DEPARTMENT OF CORRECTIONS

Policy Number:	**400.010**
Title:	**MINNCOR Industries**
Effective Date:	**1/15/19**

PURPOSE: To define the purpose, mission, vision, organizational structure, and financial management of the department's correctional industries program.

APPLICABILITY: All Minnesota Corrections Industries Program (MINNCOR) employees, offender participants, and customers of MINNCOR products and services

DEFINITIONS: None.

PROCEDURE:

A. MINNCOR is the centralized organization structure for the department's correctional industry program.

1. MINNCOR industries provides offenders job skills training to support positive behavior and successful transition into the community at no cost to taxpayers. It strives to do so by providing:

a) Industry training programs with documented recognition of acquired skills;

b) Interdepartmental and interdisciplinary cooperation among institutional education, vocational training programs, and correctional industry operations;

c) Collaboration between correctional industry and facilities to minimize both the number and duration of workday interruptions of the offender's work day;

d) Offender work schedules, length of workday, and number of days worked in a period that closely approximate what is found in related private sector work; and

e) Work experience to as many offenders as possible and the promotion of good work habits that can lead to enhanced post-release employment. Some products or services are purchased from another entity and passed through to the customer without the offenders adding substantial value in order to provide full service to the customers, but this practice should be minimized..

2. The MINNCOR annual report is posted on the MINNCOR internal intranet (iShare) site.

B. The MINNCOR chief executive officer (CEO) reports to the deputy commissioner of facility services.

1. The CEO serves as a member of the MINNCOR board.

2. Facility industry directors at each facility jointly report to the MINNCOR vice president of operations and their respective wardens/superintendents.

C. <u>MINNCOR board</u>

1. An executive committee consists of:
   a) The Commissioner of Corrections;
   b) MINNCOR CEO;
   c) MINNCOR chief financial officer (CFO);
   d) DOC CFO;
   e) Two deputy commissioners;
   f) Two assistant commissioners;
   g) DOC transitions director;
   h) DOC education director; and
   i) Two wardens.

2. The board serves to advise and guide MINNCOR in its decision-making and fiscal appropriations.

3. The board establishes performance measures for industries, and benchmarks that are similar to operations in other correctional industries and in the private sector.

D. MINNCOR issues comprehensive instructions and guidelines for all facets of financial reporting, sales, manufacturing, production, inventory management, and distribution of all goods and services produced by MINNCOR.

1. MINNCOR issues additional procedures and guidelines relating to the proper fiscal management and accounting for all resources under the care and control of MINNCOR.

2. MINNCOR operates in a professional, efficient and fiscally sound manner and complies with generally accepted accounting practices.

3. The financial records of MINNCOR are audited regularly either by the office responsible for fiscal audits of State agencies, or by commercial auditing firms specializing in financial audits.

4. The procedures and guidelines ensure compliance with all applicable Minnesota statutes, federal laws, and Department of Administration promulgated rules and provide proper standards and controls for all of the varied activities within MINNCOR's mission.

5. In addition, and where applicable, MINNCOR utilizes private business' best practices.

6. MINNCOR maintains membership in appropriate organizations to obtain advice and assistance of labor, business, and industry trends to assist in providing skills relevant to the job market. This is done in accordance with Policy 405.030, "MINNCOR Marketing Expenditures," Procedure C.

7. All MINNCOR staff receive training regarding the procedures and guidelines and are held accountable for abiding by them. All training is electronically documented and retained in the agency training management system. All training is done in accordance with Policies 103.420, "Pre-Service and Orientation Training," 103.410, "In-Service Training," and 103.400, "Employee Development Management."

8. Facility industry directors must develop supplementary guidelines to augment the broader procedures and guidelines issued by MINNCOR.

a) The guidelines must stipulate operational processes for activities unique to each facility, business unit, or general industry activity, and require approval from the CEO/designee to ensure adequacy and internal consistency.
b) Examples of the guidelines include quality control procedures for a particular subcontract activity, and direct shipping by the facility.

E. Meetings and organization charts

1. Minutes are taken at all MINNCOR board meetings and retained by MINNCOR's customer service staff.

2. Industry directors participate in meeting with the warden and the facility executive team.

3. Areas of authority, responsibility, and accountability for industries are clearly defined and the respective roles of the warden and industry staff are defined in the employees' position descriptions.

4. Organizational charts are maintained by all MINNCOR supervisors.

INTERNAL CONTROLS:

A. All staff training is electronically documented and retained in the training management system.

B. The MINNCOR annual report is posted on the MINNCOR iShare site.

C. Board meeting minutes are retained by MINNCOR customer service staff.

D. The MINNCOR marking plan is posted on the MINNCOR iShare site.

E. Organizational charts are maintained by all MINNCOR supervisors.

ACA STANDARDS: 2-CO-5A-01; 4-4453; 4-4456; 2-CI-4A-10; 2-CI-6A-5; 2-CI-6E-1; 2-CI-6E-4; 2-CI-6E-5

REFERENCES: Minn. Stat. §§ 241.27; 16C.151
Policy 405.030, "MINNCOR Marketing Expenditures"
Policy 103.420, "Pre-Service and Orientation Training"
Policy 103.410, "In-Service Training"
Policy 103.400, "Employee Development Management"
MINNCOR Annual Business Plan

REPLACES: Policy 400.010, "MINNCOR Industries," 10/16/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services

Assistant Commissioner, Operations Support