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|  | <b>State of Alaska<br/>Department of Corrections<br/>Policies and Procedures</b> |                                    | <b>Index #:</b> 819.01      | <b>Page 1 of 5</b>  |      |
|   |  |                                    | <b>Effective:</b> 7/8/2013  | <b>Reviewed:</b>    |      |
|   |  |                                    | <b>Distribution:</b> Public | <b>Due for Rev:</b> | 7/17 |
|   | <b>Chapter:</b>  | Citizen Involvement and Volunteers |                             |                     |      |
| <b>Subject:</b>   | Program Volunteer Services   |                                    |                             |                     |      |

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes

AS 33.30.011

III. Purpose

To establish uniform procedures for the screening, selection, certification, orientation, and training of departmental program volunteers and to make efficient use of participants in the volunteer services program for the Department.

IV. Application

All staff and program volunteers.

V. Definitions

As used in this policy, the following definitions shall apply:

A. Ex-offender

Any person convicted in a court of competent jurisdiction of a crime, the punishment for which could have been, or was, imprisonment in a county jail, federal penitentiary, or a state prison, and who is not under any form of correctional supervision excluding those persons who have received either a presidential or gubernatorial pardon, or whose criminal record has been otherwise expunged.

B. Occasional Volunteer

Any person who provides a one-time volunteer task or service and is not compensated. An Occasional Volunteer is authorized by the Superintendent.

C. Program Volunteer

Any person who provides services for non-religious programming, such as Alcoholics or Narcotics Anonymous.

E. Volunteer Facility Representative

A volunteer who is authorized to provide specific program services at any DOC facility, and may be a liaison between the community and a specific facility or geographical area. A Volunteer Facility Representative is authorized by the Director of Institutions.

F. Staff Coordinator

A facility employee who coordinates the involvement, training, and supervision of all volunteers.

## VI. Policy

The Department of Corrections recognizes that volunteers from the community are a valuable resource in providing rehabilitative services that decrease recidivism. DOC is committed to providing support to volunteers to enable them to provide appropriate service to inmates.

- A. The Superintendent of each facility that plans to use the services of volunteers will designate a Staff Coordinator from staff that are knowledgeable in security matters. The Coordinator will be responsible for the background screening, orientation, training, and evaluations for volunteers.

## VII. Procedure

### A. Recruitment

Recruitment is a joint responsibility of the Staff Coordinator and Volunteer Facility Representatives.

1. Recruitment efforts may include speaking to civic and professional organizations, educational institutions, public agencies, and individuals.

### B. Eligibility:

1. Any person 18 years of age or older is eligible for consideration to become a volunteer, except
  - a. current inmates
  - b. persons under probation or parole supervision, unless approved by the Director of Institutions.
  - c. employees of the Department of Corrections
  - d. family members of an employee of the same facility
  - e. previous volunteers who have had the authorization of their participation revoked, unless the authorizing entity rescinds the revocation.
2. Ex-offenders may be certified as volunteers, subject to the approval of the Director.
3. Friends or relatives of a prisoner may not serve as a volunteer with the person to whom they are related nor in the institution where that individual is confined except when a specific authorization has been obtained from the Superintendent. A determination must be made that the personal relationship is not likely to interfere with volunteer responsibilities or jeopardize the safety or security of the inmate, probationer or parolee, staff, facility or otherwise compromise the jurisdictional authority of the Department.
  - i. A probationer or parolee must have authorization from the Field Probation Office Supervisor as well as from the Superintendent.
4. Authorization as a volunteer for specific programs does not authorize a volunteer to participate in other programs without the approval of the authorizing authority.

### C. Selection and Screening:

1. All program volunteer applicants must complete the Volunteer Application form (819.01A) to aid staff in certifying the volunteer and making an appropriate assignment. All questions must be answered fully. The Department will conduct a background check, including a check for criminal

history. Falsifying or omitting any information will result in a denial or dismissal.

- a. An exception to filling out the application may be when a large group of Occasional Volunteers participate in a one-time program, such as a concert. The leader of the group may provide a list of participants plus the driver's license number of each participant to enable a background check. The Superintendent may request an alternative or additional form of secure identification for each participant.
  - b. Each facility will devise a form informing the participants that their signature authorizes a background check, and requests information sufficient to perform a background check.
2. A background check will be conducted by security staff. A hard copy of the background information will be attached to the application.
  3. All applications with attached background information will be reviewed by the Superintendent (plus Field Probation Office Supervisor in the case of a probationer or parolee) who shall approve or deny certification and clearance based upon available information. Applications for Facility Representatives will be forwarded to the Director who shall approve or deny certification and clearance based upon available information. Authorization for all volunteer positions shall be valid for one year and may be renewed each year.

D. Training and Orientation:

1. When any volunteer is authorized as a volunteer, the designated Staff Coordinator shall provide an initial orientation for the volunteer. When the Director authorizes a person as a Volunteer Facility Representative, the initial orientation will be provided by a facility as designated by the Director. The initial orientation shall consist of
  - a. History and Mission of the Department of Corrections
  - b. Facility rules and guidelines
  - c. Procedures for signing in and out of the facility
  - d. Expectations of volunteers
  - e. Volunteer staff dress code
  - f. What may be taken in or out of the facility
  - g. Undue familiarity with inmates
  - h. How to respond to emergency
  - i. Security practices
  - j. Confidentiality
  - k. Prisoner manipulation issues
2. The Staff Coordinator may provide other training throughout the year as opportunities arise.

E. Code of Ethical Conduct

In accordance with Policy 202.01, all volunteers will sign the Volunteers Code of Ethical Professional Conduct form. (202.01B)

F. Identification Card

Volunteers who have completed orientation will complete an I.D. Application, have photographs taken, and be issued an identification card in accordance with Policy 202.10.

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1. The visitor's photo will be displayed against a white background.
2. Volunteers have no security clearance.
3. Volunteer ID cards will expire one year from date of issue or upon the termination of volunteer service, whichever is sooner.
4. Volunteer ID cards will remain at the institution where issued.
  - (a) Cards will be visibly clipped to the volunteer's left collar or upper pocket area when in a facility.
  - (b) Cards will be turned in prior to leaving the facility.
5. Volunteer Facility Representative's will have possession of their card.
  - (a) Cards will be visibly clipped to the volunteer's left collar or upper pocket area when in any facility.

G. Searches

1. All volunteers entering or leaving an institution are subject to search and may be required to pass through a metal detector and present carried items to the officer on duty for search prior to entry or exit from the institution; and
2. When it is deemed necessary to the security of the institution, a volunteer may be required to submit to a search in accordance with 810.02, Visiting.

H. Volunteer Duties

The expectations for volunteers include

1. Maintaining confidentiality of information
2. Maintaining ethical standards as specified in the Volunteers Code of Ethical Standards Form.
3. Maintaining a cooperative working relationship with staff

I. Participation in Training:

1. Volunteers may participate in training appropriate to their volunteer assignments if they do not displace qualified employees or incur State expense by their involvement.

J. Termination:

Volunteers may be terminated at the direction of Superintendent or Director of Institutions. Volunteers may also be terminated for:

1. Breach of confidentiality;
2. Unlawful conduct or breach of departmental rules and regulations;
3. Failure to cooperate with staff;
4. Conducting or encouraging any activity which threatens the order or security of an institution or the safety of staff, inmates or the volunteer; or compromises the reformation mission of the Department;
5. Unreliable attendance.

K. Documentation

A file will be maintained on each volunteer to contain all documentation generated for each program volunteer.

- a. Occasional and Program Volunteers' files will be maintained by the Facility Coordinator at the facility in which they provide service.
  - b. Volunteer Facility Representative's files will be maintained by the Facility Coordinator at the facility that provided the initial orientation or as determined by the Director.
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VIII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

7/8/2013

SIGNATURE ON FILE

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Date

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Joseph D. Schmidt, Commissioner  
Department of Corrections

Applicable Forms to this Policy:

Volunteer Application (819.01A)

Volunteers Code of Ethical Professional Conduct (202.01B)

AA Meeting Format

NA Meeting Format

ID Application (202.10A)

*Revised 1/11/2011  
Original 1/20/1986*

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