

APR 10 2003

It shall be the responsibility of the Coordinating Chaplain to obtain these documents prior to commencement of an inmate-spiritual advisor relationship and maintain said documents for the duration of said service.

5. Criminal Arrest/Conviction History - Volunteer applicants with an arrest and/or conviction history shall not be automatically disqualified to serve. Each applicant shall be evaluated on an individual case-by-case basis. As a rule, the following will apply:
 - a. Prospective volunteers with unclear arrest dispositions, active warrants, detainers or orders of protection that are found through their criminal history check may be excluded from volunteering until such incidents are resolved.
 - b. An ex-offender or parolee may be considered for a volunteer assignment in a facility one year following his/her release from incarceration.
 - c. An ex-offender shall not be considered as a volunteer if he/she was prosecuted and found guilty of assaulting correctional staff, escaping from a correctional facility while incarcerated or was found to have been involved in a riot or hostage incident.
 - d. An ex-offender's record of institutional adjustment and, if applicable, adjustment to probation or parole supervision, will be evaluated and considered prior to approval as a volunteer.
 - e. During the period after release, the ex-offender shall have demonstrated involvement in community activities related to the area in which he/she wishes to serve as a volunteer. The person will also be required to show a positive adjustment to community life by providing employment history, and a recommendation by his or her probation/parole officer, if applicable.

A review by the SCFVS and the facility DSP will be conducted on all ex-offenders, parolees, probationers and persons with warrants, detainers, orders of protection and open arrests who apply as volunteers. Final approval will rest with the facility Superintendent. Exception to this policy will be given consideration only when substantial, written justification is submitted to the Superintendent or his/her designee.

6. Inmates - Inmates who demonstrate ability or are trained in a particular skill area, may be considered for service as volunteers subject to the approval of the Superintendent or his/her designee. They must complete an inmate registration form and it must be on file in order for the inmate to be recognized at a formal recognition event.
- B. Volunteer Groups - Individuals who enter a facility as part of a community group must individually complete the registration process, unless verification is received that the individual has been registered, oriented and TB tested at another DOCS facility within the past 12 months.
1. All volunteer groups or organizations must have a Key Volunteer, who acts as the designated Contact Person and the name of this person will be provided to the SCFVS.
 2. This Key Volunteer for the group or organization shall assist staff in the screening and selection of volunteers who will provide services under the organization's auspices. The Superintendent or designee shall have final approval for all volunteers.
 3. Any literature or other materials sponsored by the group or organization must be approved in advance by the DSP or by his/her designee before disbursement to inmates. Material approvals will be subject to a determination of appropriateness, space availability and inmate possession rules. Materials should be placed on a gate clearance once they have been approved.
- C. Volunteer Requirements
1. Maturity is the key attribute for a successful volunteer experience in a correctional setting; therefore, volunteers under the age of 21 shall not be permitted to serve in areas of a facility where inmate contact may occur.
 2. Exceptions to the above may be made by the Superintendent, on a case-by-case basis, for special one-time programs or for participants in internship programs or youth employment