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VOLUNTEER PROGRAMS

- V.1 Selection of Volunteers
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| DATE: | MAY 6, 2016 |
| 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 and Detention Investigations Unit (DIU) 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 California Drivers License or California Identification Card.
 - 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 DIU prior to entering any detention facility.
 - D. An applicant who fails the background investigation and is denied access per DIU will be notified in writing. Information on which the denial is based will 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 DIU 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.

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| DATE: | MAY 6, 2016 |
| NUMBER: | V.3 |
| SUBJECT: | VOLUNTEER REQUIREMENTS |
| RELATED SECTIONS: | I.71, V.1 |

PURPOSE:

To establish specific requirements for all volunteers prior to working in a detention facility.

POLICY:

The religious and volunteer coordinator will ensure all requirements are met prior to utilizing a volunteer in a detention facility.

PROCEDURE:

- I. USE OF VOLUNTEERS (excluding religious volunteers)
 - A. Each facility's staff will determine where volunteers are to be used to supplement the regular staff in operating facility programs and services.
 - B. The designated religious and volunteer coordinator will compile a list of areas, programs and services and keep this information available and updated for use in selecting volunteers.
 - C. All volunteer applicants 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.
 - D. The mandatory orientation session will consist of the following:
 1. Levels of authority within the facility
 2. Policies and regulations relating to volunteers and their conduct
 3. An overview of the volunteer program
 4. A description of the volunteer's duties
 5. Needs, attitudes and lifestyles of the inmates
 6. Facility and staff security procedures and applicable policies
 7. PREA requirements for volunteers
 8. Any other pertinent information

II. RESTRICTIONS

- A. Security staff will determine areas of the facility where, by virtue of the level of required security, volunteers will be denied access.
- B. Volunteers will only be used for areas in which they have been “certified” or have received recognized special training.
- C. Volunteers must adhere to rules made by the facility administration, which affects their area of activity.
- D. Volunteers may be limited in their activities when the security of the facility or the safety of the volunteer, staff and/or inmates warrants such action. This action may be initiated by the watch commander, counseling staff or the coordinator.
- E. The supervising correctional counselor has the authority to cancel, postpone, or limit volunteer programs or services when necessary.
- F. Volunteers will be authorized to enter a detention facility for specific duties. Entrance for any other reason must be approved by the facility watch commander.

III. 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 reentry services division manager or their designee, who will refer approved candidates to Sheriff’s Personnel for clearance and issuance of an I.D. card. All interns must be approved by the facility commander and/or bureau commander.
- C. The Reentry Services Division shall provide on-going supervision of student interns and will maintain 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 volunteer coordinator, 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 reentry services manager. At the conclusion of the internship, the Sheriff’s I.D. card must be returned to the Sheriff’s Personnel Office.