

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER:
7.01-1 DOC

EFFECTIVE DATE:
09/11/06

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SUPERCEDES:
7.01 DOC

DIRECTOR:

Please use BLUE ink.

Ashtel T. Wall II

SECTION:
CITIZEN INVOLVEMENT AND
VOLUNTEERS

SUBJECT:
ACCOUNTABILITY AND PROCE-
DURES FOR THE UTILIZATION OF
COMMUNITY AGENCIES, VOLUN-
TEERS, INTERNS, AND/OR
EMPLOYEES OF OUTSIDE PUBLIC OR
PRIVATE ORGANIZATIONS

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

REFERENCES: ACA standard #'s 3-4111, Volunteer Coordinator; 3-4112, Written Accountability for Volunteers; 3-4113, Volunteer Screening; 3-4116, Volunteer Orientation; RIDOC Policy # 3.14-1 DOC, Code of Ethics and Conduct; 4.03-1 DOC, Orientation and Entrance-Level Training for Non-Correctional Officer Employees; 9.23-1 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC; 26.01-2 DOC, Religious Programs and Services

INMATE/PUBLIC ACCESS? X YES

AVAILABLE IN SPANISH? X NO

I. PURPOSE:

To specify the responsibilities of the Rhode Island Department of Corrections' (RIDOC's) Internship/Volunteer Coordinator (Correctional Systems) with respect to the use of community agencies, volunteers, student interns, and/or employees of outside public or private organizations that provide a service to RIDOC.

II. POLICY:

- A. RIDOC encourages the use of employees of outside public and/or private organizations, community agencies, student interns and individuals to serve as volunteers to augment service provision to the offender population.
- B. RIDOC's Internship/Volunteer Coordinator (Correctional Systems) oversees the selection of such individuals and ensures they are familiar with applicable statutes, rules, regulations, policies and procedures.

III. PROCEDURES:

A. Discussion

- 1. The use of community resources and volunteers represents a cost-effective means of providing valuable and professional expertise and also fosters understanding and cooperation among RIDOC, various community groups, and the public at large.
- 2. To ensure consistency with RIDOC goals and objectives and maintain accountability in all aspects of operations, the following procedures are followed whenever community agencies, volunteers, interns, and/or employees of outside public or private organizations are utilized to provide services to RIDOC.
- 3. Volunteers and interns are expected to adhere to all federal and state laws, as well as RIDOC policies and procedures, while performing duties within the RIDOC, to include the Code of Ethics and Conduct (policy 3.14-1 DOC, or a successive policy).

B. Internship/Volunteer Coordinator (Correctional Systems)

- 1. RIDOC's Internship/Volunteer Coordinator (Correctional Systems) has overall responsibility for the Department's internship/volunteer component, to include monitoring and evaluating such programs on a continuing basis.

2. This position plans, arranges, coordinates, and evaluates all internship and volunteer programs, interns and volunteers.
3. Duties include, but are not necessarily limited to:
 - a. Establishing and maintaining effective professional relationships with institutions of higher education in order to assist them in creating and maintaining effective professional internship programs in the field of correctional services. (For information regarding religious volunteers, programs and services, please see policy 26.01-2 DOC, or a successive policy.)
 - b. Developing community awareness of the internship and volunteer programs through media advertising and community public relations (in consultation with RIDOC's Chief of Information and Public Relations);
 - c. Administering RIDOC's internship program in cooperation with public and private colleges and universities and the R.I. State Government Internship Program, to include coordinating appropriate supervision of interns while they are in placement within the Department;
 - d. Designing, implementing, and maintaining an evaluation mechanism which includes collection of statistical data (in consultation with RIDOC's Planning and Research Unit, as necessary);
 - e. Monitoring and evaluating the overall program and individual programs on a continuing basis to ensure program effectiveness and efficiency, based on initial and closing interviews with the volunteer/intern (Attachment 1) and a written evaluation from the supervising RIDOC staff (Attachment 2);
 - f. Submitting an annual report to the Assistant Director of Rehabilitative Services (and other reports as required) which:
 - (1) summarizes the year's activities/accomplishments;

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- (2) identifies program weaknesses and solutions to problems in administering the program;
 - (3) suggests new initiatives, as appropriate.
- g. Planning, developing, and delivering orientation and/or training sessions for interns, volunteers, and/or interested community agencies (in consultation with RIDOC's Training Academy, as necessary).

C. Volunteers

1. In addition to interns, RIDOC utilizes the services of volunteers who are not fulfilling school-related requirements, for example, various programs such as Chaplaincy, Education, Substance Abuse Treatment, and Adult Probation and Parole.
2. The Internship/Volunteer Coordinator (Correctional Systems) works with the appropriate facility/unit/program manager (e.g., Chaplain, Administrator of Educational Services, and Substance Abuse Coordinator) in selecting and supervising volunteers.

D. Orientation

1. The Internship/Volunteer Coordinator (Correctional Systems) ensures all interns and volunteers participate in a RIDOC Training Academy-sponsored orientation program. (See policy 4.03-1 DOC, or a successive policy.)
2. This orientation includes, at a minimum:
 - a. overview of basic operations, rules and goals of the Department;
 - b. major institutional constraints related to custody and security, e.g., contraband, restricted areas, rules and regulations, etc.;
 - c. areas of responsibility and lines of communication with those involved in the delivery of services.

3. Interns and volunteers attend six (6) hours of orientation (day or evening) ; however, the Internship/Volunteer Coordinator (Correctional Systems) and/or the facility/unit/program manager may require the intern/volunteer to attend additional orientation sessions at their discretion.

E. Background Checks

1. The Internship/Volunteer Coordinator (Correctional Systems) forwards a completed Photo Identification Card/Access to Facilities Application (see policy 9.23-1 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC, Attachment 1, or a successive policy) to the Assistant Director of Institutions and Operations for all prospective volunteers and interns.
2. The Assistant Director of Institutions and Operations or designee processes the Application in accordance with the procedures found in 9.23-1 DOC, or a successive policy.
3. The Internship/Volunteer Coordinator (Correctional Systems), in consultation with the office of the Assistant Director of Institutions and Operations, notifies the appropriate custody staff [i.e., the Warden or designee (e.g., Deputy Warden, Shift Commander)] of all new individuals who will be entering the facilities.

F. Applicable Forms

The Internship/Volunteer Coordinator (Correctional Systems) ensures all regular volunteers and interns sign a Confidentiality Pledge (Attachment 3) and a Notice of Dangerous Conditions and Assumption of Risk form (Attachment 4). All non-regular volunteers sign an Orientation for Non-Regular Volunteers Entering State Correctional Facilities form (Attachment 5).

NOTE: It is the responsibility of any RIDOC staff member bringing a non-regular volunteer into the facilities to ensure that said volunteer signs an Orientation for Non-Regular Volunteers Entering State Correctional Facilities form (Attachment 5) and any other appropriate forms.

G. Items Being Brought Into Facilities

1. Volunteers must have prior authorization from the Assistant Director of Institutions and Operations or the affected facility's Warden for all materials brought into the facility. Only materials necessary to conduct the visit are permitted into the facility.
2. Volunteers are responsible for ensuring all approved items brought into the facility are removed from said facility at the completion of the program.
3. Volunteers must declare and show to the Shift Commander any life sustaining medications which they must bring into the facility (e.g., nitroglycerin). All other medications should be taken before entering the facility or after leaving.

H. Suspension and/or Termination of Volunteers

1. Any Facility Warden or designee may temporarily suspend any volunteer's or intern's access to the facility for reasons including, but not limited to, behavior that indicates an unwillingness to comply with the facility's rules and regulations.
2. The Facility Warden or designee reports (in writing) all suspensions to the Assistant Director of Institutions and Operations, with copies to the Assistant Director of Rehabilitative Services, the Professional Services Coordinator, and the Internship/Volunteer Coordinator (Correctional Systems) by the end of the working day.
3. The Assistant Director of Institutions and Operations, in consultation with the Assistant Director of Rehabilitative Services, may terminate any volunteer or intern.

I. Volunteer Reports of Inmate Participation

1. It is important that reports concerning inmates' program participation be made part of said inmates' official treatment records.

2. Volunteers may be required to submit reports to the Office of Professional Services in a format specified by that office's staff at the end of said volunteers' terms that include, but are not limited to:
 - a. summaries of services offered;
 - b. participants' progress, if applicable; and
 - c. summary evaluations of the quality of their experiences.

**RHODE ISLAND DEPARTMENT OF CORRECTIONS
PLACEMENT EVALUATION FORM**

(TO BE COMPLETED BY INTERN OR VOLUNTEER)

Name of intern/volunteer: _____ Date: _____

School (if applicable): _____

DOC Placement/Facility: _____

Briefly list or describe your duties as an intern or volunteer: _____

- 1) Were you provided with appropriate supervision during your internship/volunteer experience?
 yes no does not apply
- 2) Was staff available to answer any questions or concerns?
 yes no does not apply
- 3) Was sufficient material and/or equipment available to complete work assignments?
 yes no does not apply
- 4) Were you provided with the necessary instructions to succeed in this internship/volunteer experience?
 yes no does not apply
- 5) Was substantive work assigned to insure a meaningful internship/volunteer experience?
 yes no does not apply
- 6) Was this placement meaningful to your professional development? yes no does not apply
Please comment: _____

- 7) Do you feel that you accomplished your learning objectives? yes no does not apply
- 8) If offered a position within the RIDOC, would you accept? yes no Please comment: _____

- 9) Overall, were you satisfied with your experience at the RIDOC? yes no
- 10) What changes would you recommend for this internship/volunteer placement? _____

- 11) Would you recommend this placement to others? Please explain: _____

Please return to: Donna Kenyon, Intern/Volunteer Coordinator, RIDOC, Bernadette Building, Box 5275,
Cranston, RI 02920 telephone: 462-2537 fax: 462-2509

**RHODE ISLAND DEPARTMENT OF CORRECTIONS
STUDENT INTERN & VOLUNTEER EVALUATION FORM**

Name of intern/volunteer: _____ Date: _____
School (if applicable): _____
DOC Supervisor: _____
DOC Facility: _____
Starting date: _____ Ending date: _____
Please describe the intern/volunteer's duties: _____

- | | |
|---|---|
| 1. Relationship with others:
<input type="checkbox"/> Relates exceptionally well
<input type="checkbox"/> Works well with others
<input type="checkbox"/> Gets along satisfactorily
<input type="checkbox"/> Has difficulty working with others | 2. Judgment:
<input type="checkbox"/> Exceptionally mature
<input type="checkbox"/> Above average
<input type="checkbox"/> Average
<input type="checkbox"/> Often uses poor judgment |
| 3. Ability to Learn
<input type="checkbox"/> Learns very quickly
<input type="checkbox"/> Learns readily
<input type="checkbox"/> Average in learning
<input type="checkbox"/> Slow to learn | 4. Written/Research skills
<input type="checkbox"/> Above average
<input type="checkbox"/> Average
<input type="checkbox"/> Needs improvement
<input type="checkbox"/> Not applicable |
| 5. Attitude/Application to work:
<input type="checkbox"/> Outstanding in enthusiasm
<input type="checkbox"/> Very interested and industrious
<input type="checkbox"/> Average in diligence and interest
<input type="checkbox"/> Somewhat indifferent | 6. Dependability:
<input type="checkbox"/> Completely dependable
<input type="checkbox"/> Above average
<input type="checkbox"/> Usually dependable
<input type="checkbox"/> Sometimes neglectful or careless |
| 7. Quality of work:
<input type="checkbox"/> Excellent
<input type="checkbox"/> Very good
<input type="checkbox"/> Average
<input type="checkbox"/> Below average | 8. Frequency of meetings:
<input type="checkbox"/> Daily
<input type="checkbox"/> 2-3 times per week
<input type="checkbox"/> Once a week
<input type="checkbox"/> Other: _____ |
| 9. Attendance:
<input type="checkbox"/> Regular
<input type="checkbox"/> Irregular | 10. Punctuality:
<input type="checkbox"/> Regular
<input type="checkbox"/> Irregular |

11. What are the student/volunteer's primary strengths?

12. What is the student/volunteer's overall performance?

- Outstanding Below average
 Above average Unsatisfactory
 Average Please elaborate: _____

ADDITIONAL COMMENTS: (use reverse side if necessary)

WOULD YOU HIRE THIS INDIVIDUAL: Yes No

Name & phone number of individual completing this evaluation: _____

PLEASE RETURN TO: Donna Kenyon, Intern/Volunteer Coordinator, RIDOC, Bernadette Building,
Box 8275, Cranston, RI 02920 telephone: 462-2537 fax: 462-2509

RHODE ISLAND DEPARTMENT OF CORRECTIONS

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Attachment 3
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CONFIDENTIALITY PLEDGE

Volunteer/student interns at the Department have an ethical and a legal obligation to keep confidential all information received from and/or about persons with whom the Department is currently and/or was previously involved or otherwise has knowledge. Student interns and volunteers are therefore required to sign this Confidentiality Pledge. Unauthorized disclosure of confidential information by such individuals could result in a fine and/or imprisonment and/or civil liabilities as prescribed by law as well as termination of the volunteer work/internship.

I hereby pledge that I shall abide by this assurance of confidentiality and acknowledge and agree to the following stipulations:

1. I understand and support the Department's firm commitment to the principle of confidentiality of case information.
2. I understand for the purposes of all Departmental policies on confidentiality that interns shall be defined as all current and former interns.
3. I agree to keep confidential all information contained in Departmental records and shall only disclose such information as allowed by law or by Departmental policy.
4. I shall safeguard from unauthorized disclosure all information retrieved from RIDOC and/or RIDOC computers as well as any assigned password(s) used to gain access to any database.
5. I agree to consult with my Departmental supervisor prior to disclosure if there is any question concerning the authority to release specific confidential information.
6. I understand that violation of the privacy rights of individuals through unauthorized discussion, disclosure, dissemination, or access to personal information could subject me to termination as well as civil and/or criminal penalties.
7. I understand that possessing personal notes, records, duplicate files, or any information received from and/or about persons currently or previously involved with the Department is prohibited and that case information is to be recorded in the Department service records per Department policy.
8. I understand that all information received from and/or about persons currently or previously involved with the Department is the property of the Department and that any such information will be relinquished to the Department upon my termination of internship or volunteer services.

SIGNATURE

DATE

WITNESS

DATE

RHODE ISLAND DEPARTMENT OF CORRECTIONS

VOLUNTEER NOTICE AND ACKNOWLEDGEMENT

Notice of Dangerous Conditions and Assumption of Risk

By my signature, I attest that I have been fully advised and clearly understand the following:

1. The property which I seek to enter as a volunteer is under the supervision and control of the Rhode Island Department of Corrections and that the property is a place of confinement for individuals who have been charged with crimes and are awaiting trial and/or who have been convicted and are serving their sentences.
2. Many offenders who are confined on this property have been charged with and convicted of violent crimes.
3. Offenders confined in this facility are permitted to move freely, without restraints, in some areas in which I may be present and I may not always be in the immediate presence of a Correctional Officer.

I assume all risks which result from the normal operation of the institution.

Volunteer Signature / Date

Witness Signature / Date

RECEIPT AND ACKNOWLEDGEMENT

I have received, read, and understand the Volunteer Handbook and the rules and regulations regarding my volunteer activities while at the correctional facility. I agree to abide by all rules and regulations contained in this handbook or otherwise provided to me.

Volunteer Signature / Date

Witness Signature / Date

Name of Volunteer (Print or Type)

Original: Volunteer's file

RHODE ISLAND DEPARTMENT OF CORRECTIONS

Orientation for Non-Regular Volunteers
Entering State Correctional Facilities

In entering the facility you have the responsibility to abide by all the facility rules and regulations. Keep in contact with staff assigned. Please be patient and friendly with Correctional Officers facilitating your entrance to or exit from the facility. What they do is in the interest of everyone's safety. Report any suspicious situations, no matter how trivial.

Rules for Visitors

1. Stay with your group while going to or coming from the site of the program and while you are in the facility.
2. Generally offenders are well behaved; however, many offenders who are confined on this property have been charged with and convicted of violent crimes. Offenders who are confined on this property are permitted to move freely, without restraints in areas where you will be present. You do assume risk when entering the facility.
3. We ask that you respect and treat offenders as fellow human beings. Offenders are to be afforded the rights of human dignity which apply to all of us.
4. Avoid personal involvement with offenders, their families and/or friends, per the Code of Ethics and Conduct, which applies to volunteers as well as staff. Do not release your telephone number or mailing address.
5. Do not take anything into or out of the facility that is not authorized by the Assistant Director of Institutions and Operations or the facility's Warden, no matter how trivial. You are responsible for ensuring all approved items brought into the facility are removed at the completion of the program. Please keep track of your musical and/or athletic equipment and personal belongings while you are inside the facility.
6. When in doubt, ask staff or Correctional Officers assigned to your team.
7. EMERGENCY SITUATIONS

You will be closely watched by a correctional employee, and usually are quite safe while in the facility. However, in the event you are faced with an emergency, such as a fire, assault, escape or physical sickness, REMAIN CALM, IN CONTROL AND LOCATE THE NEAREST STAFF MEMBER IN PERSON OR BY PHONE TO REPORT THE EMERGENCY AND GET HELP. Always know what area of the facility you are in, the location of emergency exits, and your assigned role should an emergency occur.

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Orientation for Non-Regular Volunteers Entering State Correctional Facilities
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If you are surrounded, remain calm and do not appear frightened. Follow instructions until help arrives.

If you are threatened, try not to exhibit fear or alarm, but report it immediately to a staff member.

If you are asked for a favor, tell the offender you must request permission and report the request to a staff member who can advise you.

If you are asked to do something which you suspect is wrong, tell the offender you are not permitted to do this and report the request to a staff member.

If you think the staff is wrong on an issue, do not discuss this with the offender, discuss it privately with the staff.

If you are asked about facility procedures, unless you have the procedures in writing close at hand, do not discuss with offenders.

I have oriented _____
Name of Volunteer
on the above information before entering _____
Name of Facility
on _____
Date

Staff Signature / Date

Volunteer Signature / Date

File: One-time volunteer