DEPARTMENT OF CORRECTIONS

Adult Facilities

RESIDENT HANDBOOK

2024

Mission Statement:
Transforming Lives for a Safer Minnesota

REENTRY BEGINS AT RECEPTION

The Department of Corrections (DOC) is committed to providing you opportunities and programs that will assist you upon release to the community. Successful reentry also helps break the cycle of criminal behavior that often continues from one generation to the next.

By providing you with needed education, job training, chemical dependency treatment, correctional industries, vocational education, sex offender treatment, behavioral health treatment, life skills and other services, it will better prepare you to return safely to the community and to live as a law-abiding citizen.

The process will begin upon your admittance to the DOC. With your direct involvement, a personalized case plan will be developed using the results compiled from medical, behavioral health, educational and risk assessments. This plan will identify the appropriate programs you will need to complete during your incarceration and/or while on community supervision.

To be successful, you need to be actively involved in your personalized case plan and take advantage of all the opportunities and activities offered by the facility. You must communicate your desire for positive changes and involve your family and friends.

The community we create inside our facilities will determine whether we send residents back into our communities as better citizens. To be successful, case planning requires all of us to work toward a common goal, which is to better prepare you for your eventual release.

Your involvement, dedication, and on-going desire to better prepare yourself for your release is a commendable goal, and the DOC is committed to assisting you in working toward this goal. Please consider taking advantage of the resources and programs that are associated with case planning, as it will better prepare you for your release.

DEPARTMENT AUDITS AND INSPECTIONS

A comprehensive program of audits ensures compliance with department policy and with nationally recognized standards for facility operations, safety, and security. Audits can also provide assurance that a facility is operating at an appropriate performance level.

THE BENEFITS OF AUDITS AND INSPECTIONS

- Audits confirm that facilities comply with established laws, policies, and standards.
- This audit process helps to bring uniform operations throughout the state.
- Audits offer facility managers an ongoing method to consistently review and improve operations.
- Audits are a training tool designed to give participating staff a review of policies and procedures.

WHAT AUDITS MEAN FOR RESIDENTS

- Residents will live in a safe, secure facility.
- Facility operations will be consistent throughout the DOC.
- Safety, health, living, and other standards in each facility will be based on state and national standards.

Minnesota Department of Corrections
Adult Facilities Resident Handbook

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This handbook is a summary of some of the policies that affect residents. If you have questions or concerns about a subject, read the complete policy or talk to staff.

Most subjects in this handbook show at least one policy number. The number refers to a DOC policy about that subject. There may be other policies about the subject that are not shown. There are many other policies about other subjects not included in this handbook.

The DOC Policy Manual is available in the library of each facility. Each facility or program will tell you about the rules and expectations in that area.

When a staff person tells you to do something, you must follow his/her direction. Even if you think staff are wrong, you must still comply. Later, you can discuss it with the staff or supervisor.

Resident Rights, Responsibilities, and Privileges

Resident Rights

- The DOC seeks to protect resident's from personal abuse, physical punishment, personal injury, property damage, harassment, and disease.
- You have a right to access the courts.
- You have the right to request copies of your medical and mental health records at the time of your release at no charge to you. If you are interested in obtaining a copy of your medical and/or mental health records, please send a kite to the director of clinical operations for your medical records or to the mental health director for mental health records no later than 14 days prior to your release.
- You have a right to access legal counsel, and to have confidential contact with legal counsel.
- You have a right to equal opportunity. The DOC prohibits discrimination based on a resident's race, religion, national origin, sex, disability, or political views.
- The DOC ensures that a resident who is a citizen of another country has access to the diplomatic representative of his/her country.
- If you think any of these rights have been violated, you may file a complaint and ask for relief. The part of this handbook titled "Resident Grievances" explains how to make a complaint.

Responsibilities

- You have the responsibility to treat staff and another resident respectfully, impartially, and fairly. Personal relationships with staff are not allowed.
- You have the responsibility to know and follow all rules of the facility.
- You are responsible to do your own time and not worry about other residents' time.
- You have the responsibility to recognize and respect the rights of others.
- You have the responsibility to maintain neat and clean-living quarters.
- You are responsible for your own success in prison and in the community.
- You have the responsibility to attend and participate in all programs that are assigned by staff.
- You have the responsibility to report staff misconduct and resident sexual assault.

Privileges

A privilege is a special benefit granted to resident based upon their status and/or compliance with rules, regulations, and directions. There is no right to the continuation of any privilege. Examples of privileges include, but are not limited to:

- Recreational activities
- Jobs within the institution
- Community work crews
- Visits with family members and friends
- Phones and J-pay

Consular Notification and International Prisoner Transfer — Policy Number 203.115

Under the International Prisoner Transfer Program, residents who are citizens of a foreign country that has a prisoner transfer treaty with the United States may be eligible to apply for a transfer to serve out their sentences in their home country. Transfer is discretionary and requires the approval of the State of Minnesota, federal government and the foreign country. Not everyone who applies will be eligible or approved for a transfer, and a transfer cannot reduce the resident's sentence. Eligibility requirements and procedures for applying for an international transfer are detailed in DOC Policy 203.115, "Consular Notification and International Prison Transfer." If a resident is unsure whether their native country participates in the international prisoner transfer program, residents should refer to DOC Policy 203.115 or contact their case manager.

Detainers — Minn. Stat. § 629.292

If you have any untried charges against you in any county in Minnesota, you have a right to request that the county prosecute you. To do that, you need to send the request in writing to the county attorney for the county in which the charges are pending and tell the county attorney which prison you are in. Under the Uniform Mandatory Disposition of Detainers Act, the county attorney is required to bring you to trial on those charges within six months unless you agree or there is good cause to allow additional time.

If any county notifies the department of charges pending against you by filing a detainer, staff will notify you and provide you with a form for requesting that the county attorney prosecute those charges as required by the statute.

Intake Screening — Policy Number 202.040

Resident Orientation — Policy Number 202.050

New Residents admitted to the DOC come to reception centers at Minnesota Correctional Facility (MCF) - St. Cloud or Shakopee. During orientation you learn about the rules and procedures. Many rules are the same in all facilities. Some rules are different at each facility. You receive another orientation when transferred to a new facility.

All Residents will have tests and meetings with staff during the first two weeks. Information is gathered about each Resident so a case plan can be made. There is more information about this in the MCF-St. Cloud Resident Handbook and MCF-Shakopee Orientation Information Handbook.

Resident Status — Policy Number 202.110

All Residents are assigned one or more statuses (program, living unit, work or others). There are policies and/or rules for each status that explains them. There are privileges or restrictions that go with them. Here are a few of the statuses that can be assigned.

- Administrative Segregation
- Indigent
- Investigative Restriction
- Pre-Hearing Detention
- Unauthorized Lay-In
- Non-Contact (visiting)
- Loss of Privileges
- Disciplinary Idle
- In-House Segregation
- Reception
- Temporary Unassigned
- Unassigned Idle

Resident Incompatibility — Policy Number 202.120

If you think another Resident might harm you, report it to staff. Staff will investigate it. If staff think it is needed, a plan will be made to keep certain Residents apart. Staff cannot protect you if you do not tell them, you are in danger and give them enough information to help you.

Security Threat Groups (STG) (Gangs) — Policy Number 301.110

Being a member of a gang is not allowed. It is against the rules to engage in gang activities. This includes having, using, or showing anything related to gang symbols or signals.

Resident Dress/Hygiene/Hair Care — Policy Number 303.020

You must keep yourself and your property clean and neat. Those who do not meet this standard may get a discipline report. Clothes must fit properly.

Dress

You must keep your private parts covered, except when changing clothes, taking a shower, or using the toilet.

You must be fully dressed (including underwear and shoes) when out of your cell/room. No underwear may show through the clothes. Robes must be worn with underwear. Robes can be worn to and from the shower.

- Living, work, and program areas can have special dress codes.
- Clothes must be clean. Clothes may not be altered, ripped or torn. You must wear clothes how they were designed to be worn.
- Sunglasses cannot be worn indoors without medical approval.

Headgear (Hats)

- Headgear issued for work can only be worn for work.
- Do-rags may only be worn in cells/rooms.
- Headgear, baseball caps, stocking hats etc. can only be worn outdoors.
- Religious headgear may only be worn in cell/room or at religious services.
- Sports headbands can only be white and only be worn at recreation.
- Plastic caps cannot be worn outside of the living unit.

Approved neckwear (crosses or religious medallions) must be worn only in your cell or on the way to and from religious programming and worn on approved plastic chains available through canteen. Medicine bags and rosaries can only be worn in your cell and to and from religious programming. Neckwear must be worn under the shirt or removed when NO shirt is worn.

Personal Hygiene

Hygiene supplies are for sale in the canteen. If you do not have money to buy them, they will be provided (see Indigent Residents). You are expected to shower regularly and keep yourself clean.

Hair Care

Residents can do hair care for others, such as cuts and perms, but only if they are approved to do it, and only in an approved area. Residents cannot take tips. Residents cannot sell or give products to other Residents. There is more information in the facility handbooks about hair care rules.

Resident Housing Conditions and Expectations Policy Number 303.025

When assigned to a room or cell, check it completely. Report damage or contraband to staff right away. You are responsible for what is in your cell, area or room, and locking devices.

Resident personal living areas must be kept clean and neat. You must clean your cell/room and make your bed daily. Clothing must be kept in drawers, closets, footlockers, or containers.

You will be assigned a cell/room and issued a key or locking device. The cell/room must be locked when you are out of it. If you share a cell/room, your footlocker or other storage area must also be locked when you leave.

Some facilities have living unit rules. Rules are posted in each unit. Read and follow living unit rules.

Offensive material is defined in the policy. Writing, photos, drawings or tattoos could be offensive if they are about: violence or threats, sex or nudity, or put-downs of a person or group. These things may not be displayed. They must be stored out of sight when not being viewed. If they are not stored out of sight, they can be taken, and a discipline report written.

Limited English Proficiency (LEP)

Orientation Policy Number 202.050

If you do not speak English as your primary language and have a limited ability to read, write, speak or understand English, please inform orientation staff as best as you can. Spanish interpreters are available to assist you in understanding staff presentations during orientation, and most orientation handouts are also available in Spanish.

If your primary language is other than English or Spanish, in-person interpreter services for orientation can be made available to you, and where necessary, translated written orientation materials. This may occur later. Please be patient with staff while they access language services for you.

Language Services

Every reasonable effort will be made to provide you with effective interpretation services for:

- Disciplinary hearings
- Classification
- Grievance program
- Access to medical, dental and behavioral health services
- Prison Rape Elimination Act (PREA)
- Administrative Segregation
- Unit rules, searches, other formal meetings or hearings
- Fire evacuation procedures
- Kites
- Appeals

Equal Opportunity Rights

Non-discrimination

Residents are not to be discriminated against based on race, religion, national origin, gender, sexual orientation, disability, or political views. If you feel you have been discriminated against by department staff because of your race, religion, national origin, gender, sexual orientation, disability, or political views, please work with staff to resolve your concerns.

Communicating with Staff

For information and to resolve concerns within the living unit or program areas, please speak with unit or program staff. The Resident kite is a means of communicating with staff outside of the living unit or program areas.

Relationships with Staff and/or Other Residents **Policy Number 103.223**

You are responsible to treat staff and other Residents with dignity and respect. You are expected to conduct yourself in a manner consistent with state law and department policies.

Inappropriate Relationships

Staff are prohibited from having personal or unofficial business relationships with Residents or with the families of Residents. Examples of prohibited contact include:

- Physical contact or communication of a sexual nature.
- Staff may not give or accept gifts or favors, nor have any financial dealings with Residents or with the families of Residents.
- Staff may not deliver messages, mail, or property to a Resident, or for an Resident to his/her family or friends, except in their official capacity.
- Staff may not assist, advise, or counsel Residents in legal matters. If requested, staff will refer Residents to the appropriate legal service agency or person.
- Staff may not serve as the release contact or sponsor for a Resident.

Residents who ask staff to participate in any prohibited activity are subject to an infraction and appropriate sanctions.

Preventing Inappropriate Relationships

- Both staff and Residents should be aware that anyone offering favors, lending you things, or providing you protection may be planning an assault (setting you up for an assault or targeting you as a potential victim)
- **Do not gamble, borrow items, or accept gifts that could create a debt to another person**
- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, leave or call out for a staff member. It's your right to say "No," "Stop it," or "Do not touch me"
- If you or someone else is being pressured for sex, tell a staff member immediately. You don't need to wait for an assault to happen to ask for help. There is no such thing as consensual sexual relationships in prison
- Be aware of areas where it may be hard to be seen, or where you would have trouble getting help if you needed it
- Stay out of other Residents' cells and keep them out of yours. Have respect for other Residents' personal space, privacy, and belongings
- Think about whom you associate with and how you carry yourself. Pay attention to your surroundings and the behavior of others

Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act is a federal law against sexual assault inside correctional systems. This law covers both male and female individuals incarcerated in prisons and work releases, as well as Residents on community supervision.

What Should You Do?

If you've been the victim of sexual misconduct, you should:

- Get to a safe place
- Don't use the bathroom, brush your teeth, shower, change your clothes or eat
- Report it to a staff person you trust. You don't have to have evidence to report sexual misconduct. You can report right after it happens or many weeks later
- Work with behavioral health staff and the victim advocate for support

False Accusations

If an investigation reveals that a Resident has made a false accusation that he/she, in good faith, could not have believed to be true, the facility may take disciplinary action against the Resident through all means available to the DOC.

Sexual Abuse/Assault Prevention, Reporting, and Response Policy Number 202.057

The DOC maintains a zero-tolerance policy on sexual abuse/assault to promote a safe and humane environment, free from sexual violence and misconduct for everyone. Sexual conduct between Residents and staff is not allowed. It is also not allowed between Residents.

Staff (including volunteers and contractors) cannot give or accept gifts or special favors.

A brochure entitled Sexual Abuse/Assault Prevention and Intervention is included in the orientation packet Residents receive when they are admitted. Read it to find out more about this. A PREA video will be shown in orientation, and an acknowledgement of receiving the educational component needs to be signed.

Sexual abuse/assault can include, but is not limited to:

- Any behavior or act of a sexual nature, consensual or non-consensual
- Touching in a sexual way
- Sexual comments or gestures
- Promising anything in exchange for sexual favors
- Threatening anything if an Resident does not give sexual favors
- Sexual language or behavior
- An act that involves sexual contact or an intimate relationship
- Kissing
- Sexual harassment

While you are incarcerated you will be assigned to various housing units and will interact with various staff, custody and non-custody, male and female. Staff members of the opposite gender will be in your unit all times of the day and night. Staff members of the opposite gender will announce themselves whenever entering your unit, particularly Resident restrooms or any area designated for Residents to disrobe or change their clothes. For this reason, you should conduct yourself accordingly and remain clothed even while you are in your cell/living area.

Sexual Harassment

Sexual harassment is defined as deliberate or repeated, unsolicited verbal statements or comments of a sexual nature directed to any individual, including demeaning references to gender, or derogatory comments about body or clothing, or repeated profane or obscene language or gestures. Sexually directed behavior includes but is not limited to- assault, physical abuse (touching, pinching, cornering), verbal abuse, leering, displaying pornographic material, etc.

Staff will ensure an environment free of unsolicited, unwelcomed, and inappropriate sexual behavior. Sexual harassment toward staff, Residents, or the public (including visitors or vendors) will not be tolerated.

Catcalls, body motions, and other sexually suggestive actions are prohibited. Any acts of sexual harassment will be subject to disciplinary action. Pictures from magazines, drawings, and paintings that are sexually explicit are not allowed. Any items found in your possession, apart from authorized magazine and newspaper articles/clippings, which are altered or defaced, will be confiscated and disposed of as contraband.

Sexual Misconduct

- Aggravated Sexual Assault: This includes sexual acts by either another Resident or by a staff member that occurred within the previous 120 hours and involves penetration or exchange of body fluids.
- Resident-on-Resident Sexual Assault: An incident in which sexual activity occurs between two or more Residents without a Resident's consent or when a Resident is unable to consent. It includes vaginal, anal, and oral sex. It also includes threats to sexually assault another Resident, as well as sexual acts that occur because of threat, coercion, or force. Coerced sexual activity is usually in response to pressuring, payment for protection, or payment of debt.
- Resident-on-Resident Sexual Abuse: This includes intentional touching either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of another Resident. This does not include kicking, grabbing, or punching genitals when the intent is to harm or debilitate rather than to sexually exploit.
- Staff Sexual Misconduct: These are sexual acts performed by staff toward a Resident and include sexual intercourse, intentional sexual touching, compelling a Resident to engage in sex with or sexually touch staff, kissing, exposing sexual body parts, helping another person to engage in sexual misconduct, or discouraging or preventing someone from making good faith reports of sexual misconduct.
- Sexual Harassment: Deliberate or repeated, unsolicited verbal statements or comments of a sexual nature directed to any individual, including demeaning references to gender or derogatory comments about body or clothing. This involves both Resident-on-Resident and staff-on-Resident sexual harassment.

DOC Sexual Assault Helpline: (651) 603-6798 - this is a free call

Report sexual abuse/assault right away to staff. They will refer you to medical staff. You do not have to give the name of the person who assaulted or abused you in order to get medical treatment. Medical information gathered is confidential.

In order to use the information as evidence in discipline or prosecution against the person who assaulted you, you must sign a release. You have the right to refuse to sign the release.

Behavioral health staff are available to help Residents recover from the emotional impact of sexual abuse/assault.

All PREA allegations are investigated, no matter how the information is received (verbally or in writing) or who reports the information (the alleged victim, a witness, or some other third party). You do not have to leave your name, as information that is received anonymously is also investigated.

Any information about PREA allegations that staff receive is forwarded confidentially, immediately, and directly to the Watch Commander in a prison, and to the Program Administrator in work releases. Staff are required to report any behavior that may indicate some form of sexual misconduct. When a Resident discloses information about or displays signs of sexual misconduct to a medical or mental health provider, the provider also must report the information. A release of information is only required when the Resident discloses sexual abuse or assault that didn't happen while incarcerated or under supervision. Staff are required to maintain confidentiality and follow the directions of the Watch Commander or Work Release Administrator regarding questioning Residents, identifying witnesses, or securing statements.

The department will respond to allegations of sexual misconduct in a manner to support and aid the alleged victim, to safeguard the security of staff and Residents, and to maximize the ability to obtain evidence to use in investigations and criminal prosecution where applicable.

Residents with disabilities or who are limited English proficient will be provided services to ensure they can effectively report information and participate in investigations using accommodations and interpreters.

After an Allegation Has Been Made

After an allegation is made, DOC will work with you to keep you safe. The Watch Commander will ensure that the alleged victim, accused, and possible witnesses are separated. Any possible crime scene will be secured, and evidence will be collected.

- First Responders will request that the alleged victim not destroy physical evidence on their body. This means that even though you may want to, do not use the bathroom, brush your teeth, shower, or change your clothes unless directed by medical and custody staff. Save your sheets and any clothing that were involved in the incident.
- A medical exam will be offered. This may include a forensic medical examination if the allegation was aggravated sexual assault.
- A behavioral health referral will be made to ensure the alleged victim has access to support services.
- Victims will receive immediate emergency and ongoing medical, behavioral health, and support services as needed.
- DOC investigators are prohibited from the use of polygraphs in PREA investigations.

People specifically trained in investigations of sexual assault and abuse investigate every PREA allegation. All perpetrators (Residents and staff) will be held accountable and referred to outside law enforcement for prosecution if applicable. Victims will be notified of the results of the investigation. You will also be notified if the perpetrator is indicted for or convicted of acts related to sexual misconduct. If the allegation is substantiated, you may be kept separate from the perpetrator throughout your incarceration, either by unit separation or facility separation based on the allegation.

Once an investigation is started, anyone who reported the allegation and those who are named as victims will be monitored for any signs of retaliation. This includes checking in with you at least every 30 days to identify any issues about retaliation. You can also report retaliation issues to the Associate Warden of Operations, who will address these issues.

Providing false or misleading information during any state of a PREA investigation may result in disciplinary action being taken against the Resident.

Medical and Behavioral Health Care

Residents will not be charged for any immediate or ongoing medical or behavioral health care related to a PREA allegation. Medical care will address any injuries that happened as the result of abuse or assault and may also include emergency contraception and tests for and/or treatment of sexually transmitted infections. Behavioral health providers will help you address trauma, stress, and other issues you may experience as a result of sexual misconduct.

Support Services

Residents can receive support services from behavioral health staff by submitting a health services kite. You can also contact an outside victim advocacy service. A sexual assault advocate is someone who may be an employee or volunteer from a community sexual assault program that provides information, medical or legal advocacy, counseling or support to victims of sexual assault. A pre-designated victim advocate will also be available to support victims at the hospital whenever a forensic medical examination is done. The DOC helpline number is posted near the Resident phones. You will not be charged for the call. Any caller may remain anonymous; however, calls made from Resident phones are subject to recording and monitoring. The posting also contains a national resource number. This number is accessed by dialing *77. This speed dial number is a free and non-recorded call to a Rape, Abuse, & Incest National Network (RAINN). The level of confidentiality is consistent with the policies of RAINN. This policy is listed on or near the posting. Anyone who repeatedly misuses any helpline, threatens or harasses the support specialist may be subject to discipline.

Housing and Job Assignments

Residents will be asked a series of questions intended to assess risk for victimization and for victimizing others. This will also include information about your own perception of risk. This information will be used to decide who you should be housed with and how you are assigned to jobs and other programs. Residents identified as being at risk will also work with their case manager to develop plans to monitor status and issues. You may also be offered a meeting with behavioral health staff as a result of the information in your assessment.

Housing and shower accommodations may also be made for transgender and intersex Residents. You should discuss this with your assigned Behavioral Health Therapist.

Safety

A Workplace Accident and Injury Reduction Program	**Policy Number 105.125**
Fire Prevention	**Policy Number 105.160**
Bloodborne Pathogens	**Policy Number 105.170**

In any emergency it is very important to do what staff tell you to do.

There is a plan for getting staff and Residents away from a fire. Fire evacuation routes are posted in all areas in all facilities. There are regular fire drills that everyone practices what to do in case of a fire.

There is also a plan for ensuring the safety of Residents and staff during a tornado or bad weather. Sometimes there will be tornado drills to practice what to do if there is a tornado.

All Residents will get training about safety during orientation. When you are assigned to a job, you receive more training about the safety rules for that job.

You should report any injury to staff, no matter how minor. Report safety hazards to staff. Do not create safety hazards.

Some diseases can be passed to another person by contact with body fluids such as urine, blood, or feces. You should treat any other person's blood or body fluids as if they are contaminated and avoid contact with them.

Security

Resident ID Cards **Policy Number 302.255**

You will be given an identification card (ID). Look in the facility or unit rules to find out the rules for wearing ID cards.

ID cards must be replaced if they are lost, stolen or broken. Also, if you change how you look, the ID must be replaced. You may be charged $5.00 to replace it. It is up to the facility staff to determine if it needs replacement. There is no charge when the ID must be replaced because of normal wear and tear. The ID card must be turned in when you are released.

Facility Count Reporting **Policy Number 300.050**

Staff must know where Residents are at all times. This is the reason for Resident counts and controlled movement. Resident counts are done several times each day. You must follow the rules about count. It is a discipline violation to not follow count rules. You must also follow the rules about going from one place to another in the facility. Look in the facility handbook to read about the rules for movement and counts.

Lock-Ups **Policy Number 301.070**

During a lock-up, normal programs stop. You must stay in your cell/room/bunk area unless directed by staff.

Emergencies

During an emergency (e.g., fire, disturbance, Resident fight, etc.), you are expected to do the following:

- Follow staff instructions without hesitation
- Absent any staff instructions, move away from the emergency
- Follow established evacuation routes if it is safe to do so. If the primary evacuation route is dangerous, follow directions from staff in the area
- If in an emergency staff direct you to "stop," immediately stop and wait for more direction
- If in an emergency staff direct you to "get down" or "lie down," immediately lie down on the ground and wait for more direction

Failure to comply during an emergency according to staff directives will result in disciplinary action

Escapes **Policy Number 301.020**

The amount of force needed to stop an escape will be used. This could be deadly force. An escape or attempt to escape will result in a felony conviction.

Use of Force **Policy Number 301.081**

You are expected to obey orders when directed by staff. If you fail to comply with staff directions, staff will use necessary force to ensure your compliance. Staff are authorized when necessary to use force to prevent escapes, potential loss of life, great bodily harm, and/or to protect state property.

Movement

All institutions utilize a controlled movement system. A Resident must be on a pass in order to move from one point to another in the facility. The system identifies periods of time that you are authorized to move from one location to another. Residents moving during non-movement periods without proper authorization will be considered in an unauthorized area and may receive discipline.

Searches **Policy Number 301.010**

You may be searched at any time and for any reason. Cells/rooms and areas may be searched at any time. You are responsible for anything in your cell/room, on your person, or in your property.

Contraband **Policy Number 301.030**

You may NOT be in possession of contraband. Possession means either on one's person, in one's cell, or in one's control.

Anything that may present a risk to the security of the facility or safety of staff and Residents can be contraband. Contraband includes, but is not limited to:

Controlled substances	Alcohol
Tobacco	Weapons or ammunition
Escape tools	Explosives
Sexually explicit material	Martial arts books or magazines

You may not have printed information about another Resident's crime, with the exception of case law..

Even property that is normally allowed can be contraband if you are not approved to have it. For example, some items must be in their original containers. Too much property, property not on the inventory, and altered property are also contraband.

Contraband is taken and stored. Then it is decided if it must be thrown away, sent out of the facility, or returned to the owner.

Drug and Alcohol Testing **Policy Number 205.230**

Drug and alcohol testing is done in all facilities. All positive alcohol and drug tests will result in discipline. Staff will provide instructions at the time of the request. All positive drug tests may result in discipline and/or visiting sanctions.

Resident Discipline Policy Number 303.010

You must obey the rules written in the Resident Discipline Rules handbook and facility or unit rules. If you do not follow the rules, disciplinary action will be taken. The Resident Discipline Rules handbook explains your rights in the discipline system. There is a formal discipline system and an informal sanctions system.

Informal Sanctions

Informal sanctions are penalties given to Residents who violate less serious facility or unit rules. Informal sanctions include written warnings, loss of privileges, and loss of use of equipment (property or phone). Informal sanctions are not used for more serious rule violations. The informal sanctions plan is explained in the facility handbook or unit rules.

Formal Discipline

The formal discipline system is used for more serious rule violations. Residents are given a written notice of the violation. A disciplinary hearing is scheduled. Formal disciplinary reports are settled either by a waiver, a minor hearing, or a major hearing.

Waiver of Hearing and Plea of Guilty

Most often, you can sign a form saying you violated the rules and accept the offered penalty. No hearing is held. Usually, the penalty will be less than what would be given after a guilty finding in a hearing. Discipline reports agreed to on a waiver cannot be appealed.

Discipline Report

If you break a serious rule, you will be given a Notice of Violation. The notice will tell you what rule(s) you may have broken, what your rights are in the discipline process, and when a hearing is scheduled.

Minor Disciplinary Hearing

This hearing is an informal meeting with a discipline staff to determine if you violated the rules and what the penalty should be. At a minor hearing, you can tell your side and show paperwork as evidence. No witnesses testify. After reviewing the reports and hearing your side, the hearing officer will decide. You cannot have your prison term extended from a minor hearing. Hearing findings and penalties can be appealed to the Warden.

Major Discipline Hearing

Major discipline hearings are like minor hearings. Major hearings are held by hearing officers from DOC Central Office either in person or by video. You can call witnesses and ask questions of staff witnesses. You can have a representative help you prepare for the hearing. If you are found guilty, one of the penalty options is extending your prison term. You can also be ordered to pay restitution or serve any of the other minor penalties. Hearing findings and penalties can be appealed to the Warden.

Minor Penalty: Loss of privileges, disciplinary segregation, and restricted segregation imposed at a major or minor hearing or at a waiver. These penalties do not result in extended incarceration, except in the case of a release violator, whose Projected Release Date is adjusted based on segregation penalties.

Major Penalty: Extended incarceration and/or restitution is only imposed only at a major hearing or waiver of a major hearing.

In the Discipline Regulations Handbook, many of the rules have the full range of penalties, from loss of privileges to placement in Restricted Housing and extended incarceration. Whether the penalty is minor or major depends on the situation.

Administrative Segregation

You may be placed on Administrative Segregation:

- If you require protection from other Residents.
- If you require isolation for medical or mental health reasons.
- If you are under investigation for possible disciplinary or criminal charges.
- If you pose a threat to yourself, others or to the security of the facility.
- If you are being held for another authority or pending transfer.

Food Service — Policy Number 302.030

Food service menus are posted in all living units and work areas. There is a five-week menu rotation in service. A dietitian reviews the menus to see that they offer proper nutrition. The health department inspects the food service area to make sure it is clean and safe.

Two types of menus are available at lunch and dinner: the general meal, and the alternative meal that meets the needs of most religious and medical diets.

You cannot take extra food. You should eat what you take. It is a rule violation to take extra food or purposefully waste food.

You must sit where staff tell you to sit and leave uneaten food in the dining area.

Look in the facility handbook to learn about other food service rules.

Visiting — Policy Number 302.100

You may send your visitor a visiting application form, or the visitor may get a visiting application on the DOC website at www.mn.gov/doc (click on “Resident Family & Visitors” and then click on “Visiting Information”). The visitor must fill out the form and return it to the designated processing facility as stated on the DOC website and on the application. The Policy prohibits victims of crimes, for which the Resident is currently incarcerated, from being approved to visit at any MN DOC facility. Residents that have visitors approved will receive an updated visiting list. You must tell the visitor if they are approved. Visitors who are denied will be notified by mail. It is very important for visitors to be honest and completely fill out the form. People who have criminal records or who are on probation can be approved to visit.

Visitors may be on the list of immediate family members and one additional Resident. If no immediate family members are incarcerated, visitors are limited to being on two Resident’s visiting list. If a visitor requests to be removed from a Resident’s visiting list, they must wait three months from the date of the last visit before applying to be on another Resident’s list.

Visitors under 18 years old must be listed on the visiting application of a parent, legal guardian, or another adult with notarized permission from the parent or legal guardian. A copy of the child’s birth certificate must be sent with the application.

Each Resident is allowed 24 approved visitors. While on Reception status, Residents at MCF-St. Cloud can only have two adult visitors on their list, but when they are off Reception status and out of Unit E, they are allowed 24 approved visitors. When a Resident transfers to another facility, their visiting list transfers too.

The amount of time allowed for visiting depends on the custody level of the facility.

There are different rules for visiting for Residents in segregation. Read the segregation handbook to find out about visiting while in segregation.

Read the facility handbook to learn about all the visiting rules. Here are some that are the same at all facilities:

- Visitors must bring an ID when they come to visit.
- Visitors and visitors' property may be searched.
- Visitors must dress following DOC visitor attire rules on the DOC visiting website and posted at facilities.
- It is the responsibility of the Resident and the adult visitor to care for the children at all times.
- Residents are searched before and after the visit.
- Residents must dress following DOC Resident visiting room dress code.
- Nothing can be brought into the visiting room.
- Residents and visitors may briefly hug, kiss on the cheek briefly, and shake hands when they first arrive and when they leave.
- Children under nine may sit on their parent's lap, unless the Resident has a special visiting restriction with minors.
- No other physical contact is allowed.

Visiting rule violations could result in:

A warning
Non-contact visiting status
The visitor being banned from visiting
A discipline report
Termination of the visit
Arrest and criminal charges

There is no visiting on the following holidays:

- New Year's Day
- Memorial Day
- Veterans' Day
- Labor Day
- Martin Luther King Day
- Juneteenth
- Thanksgiving Day and day after Thanksgiving
- Presidents' Day
- Independence Day
- Christmas Day

Kiosk Services Policy Number 302.022

The DOC contracts with a vendor to provide kiosk services. These services are a privilege and can be suspended at any time if you or your friends/family break the rules. The services include o-mail (email), video visits, video-grams, educational and fitness videos, music, and games. You can buy an electronic media player that you can use to play music and games you have purchased, review photos you've received, watch videos you have downloaded, and write/read o-mail messages. All kiosk service use is subject to monitoring and recording.

Kiosks

Each facility decides when Residents can use the kiosks in the living units. If you use the kiosk when you are not supposed to, your kiosk privileges can be suspended. Be careful with the kiosk equipment, especially the USB cord. Do not eat or drink around the kiosks. Do not interfere with another Resident using the kiosk and be respectful of others' privacy. If a kiosk causes problems in a living unit, the facility can turn it off until the Administration is sure it will be used appropriately.

Kiosk Account

In order to use kiosk services, you must register at a kiosk. You will receive a temporary password from the mailroom. You must then change the password on the kiosk to something that is hard to guess, but easy for you to remember. You must not share your password with other Residents.

Funding your Media Account

Your media account holds money for you to buy electronic stamps for o-mails, music, video, and games. You can use the canteen process to add money to your media account. Friends and family can also add money to your media account through the vendor website. There are no refunds of money in your media account, even on release, so add money carefully.

Media Players

If you buy a media player tablet, it is your personal property, and all the property rules apply. You cannot share your tablet with another Resident. If you loan or borrow a tablet, it may be confiscated, and you may be subject to informal sanctions and/or bans from use/possession of the tablet. The content on your tablet can be searched by staff, and you must give staff your password if asked as part of an authorized search.

O-Mail (Email)

These are electronic messages exchanged between you and people in the community. For people to exchange o-mail (email) messages with you, they must set up an account at the vendor's website or download the app to their phones. Residents cannot exchange o-mail (email) messages with each other, staff, volunteers, or any other unauthorized persons. O-mail (email) must follow the same rules as mail.

Electronic Photos

You can get photos as o-mail attachments. The photos are inspected by mailroom staff before you get them and must follow the contraband policy. If the mailroom rejects a photo, the sender will be notified by a vendor email explaining the reason. The cost of sending the photo is not refunded, and the decision cannot be appealed. The photo can be sent to you through the mail, and if it is rejected, you can appeal that decision. Senders should make sure they have not blocked emails from the vendor to make sure they get these notices.

Video grams

People can send you 30-second video clips that you can watch on the kiosk or download onto your media player. Video grams have rules that are different from visits, but stricter than photos. Video grams cannot contain:

- Descriptions, information, or images concerning any illegal acts or violation of facility rules including such examples as illegal drugs, weapons, escape, martial arts, etc.
- Anything sexual in nature, including nudity, or sexual gestures/movement.
- Behavior, attire, or gestures indicating security threat group affiliation.
- Information advocating that any ethnic, racial, or religious group is inferior or that makes such groups an object of ridicule and scorn.
- Anything requesting, providing, or including any information that describes the manufacture of weapons, bombs, explosives, alcohol and drugs, drug paraphernalia, or escape materials.
- Anything of a threatening nature.

- Any coercion, threats, or fraud to obtain money, favors, or anything of value.
- Information related to the crime or identity of another Resident.

The vendor screens video grams for contraband. If a video gram is rejected, the sender will be notified by a vendor email explaining the reason. The cost is not refunded, and the decision cannot be appealed. Residents should make sure they have not blocked emails from the vendor to make sure they get these notices.

Video Visits

Residents who do not have a visiting room restriction can have video visits. If you have a restriction that involves no visits, non-contact, or close supervision with certain visitors, you will not be able to use video visits. All video visits are monitored live or by recording.

You can only have a video visit with persons on your visiting list. Tell your visitors not to let other people join the video visit. If a rule is broken, you must immediately hang up and disconnect the visit. The following rules apply:

- No physical assault or attempted assault of a staff or Resident/resident at a visiting kiosk or while participating in a video visit.
- No verbal abuse to staff or others during or in relation to a video visit.
- No threats to staff or others during or in relation to a video visit.
- No disobeying a direct order during or in relation to a video visit.
- No sexual behavior or masturbation during a video visit.
- No verbal or non-verbal sexual behavior during a video visit involving a minor.
- No verbal or nonverbal communication with others not authorized or registered to participate in the video visit.
- No recording or photographing any portion of the visit (including attempts).

Downloadable Content

All content is screened for a prison setting either by the vendor or the DOC. Violent or sexually explicit material is not allowed. The music, games, and video catalogs are decided by the vendor, and the DOC has no control over the quality of offerings.

Kiosk Service or Media Player Problems

Staff are not able to fix the kiosks or media players. If you have problems, you must submit a trouble ticket at the kiosk. The vendor will reply within 7-10 working days and work through the problems with you. When writing a trouble ticket, be very specific about what problem you are having and what you have tried already to fix it.

Kiosk Services Suspension

Yours and your friends/family's use of the kiosk services can be suspended for breaking the rules or for a security reason. Please see the Policy 302.022 Resident Kiosk Services for more information.

Banking

The Resident Accounts department maintains an individual financial account for each Resident including sub-accounts for spending, voluntary savings, and gate savings.

You will receive the following statements of financial activity:

- Monthly statement: reflects all activity in your spending, voluntary savings, and gate savings sub-accounts.
- Bi-weekly compensation statement reflects hours worked, gross pay, net pay, and deductions.
- Daily receipt and disbursement statement reflects daily receipts and withdrawals posted to your account.

Those who are committed to the DOC with a new sentence will receive a loan, called an “advance” upon arriving to MCF-St. Cloud or MCF-Shakopee. Interstate transfer and release violators will not receive this advance. 100% of incoming funds and wages will be deducted until the advance is paid back in full.

Funds may be sent by wire transfer or money order through JPAY. Friends/family can visit www.jpay.com for instructions.

Money orders must be made payable to JPay and include a completed Money Order Deposit Form. Mail the deposit form and money order to: JPay, PO Box 246450, Pembroke Pines, FL 33024. The Resident’s name and identification number must be clearly written on the money order and deposit form. The sender’s full name and complete, verifiable address must also be included on the money order deposit form, as well as the envelope.

- Cash or personal checks are not accepted.
- Tax refunds, payroll checks, and tribal checks must be mailed to the facility where you are located.
- You cannot exchange money or property with another Resident or his/her family or visitors.
- You cannot exchange money or property with staff or volunteers.

All other items (letters, cards, photos, etc.) must be mailed separately to the facility where you are located.

Incoming money is subject to deductions for advances, facility obligations, disciplinary restitution, cost-of-confinement, court-ordered obligations, and federal/state litigation fees, unless specifically exempted in policy.

Outside Banking

You may send money to an outside bank after you have saved $100 gate money. It is up to you to contact the bank and make arrangements for banking by mail. Residents may not possess personal checks, withdrawal slips, or debit cards while incarcerated.

You may not charge on a credit card account or use a debit card account, have a credit card or debit card at a facility, or incur any new financial debts while incarcerated.

Compensation – Deductions

Wages paid are subject to deductions based on what you owe and where you work. See the Resident Accounts policy for details.

Withdrawal Requests (Vouchers)

Withdrawal requests (vouchers) must be completed in order to request a withdrawal from your account or to request a transfer of funds between your spending and savings accounts. To have money sent out or an order placed, fill out a voucher form. They must be completed in ink and staff must witness and verify your signature for your protection. The staff will send the form to the correct department for additional approvals and processing by Resident Accounts. A second staff verification (unit lieutenant or case manager) is required for vouchers for $500 or more. From the time Resident Accounting staff receive your voucher, they have 5 business days to process your voucher.

The voucher must include:
- Resident name
- OID number
- Name of living unit and cell number
- Amount of money to be withdrawn
- Reason for the request
- Name of person or business the check should be written to
- Complete order information for property items coming back into the facility
- Address where check is to be sent
- An addressed envelope

All vouchers for property will be sent to the property staff for approval. Your daily receipt and disbursement statement will show the withdrawal and is your record of the transaction. Keep this receipt, as you will not receive a copy of the withdrawal request. If there is not enough money in your spending account to cover the withdrawal, it will be sent back to you with “NSF” or “insufficient/non-sufficient funds” written on it.

Voluntary Savings (Facility)

Residents can transfer money to their savings account once their gate savings reaches $100. A voucher form is used to request the transfers to savings or from savings back to spending. Requests for less than $10.00 are not to be processed.

Gate and voluntary savings accounts earn interest. Interest is paid quarterly and is put into the Resident's spending account.

Gate Money

The amount of funds a Resident must save for release is $500. Gate money is saved as a deduction taken from your wages. If, at the time of your release you have not saved $100, the state will add to your gate savings the amount needed to total $100. Release violators without a new sentence will receive only the funds they saved in gate and will not receive the state contribution. Residents going out on work release will receive their gate money once they are released from work release.

You can ask to spend money in your gate savings account. For the request to be considered, the following must be considered:
- If the gate balance reduces below $100.00, you must have two years left to serve.
- You must not have any unpaid court-ordered charges such as child support, restitution, or fines.
- You cannot buy something you already own (i.e., upgrade).
- If the money is to pay a debt, it will be verified.
- Can request only one time per year.
- The maximum you can borrow is $200.
- You must exhibit a positive work history and not have any discipline infractions (no segregation time) for six months.

Restitution and Fine Collection

The DOC has developed restitution collection procedures. The procedures are intended to restore justice for victims by identifying methods and incentives to increase the amount of restitution paid by Residents. These procedures will enhance Residents' ability to pay their court ordered obligations over a shorter period of time, or even eliminate these obligations prior to their transition from prison into the community.

Restitution Procedures

- Ten percent (10%) of all incoming funds are retained and used for court ordered restitution and court ordered fine obligations (this is in addition to the current 10% cost-of-confinement surcharge).
- A 10% surcharge is assessed on outgoing funds to be used for court ordered restitution and court ordered fine obligations.
- AFTER a Resident has saved $100 in gate money, the DOC reduces the amount collected from wages for gate savings to 25% (this increases the timeline needed to save gate money, but makes more funds available for lower deduction priorities, including court ordered restitution and fines).
- A 5% surcharge is assessed on all canteen purchases, except health and hygiene items, to be used for court ordered restitution and fines.
- Residents may choose to put more money toward restitution and fines without incurring any surcharge, to address their obligation more quickly, by sending a voucher to Resident accounts.

These restitution collection procedures reflect the department's initiative of Transition from Prison to Community (TPC), which represents the best practices to manage transition and successful reentry. The TPC model enhances the restorative justice framework, which involves victims and community in the criminal justice system. These procedures focus on addressing victim needs, Resident competence, and institution and community responsibility in repairing the harm done by crime. Further, by paying restitution and fines while incarcerated, Residents can concentrate on day-to-day living expenses upon release.

Cost of Confinement — Policy Number 300.1015

Ten percent (10%) of money you bring with you or receive from outside sources is deducted to help pay the cost of your confinement.

Indigent Residents — Policy Number 300.140

Residents who have no money can get the basic things they need. You can get such things as toothpaste, soap, deodorant, paper, pens, and envelopes. You can also get photocopies and postage for legal mail. An Resident who does not have a job and has had less than $1.00 in his/her accounts for at least one full pay period, can get these things. You must complete the indigent canteen order form for supplies, see the policy for more details.

Canteen — Policy Number 302.010

You can buy the things you need from MINNCOR centralized canteen. There is food, health, hygiene, writing supplies, televisions, radios and fans for sale.

Residents are given a centralized canteen catalogue whenever a new one is issued. Changes in prices and products are posted in the living units. You must update your catalogue with the posted information to keep it correct. Order forms are passed out to Residents each week. There are special order forms for special programs or living units, such as segregation, that restrict what Residents may buy.

If you think there has been a mistake in the canteen order, it must be verified by staff at the time you receive the order. The rules for ordering and solving problems with orders are in the centralized canteen catalogue.

The canteen spending limit for Residents in general population is $140.00 per week. Televisions, typewriters, J-pay tablets, and telephone/media time are not included in the limit.

You must have money in your account to pay for what is ordered. Questions regarding canteen orders or refunds must be sent to facility canteen staff. Questions regarding your Resident balances must be sent to Resident Accounts.

Resident Property Policy Number 302.250

The types and amounts of property a Resident can have are listed on the Allowable Property List that is posted in each living unit. Some special programs or units such as segregation, orientation/reception may have other rules about property and limit what a Resident can have. You are responsible for keeping your property within the allowable limits.

There are two kinds of property that Residents may have: personal property and state issue items. Some things, like clothing and electrical items, are counted and written on a Property Inventory Record. Consumable items that are perishable, used up, consumed through use, or inexpensive non-durable items (e.g., food, hygiene and writing supplies, and plastic items); and personal papers including published and legal materials are non-inventoried items. You can have only the amount of property that fits into two footlockers. Large items like fans and TVs do not have to fit in the footlockers.

You are solely responsible for the care and safekeeping of your personal property. When leaving the cell/living area, you must ensure all personal property is secure. Exchange of any property between Residents is not allowed.

State Issued Property

State issued items are those the DOC gives a Resident to use at no charge. They include shirts and pants, underclothes, socks, shoes, and bed linens. You are responsible for your state issue items. You may be charged the cost of replacing missing, damaged, or destroyed items.

Personal Property

Personal property is anything that a Resident may get that belongs to him/her and is not a state issue item. The Allowable Property List tells what and how much you may have. The only way to get personal property is to order it through the property department or buy it from canteen.

Your family and friends cannot send or bring property to you.

Each facility has catalogs available for you to place orders. All property items are to be ordered through the institution catalogs or canteen. Check the facility handbook to see how to order an item.

YOU MUST KEEP ALL RECEIPTS AS PROOF OF OWNERSHIP.

Property Inventory

Property that has a limit on the Allowable Property List is inventoried on a computer program. The following are against the rules:

- Not having all the items that are on the inventory.
- To have more than what is on the inventory.
- To trade, sell or give property to another Resident.
- To have someone else's property.
- To have property that has been changed or altered.

Per policy 302.250, Property staff must remove any inventoried personal item that an offender claims are lost, stolen, altered, or improperly disposed of from the offender's COMS offender property inventory, and note that the offender may not purchase a replacement for six months from that date.

Hobby Craft — Policy Number 204.047

You can participate in a hobby craft program by buying craft items from the canteen or approved vendors. Only certain hobby crafts and supplies are allowed at each facility. You may not give, trade, loan, display, or sell hobby craft items. Completed projects must be sent out of the facility. Read the policy for more information.

Telephone — Policy Number 302.210

A personal identification number (PIN) is issued to you on your second day after you arrive at the facility (at no charge). It is needed to use the telephone. Do not tell anyone your PIN. Your PIN should be kept confidential, as anyone who knows your PIN could access your telephone account and spend your phone time. If this should happen to you, you may request a new PIN by submitting a voucher for $3.00. Facilities will not accept collect calls for Residents. Abuse of telephone privileges results in discipline and may result in loss of telephone privileges for a period of time. Rules for telephone use are posted in the living unit, informal sanction, or in the facility handbook.

You must not call staff, volunteers, interns, or vendors.

Three-way and call-forwarded calls are not allowed.

Phone Monitoring

Resident telephone calls may be monitored and recorded. Legal calls are not monitored or recorded.

Legal Calls

You should contact attorneys by mail. If your attorney wants to speak to you on the telephone, he or she must call your case manager to arrange this. You may not request to make a phone call to your attorney.

Emergency Calls

If there is a death or serious illness in your family, someone can call the facility and leave a message. Staff will check to see if the message is true. If it is, they will give the message to you. If you need to make an emergency call, you can ask staff. The watch commander or case manager decides if the call can be made.

Recreation — Policy Number 204.080

Every facility has a recreation program that includes activities in the gym, outside yard, living units, and/or courtyards. Activities may include handball, basketball, soccer, volleyball, walking/running track, weightlifting, and use of exercise equipment. Full contact sports, such as tackle football, boxing, and martial arts, are not allowed. Outside recreation can be cancelled when the weather is bad. Each facility has a recreation schedule and rules. Look in the facility handbook or unit rules to find out the schedule and rules.

Library — Policy Number 204.045

Each facility has a library that contains recreational, educational, and legal materials that Residents may use. Check your facility handbook, unit rules, and/or information posted in the library for additional information including library hours available to Residents.

Law Library Service to Prisoners: Provides access to law library materials that are not available in the facility law library and help with legal research. Requests for information related to criminal appeals, conditions of confinement, and family law topics are given priority. Contact LLSP by sending a kite addressed to “Law Librarian” to your facility librarian or write LLSP directly at Minnesota State Law Library, Minnesota Judicial Center, Room G25, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155-6102.

Religious Services/Programs — Policy Number 302.300

All Residents can practice their religion. Every facility has a religious services coordinator. If you have questions about religious activity, contact the religious services coordinator. Religious services are open to everyone. The number of Residents allowed to attend a service may be limited. Religious activity can be restricted if it causes security or safety problems.

Mail — Policy Number 302.020

It is important for you to tell your family and friends about the mail policy. There is no limit on the amount of mail you can receive or send. You cannot use the facility address as a business address. When you transfer or are released, your first-class mail will be forwarded for 60 days.

Mail is not delivered if it contains or refers to the following:

- Risks to security and safety of facility or public
- Contraband including tattooing, drugs, and weapons
- Threats of harm to another
- Breaking the law or facility rules
- Security threat groups
- Unauthorized business activity
- Requests for gifts from sources other than family and friends
- Code that can’t be understood
- Sexually explicit material
- Material/photos that contain nudity
- Photographs of staff
- Cash or personal checks, stamps, credit or instant cash cards, telephone cards
- Items that may be a safety or health hazard or seem suspicious
- Safety or sanitation hazards such as lipstick, perfume, oily stains, discoloration, crystallization, or anything else that can’t be identified
- Photos or greeting cards larger than 8 ½ x 12
- Symbols, extra identifiers, Latin phrases, UCC citations, miscellaneous punctuation, or other “sovereign” identifiers

Non-Delivery of Resident Mail

- If mail is not delivered to you, you will be sent a Notice of Non-Delivery of Mail/Package stating the reason. You have 10 days to tell the mailroom what to do with the rejected mail. It can be returned to the sender or destroyed.
- If an item cannot be delivered or returned due to missing or wrong addresses, it will be kept for 30 days. If it is not claimed within 30 days, it will be destroyed.

Review of Rejected Mail

- You may ask for a review of the decision to reject mail. Send a kite to the mailroom supervisor within 10 working days after getting the Notice of Non-Delivery of Mail/Package. Send a copy of the Notice with the kite.
- After the answer comes back on the first review, you may ask for a final review. Send a kite and the Notice to the Correspondence Review Authority. This must be done within 10 working days after getting the mailroom supervisor's decision.

Items Returned to the Sender Unopened in which you will Not Receive a Notice of Non-Delivery

- Bubble Envelopes
- Envelopes containing stickers, tape, white-out or an unknown substance
- Envelopes over 16 oz., exception: legal/special mail

Incoming Mail

- Is limited to 16 ounces per item to permit timely processing and thorough inspection, except for legal mail. Items in excess of this limit will be returned to sender unopened with an explanation for the rejection.
- Is limited to 20 photos per mail envelope; that includes multiple photos on one sheet.
- Must be addressed to the Resident's commitment or legal name and OID number. If it is not, it may be returned to sender.
- Will be opened and checked for contraband.
- Is skimmed and may be read if it may present a risk to safety and security.
- Must not include photos of Residents taken during incarcerations.
- Must not include artwork or items that prohibit adequate inspection or are unable to be searched such as stickers, tape, laminated items, white-out, or padded envelopes/bubble wrap.
- Must not contain items that have stains, strange odors, including perfumes, lipstick and other foreign substances.
- Special/legal mail will be opened in front of the Resident. Staff will thoroughly check it for contraband.
- "Junk mail" will be discarded. Catalogs, non-profit mailings, subscribed and allowed newspapers and magazines are accepted.
- Magazines or other published commercial materials must come from the publisher or an approved vendor. Residents must pay in advance for subscriptions or gift subscriptions, which are also allowed. Magazines will be reviewed.
- Incoming mail should have the sender's complete return address on it including name, street address, city and zip code.
- May not receive correspondence from multiple Residents inside one envelope.
- Must not include multiple/duplicate photos/printed material; intent to distribute.

May include:
- Paper with words/drawings on it.
- Permanent signed greeting cards and post cards (no musical cards).
- Photographs (Polaroids must have backing removed).
- Magazines and published material shipped directly from publisher or vendor.
- Books must have a packing slip or other notice showing who paid for it.
- Clippings or photocopies of published materials.

Outgoing Mail

- May include paper with words/drawings on it, signed greeting cards, clippings and photocopies from publications, and photographs.
- May not use facility-provided forms or documents as stationary.
- Self-addressed envelopes are prohibited. Postage will not be applied to envelopes for the purpose of mailing from another location.
- Must have a return address including Resident's commitment name, OID number, and the full name of the facility - all in the upper left-hand corner of the envelope.
- Must use only envelopes purchased in the canteen, or pre-printed postage-paid metered business-reply envelopes.
- Resident legal mail may be sealed and must be sent to the mailroom. (Officers in the living units do not check legal mail that Residents are sending out).
- May be inspected and must be unsealed (except special/legal mail which must be sealed in front of staff).
- Mail to another Resident can only be delivered through the U.S. mail, not through interoffice mail or the kite system.
- Will be identified as being mailed from a correctional facility.
- Available outgoing mail services include airmail, certified, return receipt, express, and priority.
- Must not have drawings or excessive writing on the envelope.
- May only contain letters to persons at the recipient's address. No mailing to others through third parties.
- Indigent envelopes cannot exceed 13 ounces, unless addressed to a legal/special mail source.
- Indigent envelopes can only be used when on indigent status.

Secondary Education Policy Number 204.035

Secondary (high-school level) education programs are offered at all adult facilities to make sure offenders can get a secondary credential (high-school level diploma) during their incarceration. Offenders who do not have a secondary credential are required to work toward obtaining one.

The secondary education, or Adult Basic Education (ABE), program offers courses and testing to get a:

GED (General Educational Development) Diploma
High School Diploma
Minnesota Adult Diploma

Not all of these diplomas are offered at all DOC facilities. Check with your facility's education staff to see which courses are available to you.

All offenders have their reading and math levels assessed during intake by education staff to make sure they are placed in the right program. The DOC also offers special education programming for those who qualify and modifications, accommodations, or auxiliary aids or services for offenders with disabilities pursuant to the Americans with Disabilities Act (ADA). Offenders are screened for disabilities that may impact their learning and can request reasonable modifications in educational programming by following the DOC's education ADA-process.

If an offender is approved to get modifications, a teacher will create a Student Written Accommodation Plan with the offender that describes their area(s) of difficulty; approved accommodations, modifications, and auxiliary aids and services; and a plan for implementation in the classroom.

Post-secondary (college or career tech) options may be available for offenders with a secondary credential. Contact the education staff at your facility to learn more.

Adult Resident Reentry Services and Programming — Policy Number 205.140

You will receive an orientation to reentry (transitions) services during the DOC orientation class. If/When you transfer to a facility, you will receive another orientation to reentry (transitions) services at the next facility. Every facility has a transitions center where you can get information on thousands of resources to help you when you are released. Those resources include information related to housing, employment, education, community supports, identification documents, etc.

The transition coordinator can help you get an ID or renew your driver's license prior to release. A yearly transitions fair is also arranged by the transitions coordinator where community resource staff come to the facility to speak to you about ways they can help.

There are many classes or seminars you can take through the transition program. Some of them are veteran's services, financial/credit education, health care insurance, employment search, community resources, etc. Most Residents are required to attend a pre-release program before their release.

Chemical Dependency Programming — Policy Number 500.308

There are programs to help you stop using drugs and alcohol. There are treatment programs at most facilities. All Residents are assessed to see if they need treatment. The program review team (PRT) can direct you to go to treatment. If you don't go, you could get a discipline report. There are also Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) groups at most facilities.

Sex Offender Treatment/Programming — Policy Number 204.050

There are programs to help those who have offended sexually to change their behaviors. Residents who have committed crimes involving sex-related behavior must be assessed to see if they need to go to sex offender treatment. The program review team (PRT) can direct you to go to sex offender treatment. If you don't go, you could get a discipline report.

Resident Assignment and Pay Plan — Policy Number 204.010

All Residents who can work, must work. If you refuse to work, you will have many privileges taken away. Work can be education, treatment, or other programs.

All Residents' first assignments at the intake center are in reception/orientation status. After Residents are off orientation or reception status, you are required to submit an application to get another assignment, if applicable. If you do not have an assignment, you must take any that is offered to you. A Resident who refuses to accept an assignment will get a discipline report. There is a probation period of 10 days after beginning a new assignment. Typically, you must remain in an assignment for 90 days before you can ask for a change.

Pay is based on the pay range for that job in the DOC Resident assignments and compensation plan.

Classification System — Policy Number 202.100

You will be assigned a custody classification. Facility placement and programming are based on it. There are five levels: 5 is maximum, 4 is close, 3 is medium, 2 and 1 are minimum. Classification is based on:

- Behavior during the current offense
- Criminal behaviors in the last 10 years
- Behavior during other incarcerations
- Escapes or escape attempts
- Violent Resident status
- Length of sentence
- Behavior in the facility - a major rule violation can result in a higher classification level

Classification can be appealed. The Resident has six months to file an appeal from the most recent classification action. You can get the appeal form from the case manager. Send the completed form to the classification officer. The classification officer sends a recommendation to the Associate Warden of Operations, who approves or denies the appeal. That is the final decision.

Case Management Process — Policy Number 203.010

Each Resident has a case manager assigned. Case managers help you understand policies and laws related to your case. They also help you develop a program plan and release plan. They also help with classification and transfers.

Program Review Team (PRT)

At various times during your incarceration, you will meet with your case manager to review your plans or program. The most important people on the team are you and your case manager. Sometimes other staff participate in the review, but usually only through written reports or assessments about you. The first review is called the initial PRT review. At this meeting you will learn about which policies apply to you. You will begin to plan for your release by planning for your time in prison.

Many people are required to attend sex offender or chemical dependency treatment. If this applies to you, you will be given a treatment directive during the PRT meeting. If you have a directive and do not participate in treatment that is offered to you, you will receive discipline. You will also be expected to complete the treatment once you are released if you don’t do it while you are in prison.

You will receive a notice of a PRT meeting at least 48 hours before the meeting. You can have the meeting as soon as your case manager can meet with you if you do not want to wait 48 hours.

Everyone also has an annual review once each year. Other times you may have a program review meeting is if you are accepted for an early release or minimum custody program. Everyone has a program review meeting to finalize their release plan (Reentry Review).

Approval and Modifications of Release Plans — Policy Number 106.112

Most Residents do not serve their whole sentence in prison. Depending on the type of sentence, Residents may be released at the completion of 2/3 of their court-imposed sentence, or prior to that time if approved for an early release program. Release plans are developed by the case manager and the Resident, before being submitted to the agent for investigation and HRU for approval. All Residents are required to have an agent-approved placement in the community before being released from a department facility. The plan will have the rules you must follow when you are released. Some rules are for all Residents; these are called standard conditions of release. Some Residents will have additional rules; these are called “special conditions.” If you do not follow the rules when you are released, you might be returned to prison.

Intensive Supervised Release (ISR) — Policy Number 201.023

Residents are assigned to Intensive Supervise Release (ISR) based on a valid risk assessment tool. Those scoring very high on the MNSTARR will be reviewed for placement under ISR supervision. Residents may also be assigned to ISR based on their history and/or level of propensity for violence, including sexual violence. Residents assigned to ISR may be subject to electronic monitoring, halfway house programming, or other placement options as directed by Field Services. Residents may be required to attend programs to meet mandated directives from the facilities' program review teams.

Work Release — Policy Number 205.120

The work release program allows some Residents to live and work in the community. Usually, the Resident lives in a halfway house or community correctional facility. You must apply for the program. You must be accepted by the Work Release program. The PRT and the Hearings and Release Unit (HRU) must also approve a Resident for Work Release.

Hearings and Release Unit (HRU) — Policy Number 106.112

The Hearings and Release Unit has the authority to grant release, revoke release, discharge persons under indeterminate sentences, and approve the conditions of release for Residents. This includes the authority to do the following: restructure conditions of release; revoke release; issue warrants for the apprehension of Residents; authorize the extradition of absconders; and extend a Resident's projected release date in the absence of an agent-approved release plan or other prerequisite for release. HRU also conducts major discipline hearings at department facilities.

HRU is located at the DOC Central Office – Hearings and Release Unit, 1450 Energy Park Drive, Suite 200, St. Paul, Minnesota 55108.

Health Services — Policy Number 500.010

Dental Health Services — Policy Number 500.055

Behavioral Health Services — Policy Number 500.301

There are medical, dental, nursing, and behavioral health services for Residents. Health information is private. Residents may refuse health care. All facilities have "sick call" so health care is readily accessible. Review the facility handbook to find out how to access health services.

Health Screenings and Full Health Appraisals — Policy Number 500.050

Residents who are under 19 years old or over 50 years old may get a (medical) physical examination each year. Residents between 19 and 50 years old may get a physical exam every other year. Residents may also get a physical exam just before release. Send a kite to medical staff to request these exams. There is a $5 co-pay for these exams.

Resident Co-payment for Health Services — Policy Number 500.100

Residents may have to pay a $5 co-pay for a Resident initiated visit with medical staff. Indigent Residents who have no money can still get health care. There is no co-pay for mental health care, life or limb threatening emergencies, or injuries while on a job.

Medical Alert Tags **Policy Number 500.060**

Residents may obtain a medical alert tag. The medical staff have to approve it. The medical alert is put on the back of the Resident ID card.

Resident-Requested Private Health Care **Policy Number 500.135**

Residents can see their own provider in the community. Residents must have enough money in their account to pay for all the costs (the cost of the visit, transportation and security costs) to do this. These visits must be approved by the warden.

Management of Medication **Policy Number 500.200**

Some medicines are given to Residents to keep in their cell/room to take as directed – Keep on Person (KOP). Other medicines must be taken in front of staff. Each dose is given to the Resident by staff. Medicine has an expiration date on it. Any unused KOP medication must be returned to medical staff by the expiration date. Over-the-counter medicine such as aspirin, Tylenol, cold pills, and skin creams can and should be bought through canteen.

Residents who need medication(s) are given at least a one-week supply when they are released. They also receive a 30-day prescription. For those that have illnesses that need medical care after they are released. Specialized release planning staff are available to help to ensure continuity of care. Send a kite to Health Services to request release planning services.

DNA Analysis of Residents Policy Number 203.040

State law requires all Residents to provide a blood sample for a DNA test. You must give the blood or other body fluid sample when directed to do so.

Modifications for Residents with Disabilities Policy Number 203.250

Residents with disabilities have a right to request reasonable modifications to ensure equitable access to MN DOC programs, services, and activities. During the intake process, medical staff will ask newly admitted Residents if they require a modification(s). A Resident may request a modification at any time by completing and signing the Resident/Resident Request for Modification Form. Forms can be obtained from staff in the living units or by sending a kite to the facility Americans with Disabilities Act (ADA) Coordinator. Residents may seek staff assistance in completing and submitting the form as needed.

Residents requesting a modification must send the Resident/Resident Request for Modification Form to the facility ADA Coordinator. Reasons for requesting a modification include but are not limited to physical mobility impairment, hearing impairment, visual impairment, mental illness, developmental disability, and traumatic brain injuries.

Adaptive Equipment Policy Number 500.150

Adaptive equipment is available for Residents with disabilities and are approved through the reasonable modification process. Adaptive equipment includes but is not limited to hearing devices, ambulatory aids, adaptive alarm clocks, TTY phone systems, and Video Relay Systems and are available for Residents with disabilities.

All grievances regarding disability discrimination or the ADA reasonable modification process must go through the Grievance procedure, Policy 303.100.

Communication

You may try to resolve a problem or ask a question by respectfully discussing it with staff in addition to writing a kite.

Kites/Communication **Policy Number 303.101**

Kites are printed forms that Residents use to communicate with staff. A kite is used to ask for a service, or ask a question, or to informally resolve a complaint or grievance.

When trying to get a service or resolve a problem, use the chain of command. Each facility posts their chain of command that explains which staff is responsible for what area. Check the chain of command to see who is responsible for the area you are concerned about. Talk to or send a kite to the staff. Send a kite to only one person at a time and wait for a response before writing to the next person in the chain. If you are not satisfied with the answer, or you have no written answer after 5 working days - send a kite to that staff's supervisor, state your concern, who you have talked or written to, and their answer.

When trying to get a medical, dental, nursing, or behavioral health service problem resolved, use the PINK Health Services kite and use the Health Services chain of command. Each facility posts the chain of command that explains which staff is responsible for medical, dental, nursing, or behavioral health. Check the chain of command to see who is responsible for the area you are concerned about. Talk to or send a kite to the staff. Send a kite to only one person at a time and wait for a response before writing to the next person in the chain. If you are not satisfied with the answer, or you have no written answer after 5 working days, send a kite to that staff's supervisor, state your concern, whom you have talked or written to, and their answer.

If the problem or question is not resolved, use this system up to the level of the Warden. Do not skip steps in the chain of command. Always state who you have contacted already and their answer to your complaint. Staff responses are to be attached to your kite as it proceeds up the chain of command.

Grievance Procedures **Policy Number 303.100**

*The grievance procedure exists to provide an administrative process through which you can seek formal review of issues related to your own confinement, and to ensure department policies are correctly interpreted and applied to you by staff.

Before you submit a formal grievance, you need to try to resolve your issue informally by sending kites to the staff person(s) responsible for your area of concern. If your issue was not resolved, then you may use the formal grievance procedure to ask for a review of the issue that is related to your own confinement. Fill out the **pink Resident grievance** form and send it to the **facility grievance coordinator**. You need to attach supporting papers such as receipts and kites with staff responses you received when you wrote them following the chain of command. The chain of command is available in all living units.

Grievances cannot be submitted about discipline, mail, assignment terminations, or any other policy that has its own written appeal procedure. The issue being grieved must have occurred within the past 30 calendar days.

A grievance should be about only one issue. You can get help filling out a grievance, but only you can submit a grievance for yourself.

You must state what the problem is, what has been done to informally resolve the problem, and what should be done to resolve the problem. The complaint must be on the pink grievance form and only one additional page. Usually, a response is sent back within 21 calendar days. If you have been released during this process, we will send your grievance response to your address, if known.

If you are not satisfied with the response to the grievance, you may mail a **green grievance appeal** form to the DOC Grievance Appeal Coordinator to the following address:
Department of Corrections; 1450 Energy Park Drive, Suite 200; St. Paul, MN 55108-5219.

You need to mail the grievance appeal within 21 calendar days of the date the grievance response was signed. You need to attach a copy of the grievance and all supporting papers to the grievance appeal. Usually, a response is sent back within 21 calendar days.

If you can show that you would be in danger if the complaint is known at the facility, you may mail the pink grievance directly to the central office DOC grievance appeal coordinator.

Claims

Settlement of Claims **Policy Number 303.090**

Under Minnesota law, Residents cannot sue the department about property loss or damage and certain injuries, the department has an administrative process for reviewing claims that involve these types of claims. A legislative committee that makes final decisions on these types of claims requires an $8.00 filing fee.

Property Claims

Residents may file a claim seeking reimbursement for the replacement value if any of their inventoried personal property is lost or damaged because of an act or omission of a department employee. To file a claim, Residents must use the DOC claim form. The claim form can only be obtained by sending a kite to the facility claims coordinator. When Residents submit the claim form, they must explain why they believe the department is responsible for the loss or damage. A voucher for the $8.00 filing fee must also be submitted.

Assigned-duty Injury Claims

Residents may file a claim if they have a permanent impairment that resulted from injury, which occurred while they were performing assigned duties in a department facility. If a Resident has a permanent injury and wants to file a claim, they need to send a kite to the facility claims coordinator. The claims coordinator will send the Resident a DOC claim form only after confirming the injury occurred while the Resident was performing assigned duties. A voucher for $8.00 must be submitted with the claim for the filing fee. The filing fee will be refunded if the claim is paid.

Resources

All facilities have a transition coordinator who can provide information and assistance in finding resources in the community to help you after release. Some of these resources can also help you get ready to be released.

Legal Assistance to Minnesota Prisoners (Mitchell Hamline School of Law): Provides legal assistance in most civil areas of law, including divorce, custody, visitation, property claims, debts, and conditions of confinement (no criminal matters). Call 651-290- 6413 or write LAMP at 875 Summit Ave., Room 254,
St. Paul, MN 55105.There is a long waiting list for LAMP's services.

Child Support: The DOC and the Department of Human Services have a DOC Child Support Liaison. This person can answer child support questions or help you get child support modifications to stop the child support order while you are in prison. Ask the transition coordinator or your case manager how to contact the Child Support Liaison.

State Public Defenders Offices and Counties Represented

Appellate Office (Statewide)

Provides legal help on post-conviction reviews and appeals, community notification hearings, and supervised release or parole hearings.
540 Fairview Avenue N, Suite 300
St. Paul, MN 55104
Phone: 651-201-6700 Fax: 651-643-2148

First Judicial District

First District Management Office
919 Vermillion St, Suite 200
Hastings, MN 55033
Phone: 651-480-0122 Fax: 651-480-0121
Counties Represented: *Dakota and support for Goodhue, Carver, Le Sueur, McLeod, Scott, and Sibley*

Chaska - Satellite Office
207 N Chestnut St, Suite 201
Chaska, MN 55318
Phone: 952-361-3810 Fax: 952-448-4924
Counties Represented: *Carver, Scott and support for Le Sueur and McLeod*

Red Wing - Satellite Office
454 W 6th St
Red Wing, MN 55066
Phone: 651-267-4985 Fax: 651-267-4983
County Represented: *Goodhue*

Second Judicial District

Second District Management Office
445 Minnesota St, Suite 2000
St. Paul, MN 55101
Phone: 651-352-2500 Fax: 651-215-0673
County represented*: Ramsey*

Maplewood – Satellite Office
2050 White Bear Avenue N, Suite 151
Maplewood, MN 55109
Phone: 651-266-1991 Fax: 651-266-1994
County represented*: Ramsey*

Third Judicial District

Third District Management Office
400 South Broadway, Suite 204
Rochester, MN 55904
Phone: 507-285-7370 Fax: 507-285-7275
Counties represented: *Dodge, Fillmore, Houston, Olmsted, Wabasha, and Winona*

Owatonna - Satellite Office
135 West Main Street, Suite E
Owatonna, MN 55060
Phone: 507-455-5887 Fax: 507-455-5891
Counties represented: *Dodge, Freeborn, Mower, Rice, Steele, and Waseca*

Winona - Satellite Office
51 E 4th St, Suite 309
Winona, MN 55987
Phone: 507-474-6440 Fax: 507-474-6861
Counties represented: *Houston, Wabasha, and Winona*

Fourth Judicial District

Fourth District Management Office
701 4th Ave S, Suite 1400
Minneapolis, MN 55415
Phone: 612-348-7530 Fax: 612-348-6179
County represented: *Hennepin*

Fifth Judicial District

Fifth District Management Office
12 Civic Center Plaza, Suite 2070
PO Box 1059
Mankato, MN 56002
Phone: 507-389-5138 Fax: 507-389-5139
Counties Represented: *Blue Earth, Brown, Faribault, Martin, Nicollet, and Watonwan*

Marshall - Satellite Office
601 Jewett St, Suite A
Marshall, MN 56258
Phone: 507-537-6062 Fax: 507-537-6857
Counties Represented: *Lincoln, Lyon, Pipestone, and Redwood*

Worthington - Satellite Office
1010 2nd Ave, Second Floor
Worthington, MN 56187
Phone: 507-372-7100 Fax: 507-372-7102
Counties Represented: *Cottonwood, Jackson, Murray, Nobles, and Rock*

Sixth Judicial District

Sixth District Management Office
1400 Alworth Building
306 W Superior St
Duluth, MN 55802
Phone: 218-733-1027 Fax: 218-733-1034
Counties represented: *Carlton, Cook, Lake, and St. Louis*

Seventh Judicial District

Seventh District Management Office
816 W Saint Germain St, Suite 410
St. Cloud, MN 56301
Phone: 320-255-3753 Fax: 320-255-3952
Counties Represented: *Benton, Mille Lacs, Morrison, and Stearns*

Moorhead – Satellite Office
715 11th St N, Suite 404
Moorhead, MN 56560
Phone: 218-236-3893 Fax: 218-236-4020
Counties Represented: *Becker and Clay*

Fergus Falls -Satellite Office
309 S Mill St, Suite 101
Fergus Falls, MN 56537
Phone: 218-739-7467 Fax: 218-739-7304
Counties Represented: *Douglas, Otter Tail, Todd, and Wadena*

Eighth Judicial District

Eighth District Management Office
432 Litchfield Ave SW
Willmar, MN 56201
Phone: 320-231-6064 Fax: 320-231-6065
Counties represented: *Big Stone, Chippewa, Grant, Kandiyohi, Lac Qui Parle, Meeker, Pope, Renville, Stevens, Swift, Traverse, Wilkin, and Yellow Medicine*

Ninth Judicial District

Ninth District Management Office
619 Beltrami Ave NW, Suite 240
Bemidji, MN 56601
Phone: 218-755-4333 Fax: 218-755-4335
Counties Represented: *Beltrami, Clearwater, and Hubbard*

Brainerd – Satellite Office
416 S 6th St, Suite 100
Brainerd, MN 56401
Phone: 218-828-6134 Fax: 218-828-6137
Counties Represented: *Aitkin, Cass, and Crow Wing*

Thief River Falls – Satellite Office
208 LaBree, Suite 102
Thief River Falls, MN 56701
Phone: 218-681-0952 Fax: 218-681-0954
Counties Represented: *Kittson, Lake of the Woods, Pennington, Red Lake, and Roseau*

Grand Rapids – Satellite Office
204 NE 3rd St
Grand Rapids, MN 55744
Phone: 218-327-4184 Fax: 218-327-4372
Counties Represented: *Itasca and Koochiching*

Crookston – Satellite Office
816 Marin Ave, Suite 140
Crookston, MN 56716
Phone: 218-281-6065 Fax: 218-281-6068
Counties Represented: *Mahnomen, Marshall, Norman, and Polk*

Tenth Judicial District

Tenth Judicial District
433 Jackson St, Suite 120
Anoka MN 55303
Phone: 763-422-3350 Fax: 763-422-3592
Counties Represented*: Anoka and Sherburne*

Cambridge – Satellite Office
209 1st Ave E
Cambridge, MN 55008
Phone: 763-689-7070 Fax: 763.201-8078
Counties Represented*: Chisago, Isanti, Kanabec, and Pine*

Buffalo – Satellite Office
30 1st Ave NE
Buffalo, MN 55313
Phone: 763-682-4306 Fax: 763-682-6772
County Represented: *Wright*

Stillwater – Satellite Office
1825 Curve Crest Blvd, Suite 202
Stillwater, MN 55082
Phone: 651-351-3700 Fax: 651-439-4128
County Represented: *Washington*

MINNESOTA DEPARTMENT OF CORRECTIONS ADULT FACILITIES

MCF-OAK PARK HEIGHTS
Maximum/Close Custody Level 5. It is a high security adult male correctional facility. This facility also contains a Mental Health Unit and Transitional Care Unit. There are program opportunities in the areas of training, education, and work experiences under close supervision within a highly structured environment. Address: 5329 Osgood Avenue North, Stillwater, MN 55082-1117.

MCF-STILLWATER
Close Custody Level 4 and Minimum Custody Level 2. A wide choice of educational programs and prison industries and a chemical dependency program are offered. Address: 970 Pickett Street North, Bayport, MN 55003-1490.

MCF-ST. CLOUD
Close Custody Level 4. It is the male intake center for the DOC. Adult male Residents sentenced to the department will start out at St. Cloud for reception and orientation. Work, educational, and chemical dependency treatment opportunities are provided for general population. Address: 2305 Minnesota Boulevard, St. Cloud, MN 56304.

MCF-RUSH CITY
Close Custody Level 4. It has a sex offender treatment program. Nearly all Residents participate in work or educational programming. Address: 7600 – 525th Street, Rush City, MN 55069.

MCF-LINO LAKES
Medium Custody Level 3 and Minimum Custody Level 2. It has sex offender and chemical dependency treatment programs, as well as providing educational and work opportunities. Address: 7525 Fourth Avenue, Lino Lakes, MN 55014.

MCF-FARIBAULT
Medium Custody Level 3 and Minimum Custody Level 2. One living unit is adapted to meet the needs of older Residents. A variety of work, educational, and other programs are offered. Address: 1101 Linden Lane, Faribault, MN 55021-6400.

MCF-MOOSE LAKE
Medium Custody Level 3. The facility provides a variety of programs including education, sex offender programming, and industry. Address: 1000 Lake Shore Drive, Moose Lake, MN 55767.

MCF-SHAKOPEE
This facility houses adult women Residents of all custody classifications. Shakopee also has CIP, a Minimum Custody Level 2 boot camp-style program for female non-violent, property, or drug Residents. MINNCOR provides work for about half of the population. The facility has a variety of other education, treatment, and work programs. Address: 1010 West Sixth Avenue, Shakopee, MN 55379.

MCF-RED WING
This facility houses juvenile residents and adult Minimum Custody Level 2 Residents. Address: 1079 Highway 292, Red Wing, MN 55066.

MCF-WILLOW RIVER - CHALLENGE INCARCERATION PROGRAM (CIP)
Medium Custody Level 3 and Minimum Custody Level 2. CIP is a boot camp-style program for male non-violent, property or drug offenders. Address: 86032 County Highway 61, Willow River, MN 55795.

MCF-TOGO-CHALLENGE INCARCERATION PROGRAM (CIP)
Minimum Custody Level 2. CIP is a boot camp-style program for male non-violent, property, or drug offenders. Address: 62741 County Road 551, Togo, MN 55723