



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
12/28/20

PAGE NUMBER
1 of 5

NUMBER
DOC 490.100

POLICY

TITLE
INCARCERATED VOLUNTEERS

REVIEW/REVISION HISTORY:

Effective: 10/17/11
Revised: 1/8/16
Revised: 12/28/20

SUMMARY OF REVISION/REVIEW:


Major changes to include updated terminology throughout. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

11/24/20
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 700.000 Work Programs in Prisons

POLICY:

- I. The Department has established guidelines for the use of incarcerated volunteers to enhance programming opportunities and reduce idleness while maintaining a safe and secure environment.
- II. Work program opportunities will be provided per DOC 700.000 Work Programs in Prisons.

DIRECTIVE:

- I. General
 - A. Individuals will not:
 1. Receive compensation for participation in the incarcerated volunteer program.
 2. Serve as a volunteer in any position that is a documented paid job assignment, with the exception of dog/cat program appointments.
 3. Assist, complete, and/or participate in the normal duties assigned to a paid individual.
- II. Responsibilities
 - A. Each facility that has an incarcerated volunteer program will develop a:
 1. Specific description for each position that will contain:
 - a. Volunteer position justification
 - b. Duties
 - c. Qualifications
 - d. Start and end times
 - e. Access to records and documentation
 - f. Level of supervision provided
 2. System to track volunteer position use and timeframes.
 3. System to document the number of hours each individual works as a volunteer per month.

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- a. If the time exceeds 64 hours in a month, the employee designated to review volunteer hours may request the position become a paid job assignment.
- b. The Superintendent will make the final determination of whether the position remains a volunteer position or is established as a paid job assignment.

B. The Superintendent/designee will:

1. Ensure compliance with program requirements,
2. Ensure the Incoming Transport/Job Screening (ITJS) “Volunteer” section is updated, and
3. Address volunteer issues.

C. A monthly report will be submitted to the Superintendent/designee detailing activities within the volunteer program.


III. Eligibility

A. The individual must complete the facility’s application process to be considered for a volunteer appointment.

B. Individuals may hold only one volunteer position at any given time and will meet the following minimum requirements to be considered for any volunteer position. Any exceptions must be approved by the Superintendent/designee:

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.

C. If an individual is determined eligible, “Yes” will be checked in the “Approved to Volunteer” field of the individual’s ITJS Checklist.

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1. Individuals with restrictions/limitations documented on a Health/ Accommodation Status Report may be restricted from participating in some or all volunteer positions, based on the restriction.

IV. Screening and Approval

- A. Eligible individuals will be given equal consideration for appointment to a volunteer position for which they are qualified and will be subject to a comprehensive screening.
- B. Each application will be reviewed by a multidisciplinary team that will:
 1. Include a designated employee, Correctional Program Manager, and custody representative. The team will also include the following health services employees/contract staff, as applicable:
 - a. Supervising Psychologist/designee for individuals with PULHES "S" code value of 3 or higher.
 - b. Medical professional for individuals with a PULHES "P" code value of 4 or higher.
 2. Make recommendations regarding the appropriateness of the type of position requested based on identified risk, location, and supervision.
 3. Document decisions in the electronic file.
 4. Make recommendations to the Superintendent/designee.
- C. The Superintendent/designee will provide final approval for volunteer appointments.
- D. Waiting lists may be developed as needed.

V. Participation

- A. Individuals will track the number of volunteer hours completed each month on DOC 20-230 Record of Volunteer Services for Incarcerated Individual and submit the form to their supervisor.
- B. With the exception of dog/cat program appointments, volunteer appointments will not exceed 12 months from the date of approval. Individuals must wait 6 months from the completion of an appointment to reapply or apply for a new volunteer position.

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- C. Individuals may be removed from a volunteer appointment.
- D. A review process will be developed for volunteer appointments.

VI. Suspensions and Terminations

- A. An individual who poses a threat to security or is disruptive to the program environment may be temporarily suspended or terminated.
- B. Employees who supervise volunteers may recommend termination from a volunteer position based on documented unacceptable behavior and/or poor job performance.
 - 1. If removed for unacceptable behavior, the individual must wait 12 months from the time of removal to apply for any volunteer position.
- C. All suspensions and terminations will be subject to an internal review by the Facility Risk Management Team (FRMT).
 - 1. If determined the individual will be terminated from the program, the "Approved to Volunteer" field of the individual's ITJS Checklist will be updated to "No".
 - 2. A detailed chronological entry of any suspension/termination will be documented in the electronic file.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 20-230 Record of Volunteer Services for Incarcerated Individual