REVIEW/REVISION HISTORY:

Effective: 10/17/11
Revised: 1/8/16

SUMMARY OF REVISION/REVIEW:

I.A.1., II.A., and VI.A. - Adjusted language for clarification
IV.C.2. - Added Category D serious infractions
Added IV.C.6. and VII.C. on the Approved to Volunteer field in the Incoming Transport/Job Screening Checklist
IV.D. - Removed form usage

APPROVED:

Signature on file

DAN PACHOLKE, Secretary
Department of Corrections

11/27/15
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy

POLICY:

I. The Department has established guidelines for the use of offender volunteers to enhance offender programming opportunities and reduce offender idleness while maintaining a safe and secure environment.

II. This policy does not apply to Reception Diagnostic Center units or minimum facilities.

DIRECTIVE:

I. General

A. Offenders will not:

   1. Serve as a volunteer in any position that is a documented paid offender job assignment, with the exception of dog/cat program appointments.

   2. Assist, complete, and/or participate in the normal duties assigned to a paid offender.

   3. Receive compensation for participation in a volunteer program.

II. Offender Volunteer Program Plan

A. Each facility that has offender volunteers will develop and maintain a written Offender Volunteer Program Plan, which will include, at a minimum:

   1. A specific position description for each position within the facility that will contain, at a minimum:

      a. Volunteer position justification,
      b. Duties,
      c. Qualifications,
      d. Start and end times,
      e. Access to records and documentation, and
      f. Level of supervision provided.

   2. The application process.
   3. Comprehensive offender screening procedures.
   4. The development and coordination of volunteer waiting lists.
   5. Procedures for removing an offender from a volunteer appointment.
III. Responsibilities

A. At facilities that have offender volunteers, the Superintendent will designate an employee as the Offender Volunteer Coordinator, who will plan, monitor, and coordinate offender volunteer activities and:

1. Oversee implementation of the Offender Volunteer Program Plan,

2. Address offender volunteer issues,

3. Ensure adherence to timeframes for service and application waiting periods,

4. Report suspended or terminated volunteers to the Superintendent and document any offender actions and suspension/termination details in the offender’s electronic file,

5. Track and document the number of hours per month each offender is being used in the volunteer position, and

6. Submit a monthly report to the Superintendent detailing activities within the offender volunteer program.

IV. Eligibility

A. All eligible offenders will be given equal consideration for appointment to a volunteer position for which they are qualified.

B. Offenders may hold only one volunteer position at any given time.

C. Offenders will meet the following minimum requirements to be considered for any volunteer position within the facility. Any exceptions must be approved by the Superintendent:

1. A minimum of 12 months since disposition of a guilty finding for any Category A infraction, or drug or violence related infraction.

2. A minimum of 6 months since disposition of a guilty finding for a Category B, C, or D serious infraction.

3. No pending/outstanding sanctions for any serious infractions.
4. A demonstrated positive adjustment and compliance with any behavioral and programming requirements.

5. An expressed voluntary interest (i.e., application).

6. Approved to Volunteer field of the offender’s current Incoming Transport/Job Screening Checklist indicates “Yes”.

D. Offenders with restrictions/limitations documented on a Health Status Report may be restricted from participating in some or all volunteer programs, based on the restriction.

V. Approvals and Removals

A. Offenders will submit DOC 12-028 Application for Offender Volunteer Position to be considered for any volunteer position.

B. All appointments of offender volunteers will be subject to a comprehensive screening and approval process as detailed in the Offender Volunteer Program Plan.

1. A multi-disciplinary team will review each offender volunteer application and make recommendations to the Superintendent. The team will:

   a. Be chaired by the Offender Volunteer Coordinator and include a Correctional Program Manager and a custody representative. The team will also include the following health services employees/contract staff, as applicable:

      1) Supervising Psychologist/designee for offenders with PULHES “S” code value of 3 or higher.

      2) Medical professional for offenders with a PULHES “P” code value of 4 or higher.

   b. Make recommendations regarding the appropriateness of the offender for the type of volunteer position requested based on identified risk, location, and supervision.

C. The Superintendent/Associate Superintendent will provide final approval for all offender volunteer appointments.
VI. Participation

A. With the exception of dog/cat program appointments, offender volunteer appointments will not exceed 12 months from the date of appointment approval. Offenders must wait 6 months from the completion of one appointment to apply for any other volunteer position.

B. Employees/volunteers who supervise offender volunteers will track the number of volunteer hours completed each month and forward the information to the Offender Volunteer Coordinator.

   1. The Offender Volunteer Coordinator will review the information for excessive use of the volunteer process. If the hours reported exceed 64 hours in a month, the Offender Volunteer Coordinator may request the volunteer position become a paid offender job assignment.

   2. The Superintendent/Associate Superintendent will make the final determination of whether the position remains a volunteer position or is established as a paid offender job assignment.

VII. Suspensions and Terminations

A. Employees/volunteers who supervise offender volunteers may recommend termination of an offender from a volunteer position based on documented unacceptable behavior and/or poor job performance.

   1. If removed from any volunteer position for unacceptable behavior, the offender must wait 12 months from the time of removal to reapply for any volunteer position.

B. An offender who poses a threat to security or is disruptive to the program environment may be temporarily suspended pending investigation.

C. All suspensions and terminations of offender volunteers will be subject to an internal review and approval process as detailed in the facility Offender Volunteer Program Plan. If approved, the Incoming Transport/Job Screening Checklist in the offender's electronic file must be updated to indicate "No" for the Approved to Volunteer field.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.
ATTACHMENTS:
None

DOC FORMS:

DOC 12-028 Application for Offender Volunteer Position