| MICHIGAN DEPARTMENT OF CORRECTIONS<br>**POLICY DIRECTIVE** | EFFECTIVE DATE<br>07/21/2025 | NUMBER<br>03.02.105 |
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| SUBJECT<br>VOLUNTEER SERVICES AND PROGRAMS | SUPERSEDES<br>03.02.105 (10/31/2022) | |
| | AUTHORITY<br>MCL 691.1407, 791.203, 800.281, 800.283, 800.283a, 800.285 | |
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**POLICY STATEMENT:**

Volunteers may be used to extend program opportunities for prisoners beyond those provided by Michigan Department of Corrections (MDOC) staff.

**RELATED POLICY:**

03.02.110 Outreach Volunteer Program
03.03.140 Sexual Abuse and Sexual Harassment of Prisoners - Prison Rape Elimination Act (PREA)

**POLICY:**

GENERAL INFORMATION

A. This policy does not apply to individuals providing outreach volunteer services pursuant to PD 03.02.110 "Outreach Volunteer Program."

B. The MDOC encourages the involvement of volunteers from all cultural and socioeconomic segments of the community. Volunteer programs must meet MDOC needs and goals and are contingent upon the availability of adequate time and space at a facility.

C. The Correctional Facilities Administration (CFA) Special Activities Coordinator in the Operations Division, is responsible for coordinating the MDOC'S overall volunteer program. Each Warden is responsible for developing and maintaining an effective volunteer program in their respective facilities.

D. The CFA Special Activities Coordinator shall maintain a computerized database that shall identify all individuals approved to provide volunteer services in CFA facilities. This database shall identify the date the volunteer's criminal history check was completed, the date and location they received orientation, the specific facility(s) they are approved to enter, and if volunteer approval has been rescinded for any reason.

E. Volunteer services by a specific volunteer or group may be limited, postponed, or permanently discontinued by the Warden. A volunteer or group whose services are permanently discontinued may request reconsideration of that decision by submitting a written request to the appropriate CFA Assistant Deputy Director (ADD).

F. Overfamiliarity with prisoners is prohibited. Overfamiliarity includes any non-professional relationship with a prisoner, the prisoner's family or their approved visitors. (e.g., accepting or sending correspondence, sending or accepting gifts, visiting, exchanging personal messages, etc.).

G. Any volunteer who engages in sexual abuse or sexual harassment shall be prohibited from contact with prisoners and shall be reported to law enforcement. The MDOC shall report such conduct to any relevant licensing bodies as deemed appropriate and as required by statute. If a prisoner reports an incident of sexual assault, abuse, or harassment to any volunteer, the volunteer must immediately report the allegation to MDOC staff. All volunteers must comply with the Prison Rape Elimination Act (PREA).

VOLUNTEER PROGRAM COORDINATOR

H. Each Warden shall designate at least one staff member to act as a Volunteer Program Coordinator. The Volunteer Program Coordinator shall supervise the operation of the volunteer program and maintain a schedule of volunteer services provided. The schedule shall be posted in a location accessible to offenders to advise them of available programs in which they may participate. Volunteer Program Coordinators also shall ensure information on available volunteer services is provided to prisoners during orientation as set forth

in PD 04.01.140 “Prisoner Orientation.”

I. The Warden or designee shall submit a monthly memorandum to the CFA Special Activities Coordinator. The memorandum shall identify the volunteer programming offered at the facility, the number of volunteers providing services, the number of hours of volunteer program services, and the number of prisoners participating at each security level.

J. A staff person may request specific volunteer services from an existing volunteer program operating at the facility by contacting the Volunteer Program Coordinator. A staff person wishing to develop a new volunteer program for the facility may submit a written request to the Volunteer Program Coordinator identifying the desired services. If the Volunteer Program Coordinator approves the proposal, they shall submit the proposal through the chain of command to the Warden for review and approval.

K. Volunteers and other members of the public may submit suggestions regarding the volunteer services program to the appropriate Volunteer Program Coordinator.

VOLUNTEER APPROVAL PROCESS

GROUPS

L. Groups wanting to provide volunteer services shall be required to submit a letter of application to the Volunteer Program Coordinator for the facility at which the group wants to provide the service. The application shall state the purposes and goals of the group and the specific services to be provided. The Volunteer Program Coordinator shall review the application and, if necessary, interview one or more representatives of the volunteer group to determine if the proposed services meet the needs and goals of the MDOC. The Volunteer Program Coordinator shall submit the application to the Warden with their recommendation whether the group should be approved to provide volunteer services. If the Warden agrees with the recommendation, they shall forward it to the appropriate CFA ADD for a final determination.

M. If a group is approved to provide volunteer services at the facility, each member of the group who wants to provide volunteer services shall be required to submit a completed Volunteer Service Application (CAJ-248). Each individual volunteer is subject to the approval process set forth in Paragraphs O through Q.

N. If a group is not approved to provide volunteer services, the Volunteer Program Coordinator shall inform the group of the reason for the denial in writing. The group may request reconsideration by the CFA Deputy Director.

INDIVIDUAL VOLUNTEERS

O. An individual must be 18 years of age or older to provide volunteer services at a facility. If professional services (services that require a state license or certification) are to be provided, the individual must be appropriately certified or licensed to provide those services. An individual shall not be approved to provide volunteer services under the following circumstances unless approved by the CFA Deputy Director:

1. The individual is authorized by the Department to provide outreach volunteer services pursuant to PD 03.02.110 “Outreach Volunteer Program.”

2. The individual is an employee of the facility at which the services are being offered.

3. The individual is an immediate family member of any prisoner or parolee under the jurisdiction of the MDOC. For purposes of this policy, immediate family member is defined as a grandparent, parent, stepparent, spouse, mother-in-law, father-in-law, child, step-child, grandchild, sibling, step-brother, step-sister, half-brother, and half-sister. An aunt or uncle may be included as an immediate family member if they served as a surrogate parent.

4. The individual has a pending criminal charge as indicated in the Law Enforcement Information Network (LEIN).

5. The individual has a felony conviction as indicated in LEIN and has not discharged from the sentence for the conviction.

P. A prospective volunteer shall be required to complete and sign the front portion of the Volunteer Service Application (CAJ-248). The Volunteer Program Coordinator, or a selection committee appointed by the Warden, shall review the application and, if necessary, interview the volunteer in person to determine if requirements set forth in this policy have been met. The Volunteer Program Coordinator or selection committee shall recommend to the Warden or designee whether the volunteer should be approved to provide volunteer services at that institution.

Q. The Warden or designee shall determine whether the potential volunteer shall be approved to provide volunteer services. If the volunteer is not approved, the Volunteer Program Coordinator shall inform the volunteer in writing of the reason for the denial. A volunteer who is not approved to provide services may request reconsideration of the decision by submitting a written request to the appropriate CFA ADD.

R. If the volunteer is approved to provide volunteer services, the application shall be submitted by the Warden or designee to the CFA Special Activities Coordinator. The CFA Special Activities Coordinator shall process a criminal history check through LEIN before any potential volunteer can begin providing volunteer services. If the services are to be offered at the Women's Huron Valley Correctional Facility (WHV) or to female offenders in the WHV Special Alternative Incarceration, LEIN information on any filed personal protection order for domestic violence also shall be considered. The CFA Special Activities Coordinator shall notify the Warden or designee whether the potential volunteer cleared the criminal history check.

S. If the potential volunteer cleared the criminal history check, the CFA Special Activities Coordinator shall enter the volunteer's information into the computerized database. If the potential volunteer has a felony conviction, they shall not be approved to provide volunteer services unless authorization is received from the CFA Deputy Director upon request of the Warden or designee. To request approval, the Warden or designee must submit the Volunteer Service Application and their recommendation for approval to the CFA Deputy Director. If the CFA Deputy Director approves the application, the Warden or designee shall ensure the volunteer's information is submitted to the CFA Special Activities Coordinator for entry of the volunteer's information into the computerized database. If the application is denied by the CFA Deputy Director, the potential volunteer may submit a request for reconsideration directly to the CFA Deputy Director.

VOLUNTEER ORIENTATION

T. The CFA Special Activities Coordinator shall develop and maintain a pamphlet providing general information regarding volunteer services and the requirements of this policy. The pamphlet shall include the following information:

1. Although they are covered by the governmental immunity statute (MCL 691.1407), the Department of Attorney General will not provide representation for volunteers in lawsuits arising from their roles as volunteers.

2. Volunteers are not permitted to give or receive gifts of money or property, including food and packages through the Friends and Family Package Program, to or from any offender under the jurisdiction of the MDOC.

3. Volunteers are not permitted to visit, correspond with, or accept telephone calls from any prisoner under the jurisdiction of the MDOC unless the volunteer is the immediate family member of the prisoner, the volunteer is an attorney conducting official business with the prisoner, or as otherwise approved by the CFA Deputy Director. Members of clergy may visit, correspond, or otherwise communicate with prisoners as set forth in PD 05.03.150 "Religious Beliefs and Practices of Prisoners." Any information a volunteer needs to provide to, or receive from, a prisoner as part of their volunteer services shall be processed through the Volunteer Program Coordinator.

4. It is a felony to bring alcoholic liquors, prescription drugs, controlled substances, poisons, weapons, or any items which may be used to assist in the escape of a prisoner into the facility or onto facility grounds without prior authorization of the Warden. Volunteer clergy are permitted to bring up to two ounces of wine into a facility for liturgical use during Catholic services.

5. Smoking and tobacco products are prohibited on facility grounds except that tobacco products may be stored, but not used, in a locked motor vehicle in designated parking areas. Volunteer clergy are

permitted to bring a reasonable quantity of tobacco into a facility for use only during Native American religious ceremonies.

6. Cellular devices, including but not limited to cellular telephones, smart watches, and other smart devices are prohibited on facility grounds except in a locked motor vehicle in designated parking areas or stored in secure areas designed by the Warden for this purpose.

7. Volunteers are not compensated by the MDOC for the volunteer services they provide. However, volunteers may be reimbursed by the Prisoner Benefit Fund for expenses incurred, subject to PD 04.02.110 "Prisoner Benefit Fund."

U. Before providing volunteer services, each approved volunteer shall be provided a copy of the pamphlet developed by the CFA Special Activities Coordinator and shall complete an orientation program developed by the Volunteer Program Coordinator. The orientation program shall be appropriate to the nature of the service provided. Each volunteer is required to receive orientation at only one facility. However, each facility at which a volunteer provides service must provide information specific to that facility (e.g., time to arrive, location where they will be providing services, the process for entering the facility, etc.). Upon completion of the orientation program, the volunteer shall be required to complete and sign the back portion of the Volunteer Service Application (CAJ-248) acknowledging that they completed volunteer orientation, that they agree to comply with applicable policies and procedures, and that they will not disclose to offenders or members of the public any confidential information to which the volunteer may have access in providing volunteer services. The Volunteer Program Coordinator shall notify the CFA Special Activities Coordinator via e-mail once the volunteer has completed orientation. The e-mail shall state the volunteer's name and the date the orientation was completed.

V. Volunteers and contractors, who have contact with prisoners, shall be trained on their responsibilities under the Department's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. The facility shall maintain documentation confirming that volunteers and contractors understand the training they have received.

VOLUNTEER PASSES

W. Each volunteer shall be issued a volunteer pass at each facility at which they are authorized to provide services. All volunteer passes shall include the volunteer's identification photograph, full name, date-of-birth, race, gender, and eye color. The photographic image of the volunteer shall be retained in the Department's Computerized Database. If there is a change in the volunteer's physical appearance the volunteer shall arrange for a new photographic image to be taken and stored in the Department's computerized database.

X. Volunteers shall have their volunteer pass in their possession while providing volunteer services within the facility. The volunteer shall return the volunteer pass to the appropriate area (e.g., information desk, bubble, sallyport) upon exiting the facility.

Y. If a volunteer pass is lost or stolen on facility grounds, the volunteer shall immediately report the loss to MDOC staff. The MDOC staff member shall process the loss consistent with the requirements for reporting a missing tool as set forth in PD 04.04.120 "Tool Control."

ENTRY INTO CORRECTIONAL FACILITIES

Z. Volunteers shall be required to register into and out of the facility. Volunteers shall be processed into the facility in a timely manner for scheduled volunteer programming. Staff supervision shall be provided for volunteer activities as set forth in PD 05.03.100 "Prison Programs and Organizations." Volunteers shall be required to carry a personal protection device (PPD) as set forth in PD 04.04.100 "Custody, Security, and Safety Systems."

PROCEDURES

AA. If necessary, to implement the requirements set forth in this policy directive, Wardens shall ensure operating procedures are developed or updated.

AUDIT ELEMENTS

BB. A Primary Audit Elements List has been developed to assist with self-audit of this policy pursuant to PD 01.05.100 “Self-Audits.”

APPROVED: HEW 05/23/2025

4/10/13 - CFA Memo - "Twelve Questions & Answers for Volunteers"