



## Department of Corrections Volunteer Agreement

*PLEASE READ THESE RULES CAREFULLY AND REQUEST A COPY FOR YOUR PERSONAL REFERENCE*

1. I agree to abide by all work procedures, guidelines, laws, rules, and regulations that apply to paid employees, including confidentiality and security regulations. I shall, as part of my volunteer service, be exempt from all provisions of law relating to state employment, such as hours of work, rate of compensation, leave time, and employee benefits. Failure to abide by this Agreement, violation of any state law, or any official Department procedure may result in my termination as a volunteer and possible prosecution under applicable state law. The Department of Corrections agrees to make every effort possible to ensure the safety of those individuals participating in the volunteer program.
2. You are subject to search at any time you are volunteering for the Department of Corrections and are on state property. Refusal to agree to a search will result in suspension or termination from volunteer service.
3. You should comply with instructions given to you by staff. If you have questions regarding a directive, you may consult the Unit Head. In the event of an emergency, everyone must follow orders to ensure the safety of all.
4. Any item brought on to state property must have prior approval of the Unit Head.
5. Volunteers will not be under the influence of un-prescribed drugs or alcohol while performing volunteer duties for the Department. Volunteers may not bring drugs, weapons, or alcoholic beverages onto institution grounds unless specifically reviewed and approved in advance by the Unit Head. Items such as pocketknives, nail files, or other similar items may not be carried into institutions. Failure to comply with this rule may result in prosecution.
6. When volunteering for the Department of Corrections, always wear your volunteer I.D. Badge or institutional visitors Badge.
7. Volunteers should dress appropriately when volunteering with offenders. Tight clothing or revealing apparel is not appropriate.
8. Report immediately any information related to escapes or other breaches of security to the Unit Head or Officer-in-Charge.
9. Keep commitments. In the event that a meeting or session has to be canceled, notify the unit in advance. Expectations are developed by offenders and maintained by you, make your commitments meaningful. The Unit Head retains the right to postpone, curtail, or suspend any volunteer activity when there is a threat to the secure or orderly operation of the unit. Whenever possible written notification will be given.
10. In the event of a serious disagreement or problem between a volunteer and an offender, the volunteer should notify the closest corrections employee immediately.
11. Please maintain confidentiality of information. Offenders often assume that their relationship is confidential with a volunteer. Do not take personal information regarding an offender outside the workplace under any circumstances. *NOTE: Information that is obtained from an offender or employee suggesting there is a possibility of escape, assault, or other possible danger to yourself or others (staff, offenders, community) or property, **MUST** be reported immediately to the Unit Head or Officer-in-Charge.*
12. Do not discuss any sensitive personal information about individual offenders, including the identities of offenders, except with other staff and volunteers involved in the provision of services to that specific offender.
13. Do not share your personal business with offenders, or discuss personal information where offenders may hear you.
14. Personal relationships (romantic or sexual) with offenders under the control of the Department of Corrections (including Community Corrections) is a crime. Volunteers must be extremely cautious to not blur the line between professional and personal relationships. You should be familiar with Operating Procedure 135.2, *Rules of Conduct Governing Employees Relationships with Offenders*.
15. Volunteers are required to abide by guidelines and standards for reporting Prison Rape Elimination Act (PREA) related concerns and issues (see Operating Procedure 038.3). Questions regarding these standards should be addressed with the Unit Head.
16. Volunteers are required to abide by and keep current with all Annual Trainings that are required for employees of the Department of Corrections.
17. Some types of physical contact (hugging, etc.) are often misunderstood by offenders. Volunteers should be aware of potential misinterpretation of any physical contact.



18. Many offenders under the custody or supervision of the Department are married with families. Care should be taken to avoid being involved in family disputes.
19. Vulgar, profane, and abusive language should not be used toward staff, another volunteer, or an offender.
20. Malicious starting of rumors, or agitating staff or offenders is against Department policy and is not acceptable.
21. Do not give offenders any items such as gifts/money, or accept gifts/money from an offender.
22. Do not take letters or other items out of an institution for a confined offender; do not bring letters or any other items not approved by the Unit Head into an institution for an offender.
23. Do not agree to make business transactions on the street for offenders.
24. Do not promise offenders anything over which you have no authority.
25. Do not play favorites with offenders. Be fair and consistent in your relationships and interactions with offenders. Do not take sides.
26. Institutional volunteers may not visit an offender at any facility. If an offender requests that you visit on visiting days; explain to the offender that you cannot visit him while you are a volunteer. Ask your unit volunteer coordinator for assistance as necessary.
27. Please inform the Unit Head or Volunteer Coordinator if you have served or will serve on a jury.
28. Please share with the Unit Head or volunteer coordinator, any past experiences that you or a loved one have had as a victim of crime. The conversation should address potential conflicts in the performance of volunteer duties.
29. Physical force will not be used against an offender **unless** in self-defense and then **only** the force needed to establish and maintain control.
30. You are to park in provided parking areas. Be sure that all car windows are closed and doors are locked. Do not leave the keys in the car or leave the car idling.
31. If I am approved to use a state vehicle in the performance of my volunteer duties, I am subject to all rules and regulations governing use of state vehicles by paid staff.
32. Volunteers must report to the Volunteer Coordinator any misdemeanor or felony convictions they receive while in a volunteer status. Such convictions may result in termination of the volunteer status.
33. 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 Form 022\_F2*.
34. 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

**I HAVE READ, DISCUSSED AND UNDERSTAND THE ABOVE RULES PRIOR TO ENTERING INTO VOLUNTEER SERVICE AND AGREE TO ABIDE BY THEM.**

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*Volunteer Signature/Date*

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*Volunteer Coordinator Signature/Date*