



Volunteer/Intern Agreement

PLEASE READ THESE RULES CAREFULLY AND REQUEST A COPY FOR YOUR PERSONAL REFERENCE

1. I agree to abide by all work procedures, guidelines, laws, rules, and regulations that apply to paid employees, including confidentiality and security regulations. I shall, as part of my volunteer/intern service, be exempt from all provisions of law relating to state employment, such as hours of work, rate of compensation, leave time, and employee benefits. Failure to abide by this Agreement, violation of any state law, or any official Department procedure may result in my termination as a volunteer/intern and possible prosecution under applicable state law. The Department of Corrections agrees to make every effort possible to ensure the safety of those individuals participating in the volunteer/intern program.
2. You are subject to search at any time you are on Department of Corrections property. Refusal to agree to a search will result in suspension or termination from volunteer/intern service.
3. You should comply with instructions given to you by staff. If you have questions regarding a directive, you may consult the Unit Head. In the event of an emergency, everyone must follow orders to ensure the safety of all.
4. Any item brought on to state property must have prior approval of the Unit Head.
5. Volunteers/interns will not be under the influence of un-prescribed drugs or alcohol while performing duties for the Department. Volunteers/interns may not bring drugs, weapons, or alcoholic beverages onto facility grounds unless specifically reviewed and approved in advance by the Unit Head. Items such as pocketknives, nail files, or other similar items may not be carried into facilities. Failure to comply with this rule may result in prosecution.
6. When on Department of Corrections property, always wear your I.D. Badge or facility visitors Badge.
7. Volunteers/interns should dress appropriately when working with offenders. Tight clothing or revealing apparel is not appropriate.
8. Report immediately any information related to escapes or other breaches of security to the Unit Head or Officer-in-Charge.
9. Keep commitments. If a meeting or session has to be canceled, notify the unit in advance. Expectations are developed by offenders and maintained by you, make your commitments meaningful. The Unit Head retains the right to postpone, curtail, or suspend any activity when there is a threat to the secure or orderly operation of the unit. Whenever possible written notification will be given.
10. In the event of a serious disagreement or problem between a volunteer/intern and an offender, the volunteer/intern should notify the closest corrections employee immediately.
11. Please maintain confidentiality of information. Offenders often assume that their relationship is confidential with a volunteer/intern. Do not take personal information regarding an offender outside the workplace under any circumstances. *NOTE: Information that is obtained from an offender or employee suggesting there is a possibility of escape, assault, or other possible danger to yourself or others (staff, offenders, community) or property, **MUST** be reported immediately to the Unit Head or Officer-in-Charge.*
12. Do not discuss any sensitive personal information about individual offenders, including the identities of offenders, except with other staff and volunteers/interns involved in the provision of services to that specific offender.
13. Do not share your personal business with offenders, or discuss personal information where offenders may hear you.
14. Volunteers/interns are prohibited from sending or receiving secure messages with offenders, unless the offender is an immediate family member of the volunteer/intern and prior approval to correspond has been received from the Facility Unit Head where you are volunteering and the Facility Unit Head where your family member is incarcerated.
15. Volunteers/interns are prohibited from purchasing publications for an offender and sending or receiving personal mail or funds without the prior approval of the Facility Unit Head where you are volunteering and the Facility Unit Head where the offender is incarcerated.
16. Correspondence to include letters, notes, greeting cards, etc. must be submitted on the volunteer's organizational letterhead and contain a Post Office Box or business address. Home addresses are not allowed. Volunteers/ interns are prohibited from including personal addresses, personal phone numbers, personal pictures, and personal items in correspondence.



17. Personal relationships (romantic or sexual) with offenders under the control of the Department of Corrections (including Community Corrections) is a crime, volunteers/interns must be extremely cautious to not blur the line between professional and personal relationships. You should be familiar with Operating Procedure 135.2, *Rules of Conduct Governing Employees Relationships with Offenders*.
18. Volunteers/interns are required to abide by guidelines and standards for reporting *Prison Rape Elimination Act (PREA)* related concerns and issues (see Operating Procedure 038.3). Questions regarding these standards should be addressed with the Unit Head.
19. Volunteers/interns are required to abide by and keep current with all required Annual Trainings.
20. Some types of physical contact (hugging, etc.) are often misunderstood by offenders. Volunteers/interns should be aware of potential misinterpretation of any physical contact.
21. Many offenders under the custody or supervision of the Department are married with families. Care should be taken to avoid being involved in family disputes.
22. Vulgar, profane, and abusive language should not be used toward staff, another volunteer/intern, or an offender.
23. Malicious starting of rumors, or agitating staff or offenders is against Department procedure and is not acceptable.
24. Do not give offenders or accept from an offender any items such as gifts, money, gift cards, etc.
25. Do not take letters or other items out of a facility for a confined offender; do not bring letters or any other items not approved by the Unit Head into a facility for an offender.
26. Do not agree to make business transactions on the street for offenders.
27. Do not promise offenders anything over which you have no authority.
28. Do not play favorites with offenders. Be fair and consistent in your relationships and interactions with offenders. Do not take sides.
29. Facility volunteers/interns may not visit an offender at any facility without approval of the Unit Head. If an offender requests that you visit on visiting days; explain to the offender that you cannot visit him while you are a volunteer/intern. Ask your unit volunteer/intern coordinator for assistance as necessary.
30. Please notify the Unit Head or Volunteer/Intern Coordinator if you have served on a jury or have previous knowledge of an offender's criminal history that may impact your ability to provide volunteer/intern services to a specific offender at that unit.
31. Please share with the Unit Head or Volunteer/Intern Coordinator, any past experiences that you or a loved one have had as a victim of crime. The conversation should address potential conflicts in the performance of volunteer/intern duties.
32. Physical force will not be used against an offender **unless** in self-defense and then **only** the force needed to establish and maintain control.
33. You are to park in provided parking areas. Be sure that all car windows are closed and doors are locked. Do not leave the keys in the car or leave the car idling.
34. If you are approved to use a state vehicle in the performance of your volunteer/intern duties, you are subject to all rules and regulations governing use of state vehicles by paid staff.
35. Volunteers/interns must report to the Volunteer/Intern Coordinator any misdemeanor or felony convictions they receive while in a volunteer/intern status. Such convictions may result in termination of the volunteer/intern status.
36. Volunteers/interns must receive prior authorization from the DOC Director through the Director of Communications before reporting to any mass media on behalf of the Department of Corrections using *Request for Media Contact 022_F2*. Volunteers/interns, other than those authorized on the *Request for Media Contact*, who make comments to the media, must clearly indicate they are speaking as a private citizen not in any official capacity

I HAVE READ, DISCUSSED AND UNDERSTAND THE ABOVE RULES PRIOR TO ENTERING INTO VOLUNTEER/INTERN SERVICE AND AGREE TO ABIDE BY THEM.

Volunteer/Intern Signature/Date

Volunteer/Intern Coordinator Signature/Date