

CPS CLIENT LIBERTIES

Minnesota Sex Offender Program

Issue Date: 8/6/19 Effective Date: 9/3/19 Policy Number: 225-5020

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) and 253B.15.

APPLICABILITY: MSOP 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. Liberty levels are utilized as treatment interventions as clinically indicated based on the individual progress and needs.

DEFINITIONS:

Accompanied off-campus movement – liberty for client movement directly supervised by MSOP staff, occurring off the MSOP St. Peter campus.

Accompanied on-campus movement – liberty for client movement directly supervised by MSOP staff, occurring on the MSOP St. Peter campus.

Blue badge – ID badge clients must wear on the CPS units and CPS Yard.

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

CPS On-Campus Client Movement Log (225-5020c) – documents client on-campus movement exit time, return time, and destination.

CPS yard – identified area where CPS clients are allowed movement not directly supervised by MSOP staff, regardless of their current approved liberty. (See CPS Yard Map (225-5020d).)

CPS standard movement –client movement limited to unescorted movement in the CPS yard and staff-escorted movement on the St. Peter campus for clients to walk and shuttle escorts to programming. Clients with this movement have a red clip on his/her client ID badge.

Description Card (225-5020e) – documents client clothing and physical description when leaving the CPS grounds.

Green badge – ID badge clients must wear when they are off the CPS grounds and on the St. Peter Regional Treatment Center campus.

Liberties – movement on and off of the MSOP St. Peter campus assigned to clients based on his/her individual treatment needs after receiving approval from the treatment team.

Outings review team – see MSOP Division Policy 225-5122, “CPS Client Transports.”

Peer-accompanied movement – movement on campus with a peer who has unaccompanied on-campus liberties for the purpose of walking to on-campus programming.

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

Unaccompanied on-campus movement –client movement not directly supervised by MSOP staff on the MSOP St. Peter campus.

PROCEDURES:

A. Client Transfer to CPS

1. When a client receives notification of a Commitment Appeal Panel (CAP) order to transfer to CPS, the CPS Office Administrative Assistant/designee schedules a care conference with the client’s current treatment team prior to the client’s transfer date (refer to MSOP Division Policy 215-5013, “Clinical Services Provision of Care”).
2. The CPS Operations Manager/designee reviews the expectations of GPS monitoring with the client, has the client sign the Global Positioning System Responsibility Agreement (225-5130a), and fits the client with a GPS tag.
 - a) Clients residing in the St. Peter secure perimeter are fitted with a GPS tag before transferring to CPS.
 - b) Clients transferring to CPS from MSOP Moose Lake are fitted with a GPS tag upon arrival to CPS.
3. When a client transfers to CPS, the client is assigned a Clients Assisting in Transition (CAT) team member to assist with the client’s transition to CPS.
4. Upon a client’s arrival to CPS, a security counselor and the assigned CAT team member provide the client with a tour of the unit. The security counselor completes and forwards the signed Client Orientation Record (210-5100f-1030) to Health Information Management Services (HIMS) for the client record. (See MSOP Division Policy 210-5010, “Client Placement.”)
5. When a client transfers to CPS, he/she is in the orientation stage of the CPS program design (see CPS Program Design (225-5020a)). Clients transferring to CPS maintain the level of liberty attained while in the secure perimeter. If a client receives a reduction in liberties due to his/her behaviors, the client does not have his/her liberties returned within 30 days. The treatment team reviews the client to attain the liberty in the current stage he/she is in.
6. Within seven days of being transferred to CPS, the CPS Operations Manager/designee and the CPS Associate Clinical Director/designee completes orientation training with the client on the CPS Program Design (225-5020a) and the CPS Handbook (225-5020b).

B. Liberty Attainment Process

1. The treatment team considers the following when determining a client’s liberties, consistent with the CPS Program Design (225-5020a) and the client’s individual treatment needs:
 - a) the client’s level of treatment engagement, individual treatment needs, progress on the matrix factors, and demonstration of meaningful change (see MSOP Division Policy 215-5010, “Treatment Progression”);

- b) the client's adherence to his/her individual treatment plan (ITP) (see MSOP Division Policy 215-5007, "Clinical Documentation");
 - c) the client's cooperation with rules and supervision;
 - d) the client's compliance with Bureau of Criminal Apprehension (BCA) Predatory Offender Registration requirements; and
 - e) restrictions imposed as a condition of probation, parole, or supervised release.
2. To increase a client's liberty level:
- a) the client's primary therapist brings the client's request for an increase in liberties to a treatment team meeting;
 - b) if the treatment team supports the liberty increase, the client requests time during his/her therapeutic community meeting to present and receive feedback from peers on his/her request;
 - c) after the client's therapeutic community provides the client with feedback, the CPS Associate Clinical Director/designee and the CPS Operations Manager/designee reviews for approval of the liberty increase request;
 - d) after reviewing the request, a CPS operations supervisor/designee and the client's primary therapist meet with the client. The CPS operations supervisor/designee changes the client's liberty in Phoenix and completes an Incident Report (410-5300a) (Phoenix).
3. Clients residing in the secure perimeter are not eligible for liberties, unless approved by the St. Peter Facility Clinical Director in consultation with the St. Peter Facility Director.
4. At the time of the client's quarterly and annual treatment reviews, the primary therapist reviews the client's liberties and documents the client's overall progress in the Quarterly Treatment Progress Report (215-5010b-3030) (Phoenix) or the Annual Treatment Progress Report (215-5010c-3040) (Phoenix). (See MSOP Division Policy 215-5007, "Clinical Documentation.")

C. Levels of Liberties

1. Clients with CPS standard movement:
- a) may move within the CPS Yard unescorted by staff (see CPS Yard Map (225-5020d));
 - b) are escorted by staff to scheduled programming on campus, which may include activities at Tomlinson Hall and scheduled CPS events on campus;
 - c) may not exceed four clients to one staff ratio for programming; and
 - d) may not exceed ten clients to one staff ratio for escorting.
2. Clients with peer-accompanied on-campus movement:
- a) must be in Identifying Vulnerabilities/Developing Strengths stage (see CPS Program Design (225-5020a));
 - b) may be escorted by a peer with unaccompanied on-campus movement;

- c) may not exceed the ratio of two clients to one client peer with unaccompanied on-campus movement for escorting; and
- d) may move within the CPS Yard unescorted by staff.

3. Clients with unaccompanied on-campus movement:

- a) must be in Phase III
- b) may walk on campus without direct staff supervision;
- c) may begin leisure unaccompanied on-campus walks at 8:00 a.m.; and
- d) must return to the unit from his/her leisure walks 30 minutes after sunset. (Clients may walk to and from scheduled programming after the 30 minute sunset curfew after checking out with staff).

4. Clients with accompanied off-campus movement:

- a) must be in Phase III with treatment team approval prior to enrollment in the social integration group;
- b) are eligible to attend approved off-campus programming based on his/her individual treatment plan needs after completion of the social integration group;
- c) may not exceed four clients to two staff ratio; and
- d) are directly monitored by escorting staff with any exceptions to monitoring levels listed on the Off-Campus Treatment Event Approval (225-5122c).

D. Movement on Campus

1. Clients must follow movement expectations of his/her assigned liberty level.
2. Clients in the CPS Orientation stage or with CPS standard movement must check in and out with unit staff when exiting and entering the unit. Staff verify the client has accurately filled out his/her Description Card (225-5020e) and the CPS On-Campus Client Movement Log (225-5020c).
3. Clients in all other stages must complete his/her movement on the CPS On-Campus Client Movement Log (225-5020c) and independently complete his/her Description Card (225-5020e).
4. Clients leaving the CPS yard, such as on an approved on-campus walk or entering the secure perimeter, wear green ID badges and leave blue ID badges on the Movement Board for his/her unit. Clients must also record his/her clothing description on the front of the Description Card (225-5020e) and mark his/her description on the back of the card.
5. Security counselors conduct random audits to ensure clients are complying with movement expectations. Movement violations may result in a change to client's liberty or implementation of an Individualized Program Plan (215-5015a-3055) as outlined in MSOP Division Policy 205-5015, Individualized Program Plan."

E. Movement in/out of the secure perimeter:

1. CPS clients may enter and exit the perimeter ten minutes before the top of the hour and ten minutes after the top of the hour. Staff may make case-by-case exceptions. Clients are allowed to enter the secure perimeter for scheduled programming and medical appointments.
2. Staff search CPS clients as outlined in MSOP Division Policy 415-5010, "Searches – Clients" before the client enters the secure perimeter.
3. When a CPS client enter the secure perimeter, count coordinator staff exchange the client's CPS ID badge with his/her perimeter badge. When a client is exiting the secure perimeter, control center staff verify the client resides at CPS, and the count coordinator exchanges the client's secure perimeter badge with the CPS badge.
4. CPS clients may only bring items into the secure perimeter as listed on CPS Items Allowed in the Secure Perimeter (225-5020f).
5. CPS clients utilize the assigned drop down space in the secure perimeter:
 - a) when waiting for the CPS shuttle;
 - b) between assigned programming; and
 - c) when in the perimeter for facility count.

F. Movement off campus

1. Clients complete the Off-Campus Treatment Event Request (225-5122a), the Off-Campus Budget Form (225-5122b), and the client portion of the Off-Campus Treatment Event Approval (225-5122c) to request off-campus treatment events.
2. Clients must present the Off-Campus Treatment Event Request (225-5122a) during core group and have primary therapist sign indicating endorsement of the event.
3. Clients present reoccurring treatment events during core group one time at the start of the new quarter and have primary therapist sign the Off-Campus Treatment Event Request (225-5122a).
4. Clients submit the Off-Campus Treatment Event Approval (225-5122c) to the CPS operations supervisor and clinical supervisor weekly for reccuring treatment events.
5. If a client does not submit the Off-Campus Treatment Event Approval (225-5122c) for a reoccurring treatment event, the CPS Management Analyst/designee removes the client from the outing in Phoenix for that specified occurrence.
6. Clients in the social integration group must complete the Off-Campus Treatment Event Request (225-5122a), the Off-Campus Budget Form (225-5122b), and the client portion of the Off-Campus Treatment Event Approval (225-5122c) during the process and planning meeting and have recreation therapist sign before the client presents in core group.
7. All clients attending the treatment event must submit the forms together for the outings review team to review. The outings review team reviews forms weekly and determines the staffing and supervision parameters. If the outings review team denies a treatment event request, they document the reason for the denial on the forms.

8. The outings review team denies off-campus treatment event forms not filled out accurately and returns them to the client with the reason for the denial.
9. The CPS Management Analyst/designee enters the approved treatment event into the CPS Calendar (Phoenix).
10. The CPS Management Analyst/designee provides each client a copy of his/her Off-Campus Treatment Event Request (225-5122a) and Off-Campus Budget Form (225-5122b).

G. Processing client movement off campus

1. CPS clients approved for off-campus programming report to the Green Acres West CPS count coordinator at the time of the scheduled event;
2. CPS clients leaving campus for an approved off-campus activity leave both blue and green ID badges on the Movement Board in their unit. Clients must also record their clothing description on the front of the Description Card (225-5020e) and mark their destination on the back of the card.
3. The CPS count coordinator checks the vehicle keys and cell phone out to the escorting staff. Escorting staff ensure the cell phone is on and the ringer is at the highest volume.
4. The CPS count coordinator ensures the event is accurate in Phoenix and the number of assigned staff are attending the event. Once the CPS count coordinator verifies this information, he/she enters the client's clothing description, name(s) of escorting staff, cell phone number, and vehicle in Phoenix.
5. CPS clients must remain at the Green Acres West movement desk until the CPS count coordinator has entered all of the information into Phoenix and approves the clients and staff to leave the campus.
6. When clients return to the facility, they immediately check in with the CPS count coordinator.
7. The CPS count coordinator monitors all clients' expected return times from off-campus programming. If the staff and clients do not return at the expected time, the CPS count coordinator contacts the escorting staff via the cell phone. If the CPS count coordinator attempts and is unable to make verbal contact with the escorting staff, the CPS count coordinator immediately contacts the MSOP St. Peter officer of the day.

REVIEW: Annually

REFERENCES: MSOP Division Policy 210-5100, "Admission to the MSOP"
MSOP Division Policy 215-5010, "Treatment Progression"
MSOP Division Policy 215-5007, "Clinical Documentation"
MSOP Division Policy 410-5300, "Incident Reports"
MSOP Division Policy 410-5075, "Communication Log"
MSOP Division Policy 225-5121, "Programming On and Off Campus"
MSOP Division Policy 415-5062, "Identification Badges"
MSOP Division Policy 215-5013, "Clinical Services Provision of Care"
MSOP Division Policy 210-5010, "Client Placement"

MSOP Division Policy 415-5010, “Searches – Clients”
MSOP Division Policy 205-5015, Individualized Program Plan”
MSOP Division Policy 225-5122, “CPS Client Transports”
Minn. Stat. chap. § 243.166 (Registration of Predatory Offenders)
Minn. Stat. chap. § 244.052 (Predatory Offenders, Notice)
Minn. Stat. chap. § 246.014 (Services)
Minn. Stat. chap. § 253B (Minnesota Commitment and Treatment Act)
Minn. Stat. § 611A.01(b) (Definition of Victim)

ATTACHMENTS: CPS Program Design (225-5020a)
CPS Handbook (225-5020b)
CPS On-Campus Client Movement Log (225-5020c)
CPS Yard Map (225-5020d)
Description Card (225-5020e)
CPS Items Allowed in the Secure Perimeter (225-5020f)

Global Positioning System Responsibility Agreement (225-5130a)
Client Orientation Record (210-5100f-1030)
Client Request (420-5099a)
Off-Campus Treatment Event Request (225-5122a)
Off-Campus Budget Form (225-5512b)
Off-Campus Treatment Event Approval (225-5122c)
Incident Report (410-5300a) (Phoenix)
Individualized Program Plan (215-5015a-3055)

SUPERSESSION: MSOP Division Policy 225-5020, “CPS Client Liberties,” 11/6/18.
All facility policies, memos, or other communications whether written, verbal, or transmitted by electronic means, regarding this topic.

/s/
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Minnesota Sex Offender Program