



**DEPARTMENT OF CORRECTIONS  
Human Resources Division**



<b>Title:</b>	<b>School to Work / Career Related Learning</b>	<b>DOC Policy: 20.4.13</b>
<b>Effective:</b>	<b>7/14/10</b>	<b>Supersedes: 7/5/02</b>
<b>Applicability: All Employees, Students, and Educators</b>		
<b>Directives Cross-Reference: ORS 240.145(3); BOLI Regulations, HRSD Policies 40.025.01, 20.005.20</b>		
<b>Rules: Facility Access – Div 15, Volunteer Services/Student Interns – Div 16, Emergency Preparedness – Div 53, Release of Public Information – Div 39</b>		
<b>Attachment: DOC School-to-Work Plan Outline</b>		

**I. PURPOSE**

The Department of Corrections (DOC) benefits from the contributions of volunteers, internships, job shadow assignments and other unpaid work programs. DOC also recognizes its responsibility to create the infrastructure and processes for this unique work force. Therefore, DOC will establish partnerships with schools in the communities in the state, and create a “School-to-Work” program. This program will provide opportunities for students to learn about DOC operations.

**II. POLICY**

A. The Department has adopted the following Department of Administrative Services (DAS), Human Resource Services Division (HRSD) policy:

Policy Number: 40-025-05 [School to Work](#)

B. The attachment contains the plan outline for implementation within DOC correctional institutions. The plan outline may be updated by Human Resources without revising the policy. The updated attachment will be distributed as necessary.

**III. IMPLEMENTATION**

DOC institutions shall develop an internal procedure to implement this policy within their functional unit.

Certified: Signature on file  
Birdie Worley, Rules Coordinator

Approved: Signature on file  
Mitch Morrow, Deputy Director



## OREGON DEPARTMENT OF CORRECTIONS SCHOOL-TO-WORK / CAREER RELATED LEARNING

### PLAN OUTLINE (July 14, 2010)

#### Applicability

Each correctional institution shall write and maintain an operational procedure to ensure all requirements of this policy are adhered to while ensuring the safe and orderly operation of the institution.

Interns, student workers, and volunteers who will work inside an institution will attend Volunteer Program Training administered by Religious Services.

Human Resources shall maintain a procedure for non-institution interns and student workers to ensure all of the requirements of this policy are adhered to. Contact the Recruitment Unit for assistance.

#### A. Agency Development

1. The department will develop an agency plan which promotes participation in and support of work-based learning activities for students and educators and allows employees the flexibility to participate.
2. The department plan will establish an agency coordinator for interns, student workers and volunteers who will work inside and institution. The coordinator will:
  - a. Consider the business needs of persons/agencies while creating safe, professional, and meaningful work experience opportunities for student participants.
    - (1) Set department-wide parameters which include LEADS, background checks, and verification that student is not an inmate visitor or relative.
    - (2) Ensure an orientation is given to all students prior to any work-based learning assignment as deemed pertinent to the type and duration of the student's assignment.
  - b. Ensure that student participants (paid or unpaid) in the program do not displace permanent employees.
  - c. Ensure that all persons involved are subject to, possess a working knowledge of, and maintain consistent compliance with all applicable laws, rules, policies and directives which may include, but are not limited to, the following:

#### [DOC Rules and Policies](#)

- (1) OAR 291, Division 16, **Facility Access**;
- (2) OAR 291, Division 15, **Volunteer Services/Student Interns**;
- (3) OAR 291, Division 53, **Emergency Preparedness**;

- (4) OAR 291, Division 39, **Release of Public Information**;
  - (5) DOC Policy Section 20.1, **Expectations of DOC Employees**;
  - (6) DOC Policy Section 20.6, **Workplace and Safety Management**;
  - (7) OAR 291, Division 127, **Visiting (Inmate)**.
- d. Be applied as consistently as possible throughout the department while ensuring that DOC operational needs, as well as applicable safety and security standards are complied with at all times.
  - e. Develop a Mentorship Training Program to be presented to the department's STW Representatives.
  - f. Provide orientation and training for all department employees as is pertinent to their level of participation in the department's STW Program.
  - g. Allow involved employees to maintain reasonable flexibility to participate in appropriate activities as required to properly maintain the STW Program without hindering the secure and orderly operation of the functional unit involved.
  - h. Provide orientation and training for school counselors or other educators in order to promote the department as an employer and aid in determining which students are appropriate for participation in the department's STW Program.
  - i. Establish criteria for disqualifying participants who are determined to be "high risk" even though the school counselors or liaison has recommended them for participation.
  - j. Match the participant with the appropriate position according to their interests and with an appropriate guide/escort/mentor with a knowledge of that position.
  - k. Provide adequate technology and the necessary equipment to support the STW Program in the department.
  - l. Ensure that the STW Program is consistent with and ties to applicable State Program Measures.
  - m. Provide opportunities for leadership and professional development for DOC employees who create successful work-based learning environments for students, educators, and others.
- 3. Each Facility and/or program area will appoint a STW Representative/s who will:
    - a. Ensure that all requirements of this policy are adhered to while ensuring the continued safe and orderly operation of the affected facility/program area.
    - b. Establish a procedure providing guidelines for the implementation and administration of the STW Program as it affects the facility/program area.
      - (1) Work with the agency coordinator to match student placements within the facility/program area.

- (2) Present Mentorship Training Program to the facility/program area staff participants who are enlisted to provide career related learning experiences to students.
- (3) Advocate participation in career related learning activities within the facility/program area.
- (4) Consider the needs of the facility/program area to include the safety, security and orderly administration of all involved.
  - (a) Ensure that the student has completed all necessary forms, reviewed all applicable rules, policies, etc., and been through a student orientation process that is appropriate for the type and duration of the student's assignment.
  - (b) Ensure that an emergency preparedness plan is in place in the event of an emergency.
- (5) Determine when the program fits into the schedule of the facility/program area.
- (6) Ensure common understanding of the program mission, goals and standards as they pertain to the facility/program area.
- (7) Develop and maintain necessary documentation to ensure the safe, secure and orderly administration of the STW Program as it applies to the facility/program area.

All visiting students participating in the STW Program must have current and adequate Liability Insurance coverage.

Participating students in the STW / Career-Related Learning Program (STW/CRL) must have liability/injury protection insurance coverage provided by the participating school.

Student participants paid by the DOC will have "Temporary Employee Status" unless hired into an authorized budgeted student worker position.

All work-based learning experiences will be arranged through the institution coordinator in advance.

All work-based learning experiences shall be terminated at the discretion of the mentor or OIC if inappropriate behavior occurs.