

Policy Number: 303.025

Title: Offender/Resident Housing Conditions and Expectations

Effective Date: 11/19/19

**PURPOSE:** To provide offender/resident housing conditions and expectations for room/cell and work area sanitation, cleanliness, and the absence of offensive materials.

**APPLICABILITY:** All facilities

## **DEFINITIONS:**

<u>Display</u> – that which is readily viewable by staff or offenders/residents and includes all exposed surfaces in offender/resident rooms or areas, any public areas, or common areas. This may also include body displays, such as tattoos.

Offensive materials – photographs, artwork, or publications depicting violence, and any displays that could be considered demeaning or threatening, or that discriminate against any person or group of people

## **PROCEDURES:**

- A. The department must provide for offender/resident access to toilets and hand washing facilities 24 hours per day. All offenders/residents must have access to temperature-controlled showers maintained at 100 to 120 degrees Fahrenheit. Offender/resident sleeping areas may be single, double, or multiple-occupancy as determined by custody level, programming and/or licensing of the facility. Juvenile facilities must not utilize multiple occupancy rooms in excess of 20 percent of bed capacity. Offenders/residents must be provided a sleeping area with a mattress at least 12 inches off the floor, access to a writing surface and an area to sit, and secure storage space for personal belongings.
- B. Offenders/residents must maintain their rooms/cells. Facility staff must maintain an offender/resident room/cell inspection process for cleanliness and damage. Facility leadership must outline criteria for staff to follow in post orders, unit manuals, or operating guidelines. Facility staff must notify offenders/residents of the standards for cleanliness in rooms/cells by posting a comprehensive list of expectations including prohibiting the display of offensive materials and/or pictures. The general standards for all facilities are:
  - 1. Offenders/residents must clean their cells/rooms daily;
  - 2. Offenders/residents must make their beds daily;
  - 3. Offenders/residents must neatly fold their clothing and/or put their clothing in drawers, closets, or storage containers;
  - 4. Offenders/residents must properly dispose of garbage daily; and
  - 5. Offenders/residents must not display offensive materials.
- C. The offender/resident must complete a cell/room condition agreement, as designed by the correctional facility.

- D. Offensive materials
  - 1. When staff become aware of what they believe is offensive material being displayed, staff must confiscate the material, place the material into evidence, and write an incident report.
  - 2. An offender/resident may appeal the confiscation of the offender's/resident's material(s) through the appropriate offender/resident grievance process.
- E. Each facility must provide adequate space for janitorial closets accessible to the living and activity areas. Each closet must be equipped with a sink and cleaning implements.

## **INTERNAL CONTROLS:**

- A. Criteria for staff to follow are outlined in post orders, unit manuals, or operating guidelines.
- B. Offender/resident cell/room cleanliness expectations are in the posted unit rules.
- C. Cell/room condition agreements are completed by each offender/resident.

ACA STANDARDS: 4-4162, 4-4164, 4-4333

**REFERENCES:** Minn. Stat. § 241.01

Policy 303.020, "Offender/Resident Dress/Linen Exchange/Hygiene/Hair Care"

Policy 301.110, "Security Threat Groups"

Policy 103.300, "Discrimination-free Workplace"

Policy 302.020, "Mail"

Policy 301.030, "Contraband"

Policy 303.100, "Grievance Procedure"

**REPLACES:** Policy 303.025, "Offender Housing Conditions and Expectations," 12/18/18.

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