy 303.010.01 Incarcerated Individual Discipline

Effective 7/30/2025, the Minnesota Department of Corrections (DOC) is changing the following provisions in the discipline policy, which will be incorporated into the policy document in a future policy revision.

Explanation of the Change:

The Ombudsperson for Corrections (OBFC) has received many complaints from incarcerated people about collateral consequences that were unknown to them at the time they signed a disciplinary waiver. Depending on the level of disciplinary infraction, these consequences can affect their ability to engage with loved ones through visits and phone calls, and often limit their opportunity to complete programming. Because of this, the DOC agrees with the OBFC to include information about related restrictions in the violation notice process.

What Policies Are Being Affected and/or Replaced:

The DOC is adding additional language to both the discipline rulebook and the notice of violation/waiver form that are attached to policy 303.010.

Discipline Rulebook (303.010I) Language Change (Addition):

Introduction
The incarcerated Individual discipline rules apply to all individuals who are in the custody of, the commissioner of corrections and confined in a state correctional facility, local detention facility, hospital, or work release location. They apply to all incarcerated individuals, regardless of institution status or facility placement. These rules replace all previous policies, rules, memos, or other communications relating to disciplinary sanctions. **Disciplinary infractions may have an impact on visiting privileges and eligibility for a variety of release opportunities. Review the**

related policies for more detail.

Discipline Notice of Violation/Waiver Form (303.010A) Language Change (Addition):

WAIVER: I admit to the violations as follows and waive my right to all procedural rights, including appeal. (List incarcerated individual discipline rule violations)

Penalty:_____

Disciplinary infractions may have an impact on visiting privileges in accordance with the visiting restrictions grid (302.100B) and eligibility for a variety of release opportunities. **Consider related consequences before agreeing to waiver of procedural rights.**

Waivers are not final until approved by the reviewing official.

Incarcerated Individual Signature: _____ Date: _____ Witness: _____

Resources/What to Expect:

The above added verbiage has been added to the notice of violation/waiver form in COMS. Staff should ensure they are using the correct updated form. If someone requests a rulebook, staff should print the updated rulebook that will be attached to this policy.

Should you have any questions related to Policy 303.010, please contact Discipline policy chair, Associate Warden of Administration, Ian Heaslip. Thank you for your work to ensure consistency in practice while revisions to this policy are being made.

Attachments:

Notice of Violation (303.010A) (public pdf – 303.010A)
Incarcerated Individual Discipline Rules (English) (303.010I) (public pdf - 303.010I)