

PROGRAMMING OUTSIDE THE SECURE PERIMETER

Minnesota Sex Offender Program

Issue Date: 10/6/15 Effective Date: 11/3/15 Policy Number: 225-5030

POLICY: MSOP provides accompanied and unaccompanied on-campus programming, and accompanied off-campus programming, to clients as a component of the treatment program.

AUTHORITY: MSOP Division Policy 225-5020, “Client Privilege Attainment – St. Peter”

APPLICABILITY: Minnesota Sex Offender Program (MSOP), St. Peter site, excluding Community Preparation Services (CPS).

PURPOSE: To provide a process for approved clients to participate in programming on and off the St. Peter campus.

DEFINITIONS:

Accompanied Off-Campus Programming – activities available to approved clients with direct line of sight and sound supervision by MSOP staff (as defined in training and in staff post orders), occurring outside the MSOP secure perimeter. Off campus programming is held within a 30-mile radius of St. Peter campus.

Accompanied On-Campus Programming – client activities with accompanying MSOP staff on the St. Peter Campus outside of the secure perimeter.

Designated Activity Support Peer – a client who has progressed sufficiently in treatment to have independent unaccompanied on-campus privileges and identified by the treatment team to be capable of assisting peers with unaccompanied on-campus programming.

Outing Review Team – an administrative panel established to review and approve all off-campus activities, comprised of the St. Peter MSOP Facility Director, St. Peter MSOP Facility Clinical Director, the Reintegration Director and a representative from the Office of Special Investigations. Designees may appear on behalf of members.

Transportation Fax – form completed by a staff member accompanying a client off the St. Peter Forensic Campus distributed via fax to law enforcement agencies in areas to be visited by the client.

Unaccompanied On-Campus Programming – client activities with no direct line of sight and sound supervision occurring on the St. Peter Campus within the approved boundaries outside the MSOP secure perimeter.

PROCEDURES:

- A. Accompanied On-Campus Programming
1. Clients must meet with the unit director to review and sign the Programming Outside the Secure Perimeter – Privilege Agreement (225-5030e-3060), attached) and are fitted with a GPS tag before scheduling any programming outside the secure perimeter.
 2. Approved clients may participate in two accompanied walks each week in addition to scheduled recreational opportunities.

3. The unit director or designee enters all approved activities into the CPS/Re-Integration Calendar in the Phoenix system.
4. Clients start and end all accompanied on-campus walks at the count coordinator's office. Escorting staff meet the clients at the count coordinator's office to check in and out of the facility.
5. Clients may access areas permitted by the MSOP-SP Walk Path Map (225-5030f), attached).
6. Trading Post
 - a) Clients may shop 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) All property must be sent directly to the Property Department.
7. Tomlinson
 - a) A client with unaccompanied on-campus privileges may participate in the activities without necessitating an increase in staffing ratios. (See section A.8., below.)
 - b) No more than 12 clients may attend at one time.
 - c) Staff must directly supervise the use of the fitness room.
8. The ratio for accompanied on-campus privileges will not exceed four clients to one staff.
9. Escorting staff must maintain direct line of sight and sound supervision (as defined in training and in staff post orders).
10. Staff may return clients to the secure perimeter at any time due to inclement weather, compromised safety and security, or inappropriate client behavior.
11. Staff must complete an incident report regarding any client behaviors requiring redirection. (See MSOP Division Policy 415-5300, "Incident Reports.")

B. Accompanied Off-Campus Programming

1. Approved clients may attend off-campus activities as scheduled by the unit director.
2. A client must review the off-campus programming request with his/her primary therapist before submitting an MSOP Off-Campus Activity Request Form (225-5030b), attached).
3. Clients must submit MSOP Off-Campus Activity Request Forms to the unit station by 10:00 PM on Sunday for activities occurring the following Sunday or later.
4. The treatment teams:
 - a) review and discuss the client requests, considering staffing, surveillance and other issues; and

- b) complete and sign appropriate sections of the MSOP Off-Campus Activity Request Form, indicating:
 - (1) support or non-support for the activity or deferral to the Outing Review Team;
 - (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 Procedure 104.467SP, "Imprest Cash User Authorization"](#)); and
 - (4) other comments possibly useful to the Outing Review Team.
5. Staff must bring all MSOP Off-Campus Activity Request Forms to the administrative specialist designated by the facility director.
6. The Outing Review Team reviews the MSOP Off-Campus Activity Request Form, completes and signs the appropriate sections indicating whether the team approves, denies, or defers to the MSOP Executive Director.
7. The Outing Review Team returns all signed MSOP Off-Campus Activity Request Forms to the administrative specialist who:
 - a) enters off-campus activities into the CPS/Reintegration section in Phoenix;
 - b) gives the client a copy of the MSOP Off-Campus Activity Request Form; and
 - c) takes the approved MSOP Off-Campus Activity Request Form to the Count Coordinator's office.
8. The count coordinators:
 - a) review to make sure outings are showing under "New Checkout" in the Phoenix system;
 - b) enter the departure time and estimated return time into the Phoenix system;
 - c) reserve a vehicle for the outing and enter the required information in the "Pending Checkout" in the Phoenix system; and
 - d) create a folder with client information and outing review forms for the escorting staff to review prior to the outing.
9. Escorting staff must ensure completion of all transportation faxes ([225-5030d, "Transport Fax,"](#) 225-5030d, attached).
10. At least two specially-trained staff (one of whom is a security counselor) must attend all community outings. This ratio will not exceed four clients to two staff.
11. Staff may not wear uniform shirts, jackets or hats on community outings.
12. Escorting staff review and sign the MSOP Off-Campus Activity Request Form and ensure activities follow the exact order listed on the MSOP Off-Campus Activity Request Form.

13. Escorting staff must 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 programming plan and notify the officer of the day (OD) when cell coverage resumes.
14. Staff may only use facility-issued vehicles and communication devices when transporting clients or providing coverage. Staff may not possess personal communication devices when transporting clients or providing coverage.
15. Escorting staff must maintain direct line of sight and sound of clients during the off-campus activity.
16. Escorting staff must ensure clients return from the outing by the designated return time.
17. 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.
18. Escorting staff must notify the OD immediately of any client behavior requiring an immediate return to the secure perimeter.
19. Upon returning from the activity, clients and escorting staff must complete the MSOP Off Campus Activity Review Form (225-5030c), attached) and forward it to the primary therapist or designee. The primary therapist or designee reviews the form summarizes 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.

C. Unaccompanied On-Campus Programming

1. All clients initially start unaccompanied on-campus programming with a designated activity support peer.
2. The team determines the number of hours (not to exceed 16 hours per week) a client can participate in unaccompanied on-campus programming, and the need for a support peer.
3. All clients on unaccompanied walks must return to the secure perimeter one hour prior to sunset, (except for on-campus vocational opportunities). Clients with unaccompanied walk privileges may attend programming after sunset with other groups escorted by staff without affecting the coverage ratios, but they must remain in direct line of sight and sound of staff.

D. Processing Clients for Programming Outside the Secure Perimeter

1. The unit director or designee enters all approved activities into the Phoenix CPS/Re-Integration Calendar.
2. Escorting staff and clients must report to the count coordinator's office prior to the on-campus accompanied programming schedule.
3. The count coordinator verifies the client's ID badge and ensures the client's GPS transmitter is in place.
4. The count coordinator verifies the client's activity is listed in the scheduled appointments query.

5. The count coordinator enters the client's clothing description, name(s) of staff supervising the activity, and specified contact information into the Phoenix system.
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 and escorting staff report to the Shantz Sally Port. Clients must show their green ID cards to Control Center staff.
8. Control Center staff verify the names and pictures on the green ID cards match the clients. Clients leaving for accompanied programming are not allowed to go through the sally port unless accompanied by staff.
9. Shantz Control Center staff must review the Client Check Out on the Phoenix system to verify the count coordinator has processed the clients.
10. Clients must report to the count coordinator upon return to the secure perimeter. The count coordinator must monitor designated client return times.
11. If a client does not return by his or her designated return time, the count coordinator calls Shantz Control to see if visual contact can be made.
 - a) If Shantz Control staff cannot visually verify the client, they radio escorting staff and ask them to return to Shantz Control within five minutes.
 - b) If the escorting staff do not answer the radio, or if the party does not return to Shantz Control within five minutes, Shantz Control staff initiate an incident command system (ICS) response. (Refer to MSOP Division Security Policy 415-5310, "Incident Command System (ICS).")

E. Client Responsibilities for Programming Outside the Secure Perimeter

1. Clients with accompanied on-campus privileges must submit a client request form to their treatment teams at the beginning of each quarter, with a list of times for on-campus programming. Clients are limited to two accompanied on-campus walks per week (excluding Tomlinson and Special Activities).
2. Clients with accompanied off-campus privileges must submit an MSOP Off-Campus Activity Request Form to the unit station by 10:00 PM on Sunday at least seven days prior to the activity.
3. Clients with unaccompanied on-campus privileges must submit a client request form to their treatment teams at the beginning of each quarter with a list of times for on-campus programming.
4. Clients must follow movement guidelines and report to the count coordinator's office 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, attached) at all times while participating in on-campus-based programming.
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 with an assigned on-campus activity support peer must remain with that peer from the time they leave the secure perimeter until they return to the secure perimeter at the end of their activity.
11. Clients must manage their time appropriately and return to Shantz Control reception area within the secure perimeter by the designated return time.
12. Clients must complete the MSOP Off Campus Activity Request Form, the MSOP Off Campus Activity Review Form, and any additional documentation related to outings, as outlined by their treatment teams.
13. Clients must process experiences from activities with their treatment groups, at treatment community meetings, and with their primary therapists.
14. Clients may not engage in extended conversation with non-MSOP clients or staff while on the St. Peter Campus.
15. Clients must continue to actively participate in treatment and follow their treatment plans.
16. Clients must submit to random and targeted drug and alcohol testing as determined by MSOP staff. (See MSOP Policy 303.013, "Client Drug Testing.")

F. Suspension of Programming

1. Any member of the treatment team may temporarily suspend a client's programming 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 director (UD) or officer of the day (OD) to place the client's programming outside the secure perimeter on hold in Phoenix. Clients on hold may not participate in programming outside the secure perimeter until the treatment team meets to discuss the status of their privileges.
3. The OD or UD sends an e-mail to all ODs, the facility director, the facility clinical director, the facility security director, the security program manager, and the reintegration program manager about the change in the client's programming 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 programming outside the secure perimeter is placed on hold.

7. Staff must complete an incident report describing the behaviors resulting in the suspension of programming outside the secure perimeter, including information about the client's notification of the programming hold.
 8. The treatment team reviews suspension of programming within three business days and either reinstate the privileges, develop appropriate treatment assignments, or rescind full privileges.
- G. If a client is transferred to the Forensic Nursing Home and meets the expectations of this policy, he/she may be supported by the MSOP clinical team to continue to utilize approved privileges. The process for approving privileges is reviewed as outlined above in this policy.

REVIEW: Annually

REFERENCES: MSOP Policy 303.010, "Client Behavioral Expectations"
MSOP Division Security Policy 415-5020, "Escape Response"
MSOP Division Policy 410-5050, "Client Movement"
MSOP Division Policy 225-5121, "Programming On and Off Campus"
MSOP Policy 302.100, "Visiting"
MSOP Division Policy 225-5160, "CPS Client Visits"
MSOP Procedure 104.467SP, "Imprest Cash User Authorization"
MSOP Division Policy 415-5300, "Incident Reports"
MSOP Division Security Policy 415-5310, "Incident Command System (ICS)"
MSOP Security Policy 602.030, "Global Positioning System for Community Preparation Services"
MSOP Policy 303.013, "Client Drug Testing"

ATTACHMENTS: MSOP Off Campus Activity Request Form (225-5030b)
MSOP Off Campus Activity Review Form (225-5030c)
Transport Fax (225-5030d)
Programming Outside the Secure Perimeter – Privilege Agreement (225-5030e-3060)
MSOP-SP Walk Path map (225-5030f)

SUPERSESSION: MSOP Policy 600.030, "Programming Outside the Secure Perimeter," 2/3/15.
 All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

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 Minnesota Sex Offender Program