

CPS OFF-CAMPUS TRANSPORTS

Minnesota Sex Offender Program

Issue Date: 12/5/23 Effective Date: 1/2/24 Policy Number: 225-5122

POLICY: Minnesota Sex Offender Program (MSOP) staff transport clients in Community Preparation Services (CPS) for off-campus treatment events, medical appointments, off-campus vocational placements and court appointments or as authorized in other MSOP policy. All CPS clients are monitored by Global Positioning System (GPS) (see MSOP Division Security Policy 225-5130, "Global Positioning System").

AUTHORITY: Minn. Stat. § 253D.19, subd. 1

APPLICABILITY: MSOP CPS.

PURPOSE: To maintain procedures for transporting clients at CPS into the community.

DEFINITIONS:

Accompanied off-campus movement – see MSOP Division Policy 225-5020, "CPS Client Stages and Liberties."

Client ID badge – see MSOP Division Policy 415-5062, "Identification Badges."

CPS Yard – see MSOP Division Policy 225-5020, "CPS Client Stages and Liberties."

Hospital stay - see MSOP Division Policy 415-5090, "Transports."

Outings review team – an administrative panel established to review and approve all off-campus treatment events, not including medical or court appointments. This team is comprised of the CPS Director/designee, assistant facility director/designee, and the associate clinical director/designee.

Treatment team – see MSOP Division Policy 215-5050, "Treatment Overview."

PROCEDURES:

A. General Requirements for Transports

1. The CPS movement coordinator/designee processes all transports, using the checkout process in Phoenix and the Check Out Trip Slip Authorization (Phoenix).
2. The assistant facility director and the CPS Operations Manager determine staffing ratios for all off-campus transports.
3. For all off-campus transports, the CPS movement coordinator ensures completion of:
 - a) the client's description, clothing and GPS bracelet information are accurately entered in Phoenix, and the client's MSOP ID badges are placed in the CPS movement coordinator's office;

- b) transporting staff have three full-color printed copies of the Client Information Report (Phoenix) per client for each off-campus transport;
 - c) transporting staff sign out vehicle keys and cell phone;
 - d) the Phoenix checkout is completed prior to the staff and client leaving; and
 - e) the facility officer of the day (OD) is contacted if a client cannot be checked out.
4. Staff wear non-uniform attire in accordance with Direct Care and Treatment (DCT) Policy 115-1050, "Dress Code" and MSOP Division Policy 115-5221SP, "Uniformed Staff Working with Phase III Clients or at CPS."
 5. Staff do not wear MSOP ID badges in public during CPS transports (refer to CPS Transport Post Orders).
 6. Clients leaving the facility must be fully clothed as defined in MSOP Division Policy 420-5020, "Client Hygiene/Dress Code." Clients may not leave the facility wearing more than one set of clothing. Clients may bring and/or wear their personal attire appropriate for the current weather conditions (e.g., coat, cap, gloves in winter).
 7. CPS clients may leave the facility with cash, checkbook, credit cards, or debit cards as approved for the trip/outing.
 8. Staff may only use facility-issued vehicles and/or communication devices when escorting clients or providing coverage. Staff may not possess personal communication devices when escorting clients or providing coverage. Staff follow MSOP Division Policy 225-5310, "CPS Contraband" while transporting, escorting and/or providing coverage for clients.
 9. Transporting staff must search and inspect each vehicle before leaving and upon returning to the facility. Staff must report any safety or security concerns to the OD and complete an Incident Report (410-5300a) (Phoenix).
 10. Transporting staff complete the Daily Travel Log (125-5462a) for the vehicle used.
 11. Clients with a one-staff-per-client coverage ratio may sit in the front seat of the vehicle.
 12. Staff must follow all traffic laws.
 13. If the driver gets out of the vehicle, the driver must remove the keys from the vehicle and lock all vehicle doors.
 14. Escorting staff ensure the MSOP cell phone is turned on and placed at the loudest standard ring tone during the entire trip. Staff periodically check the cell phone to ensure it is operational.

15. While off campus, clients may not use any phone unless directly supervised by MSOP staff as part of programming needs. In the event of an emergency when staff are unable to use the phone to call for help, a client may assist in making an emergency call.
16. Any staff may suspend an off-campus transport if a client exhibits behaviors suggesting an increased risk for the client, staff or community. The staff immediately contacts the OD upon return to the facility and completes an Incident Report (410-5300a) (Phoenix).

B. Accompanied Off-Campus Treatment Events

1. Clients must complete the CPS Client Movement Log (225-5020c) and ensure the front and back of the client's Description Card (225-5020e) are accurately and completely filled out. Clients approved for off-campus programming report to the CPS movement coordinator at the time of the scheduled event.
2. Escorting staff meet with clients attending the treatment event before the outing occurs. Escorting staff review the approved Off-Campus Treatment Event Request (225-5122a), the Off-Campus Budget Form (225-5122b), and complete the Off-Campus Pre-Briefing Form (225-5122d) with the client(s).
3. After reviewing the forms, escorting staff sign the Off-Campus Treatment Event Approval (225-5122c) affirming they understand the parameters of the treatment event. If the escorting staff have questions about the outing, they must contact the OD.
4. Escorting staff follow the client supervision parameters as noted on the Off-Campus Treatment Event Approval (225-5122c).
5. Upon returning to the unit, the escorting staff complete the Off-Campus Post-Debriefing Form (225-5122e) and the client(s) complete the Client Self-Assessment Post-Debriefing Form (225-5122f) together. Staff submit the Off-Campus Post-Debriefing Form (225-5122e) to the operations supervisor for review and the client keeps the Client Self-Assessment Post-Debriefing Form (225-5122f). After reviewing the Off-Campus Post-Debriefing Form (225-5122e), the operations supervisor forwards the forms to the CPS office administrative specialist/designee for filing.
6. Staff complete a Communication Log (410-5075a) (Phoenix) entry following all CPS community outings/off-campus treatment events. The entry must include a summary of the pre-brief and post-brief meetings, the specific treatment goals the clients identified to work on, and a brief summary of how the clients did working on the treatment goals.

C. Off-Campus Medical Transports

1. Health Services staff notify clients of their off-campus medical appointment when it is scheduled by Health Services.
2. Staff ensure the client has a bag lunch if the medical transport occurs over a mealtime.
3. Escorting staff receive the appointment information from Health Services with details of the appointment along with a nursing packet.

4. Escorting staff maintain direct line of sight and sound of the client, except for medical procedures where the facility uses a privacy curtain. During the procedure, escorting staff remain in direct sound of the client.
5. Staff do not perform or assist with medical procedures.
6. All communication regarding client health issues must only go through the treating facility's medical providers, MSOP medical practitioners, or Health Services staff.
7. All health-related information heard or observed by MSOP staff during medical transports is protected health information and may only be disclosed in accordance with MSOP Division Policy 135-5100, "Confidentiality and Data Privacy."
8. Clients may not leave their assigned rooms except as directed by hospital staff and accompanied by MSOP staff.
9. Clients may have telephone calls while hospitalized in accordance with MSOP Division Policy 420-5210, "Client Telephone Use."
10. Clients may have visits in accordance with MSOP Division Policy 420-5100, "Visiting" and MSOP Division Policy 225-5160, "CPS Client Visits."
11. Escorting staff return the nursing packet to Health Services immediately upon return to the facility. Upon return to the facility, the client reports to Health Services for any follow-up.
12. MSOP provides clients with contagious illness, as determined by Health Services, with appropriate personal protective equipment to wear during transport (see DCT Policy 310-1055, "Standard Precautions and Transmission-Based Precautions").

D. Ambulance Transport

1. A medical practitioner/designee assesses the client's condition, determines if an ambulance is needed, and orders a call for an ambulance.
 - a) Staff activate the Incident Command System (ICS) per MSOP Division Security Policy 415-5310, "Incident Command System (ICS)."
 - b) The incident commander works in conjunction with Master Control to inform 911 of the nature of the call (e.g., illness, injury, transfer), the destination, and whether there is any expected delay in the departure.
2. Health Services:
 - a) talks to the staff at the receiving hospital whenever possible and communicates pertinent client medical information; and
 - b) sends necessary Health Services records and documentation with the escorting staff to provide continuity of care for the client. (Refer to MSOP Division Policy 310-5180, "Health Services Movement of Clients.")

3. The OD:
 - a) assigns staff to meet and escort the ambulance crew;
 - b) assigns staff for hospital coverage when applicable;
 - c) assigns staff for the follow vehicle when deemed warranted;
 - d) ensures documentation (such as Incident Reports (410-5300a) (Phoenix) and Watch Report (Phoenix)) are completed;
 - e) assigns staff to clean up and assist Health Services staff with the return of any medical equipment when necessary; and
 - f) notifies the administrator on call. (Refer to MSOP Division Policy 410-5200, "On Call.")

E. Emergency Air Transport - one MSOP staff rides via air transport unless the air transport cannot accommodate coverage staff in flight.

1. Primary coverage staff:
 - a) notify the OD when air transport cannot accommodate coverage staff; and
 - b) stay with the client until air transport departs.
2. The OD:
 - a) assigns MSOP staff to take a state vehicle and depart for the medical destination;
 - b) ensures hospital security is notified of the incoming client and requests hospital security remain with the client until MSOP coverage staff members arrive at the facility;
 - c) notifies Health Services of air transport and destination; and
 - d) notifies the administrator on call (refer to MSOP Division Policy 410-5200, "On Call").
3. Secondary coverage staff:
 - a) immediately locate the client at the medical facility and provide coverage upon arrival; and
 - b) notify the OD when the client arrives at the medical facility and staff are providing coverage.

F. Off-Campus Court Transport

1. The OD provides the escorting staff with the location of the court hearing.
2. Escorting staff ensure the client has a bag lunch in the event the hearing occurs over a mealtime.

G. Off-Campus Deathbed/Funeral Transport - occur in accordance with MSOP Division Policy 225-5190, "CPS Death-Related Visits."

- H. Transports facilitated by the Office of Special Investigations (OSI) occur in accordance with MSOP Division Policy 145-5095, "OSI Transport of Clients." For transports conducted by law enforcement, refer to MSOP Division Policy 415-5094, "Client Transport by Law Enforcement."
- I. Emergency Procedures
1. If a client attempts to escape during a transport, staff follow MSOP Division Security Policy 415-5020, "Escape Response" and call law enforcement for assistance.
 2. In the event of a vehicle breakdown, accident, weather emergency or medical emergency:
 - a) staff must notify the OD; and
 - b) in a medical emergency, staff assess the situation, call 911 if necessary, and administer life-saving measures.
- J. Transfers from Moose Lake to CPS
1. Staff do not apply mechanical restraints when transferring a client from Moose Lake to CPS.
 2. Staff fit the client with GPS monitoring device before leaving the Moose Lake facility.
 3. Client remains on the count of the transporting facility until the receiving facility has custody.

REVIEW: Biennially

REFERENCES: MSOP Division Security Policy 225-5130, "Global Positioning System"
DCT Policy 115-1050, "Dress Code"
MSOP Division Policy 115-5221SP, "Uniformed Staff Working with Phase III Clients or at CPS"
MSOP Division Policy 420-5020, "Client Hygiene/Dress Code"
MSOP Division Policy 225-5310, "CPS Contraband"
MSOP Division Policy 415-5090, "Transports"
MSOP Division Policy 410-5300, "Incident Reports"
MSOP Division Security Policy 415-5310, "Incident Command System"
MSOP Division Policy 225-5020, "CPS Client Stages and Liberties"
MSOP Division Security Policy 415-5020, "Escape Response"
MSOP Division Policy 415-5094, "Client Transport by Law Enforcement"
MSOP Division Policy 145-5095, "OSI Transport of Clients."
MSOP Division Policy 225-5190, "CPS Death Related Visits"
MSOP Division Policy 410-5200, "On-Call"
MSOP Division Policy 310-5180, "Health Services Movement of Clients"
MSOP Division Security Policy 415-5310, "Incident Command System (ICS)"
DCT Policy 310-1055, "Standard Precautions and Transmission-Based Precautions"
MSOP Division Policy 135-5100, "Confidentiality and Data Privacy"
MSOP Division Policy 415-5062, "Identification Badges"
 CPS Movement Coordinator Post Orders
 CPS Transport Post Orders

ATTACHMENTS: Off-Campus Treatment Event Request (225-5122a)
Off-Campus Budget Form (225-5122b)
Off-Campus Treatment Event Approval (225-5122c)
Off-Campus Pre-Briefing Form (225-5122d)
Off-Campus Post-Debriefing Form (225-5122e)
Client Self-Assessment Post-Debriefing Form (225-5122f)

Client Information Report (Phoenix)
MSOP-SP Walk Path map (225-5030f)
Check Out Trip Slip Authorization (Phoenix)
Master Movement Log (SP) (410-5051g)
Daily Travel Log (125-5462a)
Authorization for Release of Information Form DHS-1161
Physical Restraint History (Phoenix)
CPS Client Movement Log (225-5020c)
Description Card (225-5020e)

SUPERSESSION: MSOP Division Policy 225-5122, "CPS Off-Campus Transports," 3/7/23.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
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Minnesota Sex Offender Program