

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References ACA Standards 4-4114 through 4-4122; 2-CO-1G-01 through 2-CO-1G-10 KRS 196.035 and 197.020	26.1	6
	October 12, 2012	February 1, 2013
	Subject <b>CITIZEN INVOLVEMENT AND VOLUNTEER SERVICE PROGRAM</b>	

## I. DEFINITIONS

“Certified volunteer” means a citizen not salaried from Corrections who provides specified services to the inmate population on an on-going basis and has met the certification requirements.

“Non-certified volunteer” means a citizen not salaried from Corrections who provides specified services to the inmate population and has not met the certification requirements.

“Special event volunteer” means a citizen or member of a group not salaried by Corrections who is involved in a selected activity that does not occur on a regular basis.

“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

Volunteer programs shall have a stated purpose. Attempts shall be made to recruit volunteers from all cultural and socioeconomic segments of the community reflective of the inmate population. A certified volunteer shall be eligible to provide services to all institutions.

### A. Volunteer Coordinator

1. The warden of each institution shall designate a volunteer coordinator.
2. The volunteer coordinator shall be responsible for:
  - a. recruiting volunteers and programs,

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- b. coordinating selection of volunteers,
  - c. coordinating training of volunteers,
  - d. coordinating assignments of volunteers,
  - e. facilitating volunteers and programs, and
  - f. reporting on a monthly basis the activities of volunteers to the warden and Branch Manager of Programs.
3. The volunteer coordinator shall notify the inmate population of the services that are available.
  4. Each institution shall notify the Branch Manager of Programs of the name of the volunteer coordinator so that a list may be maintained of all volunteer coordinators. The Branch Manager of Programs shall coordinate the institutional volunteer program.

#### 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 may exchange information with the inmate consistent with the mission of the volunteer program.

#### C. Certified Volunteers

1. In order to become a certified volunteer, all applicants shall meet the following criteria:
  - a. shall be at least 18 years of age,
  - b. shall provide all requested information when making an application to become a volunteer,

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- c. shall submit to a background check by supplying required information and authorizations,
  - 1. All applicants shall notify Corrections of any criminal record if making an application.
  - 2. A criminal record may not necessarily preclude a citizen from becoming a volunteer.
- d. shall agree in writing to comply with the volunteer standards of conduct and confidentiality requirements,
- e. shall submit to a drug test, if requested.

## 2. Application Process

- a. An individual may apply to become a volunteer for Corrections at any Department of Corrections institution.
- b. Information concerning applying to be a volunteer may be obtained from the volunteer coordinator.
- c. The volunteer coordinator shall review and make a determination concerning each application within five (5) working days from the date received. This determination may be subject to change if additional information is received.
- d. The volunteer coordinator may interview the applicant.
- e. If the volunteer coordinator rejects an application, the warden or his designee shall review the application and the reasons for the rejection and make a final determination.
- f. The volunteer coordinator shall notify the applicant in writing of the result of the application.

## 3. 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.
  - 1. A volunteer working in multiple institutions shall receive an orientation and tour of each institution.

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2. Each institution shall maintain a record of all volunteer orientations.

- b. The volunteer shall complete the training program as developed by the Division of Corrections Training.
- c. The volunteer shall agree in writing to abide by the volunteer standards of conduct and all institutional policies, particularly those relating to the security and confidentiality of information.
- d. All training shall be documented and maintained by the volunteer coordinator.
- e. A 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. 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. 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.

D. Non-Certified Volunteers

- 1. Non-certified volunteers shall:
  - a. Provide the volunteer coordinator necessary information and authorizations to conduct a background check.
  - b. A criminal record shall not necessarily preclude the citizen from becoming a volunteer.
- 2. A non-certified volunteer shall be accompanied by a staff member or a certified volunteer at all times.

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3. A non-certified volunteer shall be admitted in accordance with institutional policy for visitors.

E. Special Event Volunteers

1. A special event volunteer shall:
  - a. Provide to the volunteer coordinator necessary information and authorizations to conduct a background check.
  - b. A criminal record shall not necessarily preclude a volunteer from participation in the event.
2. A special event volunteer shall be accompanied by Corrections staff or a certified volunteer at all times.
3. A special event volunteer shall be admitted in accordance with the institutional policy for visitors.

F. Volunteer Programs

1. All certified volunteers shall submit a schedule to the volunteer coordinator.
2. The volunteer coordinator shall adjust schedules as necessary to accommodate volunteer programs.
3. The volunteer coordinator shall make necessary notifications of the scheduling and volunteer services available, which may include posting it for the inmate population.

G. Volunteer Review and Termination

1. All volunteer programs shall be reviewed annually by the volunteer coordinator to insure that they are meeting stated goals and continuing to enhance services provided to the inmate population.
2. All volunteers shall be reviewed annually to evaluate their 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.

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4. Regular meetings between Corrections staff and volunteers shall be held to encourage input, suggestions, and an exchange of information regarding the establishment of policy and procedure related to the volunteer services program.

## 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 and Volunteer 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 that shall be 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 employment with the agency ends.

Pursuant to this agreement, I certify that I have read and understand the laws, policies, and regulations 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 my agency personnel file.

\_\_\_\_\_  
Volunteer Signature/Date

\_\_\_\_\_  
Volunteer Coordinator Signature/Date

\_\_\_\_\_  
Warden or Designee Signature/Date