DEPARTMENT OF CORRECTIONS

Policy Number:	**740.040**
Title:	**Facility Transfers of Post-Secondary Education Students**
Effective Date:	**01/02/25**

PURPOSE: To provide a clear and consistent process for facility transfers while a student is enrolled in post-secondary education programming.

APPLICABILITY: All Minnesota correctional facilities providing a post-secondary education institution's prison education program.

DEFINITIONS:
Facility transfer – to move or remove a student from one Minnesota correctional facility to another.

Post-secondary education programming (PEP) –enrollment in post-secondary programs or receiving educational support services.

PROCEDURES:

A. All transfer decisions are made solely by Minnesota Department of Corrections staff. A student's enrollment in post-secondary education must be considered in transfer decisions.
   a) Normally, an incarcerated person enrolled in post-secondary education programming (PEP) cannot be transferred in the middle of a current semester for other programming options until they have satisfied all their currently enrolled courses.

   b) Exceptions include such examples as: medical transfers, discipline/custody level transfers, and commissioner-approved transfers.

B. Caseworkers
   1. Caseworkers must review the transfer criteria for each incarcerated person before initiating a transfer request, including determining their client's enrollment in the PEP.

   2. Caseworkers must also check alternative sources, such as the PEP status list on the facility iShare site, in case the COMS system does not accurately display PEP status for incarcerated people with another full-time assignment.

   3. In addition, caseworkers must:
      a) Consider other factors for transfers, such as medical requirements, necessary programming requirements, bed availability, and safety/discipline considerations; and

      b) Consult with relevant stakeholders, including healthcare providers, supervisors, or the transfer destination facility, if needed, to gather additional information.

   4. Documenting the Transfer Review
      a) Caseworkers must maintain timely and accurate records of the transfer review process, including the steps taken, information sources consulted, and any decisions made.

b) In addition to documenting the review process, caseworkers must ensure accurate information is recorded in the incarcerated person's case file, including transfer eligibility status and PEP status.

B. Supervisors/Managers must:

1. Provide guidance and support to caseworkers regarding the transfer criteria review process.

2. Conduct periodic audits to verify the accuracy of information regarding incarcerated people and compliance with this policy.

3. Address any discrepancies or issues identified during the review process.

INTERNAL CONTROLS:

A. Transfer process decisions are documented in the incarcerated person's case file.

REFERENCES: None

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

ATTACHMENTS: None

APPROVALS:

Commissioner of Corrections