

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 05/16/11	NUMBER 03.02.105
	SUBJECT VOLUNTEER SERVICES AND PROGRAMS	
SUPERSEDES 03.02.105 (11/15/99)		AUTHORITY MCL 691.1407; 791.203; 800.281; 800.283; 800.285
ACA STANDARDS 4-4115-4-4122, 4-ACRS-7F-08, 4-ACRS-7F-09, 4-ACRS-7F-10		PAGE 1 OF 4

POLICY STATEMENT:

Volunteers may be used to supplement services provided by staff to prisoners in Correctional Facilities Administration (CFA) facilities.

RELATED POLICY:

03.02.110 Outreach Volunteer Program

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. Volunteers may be used to extend program opportunities for prisoners beyond those provided by Department staff. The Department encourages the involvement of volunteers from all cultural and socioeconomic segments of the community. Volunteer programs must meet Department needs and goals and are contingent upon the availability of adequate time and space at a facility.
- C. The Special Activities Coordinator in the Operations Division, CFA, is responsible for coordinating the Department's overall volunteer program. Each Warden is responsible for developing and maintaining an effective volunteer program in their respective facilities.
- D. 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 Regional Prison Administrator.

VOLUNTEER PROGRAM COORDINATOR

- E. 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".
- F. On a monthly basis, each CFA Volunteer Program Coordinator shall complete and submit a Program Monthly Report (CAJ-377) to the Special Activities Coordinator through the Warden, with a copy to the Regional Prison Administrator. The report shall identify the volunteer programming offered at the institution, the number of hours of volunteer program services provided, and the number of prisoners participating.

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

- I. Groups wishing to provide volunteer services shall be required to submit a letter of application to the Volunteer Program Coordinator for the institution 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 Department. The Volunteer Program Coordinator shall submit the application to the Warden with his/her recommendation whether the group should be approved to provide volunteer services. If the Warden agrees with the recommendation, s/he shall forward it to the CFA Regional Prison Administrator for a final determination.
- J. If a group is approved to provide volunteer services at the institution, 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 L through N.
- K. 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

- L. An individual must be 18 years of age or older to provide volunteer services at a facility. If professional services 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 a prisoner at the institution at which the services are being offered. For purposes of this policy, immediate family member is defined as a spouse, parent, grandparent, mother-in-law, father-in-law, child, stepchild, sibling, stepbrother, brother-in law, stepsister, or sister-in law.
 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.

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- M. 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. If approval is recommended, information on the volunteer's criminal history, if any, also shall be provided. If the services are to be offered at the Women's Huron Valley Correctional Facility or to female offenders at the Special Alternative Incarceration Facility, LEIN information on any filed personal protection order for domestic violence also shall be provided.
- N. The Warden or designee shall determine whether the prospective volunteer shall be approved to provide volunteer services; however, if the prospective volunteer has a felony conviction, the application and recommendation shall be submitted to the CFA Deputy Director for approval. 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 CFA Regional Prison Administrator, or, if denied by the CFA Deputy Director, directly to the CFA Deputy Director.

VOLUNTEER ORIENTATION

- O. The 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, to or from an offender at the institution at which the services are being provided.
 3. Volunteers are not permitted to visit, correspond with, or accept telephone calls from offenders at the institution at which they provide volunteer services. Any information a volunteer needs to provide to, or receive from, an offender as part of his/her 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 as set forth in PD 05.03.150 "Religious Beliefs and Practices of Prisoners".
 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 and in secure areas designated by the Warden for this purpose. Volunteer clergy are permitted to bring a reasonable quantity of tobacco into a facility for use only during religious ceremonies conducted in accordance with PD 05.03.150.
 6. Cellular telephones 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 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".

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- P. Before providing volunteer services, each approved volunteer shall be provided a copy of the pamphlet developed by the 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. 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 s/he completed volunteer orientation, that s/he agrees to comply with applicable policies and procedures, and that s/he will not disclose to offenders or members of the public any confidential information to which the volunteer will have access in providing volunteer services.

VOLUNTEER IDENTIFICATION CARDS

- Q. Each volunteer shall be issued a Department identification card at Department expense for use at each institution at which the volunteer is authorized to provide volunteer services; however, a volunteer who loses his/her card may be charged for replacement of the card at a rate established by the Director or designee. All volunteer identification cards shall be light blue and include a color photograph of the volunteer reflecting his/her current physical appearance, his/her current name and title, and any other information determined necessary by the Director. The photographic image shall be retained in the Offender Management Network Information (OMNI). Unless there is a change in the volunteer's physical appearance, the photographic image retained in OMNI shall be used for new or replacement identification cards.
- R. Volunteers shall have their volunteer identification cards in their possession while providing volunteer services within the institution. At all other times, the identification card shall be retained at the issuing institution in a location designated by the appropriate Warden or designee (e.g., information desk, bubble, sallyport). When a volunteer discontinues providing volunteer services at an institution, the identification card shall be destroyed by staff.
- S. If a volunteer identification card is lost or stolen on facility grounds, it shall be reported missing consistent with the requirements for reporting a missing tool as set forth in PD 04.04.120 "Tool Control".

ENTRY INTO CORRECTIONAL FACILITIES

- T. Volunteers shall be required to register into and out of the institution. Volunteers shall be processed into the institution in a timely manner for scheduled volunteer programming. Staff supervision shall be provided for volunteer activities as set forth in PD 05.03.100 "Prisoner 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

- U. Wardens shall ensure that procedures are developed to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

- V. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: RMcK 04/22/11