
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