



DEPARTMENT OF CORRECTIONS RULES FOR VOLUNTEERS

Please Read These Rules Carefully and Request a Copy for Your Personal Reference

1. 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.
2. Vulgar, profane, and abusive language should not be used toward staff, another volunteer, or an offender.
3. Malicious starting of rumors, or agitating staff or offenders is against Department policy and is not acceptable.
4. Do not give offenders any items such as gifts/money, or accept gifts/money from an offender.
5. In the event of a serious disagreement or problem between a volunteer and an offender, the volunteer should notify the closest corrections employee immediately.
6. Do not share your personal business with offenders, or discuss personal information where offenders may hear you.
7. Do not agree to make business transactions on the street for offenders.
8. Do not promise offenders anything over which you have no authority.
9. Do not play favorites with offenders. Be fair and consistent in your relationships and interactions with offenders. Do not take sides.
10. 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.
11. Volunteers should dress appropriately when volunteering with offenders. Tight clothing or revealing apparel is not appropriate.
12. Some types of physical contact (hugging, etc.) are often misunderstood by offenders. Extreme caution should be taken in this area.
13. Many offenders under the custody or supervision of the Department are married with families. Care should be taken to avoid placing yourself in the middle of family squabbles.
14. When volunteering for the Department of Corrections, always wear your volunteer I.D. tag or institutional visitors tag.
15. Report immediately any information related to escapes or other breaches of security to the Unit Head or Officer-in-Charge.
16. 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.



17. 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.
18. Special activities or programs must be planned in advance; and prior approval of date and space must be obtained through the appropriate unit authority.
19. 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.
20. 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.*
21. Physical force will not be used against an offender **unless** in self-defense and then **only** the force needed to establish and maintain control.
22. 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.
23. 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.
24. Any item brought on to state property must have prior approval of the Unit Head.
25. Failure to abide by the rules and regulations may result in your termination as a volunteer.
26. 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.
27. 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.

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

Volunteer Signature/Date

Volunteer Coordinator Signature/Date