Minnesota Department of Corrections

Policy:	**105.0104**	**Title: Access to Central Office**
Issue Date:	**3/17/15**	
Effective Date:	**3/31/15**	

AUTHORITY: Minn. Stat. §241.01

PURPOSE: To establish procedures regarding admittance of department and non-department personnel into the secured area of central office (CO).

APPLICABILITY: Minnesota Department of Corrections (DOC); central office (CO)

POLICY: Only department personnel and authorized non-department personnel are allowed to enter and exit the CO secured area. Authorized non-department personnel must be accounted for while he/she is within the CO secured area. Reasonable measures must be taken to ensure authorized non-department personnel do not have access to confidential information or remove unauthorized items from DOC property.

DEFINITIONS:

Meeting coordinator – a DOC staff or Non-DOC staff who coordinates a meeting at central office.

Non-DOC staff — individuals who are not DOC employees and/or individuals who are unable to produce a valid DOC identification (ID) badge.

Non-DOC staff identification (ID) badge — an ID badge assigned to a visitor which must be visibly worn while the visitor is in the CO secured area.

PROCEDURES:

A. Staff must wear department issued ID badge above the waist with the photo facing outward within the CO secured area.

B. IDs must be used to access all CO secured areas. Each CO staff person entering CO must swipe in at a door access card reader to gain access to the secured area. Non-CO DOC staff must swipe his/her ID at the card reader adjacent to the reception desk for validation prior to being granted entry into the secured area.

C. Meetings designated by law as open to the public should be scheduled in a conference room that is in the most public area at CO. These conference rooms are located in the CO lower level or near the entrance of the CO second floor secured area. Meeting coordinators should request these conference rooms first when scheduling an open meeting. Rooms in the CO second floor secured area may be reserved by scheduling a meeting with the desired room via Microsoft Outlook or by contacting the CO reception desk. Lower level conference rooms may be reserved by contact CO employee development staff.

D. Second floor CO secured conference room use

1. Meeting coordinators must provide the reception desk with a list of all non-DOC staff who are attending a meeting located in the second floor CO secured area. Meeting coordinators must include both a primary and secondary contact number where the coordinator or

support staff may be reached prior to and during the meeting. This may include the conference room telephone number when conference calls are not being utilized during the meeting.

2. Reception desk staff validates a non-DOC staff's name on the attendee list, has the non-DOC staff sign in the log book, and provides him/her with an ID badge. Reception desk staff must instruct non-DOC staff that the ID badge must be worn above the waist in a manner which makes it visible on his/her clothing.

3. Non-DOC staff whose names appear on the attendee list are granted access to the CO secured area through the door which is adjacent to the reception desk.

4. If the non-DOC staff's name is not on the attendees list, reception desk staff must add his/her name, assign an ID badge, and instruct the non-DOC staff to be seated. Reception desk staff must notify the meeting coordinator at the primary or secondary telephone number to provide an escort. In the event that the primary and secondary contacts are not available, the meeting coordinator is paged using the CO intercom system.

5. Meeting coordinators or a DOC staff designee must escort any non-DOC staff not on the attendee list to the conference room. Meeting coordinators who wish to escort one or more non-DOC staff to the meeting may exclude those names from the attendee list.

6. Meeting coordinators must instruct non-DOC staff leaving the meeting to return to the reception lobby, locate his/her name on the meeting attendees list, sign out, and return the visitor ID badge, if applicable, to the reception desk staff. Meeting coordinators should escort non-DOC staff (primarily those not on the attendee list) back to the reception lobby upon completion of the meeting.

7. Meeting coordinators cancelling a meeting must provide the reception desk with notice by including the CO-FrontDesk (DOC) in the e-mail communication cancelling the meeting. Additionally, the reception desk may be contacted at 651-361-7200.

8. Meeting coordinators may seek an exception to furnishing an attendee list and escorting visitors by contacting his/her unit director in advance of the meeting. The unit director must e-mail the CO-FrontDesk (DOC) account and provide written notice of meetings for which an exception has been granted.

E. Lower level meetings – non-DOC staff attending meetings in the lower level are directed to check-in at the CO lower level training suite for the meeting.

1. Meeting coordinators must provide a sign in sheet for individuals attending meetings held in the lower level conference rooms.

2. Completed sign in sheets must be turned into the CO reception desk at the conclusion of the meeting.

3. Meeting coordinators must escort non-DOC staff out of the lower level training suite upon completion of the meeting.

F. Individual non-DOC staff

1. Reception desk staff instructs non-DOC staff to sign his/her name in the visitor log, assigns an ID badge, directs the non-DOC staff to be seated, and notifies the DOC representative of the individual's arrival.

2. Non-DOC staff must be escorted by a DOC representative into the CO secured area.

3. Non-DOC staff must be escorted to the front lobby upon completion of business, sign out of the visitor log, and return the ID badge, if applicable.

G. Interviewees

1. Reception desk staff must be provided with a list of candidates to be interviewed.

2. Reception desk staff validates the interviewee's name on the list, denotes the time of the interviewee's arrival, and instructs the interviewee to be seated.

3. DOC staff must escort the interviewee to the appropriate conference room.

4. The interviewee must be escorted to the reception lobby upon completion of the interview.

INTERNAL CONTROLS:

A. All non-DOC staff, DOC staff who are visiting, and DOC staff who are unable to produce a valid department issued ID, are recorded on the daily visitor logs.

REVIEW: Annually

REFERENCES: Division Directive 103.013, "Identification Cards-Employees/Contractors/Volunteers/Interns"
Minn. Stat. Ch. 13D, "Open Meeting Law"

SUPERSESSION: Instruction 105.010-1CO, "Access to Central Office" 9/3/13. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Meeting Sign In/Out Sheet (105.0104A)

/s/
Deputy Commissioner, Community Services

Deputy Commissioner, Facility Services