

Portland Partners Re-entry Initiative (PPRI)

Eligibility Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that each participant must meet the defined eligibility criteria. Mentoring staff should be knowledgeable of and understand all eligibility criteria required for mentor participation in the program.

A waiver of specific requirements may be reviewed at the discretion of the program coordinator and operations manager and acceptance may then be allowed with the written approval of the Program Coordinator and Contracts Manager when all eligibility requirements are not clearly met.

Mentor Eligibility Requirements

- At least 25 years old.
- Be willing to adhere to all PPRI policies and procedures.
- Able to make a minimum six month commitment to the individual.
- Commit to spending at least 4 hours a month with participant.
- Commit to communicate weekly with participant.
- Complete the screening procedure.
- Agree to attend mentor trainings as required.
- Be willing to communicate regularly with the volunteer coordinator and development specialist and to submit monthly meeting and activity information.
- No current court ordered supervision- parole, probation, pretrial, electronic monitoring, etc.
- No convictions for the past seven years.
- Have never been convicted of a sexual offense.
- Have undergone treatment for any violent, domestic violence, or Measure 11 offense convictions.
- Minimum of two years sobriety.
- Not use, alcohol or controlled substances in an excessive or inappropriate manner.
- Emotionally mature with stable lifestyle.
- Have a sincere interest in helping recently incarcerated adults transition effectively into our community.
- Willingness to learn.
- Have positive social and communication skills.
- Be patient and flexible.
- Be dependable and consistent in meeting time commitments.
- Tolerant and respectful of individual differences as well as cultural, religious, and social differences.

Portland Partners Re-entry Initiative (PPRI)

Screening Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that each volunteer applicant complete a screening procedure. Program staff must ensure that each applicant completes these established minimum screening procedures:

Volunteer Screening Procedures

- Complete written application and release of information
- Provide three personal references (Volunteer Coordinator must contact two)
- Complete personal interview
- Sign a permission letter to check driving records if intending to drive participants in personal vehicle
- Undergo criminal history check, DMV check, and sexual offender registry check.
- Provide a copy of driving insurance and license if intending to transport participant in personal vehicle
- Complete initial training
- Complete matching survey if intending to be a one-to-one mentor

The decision to accept an applicant into the program will be based upon a final assessment done by program staff at the completion of the mentor screening procedure. The Program Coordinator has final approval for an applicant's acceptance into the program. Documentation of the screening process must be maintained for each applicant and placed in confidential files.

Training Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that all mentors attend an initial training session prior to being matched with a participant. The agendas must cover basic program guidelines, overview of common issues facing the re-entry community, safety and boundary issues, and communication/relationship building skills.

Evaluation forms will be collected from each training session for the purposes of evaluating/improving the content of the trainings and trainer performance.

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Matching Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that at least three staff will determine and approve the suitability of a mentor/participant match.

Suitability will be based on the following criteria:

- Preference Surveys from the mentor and participant
- Gender
- Age
- Career interests
- Faith/religion/spiritual preference
- Personality characteristics
- Hobbies and interests
- Motivation for participation
- Geographic proximity
- Potential for positive chemistry

Matches must be same/similar gender for safety purposes.

Matching Support and Supervision Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that staff will make monthly phone or personal contact with all parties in each match including mentor, participant and case manager. Staff must gather information for that month including dates and times spent participating in mentoring activities and a description of those activities, and assess the success of the match from all party's perspectives. In the case of match difficulties, discord, or concerns, appropriate discussion and intervention must be undertaken to improve or rectify problem areas.

Beyond monitoring the match relationship and activities, program staff must undertake other efforts that support participants such as regular group activities for matches, a formal support structure for mentors, and the attainment of admission to community events/activities for mentors and participants.

Portland Partners Re-entry Initiative (PPRI)

Recognition Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that volunteers and participants be recognized as important to the success of the program. Particular emphasis will be placed upon recognizing the program volunteers or mentors.

It is the responsibility of the Volunteer Coordinator to, at minimum, plan and implement the following recognition activities:

- Host an annual recognition event
- Establish a mentor recognition award system
- Utilize outstanding mentors to help deliver orientation, training, and activities for mentors and participants

Record Keeping Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that each step of the mentoring application and match process be documented by creating a case file for each volunteer. All records are to be kept confidential. The volunteer coordinator must keep careful records of all program activities, utilizing approved forms. All files should be regularly maintained and updated. The creation of new forms or the revision of existing forms must be documented and hard copies kept within the Operations Guide.

Confidentiality Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative to protect the confidentiality of its volunteers and their families. With the exception of the limitations listed below, program staff will only share information about volunteers and their families with other PPRI staff. Further, all prospective volunteers should be informed of the scope and limitations of confidentiality by program staff. **Additionally, volunteers are required to keep information about participants and their families confidential, with the exceptions of safety concerns and mandatory reporting to PPRI staff.**

In order for PPRI to provide a responsible service to participants and volunteers, it is necessary to ask volunteers and other sources to divulge personal information about the volunteers, including information gained from the prospective volunteer in the application, match survey, and during the interview, as well as through references, employers, and a thorough background check.

Exceptions and Limits of Confidentiality

- Information may be gathered about volunteers and shared with other participants, individuals, or organizations only upon the receipt of signed “release” forms.
- Identifying information (including names, photographs, videos, etc) may be used in agency publications and promotional materials only upon written consent of the individual.
- Program staff are mandatory reporters and as such must disclose information indicating that a participant, mentor, or volunteer may be dangerous to or intend to harm his/herself or others.
- Program volunteers are mandated by PPRI to report suspicion of abuse, neglect, or intent to harm his/herself or others to PPRI staff.
- At the time a volunteer or participant is considered as a match candidate, information is **anonymously** shared between the prospective match parties. Each party shall have the right to refuse the proposed match based on the anonymous information provided to them. The information to be shared may include:
 - Mentors: age, gender, race, religion, interests, hobbies, employment, family status, sexual orientation, reasons for applying to the program, and a summary of why the individual was chosen for the particular match.
 - Participants: age, gender, race, religion, interests, hobbies, employment, family status, sexual orientation, the presence of “mental health issues,” crime of conviction, participant needs assessment, and a summary of why the individual was chosen for the particular match.

Portland Partners Re-entry Initiative (PPRI)

Mandatory Reporting Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that staff are mandated reporters. Reports of suspected abuse, neglect, or intent to do harm to his/herself or others must be reported to the appropriate authorities. Staff should report to the program coordinator and/or the contract manager.

Transportation Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative to encourage the use of public transportation for participants. However, mentors may be allowed to transport participants in their own private vehicles during the participants' early stages of transition. The volunteer coordinator must ensure that all mentors meet the following criteria prior to transporting the participant:

- All mentors must possess a valid driver's license and present proof of auto insurance. A record of the mentor's auto insurance will be kept on file and updated annually.
- All mentors must undergo a driving record check. Any violations will be considered by PPRI staff in determining whether the mentor will be allowed to transport a participant.
- Mentors must obey all traffic rules, regulations, and guidelines.
- If an accident occurs while the mentor is engaged in mentoring, it should be reported to the volunteer coordinator promptly.

If any of the above policy is not followed, the mentor will not be allowed to transport the participant in a private automobile.

Auto Insurance and Accidents

If an accident occurs, the mentor and participant will be covered by the volunteer's auto insurance. If the costs of the accident exceed the volunteer's insurance, SE Works' insurance will cover some costs. Please refer to the Liability Policy for further information.

Portland Partners Re-entry Initiative (PPRI)

Meeting Location Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that participants not visit the homes of mentors. Mentors may visit the homes of participants when invited and the purpose of the visit is to assist with a necessary function such moving furniture into a new home or transporting groceries. Otherwise, it is the policy of PPRI to encourage meeting in neutral locations.

Prohibited Locations

Mentors and participants are prohibited from meeting in the following locations:

- Bars and restaurants where the alcohol is the main focus of service
- Casinos and any other gambling establishments
- Firing ranges
- Any place that violates the Conditions of Supervision

Out of Town Travel

Day trips out of town may be allowed if the mentor provides a written copy of the locations to be visited, times and dates of departure and arrival, reason for visit, and contact information prior to the trip.

Out of state travel violates the Conditions of Supervision and is prohibited for mentors and participants. **Out of state travel includes Vancouver, WA.**

Children and Family Interaction Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that participants and mentors do not interact with the mentor's family, spouse, partner, or children for the first three months of the relationship. After three months have elapsed and with prior approval from PPRI staff the participant and his/her family and children may, at the discretion of the mentor and participant, meet with members of the mentor's family or the mentor's children.

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Use of Alcohol, Drugs, and Firearms Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative to prohibit and discourage the use of drugs, alcohol, and firearms. Mentors and participants are prohibited from using drugs, alcohol, or firearms while engaged in the mentoring relationship. Any suspected violations should be reported to the Program Coordinator.

Alcoholic Beverages

No volunteer of the Portland Partners Re-entry Initiative will possess or consume alcohol while actively engaged or prior to engaging in mentoring, nor shall any volunteer endorse the use of alcohol. Mentors and participants may go to a place where alcohol is served provided that neither parties consume any alcohol.

Drugs

No volunteer of the Portland Partners Re-entry Initiative will manufacture, possess, distribute, or use any illegal substance while engaged in mentoring or otherwise.

Weapons, Firearms, and Other Dangerous Materials

The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material while participating in mentoring activities is strictly prohibited.

Any violation of this policy will result in immediate suspension or termination of the mentoring relationship. In addition, violations of this policy may result in notification being given to legal authorities that may result in arrest or legal action, and may be punishable by fine and/or imprisonment.

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Unacceptable Behavior Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that unacceptable behavior will not be tolerated on the part of mentors or participants while participating in the program. A number of behaviors are regarded as incompatible with the Portland Partners Re-entry Initiative goals, values, and program standards and therefore are considered unacceptable and prohibited while engaged in mentoring activities.

Unacceptable Behaviors

- Unwelcome physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault.
- Unwelcome physical, verbal, visual, and behavioral mannerisms or conduct that denigrates, shows hostility, or aversion toward any individual.
- Proselytizing or attempt to force personal views onto a participant.
- Demeaning or exploitive behavior of either a sexual or nonsexual nature, including threats of such behavior.
- Display of demeaning, suggestive, or pornographic material.
- Denigration, public or private, of any volunteer or participant or their family members.
- Denigration, public or private, of any political or religious institutions or their leaders.
- Intentional violation of any local, state, or federal law.

Any unacceptable behavior, as specified but not limited to the above, will result in a warning and/or disciplinary action including suspension or termination from participation in the mentoring program.

Liability Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that volunteers are covered by SE Works' General Liability Coverage when conducting business related to the volunteer's duties within the Mentor Program.

Under the General Liability Coverage, a volunteer who uses his/her personal vehicle will be covered by his/her personal automobile insurance policy. Should claims exceed the policy limits, SE Works' insurance will provide additional coverage.

All volunteers intending to drive participants in their personal vehicles must provide copies of their personal auto insurance and driver's license prior to driving a participant in their vehicle.

Duties In The Event of Occurrence, Offense, Claim, Or Suit:

PPRI staff are responsible for notifying the insurance carrier as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- How, when and where the occurrence or offense took place.
- The names and addresses of any injured persons and witnesses.
- The nature and location of any injury or damage arising out of the occurrence or offense.

Closure Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that all mentors and participants must participate in closure procedures when their match ends. Closure is the ending of a formal relationship regardless of whether they intend to have future contact informally beyond the match duration.

Closure can occur for any number of reasons. The match may end at the discretion of the mentor, participant, or program staff. It is left to the discretion of the PPRI staff whether the mentor will be matched with another participant.

Future contact will be at the mutual and informal agreement of the mentor and participant. If future contact is agreed upon, PPRI will not be responsible for monitoring and supporting the match after the match has ended. The volunteer coordinator will verbally and in writing inform the mentor and participant that the formal match has ended and that PPRI will not be liable for any incidences that occur after the match has closed.

Evaluation Policy

Approval Date: _____

Revision Date: _____

It is the policy of the Portland Partners Re-entry Initiative that evaluation will be a key component in measuring the success of its mentoring program and for making continuous improvements in the effectiveness and delivery of mentoring services. PPRI staff will be responsible for evaluation efforts.

Evaluation data will be collected every month for mentors and participants.