

NON-EMPLOYEE ORIENTATION AND TRAINING

Minnesota Sex Offender Program

Issue Date: 10/6/15 Effective Date: 11/3/15 Policy Number: 115-5405

POLICY: Non-employees must attend orientation training prior to commencing their roles and ongoing training based on their specific roles. Training for non-employees is designed to equip each person with the awareness, knowledge and skills to function safely, demonstrate cultural sensitivity, and comply with ethical standards and policies in the course of carrying out their functions.

All non-employees, regardless of role, are informed of the requirements of MSOP Division Policy 115-5215, "Alcohol and Other Drug Use." Non-employees must not abuse prescription medication or be in any manner under the influence of a chemical impairing the non-employee's ability to provide services or care.

AUTHORITY: Minn. Stat. §246.014, subd. (d)

APPLICABILITY: Minnesota Sex Offender Program (MSOP), program-wide

PURPOSE: To identify the training requirements for all Minnesota Sex Offender Program (MSOP) non-employees.

DEFINITIONS:

Escorted – providing MSOP employee supervision within sight and sound of a person.

Monitor – the MSOP authorized representative or designee responsible for initiating the non-employee relationship, designating access requirements and ensuring all training is completed. For example, the Clinical Director may be the monitor for a clinical intern or the Physical Plant Director may be the monitor for a construction contractor.

Non-Employees – individuals who are not on the MSOP payroll, but act in a service, education, or professional development roles, including but not limited to: contractors, consultants, interns and volunteers.

PROCEDURES:

- A. The monitor ensures training requirements are determined for each unescorted non-employee.
 1. The monitor, in consultation with a member of the Staff Development team, uses the MSOP Non-Employee Training Decision Flowchart (115-5405a, attached) to assign a minimum training requirement.
 2. The monitor also determines any additional required training topics specific to the non-employee role.
 3. The monitor contacts Staff Development via an Onboarding Training Request Form (115-5403a, attached).
- B. Staff Development establishes a standardized curriculum for each training requirement.
 1. Non-employees whose roles are outside the secure perimeter or who are entering the perimeter escorted under an Event Letter receive standardized written information entitled Advice to MSOP Non- Employees (115-5405b, attached) from the orientation instructor or mailed to them

as part of the contracting process. This information is supplied in writing when MSOP is contracting services.

2. Non-Employees whose roles involve entering the secure perimeter, escorted under a Standing Event Letter (see [MSOP Division Policy 410-5032, "Event Letters"](#)), receive minimum required overview instruction. The instruction must include, but is not limited to, the following topics:
 - a) MSOP Mission, Vision and Goals;
 - b) Preventing Harassment in the Workplace;
 - c) Vulnerable Adult (VA)/Maltreatment of Minors Reporting;
 - d) Data Security and Privacy (all computer-based training modules):
 - (1) Data Security and Privacy;
 - (2) How to Protect Information; and
 - (3) Managing Information Security Problems;
 - e) Security Access;
 - f) Contraband;
 - g) Emergency Procedures/Incident Command System (ICS);
 - h) Boundaries; and
 - i) MSOP Drug and Alcohol Policy.

3. Non-Employees whose roles involve entering the secure perimeter, unescorted, under a Standing Event Letter or other arrangement (see [MSOP Division Policy 410-5032, "Event Letters"](#)), receive minimum required classroom/computer-based training (CBT) instruction. The classroom instruction is consistent in content with MSOP orientation courses and must include, but is not limited to:
 - a) MSOP Mission, Vision and Goals;
 - b) Preventing Harassment in the Workplace;
 - c) Vulnerable Adult (VA)/Maltreatment of Minors Reporting;
 - d) Data Security and Privacy (all computer-based training modules):
 - (1) Data Security and Privacy;
 - (2) How to Protect Information; and
 - (3) Managing Information Security Problems;
 - e) Security 1;
 - f) Emergency Procedures;
 - g) Incident Command System (ICS);
 - h) Boundaries 1;
 - i) Treatment Philosophy;
 - j) Clients' Rights; and
 - k) MSOP Drug and Alcohol Policy.

4. Training requirements for non-employees working unescorted inside the secure perimeter must be approved by either the facility director or the facility clinical director, as appropriate, prior to the non-employees' starting dates.

5. Funding for training of contractor non-employees is established within the contract for service.

6. The MSOP Staff Development Team facilitates access to the MSOP Learning Center as appropriate to enable the non-employees to complete all required training.

7. The Staff Development Director ensures records of training for non-employees are maintained according to the record retention schedule.

- C. Non-employees in service at MSOP are required to complete annual sustaining training if their term of service extends beyond one year.
1. Sustaining training requirements for unescorted non-employees includes, but is not limited to:
 - a) Vulnerable Adult (VA) Reporting;
 - b) Data Security and Privacy (all computer-based training modules):
 - (1) Data Security and Privacy;
 - (2) How to Protect Information; and
 - (3) Managing Information Security Problems;
 - c) Quarterly Emergency Procedures;
 - d) Incident Command System (ICS) Refresher;
 - e) Boundaries 2; and
 - f) Clients' Rights.
 2. Sustaining training requirements for escorted non-employees under new Standing Event Letters are the same as the requirements listed in section B. 2, above.
 3. The monitor is solely responsible to ensure all sustaining training is scheduled and completed within established timelines.

REVIEW: Annually

REFERENCES: Minn. Stat. §246B.04
 Minn. Stat. §245A.04, subd. 1 (c)
 Minn. Rule 9515.3070
MSOP Division Policy 410-5032, "Event Letters"
MSOP Division Policy 410-5043, "Volunteer Services Program"
MSOP Division Policy 115-5215, "Alcohol and Other Drug Use"
State of Minnesota Policy on Alcohol and Other Drug Use

ATTACHMENTS: MSOP Non-Employee Training Decision Flowchart (115-5405a)
Advice to Non-Employees (115-5405b)
Onboarding Training Request Form (115-5403a)

SUPERSESSON: MSOP Policy 103.405, "Non-Employee Orientation and Training," 11/4/14.
 All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
 Nancy A. Johnston, Executive Director
 Minnesota Sex Offender Program