

PROGRAMMING ON AND OFF CAMPUS

Minnesota Sex Offender Program

Issue Date: 10/6/15 Effective Date: 11/3/15 Policy Number: 225-5121

POLICY: Clients in CPS may participate in on- and off-campus programming as outlined below. All CPS clients are monitored by Global Positioning System (GPS) (see [Security Policy 602.030, “Global Positioning System for Community Preparation Services”](#)).

AUTHORITY: [MSOP Division Policy 225-5020, “Client Privilege Attainment – St. Peter”](#)

APPLICABILITY: Minnesota Sex Offender Program (MSOP), Community Preparation Services (CPS).

PURPOSE: To provide a process for clients in Community Preparation Services (CPS) to participate in programming on and off the St. Peter campus.

DEFINITIONS:

Accompanied off-campus programming – approved activities for approved clients occurring off the St. Peter campus, accompanied by MSOP staff. This includes the use of the Gluek pond and building.

Accompanied on-campus programming – supported activities for clients occurring on the St. Peter campus accompanied by MSOP staff.

Client ID card – documentation of a client’s clothing description, intended location, and expected return time.

CPS grounds – the CPS facilities and yard space in the immediate vicinity of the CPS facilities.

CPS standard movement – staff-accompanied client movement on the St. Peter Forensic Campus, outside of the MSOP secure perimeter.

CPS treatment team – includes, at minimum, the client’s primary therapist, reintegration specialist, clinical supervisor, and unit director.

Outing Review Team – an administrative panel established to review and approve all off-campus activities, comprised of the Reintegration Director, the St. Peter Facility Director/designee, St. Peter Clinical Director/designee, and a representative of the Office of Special Investigations (OSI).

Transportation Fax – form completed by staff accompanying a client off the St. Peter Campus for each off-campus activity, sent *via* fax to local law enforcement agencies.

Unaccompanied on-campus programming – supported activities for approved clients, with no direct line of sight and sound staff supervision occurring within the St. Peter campus (see MSOP-SP Walk Path Map (225-5030f, attached)).

PROCEDURES:

A. On-Campus Programming

1. CPS clients may participate in programming on the St. Peter campus as outlined in [MSOP Policy 602.010, “Community Preparation Services”](#) and [MSOP Division Policy 225-5020, “Client Privilege Attainment – St. Peter.”](#)

2. Clients will submit their schedules for on-campus programming to the CPS Unit Director at the beginning of each quarter.
3. At the beginning of each shift, CPS unit staff will verify each client's current daily schedule and CPS Stage as documented on the Phoenix system.
4. When leaving the CPS grounds, clients will notify CPS staff and turn in their completed Client ID Cards. CPS unit staff will verify the information on the Client ID Card is accurate and will document the movement time on the client movement log.
5. If, while on campus, clients need to change their planned schedule, they must contact the CPS unit staff to request the change.
6. Clients will not use any phone on campus unless the phone call is for programming or emergency and is directly supervised by MSOP staff.
7. All clients must return to the CPS unit no later than 30 minutes after sunset. Clients with unaccompanied on-campus privileges may walk unaccompanied on campus after curfew for scheduled recreation, clinical or vocational activities.
8. CPS unit staff will monitor all clients' expected return times. If a client does not return at the expected time, staff will attempt to contact the location where the client was scheduled. If the client's location cannot be established, staff will activate an Incident Command System (ICS). (See MSOP Division Security Policy 415-5310, "Incident Command System.")

B. Accompanied Off-Campus Programming

1. Clients will complete the MSOP Off-Campus Activity Request Form (225-5030b), attached) for all requested accompanied off-campus programming. All forms must be submitted to the unit station by 10:00 P.M. on Sunday for activities occurring the following Sunday or later.
2. Clients will submit off-campus activity request forms for recurring outings during the quarter three weeks before the quarter begins. Once CPS treatment team approves, the client does not have to complete weekly requests for this outing.
3. The CPS Treatment Team meets weekly to review all off-campus outing request forms. The CPS Treatment Team may approve outing requests previously approved by the Outings Review Team. Outing requests having a new location or a new client in attendance must be sent to the Outings Review Team for review by the CPS Unit Director.
4. The CPS Treatment Team considers staffing ratios and the supervision parameters of all submitted outing requests and makes recommendations to the Outings Review Team for approval.
5. The CPS Unit Director or designee enters approved outings information into the Reintegration Calendar (located in the Phoenix system).
6. Each client receives a copy of his/her Off-Campus-Activity Request form. The original will remain in the CPS Security Counselor Station until the activity occurs. Security staff will send the forms to the CPS Unit Director monthly.

7. At least two hours prior to a scheduled outing, each participating client will notify unit staff of the clothing description the client will wear while off campus. Staff will complete the Transportation Fax (225-5030d, attached) verifying this information.
8. Prior to the outing occurring, escorting staff will review the approved MSOP CPS Off-Campus Activity Request Form and sign the form affirming they understand the parameters of the activity.
9. Escorting staff must ensure:
 - a) the transport fax is sent;
 - b) the client description card matches what each client is wearing;
 - c) the client information report is in the assigned vehicle;
 - d) the count coordinator is contacted prior to leaving; and
 - e) they follow MSOP Division Policy 415-5090, "Transports."
10. Escorting staff will ensure the MSOP cell phone is turned on and placed at the loudest standard ring tone during the entire trip. Escorting staff will periodically check the cell phone at each location to ensure the phone is in working condition and there is cell phone coverage. In the event a location does not have adequate cell coverage, the escorting staff will immediately contact the MSOP officer of the day (OD) *via* land line telephone or any other available means.
11. Escorting staff will check in hourly with the count coordinator. Exceptions to the hourly check-in may occur when there is one escorting staff on trips occurring outside a 45-mile radius. Escorting staff will contact the count coordinator when leaving the CPS Unit and again when arriving at the location.
12. 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 not able to use the phone to call for help, a client may assist in making an emergency call.
13. Escorting staff will complete an incident report for any concerns with the off-campus trip.
14. Upon returning to the CPS Unit, clients and escorting staff will meet and complete an Off-Campus Activity Review Form (225-5030c, attached) and place it in the CPS Unit Director's mailbox. The CPS Unit Director will forward reviewed Off-Campus Activity Review Forms to the clients' primary therapists.

D. Suspension of Programming

1. Any staff member may notify the unit director (UD) or officer of the day (OD) to suspend on- or off-campus programming if a client exhibits behaviors suggesting an increased risk for the client, staff or community.
2. The OD or UD will immediately notify by phone the Reintegration Director, clinical director, and/or administrator on call with the request to make changes to the client's programming status.

3. If approved, the UD or OD will immediately update the client's Phoenix status to reflect "Hold" and complete an incident report.
 4. If the request is approved, the OD or UD will notify the administrator on call. The administrator on call will immediately send an e-mail notification to the facility director, clinical director, Reintegration Director, clinical supervisor and security director indicating a change was made to a client's programming status.
 5. CPS unit staff will notify the client his or her programming on- or off-campus has been placed on hold.
 6. Clients on hold status will have CPS standard movement.
 7. Staff will complete incident reports as per MSOP Division Policy 410-5300, "Incident Reports."
 8. The treatment team will review the suspension of programming within three business days and either reinstate programming, develop appropriate treatment assignments or rescind full privileges.
- E. If a client is placed at the Forensic Nursing Home and meets expectations of this policy, he/she may be supported by the MSOP clinical team to continue using approved privileges. The process for approving privileges is outlined above in this policy.

REVIEW: Annually

REFERENCES: MSOP Policy 602.010, "Community Preparation Services"
Security Policy 602.030, "Global Positioning System for Community Preparation Services"
MSOP Policy 104.467, "Imprest Cash Funds"
MSOP Procedure 104.467SP, "Imprest Cash User Authorization"
MSOP Division Policy 225-5030, "Programming Outside the Secure Perimeter"
MSOP Division Policy 415-5090, "Transports"
MSOP Division Policy 410-5300, "Incident Reports"
MSOP Division Security Policy 415-5310, "Incident Command System"

ATTACHMENTS: MSOP Off-Campus Activity Request Form (225-5030b)
MSOP Off Campus Activity Review Form (225-5030c)
Transportation Fax (225-5030d)
MSOP Phase III Reintegration Path (602.010C)
Client Information Report (Phoenix report)
MSOP-SP Walk Path map (225-5030f)

SUPERSESSON: MSOP Policy 602.021, "Programming On and Off Campus," 9/2/14.
 All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

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Nancy A. Johnston, Executive Director
 Minnesota Sex Offender Program