

OUTSIDE FOOD ORDERS

Minnesota Sex Offender Program

Issue Date: 7/5/22 Effective Date: 8/1/22 Policy Number: 420-5015

POLICY: The Minnesota Sex Offender Program (MSOP) permits clients to order food from outside vendors based on pre-determined eligibility criteria.

AUTHORITY: Minn. Stat. § 253D.19, subd. 1

APPLICABILITY: MSOP program-wide, excluding Community Preparation Services (CPS).

PURPOSE: To provide parameters for clients to place orders to outside food vendors.

DEFINITIONS:

Client tier level – see MSOP Division Policy 215-5014, “Client Tier Level System.”

Food orders – vendor-prepared food delivered to MSOP client(s).

Individual food vendor – a licensed food vendor responsible for delivering their own food.

Therapeutic activity day – a day proposed by the therapeutic community once per quarter, consisting of unit activities and recreational events.

Therapeutic activity food vendors – vendors approved for purchase of outside food orders as determined by the assistant facility director/designee.

Treatment team – see MSOP Division Policy 215-5005, “Treatment Overview.”

PROCEDURES:

A. Outside Food Order Eligibility

1. Clients in tier level 3 may place one outside food order during the therapeutic activity day. The unit group supervisor coordinates food order times.
2. Clients in tier level 4 may place two individual food orders per quarter, one must be completed during the therapeutic activity day (see Section C below). The unit group supervisor coordinates food order times.
3. Clients in tier level 5 may place three outside food orders per quarter, one must be completed during the therapeutic activity day. The unit group supervisor coordinates food order times.
4. If a client is in the High Security Area (HSA) or Omega 1 or 2 when the client's food is delivered, MSOP disposes of the food.
5. If a client becomes ineligible for a meal due to a tier level reduction or is placed on a restriction status, MSOP may cancel the order. If the meal is not able to be cancelled, the client receives the meal.

B. Therapeutic Activity Day

1. Each quarter, units have a therapeutic activity day. The client representative (refer to MSOP Division Policy 420-5340, "Client Representatives") and/or client in tier 4 or 5 may submit a Quarterly Therapeutic Activity Day Form (420-5015e) to incorporate ordering food from an outside activity vendor.
2. Clients may request recreational programming during therapeutic activity days by including the proposed activities relating to the therapeutic activity day theme on the Quarterly Therapeutic Activity Day Form (420-5015e).
3. Treatment teams and clients are encouraged to participate in the therapeutic activity day. On a therapeutic activity day, eligible clients in tier level 3 or higher may order food and share with other clients in tier level 3 or higher who also ordered food.

C. Outside Food Ordering

1. Ordering Process

- a) The unit group supervisor and clinical supervisor(s) select the date and time for the unit food event and communicate during therapeutic community meetings.
- b) Clients may request the type of food to order but the unit treatment team chooses the vendor.
- c) The unit group supervisor/designee provides clients with a vendor menu and order form for the type of food being ordered and establishes the menu and monetary parameters for the food order. A designated program manager preapproves all menus.
- d) Clients submit their orders via a Food Event Order Form (420-5015b) and a completed Client Funds Transfer Authorization Form (125-5300d) indicating "unit food event" to the unit group supervisor/designee a minimum of ten business days prior to the event.
- e) The unit group supervisor/designee places the order with the appropriate vendor, identifying individual client orders via client room number and bed assignment instead of client name. Clients may not submit orders or pay directly to the vendor.
- f) All orders must be placed to and delivered by an approved food vendor that provides delivery service. Third party delivery vendors (e.g., Door Dash, Uber Eats, Grub Hub, etc.) may not be used.

2. General Expectations

- a) MSOP inspects all food orders for contraband and processes as outlined in MSOP Division Policy 415-5030, "Contraband."
- b) Clients may not share with clients who are not eligible to order or clients who did not place an order.
- c) Clients must be present on the unit to eat or dispose of food orders by 9:30 p.m. the same day.
- d) Clients must consume all food orders in the approved area determined by the unit group supervisors (see MSOP Division Policy 420-5015, "Unit to Unit Visiting").

- e) Clients are encouraged to be in the approved event area during the community event. Clients involved in Vocational/Educational programming must communicate with the Vocational/Educational departments, unless there is a pre-scheduled appointment or an emergent situation.
- f) Staff document the names of clients who actively participated in the outside order in a Communication Log (410-5075a) (Phoenix) entry.
- g) Clients no longer residing on the living unit, but participating in the community, may be considered for participation by submitting a Client Request (420-5099a) to the unit group supervisor.
- h) MSOP does not allow unit to unit visiting (see MSOP Division Policy 420-5015, "Unit to Unit Visiting") during a unit's scheduled therapeutic activity day.

REVIEW: Annually

REFERENCES: MSOP Division Policy 415-5030, "Contraband"
MSOP Division Policy 420-5010, "Client Behavioral Expectations"
MSOP General Client Information (210-5100h)
MSOP Division Policy 420-5340, "Client Representatives"
MSOP Division Policy 225-5020, "CPS Client Liberties"
MSOP Division Policy 420-5015, "Unit to Unit Visiting"
MSOP Division Policy 215-5014, "Client Tier Level System"

ATTACHMENTS: Food Event Order Form (420-5015b)
Quarterly Therapeutic Activity Day Form (420-5015e)

Client Funds Transfer Authorization Form (125-5300d)
Therapeutic Community Meeting Format (220-5030a)
MSOP Treatment Memo (215-5007t-3010)
Client Request (420-5099a)
Client Funds Check Request (125-5300e)
Communication Log (410-5075a) (Phoenix)

SUPERSESSION: MSOP Division Policy 420-5015, "Outside Orders," 7/6/21.
 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