Policy Number:	**201.014**
Title:	**Department of Corrections Staff Badges**
Effective Date:	**1/16/24**

PURPOSE: To provide guidelines for the issuance and use of badges by staff.

APPLICABILITY: Minnesota Department of Corrections (DOC); employees who have arrest or custodial authority over incarcerated people, community services staff, uniformed security staff, office of special investigations (OSI) staff, office of professional responsibility (OPA) staff, hearings and release unit (HRU) staff, commissioner's staff, and governor's staff as established by statute or approved by the commissioner of corrections.

DEFINITIONS:
Badge – a metal shield to identify the employee's role in DOC, which does not supersede the identification (ID) badge issued upon employment.

PROCEDURES:

A. Upon issuance of a metal badge, employees must acknowledge review and understanding of this policy and must sign the Badge Issue/Inventory Acknowledgement form (attached), confirming receipt and understanding of the policy. The original form is retained in the employee's supervisory file. In addition, when issuing or returning a badge, the badge number and to whom it is assigned must be updated in the designated data management system for department tracking purposes.

B. To ensure uniformity in the appearance of badges, all new or replacement badges may only be ordered from the original vendor who is under state contract.

C. Badges must be used for official business purposes only.

D. Under no circumstances may employees privately purchase or possess a badge representing the Minnesota Department of Corrections (DOC) unless an additional copy is required and approved by the appointing authority.

E. Careless handling, abuse, misuse, or intentional misrepresentation of a DOC-issued badge by an employee is cause for administrative or disciplinary action, up to and including termination.

F. Each employee is responsible for taking reasonable actions to safeguard their badge against loss, theft, or possible misappropriation.

G. Annually, each appointing authority must ensure a physical inspection of DOC-issued badges. The employee's supervisor must record the inspection and include the inspection record in the annual performance review.

H. An employee who discovers their badge missing or stolen must take immediate action to recover or report the missing or stolen badge.
   1. An agency staff person who was issued a badge must make a report to the local police department where they believe the badge was lost or stolen. The staff person must include the corresponding law enforcement case file number in the DOC incident report.

2. The employee must complete a detailed incident report during their first shift following discovery that their badge has been lost or stolen.

3. The employee must report the lost or stolen badge to their assigned supervisor by phone or by e-mail as soon as possible and no later than 24-hours after discovering it missing.

I. Information on Badge Issue/Inventory Acknowledgement form must be updated by the employee when one of the following changes occurs:
1. Legal name change;
2. Mutilation or excessive wear of a badge results in re-issue;
3. The original is lost or stolen; or
4. Reissue of a new badge.

J. An employee termination, separation, retirement, transfer, change of duties, or change of position requires that the staff person surrender their badge to the supervisor prior to the change.

K Types of Badges
1. Curved uniform badges are allowed for correctional officers; canine officers; correctional sergeants, lieutenants, and captains; staff from the hearings and release unit (HRU), office of professional accountability (OPA), and office of special investigations (OSI); and community services staff.

2. Flat wallet badges are allowed for community services, HRU, OPA, and OSI staff.

3. Pocket badges are allowed for commissioner of corrections' executive staff, wardens, associate wardens, those who receive authorization from the commissioner of corrections, and those from the governor's staff who receive authorization by statute.

L. Wearing of Badges
1. Uniformed correctional staff
   a) Badges are part of the uniform and are required to be worn while on duty unless security needs dictate otherwise.

   b) The curved badge is worn on the upper left chest side of the uniform.

   c) The curved badge is worn on the front left side of the uniform belt when the staff person is designated to wear a polo shirt for uniformed attire.

   d) The curved badge may be worn on the uniform belt for correctional staff assigned to designated response teams within DOC facilities and authorized by the appointing authority.

2. Commissioner's executive staff, governor's staff as authorized by the commissioner or statute, community services staff, HRU staff, OPA staff, and OSI staff
   a) The curved badge may be worn on a neck collar style lanyard or on the front belt area.

   b) The flat badge is designed to be stored in a wallet for use upon the staff person's need.

   c) The pocket badge is designed to be worn on a lanyard or carried in a suit pocket.

3. Lanyards
Lanyards used with badges must be break away, and made of a plain dark-colored material, a DOC-marked lanyard, a single-metal component design, or a State of Minnesota approved design.

4. Mourning bands
Mourning bands may only be solid black in color and may only be worn on the badge when authorized by the commissioner of corrections for a predetermined amount of time.

M. Numbering Sequence of Badges

1. Badges are numbered in accordance with the location and number of positions authorized by the DOC chief financial officer.

2. When a staff member retires, the badge number is reutilized.

N. Retirements

The commissioner of corrections may authorize the appointing authority to allow an employee retiring in good standing the ability to purchase, at full cost, a retirement badge through the Minnesota state contract-approved vendor that is supplying the agency with badges.

1. Retirement badges must have the designation of "retiree" on the bottom rocker panel of the badge.

2. Except as expressly authorized by the commissioner, numbered badges are not allowed for retirement badges.

O. Reissue of Badges

1. Staff must bring any damage to their department-issued badge to the attention of their supervisor for inspection of the damage. Any misuse or abuse of a department-issued badge that results in damage to the badge must be tracked and addressed by the staff person's supervisor during the annual evaluation.

2. Staff must clean their department-issued badge if it is contaminated (with bodily fluids, chemicals, or other substances) prior to any inspection if a need for reissuance is requested based on damage. Staff must take care while cleaning the badge because it is coated with a sealing material to prevent corrosion of the badge. Cleaning agents must not impact the sealing material or otherwise degrade the badge finish.

INTERNAL CONTROLS:

A. The Badge Issue/Inventory Acknowledgement form is maintained in the employee's supervisory file, with a copy retained by the appointing authority of the designated unit or division, for the duration of their employment with the DOC.

B. The record of badge inspection is included in the employee's annual performance review.

C. A master inventory badge tracking form is maintained by HR. Once a badge is issued by the appointing authority a copy of the employee's Badge Issue/Inventory Acknowledgement form should be sent by the appointing authority to HR.

REFERENCES: Minn. Stat. §§ 243.05, subd. 1(d); and 241.025

REPLACES: Policy 201.014, "Department of Corrections Staff Badges" 9/15/20.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Badge Issue/Inventory Acknowledgement form (201.014A)

APPROVALS:
Deputy Commissioner, Chief of Staff
Deputy Commissioner, Client Services and Supports
Assistant Commissioner, Agency Services and Supports
Assistant Commissioner, Facilities
Assistant Commissioner, Facilities
Assistant Commissioner, Community Services and Reentry
Assistant Commissioner, Health, Recovery, and Programming