Minnesota Department of Corrections

Division Directive:	**206.030**	**Title: Officer of the Day (OD) – Community Services**
Issue Date:	**5/3/16**	
Effective Date:	**5/17/16**	

AUTHORITY: Minn. Stat. §244.051

PURPOSE: To provide a system providing access to warrants and case consultation for agents and residential facilities housing offenders, excluding interstate supervision cases.

APPLICABILITY: Minnesota Department of Corrections (DOC); Community services division

DIRECTIVE: The officer-of-the-day (OD) system is available 24 hours per day, seven days per week and provides access to request detainers/warrants, and case consultation to agents supervising adult offenders who have been released from department facilities. The OD approves detainers/warrants for offenders on supervised release, the Challenge Incarceration Program (Phases II and III), the Conditional Release Program, state work release, and parole. Agents unable to reach his/her immediate supervisor may, on an emergency basis, contact the OD for consultation regarding the supervision of offenders. The OD must only be utilized during unscheduled working hours, except in emergency circumstances when the hearings and release unit (HRU) or the immediate supervisor is unavailable.

DEFINITIONS:

Agent – an employee in the job classification of state corrections agent, county probation officer, and Community Corrections Act (CCA) corrections agent.

Agent designee – CCA county officer of the day (OD), county on-call/designee, or an agent's supervisor.

PROCEDURES:

A. OD term of duty

1. The community services district supervisors, the supervisors of the intensive supervision unit, and the supervisor of work release serve as the OD on a rotating basis. The length of each term of duty is one week (seven days): from 8:00 A.M. on Wednesday morning until 8:00 A.M. on the following Wednesday morning. The director of field services establishes the schedule and is responsible for its distribution.

2. While assigned to a term as OD, the supervisor must not put himself/herself in a location or situation that would make it impossible or irresponsible to perform the OD duties listed.

3. Upon completion of a term of duty, the outgoing OD must call the incoming OD using the OD phone number to ensure the availability of the incoming OD, to ensure the OD phone transfer was successful, and to relay the next warrant number.

B. Requesting warrants from the OD

1. A single OD telephone number is accessible statewide. Each OD has a work cell phone with voice messaging and is required to have it activated during his/her assigned term of duty, including normal business hours to respond to possible loner global positioning system (GPS) alarms.

2. Monitoring companies, residential facilities, halfway houses, and other facilities housing offenders whose electronic monitoring and/or residencies are a condition of release, must also be able to request warrants from the OD. However, these facilities must attempt to reach the assigned agent prior to calling the OD. When receiving a request from a residential facility, the OD must ascertain whether the calling agency has contacted or attempted to contact the assigned agent. If such contact or effort to establish contact has not occurred, the OD directs the agency to attempt to do so before assessing whether a warrant is necessary.

3. The OD is not able to issue warrants at the request of law enforcement.

4. When an agent/agent's designee receives information regarding an offender's alleged violation of release and determines that a warrant/detainer should be requested, the agent/agent's designee must contact the OD. If an agent is not available, a residential facility staff member must directly contact the OD and follow the OD's procedures.

5. When determining if a warrant is justified, the OD must obtain sufficient information from the requester to enable an informed decision. In circumstances where the offender has demonstrated assaultive, threatening, risky, or felonious behavior, the OD immediately issues a warrant. Warrants are also immediately issued when an offender on intensive supervised release (ISR) status absconds, or tests positive for drugs or alcohol. For offenders who are not in a mandated placement, the OD acquires information regarding the conviction offense, the nature of the alleged violation, the offender's adjustment behavior, criminal history, and prior adjustment while on release status. The OD's primary consideration is the offender's potential risk to public safety and particularly the victim of the conviction offense.

6. The agent or residential facility staff member must be prepared to provide appropriate information to the OD when requesting a warrant/detainer. The OD must fully complete the Request for Warrant Information Worksheet (attached). The OD must verify who the agent of record is, making sure the name and phone number of the person requesting the detainer/warrant is documented.

7. The OD calls Minnesota Correctional Facility – Oak Park Heights (MCF-OPH) and requests the warrant/detainer to be issued. The OD must provide his/her name and state employee identification number for identification purposes. MCF-OPH provides or confirms the warrant/detainer number with the OD.

8. If an offender is in the custody of a law enforcement agency, the OD issues a warrant as a detainer and requests that MCF-OPH teletype the warrant as a detainer to the jail where the offender is being held. The warrant is not entered in the National Crime and Information Center (NCIC).

9. In the event the Minnesota Correctional Facility - Shakopee (MCF-SHK) receives a loner GPS alert, the OD must obtain all necessary information, such as agent/caseworker name, location, county of notification, and type of alert. The OD must then notify the ISR supervisor, regional manager, director of field services, safety director, and the office of special investigations (OSI). If the incident involves a Minnesota Correctional Facility – Red Wing (MCF-RW) transitional caseworker, the OD must contact the watch commander at MCF-RW, and the watch commander must contact the MCF-RW OD. The OD must

attempt to determine the wellbeing of the agent/caseworker and the circumstances surrounding the alert. The OD must prepare a written incident report and submit it according to Policy 300.300, "Incident Reports."

10. If an OD issues a warrant/detainer and the offender is transported to a hospital and the law enforcement agency relinquishes custody before the offender is medically discharged, then OD must immediately notify the MCF-OPH watch commander to make arrangements for appropriate DOC facility staff to take and to maintain custody and care of the offender while at the hospital.

11. The fugitive task force must be notified any time a warrant is issued on a level three sex offender or an offender whose crime involved the loss of life. The OD provides the caller's name and telephone number where he/she can be reached so the fugitive task force can contact him/her directly, if needed. The OD must send an email to the HRU executive officer if a warrant is issued on any life-sentenced offender.

12. All apprehension warrants issued under this directive must be entered in the NCIC and teletyped to the jurisdictions indicated by the requesting agent.

13. The OD enters the warrant information into the OD warrant log on the field services supervisor iShare site within 24 hours and maintains copies of the Request for Warrant Information Worksheets for six months for possible future reference.

INTERNAL CONTROLS:

A. Warrant information is electronically stored in the OD warrant log on the field services supervisor's iShare site.

B. Warrant information worksheets are retained by the ODs in their respective district offices for a period of six months.

REVIEW: Annually

REFERENCES: Policy 201.0245, "Personal GPS Devices"
Policy 300.300, "Incident Reports"

SUPERSESSION: Division Directive 206.030, "Officer of the Day (OD) - Community Services," 6/3/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Request for Warrant Information Worksheet (206.030A)

/s/
Deputy Commissioner, Community Services