

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE</p>	EFFECTIVE DATE:	May 2, 2013	Page 1 of 15
	SUPERSEDES:	1310.3D April 25, 2012	
	OPI:	PROGRAMS	
	REVIEW DATE:	May 2, 2014	
	Approving Authority	Thomas Faust Director	
	SUBJECT:	VOLUNTEER SERVICES PROGRAM	
NUMBER:	1310.3E		
Attachments:	Attachment (s) A-E		

SUMMARY OF CHANGES:

Section	Change
Page 2, §4	<i>"The Volunteer Coordinator has direct responsibility for program administration and day to day operations for the Volunteer Program at CDF and the Correctional Treatment Facility (CTF)".</i>
Page 2, §5	<i>Section #5, Change Notice "CN-12-009, Volunteer Services" was rescinded</i>
Change throughout the policy	<i>"The Director of Chaplaincy Services has been updated as follows (throughout the policy) as: The Volunteer Coordinator".</i>
Added Attachment	Attachment F – "Message to Volunteers"
Page 9 §12 (a)	Adjusted section (a)
Page 11 § 12 (c)	Change (last sentence) <i>"Individual volunteers shall make their request of the Office of Volunteer Services".</i>
Page 12 § 12 (g)	Adjusted section (g)
Page 12 § 12 (h-3)	Added new sentence – <i>"Shall utilize Self-Study and Acknowledgment of Receipt Form when conducting Recertification training". Added New Attachment – (Attachment E)</i>
Page 14 §14 (new section)	"Volunteer Services Program"
Page 14 § 14 (a-5)	<i>"Make recommendations to the Correctional Administrator for Programs for the termination or temporary suspension of a volunteer when deemed necessary".</i>
Page 14 § 14 (c)	<i>"Revised section (c) in its entirety".</i>

APPROVED:

Signature on File

f/ 

5/8/2013

Thomas Faust, Director

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 2 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

1. **PURPOSE AND SCOPE.** To establish uniform policy and procedures for the administration and management of the Volunteer Services Program in the DC Department of Corrections (DOC).

2. **POLICY.** It is DOC policy to utilize a diverse group of volunteers to supplement programs, resources and to provide a positive link between the DOC, inmates and the community. Volunteers may include local citizens, students in local universities, and members of local businesses and community organizations.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. DOC shall recruit, screen and select citizens and organizations to provide direct services to inmates at the Central Detention Facility (CDF).
 - b. Volunteers provide services to inmates to include, but not limited to, spiritual growth, marriage and family enrichment, substance abuse education, health education, job readiness, literacy, and special needs.
 - c. Volunteers shall only perform duties consistent with their credentials and training.
 - d. Ensure inmates are involved in positive activities to enhance successful reentry.

4. **RESPONSIBILITY.** The Volunteer Coordinator has direct responsibility for program administration and day to day operations for the Volunteer Program at the CDF and the Correctional Treatment Facility (CTF).

5. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**

PS 1310.3C	Volunteer Services Program (11/09/10)
Change Notice	CN-12-009, Volunteer Services (10/24/12)

 - b. **Directives Referenced**
 - 1) PS 3040.6 Personnel Security and Suitability Investigations

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 3 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- 2) PS 1310.4 Citizens Advisory Committee
- 3) PS 3300.1 Employee Code of Ethics and Conduct
- 4) PS 3360.2 Employee Attire
- 5) PS 3700.2 Employee Training and Staff Development
- 6) PS 4090.4 Inmate Correspondence and Incoming Publications
- 7) PS 5020.1 Entrance and Exit Procedures
- 8) PS 6050.1 Tuberculosis Control Program
- 9) PS 6050.4 Mandatory Employee Drug and Alcohol Testing Program (MEDAT)

6. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

7. AUTHORITY

- a. DC Personnel Manual – Chapter 35, Voluntary Services § 4000.
- b. D.C. Code § 1-319.01 through § 1-319.05, Governmental Volunteers
- c. D.C. Code § 1-623.01, et seq., Public Sector Workers Compensation
- d. D.C. Code § 32-1501, et seq., Workers' Compensation

8. STANDARDS REFERENCED

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 4 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- a. American Correctional Association 4th Edition Standards Local Detention Facilities 4-ALDF-5A-02, 4-ALDF-7B-03, 4-ALDF-7F-04, and 4-ALDF-7F-06.

9. VOLUNTEER ELIGIBILITY

- a. Organizations. Generally most individuals who provide volunteer services to DOC are members of local organizations, faith based communities and universities. The university or organization is recruited or makes application to provide volunteers.
- b. Individuals. Individuals may make independent application to provide a specific service based upon a skill or area of expertise.
- c. In either instance each individual or member of a group/organization shall meet the following minimal qualifications:
 - 1) Any citizen of good character, at least twenty-one (21) years of age, and who has the capability of making a worthwhile contribution to the mission, goals, and objectives of the DC Department of Corrections is eligible to apply to become a volunteer.
 - 2) Individuals who offer professional services shall provide a copy of their licensure, credentials, and/or certificate status in the initial application to include Imams, Ministers, Priests, Rabbis, Social Workers, Psychologists, etc.
 - 3) Volunteers are eligible to apply to function in any volunteer capacity for which they are professionally qualified.
 - 4) Groups/organizations seeking to place volunteers in the D.C. Department of Corrections in order to gain experience, earn credit(s), or for philanthropic reasons, may be required to produce proof of liability insurance upon request by the DOC General Counsel.
- d. Ex-Offenders as Volunteers
 - 1) Eligibility. The following criteria shall be met before an ex-offender may be approved as a volunteer:
 - a) The ex-offender shall not have been incarcerated or sentenced to a period of probation within the past three (3) years.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 5 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- b) The ex-offender shall have documented proof of at least three (3) years of crime-free conduct within the past three (3) years.
 - c) There must be verification that the ex-offender does not have any separation orders from inmates within the DOC.
 - d) Ex-offenders shall be escorted whenever in the facility.
- 2) Approval
- a) The Volunteer Coordinator may recommend through the Warden, approval of an ex-offender as a volunteer.
 - b) The Office of Investigative Services (OIS) may recommend denial of an ex-offender as a volunteer if the individual's criminal conviction has a specific relationship to job/volunteer service performance. The Chief of the OIS will submit a written explanation upon request to the Director and provide supporting documentation when denial is recommended.
 - c) The Director is the approving authority.
 - d) A volunteer applicant can appeal a denial to the Director of the DOC.

10. EXCEPTIONS FOR PARTICIPATION AS A VOLUNTEER

- a. Current DOC employees and contract employees are prohibited from serving as volunteers.
- b. An individual who is approved to visit an inmate on a social basis shall not be certified as a volunteer.
- c. DOC shall not accept a volunteer application from an individual who at the time of application has a relative confined at the CDF.
- d. Volunteers shall notify the Volunteer Coordinator when a relative is admitted to the CDF. The volunteer shall not maintain contact with or provide services to the relative.

11. PROVISIONS

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 6 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- a. No volunteer shall fill an authorized position or be utilized to perform any function or service which is currently being performed by an employee of the District of Columbia, provided that volunteers may be utilized to perform the following:
 - 1) Any service or function which augments or supplements an existing function, service, or program which is staffed by employees of the District of Columbia;
 - 2) Any service or function which creates a community service capability which would not be available under existing programs or within the level of available resources;
 - 3) The duties assigned to a regular employee during the temporary absence of the regular employee, provided the volunteer is qualified to perform the assigned duties; or
 - 4) The duties assigned to a regular employee on a temporary basis during periods of heavy workload or to assist in relieving an existing backlog of work.
- b. Volunteers may be used only to enhance District functions by contributing a service which would not otherwise be available. Therefore, normal recruitment, employment, and internal placement activities will not be affected by the use of volunteers.
- c. In no case shall the utilization of voluntary services or the availability of voluntary services be used as the basis for a reduction in force. The availability of voluntary services may be considered as a factor in determining the allocation of limited resources.
- d. The standards of conduct prescribed for employees of the District of Columbia shall be applicable to all volunteers.
- e. The services of a person on a voluntary basis shall not be accepted or utilized where such services or the use of such services would constitute a conflict of interest or could reasonably give rise to the appearance of a conflict of interest, as set forth in D.C. Code § 1-319.03.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 7 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- f. Persons whose services are utilized on a voluntary basis shall not be eligible for any benefits normally accruing to employees of the District of Columbia, including health insurance, retirement, life insurance, leave, or the right to organize for collective bargaining purposes, unless such benefits are specifically provided by the laws of the District of Columbia.
- g. Persons whose services are utilized on a voluntary basis are eligible for compensation for work-related injuries to the extent authorized by Section 2301(a)(2) of D.C. Law 2-139, except that, in cases of organizations which supply volunteers to perform services for the District of Columbia also provide disability or workers' compensation for such volunteers, in which event the coverage provided by such organizations would be applicable.
- h. Persons whose services are utilized on a voluntary basis shall be considered employees of the District of Columbia for the purposes of liability for tortuous injuries caused by the volunteer while acting within the scope of duty under the supervision and control of the District of Columbia.
- i. All rules and procedures with respect to the confidentiality of personnel records and release of personnel information which are in effect for employees of the District of Columbia shall be applicable to persons whose services are utilized on a voluntary basis.
- j. The acceptance and utilization of the services of any person on a voluntary basis shall be at the discretion of each agency, and the utilization of such services may be discontinued by the agency at any time for any reason.
- k. The decision by an agency official to discontinue the utilization of the voluntary services of any person shall not be considered an adverse action and shall not give rise to any right or process of appeal.
- l. Each volunteer shall be assigned to an employee of the agency utilizing the volunteer's services, who shall be responsible for assignment of duties; supervision and control of the activities of the volunteer; evaluation of performance; and establishment and monitoring of the hours during which voluntary services are performed, if appropriate.
- m. Volunteers shall not engage in political activities during the time voluntary services are being performed.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 8 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- n. Persons who offer services on a voluntary basis shall only be utilized to perform services for which they are qualified based on training, education, experience, and maturity.
- o. Volunteers must be mentally and physically capable of performing the duties assigned without unreasonable danger of harm or injury to the volunteer or any other person.
- p. Although physical examinations shall not ordinarily be required, the agency head or designated supervisor may require a physical examination where voluntary services involve the handling of food or participating in activities which may be strenuous or potentially hazardous.
- q. Any volunteer whose services are utilized to perform duties which would ordinarily require that the person be licensed in a trade or craft under the laws of the District of Columbia shall be required to have or obtain the required license(s) prior to the performance of voluntary services.
- r. No offer of voluntary services by any person shall be unlawfully rejected on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or any other basis of unlawful discrimination under the laws of the District of Columbia.
- s. The Director of Personnel shall establish guidelines for the acceptance and utilization of voluntary services in the agency, including guidelines for the deployment and supervision of volunteers pursuant to the provisions of this section. Agency heads may supplement such guidelines when appropriate.
- t. No agency head, supervisor, or other employee of the District of Columbia shall be authorized to limit, waive, amend, or otherwise modify the restrictions and requirements on the use of voluntary services set forth in this section without the approval of the Director of Personnel.
- u. Each volunteer shall be informed of the requirements and restrictions set forth in this section and in the guidelines established by the agency head.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 9 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- v. Prior to engaging in the performance of voluntary services for the District of Columbia, each volunteer shall be required to sign a Volunteer Services Form (Attachment A) which acknowledges the following:
 - 1) That the volunteer has been informed of the nature and scope of the voluntary services to be performed;
 - 2) That the volunteer has been informed of and understands all of the provisions of this section, of D.C. Law 2-12, (D.C. Code §§ 1-319.01-1-319.05), and of the applicable agency guidelines for the use of volunteers; and
 - 3) That the volunteer agrees to perform voluntary services under the terms and conditions set forth in this section, in D.C. Law 2-12, (D.C. Code, §§ 1-319.01-1-319.05) and in the applicable agency guidelines for the use of volunteers.

- w. Volunteers shall report to the Volunteer Coordinator any past or present personal relationship with an inmate in accordance with PS 3300.1, *Employee Code of Ethics and Conduct*.

- x. DOC shall notify volunteer applicants pursuant to PS 3040.6, "*Personnel Security and Suitability Investigations*", that a criminal background investigation (to include fingerprinting) is required for a determination of suitability to provide services in a correctional setting.

- y. DOC shall notify volunteer applicants that pursuant to PS 6050.4, "*Mandatory Employee Drug and Alcohol Testing (MEDAT)*", they are subject to drug testing prior to acceptance as a volunteer and at least annually.

- z. DOC shall notify volunteer applicants that pursuant to PS 6050.1, "*Tuberculosis Control Program*" that the individual must provide written proof of a recent negative test for Tuberculosis (TB) before beginning volunteer work. TB tests are available through the D.C. Department of Health at a nominal fee to the applicant.

12. RECRUITMENT, APPLICATION, SCREENING AND SELECTION

- a. Recruitment. The DOC Office of Volunteer Services shall:

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 10 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- 1) In conjunction with the Correctional Administrator for Programs, develop a comprehensive volunteer program to meet assessed inmate, program and operational needs and established performance measures. The use of volunteers is encouraged in all program areas.
 - 2) Develop, cultivate and monitor volunteer resources in academic, business, civic and religious communities with emphasis on organizations that employ or provide services/assistance to inmates as they return to the community.
 - 3) Maintain a sufficient complement of qualified volunteers along with an updated listing of individuals and groups willing to serve as direct service providers or other needed resources.
 - 4) Through the Volunteer Coordinator and/or the Chaplain train key staff on the strategies for developing effective working relationships, roles, and appropriate use of volunteers and community groups.
 - 5) In cooperation with the Office of Public Affairs, develop and implement a public service campaign about DOC and advertise the need for volunteers.
 - 6) Provide an overview and orientation of the Department's programs to prospective volunteers and community groups.
- b. Applications from Organizations
- 1) The organization shall submit a request to provide volunteer services on its official letterhead.
 - 2) The application shall include an organizational profile and the specific service/program the organization proposes to provide. The organization may include supportive information about the benefits of their program to DOC inmates and references from other programs or correctional facilities where they have provided similar volunteer services.
 - 3) Volunteers desiring to promote specialized programs are required to complete an Application for Program Development form (Attachment B) and submit the completed form to the Volunteer Coordinator.
 - 4) The organization shall submit names of the volunteer coordinator and potential volunteer team members.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 11 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- 5) The organization shall submit a summary of each volunteer's current professional credentials when such is required for the service the individual proposes to perform.
- c. Application – Individual. For the purposes of this directive, individual volunteers are defined as persons who are not members of an organization. Individual volunteers shall make their request to the Office of Volunteer Services.
- 1) The application shall include a personal profile and the specific service or program the individual proposes to provide. The individual may include supportive information about the benefits of his/her program to DOC inmates and references from other programs or correctional facilities where he/she has provided similar volunteer services.
 - 2) The individual shall submit documentation of current professional credentials when such is required for the service the individual proposes to perform.
- d. Screening
- 1) The Volunteer Coordinator may interview the organization or individual volunteer for further information before making a determination of either eligibility or that the services meet DOC goals.
 - 2) The Volunteer Coordinator shall notify the organization or individual in writing of eligibility determination. If the determination is favorable, the Volunteer Coordinator shall forward documents for completion and notice of screening requirements.
 - 3) Each new volunteer shall submit a Volunteer Application/Volunteer Service Agreement Form (Attachment C) read and sign the Background Investigation Authorization Form (Attachment D) and submit the completed forms to the Volunteer Coordinator.
 - 4) The Volunteer Coordinator shall submit the forms to the Office of Investigative Services (OIS) and a personal and criminal background investigation.
 - 5) OIS shall, based upon background information, determine if the applicant meets criteria set forth in ¶ 9 and ¶ 10 of this directive. OIS shall advise in writing if there are additional concerns regarding the applicant's suitability.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 12 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- 6) Upon a favorable determination of suitability set forth in subparagraph 5) above, the applicant shall submit to drug testing at a DOC test site and shall obtain TB testing from a private physician or the DC Department of Health (DOH).

e. Training

- 1) The Training Administrator, in conjunction with the Volunteer Coordinator, shall ensure that each volunteer receives orientation prior to entering CDF to provide volunteer services. Training shall be provided during times that are convenient and avoid interruption of DOC operations.
- 2) Mandatory orientation for volunteers is set forth in PS 3700.2, "*Employee Training and Staff Development*".
- 3) The Volunteer Coordinator shall further advise volunteers of specific lines of authority, and any responsibility and accountability related to the service the volunteer is providing.

f. Identification Cards

- 1) Upon completion of orientation, the Volunteer Coordinator shall coordinate with the Human Resources Division to issue the volunteer a photo volunteer identification card.
- 2) Volunteer identification cards are valid for one (1) year.
- 3) Volunteer identification cards are the property of the D.C. Department of Corrections. The volunteer shall surrender the ID card upon the demand of the Volunteer Coordinator, the Chaplain, the Shift Commander or higher authority.

- g. Annual Volunteer Recertification. Each volunteer shall undergo an eight (8) hour refresher training which includes five (5) hours of Self-Study and three (3) hours of classroom review. Volunteers must obtain a criminal background check, annual TB testing and clearance and receive a new photo identification card annually.

h. Volunteer Records. The Volunteer Coordinator and the Chaplain shall:

- 1) Maintain files on all volunteers. The files shall include current address, telephone number, and other relevant information.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 13 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- 2) Maintain an accurate database of current and former volunteers and ensure timely training, records management, and certification for all volunteers.
- 3) Utilize Self-Study and Acknowledgement of Receipt Form (Attachment E) when conducting Recertification training.

13. **FACILITY ACCESS.** Volunteers are subject to rules set forth in PS 5020.1, "*Entrance and Exit Procedures*".

- a. Volunteers shall enter the facility through the Visitor's/Staff Entrance and upon entering the building, display his/her DOC Volunteer Identification Card to the visitation officer. The volunteer shall wear the identification card at all times while in the facility and ensure his/her photograph is visible.
- b. Volunteers that require publications and program materials to conduct programs (i.e. books, newspapers, magazines, pamphlets) will be searched at the Visitor/Staff Entrance to maintain the safety, security and order of the facility. The materials must be collected from the inmate(s) upon completion of the program, lesson, meeting or group and taken out of the institution when they leave. If the volunteer provider wants to allow the inmate(s) to keep the publications and materials and take them back to their cells, the mailing procedures set forth in PP 4090.4, "Inmate Correspondence and Incoming Publications must be followed.
- c. All Volunteers will be required to familiarize themselves with the *Message to Volunteers Regarding Incoming Publications and Program Materials* (Attachment E).
- d. Upon entry into the facility, the volunteer shall record the following information into the *Volunteer's Logbook*: name, affiliation, time-in, destination and upon leaving the facility, the departure time. All information must be legible.
- e. The Visitation/Staff Entrance Officer shall check the volunteer's ID card against the Volunteer Memorandum/Mat provided at checkpoint. All volunteers cleared for entrance into the facility shall be listed on the Volunteer Mat.
- f. After verifying identification and approved program participation, the Visitation/Staff Entrance Officer shall contact an escort to escort the volunteer into the facility.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 14 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

- g. All volunteers shall comply with the department dress code as identified in PS 33602, "*Employee Attire*".

14. **VOLUNTEER SERVICES PROGRAM.** The Volunteer Services Program shall provide the following program management:

- a. Program Oversight and Management shall include:
- 1) Ensuring that a current schedule of volunteer services is posted in inmate housing units and program areas.
 - 2) Ensuring that the volunteers receive the guidance and administrative support that they need.
 - 3) Conducting random and unannounced visits to volunteer program activities and document observations and recommendations based upon the visit.
 - 4) Accepting any current volunteers suggestions regarding the volunteer program to the Volunteer Coordinator and the Chaplain. The Volunteer Coordinator and/or the Chaplain shall take into consideration all suggestions submitted by volunteers. The Volunteer Coordinator shall approve and make any recommended changes as applicable. Volunteers shall not be authorized to make adjustments to the schedule or programming without prior approval.
 - 5) Making recommendations to the Correctional Administrator for Programs for the termination or temporary suspension of a volunteer when deemed necessary.
- b. Volunteer Appreciation. The Volunteer Coordinator shall coordinate and implement the Director's Annual Volunteer Appreciation Reception held in April in conjunction with the National Volunteers Week and other volunteer recognition programs.
- c. Reporting. The Volunteer Coordinator shall report to the Correctional Administrator for Programs regarding volunteer program participation as well as at least an annual evaluation of the effectiveness the volunteer services program.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	May 2, 2013	Page 15 of 15
POLICY AND PROCEDURE		SUPERSEDES:	1310.3D April 25, 2012	
		REVIEW DATE:	May 2, 2014	
SUBJECT:	VOLUNTEER SERVICES PROGRAM			
NUMBER:	1310.3E			
Attachments:	Attachment (s) A-E			

Attachments

Attachment A	Volunteer Services Form
Attachment B	Application for Volunteer Program Development
Attachment C	Volunteer Application/Volunteer Service Agreement
Attachment D	Background Investigation Authorization Form
Attachment E	Self-Study Acknowledgement of Receipt Form
Attachment F	Message to Volunteers Regarding Incoming Publications and Program Materials



**D.C. DEPARTMENT OF CORRECTIONS
VOLUNTEER SERVICES FORM**

Pursuant to the D.C. Code §§ 1-319.01-1-319.05, Government Volunteers, and the Volunteer Services Act of 1977, Title 6, Chapter 40, B4000, et seq., of the District of Columbia Personnel Manual and the D.C. Department of Corrections Policy and Procedure entitled 1310.3, "Volunteer Services Programs," I acknowledge the following:

- (a) That I have been informed of the nature and scope of the voluntary services to be performed;
- (b) That I have read and understand the provisions of D.C. Law 2-12, (D.C. Code, §§ 1-319.01-1-319.05), and the Volunteer Services Act of 1977, DCMR Title 6, Chapter 40, B4000, et seq., of the District of Columbia Personnel Manual (attached) as well as the applicable agency guidelines for the use of volunteers set forth in Program Statement 1310.3 entitled Volunteer Services Program; and
- (c) That I agree to perform voluntary services under the terms and conditions set forth in this D.C. Law 2-12, (D.C. Code, §§ 1-319.01-1-319.05), and the Volunteer Services Act of 1977, Title 6, Chapter 40, B4000, et seq., of the District of Columbia Personnel Manual as well as the applicable agency guidelines for the use of volunteers set forth in Program Statement 1310.3 entitled Volunteer Services Program;

Signature

Name (Print)

Date



**D.C. Code Provisions §§ 1-319.01-1-319.05 “Government Volunteers”
The Volunteer Services Act of 1977, Title 6, Chapter 40, B4000, et seq.,**

D.C. Code Provisions §§ 1-319.01-1-319.05 “Government Volunteers” state as follows:

§ 1-319.01. Utilization by District government encouraged; exception

[Formerly § 1-304]

It shall be the policy of the District of Columbia government to utilize volunteer citizens in as many governmental programs as is practicable to serve the interests of the community. No volunteer person shall be used to fill any position or perform any service which is currently being performed by an employee of the District of Columbia government.

§ 1-319.02. Promulgation of regulations [Formerly § 1-305]

The Mayor is directed to promulgate regulations governing the use of volunteers by agencies, departments, commissions, and instrumentalities of the District of Columbia: Provided, that the District of Columbia Board of Education and the Council of the District of Columbia may promulgate regulations governing their respective use of volunteers.

§ 1-319.03. Conflicts of interest; ineligibility for employee benefits; liability of District for torts of volunteers [Formerly § 1-306]

(a) Volunteer citizens may not assist governmental programs until regulations have been properly promulgated under the authority of §§ 1-319.01 to 1-319.05. No volunteer may be placed in any position likely to constitute a conflict of interest or the appearance of a conflict of interest in violation of the provisions of Chapter 29 of Title 18, United States Code, or part F of subchapter I of Chapter 11 of this title.

(b) Persons engaged as volunteers by the District of Columbia government as authorized by this section shall not be eligible for benefits provided to employees of the District of Columbia government under Chapters 81, 83, 85, 87, and 89 of Title 5, United States Code.

(c) All volunteers shall be considered employees of the District of Columbia government for the purposes of §§ 2-411 to 2-416.

(d) The District of Columbia shall be liable to third parties for tortuous injury caused by volunteers under its supervision and control.

§ 1-319.04. Inapplicability to offices of United States Marshal or United States Attorney for the District of Columbia [Formerly § 1-307]

No provision of §§ 1-319.01 to 1-319.05 shall be deemed to apply to volunteers in the



Offices of the United States Marshal or the United States Attorney for the District of Columbia.

§ 1-319.05. Definitions [Formerly § 1-308]

For the purposes of this subchapter:

- (1) The term "employee" means a person who is paid by the District of Columbia government from grant or appropriated funds for his or her services.
- (2) The term "volunteer" means a person who donates his or her services to a specific program or department of the District of Columbia government, by his or her free choice and without payment for the services rendered. The reimbursement of the actual expenditures by a volunteer on behalf of the District of Columbia government shall not make that person an employee of the District of Columbia for the purposes of this section.
- (3) The term "agencies, departments, commissions, and instrumentalities of the District of Columbia" means all governmental instrumentalities and bodies of the District of Columbia government, except the Superior Court of the District of Columbia and the District of Columbia Court of Appeals.

The Volunteer Services Act of 1977, Title 6, Chapter 40, B4000, et seq., of the District of Columbia Personnel Manual states as follows:

6-B4000. UTILIZATION OF VOLUNTARY SERVICES.

4000.1 For the purposes of this section, the following terms have the meaning ascribed:

Agency -- Any governmental instrumentality or body of the District Government, except the Superior Court of the District of Columbia and the District of Columbia Court of Appeals.

Employee -- A person who is paid by the District Government from grant or appropriated funds for his or her services.

Volunteer -- A person who donates his or her services to a specific program or department of the District Government, by his or her free choice and without payment for the services rendered, except that reimbursement for actual expenditures by a volunteer on behalf of the District Government shall not make that person an employee for the purposes of this section.

4000.2 Agencies of the District of Columbia are authorized to accept and utilize the services of persons on a voluntary basis in accordance with the provisions of D.C. Law 2-12 (D.C. Code, §§ 1-304-308, 1981 ed.) and the provisions of this section.



4000.3 Volunteers may be utilized to perform services for any purpose which is in the interests of the government, except where specifically provided otherwise by this section, any rule or regulation, or the laws of the District of Columbia.

4000.4 No volunteer shall fill an authorized position or be utilized to perform any function or service which is currently being performed by an employee of the District of Columbia, provided that volunteers may be utilized to perform the following:

- (a) Any service or function which augments or supplements an existing function, service, or program which is staffed by employees of the District of Columbia;
- (b) Any service or function which creates a community service capability which would not be available under existing programs or within the level of available resources;
- (c) The duties assigned to a regular employee during the temporary absence of the regular employee, provided the volunteer is qualified to perform the assigned duties; or
- (d) The duties assigned to a regular employee on a temporary basis during periods of heavy workload or to assist in relieving an existing backlog of work.

4000.5 Volunteers may be used only to enhance District functions by contributing a service which would not otherwise be available. Therefore, normal recruitment, employment, and internal placement activities will not be affected by the use of volunteers.

4000.5 In no case shall the utilization of voluntary services or the availability of voluntary services be used as the basis for a reduction in force. The availability of voluntary services may be considered as a factor in determining the allocation of limited resources.

4000.6 The standards of conduct prescribed for employees of the District of Columbia shall be applicable to all volunteers.

4000.7 The services of a person on a voluntary basis shall not be accepted or utilized where such services or the use of such services would constitute a conflict of interest or could reasonably give rise to the appearance of a conflict of interest, as set forth in § 4 of D.C. Law 2-12 (D.C. Code, § 1-306, 1981 ed.).

4000.8 Except as provided in subsection 4000.9 below, persons whose services are utilized on a voluntary basis shall not be eligible for any benefits normally accruing to employees of the District of Columbia, including health insurance, retirement, life insurance, leave, or the right to organize for collective bargaining purposes, unless such benefits are specifically provided by the laws of the District of Columbia.



4000.9 Persons whose services are utilized on a voluntary basis are eligible for compensation for work-related injuries to the extent authorized by Section 2301(a)(2) of

D.C. Law 2-139, except that, in cases of organizations which supply volunteers to perform services for the District of Columbia also provide disability or workers' compensation for such volunteers, in which event the coverage provided by such organizations would be applicable.

4000.10 Persons whose services are utilized on a voluntary basis shall be considered employees of the District of Columbia for the purposes of liability for tortious injuries caused by the volunteer while acting within the scope of duty under the supervision and control of the District of Columbia.

4000.11 All rules and procedures with respect to the confidentiality of personnel records and release of personnel information which are in effect for employees of the District of Columbia shall be applicable to persons whose services are utilized on a voluntary basis.

4000.12 The acceptance and utilization of the services of any person on a voluntary basis shall be at the discretion of each agency, and the utilization of such services may be discontinued by the agency at any time for any reason.

4000.13 The decision by an agency official to discontinue the utilization of the voluntary services of any person shall not be considered an adverse action and shall not give rise to any right or process of appeal.

4000.14 Each volunteer shall be assigned to an employee of the agency utilizing the volunteer's services, who shall be responsible for assignment of duties; supervision and control of the activities of the volunteer; evaluation of performance; and establishment and monitoring of the hours during which voluntary services are performed, if appropriate.

4000.15 Volunteers shall not engage in political activities during the time voluntary services are being performed.

4000.16 Persons who offer services on a voluntary basis shall only be utilized to perform services for which they are qualified based on training, education, experience, and maturity.

4000.17 Volunteers must be mentally and physically capable of performing the duties assigned without unreasonable danger of harm or injury to the volunteer or any other person.

4000.18 Although physical examinations shall not ordinarily be required, the agency head or designated supervisor may require a physical examination where voluntary



services involve the handling of food or participating in activities which may be strenuous or potentially hazardous.

4000.19 Any volunteer whose services are utilized to perform duties which would ordinarily require that the person be licensed in a trade or craft under the laws of the District of Columbia shall be required to have or obtain the required license(s) prior to the performance of voluntary services.

4000.20 No offer of voluntary services by any person shall be unlawfully rejected on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, physical handicap, source of income, place of residence or business, or any other basis of unlawful discrimination under the laws of the District of Columbia.

4000.21 The Director of Personnel shall establish guidelines for the acceptance and utilization of voluntary services in the agency, including guidelines for the deployment and supervision of volunteers pursuant to the provisions of this section. Agency heads may supplement such guidelines when appropriate.

4000.22 The residency requirements contained in chapter 3 of these regulations shall not apply to volunteers under this section.

4000.23 No agency head, supervisor, or other employee of the District of Columbia shall be authorized to limit, waive, amend, or otherwise modify the restrictions and requirements on the use of voluntary services set forth in this section without the approval of the Director of Personnel.

4000.24 Each volunteer shall be informed of the requirements and restrictions set forth in this section and in the guidelines established by the agency head.

4000.25 Prior to engaging in the performance of voluntary services for the District of Columbia, each volunteer shall be required to sign a statement which acknowledges the following:

- (a) That the volunteer has been informed of the nature and scope of the voluntary services to be performed;
- (b) That the volunteer has been informed of and understands all of the provisions of this section, of D.C. Law 2-12, and of the applicable agency guidelines for the use of volunteers; and
- (c) That the volunteer agrees to perform voluntary services under the terms and conditions set forth in this section, in D.C. Law 2-12, and in the applicable agency guidelines for the use of volunteers.



4000.26 The Director of Personnel shall issue such procedures as he or she deems appropriate to implement the provisions of this section.



D.C. Department of Corrections Application for Volunteer Program Development

1. General Information:

Name of Project:	Today's Date:	Date Received:
Facility:		
Contact Name:	Phone:	Email:

2. Program Description:

Program Goals:
Length of Program: (from start to completion)

3. Providers and Benefactors:

Program Provider(s):	DOC Staff	Volunteers	Others
Provider Qualifications:			
Number of DOC staff required:	Staff Training Required? If yes, please explain:	Yes	No
Program Benefactors:	Offenders	DOC Staff	Volunteers
Benefits to Program Participants:	Facility	Community	



D.C. Department of Corrections Application for Volunteer Program Development

4. Evidence-Based Practices and Performance Measures:

<p>Is this program based on either research or review of programs at other institutions? Yes No If yes, please summarize research. Attach additional documentation as appropriate:</p> <hr/> <hr/>
<p>If no, please justify program design and proposed outcomes:</p> <hr/> <hr/>
<p>Proposed Performance Measures: (please provide a copy of curriculum)</p>
<p>Type of documentation or data to be collected:</p>
<p>Frequency and method of collection:</p>
<p>Will data be collected, evaluated, reviewed, or submitted to an outside agency or researcher? Yes No</p>
<p>If yes, please explain (additional approval and research proposal may be required):</p> <hr/> <hr/> <hr/>

5. Facility Use Only:

<p>This program HAS DOES NOT HAVE my approval for implementation at this facility.</p>	
<p>Note: All programs must be approved by the Administrator of Programs or Deputy Director for Operations</p>	
<p>Comments:</p>	<p>Date:</p>
<p>Signature of Director:</p>	<p>Date:</p>



D.C. Department of Corrections Application for Volunteer Program Development

6. Post-approval Notifications:

This program requires notification, cooperation with, or oversight from the following Department areas/staff?	
Administration Operations Research and Planning Fiscal Internal Affairs Legal Affairs Training Academy Media/Public Relations	Classification Education Women's Services Juvenile Services Re-Entry Services Religious Services RSAT
Comments:	



NEW VOLUNTEER SERVICES APPLICATION

LAST NAME FIRST NAME MIDDLE INITIAL

DATE DOB ETHNICITY Male Female SSN
GENDER

ADDRESS: _____
CITY STATE ZIP CODE _____
EMAIL: _____

PHONE NUMBERS Home _____ CELL _____ WORK _____
OCCUPATION License/Certification _____

TYPE OF VOLUNTEER WORK DESIRED: *Ministry or Program (If program, please complete attached form)*
SKILLS, TRAINING, EDUCATION: _____
PREVIOUS VOLUNTEER SERVICE

Dates	Location	Services performed
_____	_____	_____
_____	_____	_____

LIST COMMUNITY, SOCIAL OR PROFESSIONAL ORGANIZATION MEMBERSHIPS

Will you accept another assignment if the one preferred is not available Yes No
Days of the Week Available _____ Times Available _____

HISTORY OF ANY CRIMINAL CONVICTIONS

Dates	Jurisdiction	Dates	Jurisdiction
_____	_____	_____	_____

IDENTIFICATION CARD INFORMATION

_____ Ft _____ Inches Weight: _____ Color of Eyes: _____ Color of Hair: _____

Name of Organization/Ministry: _____
Name of Coordinator: _____ Phone # _____

Are you are a victim of, related to or a friend of an inmate or release from DOC? Yes No
Name of Inmate: _____ DCDC# _____ Facility _____
Victim Relative Friend

All volunteer applicants must complete the application materials, submit two (2) letters of reference (one on letterhead paper from your organization or ministry), submit to a urinalysis screening, a yearly criminal background check, recertification training and TB testing. Once complete, and ID badge will be issued.

*Falsified information on this application is automatic grounds for Termination of Services.
Allow forty-five (45) days for processing this application*

VOLUNTEER SERVICE AGREEMENT

Volunteer services are authorized under DC Code §§1-319.01 to 1-319.05 and DC Personnel Manual Chapter 35 Voluntary Services

I, _____ enter this agreement with the
Please print your full name

DC Department of Corrections' (DOC) Volunteer Services Program. I agree to serve in the capacity of

_____ from _____ to _____
Volunteer's position title Starting Date One year from Starting date

I hereby agree to donate my services to the D.C. Government as a volunteer. I have been informed of the nature and scope of voluntary services I agree to perform and I certify that I am qualified to perform services in the above capacity based on my training, education, trade or craft, experience, license and maturity. I understand that DOC will not utilize my services if such would constitute or give rise to the appearance of a conflict of interest as set forth in DC Code 1-319.03.

I understand I will not receive wages, health insurance, retirement, life insurance, leave or the right to organize for collective bargaining purposes. However, I may be eligible to receive compensation for job-related illnesses or injuries and protection from liability for tortious injuries caused while acting within the scope of duty under the supervision and control of DOC.

I understand that in the course of my volunteer work I may have access to information regarding inmates, employees, DOC operations, etc. I agree to keep information confidential and only release the information that I am authorized to release and to release it only to persons who are authorized to receive it. I will obtain my supervisor's advice and appropriate approval before releasing any information when my authority to do so is not clear to me.

I agree to abide by the directions and supervision of my designated supervisor and adhere to established rules and regulations and standards and ethics of the D.C. Department of Corrections and the District of Columbia Government. I agree not to engage in any form of political activity during the hours I am performing duties as a volunteer.

I agree to keep my supervisor informed regarding the progress of my work assignments and my time and attendance. I will attempt to resolve any problems I encounter with my immediate supervisor before seeking other resolutions.

I understand that I may terminate this agreement. I understand DOC may discontinue my services at any time for any reason at any time and discontinuation of my services shall not give rise to any right or process of appeal.

Emergency Notification:

Name _____ Relationship _____

Address _____ Phone: _____

Agreement to perform voluntary services to the DC Department of Corrections (DOC)

Volunteer's Signature Date

Volunteer services accepted by

DOC Official's Printed Name Title

DOC Official's Signature Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS



Department of Corrections
Office of Investigative Services

**BACKGROUND INVESTIGATION
AUTHORIZATION FORM**

Date: _____

I _____ give my permission to the District of Columbia, Department of Corrections, Office of Investigative Services (DCDC/OIS) to complete an WALES, NCIC and III, Background check as a condition of my gaining entrance into the Central Detention Facility (D.C. Jail) or Grimke Facility.

I understand that information obtained by the Department of Corrections/Office of Investigative Services in accordance with this authorization may include information pertaining to my character, general reputation, personal characteristics, work habits, mode of living, driving records, judgments, liens, arrests and convictions.

I authorize, without reservation, any party or agency contacted by the Department of Corrections, to furnish the above information.

Soc. Sec. No: _____ D.O.B.: _____ Sex: M / F

Race: _____

Print

Signature



VOLUNTEER TRAINING HOURS
SELF-STUDY and ACKNOWLEDGEMENT OF RECEIPT

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Email: _____

Home Phone: _____ Cell: _____

Training Hours Worksheet

Enclosed is a CD with the Department of Corrections Program Statements for you to read prior to attending the Recertification Training class. On the day of the training, participants will complete the annual documentation materials and engage in class discussion and review.

I, _____, acknowledge that I have read the following Program Statements which counts toward the required hours of training:

PROGRAM STATEMENTS
Code of Silence & Ethics
HIPPA
PS.1220.1C: Customer Service
PM 1300.1F: FOIA (Freedom of Information Act)
PM 3360.2F: Employee Attire
PS.3310 4: Sexual Harassment
PS. 3350 2F: Elimination of Sexual Abuse, Assault, Misconduct
PS. 6050.4B: MEDAT
PS. 6050. 1F: Inmate Grievance Procedures
Staff/Inmate Overfamiliarity

TOTAL SELF-STUDY HOURS: 5

Volunteer's Signature: _____ Date: _____

IN-SERVICE TRAINING SYLLABUS

WELCOME & INTRODUCTIONS

Completion of Volunteer Documentation

Facility Goals and Objectives

- Mission Statement
- Security Procedures & Regulations
- Emergency

Facility Organization (Chain of Command)

Code of Silence & Ethics:

- Engaging in activities that constitute conflict of interest

Basic Counseling

- Helping Skills
- Transgender Lifestyle
- Cultural Sensitivity
- Suicide
- Staff Manipulation (Book: Games Criminals Play by Bud Allen)

Working Conditions:

- Drug Free / Smoke Free Workplace
- Sexual Harassment

Staff Rules & Regulations

- Sexual Misconduct Against Inmates

WRAP-UP



**A MESSAGE TO VOLUNTEERS REGARDING
INCOMING PUBLICATIONS AND PROGRAM MATERIALS**

In order to maintain the safety, security and order of the facility, the D.C. Department of Corrections must search all publications that come into the facility and confirm they come from reliable sources in sealed packaging to ensure they do not contain contraband or information not allowed in the facility. In order to do so efficiently, the facility follows a standard correctional practice approved by the U.S. Supreme Court called the “publisher only rule.” This requires all publications, including books, newspapers and newsletters, magazines, pamphlets, and any other materials that will be provided to inmates for their use in their cells to be mailed from the material’s original source or an authorized distributor. An authorized distributor includes but is not limited to the publisher, a bookstore, a book club, a faith based organization, a community based organization or other entities as determined by the Department of Corrections.

For legal reasons, and in order to ensure that all sources of reading materials are treated equally, the Department cannot make exceptions for certain groups or organizations. This is by no means a reflection on the trustworthiness of the sending organizations or the respect and appreciation the agency has for organizations that donate books and reading materials to inmates. The agency acknowledges the importance of such contributions to the intellectual, spiritual, and mental well being of the recipients and encourages their continued involvement in these programs.

Any person or organization that is an original source or authorized distributor seeking to provide inmates with publications such as books, newspapers, magazines, pamphlets, or program materials can find the procedural requirements set forth in DOC Program Statement 4070.4, *Inmate Correspondence and Incoming Publications*.

All publications in the institution must be soft cover and shall be mailed to an individual inmate. If the sender wishes to mail more than one soft cover copy in bulk for several inmates, they may be mailed to the Department of Corrections, c/o the Director of Chaplaincy Services, 1901 D Street, SE, Washington, D.C., 20003, who will distribute them to the appropriate parties.

Materials for Use in a Program or Lesson Plan- If an individual or organization wants to bring in soft cover publications for an inmate to use during a program, lesson, meeting or group, without having to mail the materials in advance, they may bring them with them for the event where they will be searched upon entry. The materials must be collected from the inmate(s) upon completion of the program, lesson, meeting or group and taken out of the institution when they leave. If the authorized distributor, volunteer or program provider wants to allow the inmates to keep the publications and materials and take them back to their cells, the mailing procedures set forth above must be followed in advance of the activity.

If there is any need for clarification on these requirements, you may contact the Director of Chaplaincy Services at 202-698-5991. Your anticipated cooperation is much appreciated.