DEPARTMENT OF CORRECTIONS

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:
Display – 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