



**DEPARTMENT OF CORRECTIONS
Non-Employee Service Providers**



Title:	Non-Employee Service Provider (Carded and Noncarded)	Policy: 100.1.1
Effective:	1/1/15	Supersedes: N/A
Applicability: All Department Staff and Non-Employee Service Providers		
Directives Cross-Reference: Policy: Prison Rape Elimination Act 40.1.3		
Attachments: Form – NSP Privileges and Waiver Request (CD1686) Form – NSP ID Card Background Checklist (CD1687) Form – NSP Facility Orientation Checklist (CD1688)		

I. PURPOSE

To establish guidelines needed to create and maintain processes and procedures for all non-employee service providers (NSPs), which are distinct from Department of Corrections employees, and with whom the department may partner. This policy does not apply to Community Corrections.

II. DEFINITIONS

- A. Criminal Justice Partners: Employees of the Department of Justice, State Police, Department of Public Safety Standards and Training (DPSST), Oregon Youth Authority (OYA), community corrections agencies, and the Commission on Public Safety who have an integrated mission with the Department of Corrections. This includes parole officers.
- B. Event Visitors: A type of visitation authorized by the Department of Corrections in its correctional facilities in which a person from the community is authorized to attend a special inmate event or function designed to increase and enhance pro-social interaction.
 - 1. Authorization is required for each individual event.
 - 2. The person may or may not be on the inmate’s approved visiting list.
 - 3. The person may also be a non-employee service provider who provides connections to the community through civic and vocational involvement.
- C. Government Agency Partners: Employees of any state, local or federal government agency not within the definition of criminal justice partners.
- D. Mentor: A knowledgeable and experienced volunteer who shares what they know with inmates to assist the inmate in achieving personal growth. Mentors model pro-social behaviors and maintain appropriate and secure boundaries as they teach and assist.
- E. Non-Employee Service Provider (NSP): An individual who provides services or programs to the department and/or to inmates, but not as a paid employee of the department. Examples of

non-employee service providers include contractors, volunteers, mentors, criminal justice partners, and government agency partners.

- F. Partner Agency Contractor: Individuals under contract with a criminal justice or other state, local, or federal government to provide services to the Department of Corrections or Oregon Corrections Enterprises. This includes, but is not limited to, individuals such as paid re-entry mentors contracted through community corrections, higher education, and nonprofit employees paid through grants.

III. POLICY:

It is the policy of the Department of Corrections to utilize non-employee service providers with appropriate training, guidance, and supervision as a means to enhance programs and further the mission of the department. The department proactively collaborates with other agencies and community resources to increase the likelihood of inmate success in the community upon release. These collaborations are significant in number, requiring consistent processes and standards to ensure good customer service and safety of the non-employee service providers and the agency.

- A. The Programs and Volunteer Services Administrator is responsible for the oversight and review of training and facility access requirements for non-employee service providers. This responsibility includes interpretation of policies that relate to non-employee service provider training, facility access, and identification card processes.
- B. Each program manager is responsible for the recruitment, training, coordination, and retention of non-employee service providers supporting their programs.
- C. Individual programs using non-employee service providers will be responsible for program-specific requirements for their programs in addition to, or separate from, policy requirements.
- D. Background checks completed as part of the initial request for an NSP ID card for access to multiple institutions will be reviewed by the appropriate Institutions Administrator for approval or denial. Background checks completed for access to multiple non-institution locations will be reviewed by the Assistant Director in charge of the request work section for approval or denial.
- E. Background checks will be completed on contractors and volunteers to ensure compliance with requirements of the DOC policy on **Prison Rape Elimination Act** (40.1.13).
- F. Periodic background checks will be completed on volunteers.
- G. The NSP Privileges & Waiver Request (CD1686) will be used to evaluate and approve key, radio, and escorting privileges, as well as metal detector waivers. Decisions on approval or denial will be documented in the NSP ID card database.
- H. NSP ID Card Database Management
 1. The Programs and Volunteer Services Unit Administrator is responsible for the oversight of the NSP ID card database. This database will be used to record, manage, and track non-employee service provider identification cards from application through issuance, updates, and recovery.
 2. The Programs and Volunteer Services Unit Administrator will establish and maintain processes and procedures associated with the NSP ID card database.

- a. Background checks, which are completed as part of the initial request for an NSP ID card, will be documented using the NSP ID Card Background Checklist (CD1687) and noted in the database.
- b. Completion of required facility orientation training will be documented using the NSP Facility Orientation Checklist (CD1688) and noted in the database.
3. Access and use of the NSP ID card database will require approval of a functional unit manager or program manager and the Programs and Volunteer Services Unit Administrator. User authorization profiles will be established using role-based authority.
4. The Programs and Volunteer Services Unit Administrator is responsible for developing and maintaining database user training curriculum and ensuring all authorized users have completed training required for their user profile.
5. All changes in the status of a non-employee service provider must be entered into the database to ensure proper management and accountability of the identification cards.
6. Additional information will be tracked within the database as needed, including completion of background checks, training, and facility orientation.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Mitch Morrow, Deputy Director