DEPARTMENT OF CORRECTIONS

Policy Number: 203.025
Title: Transportation of Releasees
Effective Date: 5/7/19

PURPOSE: To provide for the transportation and escort of designated offenders being released from adult facilities.

APPLICABILITY: Department-wide

DEFINITIONS:
Residential community placement – as defined in Minn. Rule 2940.0100, subp. 27, "a structured residential program in the community such as a halfway house, chemical dependency treatment center, or another treatment program designed to change the behavior of residents and to protect the public." That is, a residential facility with structured programming. This does not include supportive housing, shelters, and transitional housing.

Transport/escort – includes correctional facility staff, state corrections agents, county corrections agents, local law enforcement, and agencies, or persons specifically contracted by the DOC to provide such services.

PROCEDURES:

A. An offender meeting any of the following circumstances is transported to the offender's community placement upon release on parole or supervised release status.
   1. Release is to a residential community placement, including halfway houses, whether the DOC funds the halfway house or not. Transport in this circumstance is mandatory.

   2. Release is to an intensive supervised release (ISR)/parole caseload. The offender's supervising agent must provide transportation when the offender is compliant in the release planning process, unless arrangements have been made with the central transportation unit (CTU) or facility staff.

   3. Release is to work release status or Institution Community Work Crew (ICWC) for placement in a county jail or other residential community placement. Facility staff transports unless arrangements have been made with the CTU.
   4. Unless arrangements have been made with the CTU, facility staff transport offenders identified by health services staff who do not meet the criteria above yet who need transport to community placement in order to ensure safety and security for the offender or the public.

   5. Nothing in this policy prohibits a warden/designee from allowing transportation of an offender when it is in the best interest of the DOC.

B. The releasing offender's caseworker determines if the offender meets the criteria outlined in Procedure A. The case manager sends this determination, with the agent assignment request, to the program review team for further input. The program review team reviews the caseworker's determination and the agent's input at the time of the reentry hearing for a final determination of

offender transportation. The following should beconsidered when making transportation decisions:

1. The offender is currently serving discipline in segregation on the date of release;
2. The offender has not been compliant with the release planning process;
3. The offender has not provided an approved release plan on or before the scheduled release date;
4. The offender has a significant documented mental health condition or medical concern, or is not compliant with medications or medical staff directives;
5. The agent provides the caseworker with safety-related concerns during the release planning process; or
6. The offender has not been compliant with program directive(s); the offender's Minnesota screening tool assessing recidivism risk (MNSTARR) is high or very high; or the level of service/case management inventory (LS/CMI) is 28 or above.

C. Releasing facility staff record all release information in the correctional operation management system (COMS), where it is retained. All information regarding transportation provided by the central transportation unit (CTU) must be maintained by CTU, according to the record retention schedule.

INTERNAL CONTROLS:

A. Transportation logs are retained in central office.

B. All release information is retained in COMS.

ACA STANDARDS: None

REFERENCES: Minn. Rule 2940.0100, subp. 27

REPLACES: Policy 203.025, "Transportation of Releasees," 9/2/14.
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