

KANSAS DEPARTMENT OF CORRECTIONS

 Kansas Department of Corrections	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 13-101D	PAGE NUMBER 1 of 10
		SUBJECT: COMMUNITY PARTICPATION: Volunteering	
Approved By:  Secretary of Corrections		Original Date Issued: 10-22-14	Replaces Version Issued: N/A
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APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

Volunteer programs shall be established for the purpose of supplementing activities of the correctional staff, broadening opportunities available to offenders, implementing Risk Reduction and Reentry programs in both correctional facilities and communities, and increasing public awareness of the corrections' mission.

The Department acknowledges that the nature and purpose of a volunteer's work differs from that of a departmental employee. The preparation for offenders' eventual release to the community, with the support systems that will assist them to become contributing members, is the shared goal of the KDOC and volunteers. To aid in this cooperative efforts, the Department of Corrections shall establish basic rules of conduct governing the contacts and interactions between volunteers and offenders, and the coordination of tasks with departmental staff. These rules shall set parameters of behavior to prevent volunteers from violating their agreement to abide by departmental policies. Notwithstanding the rules contained within this document, all volunteers are additionally subject to the same rules of conduct as are contract personnel and corrections employees, and hence come within the administrative embrace of all applicable provisions within IMPP 02-118. (ACO 2-1G-08; ACI 3-4117) No volunteer shall be permitted to serve as a mentor without complying with the requirements of 13-107D.

DEFINITIONS

Annual Volunteer Training: Training received by returning volunteers to update on current policies changes and information.

Guest: Persons awaiting volunteer status or visiting a KDOC location one time per calendar year.

Non-Routine: Those volunteer services/programs that are presented periodically or on a situational basis.

Official Volunteer Station: The location where a volunteer is being supervised and received volunteer orientation and annual training.

PREA: Prison Rape Elimination Act of 2003, codified at 42 U.S.C. § 15601, *et seq.*, an act signed into law with the goal of preventing, detecting, and responding to sexual abuse occurring in confinement facilities.

Routine: Those volunteer services/programs that are presented on a regular, recurring basis.

Sexual Abuse of an Offender by a Volunteer: Any of the following acts, with or without consent of the offender:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- (2) Contact between the mouth and the penis, vulva, or anus;

- (3) Contact between the mouth and any body part where the volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the volunteer has the intent to abuse, arouse or gratify sexual desire;
- (6) Any attempt, threat, or request by a volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
- (7) Any display by a volunteer of his/her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident; and
- (8) Voyeurism by a volunteer.

Site Volunteer Coordinator: The staff person designated by the warden, superintendent or parole director to be responsible for assessing program/activity needs and to recruit, train, assign and supervise volunteers for the facility or field service office. The person designated for this position shall not have any interest or position with respect to any person or entity that is providing volunteer services to a facility or field office.

Specialist: Any person who provides a service of professional nature on a non-routine basis to support successful reintegration into the communities.

Supervised: Volunteer services, which are directly under the supervision of a staff member.

Training: An organized, planned and evaluated activity, designed to achieve specific learning objectives and enhance the job performance of personnel. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instructional training that includes a trainer/trainee relationship. It may occur on site, at a training center, an institution of higher learning, professional meeting, or through contract services or closely supervised on-the-job activity.

Unsupervised: Volunteer services, which are under the indirect supervision of a staff member.

Volunteer: Any person (including an intern) who, through his/her own initiative, provides a service to a facility or field services and has completed the minimum required volunteer training program.

Volunteer Approved Basic Training: Specific training developed by the statewide volunteer training development team that is consistent for a person's placement into a KDOC volunteer role.

Volunteer Orientation Training: General instruction to acquaint new volunteers or volunteer specialist with the Department and with the facility/office of assignment. This training takes place prior to entering basic training or an independent assignment to a particular job.

PROCEDURES

I. Designation of Volunteer Coordinators

- A. Each warden, superintendent, and parole director shall designate a staff member to supervise the volunteer program for their specific facility/office. (ACI 3-4112)
 1. Site volunteer coordinators shall be organizationally responsible to their respective warden, superintendent, and parole director and responsible for implementing procedures established by the General Orders or regional parole office directives applicable to the local program.
- B. The site volunteer coordinator's appointment may be a collateral duty assignment.
 1. The duties and responsibilities of the volunteer service coordinator shall be included in a current position description.

- C. The warden, superintendent, or parole director shall ensure that the designated site volunteer coordinator receives appropriate training for the role of site volunteer service coordinator.

II. Volunteer Coordinators' Responsibilities (ACI 3-4112)

- A. The site volunteer coordinator shall be responsible for the operational and functional supervision of the volunteer program.
 - 1. The site volunteer coordinator may be assigned responsibility to provide general supervision of volunteers assigned to programs and/or services supervised by other facility or office employees, contract workers or trained volunteers.
- B. The site volunteer coordinator shall develop specific task assignments which include the volunteer's responsibilities and authority, term of service, and provisions for termination of service for the various types of volunteer positions utilized in the facility or office programs and/or activities.
 - 1. The recruitment procedures shall be implemented to fulfill the facility/office needs and to meet the minimum qualifications necessary for the task assignment.
- C. The site volunteer coordinator shall maintain a current register of all volunteers (ACO 2-1G-06; ACI 3-4114), a listing of current programs/activities, and schedules, and, shall make individual volunteer assignments based on:
 - 1. The availability of approved, qualified volunteers determined suitable for a particular duty and function area; and,
 - 2. The availability of staff designated the responsibility for supervision of volunteers, or services provided by volunteers.
- D. The site volunteer coordinator shall maintain volunteer records including the following information:
 - 1. Applications, clearance documents, signed volunteer agreements and photographs of volunteers; (4-JCF-6G-11)
 - 2. Documentation indicating the orientation and training provided to volunteers;
 - 3. Type and volume/hours of service provided by each volunteer program or activity; and,
 - 4. Documentation regarding any special work performance or behavioral problems of volunteer workers.
- E. The site volunteer coordinator shall post, in all facility living areas or parole offices, a current schedule of volunteer services available to offenders. A list of volunteer services available to assist in the administration or operations of the facility or parole office shall be distributed to appropriate staff.
- F. The site volunteer coordinator shall solicit input from volunteers when reviewing drafts of proposed policy, or proposals for developing and establishing policy and procedure regarding the volunteer service program. (4-JCF-6G-14)
- G. Monthly report of volunteer services delivered at their facility or parole office with numbers of volunteers serving and hours served.

III. Volunteer Recruitment Activities

- A. Site volunteer coordinators and any other staff designated by the warden, superintendent, or parole director or designee shall employ methods to recruit volunteers from all cultural and socioeconomic segments of the community. (ACO 2-1G-04; 4-JCF-6G-09; ACI 3-4113; 4-APPFS-1C-05) Such efforts shall include one or more of the following:

1. Radio/TV public service announcements;
 2. Letters of inquiry to professional groups or associations;
 3. Public speaking engagements;
 4. Contacts with local volunteer agencies, civil and public service organizations, colleges and universities, church groups, and retirement community groups;
 5. Newspaper solicitations; and/or,
 6. Word of mouth.
- B. The recruitment of volunteers shall be a pro-active process to satisfy the specific need of the facility or office program.
- C. Recruitment for specific volunteer positions shall be directed toward identifying and inviting qualified persons from the community, professional groups, or trade associations to serve in such volunteer capacities as:
1. Providing support to case management and recidivism reduction work including working with aftercare/booster maintenance groups, assisting in finding/maintaining employment, assisting in finding/maintaining housing, addressing transportation needs of offenders; assisting the offender in gaining and maintain access to treatment and services;
 2. Providing pro-social leisure time activities for offenders in correctional facilities or offenders in the community;
 3. Meeting the spiritual needs of offenders;
 4. Serving on community interaction committees, advisory boards or other groups that support the work of the department;
 5. Providing interpretation services for non-English speaking offenders;
 6. Providing administrative support to different areas of operation; and
 7. Other functions based on needs determined by the warden, superintendent or parole director.

IV. Screening and Selection Procedures (ACO 2-1G-04; ACI 3-4113; 4-APPFS-1C-04)

- A. Persons interested in serving as a volunteer shall complete a Volunteer Application (Attachment A) and the Release of Information Agreement (Attachment B).
- B. Completed volunteer application and agreement forms shall be submitted to the site volunteer coordinator for review to ensure complete and appropriate information is provided.
- C. The site volunteer coordinator shall elicit and pursue information to be made available to the warden, superintendent or parole director to assist in screening of volunteer applicants.
 1. Relatives of offenders or other individuals who have formed a close personal relationship with the offender/parolee are generally prohibited from serving as a volunteer in the facility or field service office where the offender is housed or supervised.
 - a. This does not prohibit a volunteer from serving in the role of a mentor per IMPP 13-107D.

2. Except in extenuating circumstances or in an approved mentoring program per IMPP 13-107D, as determined by the warden or superintendent, approved volunteers shall not be approved for placement on an offender's visitor list.
 3. **ADULT:** As determined by the warden and/or parole director, ex-offenders who have sustained post supervision pro-social law-abiding behavior may be permitted to provide a volunteer service that supports risk reduction efforts.
- D. Applications for volunteer services will be received from person's 21 years of age or older although exceptions may be made for younger volunteers on a case-by-case basis.
1. Wardens, superintendents and regional parole directors shall be authorized to approve applications for volunteer services from a person 18 years and older if the volunteer's service(s) to the facility/parole region and/or offenders would dictate the exception.
 2. Volunteers may be under the age of 18 with the following limitations:
 - a. Under 18 volunteers shall not be permitted access to or be assigned to any task that would provide access to information in CJIS.
 - b. Under 18 volunteers shall not be permitted access to areas within the security perimeter of any facility.
 - c. All of the existing procedures for the screening, selection, and training of volunteers shall be applicable to volunteers under age 18. The volunteer agreement and identification badge shall also be required per provisions of this IMPP.
- E. After receiving the volunteer application and agreement forms, the site volunteer coordinator shall within 15 working days recommend to the warden, superintendent or parole director that the application be:
1. Denied participation due to a conflict with Section II.C. above;
 2. Denied due to the applicant's qualifications not meeting the volunteer service needs as identified in the needs assessment or other program based purpose; or,
 3. Approved for referral for a security clearance investigation.
- F. Applicants denied participation shall be notified in writing of the warden's, superintendent's or parole director's decision by the site volunteer coordinator.
- G. Applications forms from individuals approved for further consideration shall be submitted for security clearance processing to:
1. Facilities – Investigative personnel; or
 2. Parole Offices – Designated personnel.
- H. Security clearance of volunteer applicants for assignments which would include direct, unsupervised contact with offenders (ACO 2-1G-05) shall include, at a minimum, the following:
1. Interstate criminal records check through FBI and NCIC; and shall be conducted every calendar year on all active KDOC volunteers;
 - a. **JUVENILE:** Volunteer/mentor applicants shall be required to pass the DCF Child Abuse Registry check.
 2. Criminal records check shall be maintained by facility investigative personnel at the official volunteer station;

3. Federal and state name and fingerprint check for criminal history record information;
4. Local records check in current or former area of employment and/or residence.
- I. Volunteers approved to transfer/provide services to another KDOC facility or parole region shall not be required to undergo a security clearance to a subsequent facility or parole region except as party of routine updating of criminal history checks every calendar year.
- J. Security clearance investigation of volunteer applicants beyond that described in Section II. H.G. above shall be approved by the warden, superintendent or parole director.
- K. Within 15 working days after receiving the results of the security clearance investigation, the site volunteer coordinator shall recommend to the warden, superintendent or parole director that the applicant be:
 1. Denied approval for volunteer service; or
 2. Approved for volunteer service.
- L. The warden, superintendent, or parole director or their respective designee shall provide written notification of the above decision to the volunteer applicant.

V. Volunteer Training (ACO 2-1G-04; 4-JCF-6G-12; ACI 3-4116; 4-APPFS-1C-06)

- A. Volunteers shall be provided an appropriate amount of volunteer orientation training as determined by the warden, superintendent or parole director in accordance with Attachment D. At a minimum, orientation shall consist of:
 1. KDOC History and Mission;
 2. An explanation of the role of the facility or parole office within the Department of Corrections' mission;
 3. Overview of Volunteer Program, Role of Volunteers and Description of Volunteers' Duties;
 4. Code of Ethics;
 5. A review of applicable departmental regulations, policies and procedures, and General Orders; and,
 - a. The concept of confidentiality of information regarding offenders shall be stressed as a part of all volunteer training.
 - b. The facility's security level and visiting rules shall be reviewed, if applicable, including the scope of access to and movement of the volunteer within the facility.
 6. Needs, Attitudes and Lifestyles of Offender Population.
- B. Volunteers shall be provided the approved volunteer basic training in accordance with Attachment D. Volunteer basic training shall consist of:
 1. An overview of risk reduction work within the KDOC and related evidence based programming;
 2. Profiles of high risk/needs offenders and information concerning such specific criminogenic needs as would be targeted for the purpose of facilitating increased success;

3. Information concerning anti-social personality traits and strategies to lower resistance within volunteer programming;
 4. Employees rules of conduct and undue familiarity/sexual misconduct;
 5. Sexual assault prevention/PREA;
 - a. When volunteers have completed PREA training, they shall review, sign and date the Mentor/Volunteer Acknowledgment Regarding PREA Training and the KDOC's Sexual Assault Prevention and Intervention Program at Attachment E;
 6. Search of volunteers, IMPP 12-121; and
 7. Volunteer Professional Standards and Rules of Conduct, Attachment F.
- C. Volunteers shall be required to complete annual training in accordance with Attachment D at their original site location within three (3) months of the anniversary of their training date.
1. Failure to complete the annual training will result in the cancellation of their volunteer status;
 2. Written notice shall be provided to the volunteer;
 3. The volunteer site coordinator shall request the volunteer badge be returned and deactivated their volunteer identification badge in EPIC; and
 4. Volunteer annual training shall be provided every calendar year to renew a volunteer's active status.
- D. Volunteers approved to transfer/provide their volunteer services to another KDOC facility or parole region shall not be required to complete a volunteer training program at a subsequent facility or parole region. However, such volunteers shall be provided the volunteer orientation with the subsequent facility and/or parole office. (ACI 3-4116; 4-APPFS-1C-06)
- E. Volunteers will be managed and receive annual training at their official volunteer site location.
1. The site volunteer coordinator and the original volunteer file shall be transferred to the new location with management being maintained at that new location. That volunteer's status does not change and a volunteer orientation will enable the volunteer's active status with the new location.
- F. All volunteer training shall be coordinated and documented by the site volunteer coordinator.

VI. Volunteer Agreement

- A. Before a volunteer is assigned to provide services to a KDOC facility or office, the site volunteer coordinator shall ensure that the volunteer has agreed, in writing, to abide by all KDOC and facility/office policies, particularly those relating to confidentiality of information and security practices. (4-JCF-4C-55; 4-JCF-6G-12) In the Volunteer Professional Standards and Rules of Conduct form (Attachment F), volunteers shall agree to report any arrest or convictions if received during their active volunteer status. The report is to be given in writing to the site volunteer coordinator. Upon receiving of such information, the volunteer status will then be reviewed by the warden, superintendent, parole director or designee. (ACI 3-4117; 4-APPFS-1C-07)
1. The Volunteer Agreement (Attachment C) and the Volunteer Professional Standards and Rules of Conduct (Attachment F) shall be signed by all approved volunteers to document the volunteers' willingness to abide by such policies.

VII. Volunteer Registration and Identification

- A. The site volunteer coordinator shall maintain an official register of all approved and trained volunteers, including the program or service in which they are approved to serve the facility or field office. (ACI 3-4114; 4-JCF-6G-11)
- B. Volunteers who have completed the minimum required orientation and approved basic training shall, prior to assignment be issued a KDOC volunteer identification badge in accordance with IMPP 12-132. (ACI 3-4114; 4-JCF-6G-11)
 - 1. Identification badges shall be carried or worn, as directed by the warden, superintendent, or parole director.
 - 2. Volunteer badges shall be printed in yellow.
 - 3. Volunteers approved to transfer/provide volunteer services at another KDOC facility shall be allowed to use the identification badge issued by the initial facility/parole region for identification purposes at a subsequent facility/parole region.
 - 4. Identification badges shall be returned to the site volunteer coordinator at the termination of the volunteer's services to the facility or parole office/region to be recorded and destroyed.

VIII. Volunteer Assignments

- A. Volunteer assignments shall be in accordance with the register that is maintained by the facility/parole site volunteer coordinator.
 - 1. Programs should be scheduled on a routine or non-routine basis.
- B. Professional services shall be performed only by volunteers who are licensed or certified in the service provided. (4-JCF-6G-12; ACI 3-4115)
- C. Professional services shall not be performed without the approval of the warden, superintendent or parole director.

IX. Services and Activities Applicable to Non-Facility Based Volunteer Services

- A. Transitional and community program services.
 - 1. Consistent with the volunteer services program agreement or job description developed by the facility/field services site coordinator, volunteers may provide assistance to offenders and/or offenders' families, as follows:
 - a. Obtaining employment;
 - b. Obtaining housing;
 - c. Obtaining financial assistance;
 - d. Obtaining or arranging transportation;
 - e. Community resource development;
 - f. Risk reduction and reentry services;
 - g. Cognitive and behavioral interventions;
 - h. Family reintegration services; and

- i Administrative support in any area of operation.
- 2. The provision of assistance to offenders on post release supervision shall be coordinated with and approved by the offender's assigned parole officer.

X. Supervision of Volunteers and Programs/Activities

- A. The warden, superintendent or parole director will designate a staff member to supervise the volunteer program or service provided by volunteers.
- B. Newly assigned volunteers will be under the direct supervision of a staff member where the staff person can provide direction and guidance.
- C. When the supervising staff member is comfortable and the volunteer has demonstrated the capability to provide the service without the staff supervision, then the volunteer can move to an indirect supervised program.

XI. Term of Service and Termination of Volunteers (4-JCF-6G-10; 4-APPFS-1C-04)

- A. The term of service for the volunteer shall be based upon the specific needs of the facility/office commissioning the volunteer.
- B. The warden, superintendent, parole director, or the Secretary only may curtail, postpone, discontinue, or bar the volunteer and/or the services utilized at his/her facility/office.
 - 1. Any volunteer in a correctional facility who engages in sexual abuse of an offender by a volunteer as defined in this policy shall be prohibited from contact with offenders and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.
 - 2. The facility shall take appropriate remedial measures and consider whether to prohibit further contact with offenders in the case of any other violation of agency sexual abuse or sexual harassment policies by a volunteer.
- C. Any decision to curtail, postpone, discontinue, or bar the volunteer and/or the services provided shall be documented.
 - 1. When a volunteer is barred by any facility or parole office, the warden, superintendent, or parole director shall within seven (7) days from the date of action:
 - a. Notify the Secretary and all other KDOC facilities and parole offices of the action;
 - (1) Such notice shall cite the reason or reasons for barring the individual or individuals.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

42 U.S.C. § 15602, *et seq.*, 28 CFR § 115.6

K.A.R. 44-7-107

IMPP 02-118,10-103D, 12-121, 12-132, 13-107D

ACO 2-1G-01, 2-1G-02, 2-1G-03, 2-1G-04, 2-1G-05, 2-1G-06, 2-1G-08

ACI 3-4112, 3-4113, 3-4114, 3-4115, 3-4116, 3-4117

APPFS 4-APPFS-1C-03, 4-APPFS-1C-04, 4-APPFS-1C-05, 4-APPFS-1C-06, 4-APPFS-1C-07

ATTACHMENTS

Attachments	Title of Attachment	Page Total
A	Volunteer Application	3 pages
B	Volunteer Release of Information Agreement	1 page
C	Volunteer Agreement	1 page
D	Volunteer Training Course Outline	1 page
E	Mentor/Volunteer Acknowledgment Regarding PREA Training and the KDOC Sexual Assault Prevention and Intervention Program	1 page
F	Volunteer Professional Standards and Rules of Conduct	1 page

KANSAS DEPARTMENT OF CORRECTIONS VOLUNTEER/MENTOR APPLICATION

****Please fill out the application form completely. This application is for the purpose of screening potential volunteers****

APPLICANT INFORMATION:

First Name: _____ **Last Name:** _____ **Gender:** Female Male
Date of Birth: _____ **SSN:** _____

Home Address

House#: ____ **House Suffix:** _____ **Street Dir:** _____ **Street Name:** _____
Street Type: _____

APT/LOT: _____ **PO BOX:** _____

City: _____ **State:** _____ **County:** _____ **Zip5:** _____

Email Address: _____

Primary Phone: _____ **Type:** Home Work Mobile Message **Best Time to Contact:** _____

Secondary Phone: _____ **Type:** Home Work Mobile Message **Best Time to Contact:** _____

Driver's License #: _____ **Vehicle Tag State:** _____ **Vehicle Tag #:** _____
Vehicle Year: _____ **Vehicle Make:** _____

EMPLOYMENT:

Employed: Yes No

Employer Name: _____

House#: ____ **House Suffix:** _____ **Street Dir:** _____ **Street Name:** _____
Street Type: _____

APT/LOT: _____ **PO BOX:** _____

City: _____ **State:** _____ **County:** _____ **Zip5:** _____

WORK PHONE: _____ **FAX:** _____ **EMAIL:** _____

EMERGENCY CONTACT:

First Name: _____ **Last Name:** _____
Relationship: _____ **Phone:** _____

REFERENCES:

Names and phone numbers of two persons who have known you for at least one year and who are not family members or spouses/partners:

1) _____ **Day Phone:** _____

2) _____ **Day Phone:** _____

INTERESTS:

Locations where you are interested in volunteering:

PRISON _____ COMMUNITY

Positions you are interested in:

MENTOR VOLUNTEER INTERN

Will you be providing transportation to the offender? YES NO

If "YES" please provide the name of your insurance carrier:

AVAILABILITY:

Availability: Daily Weekly Monthly
Days Available: M T W Th F Sa Su
Start of Hours Available:
End of Hours Available:

ORGANIZATIONAL/RELIGIOUS AFFILIATION:

Organization Name:

House#: _____ House Suffix: _____ Street Dir: _____ Street Name: _____
Street Type: _____

APT/LOT: _____ PO BOX: _____

City: _____ State: _____ County: _____ Zip5: _____

Contact: _____ Phone: _____ EMAIL: _____

HISTORY:

Convicted of a crime? YES NO Misdemeanor Felony
CONVICTION DATE(S): _____

Currently on Probation or Parole? YES NO
Type of Supervision: Probation Comm Corr Parole

Currently on an Inmate Visiting List? YES NO
If yes, where? _____

Inmate Name: _____ Inmate Number: _____
Please explain: _____

Have you ever been employed in Corrections? YES NO If yes, where? _____

Have you ever been an employee of the Kansas Department of Corrections? YES NO
If yes, where? _____
What was the name of your supervisor? _____

Have you ever been the victim/survivor of a crime committed by an offender in KDOC custody?
 YES NO
If so, please provide the name of the offender, if known: _____

GENERAL INFORMATION:

How do you see yourself involved with the volunteer experience?

Do you have any skills or talents you feel comfortable teaching? YES NO
If "YES," please list and describe below:

Do you speak any language other than English? YES NO
If "YES," what language?

Can you sign for the hearing impaired? YES NO

Please list degrees, licenses or certifications in any field you have received:

Credential:	Description:

Applicant Signature _____ Date: _____

Volunteer Coordinator _____ Date: _____

VOLUNTEER/MENTOR RELEASE OF INFORMATION AGREEMENT

Upon my application to be a corrections volunteer/mentor for the Kansas Department of Corrections,

I, _____, hereby authorized and request:

(Facility/Office)

Source: _____

Address: _____

to disclose and give copies to the Kansas Department of Corrections, the Secretary of Corrections or his designee, or the Warden/Superintendent/Director of the above-named facility/office and division, or to his designee, of any and all police records, including the records of arrest, police reports, accident reports and records of convictions including both misdemeanors and felonies which pertain to me and which you have in your possession.

I further authorize and consent to the disclosure and copying of any of the above records for delivery to any of the above specified persons solely for the purpose of my application as a corrections volunteer with the Kansas Department of Corrections.

In consideration of such disclosure on the part of the above-named persons or facilities/offices, I hereby release them from all and any liability arising there from and do relinquish, waive, claim or right I might have against them arising from such disclosure and copying.

NOTICE: The giving of this authorization and release of information is a condition of the volunteer program and any applicant who does not execute this release shall not be approved for participation in the volunteer program.

VOLUNTEER'S SIGNATURE

DATE

WITNESS

DATE

KANSAS DEPARTMENT OF CORRECTIONS VOLUNTEER AGREEMENT

NOTICE: DO NOT SIGN WITHOUT READING

FACILITY/OFFICE:

DATE:

TIME:

ACKNOWLEDGMENT OF RISK, GENERAL WAIVER & AGREEMENT TO HOLD HARMLESS AND INDEMNIFY

I, _____, hereby request permission to work as a volunteer in the above named correctional facility or office. I understand that there are significant risks involved in entering and working in a correctional facility or parole office and these risks have been adequately explained to me. I agree that, in return for the training and information that has been provided to me, the permission to enter and work as a volunteer, and the experience I will gain as a volunteer, I will hold harmless and indemnify the State of Kansas. Further, I hereby waive any claims of any nature that I may have against the State of Kansas or any of its employees for personal injury, property loss, or property damage arising from or in connection with my work as a volunteer.

CONSENT TO ABIDE BY POLICIES, RULES AND REGULATIONS

I, _____, have completed the Kansas Department of Corrections and facility/office orientation and training session for volunteers and have read and understood the Department's Volunteer Manual. I understand that as a volunteer I will be under the control and direction of the Secretary of Corrections, the Warden, Superintendent, Parole Director and/or their designee(s) while on the grounds of the facility or parole office. I agree to comply with all policies, rules and regulations of the Department of Corrections, including all security directives, and I understand that failure to comply can mean my volunteer service may be curtailed, postponed or discontinued by the Department.

CONSENT TO HONOR CONFIDENTIALITY OF OFFENDERS

I, _____, have read and understand the Kansas Department of Corrections provisions regarding the confidentiality of information concerning offenders. I will not use and /or disclose any information, while neither volunteering nor after my services are rendered, concerning persons in the custody or under the supervision of the Secretary of Corrections for any reason without prior written approval from the Warden, Superintendent, Parole Director or the Secretary.

CONSENT TO EMERGENCY MEDICAL CARE

I, _____, have been informed and understand that, in the event of any unforeseen medical or surgical emergency while on the grounds of any correctional facility, I may be subject to the emergency medical care or first aid assistance available at the facility until I can be removed safely to a civilian medical care facility.

Volunteer's Signature

Date

Witness

Date

KDOC Volunteer Training

<p>Overview & Purpose</p> <p>The integrity of KDOC volunteer programming shall be maintained through the uniform training tracks established to support safety, community involvement, offender risk reduction and the goals/mission of KDOC.</p>	<p>Education Standards Addressed</p> <p>Prior to the appointment to any service at a facility or office all approved volunteers shall be provided a statewide consistent orientation, basic, annual and appointment position specialized training.</p> <p>An ongoing formal evaluation of all orientation, basic, specialist and annual training programs shall be performed to determine whether components support the Departments mission and goals as well as develop the knowledge and skills of the volunteers providing services. This evaluation shall include performance feedback of volunteer providing risk reduction services in KDOC.</p>
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Time Frame	Course Name	Trainers/Curriculum Development Responsibilities	Curriculum Elements
<p>Course 1</p> <p>To be implemented prior to volunteer services rendered</p> <p>- NCIC ran prior</p> <p>1-4 hours</p>	<p>Volunteer Orientation Training</p>	<p>Site Volunteer Coordinator</p> <p>Assistance from R3 Volunteer Developers and Trainers</p>	<ul style="list-style-type: none"> ● KDOC Mission and Vision ● Code of Ethics ● Role of the facility, Parole office ● Overview of volunteer programming and duties ● Acquaintance to the specific location of volunteering ● Safety/security procedures for volunteer working within said location ● Specific General Orders and procedures that govern the work being done by volunteers and community ● Needs, attitudes and lifestyles of the offender population
<p>Course 2</p> <p>To be implemented prior to volunteer services rendered</p> <p>- Volunteer Card Issuance</p> <p>- Fingerprinting</p> <p>4-6 Hours</p>	<p>Volunteer Basic Training</p>	<p>Site Volunteer Coordinator and/or</p> <p>R3 Volunteer Developer and Trainer</p>	<ul style="list-style-type: none"> ● Risk Reduction and Reentry philosophy/programming ● Risk/Needs classification and program placement ● IMPP 02-118: Rules of Conduct & Undue familiarity, sexual misconduct and volunteer vulnerability elements ● Offender Sexual Assault Prevention/PREA <ol style="list-style-type: none"> 1. Responsibilities under KDOC policy 2. Zero tolerance 3. How to report ● Anti-social behaviors and strategies to redirect and motivate ● Cognitive culture philosophies and pro-social modeling techniques ● Purposeful communication techniques ● Do's and Don'ts in volunteering, contraband ● IMPP 12-121: Searches of Volunteers ● IMPP acknowledgement in volunteer/community policies
<p>Course 3</p> <p>Prior to specialized volunteer placement</p>	<p>Volunteer Specialty Training</p>	<p>Certified trainer</p> <p>R3 Volunteer Developer and Trainer</p>	<ul style="list-style-type: none"> ● Thinking for a Change ● Mentoring Training ● Offender Workforce Development ● Housing and Tenant Training ● SKIP ● Money Management
<p>Course 4</p> <p>Trained on a yearly basis to update volunteer status and approval</p> <p>- NCIC ran</p> <p>Reissuance/Updated of volunteer cards</p>	<p>Volunteer Annual Training</p>	<p>Site Volunteer Coordinator and/or</p> <p>R3 Volunteer Developer and Trainer</p>	<ul style="list-style-type: none"> ● Policy update and reviews ● Contraband update ● Undue familiarity/sexual misconduct ● Offender Sexual Assault Prevention/PREA <ol style="list-style-type: none"> 1. Responsibilities under KDOC policy 2. Zero tolerance 3. How to report ● New information on services, security and risk reduction efforts

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Ray Roberts, Secretary of Corrections

Department of Corrections

Sam Brownback, Governor

Mentor/Volunteer Acknowledgement Regarding PREA Training and the KDOC's Sexual Assault Prevention and Intervention Program

It is the policy of the Kansas Department of Corrections to provide a safe and secure environment for all offenders. Forced and/or pressured sexual interactions are among the most serious threats to offender safety and facility order. Victims of forced and/or pressured sexual acts may suffer severe physical and psychological harm and could be infected with life-threatening disease. Consequently, each facility is implementing a Sexual Assault Prevention and Intervention Program that includes; prevention, prompt intervention and prosecution/discipline of assailants.

All staff and offenders are responsible for being alert to signs of potential situations in which sexual assaults might occur. Before the offender enters the system they are evaluated. Every 120 days, unit team counselors review the offenders' status.

All staff who have direct contact with offenders are trained to recognize the signs of sexual assault. Staff will also know the process of aiding offenders in the case of sexual assault. Sexual Abuse/Assault Prevention and Intervention is included in each facility's offenders' orientation program.

Staff take seriously all statements from offenders that they have been victims of sexual assaults. Any offender who alleges that he or she has been sexually assaulted is offered immediate protection from the assailant. Staff will conduct an immediate investigation of the incident. Facts of this incident will be confidential.

Staff and volunteers are strictly prohibited from engaging in any kind of sexual abuse of an offender.

If an offender confides to a volunteer that he/she has been sexually assaulted, the volunteer must report this to a staff person on site prior to leaving the facility on the day of the report. Please be sure you have the offender's name and/or number.

I acknowledge that I have read and understood the above policy information, from IMPP 10-103D. I am aware of my obligations to adhere to this policy. I acknowledge my understanding that if I engage in sexual abuse of an offender, I will be prohibited from having contact with offenders, and could be reported to law enforcement unless my activity is clearly not criminal, and to any relevant licensing body. I also acknowledge that on this day I have received training on my responsibilities under this policy; on the zero tolerance of the KDOC for sexual assault or sexual harassment; and on the fact that I am required to report any incident of sexual assault told to me or of which I otherwise learn, and how I am to report. I acknowledge that I understand the training I received.

Mentor/Volunteer's Signature

Date

Mentor/Volunteer's Printed Name

KANSAS DEPARTMENT OF CORRECTIONS

Volunteer Professional Standards and Rules of Conduct

Every volunteer working with KDOC offenders (facilities, parole, and community corrections), not serving as an approved mentor in Mentoring4Success, shall comply with the following rules, and shall acknowledge his/her agreement to follow these rules in writing:

1. Volunteers shall be respectful to offenders, and treat them with dignity.
2. Volunteers shall, at all times, maintain a professional, courteous, and respectful demeanor to all staff and volunteers, including those whose beliefs and values do not coincide with yours.
3. Volunteers shall, at all times, maintain a professional and courteous demeanor, and shall not use indecent, abusive or profane language. This includes racial or ethnic slurs or jokes and sexually suggestive comments or jokes.
4. A volunteer will maintain proper boundaries with offenders, and not engage in undue familiarity, inappropriate conversation, improper physical contact, or sexual contact of any kind with an offender at any time.
 - a. Inappropriate conversation means conversation of a close or intimate nature.
 - b. Undue familiarity means conversation, contact, personal or business dealings between a volunteer and offender. It includes horseplay, betting, trading, dealing, socializing, family contact, or any personal relationship, improper physical contact, or sexual contact.
 - c. Improper physical contact means any physical contact other than a handshake or brief hug of greeting or comfort.
 - d. Sexual abuse as defined by the National Standards Promulgated by the Prison Rape Elimination Act (PREA) specifically the 28 CFR § 115.6.
5. A volunteer may not perform volunteer work in the same facility or parole office where the volunteer has a family member housed or supervised by the KDOC.
6. A volunteer will complete paperwork that authorizes the KDOC to conduct a criminal/security background check initially, upon applying to be a volunteer; annually thereafter; and if an incident occurs that requires an update.
7. A volunteer will notify the KDOC Site Volunteer Coordinator if s/he is arrested or convicted while volunteering.
8. A volunteer shall not provide shelter/residence for an offender.
 - a. An offender may not live in the home of a volunteer.
 - b. A volunteer may not offer temporary housing or shelter for an offender.
9. The volunteer may not visit the home of the offender in the community after the offender is released, and the offender may not visit the home of the volunteer.
10. Volunteers shall not under any circumstances engage in trading, trafficking or any business transaction with offenders under supervision of the KDOC.
11. Volunteers shall not sell, buy, or deliver to any offender any article or commodity except through authorized channels.
12. A volunteer shall not enter into any financial contract or agreement with an offender.

13. Volunteers shall not transmit or receive any message, letter, correspondence, J-pay or other correspondence/reading material to and from an offender.
14. Volunteers shall not be on any offender's visiting list.
15. Volunteers shall not place to or accept from phone calls from an offender.
16. Volunteers shall abide by all KDOC and facility or parole office policies.
17. Volunteer shall follow the KDOC Code of Ethics.
18. After an offender is released, a volunteer may not have any social contact with an offender, whether at his work, at any social event, at a meal in a restaurant, at any church service or activity, at any recreational or sports event, or the like. The only exception is a volunteer may have isolated, unplanned social contact of a short duration, and if such occurs, shall report the same to the onsite volunteer coordinator where the volunteer provides volunteer services.
19. A volunteer shall not discuss specific victims with offenders or reference, encourage, and/or solicit communication concerning the victim(s) of the specific offender's crime(s). Victim information is confidential. Volunteers shall not attempt to make contact with, or attempt to find information about, the victim(s) of an offender. Volunteers shall report to the site volunteer coordinator if an offender is having, or planning to have, contact with his/her victim(s).

I have read and understand the VOLUNTEER PROFESSIONAL STANDARDS & RULES OF CONDUCT and agree to abide by these while performing my duties as a volunteer for the Kansas Department of Corrections.

Volunteer Signature: _____

Date: _____

Printed Name: _____

Witness Signature: _____

Date: _____

Printed Witness Name: _____
