

CLIENT MOVEMENT OUTSIDE THE SECURE PERIMETER

Minnesota Sex Offender Program

Issue Date: 7/2/24 Effective Date: 8/6/24 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.

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– members of the administrative team established to review and approve all client activities outside the secure perimeter, comprised of the facility director, facility clinical director, facility security director, and the facility director of clinical programming. 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. Clients residing in the secure perimeter are not eligible for activities outside the secure perimeter, unless approved by the St. Peter Facility Clinical Director in consultation with the Facility Director.
- B. Prior to approving 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. A Community Preparation Services (CPS) 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 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."

C. Accompanied On-Campus Movement

1. Clients start and end all accompanied on-campus walks at the Shantz Control Center. Escorting staff meet the clients at the 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).

D. Accompanied Off-Campus Movement

1. The client meets with the unit recreation therapist to develop the client's off-campus activity and completes an Off-Campus Activity Request (225-5030b) and (if applicable) an Off-Campus Budget Form (225-5122b). The unit recreation therapist/designee brings the form(s) to the facility director of clinical programming for consultation.
2. The unit recreation therapist/designee brings the form(s) to the treatment team.
 - a) The treatment team reviews and discusses the client request, considering staffing, surveillance, and other issues.
 - (1) If the team recommends significant changes to the outing, the unit recreation therapist/designee brings the forms to the facility director of clinical programming for consultation.
 - (2) The unit recreation therapist/designee brings the form(s) back to the treatment team for review.
 - b) A treatment team member submits the completed Off-Campus Activity Request (225-5030b) to the unit group supervisor.
 - c) The unit group supervisor completes and signs appropriate sections of the Off-Campus Activity Request (225-5030b), indicating:
 - (1) support or non-support for the activity;
 - (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 Outing Review Team.
3. The unit group supervisor/designee consults with the Office of Special Investigations (OSI) to determine if there are concerns with the client attending the outing. The operations supervisor notes any OSI concerns on the Off-Campus Activity Requests (225-5030b). If the client is under Department of Corrections supervision and/or community corrections, OSI reviews the client's conditions of release/sentencing order with the assigned supervising agent.
4. The unit group supervisor/designee emails the Outing Review Team and OSI all supported and non-supported Off-Campus Activity Requests (225-5030b).

5. The Outing Review Team reviews the Off-Campus Activity Request (225-5030b), and a member of the Outing Review Team replies to all on the email, indicating whether the team approves, denies, or defers to the facility director. The unit group supervisor documents responses on the Off-Campus Activity Request (225-5030b).
6. The unit group supervisor bring the original Off-Campus Activity Request (225-5030b) to meet with a member of the Outing Review Team. The Outing Review Team member completes and signs the appropriate sections confirming whether the team approves or denies the outing request and returns it to the unit group supervisor.
7. The unit group supervisor:
 - a) enters approved off-campus activities into the CPS Calendar in Phoenix;
 - b) notifies the CPS Operations Manager/designee of the approved outing for GPS scheduling;
 - c) provides the client a copy of the Off-Campus Activity Request (225-5030b); and
 - d) delivers the approved Off-Campus Activity Request (225-5030b) to the Shantz Control Center.
8. The count coordinator:
 - a) ensures the time and date of the activity, with all approved stops in chronological order, is included as a “New Checkout” in Phoenix;
 - b) ensures the Off-Campus Activity Request (225-5030b) is complete and accurate. If information/signatures are missing, the count coordinator calls the unit group supervisor or the facility officer of the day (OD);
 - c) enters the departure time and estimated return time into Phoenix, if not already entered;
 - d) reserves a vehicle for the activity and enters the required information in the “Pending Checkout” in Phoenix;
 - e) provides escorting staff with the Client Information Report (Phoenix) and a copy of the Off-Campus Activity Request (225-5030b) prior to exiting the facility; and
 - f) upon client return, enters the return time to complete the checkout and completes the corresponding open treatment event in Phoenix.
9. The unit group supervisor/designee consults with the facility director of clinical programming and assigns two staff to escort clients on all community outings. Ratio must not exceed four clients to two staff.
10. Staff must not wear uniform shirts, jackets, or hats on community outings.
11. Escorting staff review and sign the Off-Campus Activity Request (225-5030b) and ensure activities follow the order listed on the Off-Campus Activity Request (225-5030b) without deviation.
12. 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 location on the activity plan and notify the OD when cell coverage resumes.

13. Staff may only 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.
14. Escorting staff must maintain direct line of sight and sound of clients during the off-campus activity.
15. Escorting staff ensure clients return from the outing by the designated return time. If a client will be returning late, escorting staff must immediately notify the count coordinator.
16. Staff may end the outing and return client(s) to the secure perimeter prior to the designated return time due to inclement weather, compromised safety and security, or inappropriate client behavior.
17. Escorting staff must notify the OD immediately of any client behavior requiring an immediate return to the secure perimeter.
18. Upon returning from the activity, clients and escorting staff must complete the Off Campus Activity Review Worksheet (225-5030c) and (if applicable) an Off-Campus Budget Form (225-5122b) and forward to the primary therapist/designee. The primary therapist/designee reviews the form and summarizes the client's participation in an Individual Progress Note (215-5007d-4020) (Phoenix). Once the note is completed, the primary therapist/designee must securely destroy the hardcopies.
19. 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).

E. 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.

F. Processing Clients for Activities Outside the Secure Perimeter

1. The unit group supervisor/designee enters all approved activities into the Phoenix CPS Calendar.
2. Escorting staff and clients must report to the 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 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 the designated return time, the count coordinator radios escorting staff and directs them to return to Shantz Control Center. If the escorting staff do not answer the radio, or if the party does not return to the Shantz Control Center, 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 the designated return time, the count coordinator initiates an ICS to search for the client. (Refer to MSOP Division Security Policy 415-5020, "Escape Response.")

G. 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 proposed times for on-campus activities. Clients are limited to two accompanied on-campus walks per week. The St. Peter Facility Clinical Director must approve all additional activities.
2. Clients with accompanied off-campus movement work with a recreation therapist/designee to submit an 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 the 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 their 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 the Shantz Control Center reception area within the secure perimeter by the designated return time.

11. Clients must complete the Off Campus Activity Request (225-5030b) and the Off Campus Activity Review Worksheet (225-5030c) along with any additional documentation related to activity as requested 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 CPS clients, 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.")
16. Clients choosing to not attend a scheduled activity must notify staff at least 30 minutes prior to the event and provide a reason for the cancellation. Staff complete a Communication Log (410-5075a) (Phoenix) entry with the information and notify the count coordinator.

H. 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 H.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, and documents via an Incident Report (410-5300a) (Phoenix).

REVIEW: Biennially

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”
MSOP Division Policy 410-5075, “Communication Log”

ATTACHMENTS: Off Campus Activity Request (225-5030b)
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)
Off-Campus Budget Form (225-5122b)

SUPERSESSSION: MSOP Division Policy 225-5030, “Client Movement Outside the Secure Perimeter,”
2/1/22.
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