



Adult Corrections Facility

ACF Reporting Locations and Instructions

If your commitment orders you to report to the Adult Corrections Facility, it is your responsibility to report on the date and time issued by the court. Only your sentencing judge may change the report date and time. Both men and women should report to the following location:

Central Intake / Men's Section Building: 612-596-0003
145 Shenandoah Lane, Plymouth, MN 55447

Transportation

- If you do not have transportation to the facility, you may report to the Public Safety Facility located in downtown Minneapolis by 12:30 p.m. Monday through Friday (excluding holidays) for transport by ACF officers.
- Metro Transit offers transportation options to the facility Monday through Friday. Route 771 stops at the facility, and route 776 stops within one mile of the facility. Service is subject to change.

Admissions

- Do not consume alcohol or illegal drugs prior to reporting. Testing positive may result in disciplinary action, including ineligibility for Work Release or furloughs.
- Bring identification (driver's license or state issued ID) and a copy of your Warrant of Commitment.
- Bring prescription medications in their original containers, and medical alert ID bracelets.
- Only cash can be deposited into a resident's personal account.
- Do not bring valuables, such as checkbooks, credit cards, jewelry, keys and cellphones. All personal items not allowed into the facility will be inventoried and stored until discharge.
- All persons admitted to ACF custody will be scanned by the ionizing security screening system, except.
 - Pregnant residents (confirmed by medical staff)
 - Belligerent or combative residents
 - Residents whose medical or physical condition prevents them from being scanned, as determined by medical.
- Clothing, undergarments, shoes and hygiene kits will be provided upon admission.

Fees

- Work Release residents will be charged a daily room and board fee of \$20.00. Fee waiver/reduction requests are available upon admission.
- Fees are payable by **cash only** through the cashier machine in the lobby. There is a small fee to use this electronic device.
- Fees may be charged for additional services - medical care, Rule 25, financial accounting services, etc.

Work Release Men's & Women's

- Do not expect to be released for work on the day you report. Please anticipate up to two days for verification and processing of work release documents before you may be allowed out for work.
- Bring proof of employment, a work schedule on company letterhead, and a current pay stub, for example. Your employer will be contacted to verify your employment.
- You are required to maintain at least 28 hours weekly employment or earning 12 credits per semester in school.
- If driving and parking a vehicle at ACF, you must have a valid driver's license or arrange reliable transportation.
- Lockers will be provided for your valuables and personal clothes needed for work/school.

Additional Information

- Visit ACF website - www.hennepin.us/acf
- Call ACF information line - 612-596-0000