DEPARTMENT OF CORRECTIONS

Policy Number:	**105.0105**
Title:	**Access Control Identification Card and Mechanical Keys – Central Office**
Effective Date:	**6/19/18**

PURPOSE: To ensure access control identification (ID) cards and mechanical keys for the central office building are appropriately assigned and documented.

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

DEFINITIONS:
Access control identification (ID) card – a picture ID card for purposes of visual identification of DOC employees and non-employees that authorizes access to the central office building.

Non-employee – an approved volunteer, contractor, visitor, student worker, or intern.

PROCEDURES:

A. Access Control Identification (ID) Card

1. Entry into ID Management Software/Active Directory
   a) New CO employees
      (1) Human resources must distribute the notification of new employee to all areas listed on the notification form.
      (2) A new employee's supervisor/designee must submit a computer access change request form to information technology (IT) to enable computer access for the new employee.
      (3) IT must add the new employee to the active directory group and proper partitions within the ID management software.
   b) Non-DOC employees
      (1) Computer access required
         (a) If a supervisor requires a non-employee to have computer access, the supervisor/designee must complete and submit a computer access change request form to IT.
         (b) IT must add the non-employee to the active directory group and proper partitions within the ID management software.
      (2) No computer access required
         (a) The supervisor must complete the Access Card Request form and provide it to office services.
         (b) Office services must manually enter the non- employee to the proper partitions in the ID management software.
         (c) OSI must maintain submitted request forms.

2. Once the employee/non-employee is entered into the ID management software, they may retrieve the access control ID card from office services by scheduling an appointment.

3. Supervisors of employees/non-employees must complete the Access Card Request form (attached) and submit it to OSI for door access initiation. The office of special investigations (OSI) must document access granted to employees/non-employees through

the access control identification cards on the Access Card Request form (attached) and control the doors to which employees/non-employees have access.

4. Additional access
   a) If an employee/non-employee needs access rights to certain areas (training suite, information technology areas, or records), they must also obtain the approval signature from the manager of the specific unit/area.
   b) If an employee/non-employee needs additional door access or door access removal after access has been granted, OSI must administer the changes after the completion of an additional Access Card request form.

5. If an employee/non-employee's access card is lost or stolen, they must immediately notify their supervisor, the OSI director, and the office services manager.
   a) The employee/non-employee must complete the "general" Incident Report form (attached) per DOC Policy 300.300, "Incident Reports," and submit this form to the office services manager.
   b) Office services must retain incident reports.
   c) Office services must deactivate the card and move it to the "CO disabled credentials" partition in the security center and issue a new card.

6. If an employee/non-employee arrives at CO without their ID card, office services may issue a temporary ID card after verification of the person's identity.
   a) DOC employees
      (1) Temporary cards must be returned to the front desk when the new card is obtained.
      (2) Temporary cards are not issued for more than five business days.
   b) Non-employees
      (1) Non-employees must provide a valid driver's license to obtain a temporary ID card.
      (2) Prior to leaving CO at the end of the day, non-employees must exchange the temporary ID card for their driver's license.

7. An employee/non-employee must surrender their ID card to the supervisor/authorized contract representative/volunteer coordinator/designee upon the end of their assignment with the department.
   a) The supervisor/authorized contract representative/volunteer coordinator/designee must give the ID card to OSI for destruction.
   b) OSI must delete the ID card out of the ID management software and destroy it.
   c) OSI and office services must monitor the return of access control ID cards and mechanical keys upon employee separation and document the return on the appropriate request form.

8. Employees/non-employees must not let others use their access control/identification (ID) cards.

B. <u>Mechanical Keys</u>

1. The requesting employee's/non-employee's supervisor must submit a Key Request form (attached) to office services. Office services must maintain Key Request forms.

2. Office services must manufacture the mechanical key and distribute it to the employee's/non-employee's supervisor.

3. Replacement keys may be obtained through written request via a Key Request form.

4. Employees/non-employees must return their mechanical keys to their supervisor/designee at the end of their assignment with the department.

5. Supervisors/designees must collect mechanical keys and return them to office services for reissuance.

INTERNAL CONTROLS:

A. OSI maintains and retains copies of submitted access request forms and documents returns as applicable.

B. Office services maintains Key Request forms and documents key returns as applicable.

C. Office services retains Incident Reports about CO ID cards and keys.

ACA STANDARDS: None

REFERENCES: Policy 300.300, "Incident Reports"
Minn. Stat. § 241.01

REPLACES: Policy 105.0105, "Access Control Devices-Central Office," 5/2/17
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Access Card Request form (105.0105A)
Key Request form (105.0105B)
Incident Report-Adult Facilities (300.300A)

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