DEPARTMENT OF CORRECTIONS

Policy Number:	**303.102**
Title:	**Offender Representative Group**
Effective Date:	**9/18/18**

PURPOSE: To communicate with offenders regarding facility-wide issues in an effort to provide an exchange of information and to promptly resolve issues/concerns. To provide a legitimate forum through which offenders and staff can exchange information, make requests for change, and discuss mutual concerns.

APPLICABILITY: All facilities

DEFINITIONS: None

PROCEDURES:

A. Offender representative groups

1. The warden/superintendent/designee identifies areas or programs within the facility that have an offender representative group.

2. The warden/superintendent/designee determines the size of the group and the method/criteria for offender selection to serve on a representative group.

3. Representative groups meet at least quarterly or more frequently as needed and determined by the facility.

4. The warden/superintendent/designee assigns staff to facilitate the representative group meetings.

5. Representative groups may be used by facility administration to provide notice to offenders of changes affecting the facility.

6. The facility provides and makes available written minutes of representative group meetings to staff and offenders by posting the meeting minutes in the area being represented (e.g., canteen, living unit, etc.).
   a) The facility also sends a copy of the meeting minutes to the area supervisor.
   b) The supervisor retains the meeting minutes for a minimum of one year.
   c) Meeting minutes include:
      (1) Names of offender representatives in attendance;
      (2) Name(s) of staff facilitating the meeting;
      (3) Date, time, and location of the meeting;
      (4) Agenda items discussed and responses; and
      (5) Date, time, and location of next meeting.

B. Accommodations

Reasonable accommodation is made for offenders who are disabled in a manner that interferes with communication, or who are unable to speak or read the English language.

INTERNAL CONTROLS:

A. Meeting minutes are posted in the applicable area and retained by the area supervisor.

ACA STANDARDS: 4-4016, 1-ABC-1A-15

REFERENCES: Minn. Stat. § 243.56
Policy 204.010, "Offender Assignment and Compensation Plan"

REPLACES: Division Directive 303.102, "Offender Representative Group," 8/2/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: None

APPROVALS:

Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support