DEPARTMENT OF CORRECTIONS

Policy:	**103.013**
Title:	**Identification Cards-Employees/ Contractors/Volunteers/Interns**
Effective Date:	**10/6/20**

PURPOSE: To correctly identify persons performing department business, department photo identification (ID) cards are issued to help in identifying 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 badge.

B. Identification cards (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 admittance authorization is used;
   3. All interns; and
   4. Resource volunteers who visit the work location at least once per month. An admittance authorization must be used if the individual visits the work location on a less frequent basis.

   See Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons," especially section D.1.c), and attachment 302.020B, "Requirements for Entrance to All MN DOC Facilities."

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. All photographs taken against a gray backdrop.

   3. The subject of the photograph must be lit from the front so the face is illuminated evenly and with no shadows.

   4. The name and title portion of the ID must use white lettering on the 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 must use white lettering on the green background for regular and frequent contractors and other Type 5 non-DOC persons. The work location portion of the ID must use blue lettering on a gray background. See Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons," and attachment 302.020B, "Requirements for Entrance to All MN DOC Facilities."

6. The name and title portion of the 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. . See Policy 300.020, "Access to Correctional Facilities and Other Department Locations by Non-DOC Persons," and attachment 302.020B, "Requirements for Entrance to All MN DOC Facilities."

7. No headgear including such examples 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.

8. 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 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.

9. Aliases must not be used on department IDs.

10. On the back of the ID card must be printed the following:
    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. All IDs must use the department approved layout and approved position titles and/or work locations. All requests for new or revised badge titles must be approved by the security directors group.

E. Transportation unit staff persons issued badges must also be issued secondary special duty IDs as credentials for their badges. 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).

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

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

H. A new ID must be issued when there is 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 their employee's ID to ensure there is no significant change in appearance and the name and work assignment or position are accurate (e.g. check during annual performance review time). Employees responsible for contractors, volunteers, or interns must do this at least annually.

I. Employees (blue badges) and Type 5 non-DOC contractors (green badges) may possess their IDs while off duty. Type 5 non-DOC volunteers who are actually compensated for their services by an outside source and whose services are full time in corrections may retain their department IDs as approved by the deputy commissioner – facilities division. This department ID is green.

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

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

L. 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 is given to the ID officer, watch commander, or designee, who must delete the ID off the staff viewer and shred the ID.

M. 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 of a valid driver's license. Prior to exiting the work location the person must exchange the temporary ID card for the driver's license.

N. 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 badge.

ACA STANDARDS: 4-4117, 1-ABC-1G-06, 2-CO-1G-06

REFERENCES: Policy 300.045, "Contractor Relationship to Department"
Policy 103.008, "Supervisor Checklists for Staff Changes"
Minn. Stat. §241.01, subd. 3a (h)

REPLACES: Policy 103.013, "Identification Cards – Employees/Contractors/Volunteers/Interns,"7/18/17, and revision issued 8/6/20 but not yet put into effect.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
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Deputy Commissioner, Facility Services
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