DEPARTMENT OF CORRECTIONS

Policy Number: **106.321**
Title: **Detainer Administration**
Effective Date: **11/19/19**

PURPOSE: To ensure accurate and orderly processing and placement of detainers.

APPLICABILITY: Department-wide.

DEFINITIONS:
BCA Portals – secure websites hosted by the Bureau of Criminal Apprehension (BCA) for allowing qualified criminal justice users a single sign-on that allows access to content on a number of BCA systems or servers.

Correctional Operations Management System (COMS) – a custom application used by the department to maintain information about offenders/residents.

Court Message Manager (CMM) – a custom application developed to receive case notifications from state court administration.

Odyssey – The trial court case management system used by the Minnesota Judicial Branch.

Offender Document System (ODocS) – a document management system the department uses for maintaining documents in individual files for offenders/residents.

PROCEDURES:
A. Auditing, Recording and Processing Detainers
Detainer administration unit (DAU) staff must:
1. Conduct warrant checks using the BCA Portals and Odyssey and verify any possible detainers for the following offenders/residents:
   a) New admissions;
   b) Offenders/residents who have a release date within approximately 180 days, 90 days, two weeks, and 48 hours; and
   c) Challenge Incarceration Program (CIP) candidates six weeks prior to possible transfer, and 2 weeks and 48 hours prior to admission into the program;

2. When a warrant is found, request a hit confirmation and enter a BCA locate;

3. Upload documents requesting detainer placement, or a no hold warrant, to the offender document system (ODocS);

4. Document receipt of detainer paperwork from the requesting agency in the correctional operations management system (COMS), prepare appropriate forms, and upload documents to the ODocS detainer queue for distribution at the facility; and

5. Mail detainer forms signed by the offender and returned through the ODocS detainer queue to the appropriate agencies by certified mail.

6. Residents will not have detainers placed on them. Their caseworkers will be notified of warrants.

B. Cancelling Detainers

Upon receipt and verification of a detainer cancellation via the court message manager (CMM), a new sentence, or a detainer cancellation from the requesting agency, DAU staff must:

1. Prepare a Detainer Cancellation memo;

2. Upload the documents to ODocs; and

3. Notify facility records staff to distribute, and send a copy to the offender's caseworker.

C. 180 Day Disposition Report

DAU staff must:

1. Run the 180-day report and search for any detainers that have not been resolved within the 180 day time frame; and

2. If a detainer has not been resolved within the 180 days:
   a) Generate and upload a memo to the offender informing the offender that 180 days has passed and the offender may make a formal request for dismissal; and

   b) Notify the caseworker that the memo has been uploaded, and mail a copy to the prosecuting attorney.

INTERNAL CONTROLS:

A. Warrant and detainer documents are retained electronically in COMS and ODocS.

ACA STANDARDS: 2-CO-1E-02

REFERENCES: Minn. Stat. §§ 629.292, Uniform Mandatory Disposition of Detainers Act; and 629.294, Interstate Agreement on Detainers

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

ATTACHMENTS: None

APPROVALS:

Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services