

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**Department Regulation
No. B-08-004**



19 August 2012

**CLASSIFICATION, SENTENCING AND SERVICE FUNCTIONS
Offender Related Services
Volunteer Services Program**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCES:** La. R.S. 14:134.1; ACA Standards 2-CO-1G-01 through 1G-10 (Administration of Correctional Agencies), 4-4114 through 4122 (Adult Correctional Institutions), 2-3202 through 08 (Adult Probation and Parole Field Services); Department Regulation Nos. A-01-013 "Forms Management Program," A-02-022 "Criminal Record Check," B-08-005 "Faith-Based Programs and Services," C-05-001 "Activity Reports/Unusual Occurrence Reports Operational Units," C-01-022 "Prison Rape Elimination Act" and the DPS&C Volunteer Orientation and Training Manual.
3. **PURPOSE:** To state the Secretary's policy regarding the development and operation of volunteer services programs throughout the Department.
4. **APPLICABILITY:** Deputy Secretary, Assistant Secretary, Chief of Operations, Regional Wardens, Wardens, Director of Probation and Parole, Director of Prison Enterprises and Sheriffs or Administrators of local jail facilities. Each Unit Head is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy to provide for citizen involvement in the correctional process by establishing volunteer services programs. Such involvement can provide additional views and help interpret the Department's role to the public.
6. **DEFINITIONS:**
 - A. **Unit Head:** The head of an operational unit, specifically, the Warden, Director of Probation and Parole, Director of Prison Enterprises and Sheriff or Administrator of local jail facilities and transitional work programs.
 - B. **Volunteer:** An individual who donates their time and effort to enhance the Department's activities and programs. These individuals are selected on the basis of their skills or personal qualities to provide services in such areas as reentry, recreation, counseling, education, religion, etc. Volunteers may include student interns, job service training program participants, senior citizens and other workers who serve without financial remuneration.

Volunteers may also include ex-offenders, as they have the potential to be an excellent source for moral and religious support for both incarcerated offenders and offenders on parole supervision. The use of ex-offenders as volunteers should be given consideration. All ex-offenders seeking to serve as a volunteer shall be approved by the Unit Head or designee on a case-by-case basis. Prior to approval, consideration should be given to the offender's current parole status, length of time since discharge, success in the community, etc.

7. PROCEDURES:

- A. Each Unit Head shall designate a Senior Staff member to serve as the unit's Volunteer Services Coordinator.
- B. Volunteer services programs shall be organized in accordance with ACA standards and shall include written policies and procedures which outline organizational lines of authority, responsibility and accountability. Policies shall address recruitment, selection, orientation and training, prior to assignment, for one-time, short-term and long-term volunteers.
- C. The DPS&C Volunteer Orientation and Training Manual shall be utilized in the orientation and training of all volunteers. Updates to the Manual shall be coordinated by the Assistant Secretary or designee and approved by the Secretary or designee.
- D. Prior to serving, all volunteers shall receive orientation appropriate to the scope of the service to be rendered. Participation in the Department's Volunteer Orientation Program qualifies the individual to serve as a volunteer at any unit within the Department. All units may require unit specific or assignment specific training as may be necessary. If such training is required, it should be done at the time of the first visit to volunteer, not as an extra trip.
- E. All volunteers must complete the Volunteer Registration and Agreement (Form B-08-004-A) or the Rules and Guidelines for Volunteers or Guests (Form B-08-004-B) as appropriate to the scope of services to be rendered. As indicated on Form B-08-004-A and pursuant to La. R.S. 14:134.1(A), it shall be unlawful and constitute malfeasance in office for any volunteer to engage in sexual intercourse or any other sexual conduct with a person who is confined to a prison, jail, transitional work program or correctional institution or who is under the supervision of the Division of Probation and Parole. Forms B-08-004-A and B-08-004-B shall be maintained by the unit's Volunteer Services Coordinator in a secure location so as to ensure the confidentiality of the information contained on the forms.

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- F. A criminal history check shall be conducted on all volunteers who have direct contact with offenders.
- G. Proper credentials of professionals whose services require legal licensure or certification should be obtained and verified.
- H. The Unit Head shall be responsible for remediation or removal of volunteer workers or volunteer organizations whenever there is conflict with or violation of policies and procedures.
- I. Volunteers should be encouraged to contribute comments or suggestions regarding the overall operations of the volunteer services program.
- J. The Unit Head shall be responsible for an evaluation of the volunteer services program which shall be included in the unit's annual C-05-001 Report.
- K. All offenders should be made aware of volunteer services available to them.

s/James M. Le Blanc
Secretary

Forms: B-08-004-A: Volunteer Registration and Agreement
B-08-004-B: Rules and Guidelines for Volunteers or Guests

This regulation supersedes Department Regulation No. B-08-004 dated 12 August 2011.