

DATE:	MAY 4, 2022
NUMBER:	V.1
SUBJECT:	VOLUNTEER SELECTION AND REQUIREMENTS
RELATED SECTIONS:	I.71

PURPOSE

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

POLICY

Volunteers must be cleared through the Reentry Services Division (RSD) sworn staff and processed by the Volunteer Services Coordinator (VSC) prior to entering and providing a direct service in any detention facility.

PROCEDURE

I. APPLICATION PROCESS

The VSC will receive names of potential volunteers from the following sources:

- A. Referrals from a volunteer agency (i.e., school district, Narcotics Anonymous, Alcoholics Anonymous, faith-based organizations, etc.).
- B. 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 clear and readable copy of their valid state Driver's License or other government issued photo identification as described in Detention Services Bureau Policies and Procedures (DSB P&P) section I.71.
- B. The VSC will route all requests through the supervising correctional counselors at the affected facilities for an initial review. Frivolous or excessive requests for clearances from an organization will not be processed unless there is an established need for the service, as determined by the supervising correctional counselor.
- C. All potential volunteers will be screened and cleared by the RSD sworn staff, prior to entering any detention facility as described in DSB P&P section I.71.
- D. 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.

- E. 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 initially provided. If the applicant requests an appeal or justification for the denial, they will be referred to the RSD sergeant for a final response. The applicant will not be allowed to reapply for a period of one year.

III. SELECTION PROCESS AND RETENTION OF RECORDS

The VSC will notify successful volunteers of their selection via email. The VSC will keep appropriate records of names of volunteers, type of work performed, clearances and orientation training.

IV. VOLUNTEERS' RETENTION

- A. RSD staff will terminate volunteers when they do not fulfill their obligations or jeopardize the safety and security within a detention facility.
- B. Inactive volunteers will not be automatically offered an opportunity to renew.
- C. A clearance will remain in effect for one year. Active volunteers at the detention facilities will receive a renewal notification via email with additional information. The supervising correctional counselor will review renewals and reach out to program leads if further information is needed.
- D. The on-duty watch commander has the authority to deny access to any volunteer.

V. VOLUNTEER REQUIREMENTS

- A. The VSC will first ensure that the volunteer's services are needed and limit the amount of applications processed based on the needs of the facility.
- B. All volunteer applicants requesting facility access (professional visitation only does not constitute facility access) must attend a mandatory orientation session prior to having their application processed and prior to working in any detention facility. Failure to attend the mandatory orientation session will result in their application being made inactive.
- C. The mandatory orientation session will consist of the following:
 - 1. Policies and regulations relating to volunteers and their conduct
 - 2. An overview of the volunteer program
 - 3. Facility and staff security procedures and applicable policies
 - 4. PREA requirements for volunteers
 - 5. General health and safety
 - 6. Any other pertinent information

VI. RESTRICTIONS

- A. Volunteers will only provide services within their scope.

- B. Volunteers may be limited in their activities when the security of the facility or the safety of the volunteer, staff and/or incarcerated population warrants such action. This action may be initiated by the watch commander, RSD staff or the VSC.
- C. The supervising correctional counselor has the authority to cancel, postpone, or limit volunteer programs or services when necessary.
- D. Volunteers will be authorized to enter a detention facility for specific duties. Entrance for any other additional reason must be approved by the facility watch commander or supervising correctional counselor.

VII. STUDENT INTERNS

- A. Student interns who are preparing for a career in counseling, social work, law enforcement or detentions may be recruited to do an internship in the detention setting. Such persons should be working at the college level at a recognized college or university and will be accorded volunteer status while working in a detention facility.
- B. Interns will normally be recruited by the RSD manager or their designee, who will refer approved candidates to Sheriff's Personnel for clearance and issuance of a Sheriff's I.D. card. All interns must be approved by the Personnel captain or designee.
- C. The RSD shall provide on-going supervision of student interns and will act as a liaison with college officials. Interns will receive an appropriate security briefing and necessary training. They will be expected to adhere to institutional rules at all times. The VSC, supervising correctional counselor, or watch commander may terminate internships at any time, for cause. A report will be completed by the person terminating the internship, explaining why the action was taken. This report will be directed to the facility commander with a copy to the RSD manager. At the conclusion of the internship, the Sheriff's I.D. card must be returned to the Sheriff's Personnel Office.