



Minnesota Department of **Human Services**

Minnesota Sex Offender Program **MEMO**

To: Dennis Benson
Executive Director

From: Erik Skon
Special Projects

Date: April 27, 2010

Re: Contract Work Completion

Per our discussion and pursuant to Minnesota Statute 16C.08 subdivision 6, I am submitting this report as a synopsis of the contract work I completed from August 2009 through October 2009.

Contractor Duties and my responses:

2.1 Assess the staffing levels of security at the Minnesota Sex Offender Program.

I participated in meetings/discussions relative to staffing levels and reviewed documents related to planning needs. Staffing adjustments will happen. If possible, the staffing reductions will occur via attrition, if possible.

2.2 Assess and determine the correct classifications of Security Staff.

Classifications need to be adjusted. The Acting Deputy Director will continue the classification reviews and make appropriate changes.

2.3 Review all Security Policies at the MSOP.

My review supported that many security policies need to be written and implemented. Staff assignments occurred.

2.4 Develop a consistent and appropriate Security Policy for MSOP.

I participated in the initial development of a security policy. This will be an ongoing initiative. Security directors are appointed.

2.5 Submit a final report.

Per the above, many new initiatives are occurring which pertain to security. As we have discussed, the appropriate positions will be established. These critically needed roles will serve to continue development of appropriate policies.