# CHAPTER 2920 DEPARTMENT OF CORRECTIONS ADULT HALFWAY HOUSES

2220.0100   DEFINITIONS.   220.4000   ORLENTATION.     2220.01500   DEFINITIONS.   220.400   ORLENTATION.     220.01500   PROCESS REPORTS.   220.400   COMPLETION OF OR TERMINATION FROM     220.01500   PROCEDURES FOR ORIGINAL APPLICATION   PROGRAM.     220.01500   OF LICENSE   220.400   SERVICE PLAN.     220.01500   OF LICENSE   220.4000   SERVICE PLAN.     220.01500   OF LICENSE   220.4000   SERVICE PLAN.     220.0100   OF LICENSE   220.500   SERVICE PLAN.     220.0100   VARIANCE OF SPECIFIC RULE.   220.500   NURCH TO AREAD WORK     220.0100   AVAIANCE OF SPECIFIC RULE.   220.500   NUTRITION AND FOOD     220.1100   YARIANCE OF SPECIFIC RULE.   220.500   NURTIFION AND FOOD     220.1100   AVAIANCE OF SPECIFIC RULE.   220.500   IDITIARY SERVICE.     220.1100   AVAIANCE OF AND AUTHORITY FOR AULT HALFWAY HOUSES   220.500   DISCIPLINE AND DEVILIARY ACTION.     220.100   POLICY MARING.   220.500   DISCIPLINE AND EVALUES.     220.100   POLICY MARING.   220.500   DISCIPLINARY ACTION.     220.100   POLICY MARING.   220.500   DISCIPLINARY ACTION.     220.100   POLICY MARING.   220.500   <		DEFINITIONS	2920.4400	ADMISSION FORM.
2320.0200       INTRODUCTION.       2920.8300       PROCENUES         2320.0300       PROCEDURES       2920.8400       COMPLETION OF OR TERMINATION FROM PROCEDURES FOR ORIGINAL APPLICATION FOR LICENSE.       2920.8400       SERVICE PLAN.         2320.0300       REVOCATION, SUSPENSION, AND DENIAL 000       PROCEDURES       2920.8400       SERVICE PLAN.         2320.0400       REVOCATION, SUSPENSION, AND DENIAL 000       PROCENAM.       You work ASSIGNMENTS AND WORK PROCENAM.         2320.1100       VARIANCE OF SPECIFIC RULE.       2920.500       NUTRITION AND FOOD         2320.1200       STUDY OF APPLICATION.       2920.500       HOUSE RULES.         2320.1300       INITATION ON LICENSE EXERVAL.       2920.500       NUTRITION AND FOOD         2320.1400       APPEAL PROCEDURE       2920.500       DIETARY SERVICE.         2320.1300       INITATION ON LICENSE EXERVAL.       2920.500       NUMBER OF MEALS PROCEDURES         2320.1400       LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES       2920.500       DISCIPLINE AND DISCIPLINARY ACTION.         2320.100       MEETINGS TO BE HELD.       2920.500       DISCIPLINE AND DISCIPLINARY ACTION.         2320.100       MEETING STOREAL       2920.500       DISCIPLINE AND DISCIPLINARY ACTION.	2020 0100	DEFINITIONS	2920.4600	ORIENTATION.
JUDENSING PROCEDURES       JUDENSING PROCEDURES         2920.0500       PROCEDURES FOR ORIGINAL APPLICATION FOR LICENSE.       PROGRAM.         2920.0500       PROCEDURES FOR ORIGINAL APPLICATION FOR LICENSE.       PROGRAM.         2920.0500       REVOCATION, SUSPENSION, AND DENIAL OF LICENSE.       2920.4900       SERVICE PLAN.         2920.0500       RESTRICTION OF USE OF COMMUNITY CORRECTIONAL FACILITY.       2920.1500       INVOLVEMENT OF RESIDENT IN FAMILY AND COMMUNITY AFAIRS.         2920.1000       STUDY OF APPLICATION CORMISSIONER'S ACTION.       2920.500       HOUSE RULES.         2920.1001       NOTICE TO APPLICATION OF COMMISSIONER'S ACTION.       2920.500       NUTRITION AND FOOD         2920.1100       NOTICE TO APPLICATION OF COMMISSIONER'S ACTION.       2920.500       COMPLIANCE WITH LAW.         2920.1100       LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES       2920.500       NUMBER OF MEAL PROCEDURES         2920.2100       RECORD MAINTENANCE.       2920.500       SUSPENTION, ALPOSESSIONS, SUSPENSION.       SUSPENSION, AND APPLICATION OR CONSTITUTION.         2920.2200       MAINGOEMENT, GENERAL 2920.2000       PRULACTION OF TAX STATUS.       2920.500       SUSPENSION, AND APPLICATION OR CONSTITUTION.         2920.2200       MAINGOEMENT, GENERAL 2920.2300       SUSPENSION, AND APPLICATION OR CONSTITUTIO				PROGRESS REPORTS.
2920.0500 FOR CEDURES FOR ORIGINAL APPLICATION FOR LICENSE.   PROGEAM     2920.0600 FOR LICENSE.   SER VICE PLAN     2920.0600 FOR LICENSE.   SER VICE PLAN     2920.1000 FOR STUDY OF APPLICATION.   SER VICE PLAN     2920.1100 StuDy OF APPLICATION.   SER VICE PLAN     2920.1200 FOR ANTICH A PAPELAL PROCEDURE   2920.500 FOR ANTICH AND ADMINISTRATION OF ADULT HALFWAY HOUSES   SER CICENTIAN AND FOOD     2920.1200 FOR ANTICH ALFWAY HOUSES   SER CICENTIAN AND ADMINISTRATION OF ADULT HALFWAY HOUSES   SER CICENTIAN AND ADMINISTRATION OF ADULT HALFWAY HOUSES     2920.1200 FOR ANTICHS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES   SER CICINAN PRIVILEOE SUSPENSION     2920.2000 SUSPENSION CONSTITUTION.   SECURITY PROCEDURES     2920.2000 CONSTITUTION.   SECURITY PROCEDURES     2920.2001 SUSPENSION CONSTITUTION.   SECURITY PROCEDURES     2920.2001 SUSPENSION CONSTITUTION.   SECURITY PROCEDURES.     2920.2002 SUSPENSION CONSTITUTION.   SECURITY PROCEDURES.     2920.2003 SUSPENSION CONSTITUTION.   SECURITY PROCEDURES.     2920.2004 SUSPENSION CONFLICENTER SATELIS   SECURITY PROCEDURES.     29	2920.0200	INTRODUCTION.	2920.4800	COMPLETION OF OR TERMINATION FROM
POR LICENSE   2920.4800   SERVICE PLAN.     2920.0800   REVOCATION, SUSPENSION, AND DENIAL   2920.500   SERVICE PLAN.     2920.1000   RESTRICTION OF LICENSE.   2920.500   NOW CR ASSIGNMENTS AND WORK     2920.1000   RESTRICTION OF USE OF COMMUNITY   2920.5100   WORK ASSIGNMENTS AND WORK     2920.1000   VARIANCE OF SPECIFIC RULE.   2920.5200   HOUSE RULES.     2920.1100   VARIANCE OF SPECIFIC RULE.   2920.5200   NUTRITION AND FOOD     2920.1200   COMMISSIONER'S ACTION.   2920.500   DIETARY SERVICE.     2920.1200   DEGAL STATUS OF AND AUTHORITY FOR   2920.500   DIETARY SERVICE.     2920.1200   PUBLICATION OF TAX STATUS.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2000   MEETINGS TO BE HELD.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2001   MEETINGS TO BE HELD.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2001   MEETINGS TO BE HELD.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2001   MEETINGS TO BE HELD.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2001   MEETINGS TO BE HELD.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2001   MEETINGS TO BE HELD.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.		LICENSING PROCEDURES		PROGRAM.
2920.0800       CONDITIONS OF LICENSE.       2920.4900       SERVICE PLAN.         2920.0900       REVOCATION, SUSPENSION, AND DENIAL       2920.1000       RESTRICTION OF USE OF COMMUNITY         2920.1000       RESTRICTION OF USE OF COMMUNITY       2920.1000       RESTRICTION OF USE OF COMMUNITY         2920.1100       VARIANCE OF SPECIFIC RULE.       2920.500       HOUSE RULES.         2920.1100       VARIANCE OF SPECIFIC RULE.       2920.500       HOUSE RULES.         2920.1100       ORTICE TO APPLICATION       2920.500       COMPLIANCE WITH LAW.         2920.1100       ORGANIZATION AND ADMINISTRATION       2920.500       DIETARY SERVICE         0 FADULT HALFWAY HOUSES       2920.500       DIETARY SERVICE       2920.500         2920.1000       LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.       2920.500       DISCIPLINARY ACTION.         2920.1000       PUBLICATION OF TAX STATUS.       2920.500       DISCIPLINARY ACTION.         2920.2000       MECORD MAINTENANCE.       2920.500       DISCIPLINARY ACTION.         2920.2000       MECORD MAINTENANCE.       2920.500       DISCIPLINARY ACTION.         2920.2000       MECORD MAINTENANCE.       2920.500       DISCIPLINARY ACTION.         2920.200	2920.0500			PROGRAM
2220.0000   REFUCATION, SUSPENSION, AND DENIAL OF LICENSE.   2920.5000   INVOLVEMENTO OF RESIDENT IN FAMILY AND COMMUNITY AFFAIRS.     2220.100   REFUCATION, SUSPENSION, AND DENIAL OF LICENSE.   2920.500   INVOLVEMENTO OF RESIDENT IN FAMILY AND COMMUNITY AFFAIRS.     2220.100   REFUCATION OF USE OF COMMUNITY CORRECTIONAL FACILITY.   2920.500   INVOLVEMENTS AND WORK PROCEMAN.     2220.100   STUDY OF APPLICATION.   2920.500   NUTRITION AND FOOD     2220.100   STUDY OF APPLICATION   2920.500   NUTRITION AND FOOD     2220.100   NOTCE TO APPLICATIOF COMMISSIONER'S ACTION.   2920.500   NUTRITION AND FOOD     2220.100   NOTCE TO APPLICATION ON LICENSE RENEWAL.   2920.500   NUMBER OF MEALS PER DAY.     2220.100   REGORD MAINTERATION OF ADULT HALFWAY HOUSES   2920.500   DISCIPLINAER ANT ACTION. ROM RESTINCTION, AND PRIVILEGE SUSPENSION.     2202.100   RECORD MAINTENANCE.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION. ROM RESTRICTION, AND PRIVILEGE SUSPENSION.     2202.200   MANAGEMENT; GENERAL.   2920.500   DISCIPLINES.     2202.200   MANAGEMENT; GENERAL.   2920.500   SEACCHES.     2202.200   MANAGEMENT; GENERAL.   2920.600   FRESCAL MANAGEMENT OF ADULT HALFWAY HOUSES     2202.200   MONTIORING SYSTEM.   2920.600   FRESCAL MANAGEMENT; GENERAL.     2202.200   OMPLIA			2920 4900	SERVICE PLAN
2920.1000   OF LICENSE   AND COMMUNITY   AND COMMUNITY AFFAIRS     2920.1000   RESTRUCTION OF USE OF COMMUNITY   2920.100   WORK ASSIGNMENTS AND WORK     2020.1000   VARIANCE OF SPECIFIC RULE.   2920.200   WORK ASSIGNMENTS AND WORK     2020.1000   VARIANCE OF SPECIFIC RULE.   2920.200   RELICION.     2020.1000   STUDY OF APPLICATION.   2920.200   RELICION.     2020.100   ORGANIZATION AND ADMINISTRATION   2920.500   INTRATION AND ADMINISTRATION     0   ORGANIZATION AND ADMINISTRATION   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2020.1000   REGAL STATUS OF AND AUTHORITY FOR   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2020.2000   RECORD MAINTENANCE.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2020.2001   RECORD MAINTENANCE.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2020.2001   RECORD MAINTENANCE.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     2020.2001   RECORD MAINTENANCE.   2920.500   DISCIPLIANCE     2020.2001   RECORD MAINTENANCE.   2920.500   PERSONAL POSSESSIONS.     2020.2001   MANAGEMENT OF ADULT HALFWAY HOUSES   2920.600   PERSONAL POSSESSIONS.     2020.2000   MANAGEMENT OF ADULT HALFWAY HOUSES   2920.600   PERSONAL POSSESIONS. <td></td> <td></td> <td></td> <td></td>				
1920.1000   RESTRICTION OF USE OF COMMUNITY CORRECTIONAL FACILITY.   2920.5100   WORK ASSIGNMENTS AND WORK     1920.1100   VARIANCE OF SPECIFIC RULE.   2920.5300   RELIGION.     1920.1200   STUDY OF APPLICATTOR   2920.5300   RELIGION.     2920.1300   NOTICE TO APPLICATTON COMMISSIONER'S ACTION.   2920.5300   RELIGION.     2920.1400   APPEAL PROCEDURE.   2920.5400   COMPLIANCE WITH LAW.     2920.1500   LIMITATION ON LICENSE RENEWAL.   2920.5500   NUTRITION AND ADMINISTRATION OF ADULT HALFWAY HOUSES     2920.1900   POLICY MAKING.   2920.5700   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2000   MEETINGTO DE HELD.   2920.5700   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2100   RECORD MAINTENANCE.   2920.5700   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2000   MEETINGTO DE HELD.   2920.5000   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2000   MANAGEMENT, GENERAL   2920.5000   SECURITY PROCEDURES.     2920.2000   CONSTITUTION   2920.500   DISCIPLINE AND SIGNIS.     2920.2000   COMPLIANCE   2920.500   SECURITY PROCEDURES.     2920.2000   COMPLIANCE   2920.500   SECURITY PROCEDURES.     2920.2000   COMPLIANCE   2920.500   SECURITY PROCEDURES.     2920.2000 </td <td>2920.0900</td> <td></td> <td></td> <td></td>	2920.0900			
220.1100   CORRECTIONAL FACILITY:   PROGRAM.     2920.1100   VARIANCE OF SPECIFIC RULE.   2920.5200     2920.1200   STUDY OF APPLICATION.   2920.5300     2920.1300   NOTICE TO APPLICATION.   2920.5300     2920.1400   APPELCATION.   2920.500     ORGANIZATION AND ADMINISTRATION   2920.500   COMPLIANCE WITH LAW.     2920.1300   ORGANIZATION AND ADMINISTRATION   2920.5000   NUTRITION AND FOOD     0 F ADULT HALFWAY HOUSES   2920.5000   NUMBER OF MEALS PER DAY.     2920.1300   DEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.   2920.5000   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2000   MEETINGS TO BE HELD.   2920.5000   SECURITY PROCEDURES.     2920.2100   RECORD MAINTENANCE.   2920.5000   SECURITY PROCEDURES.     2920.2000   MEETINGS TO BE HELD.   2920.5000   SECURITY PROCEDURES.     2920.2000   MEETINGS TO BE REAL   2920.6000   PERSONAL POSSESIONS.     2920.2000   MANAGEMENT, GENERAL   2920.6000   PERSONAL POSSESIONS.     2920.2000   MANNAGEMENT, GENERAL   2920.6000   PERSONAL POSSESIONS.     2920.2000   MANNAGEMENT, GENERAL   2920.6000   PERSONAL POSSESIONS.     2920.2000   PERSONNEL   2920.6000   PERSONAL POSSESIONS.	2020 1000		2920.5100	WORK ASSIGNMENTS AND WORK
1920.1100   VARIANCE OF SPECIFIC RULE.   2920.5300   HOUSE RULES.     1920.1200   STUDY OF APPLICATION.   2920.5300   RELIGION.     1920.1300   NOTICE TO APPLICATION.   2920.5300   RELIGION.     1920.1300   APPEAL PROCEDURE   2920.5400   COMPLIANCE WITH LAW.     1920.1400   APPEAL PROCEDURE   2920.5400   COMPLIANCE WITH LAW.     1920.1500   LIMITATION ON LICENSE RENEWAL.   2920.5500   NUMBER OF MEALS PER DAY.     1920.1800   LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.   2920.5700   DISCIPLINE AND DISCIPLINARY ACTION.     1920.1900   POLICY MAKING.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     1920.1900   POLICY MAKING.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     1920.2100   RECORD MAINTENANCE.   2920.500   DISCIPLINE AND DISCIPLINARY ACTION.     1920.2200   MARTICLES OF INCORPORATION OR CONSTITUTION.   2920.500   PERSONAL POSSESSIONS.     1920.2300   MANAGEMENT GE AULA   2920.600   PERSONAL POSSESSIONS.     1920.2300   OPERATIONS MANUAL   2920.600   PHYSICAL FACILITY     1920.2300   ANNUAL WRITTEN BUDGET.   2920.600   FIRE SAFETY: POLICY AND PROCEDURES.     1920.3300   OPERATION AND AUTHORIZATION   2920.6000   BUILONERG ORDERES, PLANS <t< td=""><td>2920.1000</td><td></td><td></td><td>PROGRAM.</td></t<>	2920.1000			PROGRAM.
2920.1200   STUDY OF APPLICATION.   2920.5300   RELIGION.     2920.1300   NOTICE TO APPLICATION.   2920.5300   NUTRITION AND APPLICATION.     2920.1400   APPEAL.PROCEDURE.   2920.500   COMPLIANCE WITH LAW.     2920.1500   LIMITATION ON LICENSE RENEWAL.   2920.500   NUTRETTO APPLICATION.     2920.1500   LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES   2920.500   SPECIAL PROCEDURES     2920.100   LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.   2920.500   SPECIAL PROCEDURES     2920.200   MEETINGS TO BE HELD.   8000M RESTRICTION, AND ARTHONARCE.   2920.500     2920.200   MECORD MAINTENANCE.   2920.500   SECURITY PROCEDURES.     2920.200   ARTICLES OF INCORPORATION OR   2920.600   PERSIONAL POSSESSIONS.     2920.200   MANAGEMENT; GENERAL   2920.600   SEARCHES.     2920.200   MANAGEMENT OF ADULT HALFWAY HOUSES   2920.600   SEARCHES.     2920.200   MONITORING SYSTEM.   2920.600   PHYSICAL FACILITY     2920.300   MONTORING SYSTEM.   2920.600   SEARCHES.     2920.300   MANAGEMENT OF ADULT HALFWAY HOUSES   2920.600   SIASTERS AND EMERCENCES; PLANS AND PROCEDURES.     2920.300   MONTORING SYSTEM.   2920.600   SEARCHES.     2920.300   OPE	2920 1100		2920.5200	HOUSE RULES.
1292.1300   NOTICE TO APPLICANT OF COMMISSIONER'S ACTION.   NUTRITION AND FOOD     2920.1400   APPEAL PROCEDURE.   2920.5400   COMPLIANCE WITH LAW.     2920.1500   LIMITATION ON LICENSE RENEWAL.   2920.5500   DIETARY SERVICE.     SPECIAL PROCEDURE.   2920.5500   NUMBER OF MEALS PER DAY.     SPECIAL STATUS OF AND AUTHORITY FOR AUULT HALFWAY HOUSES.   2920.5700   DISCIPLINE AND DISCIPLINARY ACTION. ADULT HALFWAY HOUSES.     2920.2100   RECORD MAINTENANCE.   2920.5700   DISCIPLINE AND DISCIPLINARY ACTION. ADULT HALFWAY HOUSES.     2920.2100   RECORD MAINTENANCE.   2920.5700   DISCIPLINE AND DISCIPLINARY ACTION. ANTICLES OF INCORPORATION OR     2920.2100   RECORD MAINTENANCE.   2920.500   SECURITY PROCEDURES.     2920.2200   MANAGEMENT; GENERAL.   2920.6000   FERSONAL POSSESSIONS.     2920.2300   MANAGEMENT OF ADULT HALFWAY HOUSES   2920.6200   SEARCHES.     2920.2300   MANAGEMENT OF ADULT HALFWAY HOUSES   2920.6300   COMPLIANCE WITH LAWS.     2920.2300   OPERATIONS MANUAL   2920.6300   COMPLIANCE WITH LAWS.     2920.2300   ANNUAL WRITTEN BUDGET.   2920.6400   DISASTERS AND GROUNDS.     2920.3000   ANNUAL WRITTEN BUDGET.   2920.6500   DISASTERS AND GROUNDS.     2920.3000   ANNUAL WRITTEN BUDGET.   2920			2920.5300	RELIGION.
Notition Arb Pour290.1400APPEAL PROCEDURE.290.5400COMPLIANCE WITH LAW.2920.1500LIMITATION ON LICENSE RENEWAL.2920.5500DIETARY SERVICE.ORANIZATION AND ADMINISTRATION2920.5500NUMBER OF MEALS PER DAY.0ADULT HALFWAY HOUSESSPECIAL PROCEDURES2920.1900LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.2920.5700DISCIPLINE AND DISCIPLINARY ACTION. RESTRICTION, AND PRIVILEGE SUSPENSION.2920.2000MEETINGS TO BE HELD.2920.500SECURITY PROCEDURES.2920.2000MEETINGS TO BE HELD.2920.6000SUSPENSION.2920.2000MEETINGS TO BE HELD.2920.6000SECURITY PROCEDURES.2920.2000MEETINGS TO BE REAL.2920.6000PERSONAL POSSESSIONS.2920.2000MONITORING SYSTEM.2920.6000PUBLICATIONS GARDANUAL2920.2000OPERATIONS MANUAL2920.6200SEARCHES.2920.2000ANNUAL WRITTEN BUDGET.2920.6000FIRE SAFETY; POLICY AND PROCEDURES.2920.3000ANNUAL WRITTEN BUDGET.2920.6000FINANCIAL AUDIT.2920.3000ANNUAL WRITTEN BUDGET.2920.6000SILANCE WITH LAWS.2920.3000ANNUAL WRITTEN BUDGET.2920.6000FINANCIAL AUDIT.2920.3000ANNUAL WRITTEN BUDGET.2920.6000FINANCIAL AUDIT.2920.3000ANNUAL WRITTEN BUDGET.2920.6000EDROOMS, REQUIREMENTS.2920.3000ANNUAL WRITTEN BUDGET.2920.6000EDROOMS, REQUIREMENTS.2920.3000FINANCIAL AUDIT.2920.6000ED				NUTRING AND DOOD
2920.1500   LIMITATION ON LICENSE RENEWAL.   2920.5500   DIETARY SERVICE.     ORGANIZATION AND ADMINISTRATION OF ADULT HALFWAY HOUSES   2920.5500   NUMBER OF MEALS PER DAY.     2920.1800   LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.   2920.5800   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2000   MEETINGS TO BE HELD.   2920.5800   DISCIPLINE AND DISCIPLINARY ACTION.     2920.2000   MEETINGS TO BE HELD.   2920.5900   SECURITY PROCEDURES.     2920.2000   PUBLICATION OF TAX STATUS.   2920.6000   PERSONAL POSSESSIONS.     2920.2000   MANAGEMENT, GENERAL.   2920.6000   PERSONAL POSSESSIONS.     2920.2000   COMPLIANCE.   2920.6000   PERSONAL POSSESSIONS.     2920.2000   MANAGEMENT, GENERAL.   2920.6000   PERSONAL POSSESSIONS.     2920.2000   OPERATIONS MANUAL   2920.6000   PERSONAL POSSESSIONS.     2920.2000   COMPLIANCE.   2920.6000   FIRE SAFETY. POLICY AND PROCEDURES.     2920.3000   ANNUAL WRITTEN BUDGET.   2920.6000   FIRARY SERVICE.     2920.3000   ANNUAL WRITTEN BUDGET.   2920.6000   PUBLICAL AUDIT.     2920.3000   ANNUAL WRITTEN BUDGET.   2920.6000   EVINISHINGS PROVIDED EACH RESIDENT.     2920.3000   INSURANCE COVERAGE.   2920.7000   PERSONNEL POLICIES GENERAL.		COMMISSIONER'S ACTION.		NUTRITION AND FOOD
2920.1500LIMITATION ON LICENSE RENEWAL.2920.5500DIETARY SERVICE.ORGANIZATION AND ADMINISTRATION OF ADULT HALFWAY HOUSES2920.5600NUMBER OF MEALS PER DAY.2920.1800LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.2920.5700DISCIPLINE AND DISCIPLINARY ACTION. RESTRICTION, FACILITY RESTRICTION, AND PRIVILEGE SUSPENSION.2920.2000MECORD MAINTENANCE.2920.5700DISCIPLINE AND DISCIPLINARY ACTION. RESTRICTION, FACILITY RESTRICTION, AND PRIVILEGE SUSPENSION.2920.2000PUBLICATION OF TAX STATUS.2920.5900SECURTY PROCEDURES.2920.2000PUBLICATION OF TAX STATUS.2920.600PERSONAL POSSESSIONS.2920.2000PUBLICATION MANUAL2920.600PERSONAL POSSESSIONS.2920.2000MANGEMENT; GENERAL.2920.6200SEARCHES.2920.2000OPERATIONS MANUAL2920.6200SEARCHES.2920.2000OPERATIONS MANUAL2920.6200SEARCHES.2920.2000OPERATIONS MANUAL2920.6300COMPLIANCE WITH LAWS.2920.2000OPERATIONS MANUAL2920.6500FIRE SAFETY; POLICY AND PROCEDURES.2920.3000ANNUAL WRITTEN BUDGET.2920.6600FIRE SAFETY; POLICY AND PROCEDURES.2920.3000ANNUAL WRITTEN BUDGET.2920.6600FUNNISHINGS ROVIDED EACH RESIDENT.2920.3000ANNUAL WRITTEN BUDGET.2920.6600FUNNISHINGS ROVIDED EACH RESIDENT.2920.3000ANNUAL WRITTEN BUDGET.2920.6000FUNNISHING ROVAR.2920.3000ANNUAL WRITTEN BUDGET.2920.6000FUNNISHINGS ROVIDED EACH RESIDENT. <td>2920.1400</td> <td>APPEAL PROCEDURE.</td> <td>2920.5400</td> <td>COMPLIANCE WITH LAW.</td>	2920.1400	APPEAL PROCEDURE.	2920.5400	COMPLIANCE WITH LAW.
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JEP ADULT HALFWAY HOUSES     SPECIAL PROCEDURES       2920.1900     AGGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUSES.     2920.5700     DISCIPLINE AND DISCIPLINARY ACTION. ADULT MAKING.       2920.1900     POLICY MAKING.     2920.5700     RESTRICTION, AND PHVILEGE       2920.2000     MEEORD MAINTENANCE.     2920.5700     SECURITY PROCEDURES.       2920.2100     RECORD MAINTENANCE.     2920.5700     SECURITY PROCEDURES.       2920.2200     MANTORANCE.     2920.5700     SECURITY PROCEDURES.       2920.2300     PUBLICATION OF TAX STATUS.     2920.5700     SECURITY PROCEDURES.       2920.2400     MANGEMENT; GENERAL.     2920.600     PERSONAL POSSESSIONS.       2920.2500     MANAGEMENT, GENERAL.     2920.600     SEARCHES.       2920.2500     MONITORING SYSTEM.     2920.600     FIRE SAFETY; POLICY AND PROCEDURES.       2920.200     OPERATIONS MANUAL     2920.600     FIRE SAFETY; POLICY AND PROCEDURES.       2920.200     OMONITORING SYSTEM.     2920.600     FIRE SAFETY; POLICY AND PROCEDURES.       2920.300     ANNUAL WRITTEN BUDGET.     2920.600     BUILDINGS PROVIDED EACH RESIDENT.       2920.300     FINANCIAL AUDIT.     2920.600     BUILDINGS PROVIDED EACH RESIDENT.		ODCANIZATION AND ADMINISTRATION	2920.5600	NUMBER OF MEALS PER DAY.
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### DEFINITIONS

# 2920.0100 DEFINITIONS.

Subpart 1. Scope. Definitions, for the purpose of these rules, are as follows.

Subp. 2. Adult halfway house. "Adult halfway house" means any community-based residential facility, the primary function of which is to provide, through its own program or community resources, services to adults accused of, charged with, or convicted of a criminal offense.

Subp. 3. Adults. "Adults" are persons 18 years of age or over.

### 2920.0100 ADULT HALFWAY HOUSES

Subp. 4. Applicant. "Applicant" is any person(s), agency, or organization applying for a license or renewal of license under this rule.

Subp. 5. Commissioner. "Commissioner" shall mean the commissioner of the Minnesota Department of Corrections or a designee.

Subp. 6. Community correctional facility. "Community correctional facility" or "CCF" is any community-based facility, public or private, including group foster homes, juvenile halfway houses, adult halfway houses, and shelter facilities having residential component, the primary purpose of which is to serve persons placed therein by a court, court services department, parole authority, or other correctional agency having dispositional power over persons convicted of a crime or adjudicated to be delinquent.

Subp. 7. Community Corrections Advisory Board. "Community Corrections Advisory Board" is the governing body that is responsible for a comprehensive plan under the Community Corrections Act in a county or group of counties.

Subp. 8. Contraband. "Contraband" are those items designated by the CCF as prohibited on the physical premises of the facility.

Subp. 9. Corporal punishment. "Corporal punishment" means physical punishment, any kind of punishment inflicted on the body, such as whipping or slapping.

Subp. 10. Department of Corrections, department, DOC. "Department of Corrections," "department," or "DOC" shall mean Minnesota Department of Corrections.

Subp. 11. Facility administrator. "Facility administrator" refers to the administrator of the program, employed or appointed by the board or sponsoring agency, to implement its policies, programs, and treatment plans.

Subp. 12. Governing board/sponsoring agency. "Governing board/sponsoring agency" is the body which formulates the policies and procedures governing a community correctional facility, this body being composed, at a minimum, of the offices of president, secretary, and treasurer. In nonprofit corporations the administrator of the program shall not be a member of the board of directors. In addition, there may be an advisory board, where appropriate, including membership from the specific target group and the immediate neighborhood population, and additional membership according to the size and function of the individual program.

Subp. 13. License. "License" is a certificate issued by the commissioner authorizing the operator to provide specified services for a period of a year in accordance with the terms of the license, Minnesota Statutes, section 241.021, and the rules of the commissioner.

Subp. 14. Nonprofit corporation. "Nonprofit corporation" means a corporation formed for a purpose not involving pecuniary remuneration, directly or indirectly, to its shareholders or members as such.

Subp. 15. **Private corporation.** "Private corporation" includes any company, association, or body endowed by law with any corporate power or function, except such as are formed solely for public and governmental purposes, which shall be deemed public corporation.

Subp. 16. **Program.** "Program" is a plan, procedure, or activity for dealing with residents in a community correctional facility.

Subp. 17. [Repealed, 9 SR 1655]

Subp. 18. **Renewal license.** "Renewal license" is a license issued for a period after the period for which the license was originally issued and where there has been no intervening period during which a license has been revoked.

Subp. 19. Residential facility. "Residential facility" means any community correctional facility which regularly provides 24-hour-a-day care including food and lodging.

Subp. 20. Revocation of license. "Revocation of license" means that the operator of a facility shall no longer be authorized to provide services.

Subp. 21. Significant others. "Significant others" are persons who are important in the life of the resident.

# ADULT HALFWAY HOUSES 2920.0500

Subp. 22. Substantially conform. "Substantially conform" or substantial compliance as used in this part means compliance with 70 percent or more of all rules applicable to a facility's classification as stated herein, and, additionally, means compliance with 70 percent or more of all rules applicable to a facility's classification in each part of these rules. "Part" as used in this definition means the entire area or subject matter under a given rule, e.g., parts 2920.0100, 2920.0200.

Subp. 23. Supervising agent. "Supervising agent" is the parole/probation agent working with an individual resident or set of residents living in a single CCF.

Subp. 24. Suspension of license. "Suspension of license" means that the operator is not authorized to provide services for a specified period of time, or until the facility is found to be in substantial compliance with licensing requirements.

Subp. 25. **Target group.** "Target group" means a class of residents with a need for similar services arising primarily out of a particular type of disability, including but not limited to social disabilities resulting in contact with the correctional system.

Subp. 26. Treatment plan. "Treatment plan" is a design for helping the resident reach the goal of rehabilitation.

Subp. 26a. Variance. "Variance" is a waiver of a specific rule for a specified period of time.

Subp. 27. Waiver. "Waiver" is written permission from the commissioner to disregard a particular section of a licensing rule.

Subp. 28. Youth. "Youth" are persons under 18 years of age.

**Statutory Authority:** *MS s* 241.021 **History:** 9 *SR* 1655; 17 *SR* 1279

### 2920.0200 INTRODUCTION.

Subpart 1. Authority. Minnesota Statutes, section 241.021, subdivision 1, provides that the commissioner of corrections adopt rules establishing minimum standards for all correctional facilities throughout the state whether public or private, established and operated for the detention and confinement of persons detained or confined therein according to law except to the extent that they are inspected or licensed by other state regulating agencies. The rules which follow are minimum standards for all adult halfway houses.

Subp. 2. [Repealed, 9 SR 1655] Subp. 3. [Repealed, 9 SR 1655] Statutory Authority: *MS s 241.021* History: 9 SR 1655

2920.0300 [Repealed, 9 SR 1655]

2920.0400 [Repealed, 9 SR 1655]

# LICENSING PROCEDURES

### 2920.0500 PROCEDURES FOR ORIGINAL APPLICATION FOR LICENSE.

Subpart 1. Filing. New applicants shall file application to the commissioner of corrections at least 30 days prior to the date the facility expects to operate.

Subp. 2. Materials to be filed with applications. The materials to be filed with adult halfway house license applications are:

A. an application form provided by the commissioner;

B. current health inspection approval;

C. current fire-safety approval;

D. a floor plan of the facility;

### 2920.0500 ADULT HALFWAY HOUSES

E. a list of the board of directors and committees, including names, addresses, and telephone numbers; and

F. a list of other facilities which the operator or governing board has operated or is currently operating either in or out of state.

Subp. 3. **Relicensing application.** A relicensing application must be made at least 30 days prior to expiration. The material to be filed with the relicensing application is the same as subpart 2. The current floor plan must also be filed with the application if changes have occurred.

Statutory Authority: MS s 241.021 History: 9 SR 1655

2920.0600 [Repealed, 9 SR 1655]

2920.0700 [Repealed, 9 SR 1655]

### 2920.0800 CONDITIONS OF LICENSE.

Subpart 1. Nontransferable. A license is not transferable. It applies only to the organization or person(s) to whom it is issued and to the building approved. The license expires automatically if there is a change in location, organization, procedure, or policies which would affect either the terms of the license or the continuing eligibility for a license. In such cases, an original application for a license must again be filed.

Subp. 2. Restriction on capacity. Every license shall be restricted to a specified maximum capacity.

Subp. 3. Licensing necessary before operation. An adult halfway house must be licensed by the commissioner in order to operate.

Subp. 4. No occupancy before licensing. No persons shall be placed in an adult halfway house prior to its being licensed.

Subp. 5. No fee for license. There is no fee for a state license.

Subp. 6. Issuance of license. A license must be issued when the applicant is in substantial compliance.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.0900 REVOCATION, SUSPENSION, AND DENIAL OF LICENSE.

A license may be revoked, suspended, or denied by the commissioner if the facility does not maintain substantial compliance with minimum standards, or the facility may be denied a license on the basis of a poor operating history in this or any state. The operator must be given written notice of the action and must be given 30 days to substantially comply with minimum standards before action is taken. Failure, inability, or refusal to substantially comply with licensing procedures is cause for denial, nonrenewal, revocation, or suspension of the license.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.1000 RESTRICTION OF USE OF COMMUNITY CORRECTIONAL FACILITY.

The commissioner may by written order restrict the use of any adult halfway house which does not substantially conform to the minimum standards, or, where specific conditions exist which endanger the health, welfare, or safety of residents or staff, prohibit the habitation of persons therein.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# ADULT HALFWAY HOUSES 2920.1500

# 2920.1100 VARIANCE OF SPECIFIC RULE.

The granting of a variance under this part does not constitute a precedent for any other community correctional facility. The commissioner shall grant a variance of a specific rule, if, in the licensing procedure or enforcement of the standards the commissioner finds that:

A. to require a particular community correctional facility to comply strictly with one or more of the provisions will result in undue hardship;

B. the community correctional facility is otherwise in substantial compliance with said standards and their general purpose and intent;

C. the community correctional facility substantially complies with such specific condition(s) as the commissioner shall deem necessary for the protection of health, safety, and welfare of the residents.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.1200 STUDY OF APPLICATION.

Following the receipt of the application and materials requested, the commissioner shall cause a study to be made. This study must include an on-site inspection of the facilities and a review of references.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# 2920.1300 NOTICE TO APPLICANT OF COMMISSIONER'S ACTION.

After the application for license is approved by the commissioner, the applicant will receive by mail a license which, as provided by Minnesota Statutes, section 241.021, must set forth the conditions under which the community correctional facility may operate. The terms of the license must include the operating name of the community correctional facility, the maximum number and sex of the residents to be served, and the period of time for which the license is effective, and may include other limitations which the commissioner may prescribe. An accompanying letter must contain, in addition to the limitations on the license, any recommendation regarding activities, services, and facilities to be employed.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.1400 APPEAL PROCEDURE.

Any applicant who feels aggrieved by the commissioner's action may appeal the commissioner's decision in the following manner. The facility administrator shall be given written notice of the action and shall be informed of the right to appeal the decision of the commissioner in writing within ten days from receipt of notice of the action. Upon receiving a timely written appeal, the commissioner shall give the facility administrator reasonable notice and an opportunity for a prompt hearing before an impartial hearing examiner.

Statutory Authority: MS s 241.021 History: 17 SR 1279

# 2920.1500 LIMITATION ON LICENSE RENEWAL.

When a CCF license has been revoked or not renewed because of nonsubstantial compliance with applicable laws or rules, it shall not be granted a new license for a period of one year following the revocation, denial, or nonrenewal.

Statutory Authority: MS s 241.021

2920.1600 [Repealed, 9 SR 1655]

# 2920.1800 ADULT HALFWAY HOUSES

# **2920.1700** [Repealed, 9 SR 1655]

### ORGANIZATION AND ADMINISTRATION OF ADULT HALFWAY HOUSES

# 2920.1800 LEGAL STATUS OF AND AUTHORITY FOR ADULT HALFWAY HOUS-ES.

Subpart 1. Legal entity. The public or private agency operating an adult halfway house shall be a legal entity or part of a legal entity.

Subp. 2. [Repealed, 9 SR 1655] Subp. 3. [Repealed, 9 SR 1655]

Statutory Authority: MS s 241.021

History: 9 SR 1655

### 2920.1900 POLICY MAKING.

The governing board shall have a written policy clearly stating its purposes, the program, and services offered. This must be done in a form suitable for distribution to staff, clients, referral sources, funding agencies, and the general public.

Statutory Authority: MS s 241.021 History: 9 SR 1655

#### 2920.2000 MEETINGS TO BE HELD.

The governing board of the community correctional facility shall hold meetings at least quarterly with the administrator in order to facilitate communications, establish policy, explore problems, ensure conformity to legal and fiscal requirements, and implement the program.

Statutory Authority: MS s 241.021

#### 2920.2100 RECORD MAINTENANCE.

The CCF shall maintain records of its activities, including the minutes of board meetings, financial data, and statistical information. All records are subject to review by the commissioner.

#### Statutory Authority: MS s 241.021

2920.2200 [Repealed, 9 SR 1655]

#### 2920.2300 PUBLICATION OF TAX STATUS.

The community correctional facility shall identify and document its tax status with the Internal Revenue Service.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.2400 ARTICLES OF INCORPORATION OR CONSTITUTION.

The CCF shall have a constitution or articles of incorporation which meet all of the legal requirements of the governmental jurisdiction in which the agency is located.

Statutory Authority: MS s 241.021

### 2920.2500 MANAGEMENT; GENERAL.

The program shall be managed by a single administrative officer who shall implement the policies of the board.

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### 2920.2600 MONITORING SYSTEM.

The CCF shall have a system to monitor the program through inspections and reviews by the administrator or designated staff.

Statutory Authority: MS s 241.021

### 2920.2700 OPERATIONS MANUAL.

The community correctional facility shall have an operations manual which summarizes in one document approved methods of implementing agency policies and provides details for daily operations of the program. The policy manual must be reviewed annually by the governing board, and updated when necessary.

Statutory Authority: MS s 241.021

History: 9 SR 1655

### 2920.2800 BYLAWS.

Bylaws shall meet all the legal requirements of the governmental jurisdiction in which the CCF is located, and shall include provisions for regular and special meetings, and for recording of minutes.

Statutory Authority: MS s 241.021

### 2920.2900 COMPLIANCE.

Each facility must substantially comply with all applicable licensing requirements of the jurisdiction in which it is located, including requirements of the Department of Health and all relevant fire and safety codes.

Statutory Authority: MS s 241.021

### FISCAL MANAGEMENT OF ADULT HALFWAY HOUSES

#### 2920.3000 ANNUAL WRITTEN BUDGET.

The facility administrator or designated employee shall prepare an annual written budget of anticipated revenues and expenditures which is approved by the funding authority.

Statutory Authority: MS s 241.021

# 2920.3100 WRITTEN POLICIES GOVERNING BUDGET REVISIONS.

The CCF shall have written policies which govern revisions in the budget. Statutory Authority: MS s 241.021

#### 2920.3200 FINANCIAL AUDIT.

The community correctional facility fiscal process must include an annual financial audit.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.3300 DOCUMENTS DISTRIBUTED TO GOVERNING BOARD.

The community correctional facility shall prepare and distribute to its governing board income and expenditure statements, funding source, financial reports, and independent audit reports.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# 2920.3400 WRITTEN FISCAL SYSTEM.

The CCF shall have a written fiscal system which accounts for all income and expenditures on an ongoing basis and which shall include internal controls, petty cash,

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bonding, signature control on checks, resident funds, and employee expense reimbursement.

Statutory Authority: MS s 241.021

# 2920.3500 DOCUMENTATION AND AUTHORIZATION OF WAGE PAYMENTS.

The CCF shall use a method which documents and authorizes wage payment to employees and consultants.

**Statutory Authority:** MS s 241.021

# 2920.3600 INSURANCE COVERAGE.

The CCF shall have a procedure to provide insurance coverage for itself, which shall include coverage for the physical plant, equipment, personnel, and injury to employees, residents, and third parties.

Statutory Authority: MS s 241.021

#### PERSONNEL

### 2920.3700 PERSONNEL POLICIES; GENERAL.

Subpart 1. Written policies. There shall be written personnel policies for personnel employed by the CCF, which specify salaries, increments, hours of work, work schedule, vacations, holidays, sick leave, periodic performance evaluation (at least annually), and other conditions of employment.

Subp. 2. Policies available to employees. Personnel policies shall be available to each employee upon employment. The program shall inform each employee of the duties assigned to him/her, a position and organizational chart indicating the person to whom he/she is directly responsible, and general conditions which constitute grounds for dismissal and suspension, and a grievance procedure. The grievance procedures shall allow the aggrieved party to bring the grievance to at least one level above his/her supervisor.

Subp. 3. Policies available to commissioner. The personnel policies shall be available to the commissioner.

Subp. 4. Employee benefits included in policies. The policies shall include provisions for time off, vacation, sick leave, disability, and other employee benefits.

Subp. 5. Consistent care arrangements in absence of regular staff. During the absence of regular staff for time off, vacation, and sick leave, arrangements shall be provided to ensure consistent care of the residents.

Subp. 6. Availability of staff. The community correctional facility shall have staff available or on call 24 hours a day, seven days a week, on duty and awake during sleeping hours.

Subp. 7. Ratio of staff to licensed capacity. The ratio of staff to licensed capacity shall be not less than one direct service staff person for every eight residents.

Subp. 8. Maintenance of confidential personnel record. The CCF shall make provisions for, and allow time for, a confidential personnel record to be kept for each staff member which should include date of beginning and end of employment, hours, salary or wages, qualifications, evaluations, resume, references, and training sessions.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.3800 TRAINING PROGRAM.

Subpart 1. Orientation session for new employees and volunteers. The CCF shall provide an orientation session for new employees and new volunteers.

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Subp. 2. In-service training program. The CCF shall provide a minimum of 18 hours per year of ongoing in-service training programs to help staff and volunteers meet the individual and group needs of residents.

Subp. 3. Cultural awareness training. The CCF shall provide ongoing cultural awareness training sessions for staff and volunteers working with minority residents.

Subp. 4. First aid training. It is mandatory that all employees who provide direct service to residents have first aid training. Training must be provided by a Red Cross instructor or a licensed health professional. First aid training must be current. Certificates or statements of training must document that first aid training is updated at least every three years.

Subp. 5. Job related training. Time shall be available for staff and volunteers to participate in job-related training.

Subp. 6. [Repealed, 9 SR 1655]

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.3900 MANTOUX TEST OR CHEST X-RAY REQUIRED.

Each staff member shall have a mantoux test or chest X-ray at the time of employment.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.4000 QUALIFICATIONS OF STAFF.

Subpart 1. [Repealed, 9 SR 1655]

Subp. 2. Facility administrator. The facility administrator must have at least a Bachelor of Arts degree in any of the human services fields, or equivalent experience and two years of work experience in corrections, social service, or administration.

Subp. 3. Direct service staff. The direct service staff shall have work, education, or volunteer experience in corrections or related fields and shall be selected on the basis of ability to perform assigned tasks.

Subp. 4. [Repealed, 9 SR 1655]

Statutory Authority: MS s 241.021

History: 9 SR 1655

#### 2920.4100 VOLUNTEERS.

Volunteers with training and supervision may be used to assist staff of the CCF. If volunteers are used, the community correctional facility shall establish requirements for the selection of volunteers. The community correctional facility and the individual volunteer shall agree on the latter's job assignment. The volunteer's responsibility shall be clearly differentiated from other staff members. If a volunteer is to be used in a capacity normally filled by a paid staff member he/she must meet the same qualifications as a paid staff member. Responsibility for the volunteer program shall be assigned to a specific staff member.

Statutory Authority: MS s 241.021

### 2920.4200 AGE REQUIREMENT.

All employees, including volunteers, providing direct service to residents shall be at least 18 years of age.

# 2920.4300 ADULT HALFWAY HOUSES

# ADMISSIONS AND PLACEMENT POLICIES

### 2920.4300 ADMISSIONS POLICIES.

The community correctional facility shall establish clearly defined and written admissions policies and procedures, which state the age range, sex, and characteristics of acceptable clients. Admission policies must be available to be disseminated to all referral sources and the commissioner.

Statutory Authority: MS s 241.021

History: 9 SR 1655

### 2920.4400 ADMISSION FORM.

The community correctional facility or agent making the referral shall complete an initial admission information form on each client to be admitted into residency which, unless prohibited by local ordinance, includes at a minimum:

A. name;

B. address;

C. date and place of birth;

D. sex;

E. reason for referral;

F. whom to notify in case of emergency;

G. date information gathered;

H. signature of both interviewee and interviewer gathering information;

I. name of referring agency of committing authority;

J. special medical problems or needs;

K. legal status, including jurisdiction, length, and conditions of placement;

L. financial arrangements for medical care; and

M. financial arrangements for care.

Statutory Authority: MS s 241.021

History: 9 SR 1655

### 2920.4500 [Repealed, 9 SR 1655]

### 2920.4600 ORIENTATION.

At the time of intake, the staff shall discuss program goals, services available, rules governing conduct, program rules, and possible disciplinary actions with the participants; this shall be documented.

Statutory Authority: MS s 241.021

### 2920.4700 PROGRESS REPORTS.

Each resident's progress shall be continuously reviewed in relation to his/her service plan and a written record of review shall be maintained.

Statutory Authority: MS s 241.021

### 2920.4800 COMPLETION OF OR TERMINATION FROM PROGRAM.

The prospective resident shall be informed at the time of intake what expectations there are for completion of and/or successful termination from the program of the CCF.

# PROGRAM

### 2920.4900 SERVICE PLAN.

Facility staff and the resident shall develop a written service plan that specifies the needs of the resident; the expected goals and objectives of the individualized plan; and the participation of the resident, staff, support services, and community resources in the attainment of these goals and objectives.

**Statutory Authority:** *MS s 241.021* 

History: 9 SR 1655

# 2920.5000 INVOLVEMENT OF RESIDENT IN FAMILY AND COMMUNITY AF-FAIRS.

Subpart 1. Plan. The agency shall have written policy and procedures which provide increasing opportunities and privileges for resident involvement with family and in community affairs prior to final release.

Subp. 2. Involvement in community. The community correctional facility shall use community resources where appropriate to provide residents with the following services:

A. assisting residents in learning to use leisure time constructively;

B. assisting residents in finding suitable employment;

C. assisting residents in locating financial assistance through community resources;

D. assisting residents in education and vocational training programs; and

E. assisting residents with services to become self-sufficient, including assistance in obtaining housing, transportation, medical and dental services, and money management.

Statutory Authority: MS s 241.021

History: 9 SR 1655

# 2920.5100 WORK ASSIGNMENTS AND WORK PROGRAM.

Required work assignments should be appropriate to residents' ages and ability. Residents may not be required to perform work which is inappropriate for them for physical reasons. Safety measures shall be established when work could be deemed hazardous.

Residents may not be required to perform personal duties for staff or replace employed staff without being paid for such service.

Staff members shall check and inform residents of applicable minimum wage law, health and safety laws, social security, labor union fees, and other requirements.

Written policy must include a system of periodic checks of residents at their place of employment.

Staff may not enter into business arrangements or financial transactions with residents.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# 2920.5200 HOUSE RULES.

The program must establish a method whereby residents and staff review group, resident, or community problems; and review old rules, new rules, or changes in rules, plans, and procedures in the community correctional facility.

### 2920.5200 ADULT HALFWAY HOUSES

A written grievance procedure must be made available to each resident which outlines the residents' rights and the grievance procedure.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.5300 RELIGION.

Policy requires that each resident has the right to freedom of religious affiliation and voluntary religious worship, providing that the exercise of these rights does not directly interfere with the reasonable security and discipline of the facility.

Statutory Authority: MS s 241.021

History: 9 SR 1655

### NUTRITION AND FOOD

### 2920.5400 COMPLIANCE WITH LAW.

When the community correctional facility provides or contracts for food service, the service must comply with and meet all sanitation and health regulations.

Statutory Authority: MS s 241.021

History: 9 SR 1655

### 2920.5500 DIETARY SERVICE.

The food and nutritional needs of residents must be met. Providing each resident the specific serving per day from each of the following four food groups will satisfy this requirement:

A. Meat or protein group. Two or more servings per day. A serving within this group is defined as:

(1) two to three ounces cooked, lean, edible meat;

(2) two medium eggs;

(3) four tablespoons peanut butter; or

(4) one cup dry beans.

B. Milk group. Two servings per day. A serving is defined as:

- (1) one cup of milk;
- (2) one ounce of cheese; or
- (3) one-half cup cottage cheese.

C. Cereal and bread group. Four or more servings per day. A serving is defined as:

(1) one-half to one slice of bread;

(2) one-half to three-fourths cup cereal;

(3) one-half to three-fourths cup of rice; or

(4) one-half to three-fourths cup of pasta.

D. Fruit and vegetable group. Four or more servings per day. A serving is defined as:

(1) one-half cup potatoes;

(2) one-half cup cooked vegetables;

(3) four pieces raw vegetables;

(4) one-half cup fruit; or

(5) one cup juice (citrus, etc.).

Statutory Authority: MS s 241.021

History: 9 SR 1655

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# ADULT HALFWAY HOUSES 2920.5900

### 2920.5600 NUMBER OF MEALS PER DAY.

A minimum of three meals a day shall be available for residents unless an agreement states otherwise.

Statutory Authority: MS s 241.021

#### SPECIAL PROCEDURES

### 2920.5700 DISCIPLINE AND DISCIPLINARY ACTION.

Should disciplinary action be necessary the following rules shall be observed:

A. The community correctional facility shall have written policies which shall be available to the residents and staff regarding methods used for control and discipline.

B. Disciplinary action may not be delegated to other residents or persons outside of the program unless special skills are needed to handle the situation.

C. Residents shall not be denied food, mail, or sleep as punishment.

D. Corporal punishment shall not be used.

E. Physical force shall be used only in instances of justifiable self-protection, protection of others, and prevention of property damage, and only to the degree necessary and in accordance with appropriate statutory authority; such action shall be documented and placed on file.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# 2920.5800 ROOM RESTRICTION, FACILITY RESTRICTION, AND PRIVILEGE SUSPENSION.

Subpart 1. Limitation on room restriction. Written policy and procedures must ensure that room restriction does not exceed eight hours.

Subp. 2. [Repealed, 9 SR 1655]

Subp. 3. Contact with resident during restriction; determining end of restriction period. During room restriction staff contact must be made with the resident at least hourly to ensure the well being of the resident.

Subp. 4. [Repealed, 9 SR 1655]

Subp. 5. [Repealed, 9 SR 1655]

Subp. 6. Administrative hearing, when required. Written policy must ensure that prior to facility restriction for more than 48 hours there is an administrative hearing by a person or panel of staff who are not directly involved in the incident leading to the restriction.

Subp. 7. Maintenance of log. All instances of disciplinary action must be logged, dated, and signed by staff implementing the procedure; the log must be reviewed by supervisory staff daily.

Subp. 8. Use of detention facility for extended confinement. Where confinement is necessary, a detention facility, other than the community correctional facility, must be used.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# 2920.5900 SECURITY PROCEDURES.

Written policies regarding security measures are necessary and must include:

A. a written plan must allow staff to monitor movement into and out of the facility;

B. the staff shall maintain a system of accounting for the residents at all times;

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C. the community correctional facility shall have written procedures for the reporting of absconders;

D. the community correctional facility shall notify appropriate probation officers, parole officers, and other relevant officials as soon as it has been determined that a resident is missing;

E. any general security restrictions must allow for individual protection, as well as protection for others, and must be part of the written program policy;

F. written policy shall prohibit weapons of any kind from being brought into or kept on the program grounds; and

G. a key inventory system shall be enforced that helps provide staff and resident safety and privacy needs, and assists in protecting and preserving personal property.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# 2920.6000 PERSONAL POSSESSIONS.

Subpart 1. General. Each resident shall be allowed to bring appropriate personal possessions to the community correctional facility and shall be allowed to acquire possessions to the extent the facility is able to accommodate secure storage.

Subp. 2. Contraband defined. The community correctional facility shall have written definitions of what shall be considered contraband.

Subp. 3. Information concerning prohibited items. Information shall be made available to the residents, family members, and friends concerning what personal possessions and kinds of gifts are prohibited.

Subp. 4. System of accounting. Policy must dictate the system of accounting for the individual's personal items if stored in the facility and a procedure to be followed for dispersal of these items if a resident absconds or leaves the facility without taking these items.

**Statutory Authority:** *MS s 241.021* 

History: 9 SR 1655

# 2920.6100 PUBLIC REPORTS, STATEMENTS, OR APPEARANCES.

Subpart 1. General. Residents shall not be required to make public statements acknowledging their gratitude to the program and shall not be required to perform or appear at public gatherings.

Subp. 2. Written consent requirement. The CCF shall not use reports or pictures from which residents can be identified without written consent from the resident. The signed consent form shall be on file at the CCF before any reports or pictures from which residents can be identified are used. The signed consent form shall indicate on how many occasions the information shall be used.

### Statutory Authority: MS s 241.021

#### 2920.6200 SEARCHES.

In compliance with applicable laws, the community correctional facility shall maintain and post written policies and procedures for conducting searches of residents, their belongings, and all areas of the facility to control contraband and locate missing or stolen property.

Statutory Authority: MS s 241.021 History: 9 SR 1655

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# ADULT HALFWAY HOUSES 2920.6700

### PHYSICAL FACILITY

### 2920.6300 COMPLIANCE WITH LAWS.

The facility shall comply with zoning codes, building codes, housing codes, and health and fire codes.

It is the responsibility of the facility administrator to request necessary inspections.

Written documentation that all building and zoning codes are met must be on file at the community correctional facility. Additionally, an annual fire inspection must be done at the time of licensing.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# 2920.6400 FIRE SAFETY; POLICY AND PROCEDURES.

Written policy and procedures must specify the facility's fire prevention regulations and practices. These must include:

A. provision for an adequate fire protection service;

B. a system of fire inspection and testing of equipment determined by the local fire official;

C. smoke detectors; and

D. fire drills and extinguishers.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.6500 DISASTERS AND EMERGENCIES; PLANS AND PROCEDURES.

There shall be written plans and procedures for meeting potential disasters and emergencies, such as fire, severe weather, or other emergencies. All staff shall be familiar with the procedures for meeting potential disaster.

Statutory Authority: MS s 241.021

### 2920.6600 BUILDINGS AND GROUNDS.

Subpart 1. General. Building and grounds must be clean and in good repair.

Subp. 2. New or renovated buildings. Building plans and specifications for new construction, conversion of existing buildings, and any structural modifications or additions to existing licensed buildings must be consistent with the purpose of the adult halfway house and must be submitted to the commissioner.

Subp. 3. Heating equipment. Heating equipment shall be in good condition, vented, and shall be capable of maintaining consistent uniform temperatures as well as eliminating drafts. A comfortable temperature range shall be maintained in all rooms occupied by residents.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.6700 BEDROOMS; REQUIREMENTS.

Subpart 1. Single bedrooms. Single bedrooms must provide 70 square feet of usable floor space with a side dimension of not less than seven feet for ambulatory residents. For nonambulatory residents, the requirements are 100 square feet of usable floor area with a side dimension of not less than nine feet.

Subp. 2. Multibed bedrooms. Multibed bedrooms must provide 60 square feet per person of usable floor space with three feet between beds placed side by side, and one foot between beds placed end to end for ambulatory residents. For nonambulatory/nonmobile residents, the multibed bedrooms must provide 80 square feet of usable floor area. Multibed bedrooms for active, nonambulatory, mobile residents must be at least

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100 square feet per resident. Mobility space at the end and one side of each bed must not be less than four feet per resident.

Subp. 3. Bedrooms for nonambulatory mobile residents. Bedrooms for nonambulatory mobile residents shall have adequate accessible space for storage of wheel chairs and other prosthetic or adaptive equipment for daily out-of-bed activity or acceptable similar storage space shall be provided outside the bedroom readily and handily accessible to the resident.

Subp. 4. Separate bedrooms. Male and female residents may not occupy the same bedrooms.

Youths and adults shall not share bedrooms.

Subp. 5. Limitation on occupancy. In new or remodeled buildings, bedrooms shall accommodate no more than four residents.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.6800 FURNISHINGS PROVIDED EACH RESIDENT.

Each resident shall be provided, at a minimum: bed, mattress, supply of bed linen and towels, chair, adequate lighting, and closet/locker space.

Statutory Authority: MS s 241.021

### 2920.6900 COUNSELING SPACE AND VISITING ROOM.

Private counseling space must be provided in the facility.

Space must be provided to accommodate group meetings.

A visiting area must be provided for residents to receive and talk with visitors privately.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.7000 BATHROOM FACILITIES.

Every facility must be equipped with adequate and conveniently located toilet rooms for its employees and residents. Washbasins and toilets must be provided in the ratio of one toilet to every ten residents and one washbasin for every six residents. One bath or shower must be available for every eight residents.

Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.7100 LAUNDRY FACILITY.

The facility shall have one washer and one dryer for every 20 residents, or equivalent laundry capacity available in the immediate vicinity of the facility.

Statutory Authority: MS s 241.021

### 2920.7200 TRANSPORTATION.

Subpart 1. Policy and procedures. Written policy and procedures shall govern the use and maintenance of facility and resident motor vehicles.

Subp. 2. Availability. Transportation shall be available for use in emergencies.

Statutory Authority: MS s 241.021

# 2920.7300 ENVIRONMENT.

The governing body shall designate who is permitted to live in the facility.

A community correctional facility may not have roomers or boarders in the facility without special permission from the facility administrator. The community correctional

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facility shall keep the commissioner notified as to the presence of all persons living in a community correctional facility other than staff and residents.

A community correctional facility may not concurrently hold a license for family day care or group day care without prior approval by the commissioner.

Statutory Authority: MS s 241.021 History: 9 SR 1655

# HEALTH CARE AND MEDICAL SERVICES

### 2920.7400 HEALTH CARE AND MEDICAL SERVICES.

Subpart 1. Policy and procedures. The facility administrator shall ensure written policies and procedures for use by staff in all medical, dental, and psychological difficulties.

Written policies and procedures shall clarify for the staff what medical care may be given by them without specific orders from a licensed medical doctor. The staff shall be instructed as to how to obtain further medical care and how to handle emergency cases.

Subp. 2. Medical coverage. Medical coverage shall be determined for each resident upon admission to the program.

Subp. 3. Medication. The program health care plan shall adhere to state and federal laws and rules regarding distribution of medications. The plan shall stipulate that medications be administered only as instructed by a licensed physician.

The facility administrator shall establish policies and procedures for reviewing the use, as well as the storage and disbursement of prescription drugs.

Subp. 4. **Prohibition on medical or pharmaceutical testing.** Written policy governs participation in medical or pharmaceutical testing for experimental or research purposes.

Subp. 5. First aid. The CCF shall have first aid equipment, which meets American Red Cross standards available at all times for medical emergencies.

One staff member on each shift of the residential program shall be trained in emergency first aid procedures.

Subp. 6. Community health care agencies. The CCF shall maintain working relations with community health care agencies in order to assist residents in meeting their health needs.

Statutory Authority: *MS s 241.021* History: 9 SR 1655

### **RECORDS AND EVALUATION**

# 2920.7500 RECORDS AND EVALUATION OF RESIDENTS.

Subpart 1. General. The CCF shall maintain accurate and complete case records, reports, and statistics necessary for the conduct of its program. Appropriate safeguards shall be established to protect the confidentiality of the records, and minimize the possibility of theft, loss, or destruction.

Subp. 2. Medical consent. In addition to the data required in the intake study, the resident's record shall include consent for necessary dental, medical, and surgical treatment, and hospitalization.

Subp. 3. Medical records. The CCF shall keep records or have access to ongoing medical information, when available, which shall include dental examinations, reports of any illness or injury and treatment given, psychological examinations and treatment given, if any, use of drugs, routine physical examinations, and other medical contacts.

Subp. 4. Summary of resident's progress. The record shall include a summary of the resident's progress. These reports shall be recorded regularly and shall include the

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following: reports of significant incidents, both positive and negative, and changes in family situation, future planning, summary of resident's development, grievances, and disciplinary actions, if any.

Subp. 5. Correspondence. All correspondence relevant to the resident shall be kept in the record.

Subp. 6. [Repealed, 9 SR 1655]

Subp. 7. Release of information; general. All dissemination on data on residents must be in accord with the Minnesota Government Data Practices Act.

Subp. 8. Sharing of data with those involved in resident's treatment plan. The content of the resident's record and data collected by the community correctional facility must be shared with individuals or agencies directly involved in the resident's treatment plan. When the information is provided, residents must be informed.

Subp. 9. [Repealed, 9 SR 1655]

Subp. 10. Written policy concerning consent form. The community correctional facility shall have a written policy which conforms at a minimum to applicable federal law that relates to the release of information consent form, which includes:

A. name of person, agency, or organization requesting information;

B. name of person, agency, or organization releasing information;

C. the specific information to be disclosed;

D. the purpose or need for the information;

E. date consent form is signed;

F. signature of the resident; and

G. signature of an individual witnessing resident signature.

Subp. 11. **Policy concerning maintenance of case record.** The community correctional facility shall have a written policy which specifies the length of time a case record must be maintained.

Subp. 12. [Repealed, 9 SR 1655] Statutory Authority: MS s 241.021 History: 9 SR 1655

### 2920.7600 PERSONNEL RECORDS.

Subpart 1. General requirement; contents of records. The community correctional facility shall maintain an accurate personnel record on each employee which shall include:

A. initial application;

B. reference letters, including three letters of reference on the director;

C. appropriate results of employment investigation;

D. training and experience verification;

E. wage and salary information;

F. job performance evaluation completed at least annually;

G. training programs which the employee participated in after employment began;

H. documentation of sick leave, leave of absence, and vacation;

I. grievance and disciplinary actions, if any;

J. health and medical reports; and

K. dates of employment and termination with reason for termination.

Subp. 2. Employee access to records. Employees shall have access to their personnel files.

Statutory Authority: MS s 241.021 History: 9 SR 1655

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# 2920.7700 FACILITY RECORDS.

The board shall maintain records of its activities, including the minutes of board meetings, financial data, and statistical information.

Statutory Authority: MS s 241.021

# 2920.7800 RECORDS REGARDING EVALUATION OF PROGRAM.

The CCF shall have an organized system of information collection, retrieval, and review to document their program.

Statutory Authority: MS s 241.021

### 2920.7900 RECORDS REGARDING RESEARCH PROGRAMS.

Written policy and procedures shall govern voluntary participation in nonmedical and nonpharmaceutical research programs.