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<b>Policy Number:</b>	<b>201.014</b>
<b>Title:</b>	<b>Department of Corrections Staff Badges</b>
<b>Effective Date:</b>	<b>9/15/20</b>

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**PURPOSE:** To provide guidelines for the issuance and use of badges by community services staff.

**APPLICABILITY:** Minnesota Department of Corrections (DOC); employees who have arrest or custodial authority over offenders:, community services staff, uniformed security staff, office of special investigations (OSI) staff, and commissioner’s staff

**DEFINITIONS:**

Badge – a metal shield to identify the employee’s role in DOC, not to supersede the identification (ID) badge issued upon employment.

**PROCEDURES:**

- A. Department of corrections (DOC) employees who have arrest or custodial authority over offenders (community services staff, uniformed security staff, office of special investigations (OSI) staff, and commissioner’s staff) are issued badges, as appropriate. Upon issuance, employees are provided a copy of this policy and must sign the Badge Issue/Inventory Acknowledgement form (attached), acknowledging receipt and understanding of the policy. The original form is retained in the employee’s supervisory file.
- B. To ensure uniformity in the appearance of badges, all new badges must match the standard set by the commissioner.
- C. Badges must be used for official business only as defined by the unit appointing authority.
- D. Under no circumstances may employees privately purchase badges representing the DOC unless additional copies are required and pre-approved by the appointing authority.
- E. Careless handling, abuse, misuse, or intentional misrepresentation of badges by employees is cause for administrative or disciplinary action(s).
- F. Each employee is responsible for safeguarding their badge against loss, theft, or possible misappropriation.
- G. An annual physical inspection of badges is conducted and recorded by the employee’s supervisor during the annual performance review.
- H. An employee who discovers their badge missing or stolen must take immediate action to recover the missing or stolen badge. The employee must also complete a detailed incident report. Lost or stolen badges must be reported to the assigned supervisor by phone or by e-mail as soon as possible and no later than 24-hours after discovering it missing.
- I. Information on Badge Issue/Inventory Acknowledgement form must be updated for the employee when one of the following changes occurs:
  - 1. Legal name change;

2. Mutilation or excessive wear of a badge results in re-issue;
3. The original is lost or stolen; or
4. Reissue of a new badge.

J. An employee termination, separation, retirement, transfer, change of duties, or change of position requires that the staff person must surrender their badge to the supervisor prior to the change.

**INTERNAL CONTROLS:**

A. The Badge Issue/Inventory Acknowledgement form is maintained in the employee's supervisory file for the duration of their employment with the DOC.

B. The record of badge inspection is included in the employee's annual performance review.

**ACA STANDARDS:** None

**REFERENCES:** Minn. Stat. §§ [243.05](#), subd. 1(d); and [241.025](#)

**REPLACES:** Policy 201.014, "Community Services Staff Badges" 9/3/13.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Badge Issue/Inventory Acknowledgement form](#) (201.014A)

**APPROVALS:**

Deputy Commissioner, Community Services

Deputy Commissioner, Facility Services

Assistant Commissioner, Operations Support

Assistant Commissioner, Criminal Justice Policy, Research, and Performance