Department of Public Safety and Correctional Services

Office of the Secretary

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OOS INFORMATION BULLETIN

SUBJECT: Emergency Modification of Background Investigations and an Accelerated On-Boarding Process for PRN Employees

A. In order to prepare for medical and mental health staffing shortages that may occur as a result of COVID-19, the Department of Public Safety and Correctional Services (Department) is issuing this information bulletin to effect an emergency modification of background investigations and the on-boarding process for PRN (*pro re nata*), or as needed, medical and mental health employees.

B. During the emergency suspension of certain background investigation processes for PRN employees, the Department shall receive, review, and accept the minimum credentialing standards from the contracting agency providing PRN staff. The minimum credentialing standards shall include copies of the PRN employee's:

1. Current license to practice.
2. Health status report.
3. Drug screen test results occurring within 6 month of the Department's hire date.
4. Current Cardio-Pulmonary Resuscitation Certification.
5. Completed Prison Rape Elimination Act Questionnaire.
6. Drug Enforcement Agency MPI number and CDS certificate, if applicable.
7. Report indicating no adverse employee actions within the last 7 years.

C. Except for the fingerprint-based—Criminal History Information - Record Check, the Department shall forgo all other sections of the background investigation. However, the PRN employee may begin employment immediately, pending Central Hiring's review of the record check results.

D. The Department shall provide an accelerated 4-hour security training to expedite the provisioning of medical services to inmates, but will follow-up with new hires to ensure all training requirements are received. The contracting agency shall provide the on-site orientation.

E. The Department shall notify all contracting agencies of the emergency modifications to background investigations and training requirements for PRN employees during this pandemic.

Robert L. Green
Secretary

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