

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 11/15/1999	NUMBER 03.02.110
	SUBJECT OUTREACH VOLUNTEER PROGRAM	
SUPERSEDES DOM 1999-3		AUTHORITY MCL 691.1407; 791.203; Administrative Rule 791.6607
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POLICY STATEMENT:

The Outreach Volunteer Program is designed to provide one-on-one counseling and spiritual guidance to Correctional Facilities Administration (CFA) prisoners.

RELATED POLICY:

- 03.02.105 Volunteer Services and Programs
- 05.03.140 Prisoner Visiting

POLICY:

GENERAL INFORMATION

- A. This policy does not apply to individuals providing volunteer services pursuant to PD 03.02.105 "Volunteer Services and Programs".
- B. The Special Activities Coordinator, Office of Program Services, Administration and Programs (A&P), shall coordinate the Department's Outreach Volunteer Program.
- C. The Special Activities Coordinator shall develop an informational pamphlet on the Outreach Volunteer Program, which shall be made available to those interested in providing outreach volunteer services. The pamphlet shall contain information pertaining to the requirements set forth in this policy that must be met in order to be approved to provide outreach volunteer services, and the activities that will cause rescission of that approval.
- D. The CFA Deputy Director shall ensure that the computerized visitor tracking system developed pursuant to PD 05.03.140 "Prisoner Visiting" includes the identification of all authorized outreach volunteer groups and outreach volunteers. The Special Activities Coordinator shall be responsible for entry of information into that system regarding approved outreach volunteer groups and volunteers.

OUTREACH VOLUNTEER GROUPS

- E. A legitimate religious organization with an established outreach program consisting of at least two outreach volunteers may apply for recognition by the Department as an outreach volunteer group by submitting a written request to the Special Activities Coordinator. The request must identify the goals of the religious organization's outreach program and a description of how the group plans to achieve those goals.
- F. The Special Activities Coordinator shall review the request and determine if the organization is a legitimate religious organization, and if its goals and its plan to meet those goals are consistent with the goals of the Department. The Special Activities Coordinator shall recommend to the CFA Deputy Director whether the religious organization should be approved as an outreach volunteer group. The CFA Deputy Director shall make the final determination. The Special Activities Coordinator shall notify the religious organization in writing whether its request has been approved. If approved, the Special Activities Coordinator shall enter the religious organization on the visitor tracking system as an approved outreach volunteer group. If denied, the Special Activities Coordinator also shall notify the

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religious organization of the reason for denial.

- G. Approval to operate within the Department as an outreach volunteer group may be rescinded by the CFA Deputy Director if the organization's continued involvement in the Outreach Volunteer Program is inconsistent with the goals of the Department or poses a threat to the order and security of the facility. The CFA Deputy Director shall notify the Special Activities Coordinator whenever an organization's approval has been rescinded. The Special Activities Coordinator shall notify the organization in writing if approval is rescinded and the reason for the rescission, and shall remove the organization from the list of approved outreach volunteer groups on the visitor tracking system. The Special Activities Coordinator also shall remove the volunteers sponsored by the organization from the list of approved outreach volunteers on the visitor tracking system.
- H. An organization whose approval to be an outreach volunteer group has been rescinded may appeal the rescission by submitting a written request to the Director within 30 days after notice of the rescission has been sent. If the request for reconsideration is denied, the organization may not reapply for recognition as an outreach volunteer group until at least one year after the date of rescission.

OUTREACH VOLUNTEERS

- I. A recognized outreach volunteer group may sponsor individuals 18 years of age or older to be outreach volunteers in CFA facilities. The individual shall be required to submit a completed Outreach Volunteer Application (CAJ-356) to the Special Activities Coordinator. The Special Activities Coordinator shall determine whether the individual should be approved and notify the individual in writing of the decision. If approved, the Special Activities Coordinator shall enter the individual as an approved outreach volunteer on the visitor tracking system. If denied, the Special Activities Coordinator also shall notify the individual of the reason for denial.
- J. An individual shall not be approved as an outreach volunteer if s/he:
1. Is approved to provide volunteer services pursuant to PD 03.02.105 "Volunteer Services and Programs";
 2. Is a prisoner or is on probation or parole;
 3. Has a pending criminal charge;
 4. Is an immediate family member of any prisoner or parolee under the jurisdiction of the Department. 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;
 5. Is on the Approved Visitors List of any prisoner;
 6. Has at any time been subject to a visitor restriction imposed pursuant to PD 05.03.140 "Prisoner Visiting", unless the restriction was subsequently overturned by the Hearings Administrator of the Hearings and Appeals Division of the Office of Policy and Hearings or by court order;
 7. Has a prior felony conviction, unless approved by the CFA Deputy Director.
- K. An approved outreach volunteer may visit any prisoner eligible to receive visits who is housed in any CFA facility in accordance with PD 05.03.140 "Prisoner Visiting". Although the outreach volunteer may visit with as many prisoners as s/he requests, s/he may visit with only one prisoner at a time. Prior to visiting a prisoner, an outreach volunteer shall be searched in the same manner as any other visitor pursuant to PD 04.04.110 "Search and Arrest of Prisoners, Employees and Visitors". An outreach volunteer shall be allowed to take into the visiting room only those items identified in the visiting

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standards developed by the CFA Deputy Director pursuant to PD 05.03.140.

- L. Outreach volunteers may correspond with prisoners pursuant to PD 05.03.118 "Prisoner Mail" and receive telephone calls from prisoners pursuant to PD 05.03.130 "Prisoner Telephone Use in Correctional Facilities Administration".
- M. Outreach volunteers shall not be permitted to provide money or personal items to prisoners, except for vending machine items available for purchase and consumption in the visiting room. They also shall not be permitted to receive money or personal items from any prisoner.
- N. A warden may request that an individual's approval to be an outreach volunteer be rescinded if the individual violates Department policy relating to visiting, mail, or telephone use, has overly familiar contact with a prisoner, or otherwise engages in conduct which is inconsistent with the goals of the Department. A warden shall request rescission if it is known that the individual no longer meets the eligibility criteria set forth in Paragraph J. A written request to rescind approval shall be submitted to the Regional Prison Administrator, specifically setting forth the basis for the request. If the Regional Prison Administrator concurs with the request, it shall be submitted to the Special Activities Coordinator along with the Regional Prison Administrator's authorization to rescind approval. If the Special Activities Coordinator does not concur that the approval should be rescinded, it shall be referred to the CFA Deputy Director for a final determination.
- O. An individual's approval to be an outreach volunteer shall be rescinded under the following circumstances:
 - 1. The outreach volunteer group rescinds its sponsorship of the outreach volunteer;
 - 2. The approval of the outreach volunteer group that sponsors the outreach volunteer has been rescinded;
 - 3. The outreach volunteer has not visited any prisoner in the preceding six months and does not have a legitimate basis for his/her inaction, as determined by the Special Activities Coordinator;
 - 4. The outreach volunteer no longer meets the eligibility criteria set forth in Paragraph J for Department approval as an outreach volunteer.
- P. If approval to be an outreach volunteer is rescinded, the Special Activities Coordinator shall notify the individual in writing of the rescission and the reason for the rescission. The Special Activities Coordinator also shall remove the individual from the list of approved outreach volunteers on the visitor tracking system. The individual may appeal the rescission by submitting a written request to the CFA Deputy Director within 30 days after notice of the rescission has been sent.
- Q. Except if the rescission was for one of the reasons identified in Paragraph O, an individual whose approval to be an outreach volunteer has been rescinded may not reapply for at least one year after the date of rescission. An individual whose approval was rescinded for one of the reasons identified in Paragraph O may reapply at any time, provided s/he meets the eligibility criteria set forth in Paragraph J.

AUDIT ELEMENTS

- R. A Primary Audit Elements List has been developed and will be provided to the CFA Deputy Director, Regional Prison Administrators and to the Administrator of the Office of Program Services, A&P, to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:10/01/99