

2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS.

Subpart 1. **Post orders and accountability.** There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

Subp. 2. [Repealed, 38 SR 523]

Subp. 3. **Security post records.** Custody staff shall maintain a record and prepare shift reports that document routine and emergency situations and unusual incidents. Records shall be maintained according to the county retention schedule.

Subp. 4. **Counting.** A facility shall have a written policy describing the system of counting inmates.

Formal counts shall be completed with an official entry made in the daily log at least once each eight hours.

The facility shall maintain a system that identifies the whereabouts of all inmates in custody and includes a system of accountability for inmates approved for temporary absences from their assigned housing units.

A written policy and procedure shall provide that staff regulate inmate movement.

Subp. 5. **Well-being.** A facility shall have a system providing for well-being checks of inmates.

A written policy and procedure shall provide that all inmates are personally observed by a custody staff person at least once every 30 minutes. Thirty-minute checks should be staggered. If a well-being check does not occur due to an emergency, it must be documented in the jail log and have supervisory review and approval.

More frequent observation is required for those inmates of a special need classification who may be harmful to themselves. Examples of inmates of a special need classification include those classified as potentially suicidal, or as mentally ill, or those experiencing withdrawal from drugs or alcohol.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*