

# MSOP DEPARTURE

## Minnesota Sex Offender Program

Issue Date: 2/3/26

Effective Date: 3/3/26

Policy Number: 230-5100

**POLICY:** Once admitted to the Minnesota Sex Offender Program (MSOP), clients only depart or transfer from the program as authorized in state statute and consistent with this policy. Clients must follow Minn. Stat. § 253B.18 to request transfer from a secure treatment facility, provisional discharge or discharge from civil commitment.

**AUTHORITY:** Minn. Rule Chap. 9515  
Minn. Rule Chap. 4665  
Minn. Stat. § 246.13

**APPLICABILITY:** MSOP, program-wide

**PURPOSE:** To outline the process for completing approved client departures and program transfers from the MSOP, the responsibilities of identified staff and the required time frames for task completion.

### DEFINITIONS:

Risk Assessment/Community Notification Unit (RA/CN) – the Minnesota Department of Corrections (DOC) unit responsible for notifying law enforcement when a client departs or transfers from the MSOP.

Types of MSOP departures:

1. Program Departure - the client has departed MSOP by way of court order, death, or unauthorized absence.
  - a) Amended Judicial Hold – the court modifies a client’s judicial hold order, placing the client in the care and custody of a local detention center or the DOC.
  - b) Court Order Discharging from Civil Commitment – the court orders discharge of a client’s civil commitment.
  - c) Court Order Dismissal – a court dismisses the petition for civil commitment or dismisses the hold order while the civil commitment is pending.
  - d) Client Death.
  - e) Unauthorized Absence – a client absent from the MSOP facility without authorization, including failure to return to MSOP custody upon revocation of provisional discharge.
2. Program Transfer – the client has transferred to another agency, program or location and is removed from the MSOP facility count but remains under commitment as a Sexually Dangerous Person/Sexual Psychopathic Personality (SDP/SPP).
  - a) New Criminal Sentence – a court sentences a client on a new criminal charge resulting in a transfer to the DOC, Federal Prison, or a detention facility.
  - b) Provisional Discharge – client is granted a provisional discharge from the client's commitment by the Commitment Appeal Panel (CAP).

- c) Revocation –the DOC Hearings and Release Unit revokes a client from the MSOP to serve additional incarceration time for violating the client’s conditions of release.
- d) Discharge to other DCT programs (e.g., Forensic Nursing Home). (See also DCT Policy 210-1025, “Client Movement Between DCT Service Lines.”)

## PROCEDURES:

- A. Notification and verification of pending departure - MSOP staff must notify the MSOP Intake Coordinator/designee of all pending departure notices and forward all departure notices to the email: intakecoordinator.msop@state.mn.us.
  - 1. For program departures, the MSOP Intake Coordinator/designee:
    - a) receives information from county court administrators, county attorney’s offices, the facility officer of the day, or the Attorney General’s Office; and
    - b) verifies all court orders with the appropriate authority prior to the client’s departure.
  - 2. For program transfers such as: new criminal sentence, revocation, or provisional discharge, the MSOP Intake Coordinator/designee:
    - a) receives and verifies all orders including but not limited to transfer orders, sentencing orders, dispositional orders and warrants of commit with the appropriate authority;
    - b) verifies transport of the client; and
    - c) sends a Detainer Letter (230-5100d) to the DOC or county jail for transfers such as new criminal sentence and revocation, and retains a copy.
  - 3. Upon notification of a transfer to other DCT program (e.g., Forensic Nursing Home), the MSOP Health Services Director/designee notifies the MSOP Intake Coordinator/designee of the proposed date and time of the client’s departure. (See also DCT Policy 210-1025, “Client Movement Between DCT Service Lines.”)
- B. Location of client
  - 1. A client residing at MSOP may not physically depart the facility or grounds until all steps in section A above are completed.
  - 2. If the client is already at another agency, facility or location, the client is not required to return to MSOP to facilitate formal departure; however, staff must follow all other departure procedures.
  - 3. A client departure or transfer usually occurs during business hours or is scheduled and coordinated prior to the end of the MSOP Intake Coordinator/designee’s shift. If staff receive notification of a potential departure or transfer outside business hours, the client remains within MSOP custody until staff verify the order and coordinate with all areas.
- C. For all departures and program transfers, the MSOP Intake Coordinator/designee:
  - 1. enters the pending departure into Phoenix;
  - 2. originates the Departure/Transfer Authorization (230-5100a-1011) and forwards to the facility security director/designee, Community Preparation Services (CPS) Facility Director/designee, or MSOP Reintegration Director for approval;
    - a) clients departing MSOP Moose Lake or MSOP St. Peter: once approved, the facility security director/designee forwards the form to the facility officer of the day (OD); or

- b) clients departing CPS: once approved, the CPS Facility Director/designee forwards the form to the CPS Movement Coordinator; or
- c) clients departing on provisional discharge: once approved, the MSOP Reintegration Director forwards the form to Health Information Management Services (HIMS).

D. The MSOP Intake Coordinator/designee notifies:

1. the RA/CN for clients who have been provisionally discharged or dually committed;
2. DOC Intensive Supervised Release (ISR) Division for clients on DOC supervision;
3. the MSOP facility security program manager/designee;
4. the MSOP facility officer of the day (OD);
5. the MSOP Executive Director;
6. the MSOP Deputy Director
7. the MSOP Executive Clinical Director;
8. the MSOP Health Services Director;
9. MSOP Moose Lake or St. Peter facility director;
10. the MSOP Reintegration Director for clients granted a provisional discharge and/or discharge;
11. the MSOP CPS Facility Director, for departing CPS clients only;
12. the unit group supervisor; and
13. the Office of Special Investigations (OSI) Director.

E. The Unit Group Supervisor:

1. notifies the unit staff, Health Services staff, the client resource coordinator (CRC), Special Services staff and DCT Financial Services staff;
2. discusses expectations of behavior with the client and gathers any safety concerns;
3. forwards any safety concerns to the facility program manager/assistant director and security director; and
4. assigns staff to assist in inventorying and packing the client's property, including any items at the staff station, and collecting the client's room key. (See MSOP Policy 420-5250, "Client Property" and MSOP Policy 225-5300, "Community Preparation Services Client Property.")

F. The CRC/designee:

1. For program departures - assists the client with staff-facilitated calls to arrange transportation or housing if the client does not have a supervising agent, except for client death.

2. For program transfers (except provisional discharge – see MSOP Policy 230-5600, “Provisional Discharge Management and Supervision”):
  - a) completes the Bureau of Criminal Apprehension (BCA) Predatory Offender Change of Information Form (210-5100d) with the client, signs as a witness, and sends the form to the BCA; gives a copy to the client and sends the original to HIMS. If the client refuses to complete and sign the BCA Change of Information Form, the CRC completes the form as required by Minn. Stat. § 246.13 subd. 4b and 243.166, indicating the client refused to sign, and follows the same process for distribution.
  - b) completes the BCA Predatory Offender Change of Status form (210-5100gg) if the client is unavailable to sign and follows the same process for distribution; and
  - c) asks the client to complete an updated Authorization for Release of Information (ROI), if necessary, for the supervising agent and/or the RA/CN, and forwards to HIMS for filing.

G. Special Services staff:

1. meet with the client to collect information regarding disposition of the client’s property per MSOP Policy 420-5250, “Client Property” and MSOP Policy 225-5300, “Community Preparation Services Client Property”;
2. update the Phoenix property database;
3. bring the client’s personal documents to the OD; and
4. forward the client’s mail per MSOP Policy 420-5030, “Client Mail” section B.3.

H. Health Services staff follow processes in MSOP Policy 310-5180, “Health Services Movement of Clients” and DCT Policy 210-1025, “Client Movement Between DCT Service Lines,” and deliver the client’s Health Services envelope to the OD.

1. Following Health Services completion of the discharge medication requirements and client’s final medication pass as outlined in the above policies, staff immediately notify HIMS of the completion of the AVATAR entry to the applicable HIMS distribution list.
2. HIMS staff then discharge the client in AVATAR.
3. Upon departure/transfer, HIMS staff/designee completes and electronically files the Change of Status Report (230-5100c-1185) via Odyssey File and Serve, then forwards a copy to DCT Financial Services and files in the client record.

I. DCT Financial Services staff:

1. collect and deposit client’s scrip or money into the client’s account;
2. process all outstanding financial transactions, including any charges related to shipping the client’s property out of the facility; and
3. forward a check for any remaining balance to the client.

J. The OD/CPS Assistant Operations Supervisor/designee:

1. verifies collection and distribution of all client items and documentation from Health Services, Special Services, and DCT Financial Services, and ensures documentation of all items given to the client upon departure;

2. e-mails DL\_MSOP\_.Admit-Depart.Notifications.DHS@state.mn.us group when the client departs; and
  3. delivers the Departure/Transfer Authorization form to Master Control staff or transport staff who:
    - a) verifies the identity of the client leaving the facility with the name and Client Identification number (Client ID#) on the Departure/Transfer Authorization form;
    - b) verifies collection of the client's MSOP ID badge;
    - c) notifies the count coordinator when the client is off the MSOP facility count; and
    - d) completes the Departure/Transfer Authorization form with actual departure date, time and client's signature and forwards the form to HIMS.
  4. In addition, the CPS Assistant Operations Supervisor/designee updates the Global Positioning System (GPS) to accommodate the client's new location.
- K. Upon request from the MSOP facility director, OSI transports a client to any local or county law enforcement center within Minnesota. (See MSOP Policy 145-5095, "OSI Transport of Clients.")
- L. The primary therapist completes the Departure/Transfer Summary (230-5100b-1010) within seven calendar days after the client's departure and forwards the completed form to HIMS.
- M. A departing client may submit a request to the MSOP IT liaison to copy the client's electronic files from the client's client network space and send the files to a designated address. MSOP disables the client's account and retains the data on a client's network space for 30 calendar days following a client's departure.
- N. Records Production staff:
1. prior to the departure, the Records Production staff send the requested client's record to the receiving DCT agency, if applicable (see DCT Policy 210-1025, "Client Movement Between DCT Service Lines"); and
  2. after 30 calendar days from departure/transfer, HIMS staff complete a 30-Day Admissions Record Review (210-5100bb) of the client's record for completeness and report the findings to the HIMS supervisor.

**REVIEW:** Biennially

**REFERENCES:** MSOP Policy 310-5180, "Health Services Movement of Clients"  
MSOP Division Policy 215-5260, "Victim Notification"  
MSOP Policy 145-5095, "OSI Transport of Clients"  
MSOP Policy 415-5010, "Searches - Clients"  
MSOP Policy 230-5600, "Provisional Discharge Management and Supervision"  
DCT Policy 210-1025, "Client Movement Between DCT Service Lines"

**ATTACHMENTS:** Departure/Transfer Authorization (230-5100a-1011)  
Departure/Transfer Summary (230-5100b-1010)  
Change of Status Report (230-5100c-1185)

Detainer Letter (230-5100d)

BCA Predatory Offender Change of Information form (210-5100d)

BCA Predatory Offender Change of Status form (210-5100gg)

30-Day Admissions Record Review (210-5100bb)

**SUPERSESSSION:** MSOP Policy 230-5100, “MSOP Departure,” 9/3/24.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

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