



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



Title:	Non-Employee Service Provider Training	DOC Policy: 100.1.2
Effective:	1/1/15	Supersedes: N/A
Applicability:	All Department Staff and Non-Employee Service Providers	
Directives Cross-Reference:	Policies: Prison Rape Elimination Act 40.1.3	
Attachments:	Attachment A – NSP Training Requirements Flowchart Attachment B – NSP Training Requirements	

I. PURPOSE

The purpose of this policy is to establish initial and ongoing Department of Corrections training requirements for all non-employee service providers (NSP). In addition, this policy is intended to create processes for determining initial and refresher training curriculum and updates to that curriculum.

II. DEFINITIONS

- A. Contact: The amount of contact a non-employee service provider has with inmates.
 - High Contact - One-on-one or program facilitation with inmates.
 - Low Contact - Generally, any other type or degree of interaction with inmates.

- B. Duration: The length of time a non-employee service provider will need access to Department of Corrections facilities.
 - Short Duration - Less than or equal to 90 days.
 - Long Duration - Greater than 90 days.

- C. Frequency: The number of hours per month a long-duration volunteer or contractor will be providing services to the agency.
 - High Frequency - Greater than or equal to 16 hours per month.
 - Low Frequency - Less than 16 hours per month.

- D. Non-Employee Service Provider: 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.

- E. Refresher Training: Ongoing training provided to non-employee service providers on an annual or as-needed basis.

III. POLICY

It is the policy of the Department of Corrections to provide adequate training for non-employee service providers prior to obtaining access to Department of Corrections facilities. The department recognizes collaborative work with inmates and offenders poses risk and corrections practices evolve. Consistent and ongoing training ensures non-employee service providers and the agency are safe and effective to increase the likelihood of success for inmates in our facilities and upon release.

A. **NSP Advisory Committee:** The Programs and Volunteer Services Unit Administrator will establish and facilitate a non-employee service provider (NSP) advisory committee.

1. The committee will include representatives from the Professional Development Unit, Health Services, Religious Services, Operations Security, Education, Volunteer Programs, labor, and other stakeholders as determined necessary by the Programs and Volunteer Services Unit Administrator.
2. The NSP Advisory Committee will review non-employee service provider training requirements at least annually.
3. Refresher training recommendations will be made to policy group on an annual basis.
4. The NSP Advisory Committee will recommend curriculum updates and changes to the minimum requirements as needed to stay current with operational needs and mandates.
5. Curriculum updates that do not substantially change the training module may be made upon recommendation of the committee and approval by the Programs and Volunteer Services Unit Administrator.
6. Substantial changes to training modules and changes to minimum requirements outlined under Section III.B of this policy may be made upon recommendation of the Programs and Volunteer Services Unit Administrator and approval of both the Assistant Director of Operations and the Assistant Director of Offender Management and Rehabilitation.

B. Training Requirements

1. Training requirements for non-employee service providers will be based on:
 - Duration of service to the agency (short duration or long duration),
 - Amount of contact with inmates (high contact or low contact),
 - Frequency of entry into facilities (high frequency or low frequency) (not applicable for short-duration NSPs), and
 - Facility access requirements.
 - a. The minimum training requirements for all non-employee service providers, based on duration, contacts, and frequency, are identified in the NSP Training Requirements Flowchart (Attachment A to this policy).

- b. Frequency is not considered when determining NSP training requirements for short-duration volunteers and contractors.
 - c. Facility access requirements determine the training requirements for criminal justice partners, other agency partners, and other agency contractors.
- 2. All training requirements must be met before an NSP is eligible to request an identification card.
 - a. Minimum training curriculum requirements for all non-employee service providers are listed in NSP Central Training (Attachment B of this policy).
 - b. Functional unit managers may require additional training prior to access to their facility.
- 3. Program managers may require additional program-specific training. Each program is responsible for their unique curriculum.
- 4. Functional unit managers may waive components of the required training upon request by a program administrator.
 - a. The waiver of NSP training requirements must be documented in writing by the functional unit manager, or designee, and recorded in the NSP ID card database.
 - b. Training related to the Prison Rape Elimination Act (PREA) is mandatory and cannot be waived except as allowed by policy 40.1.13.

IV. IMPLEMENTATION

Attachments A or B may be updated by the Programs and Volunteer Services Unit Administrator without revising the policy. Updated attachments will be distributed as necessary.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Mitch Morrow, Deputy Director