DEPARTMENT OF CORRECTIONS

Policy Number:	**730.020**
Title:	**Education Partner Code of Conduct**
Effective Date:	**01/02/25**

PURPOSE: To provide consistency between the Minnesota Department of Corrections' employee code of conduct and post-secondary education partners' employee codes of conduct.

APPLICABILITY: All Minnesota correctional facilities and post-secondary education institutions delivering prison education programs.

DEFINITIONS:
Authorized education partner representative – see Policy 720.020, "Education Partner Relationship."

Education partner employee – see Policy 720.020, "Education Partner Relationship."

Post-Secondary Education Institution – see Policy 720.010, "Post-Secondary Education Standards for Partnership."

PROCEDURES:

A. Expectations

1. All education partner employees working in Minnesota correctional facilities (MCFs) are expected to abide by their institution's employee code of conduct.

2. All education partner employees working in MCFs must abide by the post-secondary education policies and procedures of the Minnesota Department of Corrections (DOC).

3. All education partner employees working in MCFs must also abide by DOC Policy 103.220, "Personal Code of Conduct of Employees," (especially sections A and G through O), DOC Policy 103.223, "Personal Associations Between Staff and Incarcerated People/Residents," DOC Policy 301.030, "Contraband," DOC Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response," and with all federal Prison Rape Elimination Act (PREA) provisions.

B. Violation of Code of Conduct

1. Any education partner employee found in violation of their institution's employee code of conduct may be subject to removal as an educator in the prison education program.

2. Any education partner employee found in violation of the DOC's post-secondary education policies and procedures is subject to removal as an educator in the prison education program.

3. The education partner institution has the right to hire and fire or terminate their employees or subcontractors, but the DOC may deny entrance of any of the education partner employees to any or all facilities.

a) The DOC must notify the post-secondary education institution leader and the authorized education partner representative of such denial and the reasons for it as soon as reasonably possible.

b) If the education partner institution fires or terminates any of their employees or subcontractors who are providing services in the prison education program, the person's supervisor or the institution's leadership must immediately notify both the authorized education partner representative and the DOC director of post-secondary education/designee so that the employee's or subcontractor's access to MCFs may be ended in a timely manner.

c) If the DOC is dissatisfied with any personnel provided by the post-secondary education institution selected to provide services under the contract, the post-secondary institution must resolve the problem to the DOC's satisfaction, including replacement of the personnel within a reasonable amount of time. If necessary, the post-secondary institution must supplement the position with appropriate temporary personnel until the post-secondary institution can secure a permanent replacement.

4. The director of postsecondary education must retain documentation of any education partner being denied entry to any or all DOC facilities.

INTERNAL CONTROLS:

A. The director of postsecondary education retains all documentation regarding any education partner being denied entry to any or all DOC facilities.

REFERENCES: Policy 103.220, "Personal Code of Conduct of Employees"
Policy 103.223, "Personal Associations Between Staff and Incarcerated People/Residents"
Policy 301.030, "Contraband"
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"
Policy 720.010, "Post-Secondary Education Standards for Partnership"
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