

POLICY AND PROCEDURES

NUMBER: 1701 SUBJECT: Volunteer Services/Screening/Orientation

ACA STANDARDS: 4-ALDF-5A-02; 7B-03; 7D-08, 17; 7F-04, 05, 06

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 7/00, 9/06
10/12, 11/13, 5/15, 9/18



I. POLICY

The St. Louis County Department of Justice Services shall ensure that community volunteers and certified professional volunteers are utilized in the facility to enhance and expand the services and programs offered to the inmates.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Corrections Program staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. Program staff shall develop rehabilitative programs and services utilizing appropriate community volunteers.
2. Safety and security concerns of the facility will be the primary considerations in the development of any program that includes volunteer participants.
3. Volunteers will be awarded with the opportunity for fulfilling experiences through successful recruitment, screening, selection, orientation and training.
4. After a volunteer satisfactorily completes all phases of the orientation and training program, the designated member of the

Program Staff shall add his/her name to the Authorized Volunteer List.

5. The Authorized Volunteer List will be maintained and updated by the designated member of the Program Staff.
6. Volunteers, including practicum students, administering programs within the secure perimeter of the Justice Center shall be issued a Department identification badge which will be kept with the Lobby Clerk.
 - a. The volunteer will exchange a valid driver's license or picture identification with the Lobby Clerk for the Department identification badge.
 - b. The Department identification badge will be returned to the Lobby Clerk and the personal identification shall be retrieved when exiting the Justice Center.
7. Volunteers are authorized to be in the Program Services area on the 2nd floor.
8. When requesting admission into the secure perimeter of the facility, volunteers shall show their valid Department identification badge to Master Control before being allowed access.
9. Volunteers shall then have access to their assigned areas of service on the housing levels. All materials in possession of the volunteer are subject to search before entering the secure perimeter.
10. The Watch Commander may refuse admittance to any volunteer or cancel any scheduled volunteer program if the safety and security of the facility is jeopardized.

B. Recruitment

1. When volunteers are needed for facility programs and services the designated member of the Program Staff shall initiate recruitment efforts.
2. Efforts shall be made to encourage recruitment of volunteers from all cultural and socioeconomic elements of the community.

3. Community organizations, schools, churches and groups that provide programs and services in the community shall be contacted when recruiting volunteers to provide similar programs or services in the facility.
4. Potential volunteers who have been incarcerated in the St. Louis County Justice Center within the last year, or who are on probation and/or parole will not be permitted to volunteer.

[C. *Application and Screening*]

1. Individuals who wish to provide programs and services to inmates must appear in person at the Programs Office to:
 - a. Receive a copy of Guidelines for Volunteers, which explains the volunteer application process as well as general information concerning facility volunteers.
 - b. Complete a Volunteer Application Form.
 - c. Provide a letter identifying themselves and the programs or services they wish to provide.
 - d. Provide identification in the form of a driver's license or other acceptable photo identification.
 - e. *Applicants will also sign a form to acknowledge that he/she has no employer/employee relationship with the County, has no property interest (or other interest enforceable at law) in any volunteer position, and is not entitled to become, or remain, a volunteer.]*
2. When a Volunteer Application Form is received, the designated member of the Program Staff shall ensure a criminal record check is completed on the applicant(s). The application, identifying letters, and results of the record check be reviewed by the designated member of the Program Staff for approval.

[D. *Selection and Oversight*]

1. The designated member of the Program Staff will review the documents and approve or disapprove the application based on the individual's credentials and the results of the record check.
2. Applicants not selected *will not be notified or provided a basis for the rejection of his/her application.]*

3. Potential volunteers shall be contacted by the designated member of the Program Staff to schedule a personal interview, in addition to answering questions or concerns of the volunteer.
- [4. *Any information received concerning existing volunteers will be reviewed by the designated member of the Program Staff, to ensure any of the following, including reasons not listed, do not have a bearing on the volunteer's participation in the program:*
 - a. *Unlawful conduct or breach of facility rules and regulations*
 - b. *Breach of confidentiality*
 - c. *Physical or emotional illness*
 - d. *Any activity that threatens the safety or security of the facility, staff or inmates.]*

E. Orientation and Training

1. The designated member of the Program Staff shall develop a volunteer orientation and training program.
2. Prior to volunteer assignment, each volunteer shall complete an orientation and training program appropriate to the nature of their activities in the facility.
3. The orientation and training sessions will normally be scheduled for groups of prospective volunteers, however, individual sessions may be scheduled.
4. Orientation will include a description of the volunteer's duties and responsibilities and facility regulations.
5. The length and scope of training will be commensurate with the nature of the service being provided.
6. Prior to performing any duties, each volunteer must sign the Volunteer Agreement, which specifically states that the volunteer agrees to abide by all facility policies, rules and regulations, with emphasis on those relating to security practices, sexual misconduct with inmates (Policy 142), inmate on inmate sexual assault (Policy 1806), and a Release of Liability Form.

- [6. *New volunteers will be given copies of policies #142 (Sexual Misconduct with Inmates) and #1806 (Inmate on Inmate Sexual Assault). The volunteer signs a form stating that they have received, read, and understand the policies.]*
7. The designated member of the Program Staff is responsible for ensuring the volunteers are informed of any new policies and/or changes in policies and procedures which directly affect the volunteers.

F. Professional Certification

1. A volunteer who performs professional services which require licensing or certification will do so only if he/she has the required license or certificate.
2. Any volunteer desiring to perform professional services shall:
 - a. Gain approval from the designated member of the Program Staff
 - b. Provide proof of the appropriate license or certificate.
3. If the designated member of the Program Staff approves the volunteer's request to perform professional services before the services or program begins, the Program staff shall:
 - a. Verify the volunteer's credentials.
 - b. Maintain copies of the license or certificate in the office of the designated member of the Program Staff.

G. Termination of Volunteers

- [1. Volunteers may be asked to leave the program *at any time at the discretion of the designated member of the Program Staff.*]
- [2. *Volunteers terminated from the program will not have a right to appeal the decision.*]