

DATE:	JUNE 18, 2018
NUMBER:	V.1
SUBJECT:	SELECTION OF VOLUNTEERS
RELATED SECTIONS:	I.71, T.23, V.3

PURPOSE

To provide a procedure for screening and selecting volunteers who will be used in a detention facility.

POLICY

Volunteers must be cleared through the Reentry Services Division Administrative Deputy and processed by the religious and volunteer coordinator prior to entering any detention facility.

PROCEDURE

- I. The religious and volunteer coordinator will receive names of potential volunteers from the following sources:
 - A. Referrals from the “Sheriff’s Volunteer Program.”
 - B. Referrals from a volunteer agency (i.e. School District, Narcotics Anonymous, Alcoholics Anonymous, etc.).
 - C. Volunteers solicited by a correctional counselor, or other Sheriff’s employee to fill a specific need within a detention facility.

- II. SCREENING PROCESS
 - A. All potential volunteers must submit a completed and signed Visitor Security Clearance Request (J-23) form and a copy of their valid state Driver's License, California Identification Card or US Passport.
 - B. All applicants will be notified in writing of the place and time of a mandatory orientation session that they must attend prior to their application being processed. Failure to attend the orientation session will result in the application being made inactive.
 - C. All potential volunteers will be screened and cleared by the Reentry Administrative Deputy prior to entering any detention facility.
 - D. An applicant who fails the background investigation and is denied access per RSD will be notified in writing. Information on which the denial is based will not be provided.

- III. SELECTION PROCESS AND RETENTION OF RECORDS
 - A. The coordinator will notify successful volunteers of their selection, and coordinate their activities.

- B. The coordinator will keep appropriate records of names of volunteers, type of work performed, clearances and orientation training, etc.

IV. VOLUNTEERS' RETENTION

- A. The coordinator will terminate volunteers when they do not fulfill their obligations or jeopardize the safety and security within a detention facility.
- B. A clearance will remain in effect for one year. A month before expiration, the coordinator will review the volunteer's status and will terminate or resubmit the name to the Reentry Administrative Deputy based on the needs of the division at the time of renewal.
- C. The on-duty watch commander has the authority to deny access to any volunteer.