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| **Policy Number:** | **103.135** |
| **Title:** | **Personal Firearms** |
| **Effective Date:** | **7/1/19** |

**PURPOSE:** To provide guidelines for persons who bring personal firearms on property owned or leased by the Minnesota Department of Corrections.

**APPLICABILITY:** All persons entering property owned or leased by the Department of Corrections (DOC) or in a state vehicle.

**DEFINITIONS:** None

**PROCEDURES:**

A. Department facilities and offices; state vehicles

All persons entering facilities or offices owned or leased by the Minnesota Department of Corrections (DOC), or in a state vehicle, are prohibited from carrying or possessing personal firearms, except licensed peace officers, including members of the office of special investigations (OSI) fugitive apprehension unit following DOC Policy 107.010, "Weapons – Office of Special Investigations."

B. Facility Grounds

1. A person who has a valid permit to carry a firearm may keep an unloaded firearm in the person's personal vehicle if the person:
   a) Notifies the warden, in writing, prior to arriving at the facility;
   b) Places the unloaded firearm in a case and locks it in the trunk, or, if the vehicle does not have a trunk, must ensure the firearm has a trigger lock in place and store it out of sight in the locked vehicle;
   c) Submits the attached Permitted Personal Firearm Notice (attached), and resubmits the notice if the person changes the vehicle in which the firearm is being kept; and
   d) Ensures the warden has signed confirming approval to bring the firearm onto state property.
2. Persons submitting notification to the facility warden must receive a confirmation showing the request was received and the warden signed the approval to bring a firearm onto state property.
3. The warden or warden's designee must retain written notification from each person intending to keep a firearm in the person's personal vehicle while on facility grounds.

4. Failure to comply with these procedures may result in any or all of the following: criminal prosecution, employee discipline, or being banned from correctional facilities per the Permitted Person Firearm Notice.

C. Central Office and District Offices
A person who has a valid permit to carry a firearm and who intends to keep a firearm in the person's personal vehicle while conducting business at, or visiting, DOC central office or any district office should keep the personal firearm in the locked trunk of the personal vehicle. The firearm should be unloaded and in a case inside the trunk. If the vehicle does not have a trunk, the person should also secure a trigger lock in place on the firearm and store the firearm out of sight in the locked vehicle.

**INTERNAL CONTROLS:**

A. The warden or warden's designee must retain requests from persons intending to keep a personal firearm in the person's personal vehicle while on facility grounds.

**ACA STANDARDS:** None

**REFERENCES:** Minn. Stat. §§ 243.55, 624.712, 624.713, 624.714, 626.84.
Policy 107.010, "Weapons – Office of Special Investigations"
Policy 103.130, "Firearms and Chemical Irritants Eligibility."
Division Directive 301.030, "Contraband."

**REPLACES** Policy 103.135, "Personal Firearms," 5/1/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** Permitted Personal Firearm Notice (103.135A)

**APPROVALS:**
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services