Minnesota Department of Corrections

Policy Number:	**301.086**
Title:	**Secured Units – Juvenile Facilities**
Effective Date:	**4/16/19**

PURPOSE: To ensure secured units provide safe housing for residents who actively present safety and security concerns, while providing residents access to basic rights.

APPLICABILITY: MCF-Red Wing juvenile facility

DEFINITIONS:

Administrative hold – placement in a secured unit for non-discipline related reasons such as to prevent victimization and provide for the integrity of an investigation.

Continuing observation status – as defined in Policy 500.300, "Mental Health Observation."

Disciplinary room time – a penalty or sanction issued according to the facility's discipline plan that requires a resident to remain in a room.

Modified status – higher level of physical security employed for residents who are assaultive or whose actions are beyond the control of staff.

Modified living conditions – restrictions placed on access to certain items as a consequence of the resident's misuse of a specific item (e.g. bedding, mattress, pillow, clothing, meals, water).

Open living unit – therapeutic group living environment in which residents have unrestricted access to facility programs and services.

Temporary housing –a room in the secured unit used temporarily to provide bed space for a resident assigned to an open living unit.

PROCEDURE:

A. Juvenile facilities may operate a secured unit separate from the open living units to house residents who actively present an immediate safety threat to themselves, other residents, staff, or the secure operation of the facility. Secured units may be used for:
   1. Disciplinary room time (DRT);
   2. Continuing observation status (COS);
   3. Administrative hold;
   4. Temporary housing; and
   5. Secure programming.

B. Staff in secured units may modify the living conditions of residents who exhibit threatening or self-harm behaviors or place them on modified status.

C. Staff must ensure that residents placed in a secured unit continue to have access to:
   1. Case management and counseling services;
   2. Educational services;
   3. Reading materials;

4. Recreation and leisure activities;
5. Religious services;
6. Health care and medications;
7. Mental health services;
8. Visiting;
9. Telephone and mail communication;
10. Clothing, hygiene, and laundry;
11. Barber services;
12. Allowable items;
13. Meals; and
14. Canteen.

D. Facility management must provide operating guidelines for the secure unit that include procedures for:
1. Control room operations;
2. Movement control;
3. Security rounds;
4. Welfare checks;
5. Room, area, and random searches;
6. DRT intake and releases;
7. Modified living conditions;
8. Modified status; and
9. Bed space management.

E. Staff assigned to secured units are re-assigned for a minimum period of three months after two years of continuous assignment.

INTERNAL CONTROLS:

A. Juvenile facilities that operate secured units have operating guidelines.

B. Operating guidelines include procedures for documenting modified living conditions and modified status.

ACA STANDARDS: None

REFERENCES: Minn. Rules 2960.0050, and 2960.0020, subp. 30
Policy 203.011, "Case Management Process – Juveniles"
Policy 204.041, "Education – Juvenile Facilities"
Policy 204.081, "Recreation – Juvenile Facilities"
Policy 302.300, "Religious Programming"
Policy 500.250, "Offender Sick Call"
Policy 500.2011, "Over-the-Counter Medications (OTC)"
Policy 500.301, "Behavioral Health Organization and Services"
Policy 302.100, "Visiting"
Policy 302.010, "Canteen"
Policy 302.020, "Mail"
Policy 302.210, "Offender Telephone Use"
Policy 302.030, "Food Service"
Policy 302.260, "Juvenile Resident Property"
Policy 303.020, "Offender/Resident Dress/Linen Exchange/Hygiene/Hair Care"

Policy 303.025, "Offender/Resident Housing Conditions and Expectations"
Policy 500.300, "Mental Health Observation"

REPLACES: Division Directive 301.086, "Secured Units – Juvenile Facilities," 8/5/14.
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