DEPARTMENT OF CORRECTIONS Community Corrections		
Title: **Volunteer Services/ Student Interns**		**DOC Policy: 50.1.4**
Effective: **06/08/20**		**Supersedes: 12/12/18**
Applicability: **Community Corrections employees, volunteers, and student interns**		

Directives Cross-Reference:
    Policy: Vehicle Use and Reporting of Accidents, #20.6.10
    Rule: Volunteer Services/Student Interns, Div 015		

Attachments: Volunteer/Student Intern Application (CD 1494) **Ride-Along Liability Release Form (CD 1446)**		

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the recruitment and training of volunteers and students for the Department of Corrections (DOC) community corrections offices. The local state director or designee will designate a volunteer coordinator to oversee volunteers and student interns in their local office in accordance with OAR 291-015.

II. DEFINITIONS

A. Functional Unit: Any organizational component within the department responsible for the delivery of services or coordination of programs.

B. Local State Director: A person within the Department of Corrections who reports to the Assistant Director of Community Corrections and has responsibility for managing a state community corrections office within a particular county.

C. LEDS: Law Enforcement Data System

D. Student Intern/Practicum: An approved student in a college or university who, as part of an academic program, donates time and effort to enhance the mission, activities and programs of the department and to further his/her professional development.

E. Volunteer: An approved person who donates time, knowledge, skills, and effort to enhance the mission, activities and programs of the department.

F. Volunteer Coordinator: For purposes of this policy, a person designated by the local state director or designee to action as a liaison to the function unit, interview potential volunteers and student interns, and generally oversee the volunteer and student intern program.

III. POLICY

A. General Information

1. Liability insurance will be extended to volunteers and student interns up to the statutory limits for tort liability.

2. Volunteers and student interns will dress and conduct themselves in a manner consistent with DOC rules and policies.

3. Student interns are considered volunteers. All sections of this policy that apply to volunteers also apply to student interns.

B. Selection

1. The volunteer coordinator will act as a liaison with educational institutions, answer policy questions, develop agreements, explain programs, interview students for placement, and generally coordinate the activities between the school and the functional unit.

   a. A prospective volunteer will contact the volunteer coordinator to arrange an initial interview regarding the feasibility of placement. Prospective volunteers are generally accepted or rejected after a criminal check and interview.

   b. An employee will be designated for each volunteer.

2. A prospective volunteer must complete a Volunteer/Student Intern Application (CD 1494) and sign the Ride-Along Liability Form (CD 1446). The completed application shall be reviewed and approved by the volunteer coordinator or designee.

3. Prospective volunteers must undergo a background check, including a LEDS check, not only for the safety and security of department facilities, but also to ensure the volunteer is an appropriate role model for the offender. The criteria of the background check will be made in accordance to the DOC rules and policies along with directives of the local state director and Assistant Director of Community Corrections, or their designees.

4. Prospective volunteers must disclose any connection to DOC adults in custody or offenders such as friends, neighbors, relatives, and co-defendants who are either incarcerated at the state or local level or under community supervision.

   a. If the prospective volunteer is a crime victim, they must indicate who the adult in custody or offender(s) is who committed the crime.

   b. The volunteer coordinator or designee will review the information with the volunteer's supervisor and local state director to determine if the applicant should be approved.

5. A prospective volunteer with a prior criminal conviction(s) will be reviewed and may be approved by the local state director.

6. Volunteers may provide volunteer services in the Department of Corrections facilities provided it is in their position description. Community corrections volunteers may be given DOC ID cards when frequent access to facilities is a regular part of the service they are providing.

C. Issuance of Use of Motor Vehicles

1. A volunteer may use an official state vehicle while engaged in the performance of official state business on behalf of the department with written authorization by the local state director.

2. A volunteer shall comply with the provision of the department's policy on **Vehicle Use and Reporting of Accidents**, #20.6.10.

3. The local state director or designee may approve mileage reimbursement of a private vehicle when a special service is being performed. In these cases, the volunteer must provide the local state director or designee with proof of insurance coverage on his/her private vehicle.

D. Rule Violations and Unsafe Practices

1. If a volunteer is arrested or convicted of a criminal offense (felony or misdemeanor) or if there is a recurrence of alcohol or drug abuse, the volunteer shall report this in a timely manner to their department supervisor and the volunteer coordinator or designee. A review will be conducted to determine if the volunteer may continue to serve.

2. A volunteer serves at the pleasure of the Department of Corrections. Termination of the appointment is at the sole discretion of the local state director or Assistant Director of Community Corrections.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: _signature on file_____
Michelle Mooney, Rules Coordinator

Approved: _signature on file _____
Heidi Steward, Deputy Director