



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



Title:	Non-Employee Service Provider (Carded and Noncarded)	Policy: 100.1.1
Effective:	12/6/23	Supersedes: 1/1/15
Applicability:	All Department Staff and Non-Employee Service Providers	
Directives Cross-Reference:	DOC policy 40.1.13 Prison Rape Elimination Act	
Attachments:	Form – NSP ID Card Background Checklist (CD1687) Form – NSP Facility Orientation Checklist (CD1688)	

I. PURPOSE

To establish guidelines needed for the creation and maintenance of consistent processes, procedures, and standards for all non-employee service providers (NSPs) to ensure quality of service and safety for NSPs and the department. This policy does not apply to Community Corrections.

II. DEFINITIONS

- A. Adult in Custody (AIC): Any person under the supervision of the Department of Corrections (DOC) who is not on parole, probation, or post-prison supervision status.
- B. 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.
- C. 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 AIC 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 AIC’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.
- D. Government Agency Partners: Employees of any state, local, or federal government agency not included in the definition of criminal justice partners.

- E. Mentor: An experienced volunteer who provides guidance, advice, feedback and support for AICs to assist them in their personal growth journey. Mentors model pro-social behaviors and maintain appropriate and secure boundaries as they teach and assist.
- F. Non-Employee Service Provider (NSP): An individual who provides services or programs to the department or to AICs, including an individual who provides services or programs remotely, but not as a paid employee of the department. Examples of non-employee service providers may include contractors, volunteers, mentors, criminal justice partners, and government agency partners.
- G. Other Agency Partners: 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, paid reentry mentors contracted through community corrections and nonprofit employees paid through grants.
- H. Program Services Manager: A Programs and Services unit employee assigned to supervise and manage the volunteer and contractor program for the department. Whenever the term program manager is used in this policy it will be understood to mean program manager or designee.

III. POLICY:

It is the policy of the Department of Corrections to utilize NSPs 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 AIC success in the community upon release.

- A. Volunteer and Contractor Services is responsible for the establishment, administration, overall structure, and operation of the department's Volunteer and Contractor Program for Non-Employee Service Providers working virtually or inside department facilities.
- B. The Program Services Manager is responsible for the oversight, administration, and review of training and facility access requirements for NSPs. This responsibility includes interpretation and application of policies that relate to NSP training, facility access, and identification card processes.
- C. Each department supervisor is responsible for the recruitment, program-specific training, coordination, and retention of NSPs supporting their programs.
- D. Individual programs using NSPs are responsible for requirements specific for their programs.
- E. Background checks completed as part of the initial request for a NSP identification card granting access to multiple institutions or non-institution locations will be reviewed by the Program Services Manager for compliance with criteria established in the department's rule on Volunteer Services/Student Interns (291-015-0120).

F. Periodic background checks will be completed on all NSPs to ensure continued compliance with the department’s policy on Prison Rape Elimination Act (DOC Policy 40.1.13) and other eligibility requirements.

G. NSP Identification Card Database Management

1. The Program Services Manager is responsible for the oversight of the NSP identification card database. This database will be used to record, manage, and track NSP identification cards from application through issuance, updates, and recovery.
2. The Program Services Manager will establish and maintain processes and procedures associated with the NSP identification card database.
3. Virtual NSPs will not be issued an identification card or processed for facility access requirements.
 - a. Background checks, which are completed as part of the initial request for a NSP identification card, will be documented using a 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.
4. Access and use of the NSP identification card database will require approval of the Program Services Manager. User authorization profiles will be established using role-based authority.
5. Volunteer and Contractor Services is responsible for developing and maintaining database-user training curriculum and ensuring all authorized users have completed training required for their user profile.
6. All changes in the status of a NSP must be entered into the database to ensure proper management and accountability of identification cards.
7. 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

Julie Vaughn, Rules Coordinator

Approved: _____ signature on file

Heidi Steward, Deputy Director