Minnesota Department of Corrections

Policy Number:	**204.005**
Title:	**Offender Programming – Facilities**
Effective Date:	**10/16/18**

PURPOSE: To provide incarcerated offenders with appropriate skill training, and facility programming.

APPLICABILITY: Adult correctional facilities

DEFINITIONS:
Evidenced based – programs that have been researched and are proven to be effective at reducing recidivism.

Institutional management program – does not have an impact on recidivism.

Program – a plan of things done in order to achieve a specific result; a facilitated curriculum that is consistently delivered on a regular basis, has a targeted population, addresses a risk and a need, has measured outcomes, has specific admission and discharge criteria, and is evidence based.

Promising program – based in research, but has not been validated.

PROCEDURES:

A. The DOC may have facility-specific programming available to incarcerated offenders. Facility offender programs and offender pilot projects must be analyzed and evaluated annually to determine their contribution to the department's mission, values, vision, and goals.

B. There are three tiers of programming provided at facilities: evidence based, promising, and institutional management. Programming provided for by this policy must be evidence based, address offender criminogenic needs, address a level of service/case management inventory (LS/CMI) domain, or reduce recidivism with effective interventions as identified through DOC assessment tools. Additional programming may also include support groups, volunteer, contractor, and life skills programs. Programming provided for by this policy includes examples such as:
   1. Parenting programs;
   2. Restorative justice programs;
   3. Offender transition circle programs;
   4. Offender canine training programs;
   5. Family healing programs;
   6. Recreation (leisure-time) programming; and
   7. Conflict resolution and mentor programming for offenders.

C. Any new programs must go through the following review process:
   1. Staff must complete the DOC Program Proposal (attached) and obtain appropriate signatures.

   2. The Program Proposal must be forwarded to the Transition from Prison to Community (TPC) Steering Committee – effective interventions chairperson.

3. The effective interventions subcommittee must review and assign the appropriate programming tier, making recommendations if necessary.

4. The form is sent to the warden for the warden's review, who makes the decision to approve or deny the program.

5. Completed forms are returned to the requestor. All program approvals must be entered on the TPC iShare site. All proposals must be tracked on the TPC iShare site.

6. Staff may appeal decisions by sending a request for review to the TPC Steering Committee. The TPC advisory board must determine the final decision.

D. Program managers must annually assess their programs and program components (including associated attachments) in terms of accuracy, program objectives, costs, and relation to the department's overall philosophy and goals. Based on this assessment, annual goals must be identified and incorporated into each program. The information must be available to staff upon request.

INTERNAL CONTROLS:

A. Annually, DOC staff responsible for each facility's offender programming reviews all programs and program components (including associated attachments) for accuracy, program objectives, costs, and relation to the department's overall philosophy and goals. Program managers must retain the program evaluations according to the retention schedule.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §§ 241.01 and 244.03

REPLACES: Division Directive 204.005, "Offender Programming – Facilities," 1/3/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Program Proposal (204.005A)
Tip Sheet (on the Transition from Prison to Community - Effective Interventions iShare site)

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

Instructions
204.005LL, "Foster Dog Program"