



SHAKOPEE

OFFENDER

HANDBOOK

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 or not we send offenders 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 eventual release is a commendable goal, and the DOC is committed to assisting you in working toward this goal.

Please consider taking advantage of the case planning resources and programs that are associated with case planning, as it will definitely better prepare you for your release.

MCF-SHAKOPEE RECEIVING AND ORIENTATION (Policy 202.050)

New offenders admitted to the Department of Corrections go to the Receiving and Orientation (R&O) Unit at MCF/Shakopee. Offenders learn about the rules, regulations, and procedures during Orientation. Many MN Dept. of Corrections (DOC) rules, regulations, and procedures are the same in all facilities. However, some rules will differ from one facility to another as we are the only Women's Correctional Facility in Minnesota. Offenders will attend Receiving and Orientation for a total of 10 working days. Offenders will be expected to follow the rules listed below:

- Offenders will be respectful and attentive to all speakers during R & O class.
- Offenders will follow directions given by staff.
- Offenders will not display disruptive behavior.

During orientation, you will attend morning classes with your unit mentors and will see speakers in the Broker classroom, Monday thru Friday. The morning classes in the unit are divided into Phase I and Phase II. The purpose of Phase I is to introduce institution rules, expectations and regulations.

During Phase II you will focus on your goals, behavioral management and keeping a positive attitude while in prison.

MCF Shakopee does **NOT** allow any passing between offenders. This includes food, hygiene products, craft items or any other materials.

MOVEMENTS

Movements are announced as such "Movement **open**". During this time, offenders are allowed to move freely to their destination without a pass. "Movement **closed**" ceases all offender movement with the exception of those who have passes. Offenders with their mailbox in the entry way are not allowed to check their mail during movement times. Offenders are not allowed to approach the staff desk during movement times. Offenders must always walk on the right side of the walkway and not loiter during movements.

IDENTIFICATION (Policy 302.255)

Offenders when out of their cells, are required to have their IDs clipped onto their outermost clothing, above the collarbone.

SIGNING IN AND OUT

All offenders are required to sign out when leaving their unit, and to sign in when returning. When signing out of the unit, the offender must include the following information:

- Committed full name, time out, all destination(s), in the correct order and upon returning the offender will need to sign in using the time she returns to the unit.
- Offenders may not sign out earlier than 5 minutes before movement.

An offender may not change another offender's sign in/out in any way, or sign another offender in or out. Offenders may not sign out until "Institution Count Clears." Failure to follow the sign in and out will result in LOP's.

DRESS CODE/HYGIENE/HAIR CARE (Policy 303.020)

An offender must be completely dressed whenever she is out of her room. This includes wearing bra and underwear. Shower shoes (state issue) are to be worn in your room or to and from the shower only. Shower shoes purchased from canteen can be worn in your room, to and from the shower and in the dayroom. At no time can any shower shoes be worn out of the unit.

DAILY SECURITY CHECKS

Staff conducts regular rounds during the entire day, including at night and uses the security light in your room. Staff may also use a flashlight in addition to the security light. When sleeping you **MUST** have your entire torso appropriately covered and you must be wearing underwear. During counts offenders **MUST** show skin and movement.

FORMAL COUNT (Policy 300.050)

Staff must know where offenders are at all times. This is the reason for offender counts and controlled movement. Offender counts are done several times each day. You must follow the rules about count. It is a discipline violation to not follow count rules.

Formal Counts are announced except for the 0025, 0505 and Random counts. Offenders in their room must be in plain view on their bed with their room door closed. Offenders are not permitted to disrupt count by talking or displaying any type of nuisance behavior. Offenders must remain in their designated count area/room until Institution Count clears. Interfering with count will result in a sanction.

0025 – IN ROOM and ON BED (Silent Count)

RANDOM COUNT – A formal count conducted anytime between the hours of 0025 and 0505.

0505 – IN ROOM and ON BED (Silent Count)

1035 – IN ROOM and SITTING UPRIGHT ON BED and LIGHTS ON

1635 – IN ROOM and SITTING UPRIGHT ON BED and LIGHTS ON

2125 – IN ROOM STANDING AT DOOR with ID TAG IN HAND, and LIGHTS ON

DAYROOM SCHEDULE

Offenders must follow the dayroom schedule. If it is **NOT** your red/blue dayroom time, you may **NOT** be in the dayroom (this includes after signing out for meals or activities), unless it is your status break (i.e. UI, TU, LOP, DLOP)

ACO APPOINTMENTS

Appointments will be posted on the ACO list which is located in the dayroom. Make sure to check the list each night for next day appointments. Missing an appointment could result in an informal sanction.

TELEPHONE USE (Policy 302.210)

Your PIN NUMBER will be issued to you within 5 business days of your arrival. **DO NOT** share your pin number with anyone. All calls, including Long Distance calls are rated at \$.05 cents/minute plus applicable taxes. Taxes are set by destination of the call and vary so much by location. International calls are always tagged with connectivity fees and surcharges beyond the normal call plus applicable taxes. Listen to the recording to learn the cost for collect calls. When using your PIN # for the first time, the recording will state, "This call is from (**Your Name**).” At this time, please state your name. You have 3 seconds to complete the recording of your name otherwise it will remain blank. Offenders may **NOT** have any food or drink in the phone area. Offenders may not sit on the floor while talking on the phone. To replace your pin number you submit an Offender Voucher/Special Order Form to Finance. The cost is \$3 to replace and the funds must be in your account when you submit the voucher for payment. Changing your pin number may take up to 7-10 business days. Any issues with your PIN # and/or account should be sent to Finance via a kite. Legal calls are to be arranged by your attorney contacting your caseworker. Self-initiated calls in the unit are not considered legal calls.

Offender telephone calls may be listened to and recorded. Legal calls are not monitored.

Phone privileges will be at 0630.

*****Note:** Phone system is through GLOBAL TEL LINK at 1-877-650-4249.

STATE ISSUED ENVELOPES

Upon your admission to the facility, you will receive two (2) state issued envelopes. These envelopes are postage paid, and you will not need postage stamps. If you put too much in the envelopes and you owe postage, your mail will still be mailed out but your account will be charged based on postage weight.

JPAY SYSTEM

SEND A MONEY ORDER:

- Detach and complete the bottom portion of the JPay form in blue or black ink.
- Make the money order payable to JPAY
- Place the money order and the deposit form in an envelope
- Mail to JPAY, PO Box 246450, Pembroke Pines, FL 33024

Make sure you write clearly on the form to avoid delays. Make sure the name and OID are correct. All other types of payments will not be accepted: Government and business checks, tribal distributions, and legal and special payments must be mailed to the offender's facility address.

Any correspondence cards and printed photos sent to JPAY will be discarded. Forms are located in each unit.

- *www.JPAY.com sign up for free account today*
- *JPAY MOBILE Free mobile app for android and I phone*
- *800-574-5729 toll-free phone numbers 24/7*
- *In-person Money gram locations CVS & Walmart receiving code 1279*

MEDICAL/DENTAL

If offenders have a specific medical/dental need, offenders must sign up for sick call or emergency dental the night prior. Sick call is available Monday-Friday. Dental is available Monday-Thursday. Whenever an offender signs up for Medical or Dental, be sure to write your NAME, OID#, and work or status on the clipboard. Also, when signing up for medical sick call, please submit a pink medical slip. The pink medical slip must be dropped in the Inter-Institutional mail box. You do not need to submit a pink sick call slip for dental services, but you do need to sign up for dental on the clip board. Please make sure you are signing up for the correct service. There is a \$5.00 co-pay for each of these services. Both sick call and emergency dental will **NOT** be posted on the ACO list.

CORE BUILDING MEDICATION WINDOW

Offenders are administered these medications at the health service pill window at designated medication times. Offenders must present their ID card prior to receiving their medications.

- A mouth check will be completed by a Correctional Officer
- You must be facing the Officer when taking your pills
- You must also show the Officers your hands, palm out, with fingers separated
- AM medications in the core building are before your breakfast meal

- Mid-day medications in the core building should be taken before your meal
- Evening medications are announced by unit.

UNIT MEDICATION BOXES

Medications issued from health services must be stored in a medication box. Medication rules are as follows:

- One offender, per medication tower, at a time.
- Only water in a clear cup or mug is allowed at the medication boxes.
- Medication must be consumed at the box immediately after dispensed.
- No loitering by the medication boxes.

UNIT MEDICATION BOX TIMES

- Morning med box time is determined by individual living unit.
- If you take afternoon meds, it will be open upon completion of 1035 count.
- Evening meds are done by wing. Dayroom closes at 8:45. You must be off the phones and in your room until meds are complete.
- Some units may differ in how they call offenders out for med boxes

ACCOUNTS

Offenders on a new sentence will receive a “loan” of \$15.00. The “loan” (\$15.00) will be paid back with the **first** money the offender receives in their account, whether it is money that the offender brings in with them or money that is sent in to the offender. With this “loan”, R&O’s are encouraged to buy an alarm clock and cup.

An example of an offender statement, (If an offender came in with \$25.00)

Date	Transaction Description	Transaction Amount Balance
Date	Loan	(Advance Loan) ----- 15.00
Date	Receipt	Intake ----- \$25.00.....\$40.00
Date	Deduction	(Advance Loan) ----- (\$15.00)
Date	Deduction	FCC-10%----- (\$2.50).....\$22.50

(FCC) Cost of Confinement: 10% of all money that comes into MCF/SHK is taken.

Any fines or restitution is an additional 10%.

CANTEEN (Policy 302.010)

Canteen orders must be turned in to staff before lock-down (9:25pm) on Sunday evenings. Canteen orders are picked up the following Wednesday/Thursday at appointed times based on an offender's status or master schedule. Scheduled times are listed in the General Information Sheet. Do NOT forget to write in and bubble in your OID number in the top left hand corner of the canteen order form. Canteen order forms are distributed in offender's mail boxes each week. Only put one order in for each week or your order will not process. If you make an error on your canteen sheet, you must bring your old canteen sheet to the staff in order to get a new sheet.

FEMININE HYGIENE PRODUCTS ARE AVAILABLE FOR FREE TO ALL OFFENDERS. YOU HAVE THE OPTION TO PURCHASE NAME BRAND ITEMS THROUGH CANTEEN.

HYGIENE (303.020)

Please shower/bathe and brush your teeth. Every offender/resident must maintain a socially acceptable level of personal hygiene by using hygiene products and hair care. Please clean up after yourself and rinse out and wipe down the shower/bath when you are finished.

BE RESEPECTFUL OF YOUR TIME IN THE SHOWER. ASK IF ANYONE FROM THE WING LOUNGE NEEDS TO USE THE BATHROOM BEFORE YOU SHOWER.

Offenders may use showers beginning at 0530 (upon 0505 count clearing). If you are on a status you must shower during your assigned break time. This is for hygiene tasks only and does not include phone use.

LAUNDRY ROOM

- Use only one washer or one dryer at a time.
- Push the laundry dispenser once per load. If one hose is used for multiple machines there is a timing mechanism set for approximately 2 minutes. If you push under the 2 min, the time restarts
- Clothing cannot be left in the washer or dryer during count or when you leave the unit.
- The laundry room is for washing laundry only (no loitering).
- Stay with your clothing while it is being washed or dried. Officers are not responsible for your laundry.
- Be respectful of other people and remove clothes from the washer and dryer as soon as they are done.
- Offenders must wash their own laundry.

- Offenders cannot wash their shoes, scrub brushes, pillows or any other random items.
- You may do your laundry **ONLY** during your dayroom time or during break time if on status.

ROOM INSPECTIONS

Offenders are expected to keep their cells clean and organized at all times. Cleaning supplies/chemical caddies are available to offenders in all of the living units. These are the general standards for cleanliness:

- Offenders must clean cell/rooms daily;
- Offenders must make their beds upon leaving their room;
- Offenders must neatly fold their clothing and/or put clothing in drawers, closets or storage containers;
- Offenders must properly dispose of garbage daily; and
- Offenders must not display offensive materials.

An offender's room must be in compliance at all times with the Notice of Cell Inspection form. Although cells are expected to be in compliance at all times, staff will enter each cell at least once per week to complete a thorough inspection.

During reception and orientation you will complete a Room Condition/Key Agreement that will be used throughout your stay. This form must be returned to staff and will be maintained until the offender leaves the facility.

MANDATORY LINEN EXCHANGE (302.020)

All offenders must participate in the Mandatory Linen Exchange on Tuesday nights immediately following the 8:30 pm movement. Offenders with restrictions for additional linens will not turn in their extra linens. Offenders are not to turn in their wash cloths.

Offenders will fold and show linens to staff:

- 3 towels
- 1 pillow case
- 1 flat sheet
- 1 fitted sheet

A clean set of linens will be issued. Offenders must check linens PRIOR to leaving the dayroom. Linens with tears, rips or holes (approximately a quarter size or larger) will be exchanged, and those with stains will NOT. Offenders must return to their room with their clean linens and remain there until the Mandatory Linen Exchange is complete (This means NO phone calls or showers).

Blanket exchange is always available. Offenders can ask for an exchange at any time if the blanket is damaged.

RECREATION

Recreation Sign up

If you would like to participate in a recreation activity, you must sign up in the Weekly Activity Sign Up Book that is in your unit. Recreation sign ups include: Meditation, Walk Group, Yoga Workshop, etc. You cannot sign up for two activities that are at the same time. Check the institution channel (channel 14) to see if you can attend the activity that you signed up for. Offenders on R&O status cannot sign up for any activities in the book until they receive a master schedule. Offenders meet in the gym for attendance for all activities.

Weight Room/Training Program

- You must sign up on the sign up board to be in the weight room.
- Weight training records (to document your workout) are with the Recreation Clerks.
- At the end of your workout, give your weight training record to the Recreation Clerks. They will keep it on file for you.
- If you are unsure on how to properly use the equipment, ask a Recreation Clerk or Recreation staff.

Individual and Visiting Pictures

- Picture rules and poses are posted in the gym and in the visiting room. Failure to abide by these rules and poses will result in a photo confiscation and a photo restriction.
- In order to take individual and/or visiting pictures, you must purchase service tickets from canteen. You are allowed to have up to five pictures during your individual and visiting time. One service ticket = one photo.
- Note: Visitors can purchase addition tickets (up to five) in the Control Center lobby. They are \$1.00 per ticket. At that time, you will be allowed to take up to ten photos (five tickets from canteen and five tickets from your visitor).
- Each service ticket must have your first name, last name, and OID prior to coming to the gym and to the visiting room. Tickets will not be accepted if they have been tampered with.
- You will be issued a re-usable envelope for your photos. Do not throw them away.
- A **REC** envelope will be issued to you for your individual photos. You will always bring the envelope to individual pictures. Failure to do so will result in no pictures.
- A **VISITING** envelope will be issued for your visiting photos. You will bring your visiting envelope each time you take pictures. Remember, your visitor can purchase photo tickets, so always bring your envelope even if you don't have canteen purchased tickets. Failure to do so will result in no pictures.
- Individual picture times are listed on the MS Groups, Activity, and Religious Schedule.

RECREATION RULES

1. Offenders must participate and remain active in the scheduled activity.
2. Offenders must sign equipment in and out from the Recreation Clerks in the storage room.
3. No loitering.
4. Offenders may not be in the cardio equipment or weight room unless they are signed up.
5. Offenders may not leave the area without staff permission or until movement is announced.
6. Offenders must hang their jacket, sweatshirt or button up shirt on the coat rack. Items cannot be on the equipment, tv stands, floor, etc.
7. No changing clothes. The only exception is wearing shorts under your long pants. When leaving the gym at the end of the activity, you must put the long pants back on—cannot carry them across the courtyard.
8. No lap walking around the gym.
9. Offenders must clean the cardio and weight equipment that they have used.
10. Offenders must ask to use the restroom and take the pass. Only one at a time. No bathroom pass during an ICS, movement, or medication pass.
11. Offenders who have signed up for an activity must attend unless on status, in an appointment, or in a visit.
12. If you turn a fan on, turn it off
13. Nothing is allowed in the gym except your walkman/J Pay player.
14. Offenders must be appropriately dressed (ie: no rolling up sleeves) ID's must be appropriately displayed, and keys must stay on your person.

MS GROUPS, ACTIVITY, AND RELIGIOUS SCHEDULE

This schedule lists times for the courtyard, gym, religious activities, master schedule groups, etc.

- *Activities that are in italic print are considered to be religious.*
- Activities that have ***, you must sign up to attend.
- Groups that have (MS), are on your Master Schedule.
- The gym and courtyard are open to pregnant offenders regardless of the alphabet, during their pregnancy and 90 post birth.
- The gym is open to Long Term Offenders (you have to have served 120+ months) regardless of the alphabet.
- The gym is open to offenders over 50 years of age regardless of the alphabet.

Note: Nothing is allowed (i.e.: books, magazines, etc.) outside for Recreation activities or in the gym. The only thing that is allowed is your radio for Walk/Run. Jackets, sweatshirts, etc. must remain on your person at all times

COURTYARD RULES

Offenders can use the courtyard for recreational purposes. Violation of rules can result in a sanction, rule violation, and/or restriction from the courtyard for the day. The Watch Commander/Squad Sergeant has the discretion to close the yard at any time due to inclement weather or emergency situations.

1. Courtyard schedules are posted on the "Weekly Activity Schedule." A minimum of 10 offenders must be utilizing the courtyard for it to remain open.
2. Offenders must enter the courtyard from their living units only. You may not leave another activity, worksite, medical, property, case manager, canteen, or library and go to the courtyard.
3. Remain in authorized areas within the courtyard. Refer to the map in your living unit.
4. Offenders are not allowed to enter the any building at any time to use the bathroom.
5. During movements/ICS's:
 - a. Do not cut through the grass to get to your destination.
 - b. **Do NOT loiter**
 - c. Be seated at the retaining walls or tables and face the C2 doors unless otherwise directed.
 - d. JPAY tablets/Radios must be turned off and ear buds removed.
 - e. Do not interfere with staff supervising movements or with offenders making movements.
6. No communicating with offenders through the windows of any buildings.
7. No singing, dancing, whistling, rapping or yelling from one side of the courtyard to the other.
8. The only items allowed in the courtyard are materials to write letters, reading materials, school work, radio, tablet, lip balm, inhaler, and nitroglycerin pills.
9. The water fountain is for drinking only. No horseplay.
10. Offenders may not lay down in the courtyard.
11. You can only sit on retaining walls where feet can be flat on the ground, but not in the stairwells at any time.
12. Clothing must be worn as intended and as specified within the DOC policy. Do not cover face with clothing. Do not roll sleeves, shorts or pants up.
13. Tables may not be moved, no sitting on table tops, no more than **8** to a table and only **2** to a bench.
14. When next to another offender there must be space between them. No touching or leaning on each other.
15. Offenders are not allowed to run in the courtyard.

Recreational equipment is supplied for the offenders. Offenders must sign these items in and out. Items from the cart are only available for use when the rec worker is on duty. You are responsible for the items you sign out.

BRAIDING RULES

Braiding is available when Recreation Staff are present.

Posting: Braiding signup sheets are located in your living unit in the weekly sign up book. You will be notified via mail when you are scheduled. When requesting, make sure to list all of the dates and times you are available.

1. You are allowed up to two (2) consecutive hours for braiding your hair.
2. Braiding is for long term offender hair care needs. Braiding is not to be done as a style and then remove a few days later. Staff will monitor this and ensure that offenders are using it for the appropriate purpose.
3. The client (person who is getting their hair braided) will be allowed to get their hair braided one (1) time per month.
4. Only the client (person getting their hair braided) or the stylist (person doing the braiding) can sign up. You cannot sign any one else up.
5. Once you have received your Braiding Notification slip you cannot change your stylist.
6. When you arrive in the gym, check in with Recreation Staff. All gym rules will be enforced.
7. Offenders that are on status (DLOP, LOP, UI and ULI) will not be allowed to get their hair braided.
8. Offenders that are done with their hair early will not be allowed to stay in the gym. Offenders will receive a pass to return to their unit.
9. If the client or the stylist does not show for their time slot, this will count for the month.
10. The braiding area will need to be cleaned up after you are done. Staff will check the area and if has not been cleaned up properly, you will be called back to clean up the area and will be restricted from braiding.
11. Any form of abuse of the braiding rules will result in a restriction and or rule violation.

Cancellation: To cancel your braiding time you must send a kite to Recreation 24 hours in advance. This is the only way that you can cancel. Offenders who wish to cancel their braiding time must:

1. Indicate the stylist and client involved
2. Indicate the time which needs to be cancelled
3. Indicate the date which needs to be cancelled

If all three of these are not in your kite, your request to have your appointment cancelled will be denied

ALLOWABLE BOOKS

- Library books checked out from the Shakopee library allows five (5) books in your possession.
- Unit books are on the book cart in each unit, and each offender is allowed up to four (4) unit books at a time.
- You are allowed (10) personal books to include puzzle books and magazines etc.

FIRE PREVENTION (Policy 105.160)/WEATHER EMERGENCY

- In any emergency it is very important to do what staff tell you to do.
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- There is a plan for getting staff and offenders away from a fire. Fire evacuation routes are posted in all areas in all facilities. There are regular fire drills when everyone practices what to do in case of a fire.
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- There is also a plan for ensuring the safety of offenders and staff during a tornado or bad weather. Sometimes there will be tornado drills to practice what to do if there is a tornado.
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- In the event of a fire/fire alarm, you will be asked to exit the building and walk to the end of the sidewalk nearest to the courtyard to be accounted for. Once the alarm has cleared, you will be asked to report back to the unit and go directly to your cells until the incident has cleared.
- In the event of a tornado, offenders living in Upper A and Upper B wings will report to the lower wings in which you live. C wing offenders will report to Lower B wing. Wheelchair offenders and those who cannot use stairs, will report to the C-Wing bathroom and remain there until you are given the “all clear”. Once the “all clear” has been given, you will report to your cells until the incident has cleared.

SANCTIONS

When an offender receives a sanction resulting in LOP's, they will immediately be placed on LOP status. They will serve the immediate LOP plus the number of days determined by their sanction log. During the immediate LOP the offender will not receive a break.

Example:

Offender receives 3 days LOP on 4/17/19

Immediate – 4/17/19

Day 1 – 4/18/19

Day 2 – 4/19/19

Day 3 – 4/20/19

RULES FOR TEMPORARY UNASSIGNED STATUS (TU)

Offenders on TU status will follow group 5 meal times.

Free time is from 3:00 P.M.-8:45 P.M. Monday –Friday. You must follow the red/blue dayroom schedule.

You will remain on TU status until the morning of the day you start your job.

Exceptions before 3:00 P.M.

- You may attend all religious activities on the religious calendar.
- Canteen pick up, according to the General Information Sheet
- Go to the Library by appointment only (Must be scheduled in advance by Librarian)
- You may attend ACO Scheduled appointments, Visits, Medical, Dental, Eye Doctor, and Case Managers

RULES FOR UNASSIGNED IDLE (UI)

Unassigned Idle (UI) and Unassigned Idle-Education (UI-ED) is an administrative status assigned by the work assignment coordinator. Offenders on UI status are confined to their room at all times except the following:

- To attend master schedule activities, visits, one religious activity per week (Monday – Sunday), and one-to-one scheduled appointments;
- See General Information Sheet for break times. Failure to switch in at the end of your break time will result in a rule violation. Your break time will not be extended due to appointments, programming or lockdowns.

Laundry equipment will be on a first come first serve basis during your break time. An offender may only use one washer or one dryer during their break time. No extra time to complete laundry will be allowed.

While on UI status, offender room doors will remain LOCKED. Pushing emergency buzzer for non-emergencies will result in rule violations. Emergency buzzer may only be pushed if an offender in that room needs to leave at movement time for an appointment, visit, religious activity, or master schedule activity. Any questions for staff must be asked while officers are on security rounds. You are only allowed to get cleaning supplies for your rooms and bathrooms during break time. UI status offenders who yell or talk from room to room will receive an informal sanction.

If an offender on UI status receives an LOP/DLOP, you will follow the LOP/DLOP rules and break time. You CANNOT go outside if you are on LOP/DLOP.

*******Note:** If an offender is placed on unauthorized lay-in (takes a sick) on the day the LOP/DLOP is scheduled, the LOP/DLOP will take effect the following day.

APPROPRIATE TOUCH

MCF-SHK allows public physical contact with limits and shared agreement. Physical touch must be conducted in a respectful way that supports the facility's mission statement, vision, and goals.

Acceptable physical contact permitted at MCF-SHK includes fist bumps, handshakes, high-fives, or a pat on the shoulder/shoulder blade. Physical contact should be brief, lasting only a few seconds.

Touch Between Offenders

Touch is not allowed in any offender room, bathroom, or private space. In order to keep within the facility schedule, touch will not be allowed while moving from one place to another, while in line for medication or food services, or while eating in food services.

Touch is allowed in unit day spaces, recreation, and open courtyard. Supervising staff may allow touch in work sites, classrooms, or programming areas depending upon the work being performed or the class/program activity.

Offenders must be respectful of each other's boundaries; not everyone is comfortable being touched. Offenders must obtain permission from another offender before engaging in acceptable physical contact (defined above.)

Touch Between Staff and Offenders

Socially acceptable physical contact (defined above) is permitted between staff and offenders. Such contact may be initiated as appropriate by staff (e.g. recognizing progress in programming, graduation ceremonies, grieving, etc.). An offender may decline such contact. At times of crisis or during hospice care, staff may touch offenders in a consoling manner. Offenders should be asked for permission prior to consoling physically.

Touch Between Offenders and Volunteers

Volunteer and offender physical contact must be limited to an initial and departing handshake, per Policy. Exceptions must be approved in writing by the Warden/designee.

Sexual Behavior

Sexual behavior, including but not limited to kissing, embracing, hand holding, touching the intimate parts of another, exposing one's intimate parts to another, is prohibited. Any contact of this nature must be reported immediately and is subject to discipline as defined in the Offender Discipline Regulations book.

Use of Force and Restraints

Correctional Officers may use force, when necessary, to protect persons or property, prevent escape, restore order, maintain custody and control, and enforce rules. The amount of force used is dependent on the force needed to control or resolve the situation.

UNIFORM MANDATORY DISPOSITION OF DETAINERS ACT

STATUTE 629.292

629.292 UNIFORM MANDATORY DISPOSITION OF DETAINERS ACT.

Subdivision 1. Request for disposition; notification of prisoner.

(a) Any person who is imprisoned in a penal or correctional institution or other facility in the Department of Corrections of this state may request final disposition of any untried indictment or complaint pending against the person in this state. The request shall be in writing addressed to the court in which the indictment or complaint is pending and to the prosecuting attorney charged with the duty of prosecuting it, and shall set forth the place of imprisonment.

(b) The commissioner of corrections or other official designated by the commissioner having custody of prisoners shall promptly inform each prisoner in writing of the source and nature of any untried indictment or complaint against the prisoner of which the commissioner of corrections or such official had knowledge or notice and of the prisoner's right to make a request for final disposition thereof.

(c) Failure of the commissioner of corrections or other such official to inform a prisoner, as required by this section, within one year after a detainer has been filed at the institution shall entitle the prisoner to a final dismissal of the indictment or complaint with prejudice.

Subd. 2. Procedure on receipt of request.

The request shall be delivered to the commissioner of corrections or other official designated by the commissioner having custody of the prisoner, who shall forthwith:

(a) certify the term of commitment under which the prisoner is being held, the time already served on the sentence, the time remaining to be served, the good time earned, the time of parole eligibility of the prisoner, and any decisions of the commissioner of corrections relating to the prisoner; and

(b) send by registered or certified mail, return receipt requested, one copy of the request and certificate to the court and one copy to the prosecuting attorney to whom it is addressed.

Subd. 3. Time of trial.

Within six months after the receipt of the request and certificate by the court and prosecuting attorney, or within such additional time as the court for good cause shown in open court may grant, the prisoner or counsel being present, the indictment or information shall be brought to trial; but the parties may stipulate for a continuance or a continuance may be granted on notice to the attorney of record and opportunity for the attorney to be heard. If, after such a request, the indictment or information is not brought to trial within that period, no court of this state shall any longer have jurisdiction thereof, nor shall the untried indictment or information be of any further force or effect, and the court shall dismiss it with prejudice.

Subd. 4. Effect of escape.

Escape from custody by any prisoner subsequent to the prisoner's execution of a request for final disposition of an untried indictment or information voids the request.

Subd. 5. Notification of existence of procedure.

The commissioner of corrections or other official designated by the commissioner having custody of prisoners shall arrange for all prisoners to be informed in writing of the provisions of this section, and for a record thereof to be placed in the prisoner's file.

Subd. 6. Uniformity.

This section shall be so construed as to effectuate its general purpose to make uniform the law of those states which enact it.

Subd. 7. Citation.

This section may be cited as the Uniform Mandatory Disposition of Detainers Act.

History: 1967 c 294 s 1-7; 1973 c 654 s 15; 1975 c 271 s 6; 1983 c 274 s 18; 1985 c 265 art 10 s 1; 1986 c 444; 1990 c 604 art 9 s 11