



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

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DIRECTOR'S OFFICE MEMORANDUM 2019 - 21

EFFECTIVE: January 1, 2019

DATE: December 13, 2018

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: PD 03.02.105 Volunteer Services and Programs

SUPERSEDES DOM 2018 - 21 (effective 01/01/2018)

Volunteer Tracking Database

The Department's OMNI-based Volunteer Tracking Database identifies all individuals approved to provide volunteer services in one or more Correctional Facilities Administration (CFA) facilities as well as any rescission of that approval. It will be used to process volunteers into and out of correctional facilities, identifying the date, time, and destination of each volunteer every time s/he enters and exits a correctional facility. It also will be used to record required Law Enforcement Information Network (LEIN) checks, volunteer orientation, and other information relevant to volunteer services. The CFA Special Activities Coordinator will issue instruction for entering data in the Volunteer Tracking Database.

The implementation of the Volunteer Tracking Database resulted in some changes to PD 03.02.105 requirements. The Volunteer Service Application (CAJ-248) will continue to be processed at the facility level as set forth in PD 03.02.105 and the Warden or designee will continue to determine whether the potential volunteer will be approved. However, prior to approval, the Warden or designee must e-mail the Volunteer Application to the CFA Special Activities Coordinator to perform LEIN checks required by policy. The CFA Special Activities Coordinator will provide the LEIN results to the Warden or designee. If a potential volunteer is not LEIN cleared, the potential volunteer is not to 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 his/her recommendation for approval to the CFA Deputy Director. The CFA Special Activities Coordinator shall notify the Warden or designee of the final decision.

Once a potential volunteer is approved, the Warden or designee shall ensure that the approved volunteer's profile is built in OMNI and that the volunteer's identification photograph is taken by the facility's Human Resources Office. The CFA Special Activities Coordinator shall be notified once this has been completed.

The CFA Special Activities Coordinator will enter the volunteer's information from the OMNI profile into the

Volunteer Tracking Database and complete other required entries. The CFA Special Activities Coordinator will notify the appropriate Warden or designee when this is completed.

Another change to policy is that Volunteer Identification Cards will no longer be issued to volunteers. Instead, a printed Volunteer Pass will be generated from the Volunteer Tracking Database at the facility each time a volunteer enters a correctional facility. The Volunteer Pass shall include the volunteer's identification photograph, full name, date-of-birth, race, gender, and eye color. The volunteer must return the Volunteer Pass upon exiting the facility.

Volunteer Orientation Pamphlet

Paragraph Q of PD 03.02.105 establishes the information required in the volunteer orientation pamphlet, including prohibited volunteer conduct. Paragraph Q, no. 2 is revised to prohibit volunteers from giving or receiving gifts of money or property, including food and packages through the Friends and Family Package Program, to or from any prisoner under the jurisdiction of the Department. Paragraph Q, no. 3 is revised to prohibit volunteers from visiting, corresponding with, or accepting telephone calls from any prisoner under the jurisdiction of the Department, 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.

Any questions regarding the Volunteer Tracking Database or any issue addressed in this Director's Office Memorandum shall be directed to the CFA Special Activities Coordinator.