

CLIENT MOVEMENT OUTSIDE THE SECURE PERIMETER

Minnesota Sex Offender Program

Issue Date: 4/2/19 Effective Date: 5/7/19 Policy Number: 225-5030

POLICY: The Minnesota Sex Offender Program (MSOP) utilizes increased liberties as an individualized therapeutic intervention providing opportunities for clients to demonstrate meaningful change across settings consistent with their individual treatment plans.

AUTHORITY: Minn. Stat. § 246.014, subd. (d)

APPLICABILITY: MSOP, St. Peter site, excluding Community Preparation Services (CPS).

PURPOSE: To outline a continuum of therapeutic markers for clients to demonstrate meaningful change, risk management and identify possible vulnerabilities across a variety of settings. MSOP utilizes liberty levels as clinically indicated treatment interventions based on client individual progress and needs.

DEFINITIONS:

Accompanied off-campus movement – see MSOP Division Policy 225-5020, “CPS Client Liberties.”

Accompanied on-campus movement – see MSOP Division Policy 225-5020, “CPS Client Liberties.”

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

Liberties - see MSOP Division Policy 225-5020, “CPS Client Liberties.”

Outing Review Team (ORT) – an administrative panel established to review and approve all client activities outside the secure perimeter, comprised of the facility director, facility clinical director, and the facility Rehabilitation Director. Designees may appear on behalf of members.

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

Unaccompanied on-campus movement – see MSOP Division Policy 225-5020, “CPS Client Liberties.”

PROCEDURES:

- A. Prior to activities outside the secure perimeter:
1. The client meets with the unit group supervisor to review and sign the Client Movement Outside the Secure Perimeter – Liberty Agreement (225-5030e-3060).
 2. The unit group supervisor/designee fits the client with a GPS tag.
 3. The unit group supervisor/designee updates the client’s movement status in Phoenix and enters all approved activities in the CPS/Reintegration Calendar.
 4. The unit group supervisor/designee completes an Access Control Device Request Workflow (St. Peter) for a green on-campus movement badge per MSOP Division Policy 415-5062, “Identification Badges.”
- B. Accompanied On-Campus Movement

1. Clients start and end all accompanied on-campus walks at Shantz Control Center. Escorting staff meet the clients at Shantz Control Center to check in and out of the facility.
2. Clients may access areas permitted by the MSOP-SP Walk Path Map (225-5030f).
3. Trading Post
 - a) Clients may shop at and donate items to the trading post.
 - b) MSOP staff must accompany clients to the trading post.
 - c) Clients may not shop for or bring donations back to other clients.
 - d) Upon return to the facility, staff secure all property and route to Special Services.

C. Accompanied Off-Campus Movement

1. The client meets with a member of the treatment team to develop his/her off-campus activity and completes an MSOP Off-Campus Activity Request (225-5030b).
2. The treatment team member brings the form to the treatment team.
 - a) The treatment team reviews and discusses the client request, considering staffing, surveillance and other issues.
 - b) The unit group supervisor completes and signs appropriate sections of the MSOP Off-Campus Activity Request (225-5030b), indicating:
 - (1) support or non-support for the activity or deferral to the ORT;
 - (2) any special supervision parameters for the client requesting the activity;
 - (3) whether staff may incur expenses and any approved use of imprest card funds or petty cash (see MSOP Division Policy 125-5467SP, "Imprest Cash User Authorization"); and
 - (4) other comments for the ORT.
3. The treatment team member submits completed MSOP Off-Campus Activity Requests (225-5030b) to the unit group supervisor.
4. The unit group supervisor/designee brings all MSOP Off-Campus Activity Requests (225-5030b) to the ORT.
5. The ORT reviews the MSOP Off-Campus Activity Request (225-5030b), completes and signs the appropriate sections indicating whether the team approves, denies, or defers to the MSOP Executive Director.
6. The ORT returns all signed MSOP Off-Campus Activity Requests (225-5030b) to the unit group supervisor/designee who:
 - a) enters approved off-campus activities into the CPS/Reintegration Calendar in Phoenix;
 - b) provides the client a copy of the MSOP Off-Campus Activity Request (225-5030b); and

- c) delivers the approved MSOP Off-Campus Activity Request (225-5030b) to the Shantz Control Center.
7. The count coordinator:
 - a) reviews to ensure activity is included as “New Checkout” in Phoenix with date, leave/return times, and activities listed in chronological order for the trip;
 - b) enters the departure time and estimated return time into Phoenix;
 - c) reserves a vehicle for the activity and enters the required information in the “Pending Checkout” in Phoenix;
 - d) provides escorting staff with client information and outing review forms prior to exiting the facility; and
 - e) enters client return time and closes the open event in Phoenix.
 8. The unit group supervisor/designee assigns two staff to escort all community outings. This ratio will not exceed four clients to two staff.
 9. Staff must not wear uniform shirts, jackets or hats on community outings.
 10. Escorting staff review and sign the MSOP Off-Campus Activity Request (225-5030b) and ensure activities follow the order listed on the MSOP Off-Campus Activity Request (225-5030b) without deviation.
 11. Escorting staff carry a state-issued cell phone, ensure the ringer is on the highest volume level and confirm cell coverage in the current location. If there is no cell phone coverage, staff must proceed to the next item on the activity plan and notify the facility officer of the day (OD) when cell coverage resumes.
 12. Staff use facility-issued state vehicles and communication devices when transporting or escorting clients. Staff may not possess personal communication devices when transporting or escorting clients.
 13. Escorting staff must maintain direct line of sight and sound of clients during the off-campus activity.
 14. Escorting staff ensure clients return from the outing by the designated return time. If clients will be late, escorting staff notify the count coordinator.
 15. Staff may end the outing and return clients to the secure perimeter prior to the designated return time due to inclement weather, compromised safety and security, or inappropriate client behavior.
 16. Escorting staff must notify the OD immediately of any client behavior requiring an immediate return to the secure perimeter.
 17. Upon returning from the activity, clients and escorting staff must complete the MSOP Off Campus Activity Review Worksheet (225-5030c) and forward it to the primary therapist/designee. The primary therapist/designee reviews the form and summarizes the client’s participation in a

quarterly Individual Progress Note (215-5007d-4020, Phoenix Report) in the client record. Once notes are entered into the clients record, the primary therapist or designee must securely destroy the form.

18. Escorting staff complete a Communication Log (410-5075a) (Phoenix) entry after processing the outing with the client. If adverse client behaviors occurred during the outing, staff also complete an Incident Report (410-5300a) (Phoenix).

D. Unaccompanied On-Campus Movement

1. The St. Peter facility clinical director determines the number of hours a client can participate in unaccompanied on-campus activities.
2. All clients on unaccompanied walks must return to the secure perimeter one hour prior to sunset.

E. Processing Clients for Activities Outside the Secure Perimeter

1. The unit group supervisor/designee enters all approved activities into the Phoenix CPS/Reintegration Calendar.
2. Escorting staff and clients must report to Shantz Control Center prior to the scheduled activity.
3. The count coordinator verifies the client's ID badge and ensures the client's GPS tag is on the client's ankle.
4. The count coordinator verifies the client's activity is listed in Phoenix.
5. The count coordinator enters the client's clothing description, name(s) of staff supervising the activity, and specified contact information into Phoenix.
6. After entering the information into Phoenix, the count coordinator secures the client's ID badge and issues the client a green ID card for leaving the perimeter.
7. Clients must report to the count coordinator upon return to the secure perimeter. The count coordinator must monitor designated client return times.
8. If a client does not return by his or her designated return time, the count coordinator radios escorting staff and directs them to return to Shantz Control Center within five minutes. If the escorting staff do not answer the radio, or if the party does not return to Shantz Control Center within five minutes, staff initiate an incident command system (ICS) response. (Refer to MSOP Division Security Policy 415-5310, "Incident Command System (ICS).")
9. If a client on an unescorted walk does not return by his/her designated return time, the count coordinator initiates an ICS to search for the client. (Refer to MSOP Division Security Policy 415-5020, "Escape Response.")

F. Client Responsibilities for Activities Outside the Secure Perimeter

1. Clients with accompanied on-campus movement must submit a Client Request (420-5099a) to their treatment teams at the beginning of each quarter, with a list of times for on-campus activities. Clients are limited to two accompanied on-campus walks per week.

2. Clients with accompanied off-campus movement work with a member of the treatment team to submit an MSOP Off-Campus Activity Request (225-5030b).
3. Clients with unaccompanied on-campus movement must submit a Client Request (420-5099a) to their treatment teams at the beginning of each quarter with a list of times for on-campus activities.
4. Clients must follow movement guidelines and report to Shantz Control Center ten minutes before any scheduled activity outside the secure perimeter.
5. Clients must show their GPS tag and MSOP IDs to the count coordinator and cooperate with providing physical descriptions.
6. While on accompanied outings, clients must remain within direct line of sight and sound of staff and comply with all staff directives.
7. Clients must follow their plans and remain within the map boundaries (see MSOP-SP Walk Path Map (225-5030f)) at all times while participating in on-campus activity.
8. Clients must walk on sidewalks when available, and must not walk through staff parking lots.
9. Clients may not use electronic communication devices, including, but not limited to, phones and e-mail, while outside the secure perimeter.
10. Clients must manage their time appropriately and return to Shantz Control Center reception area within the secure perimeter by the designated return time.
11. Clients must complete the MSOP Off Campus Activity Request (225-5030b) and the MSOP Off Campus Activity Review Worksheet (225-5030c) along with any additional documentation related to activity as outlined by their treatment teams.
12. Clients must process experiences from activities with their treatment groups, at therapeutic community meetings, and with their primary therapists.
13. Clients may not engage in extended conversation with non-MSOP clients or staff while on the St. Peter campus.
14. Clients must continue to actively participate in treatment and follow their treatment plans.
15. Clients must submit to random and targeted drug and alcohol testing as determined by MSOP staff. (See MSOP Division Policy 420-5013, "Client Drug Testing.")

G. Suspension of Liberties

1. Any member of the treatment team may temporarily suspend a client's liberties outside of the secure perimeter if the client is issued a major behavioral expectations report (BER) or if the client exhibits behaviors suggesting an increased risk for the client, staff or community.
2. Staff immediately notify the unit group supervisor or OD to place the client's liberties outside the secure perimeter on hold in Phoenix. Clients on hold may not participate in liberties outside the

secure perimeter until the treatment team meets to discuss the status of their liberties as outlined in section G.8 below.

3. The OD or unit group supervisor sends an e-mail to all ODs, the facility director, the facility clinical director, the facility security director, and the facility program manager about the change in the client's movement status.
4. The OD ensures the count coordinator is notified about the change in status.
5. The count coordinator verifies the status in Phoenix and removes the client's green ID card from the monitoring board.
6. Staff notify the client if the client's movement outside the secure perimeter is placed on hold.
7. Staff complete an Incident Report (410-5300a) (Phoenix) describing the behaviors resulting in the suspension of movement outside the secure perimeter, including information about the client's notification of the movement hold.
8. The treatment team reviews suspension of liberties within three business days and either reinstates the liberties, develops appropriate treatment assignments, or rescinds the liberties.

REVIEW: Annually

REFERENCES: MSOP Division Policy 420-5010, "Client Behavioral Expectations"
MSOP Division Security Policy 415-5020, "Escape Response"
MSOP Division Policy 410-5050, "Client Movement"
MSOP Division Policy 125-5467SP, "Imprest Cash User Authorization"
MSOP Division Policy 415-5300, "Incident Reports"
MSOP Division Security Policy 415-5310, "Incident Command System (ICS)"
MSOP Division Security Policy 225-5130, "Global Positioning System"
MSOP Division Policy 420-5013, "Client Drug Testing"
MSOP Division Policy 415-5062, "Identification Badges"
MSOP Division Policy 215-5050, "Treatment Overview"
MSOP Division Policy 225-5020, "CPS Client Liberties"

ATTACHMENTS: MSOP Off Campus Activity Request (225-5030b)
MSOP Off Campus Activity Review Worksheet (225-5030c)
Client Movement Outside the Secure Perimeter – Liberty Agreement (225-5030e-3060)
MSOP-SP Walk Path Map (225-5030f)

Access Control Device Request Workflow (St. Peter) (SharePoint)
 Communication Log (410-5075a) (Phoenix)
 Incident Report (410-5300a) (Phoenix)
Client Request (420-5099a)

SUPERSESSION: MSOP Division Policy 225-5030, "Programming Outside the Secure Perimeter," 11/3/15. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

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