



Operating Procedure

Effective Date May 1, 2013	Number 027.1
Amended 4/3/13, 9/13/13, 4/28/14	Operating Level Department
Supersedes Operating Procedure 027.1 (7/1/10)	
Authority COV §2.2-608; §2.2-3600; §2.2-2823; §18.2 473 through 474.1; §19.2 389; §53.1 10; §53.1 30	

Subject

VOLUNTEER PROGRAM

ACA Standards
4-4115 thru 4-4122; 4-ACRS-7B-03, 4-ACRS-7B-18, 4-ACRS-7D-04, 4-ACRS-7F-08, 4-ACRS-7F-09, 4-ACRS-7F-10; 4-APPFS-1C-03, 4-APPFS-1C-04, 4-APPFS-1C-05, 4-APPFS-1C-06, 4-APPFS-1C-07; 2-CO-1B-11, 2-CO-1G-01, 2-CO-1G-02, 2-CO-1G-03, 2-CO-1G-04, 2-CO-1G-05, 2-CO-1G-06, 2-CO-1G-07, 2-CO-1G-08, 2-CO-1G-09, 2-CO-1G-10; §115.32, §115.77, §115.232, §115.277

Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	FOIA Exempt Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Office of Primary Responsibility
Operations Support Manager

I. PURPOSE

This operating procedure establishes a uniform process to govern the administration and management of the Department of Corrections volunteer program and provides guidance for the recruitment, selection, training, terms of service, termination of service, and definition of tasks, responsibilities, and authority of volunteers and interns. (4-APPFS-1C-03; 4-APPFS-1C-04; 2-CO-1G-04)

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Community Service Volunteer -A person who is ordered by the Courts to perform volunteer service in the community.

Complex-wide Volunteer - A volunteer who has been granted volunteer access by the Regional Operations Chief to all prisons in a designated geographical area within the region for a one-year period for a program related purpose (e. g. Powhatan, Sussex I and II)

Ex-offender - An individual previously under the control and supervision of the Virginia Department of Corrections, or a corrections agency in another state

Intern - An individual who is undergoing supervised practical training and is serving an internship to advance his or her area of study; paid interns are considered employees; interns who do not receive pay will be considered as volunteers.

Mass Media - Any form of public communications system including, but not limited to, newspapers, magazines, radio, television, and the Internet.

Material Donor - Any person or group who, without financial gain, provides funds, materials, employment or opportunities for the DOC

Offender - An inmate, probationer, parolee, or post release supervisee or other person placed under the supervision or investigation of the DOC.

Operations Support Manager - The DOC headquarters administrative representative responsible for the coordination of volunteer programs throughout the DOC

Organizational Unit - A correctional facility, regional office, probation and parole office, Virginia

Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, or other organizational groups, including separate operational units at DOC Headquarters

Prison Rape Elimination Act (PREA) - Federal law ([Prison Rape Elimination Act of 2003, 42 U.S.C. §15609](#)) and regulatory standards proscribing background checks, training, reporting, and response requirements designed to eliminate sexual abuse and sexual harassment of incarcerated offenders.

Program Visitor - (Previously Level I Volunteer) A citizen volunteer who provides a one-time, on call or single task voluntary service; this individual may provide an individual volunteer service or may be part of a volunteer group, and should have no more than limited, controlled contact with offenders under close direct supervision of a corrections employee or an approved Volunteer. Volunteers who provide off site services (without offender contact) are included in this group. This individual typically should not volunteer more than once per quarter (i.e. guest speakers, sports teams, entertainment, special classes, etc.). This individual is not required to have volunteer training, a background investigation, or a DOC volunteer I.D. (drivers license or picture I.D. may be required).

Regional/Statewide Volunteer - A volunteer who has been granted volunteer access to all prisons in a DOC Region or the Commonwealth for a program related purpose

Volunteer - A citizen of the community who, of his or her own free will, provides goods or services to the Department without any financial gain. A volunteer provides ongoing voluntary service to offenders under the direct observation of a correctional employee or another volunteer designated to supervise volunteers. This individual may volunteer more than once per quarter to work with offenders in a group setting or individually (i.e. group co-facilitators, Bible study participants, clerical assistants, job assistance volunteers, etc.)

Volunteer Coordinator - The unit representative who is responsible for the management of the unit volunteer program. The Volunteer Coordinator may be full-time or part-time staff, or the position may be filled by a volunteer or contract person. The selected individual for this position shall have or receive appropriate training.

IV. PROCEDURE

A. Volunteer Program Administration (4-4115; 4-ACRS-7D-04; 2-CO-1G-03)

1. The DOC Operations Support Manager should: (2-CO-1G-02)
 - a. Develop written procedures outlining the utilization and supervision of volunteers for the DOC
 - b. Coordinate DOC compliance with required reporting procedures
 - c. Ensure that each organizational unit designates a Volunteer Coordinator to supervise the management of the unit's volunteer program
2. Regional offices may designate a regional staff employee to serve as liaison between the Operations Support Manager and the unit Volunteer Coordinators within the region.
3. The Volunteer Coordinator should:
 - a. Be designated by the unit head
 - b. If needed, develop an Implementation Memorandum to this operating procedure subject to the approval of the Unit Head, outlining management of the unit volunteer program
 - c. Coordinate volunteer recruitment, screening, training, orientation, and supervision of volunteers for the unit
 - d. Maintain a simple and secure record keeping system for volunteers and activities and report requested information to the DOC. Files should be reviewed annually. Inactive files should be kept for three years and then discarded.
 - e. Ensure that unit volunteers and paid employees understand their respective responsibilities and relationship to each other
 - f. Provide opportunities to encourage DOC staff awareness, education, and support of volunteer

programs.

B. Volunteer Involvement

1. Effective involvement of citizen volunteers, where workload or citizen interest warrants, enhances communication and understanding between the community and the DOC and mobilizes human and material resources to extend a wide range of services to all DOC offenders. Volunteers may be utilized as advisors, interpreters, in direct service roles, and in cooperative endeavors with offenders under the supervision of the DOC. (2-CO-1G-01)
2. All units are authorized and encouraged to develop volunteer programs and accept the services of volunteers and material donors. Volunteers may be involved in all aspects of the DOC service delivery system, consistent with policies and procedures.
3. The recruitment of volunteers shall encompass all cultural and socioeconomic segments of the community. (4-4116; 4-ACRS-7F-08; 4-APPFS-1C-05)
4. Volunteers shall perform professional services only when certified or licensed to do so, or after a thorough check of background and professional education reflects competency to perform the service if certification/licensure is not required. (4-4118, 4-ACRS-7B-03)
5. Volunteers shall be subject to the approval of the Unit Head. The Regional Operations Chief shall approve all volunteers who have prior felony convictions, or who have served sentences in a jail or prison.
6. A current schedule of volunteer services is available to all offenders and is posted in appropriate areas of the facility or unit. (4-4121)
7. Volunteers are subject to all work policies, laws, guidelines, rules, and regulations that apply to paid employees, including confidentiality and security procedures, unless otherwise stated in this operating procedure.
 - a. Volunteers shall agree in writing to abide by all DOC policies and procedures, particularly those relating to security, PREA, and confidentiality of information. (4-4120; 4-APPFS-1C-07; 2-CO-1G-08)
 - b. Volunteers shall, as part of their voluntary service, be exempt from all provisions of law relating to state employment, hours of work, rate of compensation, leave time, and employee benefits, except those enumerated in this operating procedure.
8. Volunteers and Ex-Offenders
 - a. Volunteers may be authorized to interact with ex-offenders, either in a supervised (probation/parole) or non-supervised (direct release) correctional status, to facilitate their re-entry into the community. Interactions should be professional and transitional in nature. Such activities include, but are not limited to, the following:
 - i. Inviting ex-offenders to their place of worship for services, or to substance abuse recovery meetings
 - ii. Providing transportation, clothing
 - iii. Assisting with housing, education, vocational training, or job placement
 - b. Prior to interaction with ex-offenders, volunteers must apply in writing on a [Request for Volunteer Interaction with an Ex-offender](#) 027_F1 and be approved by the Unit Head of the Unit at which they are volunteering.
 - c. A volunteer is not permitted to interact with an offender at one facility to assist with transition, and volunteer at another facility.
 - d. A volunteer cannot act on behalf of an ex-offender in obtaining assistance for programs or legal affairs.
 - e. Volunteers who are assisting an offender who is on active supervision (probation, parole, etc.) should receive the approval of the Chief of the offender's P&P Office so that the P&P Officer handling the offender's case can be notified.

- f. The *Request for Volunteer Interaction with an Ex-offender* will be placed in the offender's Institutional Criminal Record (if still incarcerated) and the Probation and Parole case file. If there is no probation or parole supervision involved, the *Request* will be placed in the volunteer's personnel file at the facility.
 - g. Volunteers who request this joint status (institutional/community volunteer status) should be counseled about fraternization and about avoiding even the appearance of impropriety. Crossing the line from professional to personal (romantic or sexual) relationships with ex-offenders or serving as a conduit for information and/or contraband between ex-offenders and currently incarcerated offenders will be dealt with to the full extent of DOC operating procedures and the law.
9. Regular Service, Regional, or Statewide Volunteers may only have contact with offenders through their approved volunteer duties and are not authorized to visit with offenders at the facility where they volunteer or any other DOC facility. An exception may be granted with the written permission of the Unit Head where they volunteer and the Facility Unit Head of the facility that houses the offender they wish to visit.
 10. Volunteers must receive prior authorization from the DOC Director through the Director of Communications before reporting to any mass media on behalf of the Department of Corrections using [Request for Media Contact](#) 022_F2
 11. Volunteers, other than those authorized above, who make comments to the media, must clearly indicate they are speaking as a private citizen not in any official capacity.

C. Volunteer Eligibility

1. Any individual, aged 18 or older, without regard to race, gender, religion, creed, national origin or handicap, is eligible to have his/her [Application for Volunteer Services](#) 027_F2 reviewed for participation as a volunteer.
2. Eligible volunteers include, but are not limited to:
 - a. Student interns (unpaid student interns are considered volunteers without regard to credit hours received)
 - b. Representatives of religious groups
 - c. Representatives of professional/occupational groups
 - d. DOC employees
 - e. Individual citizens
3. Volunteers may be subject to the following considerations.
 - a. Applicants who are previous employees of the DOC may be subject to further review and approval by the Regional Operations Chief.
 - b. Exempt and non-exempt employees (defined by the Fair Labor Standards Act) may volunteer at their work site, but the employees' volunteer service must be in a different capacity than their salaried positions. The employing Unit Head and Human Resource Officer must approve non-exempt employees volunteering in the DOC.
4. Minimum criminal background checks for volunteers shall be as follows:
 - a. Community Corrections Units
 - i. No criminal background report is required for Program Visitors.
 - ii. Volunteers shall have a Central Criminal Records Exchange/VCIN terminal check.
 - b. Institutions (2-CO-1G-05)
 - i. No criminal background report is required for Program Visitors.
 - ii. Volunteers shall have a background investigation in accordance with Operating Procedure 030.3, *Background Investigation Program*.
5. Prospective volunteers should agree, in writing, to a background investigation (see Operating

Procedure 030.3, *Background Investigation Program*). If a volunteer has been actively volunteering for another organizational unit of the DOC within the past six months, it is acceptable to request the volunteer's background information from that unit in lieu of a complete new background investigation. In such a case, the volunteer should agree, in writing, to such an arrangement. The following should be taken into consideration.

- a. Dissemination of background information is authorized to DOC employees only and shall be for the express purpose of screening or review of volunteer service. The sole objective of a criminal background review is to determine if past criminal conduct of an individual is incompatible with the nature of the volunteer service. The Volunteer Coordinator and the unit head, as appropriate, will accomplish this review.
 - i. A new records check may be conducted on a volunteer at any time. Indication of recent criminal activity may be grounds for termination of volunteer status.
 - ii. A volunteer shall report any personal arrests or convictions to the Volunteer Coordinator at the unit where the volunteer serves.
 - b. Provisions to ensure security and confidentiality of volunteer data should be made in accordance with DOC procedures and state law.
 - c. Individuals requesting a copy of their own criminal history record information should do so in accordance with the Virginia Freedom of Information Act and Operating Procedure 025.1, *Public Access to Hearings, Meetings, and Public Records*.
 - d. No employee of the DOC shall confirm the existence or non-existence of criminal history record information for volunteers, except as provided for by law.
6. Individuals are not eligible to volunteer if they:
- a. Are known relatives of an offender receiving direct services from that unit
 - b. Have a close relationship with an offender
 - c. Have visited an offender incarcerated at any DOC facility within the previous year.
 - d. Are suspended as a visitor at a Virginia Department of Corrections facility (**Note:** Institutions should check VACORIS when determining if a potential volunteer can be approved to access a prison for a volunteer function or activity.)
 - e. Ex-offenders, ex-inmates, and those on active parole or an offender on post-release supervision are eligible to apply for volunteer status; however the *Derogatory Background Reports* process in this operating procedure shall apply.
7. Derogatory Background Reports
- a. When a volunteer background report reveals derogatory information (i.e. felony conviction, extensive misdemeanor record, etc.), the Unit Head shall evaluate the information to consider the potential impact on public safety.
 - b. If the Unit Head believes that public safety would *not* be impacted, the volunteer's application, background report, and a recommendation to approve should be forwarded to the Regional Operations Chief for final disposition.
 - c. If the Unit Head believes that public safety would be impacted, the Unit Head should deny the volunteer's application for one year, at which time the volunteer may reapply to be considered as a volunteer.
 - d. If a Unit Head approves an ex-offender, ex-inmate, or active parolee, then the Regional Operations Chief must also review the action for approval. In addition, an active parolee or an offender on post-release supervision must also have the written permission of the Chief P&P Officer of the supervising District.
8. Regional/Statewide Volunteers
- a. A Regional/Statewide Volunteer shall be approved in connection with a statewide program or service. (e. g. Alcoholics Anonymous, AIDS education, etc.)

- b. Without prior approval of the Chief of Corrections Operations, no volunteer will be approved for Regional/Statewide Volunteer status prior to serving as an approved regular DOC volunteer for one year.
- c. Applicants shall complete the [Application for Volunteer Services](#) 027_F2 indicating Regional/Statewide Volunteer status. The Chief of Corrections Operations shall approve each Regional/Statewide Volunteer.
- d. A Regional/Statewide Volunteer will be issued an ID card that indicates approval for all DOC operating units in the specified Region or Statewide.
- e. A Regional/Statewide Volunteer may only have access to offenders during the activity within which the volunteer status was approved and shall not be allowed access via their Regional/Statewide Volunteer status to visit with offenders for other reasons.

D. Volunteer Management

1. New Volunteers
 - a. Volunteers shall be personally interviewed by unit staff to ensure open lines of communication and appropriate assessment of volunteer resources.
 - b. Volunteer processing (application, finger printing, orientation, etc.) should be done in one day.
 - c. Volunteer clearances will be accomplished within 30 days of when the citizen applied to be a volunteer.
2. Prior to assignment, each volunteer shall receive documented orientation and training appropriate to their volunteer duties as determined by the Unit Head/Volunteer Coordinator based on: (4-4119; 4-ACRS-7B-18, 4-ACRS-7F-09; 4-APPFS-1C-06, 2-CO-1G-07)
 - a. Frequency and expected duration of volunteer service
 - b. Potential for offender contact
 - c. Level of supervision by DOC staff and/or trained volunteers
3. Program visitors may be provided *A Guide to Maintaining Appropriate Boundaries with Offenders* (see Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*) as notification of the DOC's zero-tolerance policy regarding sexual abuse and sexual harassment and information on how to report such incidents. Receipt should be documented such as in the facility "sign-in" log.
4. Volunteers who will have no offender contact other than under close direct supervision of a corrections employee or a trained Volunteer should be provided:
 - a. [Rules for Volunteers](#) 027_F3
 - b. *A Guide to Maintaining Appropriate Boundaries with Offenders* (see Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*) as notification of the DOC's zero-tolerance policy regarding sexual abuse and sexual harassment and information on how to report such incidents. (§115.32[b], §115.232[b])
 - c. Receipt and understanding of these materials will be documented by the volunteer's signature on the *Rules for Volunteers*. (§115.32[c], §115.232[c])
5. Prior to assignment, volunteers who will have significant contact with offenders under general supervision of a corrections employee or a trained volunteer or volunteers who will be providing supervision to other volunteers shall receive orientation and training to DOC Operating Procedures, including but not limited to:
 - a. Operating Procedure 101.3, *Standards of Ethics and Conflict of Interest*
 - b. Operating Procedure 130.1, *Rules of Conduct Governing Employees Relationships with Offenders*
 - c. Operating Procedure 130.2, *Alcohol and Other Drug Testing*
 - d. Operating Procedure 135.1, *Standards of Conduct*
 - e. Confidentiality

- f. Prison Rape Elimination Act (PREA) (Operating Procedure 038.3)
 - i. The Volunteer Coordinator shall ensure that all volunteers who have contact with offenders have been trained on their responsibilities under the DOC sexual abuse and sexual harassment prevention, detection, and response policies and procedures. (§115.32[a], §115.232[a])
 - ii. The level and type of training provided to volunteers shall be based on the services they provide and level of contact they have with offenders, but all volunteers who have contact with offenders shall be notified of the DOC's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents. (§115.32[b], §115.232[b])
 - g. A briefing on security procedures, privacy laws, chain of command, basic knowledge of criminal behavior, and other related topics, as pertinent and applicable
 - h. [Rules for Volunteers](#) 027_F3
 - i. Completion of orientation/training will be documented by the volunteer's signature on the *Rules for Volunteers*. (§115.32[c], §115.232[c])
6. Volunteers should complete a [Volunteer Agreement](#) 027_F4 and a [Volunteer Data Sheet](#) 027_F5.
 7. All Volunteers and Program Visitors entering DOC facilities shall be subject to the search and contraband requirements of Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*.
 8. Volunteers may participate in relevant DOC training opportunities, contingent on Academy approval and available resources.
 9. Volunteer Identification
 - a. Volunteers may be issued a DOC Volunteer identification card (see Operating Procedure 105.2, *Employee Identification Cards*). (4-4117; 4-ACRS-7F-10; 2-CO-1G-06) Lost or stolen I.D. cards should be reported to the Volunteer Coordinator or Unit Head immediately. I.D. cards shall be returned to the Volunteer Coordinator at the termination of volunteer service.
 - b. In lieu of a DOC Volunteer identification card, units may develop a volunteer identification document to remain on file in the unit.
 - i. This document should contain the volunteer's picture, address, and telephone number with a general description of the volunteer's approved activities and times to enter the unit.
 - ii. The volunteer that has not been issued a DOC identification card must present an acceptable, valid photo identification i.e., driver's license, to enter a DOC facility.
 10. Each unit shall follow DOC procedures to govern volunteer access to confidential information in compliance with all applicable state and federal laws, including the Freedom of Information Act, the Privacy Protection Act, and the Virginia Public Records Act.
 11. Volunteers should be provided adequate space, supplies, training, and supervision.
 12. Corresponding with Offenders
 - a. Volunteers must follow the rules of conduct for DOC employees, which prohibit fraternization. (see Operating Procedure 130.1, *Rules of Conduct Governing Employee Relationships with Offenders*)
 - b. Volunteers may correspond with offenders under the following provisions:
 - i. In the case of letters or notes, correspondence will be on the volunteer's organizational letterhead. The organizational letterhead cannot be a home address; it must be a Post Office Box or business address
 - ii. The volunteer organization must be recognized by the Facility Unit Head or designee as a credible and valid group that volunteers at the facility
 - iii. In the case of greeting cards (Christmas, sympathy, etc.), correspondence will not include personal addresses or personal phone numbers.
 - iv. All correspondence will be professional, business-like, and not manifest indications of fraternization, as determined by DOC staff when the correspondence is opened, inspected, and read. There should be no personal pictures or personal items enclosed.

v. Small, inspirational religious tracts and pamphlets are permitted.

E. Volunteer Benefits

1. Volunteers may be furnished meals without charge, provided scheduled work assignments extend over an established meal period at facilities and programs that routinely serve meals.
2. The DOC provides accident and liability insurance for volunteers. (2-CO-1B-11)
 - a. All volunteers should be made aware of terms of this insurance coverage.
 - b. Registration information should include the name of the volunteer, social security number, and date volunteer service started.
 - c. This information should be kept on file at the unit; it is not necessary to send this information to the Operations Support Manager.
3. Volunteers who may be required to drive either their personal vehicle or a state vehicle in the performance of their duties, to attend training, or for other reasons related to their volunteer service other than commuting to their assigned unit(s) are required to complete an *Authorization for Ongoing License/Background Check(s)* and provide a copy of their driver's license annually in accordance with Memorandum HR-2010-01 or superseding operating procedures.
4. Subject to the prior approval of the Unit Head, volunteers may be reimbursed for mileage, meals, and other approved expenses in connection with the performance of volunteer duties on the same basis as paid employees. Reimbursement should be from the budget of the unit concerned. Rates or amounts of reimbursement should not exceed those provided in COV §2.2-2823. No distinction is made in accounting records between expenditures for volunteers and those of employees.
5. Volunteers may use state vehicles in the performance of official DOC business, and are subject to all rules and regulations governing use of state vehicles by paid employees. The Unit Head should review and approve vehicle use by volunteers in advance.
6. Volunteer services may be recognized as training and experience for partial fulfillment of state employment requirements.
7. Public recognition of volunteer service through certificates, letters of appreciation, recognition ceremonies, etc. is encouraged.

F. Volunteer Complaints or Dismissal

1. Complaints pertaining to volunteer service shall be referred to the unit Volunteer Coordinator. When the unit Volunteer Coordinator cannot resolve a complaint, the matter may be referred to the Unit Head for resolution. If necessary, the matter may be referred to the Operations Support Manager for final disposition.
2. Possible grounds for volunteer dismissal shall include failure to comply with DOC procedures, federal or state laws, or unit rules. Every effort should be made to provide appropriate volunteer training and supervision to help avoid violations and possible termination.
 - a. Any volunteer who engages in sexual abuse shall be prohibited from contact with offenders and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies. (§115.77[a], §115.277[a])
 - b. The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with offenders, in the case of any other violation of agency sexual abuse or sexual harassment policies by a volunteer. (§115.77[a], §115.277[a])
3. The Unit Head, or designee, may postpone or curtail a volunteer activity or suspend a volunteer when there is a threat to the security or orderly operation of the unit, or there is questionable activity on the part of the volunteer.
4. In the case of termination, the Unit Head should inform the volunteer, in writing, of reasons for dismissal. A copy of the termination notification should be sent to the Operations Support Manager.

5. If factors indicate the individual's performance will be acceptable in the future, a terminated volunteer may be reinstated after an appropriate period of time to be determined by the Unit Head.

G. The Volunteer Coordinator should maintain the following information on each Volunteer:

1. Volunteer name
2. Social security number
3. [Application for Volunteer Services](#) 027_F2
4. [Volunteer Agreement](#) 027_F4
5. [Volunteer Data Sheet](#) 027_F5
6. Starting date
7. Number of hours of volunteer service
8. Type of service performed

H. Volunteer Program Assessment

1. The Special Program Manager shall ensure that an annual volunteer program needs assessment is conducted. Representative input from unit staff, offenders, and volunteers should include: (2-CO-1G-10)
 - a. Volunteer program strengths and weaknesses
 - b. Goals for the coming year
 - c. Assessment of previous year's goals
 - d. Duties of volunteers
 - e. Suggestions from volunteers regarding the establishment of policy and procedure for the volunteer services program (4-4122; 2-CO-1G-09)
2. Facilities and P&P Offices are required to keep track of the number of volunteers and the number of volunteer service hours provided, however they are not required to compile the data for an annual report.

V. REFERENCES

Operating Procedure 025.1, *Public Access to Hearings, Meetings, and Public Records*
Operating Procedure 030.3, *Background Investigation Program*
Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*
Operating Procedure 105.2, *Employee Identification Cards*
Operating Procedure 101.3, *Standards of Ethics and Conflict of Interest*
Operating Procedure 130.1, *Rules of Conduct Governing Employees Relationships with Offenders*
Operating Procedure 130.2, *Alcohol and Other Drug Testing*
Operating Procedure 135.1, *Standards of Conduct*
Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*

VI. FORM CITATIONS

[Request for Media Contact](#) 022_F2
[Request for Volunteer Interaction with an Ex-offender](#) 027_F1
[Application for Volunteer Services](#) 027_F2
[Rules for Volunteers](#) 027_F3
[Volunteer Agreement](#) 027_F4
[Volunteer Data Sheet](#) 027_F5

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than May 1, 2016.

Signature Copy on File

3/29/13

Debra D. Gardner, Chief Deputy Director

Date