

# OUTSIDE ORDERS

## Minnesota Sex Offender Program

Issue Date: 10/1/19                      Effective Date: 11/5/19                      Policy Number: 420-5015

**POLICY:** The Minnesota Sex Offender Program (MSOP) permits clients to order food from outside vendors based on pre-determined eligibility criteria.

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

**APPLICABILITY:** MSOP program-wide, excluding Community Preparation Services (CPS).

**PURPOSE:** To provide parameters for clients to place orders to outside food vendors.

### DEFINITIONS:

Client tier level – see MSOP Division Policy 215-5014, “Client Tier Level System.”

Food orders – vendor-prepared food delivered to MSOP client(s).

Individual food vendor – a licensed food vendor responsible for delivering their own food.

Therapeutic activity day – a day proposed by the therapeutic community once per quarter, consisting of unit activities and recreational events.

Therapeutic activity food vendors – vendors approved for purchase of outside food orders as determined by the assistant facility director/designee.

Treatment team – see MSOP Division Policy 215-5005, “Treatment Overview.”

### PROCEDURES:

#### A. Outside Food Order Eligibility

1. Clients in tier level 3 may place one outside food order during the therapeutic activity day.
2. Clients in tier level 4 may place two individual food orders per quarter, one must be completed during the therapeutic activity day (see Section C below). The unit group supervisor coordinates food order times.
3. Clients in tier level 5 may place one outside food order per month, one must be completed during the therapeutic activity day. The unit group supervisor coordinates food order times.
4. If a client is in the High Security Area (HSA) or Omega units when his/her food is delivered, MSOP disposes of the food.
5. If a client becomes ineligible for a meal due to a tier level reduction, MSOP may cancel the order. If the meal is not able to be cancelled, the client receives the meal.

#### B. Outside Food Orders

1. All orders must be placed to and delivered by an approved food vendor.

2. Clients must consume all food orders in the approved area determined by the unit group supervisor(s) (see MSOP Division Policy 420-5105, "Unit to Unit Visiting").
3. To place a food order:
  - a) The unit group supervisor/designee provides clients with a menu for the type of food being ordered, and establishes the menu and monetary parameters for food orders.
  - b) Clients submit their order along with a Client Funds Transfer Authorization Form (125-5300d) and a Client Funds Check Request Form (125-5300e) to the unit group supervisor/designee a minimum of ten business days prior to the event.
  - c) The unit group supervisor/designee places the order with the appropriate vendor.
4. Clients may not share with clients who are not eligible to order.
5. Clients in tier levels 4 and 5 may share food with peers who are also in tier levels 4 or 5.
6. Clients must eat or dispose of food orders by 9:30 p.m. the same day.
7. MSOP inspects all food orders for contraband and processes as outlined in MSOP Division Policy 415-5030, "Contraband."
8. Staff document the names of clients who participated in the outside order in the Communication Log (410-5075a) (Phoenix).

### C. Therapeutic Activity Day

1. Expectations
  - a) Each quarter, units have a therapeutic activity day. The client representative (refer to MSOP Division Policy 420-5340, "Client Representatives") may submit a Quarterly Therapeutic Activity Day Form (420-5015e) to incorporate ordering food from an outside activity vendor. Clients may request the type of food to order but the treatment team chooses the vendor.
  - b) Clients may request recreational programming during therapeutic activity days.
  - c) Treatment teams and clients are encouraged to participate in the therapeutic activity day. All clients, except those on Unit Omega (MSOP Moose Lake), are eligible to participate in the quarterly therapeutic activity day meal.
  - d) On a therapeutic activity day, clients in tier level 3 or higher are eligible to order food and share with other participating clients in tier level 3 or higher.
2. Planning and Ordering Process
  - a) The unit group supervisor and clinical supervisor(s) select the date and time for the therapeutic activity day.
  - b) Clients submit their orders via a Unit Food Event Order Form (420-5015b) and a completed Client Funds Transfer Authorization Form (125-5300d) indicating "unit food event."
  - c) The unit group supervisor establishes the menu and parameters for food orders.

- d) Clients may not submit orders or pay directly to the vendor.
- e) MSOP cancels a client's order and notifies the client if the client's account has insufficient funds.
- f) Clients must eat food orders in the approved event area. Clients found taking food outside the designated area forfeit their next quarterly therapeutic activity day food order.
- g) Clients must eat or dispose of food orders by 9:30 p.m. the same day.
- h) Clients are encouraged to be in the approved event area during the community event. Clients involved in Vocational/Educational programming must communicate with the Vocational/Educational departments, unless there is a pre-scheduled appointment or an emergent situation.
- i) Clients no longer residing on the living unit, but participating in the community, may be considered for participation by submitting a Client Request (420-5099a) to their treatment team.
- j) MSOP inspects all food orders for contraband and processes as outlined in MSOP Division Policy 415-5030, "Contraband."
- k) MSOP does not allow unit to unit visiting (see MSOP Division Policy 420-5015, "Unit to Unit Visiting") during a unit's scheduled therapeutic activity day.

**REVIEW:** Annually

**REFERENCES:** MSOP Division Policy 415-5030, "Contraband"  
MSOP Division Policy 420-5010, "Client Behavioral Expectations"  
MSOP General Client Information (210-5100h)  
MSOP Division Policy 420-5340, "Client Representatives"  
MSOP Division Policy 225-5020, "CPS Client Liberties"  
MSOP Division Policy 420-5015, "Unit to Unit Visiting"  
MSOP Division Policy 215-5014, "Client Tier Level System"

**ATTACHMENTS:** Unit Food Event Order Form (420-5015b)  
Quarterly Therapeutic Activity Day Form (420-5015e)  
  
Client Funds Transfer Authorization Form (125-5300d)  
Therapeutic Community Meeting Format (220-5030a)  
MSOP Treatment Memo (215-5007t-3010)  
Client Request (420-5099a)  
Communication Log (410-5075a) (Phoenix)

**SUPERSESSSION:** MSOP Division Policy 420-5015, "Outside Orders," 11/6/18.  
 All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

Nancy A. Johnston, Executive Director  
Minnesota Sex Offender Program