

## Minnesota Department of Corrections

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<b>Policy:</b>	<b>103.425</b>	<b>Title: Mentor Program</b>
<b>Issue Date:</b>	<b>7/19/16</b>	
<b>Effective Date:</b>	<b>8/2/16</b>	

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**AUTHORITY:** [Minn. Stat. §241.01](#)

**PURPOSE:** To establish procedures for implementation of employee mentoring programs in the department.

**APPLICABILITY:** Minnesota Department of Corrections (DOC); all facilities

**POLICY:** The department has mentoring programs to assist employees through the orientation and transition process of: new employees; transfers; and recently promoted staff.

**DEFINITIONS:**

Mentor - an employee assigned to be a role model for, and to regularly meet with and assist, another employee through sharing knowledge about the work culture, norms of behavior, and departmental processes.

**PROCEDURES:**

- A. Facility employee development directors, in conjunction with mentor program advisors, coordinate mentor programs and mentor training.
  - 1. The department training manager/or assistant director of employee development assists in developing and coordinating mentor training.
  - 2. Training is documented and retained in the approved agency training system.
- B. The warden/superintendent designates a mentor program advisor. This assignment is included in the assigned individual's current position description.
- C. A department-wide mentor program committee, consisting of mentor program advisors, meets quarterly to review training curriculum, and monitor and evaluate programs to ensure consistent implementation of this policy.
  - 1. Minutes are posted on iShare.
  - 2. The department training manager/or assistant director of employee development coordinates the mentor program committee activities and meetings.
- D. The program advisor or designee:
  - 1. Establishes and maintains a mentor recruitment, selection, and training process so there is a sufficient number of available mentors;
  - 2. Assigns mentors to new employees according to established criteria or process; refer to Mentor Program Assignment form (attached) and Mentor Program Checklist (attached);

3. Develops and implements a process to monitor and evaluate the mentor programs, to maintain an effective program; refer to Mentee Follow-up form (attached) and Mentor Program Evaluation form (attached);
  4. Provides new employees with information regarding the mentor program; refer to Mentor Program Description (attached). Training directors maintain these forms at their facilities for a period not to exceed three years;
  5. Provides information and training to supervisors regarding the mentor program;
  6. Verifies that mentors continue to meet established criteria for participation;
  7. Reassigns employees to a new mentor, as needed; and
  8. Attends department-wide mentor program committee meetings.
- E. The DOC employee development manager or assistant director of training annually reviews the mentoring program.
- F. The following criteria are considered in the selection and retention of mentors. Candidates/mentors must:
1. Have satisfactory (or above) attendance and job performance;
  2. Not have discipline for two years for oral and written reprimands and three years for suspensions and demotions;
  3. Be available and willing to participate in training;
  4. Be knowledge of DOC policies, procedures, rules, and competent in current job assignment;
  5. Not currently be on probation;
  6. Have a positive attitude regarding their position and the agency;
  7. Have support for the employee's participation (as indicated by signatures of the employee's supervisor and the warden/designee on the Mentor Program Application, attached);
  8. Commit to three years participation;
  9. Have the ability to give constructive feedback;
  10. Be interested in the success of other employees; and
  11. Be in good standing at their previous facility, if he/she is a transfer employee.

**INTERNAL CONTROLS:**

- A. Training is documented and retained in the approved agency training system.
- B. Minutes from the mentor program committee meetings are posted on iShare.

C. Mentee/mentor program forms are retained by facility training directors.

**REVIEW:** Annually

**REFERENCES:** None

**SUPERSESSION:** Policy 103.425, "Mentor Program," 10/21/14.  
All policies, memos or other communication whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Mentor Program Description](#) (103.425A)  
[Mentor Program Application](#) (103.405B)  
[Mentor Program Assignment](#) (103.425C)  
[Mentor Program Checklist \(optional\)](#) (103.425D)  
[Mentor Program Mentee Follow-up](#) (103.425E)  
[Mentor Program Evaluation](#) (103.425F)

/s/

Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services