DEPARTMENT OF CORRECTIONS

Policy Number:	**760.010**
Title:	**Education Partner Level of Access to Minnesota Correctional Facilities**
Effective Date:	**01/02/25**

PURPOSE: To provide consistency between all facilities regarding the level of access education partner employees have within Minnesota correctional facilities.

APPLICABILITY: All Minnesota correctional facilities and post-secondary education institution employees delivering prison education programs.

DEFINITIONS:

Authorized education partner representative – a professional, supervisory, or managerial staff person who is responsible for processing, negotiating, monitoring, and evaluating a post-secondary education contract, or other agent to which the department is a party (see DOC Policies 106.030, "Processing Contracts and Other Agreements," and 300.045, "Contractor Relationship to Department").

Education Partner Employee – see Policy 720.020, "Education Partner Relationship."

Level of Access – Type 1 – Offender/Resident Programming (see DOC Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons").

Post-Secondary education institution prison education program coordinator – an individual employed by a post-secondary education institution or education-related business who coordinates work for the institution's prison education program and working under a formal, written agreement to provide direct, minimal, or intermittent educational services to incarcerated/resident student.

Tuberculosis disease (active TB) – see DOC Policy 105.180. "Tuberculosis Control for Applicants, Employees, Contractors, Volunteers and Students."

Tuberculosis infection (latent TB infection) – see DOC Policy 105.180. "Tuberculosis Control for Applicants, Employees, Contractors, Volunteers and Students."

Yellow Badge – Type 1 access badge color, aligned to DOC Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons."

PROCEDURES:

A. Yellow Badge (Type 1 Access) Requirements for All Education Partner Employees:
   1. BCA check;
   2. Prison Rape Elimination Act (PREA) review, orientation, training, and annual review;
   3. Controlled access tracking system (CATS) entry (see DOC Policy 103.0131, "Controlled Access Tracking System (CATS);"
   4. Metal detector;

5. Escort and supervision throughout the facility; and

6. The badge stays at the facility.

B. Tuberculosis Requirements for Post-Secondary Education Program Coordinators
Pursuant to DOC Policy 105.180. "Tuberculosis Control for Applicants, Employees, Contractors, Volunteers and Students:"

1. Screening of education partners employees for tuberculosis (TB) is the responsibility of the post-secondary education institution, who must provide the MNDOC director of post-secondary education with the following information:
   a) Written documentation of a negative Mantoux test done within one year before students/resident contact, and annually thereafter.

   b) If the skin test is positive, the report of a negative chest X-ray within six months before student/resident contact.

   c) If the chest X-ray is abnormal, a statement from a medical practitioner certifying that the person is free from infectious TB, within six months before student/resident contact.

2. The cost of the screening procedures for TB must be paid by the post-secondary education institution.

C. Keys
1. No facility may allow an education partner to draw facility key sets.

2. DOC staff provide access to supply area/closets for education partner employees. Education partner employees may distribute authorized supplies to students as appropriate.

D. Each facility must provide a way for education partners to summon help from where they are working.
1. Options include such examples as: off-hook alarm options in instructional spaces, emergency phones in classrooms, and hand-held radios with emergency training.

2. These options must be covered in the facility orientation.

INTERNAL CONTROLS:

A. The authorized representative/designee must retain documentation of tuberculosis testing in the education partner employee's file or another designated file.

REFERENCES: Policy 103.0131, "Controlled Access Tracking System (CATS)"
Policy 105.180. "Tuberculosis Control for Applicants, Employees, Contractors, Volunteers and Students"
Policy 106.030, "Processing Contracts and Other Agreements"
Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons"
Policy 300.045, "Contractor Relationship to Department"
Policy 720.020, "Education Partner Relationship"

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Commissioner of Corrections