


GENERAL ORDER

	Effective: May 20, 2022	Number: 22-46-002
	Subject: UNIFORMS AND PERSONAL GROOMING – CAPITOL SECURITY	
	Reference: DPS Policy 4063	
	Special Instructions: Rescinds General Order 15-46-002	Distribution: N , O

I. POLICY

The policy of the Minnesota State Patrol is to develop and maintain a uniform dress and grooming code for all capitol security officers. Appearance reflects the professionalism of the organization and clearly identifies to the public the presence of a Minnesota Capitol Security Officer.

II. AUTHORIZED UNIFORM ARTICLES

A. The authorized uniform, per member, shall consist of (but not be limited) to the following:

1. Jacket (1) – winter
2. Jacket-(1)-fleece
3. Sweater (1)
4. Vest (1)
5. Pants (3) - used for all seasons
6. Shirts: (3) long sleeve; (3) short sleeve
7. Ties: (2)
8. Hats: (1) winter and (1) dress hat, Garrison Style
9. Gloves - upon request
10. Rain coat
11. High visibility jacket

B. The following leather goods and belt attachments will be issued:

1. Utility belt (1)
2. Belt buckle (1)
3. Belt keepers (4)
4. Flashlight carrier (1)
5. Key ring holder (1)
6. Handcuff case (1)
7. Chemical irritant carrier (1)
8. Radio holder (1)
9. Baton holder (1)
10. Glove holder

C. The following equipment will be issued:

1. Radio
2. Flashlight (batteries provided)
3. Disposable gloves
4. Collapsible Baton
5. Nameplate and Serving Since pin
6. Badges: shirt (1), coat/sweater (1), hat (1)
7. Handcuffs (training provided)

8. Chemical irritant (training provided)
9. Collar insignia: (1) pair issued upon completion of Trainee Program/Certification
10. Tie tack

d) Summer Uniform Classification (April 1 through October 31)

1. Short sleeve shirt with collar insignia or rank insignia, nameplate, serving since plate, breast badge
 - i) Whenever a T-shirt or similar undergarment is worn with a short-sleeve shirt as part of the summer uniform, the T-shirt or undergarment shall be of a V-neck design so that no portion of the undergarment is visible above the shirt collar and that no portion of the undergarment is visible below the uniform shirt sleeves
2. Body worn camera
3. Trousers
4. Black uniform shoes or boots
5. Duty belt, buckle, belt keepers, and the following accessories including their carriers: handcuffs, flashlight, baton, Taser (if issued), key holder, glove pouch, chemical irritant (if carried) and portable radio.

e) Winter Uniform Classification (November 1 through March 31)

1. Winter uniform shall be worn during the legislative session unless otherwise directed by the Division/Section Commander
2. Long-sleeve shirt with collar insignia or rank insignia, nameplate, "serving since" plate, breast badge, and navy blue necktie. During a funeral or other designated ceremony, the BWC will not be worn and a tie tack will be worn in its place. The BWC will be worn when traveling to and from ceremonies.
3. Body worn camera, except as noted in 2 above
4. Trousers
5. Black uniform shoes or boots
6. 911-style jacket with name plate and breast badge
 - i) An issued mock turtleneck may be worn in lieu of the necktie. The mock turtleneck may not be worn for court, during the Legislative session or public presentations.
 - ii) Only the top button of the uniform shirt may be left unbuttoned when wearing a mock turtleneck
 - iii) No insignia or marking on the collar of the mock turtleneck may be visible when worn under the uniform shirt when the collar is buttoned
7. Duty belt, buckle, belt keepers, and the following accessories including their carriers: handcuffs, flashlight, baton, Taser (if issued), key holder, glove pouch, chemical irritant (if carried) and portable radio.

III. DRESS STANDARDS

A. General Requirements

1. Each member shall be dressed in the appropriate department issued uniform unless a specific exemption has been provided by the District/Section Commander.
2. At no time shall other clothing, equipment, or accessories not addressed in this General Order be worn as a visible part of the uniform while on-duty unless the Chief has granted prior authorization.
3. Seasonal change as identified with Summer and Winter Classification will prevail.
4. Issued uniforms, equipment, and accessories shall not be worn off-duty unless prior authorization has been granted by the District/Section Commander.

B. Additional Requirements

1. The garrison hat shall be worn when directed by the District/Section Commander. The hat shall be removed when going indoors except when required by officers on special assignment or so ordered by a supervisor. Hats shall be put on or taken off when crossing the threshold into the building. Hats need not be worn when in the patrol unit.
 - a. The hat will be worn straight away. The hat badge shall be fastened through the manufacturer's grommet.

- b. In the event of precipitation, hat shall be protected with the issued hat cover.
2. The fold edge of the uniform shirt and zipper shall form a straight continuous line. This shall be referred to as the gig line.
3. The leather duty belt with accessories shall be worn at all times when in uniform as required in this General Order unless otherwise directed by the District/Section Commander. The duty belt buckle shall be centered over the gig line.
4. The wearing of additional clothing (i.e. sweatshirt, sweater, or vest) worn under uniform clothing is permissible providing such additional attire is not exposed and does not present a bulging appearance.
5. Uniformed members may wear a maximum of two authorized pins providing the height and width do not exceed $\frac{3}{4}$ inch. Members may wear only *one of each* authorized pin as a regular visible part of the uniform. The Chief may approve other pins at any time.
 - a. The following pins are authorized for general wear:
 - 1) American Flag
 - 2) POW/MIA
 - 3) Union insignia
 - 4) Tim Bowe memorial pin
 - 5) Ted Foss memorial pin

IV. INSIGNIA AND AUTHORIZED ARTICLES

A. MCS and Collar Insignia

1. The MCS insignias shall only be worn on the uniform shirt.
2. All members shall appropriately wear shirt collar insignia. Shirt collar insignia shall be as follows:
 - a. Officer-MCS
 - b. Sergeant—Triple brass chevron
 - c. Lieutenant—Single silver bar
3. The rank insignia "MCS" shall be worn diagonally on the collar with the outer edges just inside of the collar stitching. Shirt collar insignia for sergeants shall be placed in a diagonal position, centered off the point of the collar, with the lowest corners placed one-half inch from each edge of the collar. Shirt collar insignia for lieutenants shall be placed in a position parallel to and centered on the lower edge of the collar and $\frac{1}{2}$ " above the lower edge of the collar.

B. Nameplate

1. The nameplate shall be clearly readable.
2. The nameplate shall be worn one inch above the top of the Right breast pocket and centered above the buttonhole of the uniform shirt.
3. On the uniform shirt the nameplate and "serving since" plate shall be worn above the right breast pocket.
4. The "serving since" plate is not worn on the sweater or jacket.

C. Badge

The badge shall be worn above the left breast pocket flap of the jacket, and uniform shirt. The badge shall be attached to the shirt utilizing the sewn grommets.

D. Tie Tack

When worn, the tie tack shall be worn centered on the tie and level with the bottom edge of the pocket flaps.

E. Award Service Bar(s)

The Award Service Bar(s) shall be attached so the bottom of the bar is $\frac{1}{2}$ inch above, parallel to, and centered over the right pocket flap on the uniform shirt. The Award Service Bar(s) shall be attached so the bottom of the bar is $\frac{1}{2}$ inch above, parallel to, and centered over the top of the nameplate. The Award Service Bar(s) shall not be worn on the uniform jacket.

1. The Award Service Bar(s) shall be attached so the darker color, when applicable, is to the outward side of the uniform shirt

2. If a Service Bar has been awarded for both Meritorious Service and Life Saving, the bars shall be attached so they adjoin on one horizontal line with the Meritorious Service Bar on the inward side of the uniform shirt. If awarded, the Valor Award Service Bar shall be attached above other service bar(s) and the Purple Heart Service Bar shall be attached below other service bar(s).
3. A number will be added for second and subsequent awards in either category.

F. Authorized Pin(s) or Emblem(s)

Authorized pin(s) or emblem(s) when worn shall be positioned straight on the right pocket flap, horizontally centered between the pocket flap button and the left edge of the pocket flap, and vertically centered between the bottom edge and the top edge of the pocket flap. When two pins are worn, the second pin shall be straight on the right pocket flap, horizontally centered between the pocket flap button and the right edge of the flap, and vertically centered between the bottom and top edges of the pocket flap.

V. MAINTENANCE OF UNIFORM AND ACCESSORIES

A. Uniform

1. The uniform shall be maintained in a presentable condition at all times.
2. Uniforms and accessories will fit properly, be clean and neatly pressed, be free of stains, rips, tears, holes, frayed edges, missing buttons, and faded colors. Uniforms will be buttoned and zippered unless otherwise specified, pockets will not present a bulging appearance, and sleeve emblems will be securely sewn on the uniform.
3. Uniform repairs and/or alterations other than hemming trousers shall be made only upon permission granted by the District/Section Commander/designee.
4. All uniform articles shall be cleaned according to label instructions.

B. Accessories

A highly-polished luster will be maintained on shoes, belts, belt accessories, and metal parts of the uniform.

C. Inspections

Formal inspections shall be conducted on an annual basis by all State Patrol supervisors as they perform their assigned duties to ensure that employees are adhering to this general order. In addition to the formal inspections, unannounced inspections by Commanders and Lieutenants are expected to ensure employees comply with department requirements for personal appearance, proper uniform, and equipment maintenance. The personal inspection report form is located on the common drive and shall be used to record all such inspections. Completed forms are to be placed onto the Inspections folder on the common drive.

VI. ACCEPTABLE STANDARDS FOR PERSONAL GROOMING

A. General

1. The following minimum standards for grooming and maximum standards for hair, sideburns, and mustaches shall be complied with by each member.
2. Personnel will pay particular attention to personal cleanliness.
3. Anything not identified in this General Order that detracts from the professionalism of the organization will be addressed on a case-by-case basis.
4. Only the Chief or Assistant Chief may grant exceptions to these standards.
5. Nothing in this section is to be construed as prohibiting modifications necessitated by deformity, injury, or medical/dental need.

B. Sworn Personnel (Male)

1. Hair
 - a. Shall be clean, neatly trimmed, and combed.
 - b. Shall be cut to present a tapered appearance and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal erect position except for the closely cut hair at the back of the neck.
 - c. Shall not interfere with the proper wearing of any authorized uniform headgear.
 - d. The wearing of a wig or hair piece while in uniform or on-duty is permissible. If worn, it shall conform to the standards set forth in this policy.

2. Mustache
 - a. May be worn by sworn personnel.
 - b. If worn, shall be kept trimmed and clean.
 - c. No portion shall extend below the corners of the mouth, ½ inch beyond the corners of the mouth or below the vermillion border of the upper lip.
 - d. Shall not twist in an upward position or be curled with any wax applied.
3. Sideburns
 - a. Shall not extend downward beyond the lowest part of the ear opening.
 - b. Shall be trimmed and neat in appearance.
 - c. Sideburns shall not be uneven, flared, or bushy. Base shall be a clean-shaven horizontal line.
4. The face shall be clean-shaven except for sideburns and mustaches as defined above.
5. Jewelry
 - a. Jewelry which detracts from the professional appearance of a sworn member or which constitutes a safety hazard is not permitted.
 - b. No more than two rings (a wedding set is considered one ring) may be worn. The ring(s) shall be conservative and in good taste.
 - c. No earring(s) or visible body piercing of any type or design are allowed.

C. Capitol Security Personnel (Female)

1. Hair
 - a. The length, bulk, or appearance of natural hair shall not be excessive, ragged, or unkempt.
 - b. Shall be neatly groomed.
 - c. Shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal posture.
 - d. Shall be groomed in front so that it does not fall below the band of properly worn uniform headgear and shall be styled back away from the face.
 - e. May be worn slightly over the ears, but in no case shall the bulk or length of the hair interfere with the proper wearing of authorized uniform headgear.
 - f. Loose-hanging pony tails or braided pony tails are not permitted.
 - g. Long hair shall be pinned up in order to comply with c. above. Whenever the hair is pinned up, the bulk of the hair shall be positioned in a manner which will not interfere with the proper wearing of headgear.
 - h. No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes which blend in with the hair color.
2. Cosmetics
 - a. Cosmetics, if worn, shall be of conservative color and worn in good taste.
 - b. Fingernail polish, neutral in color, may be worn.
3. Jewelry
 - a. Jewelry which detracts from the professional appearance of a sworn member or which constitutes a safety hazard is not permitted.
 - b. Earrings of small, inconspicuous design may be worn. Pierced earrings, if worn, shall be post-type with no loops or dangling attachments. No other visible body piercing(s) are allowed.
 - c. No more than two rings (a wedding set is considered one ring) may be worn. The ring(s) shall be conservative and in good taste.

D. All Capitol Security Personnel

1. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.
2. Eyeglasses
 - a. Conservative prescription eyeglasses are authorized for wear.
 - b. Conservative prescription and non-prescription (non-mirrored) sunglasses are authorized.

3. Tattoos, Body Art, Body Modifications

- a. Any members hired before 6-1-12 with existing tattoos as of 6-1-12 shall cooperate with the agency in photographing any tattoos exposed while wearing either the summer or winter uniform, if the member wishes not to conceal the tattoo while on duty.
 - i. District commanders shall forward photographs to the appropriate Major.
 - ii. The Chief retains the right to require members to conceal any tattoos deemed to be potentially controversial or of a nature that detracts from the professionalism of a uniformed member of the State Patrol.
 - iii. Members wishing not to be photographed for this purpose can do so provided they conceal all visible tattoos in accordance with this section.
- b. Any changes, modifications, or additions to documented tattoos by members grandfathered into this policy as of 6-1-12, will require the entire tattoo to be concealed while on duty.
- c. Any members hired after 6-1-12 shall conceal all visible tattoos while on duty.
- d. Concealment shall be accomplished using a subtle and matching flesh-toned covering that does not detract from the professionalism of the State Patrol. Concealment by wearing the winter uniform during the summer uniform period is not permitted.
- e. Aside from the exception for preexisting tattoos outlined above, no other body art or modifications are permitted to be visible while on duty. This includes, but is not limited to: tongue splitting or bifurcation; the complete or trans-dermal implantation of objects other than hair replacement; abnormal shaping of the ears, eyes or nose; abnormal filing or capping of the teeth; henna inking; branding or scarification; or piercings (other than permitted ear piercings).

4. Miscellaneous

Any item not mentioned in this General Order will be considered not authorized until it has been approved following chain of command procedures.

Approved:

SIGNED 5/20/2022

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

GENERAL ORDER



Effective:	April 15, 2013	Number: 13-46-003
Subject:	PATROL UNIT MAINTENANCE – CAPITOL SECURITY OFFICERS	
Reference:	GO 25-007	
Special Instructions:	Rescinds Capitol Security GO 95-30-002	Distribution: N

I. PURPOSE

To establish uniform guidelines for use and the maintenance requirements for Minnesota State Patrol units, which include but are not limited to Capitol Security squads and bicycles.

II. OPERATION

- A. State-owned patrol units are provided for use as official duty may require. State Patrol units shall not at any time be used for other purposes unless authorized by the district/section commander.
- B. State Patrol personnel shall patrol in vehicles assigned for that purpose unless otherwise directed by a supervisor.
- C. No person or persons, except other State Patrol personnel or such persons as duty dictates, shall be transported in patrol units without the permission of a supervisor. All required paperwork shall be completed and submitted prior to any pre-approved ride-along shift (see General Order 25-007). The person's full name and address shall be given to radio communications personnel prior to the start of the ride-along. State Patrol personnel shall make every reasonable effort to ensure all occupants in their patrol units abide by applicable seatbelt/restraint laws.
- D. State Patrol personnel SHALL NOT operate, on-duty or off-duty, any State Patrol unit in a careless or reckless manner or with a measurable blood alcohol concentration (zero tolerance).
- E. Officers shall complete a *Vehicle Inspection Sheet* at the beginning of each shift. The *Vehicle Inspection Sheet* will be turned in with daily paperwork. Any damaged, lost, or nonfunctioning equipment shall be noted.

III. MAINTENANCE

- A. The following procedures shall govern the maintenance of patrol units:
 - 1. Employees of the vendor performing the unit maintenance may operate the unit for the purpose of diagnostics and taking the unit to/from the place of service.
 - 2. Unit maintenance over 45 minutes in length will be done only when the officer has obtained a spare unit. Routine oil changes, light replacements, emergency tire repairs, and other emergency repairs can be done during the duty shift during non-peak hours with the notification of radio communications and/or a supervisor.
- B. Members shall maintain all equipment in proper working order. It shall be the duty of each member to make certain that all such equipment is available in the unit in proper working condition, and those replaceable items are replaced.
- C. Members shall maintain patrol units as issued with respect to equipment. At no time shall any member add, alter or remove equipment without the approval of the district/section commander.
- D. Units will be left clean (inside and out) and organized, and must have a minimum of a half tank of gas at the completion of each shift.
- E. No eating or smoking in units.

IV. DAMAGE TO UNIT

Officers shall immediately report any damaged equipment to a supervisor. A field report and, when required by statute, a state accident report will be completed in every instance of damage occurring to a unit.

Approved:

SIGNED 4/15/2013

**Colonel Kevin P. Daly, Chief
Minnesota State Patrol**

GENERAL ORDER



Effective: July 1, 2013

Number: 13-46-004

Subject: CAPITOL SECURITY PARKING METER COLLECTION PROCEDURES

Reference: DPS Fiscal Administrative Services Policies

**Special
Instructions:**

Distribution: N

I. PURPOSE

The purpose of this General Order is to provide Capitol Security officers with guidelines regarding the collection and deposit of parking monies from meters on the Capitol Complex to ensure state receipts are properly safeguarded and promptly deposited.

II. SCOPE

These rules shall apply to all Capitol Security officers engaged in the collection and deposit of parking meter monies.

III. DEFINITIONS

1. "Meter" is any parking pay station on the Capitol Complex that accepts coins, bills, and/or electronic payment for parking privileges in Department of Administration (ADM), Plant Management Division (PMD), owned/managed parking lots and ramps.
2. "Box" is either a coin or bill depository box designed for use in meters.
3. "Bank" is the financial institution where Minnesota Management and Budget (MMB) has established an account for the deposit of parking monies.
4. "Website" is the site (Digital Electronic Management System (EMS)) maintained for the pay stations.

IV. COLLECTION

It will be the policy of Capitol Security to maintain a forthright system for the collection and deposit of parking monies following the Department of Public Safety (DPS), Fiscal Administration Service Division (FAS) auditing policies and directives. A transparent system will ensure trust and prevent allegations of corruption.

1. A Capitol Security supervisor will check meter limit status (via website) daily to determine which meters require collection.
2. Meters registering 75% or higher capacity will be designated for collection. Meters will be emptied at least once per quarter.
3. Two Capitol Security officers will be assigned to those meters designated for collection.
4. Officers will retrieve a meter key from a Capitol Security supervisor and the box(es) necessary for the collection of designated meters.
5. Officers will remove boxes designated for collection and replace them with empty boxes. In no case should a box containing coins or bills be opened by any Capitol Security employee.
6. Boxes containing coins and/or bills shall be placed in the locked trunk of a squad car.
7. Officers will print an audit report from each meter collected.
8. Once all boxes are removed and replaced, officers will drive directly to the bank.
9. Boxes containing monies will be turned over to bank staff for opening and deposit.


10. Officers will complete the Pay Station Collection Log and have the log signed by the bank staff receiving the boxes. All audit reports will be attached to the collection log.
11. Officers will retrieve empty boxes from the bank staff.
12. The meter key will be returned to a Capitol Security supervisor.
13. The empty boxes will be returned to the Capitol Security office.
14. The collection log will be forwarded to ADM PMD by 1400 hours daily.
15. Officers should expedite the collection and deposit of monies.

Approved:

SIGNED 7/1/2013

**Colonel Kevin Daly, Chief
Minnesota State Patrol**

GENERAL ORDER

	Effective: August 16, 2013	Number: 13-46-005
	Subject: CAPITOL SECURITY OFFICER TRAINING AND PROBATIONARY EVALUATIONS	
	Reference:	
	Special Instructions:	Distribution: N

I. POLICY

To identify areas of responsibility and procedural requirements to properly implement the probationary officer Field Training Officer (FTO) program and otherwise evaluate and report on probationary officer.

II. PROGRAM PERSONNEL AND THEIR DUTIES

A. District Commander

1. Meet with probationary officer and give a review of district policies, procedures and reports; acquaint officer with district boundaries; provide work schedule and expectations.
2. Manage and oversee the FTO program at the District level, assigning necessary tasks to district personnel to fulfill all of the requirements.

B. Field Training Officer (FTO) Sergeant

1. Coordinate FTO training, oversee the FTO program, maintain files, and act as a liaison to district command staff.
2. Responsible for scheduling the FTO with the probationary officer.
3. Responsible for supervising and documenting the performance of duties during the field training process.
4. Confer with the district commander about performance deficiencies or the need for an extension of the process.
5. Review the weekly summary, consult with the previous FTO from the completed phase, and, in advance, formally approve the probationary officer's advance to the next phase.
6. Ensure the transfer of the appropriate information concerning the probationary officer's performance to the next FTO.
7. Periodically review probationary officer's binder of FTO reports.
8. The FTO weekly summary report shall be completed as soon after the completion of the FTO phase as possible.
9. Upon conclusion of the FTO period, recommend the approval of the probationary officer to assume solo duties. Ensure prompt completion of all appropriate FTO paperwork within established timelines.

C. Field Training Officer (FTO)

1. Assigned by the district commander to take primary responsibility for the proper training and evaluation of the probationary officer.
2. Complete and submit evaluation forms to the FTO sergeant in a timely manner, and participate in such evaluation sessions with the FTO sergeant as may be appropriate but, at a minimum, at the conclusion of each phase of field training.
3. FTOs must be willing to work all assignments listed in the Probationary Officer Training Curriculum to accommodate the training needs of the probationary officer.
4. The FTO must serve as a good role model for probationary officers, model agency values, follow Capitol Security general orders and procedures, and ensure that the probationary officer does so as well.
5. The FTO must be an effective instructor and mentor, ensuring that the training tasks are explained and demonstrated, and performance results are evaluated and shared.

6. The FTO must use good judgment in ensuring that the probationary officer is given the level of responsibility and discretion appropriate for their individual level of job development.
7. FTOs will be required to complete thorough, objective and unbiased summary reports. Reports will be complete, accurate, well written (proper grammar and spelling) and properly formatted. The completed reports will be properly assembled, submitted on time, and will accurately reflect all observed behaviors and performance.

D. Probationary Officer

1. Must successfully complete all facets of the classroom training delivered by State Patrol and Capitol Security staff.
2. Must successfully complete all stages of field training.

III. TRAINING REQUIREMENTS FOR FTOs

A training session for FTOs will be conducted when necessary and prior to the hiring of the probationary officers. FTOs must have attended the basic FTO training and all subsequent refresher classes.

IV. REPORTING

- A. A Weekly Training Summary shall be completed by FTO at the conclusion of each week's training.
- B. The Building Training form shall be completed by FTO at the end of each day's training (evaluates progress and areas of concern).
- C. The Security Officer Trainee Post-Training Evaluation shall be completed by the probationary officer at the conclusion of the training program.

Approved:

SIGNED 8/16/2013

Colonel Kevin P. Daly, Chief
Minnesota State Patrol

GENERAL ORDER



Effective:	September 13, 2013	Number:	13-46-006
Subject:	ACCESS CONTROL AT CAPITOL COMPLEX		
Reference:			
Special Instructions:	Distribution: N		

I. POLICY

Establish criteria for key card access issuance, database maintenance, and access violation enforcement.

II. SCOPE

This policy will apply to buildings and facilities owned and maintained by the Department of Administration (ADM) Plant Management Division (PMD) within the Capitol Complex (as defined in Minn. Stat. sec. [15B.02](#)) including buildings, work areas, and parking facilities.

III. ADMINISTRATION

- A. The State Patrol, through its Capitol Security Access Coordinator, is responsible for the creation of employee access cards at the request of various agencies within the Capitol. The Capitol Security Access Control Coordinator shall be responsible for:
 1. Communicating with agency liaisons to insure that he/she has reviewed and approved any written request/application for access;
 2. Reviewing written requests/applications for accuracy;
 3. Issuing photo identification and access key cards to the employee;
 4. Maintaining written request/applications and all financial records in an efficient and organized manner;
 5. Retaining all records as required per General Order 10-063 (Records Retention);
 6. Maintaining an inventory of necessary supplies and ordering them as needed;
 7. Insuring accurate and complete data entry of individuals with Capitol Complex access and issued photo identifications in database; and
 8. Processing key card access applications and entering all information on the application into the individual's profile.
- B. By the 10th of each month, the Capitol Security Access Control Coordinator will report the last month's activity to the Director of Capitol Security. This report will include:
 1. The number of each card type listed in Addendum 1.
 2. The number of blank, non-issued cards in stock.
 3. Verification that completed applications have been filed alphabetically by applicant's last name for each fiscal year.
 4. Date and amount of individual fees deposited.
- C. The Director of Capitol Security will request an audit from each building/agency contact semi-annually (November and May). The Director will draft a cover letter to be included with a list of current employees that have been given access cards.

IV. ENFORCEMENT

- A. Capitol officers and troopers shall be vigilant in ensuring that individuals in secure areas at the Capitol Complex have the appropriate approval. Individuals in a building and/or work or parking area without authorization are considered a security breach which may result in law enforcement action. These individuals shall be immediately escorted to an interior or exterior public area.
- B. Use of emergency intercoms to request access is strictly forbidden. Security/Control System Monitors (S/CSMs) who receive these requests shall instruct the individual that the intercoms are for emergency use only and direct the party to a public facility entrance.
- C. S/CSMs shall not access secured points of entry for any individual without proper authorization. If authorization requires personal contact, an officer shall be dispatched to the location.
- D. Non-employees requiring after-hour entry (i.e. contractors, meeting attendees, interns, non-employee helpers, family members) shall be escorted and supervised by authorized employees.
- E. Individuals responding to address emergency situations, repair, maintenance, or major building malfunctions where time is a critical factor shall be granted access. A verbal authorization from ADM-PMD is acceptable. Every effort should be made to have an officer and/or authorized employee at the access point to assist and verify identification.

Approved:

SIGNED 9/13/2013

**Colonel Kevin P. Daly, Chief
Minnesota State Patrol**

Minnesota State Patrol
Capitol Security Division
Key Access Card Matrix
ADDENDUM 1

Card Type	Event	Requirement	Fee	Notes
Access	New Employee	Completed, approved and signed application	\$10.00	
Access	Replace Nonworking or Broken Card	Completed, approved and signed application	\$5.00	Expire date changes
Access	Replace Lost/Stolen Card		\$10.00	Expire date changes
Access	Replace Working Card with Broken Slot Hole	None. Considered exchange.	\$0.00	Expire date changes
Access	Contractor Supervisors	Completed, approved and signed application.	\$10.00	
Access	Card renewal	Every five years	\$5.00	Expiration included in profile upon application. Updated upon renewal
Access	Active cards are returned.	None.	n/a	Photo is deleted from file. Card is made inactive and deleted from database.
ID	Broken Slot Hole	None. Considered exchange.	\$0.00	Expire date changes
ID	Contractor Staff	Completed, approved and signed application.	\$5.00	
ID	New Employee	State Services for the Blind and Veteran Affairs -completed, approved, and signed application State Auditors-emails information and photos	\$5.00	
N/A	Access rights added to card issued by another department	Emails with card numbers are sent to request that access be added.	n/a	System will show as added card



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
CAPITOL COMPLEX SECURITY DIVISION
ELECTRONIC KEYCARD APPLICATION



1. Name _____
Last First Middle
2. Department _____ Division _____
3. Title _____ Supervisor _____
4. Work Address _____
Building Floor Room Number
5. Date of Birth _____
6. Home Address _____
7. Home Phone _____ Work Phone _____
8. Give a brief summary for reason or need for key card _____

9. CONDITIONS OF KEY CARD USE.

- A. Only the person to whom the card is issued is permitted to use it.
- B. The key card holder may not use the card to gain admittance for any other person to any building.
- C. Violations of these conditions for key card use will result in immediate revocation of the card.
- D. When the card is no longer required, or upon termination of employment, it shall be returned to the Department of Public Safety, Capitol Security Division, Room B-5 of the State Capitol.

10. PRIVATE DATA INFORMATION.

The date of birth, street address and home phone number requested on this form are classified as Private Data by MGDPA M.S. 13.04. All other information on this form is public data. This information is requested on a voluntary basis: however, key cards will not be issued if the information is not furnished. Capitol Security personnel responsible for key cards are authorized to see and use this information. The street address and home phone number will be used to contact key cards that are no longer valid.

11. SIGNATURE OF AGREEMENT.

- A. I have read and understand the above statement about private data.
- B. I have read, understand, and agree to the conditions of key card used.

12. Signature of Applicant _____ Date _____

13. Agency Approval _____ Date _____

14. Title _____ Division _____

CAPITOL SECURITY ACTION:

Date Issued _____ Approved _____ Disapproved _____

Issued By _____ Card # _____ Access Level(s) _____

Card Status: Lost _____ Stolen _____ Returned _____ Damaged _____ Date _____