



VOLUNTEERS

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to use volunteers to enhance and expand services and programs to inmates. The AJ welcomes citizen participation and community involvement.

PURPOSE.

The purpose of this policy is to set forth guidelines used to identify volunteers and other community resources which may provide otherwise unavailable services and programs to inmates and to reduce the cost of operating the AJ.

OREGON JAIL STANDARDS:

- I-304 Program Oversight
- I-601 Utilizing Community Resources
- I-602 Working Arrangement
- I-603 Qualifications and Screening
- I-604 Rules and Orientation
- I-605 Regulation of Volunteers and Other Providers

DEFINITIONS.

Volunteer. An individual who donates time and effort to enhance the activities and programs of the AJ. Volunteers are selected based on their skills and personal qualities to provide services in a variety of activities.

Volunteer Program Coordinator. A supervisor or designee, who coordinates the volunteer programs.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

- A-1.** The volunteer program coordinator or designee will have ultimate responsibility for the recruitment, placement and evaluation of volunteers. The volunteer program coordinator will evaluate annually both the volunteers currently utilized and the need for community-based programs.

- A-2.** A volunteer must complete and sign the *AJ Volunteer Packet, Form No. 653*. Completion of this packet is acknowledgement by the volunteer they understand and will abide by all AJ policies. Volunteers will also maintain confidentiality of records and other privileged information. This packet must be completed, signed, and approved by the programs supervisor prior to commencement of the volunteer's active service. Volunteers may be allowed contact visiting privileges during the performances of their duties, in accordance with this policy and authorized by the programs supervisor.
- A-3.** Volunteers must be advised of, and accept, the duties they perform for the AJ can expose them to potential hazards and risks. Volunteers should be treated with the same professional courtesy as employees.
- A-4.** In accordance with *Oregon Administrative Rule*, the Sheriff's Office liability insurance covers enlisted volunteers up to the statutory limits for tort liability. No excess coverage is provided.
- A-5.** Volunteers will not be placed in positions of authority over paid staff members.
- A-6.** Volunteers will not perform professional services which require certification or licensing unless they possess active credentials and/or certificates in the State of Oregon.
- A-7.** Movement and access of volunteers will be restricted to the minimum level necessary to carry out their authorized functions. Member escort is required anytime volunteers enter the secure area of the jail. Programs facilitated by volunteers are restricted to specific areas of the jail, including:
- a. Indoor recreation yards
 - b. Video arraignment room
 - c. Programs classroom
 - d. Law library
- A-8.** Where volunteer activities threaten the order or security of the facility or the personal safety of an individual, the volunteer program coordinator or supervisor shall limit or discontinue the activities until the problem is solved. The supervisor will document how volunteer activity threatened order, security or safety.
- A-9.** Volunteers will maintain their personal appearance according to basic standards of safety and hygiene, and follow the same personal appearance rules as paid members.
- A-10.** Volunteer attendance will be documented on the *Volunteer Sign-In Form 649*. The volunteer program coordinator or designee will maintain a system of recording volunteers present in the jail to ensure proper identification, particularly in times of emergency. The system should include an identification nametag as well as an emergency phone number for each individual.
- A-11.** The AJ retains the right to refuse or terminate appointment or services of volunteers or applicants at any time and for any reason. Termination will be documented in a formal

letter to the volunteer, stating specific reasons for termination. A termination interview may be conducted by the volunteer program coordinator.

SECTION B: RECRUITMENT

- B-1.** A goal in recruitment of volunteers is to recruit from many of the cultural and socioeconomic segments of our community.
- B-2.** Before recruitment of a volunteer begins, a need for the individual must be established and a position description formalized by the volunteer program coordinator.
- B-3.** With Captain approval, the volunteer program coordinator will initiate recruitment.
- B-4.** The volunteer program coordinator will keep current personal data files on all active volunteers. Files will be kept on inactive or former volunteers consistent with the existing archive destruction schedule.

SECTION C: REQUIREMENTS AND SELECTION

- C-1.** The volunteer program coordinator will screen all applicants.
- C-2.** All potential volunteers must complete the *AJ Volunteer Employment Application Packet Form No. 653*. They must also be interviewed by the volunteer program coordinator, or designated member.
- C-3.** Volunteers are subject to the same general selection requirements as paid members. Selection is based on passing criminal history and reference checks, the applicant's abilities and interests, and AJ need.
- C-4.** Persons who have been convicted of brutal or violent crimes will not be accepted into the program.
- C-5.** Persons who have been convicted of drug or alcohol related crimes will not have used drugs or alcohol for one year and not have been incarcerated for one year.
- C-6.** Volunteer applicants should be rejected if:
 - a. A relative or close friend is incarcerated in the jail.
 - b. There is reason to believe that the candidate would not obey the policy and rule requirements of the jail or would be vulnerable to intimidation or manipulation.
 - c. There is reason to believe that for philosophical, moral, or other reasons, the candidate would have difficulty strictly supporting or following security requirements or other legitimate interests of the jail.
- C-7.** Accepted volunteer applicants will read, understand and abide by the guidelines and rules for volunteers as outlined in the *Volunteer Rules Form No. 619*.

- C-8.** Volunteer applicants who are not selected will be notified by letter.
- C-9.** The volunteer program coordinator will forward copies of accepted volunteer applications to Deschutes County Risk Management for coverage under Volunteer Liability insurance.

SECTION D: ORIENTATION AND TRAINING

- D-1.** Training volunteers is the responsibility of the volunteer programs coordinator or designee.
- D-2.** Volunteers are required to take part in an orientation program prior to placement. All new volunteers are expected to participate in eight hours of general AJ orientation, its purpose and operation. Client confidentiality, chain of command and policies and procedures of the AJ will also be included. Orientation will be documented on the *Volunteer Training Form No. 627*.
- D-3.** Volunteers are encouraged to participate in additional training as provided by the AJ. Training may include CPR and inmate supervision techniques.

FORMS USED:

- AJ Volunteer Application Packet, Form 653
- Deschutes County Volunteer Application
- Deschutes County Volunteer Information and Emergency Contact
- Deschutes County Consent Form for Criminal Background
- Deschutes County Confidentiality Agreement
- AJ Volunteer Tracking, Form 652
- AJ Volunteer Training, Form 627
- AJ Rules and Guidelines, Form 619
- AJ Contact Visiting Agreement, Form 329