DEPARTMENT OF CORRECTIONS

Policy Number:	**103.013**
Title:	**Identification Cards Employees/Contractors/Volunteers/Interns**
Effective Date:	**8/10/26**

PURPOSE: To correctly identify people performing department business. Department photo identification cards (ID) are issued to help identify employees, contractors, resource volunteers, and interns.

APPLICABILITY: Minnesota Department of Corrections (DOC); department-wide

DEFINITIONS: None

PROCEDURES:

A. No staff, contractor, or visitor is allowed into any DOC location without an approved identification card (ID).

B. IDs are issued to:

1. All employees;

2. Contractors performing an ongoing service at the work location. If the contracted service is less than one week's duration, an Access Notification form (attached) is used;

3. All interns; and

4. Resource volunteers who visit the work location at least once per month. An Access Notification form must be used if the individual visits the work location on a less frequent basis, in accordance with policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons."

C. The ID must include:

1. A full front facial photograph showing the top of the head to the middle of the neck. The photo must be centered so the face fills the frame.

2. A photograph taken against a gray backdrop.

3. A photograph where the subject is lit from the front, so the face is illuminated evenly and with no shadows.

4. The name and title portion of the ID with white lettering on a blue background for employees. The work location portion of the ID must use blue lettering on a gray background.

5. The name and title portion of the ID with white lettering on a green background for regular and frequent contractors and other Type 5 non-DOC people. The work location portion of the ID must use blue lettering on a gray background. The name and title portion of the temporary ID must use black lettering on the yellow background for infrequent (less than 10 hours per week) resource volunteers, interns, and other Types 1 through 4 non-DOC persons. The work location portion of the ID must use blue lettering on a gray background.

6. No headgear such as hats, wraps, or scarves can be worn in the photo. The only exception is for a head covering worn for religious purposes (e.g., a hijab) that appears in the staff person's state or federal issued photo identification.

7. The first initial and last name (legal name) of the ID holder. The only exceptions to this are:
   a) Transportation unit special duty IDs which must contain the officer's full first and last name to comply with Transportation Security Administration (TSA) requirements;

   b) Alcohol/Cocaine/Narcotics/Gamblers/Sex Addicts Anonymous and Al-Anon volunteers, who have the first name displayed and the initial of the last name; and

   c) In cases when the person routinely uses the middle name as the person's first name, the ID may reflect that initial as the first initial.

8. Aliases must not be used on department IDs.

9. On the back of the card, the following information:
   This card is the property of the Minnesota Department of Corrections. If found, please call: (651)-361-7206 or contact: CO-Frontdesk.doc@state.mn.us

D. Upon request, the ID may include the person's preferred pronoun/honorific: Ms. She, Mr. He, or Mx. They. This is displayed above the person's name on the ID.

E. All IDs must use the department approved layout and approved position titles and/or work locations. The security directors group must approve all requests for new or revised titles.

F. Transportation unit staff persons issued ID cards must also be issued secondary special duty IDs as credentials for their ID cards. This ID contains the officer's full name to comply with TSA requirements. This ID is not enabled in the facility-controlled access tracking system (CATS).

G. IDs must be worn on the chest area with the photo facing outward.

H. Pins, stickers, or any other object must not be attached to the ID. IDs must not be altered in any way.

I. A new ID must be issued when there is a significant change in appearance, name, work assignment, or position. All staff are required to take a new ID photograph every four years. The employee's supervisor must at least annually review the employee's ID to ensure there are no significant changes and that it is accurate in appearance, name, work assignment, and position. Employees responsible for contractors, volunteers, or interns must do this at least annually.

J. Employees (blue ID cards) and Type 5 non-DOC contractors (green ID cards) may possess their IDs while off duty. Type 5 non-DOC volunteers who are compensated for their services by an outside source, whose services are full-time in corrections, may retain their department IDs as approved by the deputy commissioner of client services and supports.

K. Infrequent resource volunteers, interns, and other Types 1 through 4 non-DOC persons (yellow background ID cards) must exchange valid driver's licenses or state photo IDs from their state of residence for department IDs at the time of entrance and exchange these department IDs for their driver licenses or state IDs upon exiting the facility/office. Volunteers who escort incarcerated people off grounds must take both their personal IDs and their department IDs. The department IDs must be returned upon completion of the escort.

L. The ID card remains the property of the department.

M. The ID card must be surrendered to the supervisor/designee, authorized representative of the contract, volunteer coordinator on termination of the contract, employee's employment, or volunteer service. The ID card is given to the ID officer, watch commander, or designee, who must delete the ID from the staff viewer and shred the ID card.

N. If an ID card is lost, the ID holder must provide a written incident report explaining the circumstances of the loss and immediately submit the report to their supervisor, authorized representative of the contract, or volunteer coordinator. If a person arrives at the work location without their ID card, the warden/superintendent, designee, or watch commander can issue a numbered temporary ID card upon verification of the person's identity and exchange for a valid driver's license. Before exiting the work location, the person must exchange the temporary ID card for their driver's license.

O. The card is solely for department business. It must not be used to obtain any special favor or consideration.

INTERNAL CONTROLS:

A. No staff, contractor, or visitor is allowed into any DOC location without an approved ID card.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: 4.03a.08 and 4.05.23

REFERENCES: Policy 300.045, "Contractor Relationship to Department" Policy 103.008, "Supervisor Checklists for Staff Changes"
Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons"
Minn. Stat. §241.01, subd. 3a (h)

REPLACES: Policy 103.013, "Identification Cards Employees/Contractors/Volunteers/Interns,"10/6/20
All facility policies, memos, or other communications, whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: Application for Access to Minnesota Correctional Facilities/Sites for Non-DOC Personnel (300.020A)
Requirements for Entrance to All MN-DOC Facilities (300.020B)
Non-DOC Person Suspension Guidelines (300.020C)
Access Notification form (300.020D)
Tour Group Form (300.020E)
Photo and Visual Images Notice and Consent Form (300.020F)
Volunteer Request for Communication with Individual Offender form (300.040C)
PREA Sign-Off form (300.040F)
Disclosure of Incarcerated Person Association form (103.223A)

APPROVED BY:
Commissioner of Corrections