



VOLUNTEERS

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to use the resources of volunteers to enhance and expand services and programs to inmates. Citizen participation and community involvement is welcomed by the Corrections Division.

PURPOSE.

The purpose of this policy is to set forth guidelines used to identify volunteers and other community resources which may provide otherwise unavailable services and programs to inmates and to reduce the cost of operating the jail and Work Center.

OREGON JAIL STANDARDS.

- I-304 Program Oversight
- I-601 Utilizing Community Resources
- I-602 Working Arrangement
- I-603 Qualifications and Screening
- I-604 Rules and Orientation
- I-605 Regulation of Volunteers and Other Providers

DEFINITIONS.

Volunteer. An individual who donates time and effort to enhance the activities and programs of the Corrections Division. They are selected based on their skills and personal qualities to provide services in a variety of activities.

Volunteer Program Coordinator. A Corrections Lieutenant, or designee, who coordinates the volunteer programs.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

A-1. The volunteer program coordinator, or designee, will have ultimate responsibility for the recruitment, placement and evaluation of volunteers. Additionally, the volunteer program coordinator will evaluate annually both the volunteers currently utilized and the need for community-based programs.

- A-2.** A volunteer must complete and sign the *DCAJ Volunteer Packet, Form No. 653*. Completion of this packet is acknowledgement by the volunteer they understand and will abide by all DCAJ and WC policies, and to maintain confidentiality of records and other privileged information. This packet must be completed, signed, and approved by the Program Supervisor prior to commencement of the volunteer's active service. Volunteers may be allowed contact visiting privileges during the performances of their duties and in accordance with this policy and authorized by the Program Supervisor.
- A-3.** Volunteers must be advised of, and accept, the duties they perform for the DCAJ can expose them to potential hazards and risks. Volunteers should be treated with the same professional courtesy as employees.
- A-4.** In accordance with *Oregon Administrative Rule*, the County's liability insurance covers enlisted volunteers up to the statutory limits for tort liability. No excess coverage is provided.
- A-5.** Volunteers will not be placed in position of authority over paid staff members.
- A-6.** Volunteers will not perform professional services which require certification or licensing unless they possess active credentials and/or certificates in the State of Oregon.
- A-7.** The movement and access of volunteers will be restricted to that minimum level necessary to carry out their authorized functions. Staff escort is required anytime volunteers enter the secure area of the jail. Programs facilitated by volunteers are restricted to specific areas of the jail, including but not limited to:
- a. Inmate indoor recreation yards
 - b. Video arraignment room
 - c. Programs classroom
 - d. Law library
- A-8.** Where volunteers' activities threaten the order or security of the facility or the personal safety of an individual, the volunteer program coordinator or shift supervisor shall limit or discontinue the activities until the problem is solved, and document how the order or security of the facility or personal safety of an individual is threatened by the volunteer's activities.
- A-9.** Volunteers will maintain their personal appearance according to basic standards of safety and hygiene, and follow the same personal appearance rules as employees.
- A-10.** Volunteer attendance will be documented on the *Volunteer Sign-In Form 649*. The volunteer program coordinator or designee will maintain a system of recording volunteers present in the jail to ensure proper identification, particularly in times of emergency. The system should include an identification name tag as well as an emergency phone number for each individual.

- A-11.** The DCAJ and WC retain the right to refuse or terminate appointment or services of volunteers or applicants at any time and for any reason, giving specific reasons for termination. Termination will be documented in a formal letter to the volunteer, stating specific reasons for termination. A termination interview may be conducted by the volunteer program coordinator.

SECTION B: RECRUITMENT

- B-1.** A goal in recruitment of volunteers is to recruit from many of the cultural and socioeconomic segments of our community.
- B-2.** Before recruitment of a volunteer begins, a need for the individual must be established and a position description formalized by the volunteer program coordinator.
- B-3.** Upon approval by the Corrections Captain, the volunteer program coordinator will initiate recruitment.
- B-4.** The volunteer program coordinator will keep current personal data files on all active volunteers. Files will be kept on inactive or former volunteers consistent with the existing archive destruction schedule.

SECTION C: REQUIREMENTS AND SELECTION

- C-1.** The volunteer program coordinator will screen all applicants.
- C-2.** All potential volunteers must complete the *DCAJ Volunteer Employment Application Packet Form No. 653*. They must also be interviewed by the volunteer program coordinator, or another designated staff member.
- C-3.** Volunteers are subject to the same general selection requirements as paid employees. Selection is based upon passing criminal history and reference checks, the applicant's abilities and interests, and the facility's needs.
- C-4.** Persons who have been convicted of brutal or violent crimes will not be accepted into the program.
- C-5.** Persons who have been convicted of drug or alcohol-related crimes will not have used drugs or alcohol for one year and not have been incarcerated for one year.
- C-6.** Volunteer applicants should be rejected if:
- a. A relative or close friend is incarcerated in the jail.
 - b. There is reason to believe that the candidate would not obey the policy and rule requirements of the jail or be vulnerable to intimidation or manipulation.

- c. There is reason to believe that for philosophical, moral, or other reasons, the candidate would have difficulty strictly supporting or following security requirements or other legitimate interests of the jail.
- C-7.** Accepted volunteer applicants will read, understand and abide by the guidelines and rules for volunteers as outlined in the *Volunteer Rules Form No. 619*.
- C-8.** Volunteer applicants who are refused will be notified by letter.
- C-9.** Copies of volunteer applications accepted to work in the jail or Work Center will be forwarded by the volunteer program coordinator to Deschutes County Risk Management for coverage under the County Volunteer Liability insurance.

SECTION D: ORIENTATION AND TRAINING

- D-1.** Training of volunteers is the responsibility of the volunteer programs coordinator or his designee.
- D-2.** Volunteers are required to take part in an orientation program prior to placement. All new volunteers are expected to participate in eight hours of general orientation to the DCAJ, its purpose and operations. Client confidentiality, chain of command and policies and procedures of the facility will also be included. Orientation is to be documented on the *Volunteer Training Form No. 627*.
- D-3.** Volunteers are encouraged to participate in additional training as provided by the DCAJ. Training may include CPR and inmate supervision techniques.

FORMS USED.

- DCAJ Volunteer Application Packet, Form 653
- Deschutes County Volunteer Application
- Deschutes County Volunteer Information and Emergency Contact
- Deschutes County Consent Form for Criminal Background
- Deschutes County Confidentiality Agreement
- DCAJ Volunteer Tracking, Form 652
- DCAJ Volunteer Training, Form 627
- DCAJ Rules and Guidelines, Form 619
- DCAJ Contact Visiting Agreement, Form 329