Minnesota Department of Corrections

Policy Number:	**301.070**
Title:	**Lockups**
Effective Date:	**8/6/19**

PURPOSE: To preserve or ensure security, order, and safety of offenders/residents and staff.

APPLICABILITY: All facilities

DEFINITIONS:

Lockup – the stoppage of normal offender/resident activities in all or part of the facility during which staff normally conduct thorough searches or take action to restore order, allow for heightened security, conduct an investigation, or recover evidence or contraband.

Non-routine lockup – a lockup conducted as a result of a disruptive event or altercation, weapons, or other occurrence that threatens the safe and secure operation of the facility.

Routine lockup – a planned lockup conducted for preventive purposes to ensure compliance with property limits and evaluate the condition of the living space, as well as search for contraband.

PROCEDURES:

A. The warden/superintendent/designee may order a facility lockup or comprehensive search in whole or part as deemed necessary.

   1. The warden/designee ensures that all areas undergo a combination of routine, non-routine lockups, and/or comprehensive searches a minimum of twice a year at maximum and close custody facilities, and a minimum of once per year at medium and minimum custody facilities.

   2. In addition to security lockups, the warden may also secure the facility for program changes or a specific activity.

B. Security staff confine offenders/residents to their cells/rooms or move them to a designated area for the duration of the lockup or search, but may allow offenders/residents to attend medical appointments, one-to-one mental health sessions, psychiatry appointments, visits, hearings, and other events or programs as authorized by supervisory staff.

C. Offenders/residents are fed in their cells/rooms or designated areas.

D. Each warden's designee selects appropriate staff, regardless of job classification, to participate in cell/room and program/work area searches.

E. The duration of the lockup is guided by the nature of the cause of the lockup: routine or special incident.

F. Security staff must document lockups and unit searches in the captain's reports and unit logs, as well as in quarterly reports. Captain's reports and unit logs are retained at the facility according to retention schedules.

G. Staff must write incident reports, as necessary, to detail the events or findings during a search. Incident reports are retained at the facility according to retention schedules.

INTERNAL CONTROLS:

A. Captain's reports, unit logs, and incident reports are retained at the facility according to the applicable retention schedules.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.01, subd. 3a(b)(d)

REPLACES: Policy 301.070, "Lockups," 7/15/14.
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

Security Instructions
301.070LL, "Lockups"