



## Volunteer and Intern Agreement

### Please read the following information carefully.

You must agree to abide by all operating procedures, guidelines, laws, rules, and regulations that apply to staff, including confidentiality and security regulations to volunteer or intern with the Department of Corrections (DOC). If you are approved to use a state vehicle in the performance of your volunteer/intern duties, you are also subject to all rules and regulations governing the use of state vehicles by paid staff. However, you are exempt from all provisions of law relating to state employment, such as hours of work, rate of compensation, leave time, and benefits.

The Department of Corrections (DOC) agrees to make every effort possible to ensure your safety and the safety of those individuals participating in the volunteer and intern program.

Failure to abide by this agreement, any state law, or any official Department of Corrections (DOC) operating procedure may result in your termination as a volunteer and intern and possible prosecution under applicable state law.

### As a DOC volunteer or intern you must:

1. Abide by Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)* guidelines and standards for reporting related concerns and issues. Questions should be addressed with the Organizational Unit Head.
2. Receive prior authorization from the DOC Director through the Director of Communications using *Request for Media Contact 022\_F2* before reporting to the mass media on behalf of the DOC. Volunteers/interns, other than those authorized on the *Request for Media Contact*, who make comments to the media, must clearly indicate they are speaking as a private citizen not in any official capacity.
3. Agree to a search any time you are on DOC property. Refusal to agree to a search will result in suspension or termination from volunteer and intern service.
4. Comply with staff instructions; in an emergency the requirement for everyone to follow orders ensures the safety of all. If you have questions regarding any instruction, you may consult the Organizational Unit Head.
5. Notify the closest DOC staff member immediately in the event of a serious disagreement or problem with an inmate, probationer, or parolee.
6. Report all information received from an inmate, probationer, parolee, or staff member that suggests or is related to the possibility of an escape, assault, other breaches of security or other possible dangers to self, others, or property to the Organizational Unit Head or facility Shift Commander immediately.
7. Wear your DOC ID or visitors badge while on DOC property.
8. Maintain confidentiality of inmate, probationer, and parolee information.
9. Avoid getting involved in inmate, probationer, and parolee family disputes as many inmates, probationers, and parolees under DOC custody or supervision are married with families.
10. Be respectful; you should not use vulgar, profane, or abusive language toward staff, other volunteers and interns, inmates, probationers, and parolees.
11. Notify the Organizational Unit Head or Volunteer/Intern Coordinator if you served on a jury or have previous knowledge of an inmate's, probationer's, or parolee's criminal history that may impact your ability to provide volunteer/intern services to a specific inmate, probationer, or parolee at that unit.
12. Share with the Organizational Unit Head or Volunteer/Intern Coordinator, any past experiences that you or a loved one had as a victim of crime to address any potential conflicts in the performance of volunteer/intern duties.
13. Park in designated parking area, close car windows, lock doors, and do not leave keys in the car or leave the car idling.
14. Report any misdemeanor or felony conviction received while in a volunteer/intern status to the Volunteer/Intern Coordinator. Such convictions may result in termination of your volunteer/intern status.
15. Dress appropriately when working with inmates, probationers, and parolees. Tight or revealing clothes are not appropriate.
16. Comply with and keep current all required Annual Trainings.
17. Keep your commitments. If you must cancel a meeting or session, notify the unit in advance, make your commitments meaningful. When possible, you should give written notification. The Organizational Unit Head retains the right to postpone, curtail, or suspend any activity when there is a threat to the secure or orderly operation of the unit.
18. Submit all correspondence to include letters, notes, greeting cards, etc. on your organizational letterhead addressed with a Post Office Box or business address. Home addresses are not allowed.





**As a DOC volunteer or intern you must not:**

1. Engage in a personal relationship (romantic or sexual) with an inmate, probationer, or parolee; such behavior is a crime. Some types of physical contact (hugging, etc.) are often misunderstood by inmates, probationer, and parolees. You must be extremely cautious to not blur the line between professional and personal relationships and be aware of potential misinterpretation of any physical contact; you should review Operating Procedure 135.2, *Rules of Conduct Governing Employees Relationships with Inmates and Probationers/Parolees*.
2. Share your personal information with an inmate, probationer, or parolee or discuss your personal information where an inmate, probationer, or parolee may hear you.
3. Send or receive secure messages with an inmate, probationer, or parolee, unless the inmate, probationer, parolee is a member of your immediate family and you received prior approval from the Facility Unit Head where you volunteer and the Facility Unit Head where your family member is housed to correspond.
4. Include personal addresses, personal phone numbers, personal pictures, and personal items in your correspondence to inmates, probationers, and parolees.
5. Discuss sensitive personal information about an individual inmate, probationer, or parolee, including the identities of inmates, probationers, parolees, except with other staff and volunteers/interns involved in the provision of services to that specific inmate, probationer, parolee.
6. Start malicious rumors, or intentionally agitate staff, inmates, probationers, and parolees against DOC procedures.
7. Promise an inmate, probationer, or parolee anything over which you have no authority.
8. Agree to make business transactions on the street for inmates, probationers, and parolees.
9. Bring items on DOC property without prior approval of the Organizational Unit Head.
10. Be under the influence of un-prescribed drugs or alcohol or bring drugs, weapons, or alcoholic beverages onto facility grounds unless reviewed and approved in advance by the Organizational Unit Head. Failure to comply may result in prosecution.
11. Carry items such as pocketknives, nail files, or other similar items into DOC facilities. Failure to comply may result in prosecution.
12. Give inmates, probationers, and parolees or accept from an inmate, probationer, or parolee any items such as letters, gifts, money, gift cards, or any other items not approved by the Organizational Head into a facility for an inmate, probationer, or parolee
13. Purchase publications for an inmate, probationer, or parolee.
14. Send or receive personal mail or funds from an inmate, probationer, or parolee without prior approval of the Organizational Unit Head where you are volunteering and the Facility Unit Head where the inmate, probationer, or parolee is housed.
15. Play favorites with inmates, probationer, and parolees. Be fair and consistent in your relationships and. Do not take sides.
16. Visit an inmate, probationer, parolee at any facility without approval of the Organizational Unit Head. Ask your unit Volunteer/Intern Coordinator for assistance as necessary.
17. Use physical force against an inmate, probationer, or parolee unless in self-defense and then only the amount force needed to regain personal safety.

My signature below confirms that prior to performing any volunteer or intern services, I read the information provided in this *Agreement*, staff answered all my questions and concerns related to the *Agreement*, I fully understand the requirements of this *Agreement* and agree to abide by them.

I  am or  am not requesting a personal copy of this *Agreement* for reference.

Volunteer/Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer/Intern Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

