

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	26.1	7
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Authority/References ACA 5-ACI-1G-01 through 07; 2-CO-1G-01 through 2-CO-1G-10 KRS 196.035, 197.020, 197.110	Subject CITIZEN INVOLVEMENT, VOLUNTEER, AND REENTRY MENTOR SERVICE PROGRAMS	

I. DEFINITIONS

“Certified volunteer” means an individual not employed by the Department of Corrections (DOC) who provides specified services to the inmate population on an on-going basis and has met the certification requirements.

"DOC" means Department of Corrections.

“Non-certified volunteer” means an individual not employed by the DOC who provides specified services to the inmate population and has not met the certification requirements.

“Reentry mentor” means a volunteer who is affiliated with a community or faithbased organization, which has collaborated with the Division of Reentry Services, to assist offenders in transitioning into the community from incarceration or on supervision under the Division of Probation and Parole.

“Reentry Mentor Coordinator” means a person within the Division of Reentry Services who is designated by the Director to facilitate reentry mentor activities.

“Special event volunteer” means an individual or member of a group not employed by the DOC who is involved in a selected activity that does not occur on a regular basis.

"Student volunteer" means a student enrolled in a college or university who gains unpaid work experience that may enhance their skills and abilities and encourage a career with the DOC.

“Volunteer coordinator” means the person at an institution who is designated by the warden to facilitate volunteer activities.

“Volunteer services” means any specified service made available to the inmate population which involves contact or interactions with an approved volunteer providing a specified service.

II. POLICY AND PROCEDURE

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A. Volunteer Programs.

1. A volunteer program shall have a stated purpose.
2. Each correctional institution shall have a volunteer coordinator designated by the warden. The volunteer coordinator shall be responsible for recruiting volunteers and coordinating training and assignment of volunteers.
3. Inmates at an institution shall be notified of the programs and opportunities available at the correctional institution through posted information, announcements, or other notification methods designed to reach the inmate population or eligible inmates.

B. Volunteer Standards of Conduct.

1. A volunteer shall not use employee time, facilities, equipment, or supplies of the Commonwealth for private purposes.
2. The use of intoxicants shall not be tolerated.
3. A volunteer shall not exchange a gift or favor with an inmate or family member of an inmate without approval of the warden or designee.
4. A volunteer shall not become romantically involved with an inmate.
5. A volunteer shall maintain confidentiality of records and inmate information.
6. A volunteer may exchange information with an inmate consistent with the mission of the volunteer program.

C. Volunteer Application Process.

1. An individual may apply to become a volunteer for the DOC at any DOC correctional institution.
2. Information about applying to be a volunteer may be obtained from the volunteer coordinator at the correctional institution. Institutional contact information may be located on the DOC Web site in the area for adult institutions.
3. An applicant shall notify the volunteer coordinator of any criminal record and provide necessary information and authorization to obtain a background check. A criminal record shall be considered but may not necessarily preclude an individual from becoming a volunteer.
4. The applicant may be interviewed.

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5. The applicant may be asked to submit to a drug test.
6. The applicant shall be notified in writing if the applicant is accepted or rejected as a volunteer.
7. The application of a volunteer shall be reviewed by the warden or designee before an applicant is rejected as a volunteer.
8. The applicant accepted to be a volunteer shall agree to abide by the volunteer standards of conduct and all institutional policies, particularly those relating to the security and confidentiality of information and records by signing the Volunteer Confidentiality and Conduct Agreement incorporated by reference in this policy.

D. Certified Volunteer.

1. An applicant to be a certified volunteer shall:
 - a. Be at least eighteen (18) years of age; and
 - b. Provide all requested information when making an application to become a volunteer.
2. A certified volunteer shall be eligible to provide services to all institutions.
3. Certified volunteer orientation and training.
 - a. The volunteer shall receive an orientation to the institution, including a tour with emphasis on the area in which the volunteer will work. A volunteer working in multiple institutions shall receive an orientation and tour of each institution.
 - b. The volunteer shall complete the training program developed by the Division of Corrections Training.
 - c. The volunteer shall complete annual training as required by the Division of Corrections Training. Failure to complete annual training shall result in the volunteer being removed from the volunteer list.
4. Certified volunteer registration and identification.
 - a. Upon completion of orientation and training, the certified volunteer shall be assigned an identification card. This identification card shall be maintained at all institutions where the person volunteers.
 - b. Upon entering an institution to volunteer, the certified volunteer shall present a picture ID and receive his institutional volunteer ID.

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The personal picture ID shall be returned to the volunteer upon surrender of the institutional volunteer ID as the volunteer exits the institution.

c. The identification information maintained on the volunteer shall include photograph, address, current telephone number, and emergency contacts. It may include other relevant information.

5. A certified volunteer shall submit a schedule to the volunteer coordinator.

E. Non-certified and Special Event Volunteers.

1. A non-certified or special event volunteer shall not be required to be eighteen (18) years old or complete the training required to be a certified volunteer.

2. A non-certified or special event volunteer shall always be accompanied by a DOC staff member or a certified volunteer. The accompanying certified volunteer shall not be a student volunteer.

3. A non-certified or special event volunteer shall be admitted to the institution in accordance with the institutional policy for visitors incorporated by reference in the administrative regulation for the applicable correctional institution in 501 KAR Chapter 6.

F. Student Volunteer.

1. A student enrolled in a college or university shall be eligible to apply to be a student volunteer.

2. A student volunteer shall not receive compensation for the student volunteer's services.

3. A student volunteer may earn academic credit for the student volunteer's service, if accepted by the student's college or university.

4. Information about applying to be a student volunteer may be obtained from the Justice and Public Safety Cabinet Office of Human Resource Management.

5. An applicant shall notify the Office of Human Resource Management of any criminal record and provide necessary information and authorization to obtain a background check. A criminal record shall be considered but may not necessarily preclude an individual from becoming a volunteer.

6. The applicant may be interviewed.

7. The applicant may be asked to submit to a drug test.

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8. A student volunteer shall always be accompanied by a DOC staff member or a certified volunteer. The accompanying certified volunteer shall not be a student volunteer.

G. Volunteer Review and Termination.

1. A volunteer program shall be reviewed annually by the volunteer coordinator to ensure that the program is meeting stated goals and continuing to enhance services provided to the inmate population.
2. A volunteer shall be reviewed annually to evaluate the volunteer's participation in the volunteer program. A volunteer may be terminated for inadequate participation, security issues, or other relevant issues.
3. Any volunteer or program deemed to threaten the security of the institution shall be discontinued or limited until the problem is resolved.

H. Reentry Mentor Program.

1. The Division of Reentry Services shall maintain a list of mentors and the mentor's affiliated organization.
2. The director of the Division of Reentry Services shall designate a reentry mentor coordinator. The reentry mentor coordinator shall be responsible for recruiting reentry mentors and coordinating training and assignment of reentry mentors.
3. Inmates shall be notified of the mentor services available through posted information, announcements, or other notification methods designed to reach the inmate population or eligible inmates.
4. The Division of Reentry Services shall review and evaluate reentry-related and mentoring programs annually.

I. Reentry Mentor.

1. An applicant to be a reentry mentor shall:
 - a. Be affiliated with a DOC recognized community or faith-based partner organization and have a recommendation from the leadership of that organization;
 - b. Be a certified volunteer; and
 - c. Be at least twenty-one (21) years of age.

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2. The applicant shall be notified in writing if the applicant is accepted or rejected as a reentry mentor.
3. The application of a reentry mentor shall be reviewed by the director of the Division of Reentry Services or designee before an applicant is rejected as a reentry mentor. The Director of the Division of Reentry Services or designee shall review the application and the reasons for the rejection and make a final determination.

J. Mentor Orientation and Training.

1. The reentry mentor shall complete a training program developed by the Division of Corrections Training and Division of Reentry Services.
2. The reentry mentor shall agree in writing to abide by the mentor standards of conduct and all DOC and institutional policies by signing the Mentor Confidentiality and Conduct Agreement incorporated by reference in this policy.
3. A reentry mentor shall complete annual training and other training as required by the Division of Reentry Services. Failure to complete annual training shall result in the reentry mentor being removed from the approved reentry mentor list.

K. Reentry Mentor Standards of Conduct.

1. A reentry mentor shall not use DOC employee time, facilities, equipment, or supplies for private purposes.
2. The use of intoxicants shall not be tolerated.
3. A reentry mentor shall not become romantically involved with an inmate or an individual under supervision within the DOC.
4. A reentry mentor may make electronic contact by telephone or email with an assigned mentee within reason (as outlined by the Reentry Mentor Coordinator) for reentry planning purposes.
5. A reentry mentor shall be of the same gender as the assigned mentee.

L. Reentry Mentor Review and Termination.

1. A reentry mentor shall be reviewed annually to evaluate the reentry mentor's participation in the reentry mentor program. A reentry mentor may be terminated for inadequate participation, security issues, or other relevant issues.

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2. Any reentry mentor deemed to threaten the security of the institution shall be discontinued or limited by the warden or designee until the issue is resolved.

VOLUNTEER CONFIDENTIALITY AND CONDUCT AGREEMENT

PRINT: _____
(Last Name) (First Name) (Middle Initial)

I understand and agree that I shall abide by the volunteer standards of conduct found in Corrections Policy and Procedure 26.1 – “Citizen Involvement, Volunteer, and Reentry Mentor Service Programs”. I have been given a copy of this policy.

I understand that I may be allowed access to confidential information or records in order that I may perform my specific duties as a volunteer. I further understand and agree that I shall not disclose confidential information or records without the prior written consent of the appropriate authority in the Department of Corrections.

I understand that accessing or releasing confidential information or records of the Department of Corrections concerning myself, other individuals, offenders, or relatives, or causing confidential information or records of the Department of Corrections concerning myself, other individuals, offenders, or relatives to be accessed or released, outside the scope of my assigned duties constitutes a violation of this agreement and may result in my termination as a volunteer and legal action against me.

By affixing my signature to this document, I acknowledge that I have been apprised of the relevant laws, regulations, and policies concerning access, use, maintenance, and disclosure of confidential information or records, including but not limited to CPP 3.1, that are made available to me through my volunteer activities with the Department of Corrections. I further agree that it is my responsibility to assure the confidentiality of all information that has been issued to me in confidence, even after my status as a volunteer with the Department of Corrections ends.

Pursuant to this agreement, I certify that I have read and understand the laws, policies, and regulations, including but not limited to CPP 3.1, concerning confidentiality of information or records.

I also certify by my signature that I have been given a copy of this statement and have been notified that a copy of this statement shall be placed in the institution volunteer file.

Volunteer Signature/Date

Volunteer Coordinator Signature/Date

Warden or Designee Signature/Date

MENTOR CONFIDENTIALITY AND CONDUCT AGREEMENT

PRINT: _____
(Last Name) (First Name) (Middle Initial)

AFFILIATED ORGANIZATION NAME: _____

I understand and agree that I shall abide by the mentor standards of conduct found in Corrections Policy and Procedure 26.1 – “Citizen Involvement, Volunteer and Reentry Mentor Service Programs”. I have been given a copy of this policy.

I understand that I may be allowed access to confidential information or records in order that I may perform my specific duties as a mentor. I further understand and agree that I shall not disclose confidential information or records without the prior written consent of the appropriate authority in the Department of Corrections.

I understand that accessing or releasing confidential information or records of the Department of Corrections concerning myself, other individuals, offenders, or relatives, or causing confidential information or records of the Department of Corrections concerning myself, other individuals, offenders, or relatives to be accessed or released, outside the scope of my assigned duties constitutes a violation of this agreement and may result in my termination as a mentor and legal action against me.

By affixing my signature to this document, I acknowledge that I have been apprised of the relevant laws, regulations, and policies concerning access, use, maintenance, and disclosure of confidential information or records that are made available to me through my mentor activities with the Department of Corrections, including but not limited to CPP 3.1. I further agree that it is my responsibility to assure the confidentiality of all information that has been issued to me in confidence, even after my status as a mentor with the Department of Corrections ends.

Pursuant to this agreement, I certify that I have read and understand the laws, policies, and regulations, including but not limited to CPP 3.1 concerning confidentiality of information or records.

I also certify by my signature that I have been given a copy of this agreement and have been notified that a copy of this agreement shall be placed in the Department mentor file.

Mentor Signature/Date

Reentry Mentor Coordinator Signature/Date

Director or Designee Signature/Date