



State of Indiana  
Indiana Department of Correction

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**POLICY AND ADMINISTRATIVE PROCEDURES**  
**Manual of Policies and Procedures**

Title  
**THE DEVELOPMENT AND DELIVERY OF COMMUNITY INVOLVEMENT PROGRAM**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8) IC 11-8-2-5(a)(13) IC 11-10-11-3 IC 11-11-4-1(a)(5)	01-03-101 01-03-104 02-01-101 02-03-101 04-01-101	ACA: ACI: 4-4011, 4-4017, 4-4039, 4-4107, 4-4114 thru 4-4122, 4-4392, 4-4428, 4-4431, 4-4485 JTS: 1A-10, 1A-25, 1D-13, 1G-01, 1G-06, 1G-07, 1G-08, 5G-06 CO: 2-CO-1G-01 thru 2-CO-1G-10

I. PURPOSE:

The purpose of this policy is to establish the development of community involvement programs and the use of community resources, including volunteers, in the Department of Correction.

II. POLICY STATEMENT:

The Department of Correction shall use volunteers, interns, practicum students, community service providers and other community resources in its divisions and facilities, whenever possible. The use of these persons and services shall be to enhance and expand the services and programs offered to offenders. Community services and resources shall not be used to replace services provided by Department staff.

A Community Involvement Program encourages:

- A. Increased personal contact between offenders and the community;
- B. Use of community resources within the Department; and,
- C. Public awareness of the correctional system.

The use of volunteers, interns, practicum students, community service providers and other community resources shall be consistent with Department and facility

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missions; safety of individuals; facility security, management, resources; and, the welfare of offender(s).

III. DEFINITIONS:

For the purpose of these procedures, the following definitions are presented:

- A. Administrator: The Director of Religious Services and Community Involvement who is responsible for the development and coordination of the Community Involvement program throughout the Department.
- B. Community Involvement Coordinator (CIC): The staff person responsible for the development and management of the Community Involvement Program within a specific facility or facilities, in collaboration with staff who use community resources.
- C. Community resource: An organization, agency, educational institution, club, religious or charitable entity, business, media, etc. that is or will be a source of monetary and non-monetary support for a facility.
- D. Contact Person: An individual who serves as a liaison between a volunteer group and the facility and is responsible for supervising their group members.
- E. Intern/practicum student: An individual who is enrolled in a higher educational institution and who may receive academic credit for assisting in a facility's program.
- F. Offender club or organization: An approved voluntary association or grouping of offenders, with the support or sponsorship of an outside agency or organization.
- G. Program Director: Any staff person assigned to administer approved facility programs.
- H. Special volunteer/group: An individual volunteer or a group which provides a service on a one-time or limited basis, such as sports teams, speakers, choirs or entertainment groups.
- I. Registered volunteer (volunteer): An individual who has completed all the requirements for becoming a volunteer, is approved for and engaged in a

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specified service regularly scheduled program and has agreed to serve without compensation by the department.

- J. Registered volunteer group: Two (2) or more individuals working together to provide a regularly scheduled service/program to a facility.
- K. Service project: An activity or task that contributes to the advantage of another or others, and benefits the community or the facility.

IV. SCOPE OF COMMUNITY SERVICES:

The scope of Community Involvement includes the effective use of community resources to address identified offender and facility needs and supports the Department's mission and vision. Community Involvement implies a mutual relationship between the Department and the community. The Department's role in this relationship can be accomplished by:

- A. Recruiting offenders for community service projects;
- B. Recruiting staff for community service projects activities;
- C. Communicating to the public concerning service projects, volunteer and program needs; and,
- D. Performing public relations (tours, speeches, news releases, etc.).

V. ADMINISTRATION:

It is the responsibility of the Administrator to determine the programmatic components and procedures for Community Involvement throughout the Department. The Administrator shall:

- A. Provide support and technical assistance to facilities in the development and management of Community Involvement programs and in compliance with this policy and its administrative procedures; and,
- B. Serve as a consultant on Community Involvement to the Department.

The Administrator shall report to the Deputy Commissioner of Re-entry and Programs.

The Administrator shall provide to the Deputy Commissioner of Re-entry and Programs monthly statistical reports that include information on facility

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Community Involvement and an annual report to be submitted by March 10, with copies to Executive Staff, Division Directors, and Facility Heads.

**VI. DUTIES OF THE COMMUNITY INVOLVEMENT COORDINATOR:**

Each facility shall have a staff person assigned the responsibility of coordinating and supervising Community Involvement programs, activities and the utilization of community volunteers and resources. The Community Involvement Coordinator shall work cooperatively with other designated staff and/or department heads in the development of community volunteers, resources and programs.

Responsibilities of the Community Involvement Coordinator shall include, but are not limited to:

- A. Identify offender and facility needs for possible utilization of community volunteers and resources;
- B. Identify community volunteers and resources to satisfy the specific offender and facility needs;
- C. Maintain records of all community resources and volunteers used by the facility;
- D. Develop volunteer assignments based on the offender/facility needs and develop related job descriptions;
- E. Recruit community volunteers and/or resources from all cultural and socioeconomic segments of society without regard to race, color, gender, religion, national origin, or disability;
- F. Interview potential volunteer(s) and refer to appropriate department head;
- G. Provide general orientation and in-service training of volunteers to be followed by specific training by department heads to whom volunteer is assigned;
- H. Coordinate the supervision and evaluation of volunteers;

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- I. Coordinate volunteer recognition events in conjunction with department heads
- J. Participate on the facility's committees related to training, evaluation, policies and procedures and/or other areas regarding Community Services;
- K. Keep record of volunteers', practicum students' and interns' attendance and services;
- L. Coordinate volunteer exit interviews with department heads;
- M. Represent the facility to community;
- N. Promote good relationships between staff and volunteers; and,
- O. Submit reports as required and/or requested.

**VII. USE OF COMMUNITY RESOURCES:**

Community resources shall be used to enhance and expand the services and programs offered to offenders. Volunteers may supplement but never supplant activities and functions of staff.

**VIII. ELIGIBILITY REQUIREMENTS:**

The Community Involvement Coordinator shall inform all prospective community resource volunteers of the eligibility requirements prior to being approved for service. These requirements shall be reviewed with volunteers as often as deemed necessary.

Criteria for serving in a volunteer capacity include:

- A. At least 18 years of age;
- B. Not under Department supervision or the supervision of any other correctional system or program or on probation;
- C. Not a relative of an offender where personal contact cannot be avoided;
- D. Provision of references on request;
- E. Maturity and ability to handle volunteer responsibilities;

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- F. Willingness to accept supervision and direction;
- G. Willingness to provide an identified and approved service;
- H. Ability to complement the work of staff;
- I. Agreement to work without compensation;
- J. Ability to accept differences in people, namely culture, race, religion and values;
- K. Willingness to undergo a criminal history check (NCIC); and,
- L. Subject to the approval of the Facility Head/designee.

**NOTE:** Exceptions to criteria a. through c. may be made with the approval of the Facility Head and shall be reported to the Administrator and the appropriate Executive Director of Adult Facilities or the Executive Director of Youth Services. The Administrator may be consulted regarding exceptions.

Volunteers may be placed on an offender's visitors list as an advisor/counselor when recommended by the Program Director where they render service and approved by the Facility Head or designee.

Volunteers serving in certain programs (e.g. Purposeful Living Units Serve.) may correspond with offenders through the mail or the facility's intra-departmental mail as a component of this program when recommended by the Program Director and approved by the Facility Head or designee.

Volunteers involved in re-entry programs approved by the Department may continue their supportive relationships with the individual offenders after the offender's release from the facility.

Individuals who have a criminal history (felony or misdemeanor other than a minor traffic offense) must be approved by the Facility Head or designee. This approval or disapproval shall be written on the individual's criminal history report. Ex-offenders must be discharged from all commitments for at least one (1) year prior to serving as a volunteer.

Staff may serve as volunteers in any facility with the recommendation of the Program Director where the volunteer services are rendered and approval by the

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Facility Head or designee. If the facility of employment and the location of volunteer service are at separate facilities, the approval of Facility Heads or designees of both facilities is required.

**IX. RECRUITMENT:**

It is the responsibility of the Community Involvement Coordinator, in collaboration with staff and the Facility Head or designee, to recruit volunteers. With the written approval of the Facility Head or designee, designated staff may also recruit volunteers, interns, practicum students and community service providers for specific program needs related to their departments. In keeping with resources and identified offender needs, qualified volunteers may be recruited from all cultural and socioeconomic parts of the community by networking with community resources such as, but not limited to, individuals, civic and religious organizations, educational institutions, community agencies, organizations, businesses and the media.

Designated staff may assist in the recruitment of interns, practicum students, and community service providers as approved by the Facility Head or designee.

**X. INTERNS, PRACTICUM STUDENTS:**

Interns and practicum students shall be affiliated with an institution of higher learning or a training program or religious organization.

Intern and Practicum Field Experience Applications for internship or field experience shall be directed to the Facility Head, who shall approve or deny the application. Individuals must meet the volunteer eligibility requirements of the Department (Procedure VIII), and any established guidelines of the educational institution/training program and facility where applying.

When applicable, the Department and the educational institution/training program shall assume joint responsibility in planning productive tasks and learning experiences designed to meet the educational objectives of the field experience program. Interns and practicum students should be provided with a broad exposure to the facility when possible.

The organization providing an intern or practicum student is to have a written and signed agreement specifying services, responsibilities and learning goals. This signed agreement shall be attached to State Form 9238, APPLICATION FOR REGISTERED VOLUNTEER. Facility and institution/program supervisors shall monitor progress towards these goals.

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Prior to any offender interaction, interns and practicum students shall complete all applicable volunteer forms and attend volunteer training, as required by Procedure XVI, and/or other equivalent training as required by the facility. Completion of State Form 41465, STATEMENT OF TRAFFICKING LAWS AND AUTHORIZATION FOR SEARCH, shall be required.

A written evaluation of the intern's or practicum student's work shall be submitted by the facility supervisor to the educational institution or training program, with a copy to the Community Involvement Coordinator and Facility Head or designee.

XI. REGISTERED VOLUNTEERS:

State Form 9328, APPLICATION FOR REGISTERED VOLUNTEER, shall be used for the purpose of applying as a registered volunteer. The completion of State Form 33061, APPLICATION FOR REGULAR VOLUNTEER GROUP PROGRAM, shall be used if a program is being proposed by the potential volunteer.

XII. REGISTERED VOLUNTEER GROUPS:

Registered volunteer groups may be approved by the Facility Head or designee in response to assessed offender program needs. Programs may include, but not be limited to: religious, recreation, education, treatment, support, social, or cultural. A program proposal, including goals, shall be required

State form 33061, APPLICATION FOR REGULAR VOLUNTEER PROGRAM, shall be used by proposed Registered Volunteer Groups, and shall be completed in full prior to being considered for approval.

If the program is approved, each group volunteer shall complete:

- A. SF 9238, APPLICATION FOR REGISTERED VOLUNTEER;
- B. SF 41465, STATEMENT OF TRAFFICKING LAW AND AUTHORIZATION FOR SEARCH;
- C. SF 46585, REGISTERED VOLUNTEER AGREEMENT; and,
- D. SF 46587, DOCUMENTATION OF VOLUNTEER TRAINING.

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Approval of individual members of the group shall be based on information supplied in these forms and other requirements as designated by these procedures and facility procedures.

**XIII. OFFENDER ORGANIZATIONS:**

An offender organization/club must be approved by the Facility Head and sponsored by a community organization/club.

An approved organization/club shall follow volunteer procedures. Offender organizations/clubs shall be considered a Registered Volunteer Group program. Types of organizations/clubs may include cultural, educational, veterans or service. Offender organizations/clubs shall be required to have a minimum of two (2) annual service projects which are approved by the Facility Head or designee.

**A. PROCEDURE FOR CONSIDERATION OF APPROVAL:**

1. State Form 33061, APPLICATION FOR REGULAR VOLUNTEER GROUP PROGRAM, shall be completed by the sponsoring community organization/club.
2. Required additional information:
  - a. A copy of the organization/club's mission, constitution and/or by-laws;
  - b. A list of local officers;
  - c. The methods of organizational fund raising and/or financial support;
  - d. The proposed method of financial support for the related offender organization;
  - e. The proposed service projects involving offender participants; and,
  - f. A completed State Form 33062 for proposed volunteers.

**B. PROCEDURE FOR TERMINATION OF OFFENDER ORGANIZATION/CLUB:**

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The Facility Head or sponsoring organization/club may terminate the offender organization/club. The Facility Head's termination cannot be appealed. An offender organization/club shall be terminated when:

1. Offender organization/club is unable to fulfill the volunteers' procedures and meet the criteria of volunteer group program;
2. Offender organization/club poses a threat to the security and safety of the facility or persons;
3. Offender organization does not fulfill the sponsoring organization/club requirements; or,
4. Misuse of organization/club's funds.

Prior to an offender organization/club's termination, the sponsoring organization and/or staff advisor shall attempt to address and correct the reasons for termination.

If reasonable grounds exist to believe that an offender organization poses a threat to the security and safety of the facility or persons, the organization/club shall not be permitted to meet pending the results of an investigation. In such case, the Facility Head shall inform, in writing, the offender members and the supporting community organization/club of the fact of this action and the reason(s) for the action.

C. PROCEDURE FOR GOVERNANCE OF AN ORGANIZATION/CLUB:

1. The Community Involvement Coordinator shall recruit, assist with training and evaluate any organization/club.
2. A staff advisor, approved by the Facility Head or designee, may be assigned to each organization/club. Staff advisor supervision duties shall be performed in conjunction with assigned duties and during scheduled work hours. Schedule adjustments may be permitted for attendance at approved meetings.
3. The offender organization/club shall be governed by the sponsoring organization/club's constitution and by-laws. Offenders participating in the program shall be considered members of the sponsoring organization/club.

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4. Membership in offender organizations/clubs shall be open to the general offender population, with the exception of organizations/clubs which have required membership criteria (e.g., veterans' organizations) and Procedure XIII.C.7.
5. The sponsoring organization/club may appoint an offender with approval of the Facility Head to fulfill organizational functions. The sponsoring volunteers will supervise these functions. Offender elections shall not be permitted.
6. Membership dues, not exceeding \$ 25.00 annually, may be established and required of offenders for participation in an offender organization/club. The sponsoring organization/club shall provide any additional needed financial support. Membership dues shall be paid to the sponsoring community organization/club in accordance with Policy 04-01-104, "Inmate Trust Fund." The Facility Head may approve other methods of fund raising within the facility. Funds raised by an offender organization shall be contributed to the sponsoring organization/club for support of offender group activities.  

The sponsoring organization/club shall provide the facility with a quarterly financial report explaining the use and disbursement of offender dues and/or donated funds. An annual budget shall be submitted to the Facility Head or designee for approval within the first quarter of meeting.
7. No identified member of a security threat group shall be allowed to be a member of any offender organization/club. The verification of membership in a security threat group shall be in accordance with Policy 02-03-105, "Security Threat Groups."
8. An annual report from the sponsoring organization/club and the offender group shall be submitted to the Facility Head or designee. This report shall include: activities for the year, membership, service projects, fund raising activities and a financial report. This report shall be considered in the determination of the offender organization/club continuation.
9. Any "official" writings, notices or literature from the offender organization/club shall be approved by the sponsoring

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organization/club and the Facility Head/designee prior to distribution within the facility or mailing out of the facility.

10. Records of offender organizations/clubs shall be maintained by the Community Involvement Coordinator.

**XIV. SPECIAL VOLUNTEERS (INDIVIDUALS AND GROUPS):**

Special volunteers and volunteer groups shall be those who provide services on a one-time or infrequent basis (four [4] or fewer times annually). Approval of these special volunteers and groups shall be at the discretion of the Facility Head or designee.

State Form 33062, APPLICATION FOR SPECIAL VOLUNTEER PROGRAM, and State Form 46588, SPECIAL VOLUNTEER PROGRAM MEMORANDUM, shall be used for special service volunteer groups.

**XV. SCREENING AND SELECTION OF REGISTERED AND SPECIAL VOLUNTEERS AND VOLUNTEER GROUPS:**

The Facility Head or designee shall ensure that the screening and selection process for registered and special service volunteers and volunteer groups is as follows:

- A. The Community Involvement Coordinator and affected department head shall interview in person all prospective registered individual volunteers and group sponsors of potential registered volunteer groups (Special service volunteers and groups may be interviewed as determined by the Facility Head or designee.);
- B. Prospective volunteers shall complete all state forms required according to their proposed function;
- C. The Facility Head or designee shall review the prospective volunteer applications and program proposals for approval or denial;
- D. Registered volunteer(s) and regular volunteer programs shall be approved for a maximum of one (1) year and may be renewed based on an annual evaluation, continued program need and offender interest; special service volunteers and groups shall require approval for each occasion at the facility;

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- E. Registered volunteers who provide services once per month or more shall provide annual documentation of a negative Tuberculosis test. Facilities may provide the testing if time and resources allow, or they may request the volunteer provide documentation from an outside source.
- F. The Community Involvement Coordinator shall inform the prospective registered individual volunteer or group sponsor of the approval or denial, and, if approved, of relevant information regarding orientation, job assignment, schedule and, if applicable, the need for a picture identification. In the event of a denial, the reason(s) shall be stated.
- G. An identification card showing the individual as a volunteer (or visitor) is required of all community resource volunteers while on facility grounds. If personalized identification cards are used, these shall be accounted for in accordance with facility procedures. When the individual's service is completed, the personalized identification card shall be returned to the facility and disposed of in accordance with facility procedures.
- H. Individuals offering specialized professional services on a volunteer basis shall provide the Facility Head or designee with a copy of their credentials/licenses prior to the rendering of these services. Specialized professional services include, but are not limited to, religious, treatment and educational services.

In accordance with Policy 01-03-101, "The Development and Delivery of Religious Services", State Form 8603, CLERGY AND RELIGIOUS PROFESSIONAL APPLICATION, shall be used for religious professionals and accredited representatives. State Form 47031, CLERGY CONFIDENTIALITY, shall be required of religious professionals providing services that include the possibility of claiming privileged communication. State Form 9238, APPLICATION FOR REGISTERED VOLUNTEER, shall be used for other professionals.

**XVI. LEVELS OF VOLUNTEERS, REQUIRED TRAINING, AND SUPERVISION:**

- A. In order to differentiate the types of services volunteers provide to the facilities, and the training required to complete the services, the following volunteer level designations have been made.
  - 1. Level One (1) Volunteer: A volunteer serving as a staff equivalent, providing support to staff including Unit Team, Religious Services, and Administration on an ongoing basis.

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2. Level Two (2) Volunteer: This individual is part of a group and will have offender contact (e.g. religious services, group tutor, Kairos).
3. Level Three (3) Volunteer: This volunteer is part of a group, and will have little to no offender contact (e.g., choir member, closing ceremony observer, graduation observer).

The level of each volunteer shall be established by the CIC, with approval of Facility Head or designee.

B. In order to provide appropriate supervision to volunteers, the following supervision requirements have been made.

1. Level One (1) Volunteer: This volunteer does not require staff escort and may supervise offenders. At the Facility Head's discretion, this volunteer may draw keys and/or radio after completing appropriate training.
2. Level Two (2) Volunteer: This volunteer must be escorted and there must be a staff member in the immediate area of service. This volunteer is permitted in the chapel, visiting room, gymnasium, and other common areas. This volunteer is permitted individual contact with offender(s)
3. Level Three (3) Volunteer: Department staff must escort this volunteer and be present at all times. This volunteer is permitted in the chapel, visiting room, gymnasium, and other common areas. This volunteer will have no individual contact with offenders other than general greetings/hand shaking.

Level One and Level Two volunteers may be gate released or enter the facility on a regular scheduled, as approved by the Facility Head or designee.

Level Three volunteers must be on a gate release to enter the facility.

C. In order to provide appropriate training to volunteers, the following training requirements shall be met.

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1. Level One (1) Volunteer: This volunteer shall be receive orientation to the facility, TB test, background check, and issued a photo ID. (See Attachment XVII for initial and in-service training requirements)
2. Level Two (2) Volunteer: This volunteer shall receive orientation to the facility, TB test, background check, and issued a photo ID. (See Attachment XVII for initial and in-service training requirements)
3. Level Three (3) Volunteer: This volunteer shall receive orientation to the facility, TB test, background check, and a photo ID issued. (See Attachment XVII for initial and in-service training requirements)

The CIC shall be responsible for conducting orientation to the facility, ensuring Self-Study training/tests are completed, TB testing is completed, background checks are completed, and photo IDs are completed.

Orientation to the facility shall consist of:

- Department and Facility mission, vision and history
- Facility Goals
- Levels of Risk
- Rules and Procedures
- Volunteer Responsibilities
- Requirements for volunteering
- Facility Programming needs
- Facility tour, if possible

Staff Development Emergency Operations certified instructors shall be responsible for Use of Force and Personal Protection instruction and testing.

Staff Development Emergency Operations shall be responsible for maintaining Volunteer Training Self-Study Power Points on the SDEO website, and tracking volunteer training requirement via an electronic database.

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Staff Development Emergency Operations shall be responsible for maintaining volunteer training documentation in program files at the facility level.

**XVII. SCHEDULE OF VOLUNTEER ACTIVITIES:**

The Facility Head or designee shall ensure that all offenders are advised during the facility Admission and Orientation of the availability and nature of volunteer services and the role and responsibility of volunteers. Notice of current volunteer activities shall be posted in offender housing units and/or other appropriate locations.

**XVIII. EVALUATION OF VOLUNTEER SERVICES AND PROGRAMS:**

The Community Involvement Coordinator shall be responsible for ensuring evaluation of each Registered Volunteer's and Group's programming and services annually or at the completion of the service. The result of the evaluation shall be a consideration in the continuation of the program/volunteer. Continuation of service shall require the approval of the Facility Head or designee.

The written evaluation shall include, but is not limited to:

- A. Offender interest;
- B. Achievement of or progress toward goals and objectives;
- C. Attendance and timeliness;
- D. Adherence to facility rules and procedures;
- E. Self-evaluation by the group or individual;
- F. Group or individual's experience of service to the facility; and,
- G. Desire of the group or individual to continue service to the facility.

Every registered volunteer shall be responsible for a self-evaluation regarding their assessment of program, offender interest, fulfillment of program goals, concerns and suggestions, desire to continue and any new or revised goals and objectives.

**XIX. VOLUNTEER SUSPENSION, DISMISSAL OR TERMINATION AND NOTIFICATION:**

All volunteers shall abide by the rules, policies and procedures of the Department and the facility they are serving. The Facility Head has the authority to suspend or dismiss a volunteer or suspend or terminate a volunteer program. For non-

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emergency purposes, the recommendation of the Community Involvement Coordinator and/or department head shall be considered.

Reasons for dismissal or suspension of volunteers or suspension or termination of a volunteer program include:

- A. Unlawful conduct;
- B. Failure to comply with Department policies and procedures and/or facility rules, directives and procedures:
  - 1. Fraternalization with offenders
  - 2. Behavior that threatens the security of the facility or the safety of individuals, or failure to report knowledge of such threats;
  - 3. Non-compliance with training and evaluation procedures;
  - 4. Breach of confidentiality unrelated to safety and security;
  - 5. Unreliable attendance; and,
  - 6. Inability to cooperate with staff
- C. Unsatisfactory job performance;
- D. Group or individual no longer meets the program needs of the facility;
- E. Completion of assignment or program; or,
- F. Other reasons, as deemed appropriate by the Facility Head or designee.

Notification of suspension, dismissal or termination of volunteer shall be the responsibility of the department head who supervised the volunteer. The department head shall contact the volunteer in person or by telephone to notify of the action. The department head shall send the individual a written notification with copies to the Assistant Superintendent of Re-Entry and the Community Involvement Coordinator. The Community Involvement Coordinator shall place the notification in the volunteer's file and shall inform the Administrator.

When a volunteer is dismissed, except in accordance with D. and E. above, the individual shall be prohibited from entering the facility for any reason.

**XX. LIABILITY AND EMERGENCY SERVICES:**

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Volunteers shall enter Department facilities only for scheduled activities/services and at their own risk. They shall accept responsibility for any bodily injury, death or property damage caused by their negligence while serving at the facility.

Emergency services may be provided to those who are volunteering at a facility in accordance with Policy 04-06-103, "The Development, Implementation and Review of Service Programs."

**XXI. VOLUNTEER RECOGNITION:**

The Facility Head, or designee, shall provide a special opportunity to recognize annually the contributions and achievements of volunteers. When deserving, nominations for community awards and the conferring of special facility awards are encouraged.

**XX. DONATIONS:**

The Facility Head or designee may accept monetary and non-monetary donations for specific purposes and programs. Donations shall be accepted in accordance with Policy 04-01-101, "Inventory Accounting."

**XXI. PUBLIC RELATIONS:**

**A. Tours**

The Facility Head or designee shall be responsible for facility tours in accordance with the administrative procedures for Policy 00-03-101, "Distribution of Information." Approved tours may be canceled as deemed necessary by the Facility Head or designee.

**B. Pamphlets**

The Facility Head shall designate staff to develop a brochure, pamphlet, or other such sources of information to present information regarding the facility in accordance with the administrative procedures for Policy 00-03-101, "Distribution of Information."

**C. Community Involvement Advisory Board**

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Every Department facility that houses offenders shall form and host a Community Advisory Board in a manner consistent with the following administrative procedures.

The members of the facility Community Advisory Board shall include individuals in the following listing. Those marked as “Mandatory” must be invited to participate (their actual participation is a voluntary decision). Those shown as “Encouraged” should be invited when possible:

- The Facility Head of the facility (Mandatory)
- A facility staff member appointed by the Superintendent to act as secretary to the Community Advisory Board (Mandatory)
- Approved members of the General Assembly whose district include the County in which the facility operates (Mandatory)
- Judge(s) of the county in which the facility operates (Mandatory)
- Local Elected Officials (Mandatory)
- Representatives from local law enforcement (Encouraged)
- Staff from local community corrections or probation (Encouraged)
- Leaders from local faith community (Encouraged)
- Members of the local media (Encouraged)
- Members of the former Indiana Board of Correction
- Former Offenders (Encouraged)
- Other interested persons from the community (Encouraged)
- One member of the Department’s Executive Staff will attend at Commissioner’s discretion

Members of the General Assembly should not be invited to be a member of a facility’s Community Advisory Board without consulting with, and receiving approval from, the Department’s Legislative Liaison. The goal is to invite members of the General Assembly whose districts include the area in which the facility operates. In areas that include multiple facilities, the goal will be to identify different lawmakers for each facility to include as many members of the Legislative Branch as possible.

Local elected officials may include mayors from nearby cities or towns and should include the local prosecutor. Members of the county council or nearby town council may also be included.

Local law enforcement may include the County sheriff, city police chiefs, or a representative from a nearby Indiana State Police post. Leaders of local faith groups should also be invited and encouraged to attend. Invitations should be made to a diverse array of faith groups, so that

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attendance might be diverse and generally representative of the beliefs of the facility population.

A representative from a local media outlet should also be included. The Department's Chief Communications Officer may be contacted for assistance in contacting media representatives.

Interested persons to invite to the Community Advisory Board may include local business leaders, community activists, offender advocates, victim advocates, or other individuals with a strong interest in corrections.

The purpose of a facility's community advisory boards is:

- To open avenues of communication between the facility and the communities near where it operates;
- To assemble an eclectic group of community stakeholders to observe the operations of the facility from time to time, and to advise facility administrative staff on quality of life issues, and provide diverse perspectives on the effectiveness of facility operations and programs;
- To assist with the recruitment of a diverse and professional workforce;
- To help identify available community resources that could enhance operations of the facility; and,
- To assist with promoting community awareness and understanding of correctional issues, and facility and Department initiatives.

At sites where the Department operates more than one facility within the same geographic area (e.g. Plainfield, Pendleton, LaPorte County, etc.), with agreement of the Facility Heads, a Community Advisory Board can be created that relates to more than a single facility. When a Community Advisory Board presides over more than a single facility, each facility shall be equally represented, and involved.

The Chair of the Community Advisory Board shall be the Facility Head of the facility. In cases in which there is more than one facility per Board, the Facility Heads are to rotate the location of the meeting, with the co-chair presiding over a meeting to be the Facility Head of the facility hosting that particular meeting.

It is expected that each facility's Community Advisory Board will meet at least twice per year (every six months), but can meet more often as the members of the board deem appropriate. Meetings are to be scheduled at least a month in advance and the Commissioner's Chief of Staff advised as

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to the date, time and place of each meeting. Although meetings should often be held at the facility in order to accommodate periodic tours for board members, there are no limitations placed on the time or place of any meeting, which should be scheduled such as to accommodate as many of the board members as possible.

During each meeting of a facility's Community Advisory Board, notes shall be taken by the designated secretary to the board, who will prepare minutes of the meeting to be approved by a majority of attendees at the next meeting. The Facility Head chairing the meeting shall maintain all meeting minutes. A copy of all approved minutes shall be sent to the Commissioner's Chief of Staff.

The Commissioner's Chief of Staff is to be notified of any changes in the composition of facility board membership.

Meetings held at facilities should include a tour for board members to view any aspect or operation of the facility they wish to see, time permitting. Time should also be reserved for the Facility Head to describe new developments pertaining to the facility and/or new initiatives being pursued by the Department. There should also be a time during each meeting in which board members may raise any issue of interest to the community, and provide any recommendations they may have to the Facility Head.

D. Offender service projects

Offender service projects, approved by the Facility Head, are encouraged. Offender service projects are to contribute to the facility or the outside community.

The Community Involvement Coordinator shall maintain records of such projects, which shall be included in the monthly report to the Administrator. A copy of this information shall be made available to the Department's Public Information Officer.

The Facility Head or designee shall assign staff to coordinate service projects.

E. Staff public service and volunteer projects

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Staff working individually and/or together to provide public service and volunteer projects beneficial to the outside community are encouraged. Such activities shall not take place during the staff person's duty hours. The Community Involvement Coordinator may be designated to publicize opportunities for such service, subject to the approval of the Facility Head or designee.

F. Participation on Community Boards, Committees and Task Forces

Staff is encouraged to participate on boards, committees and task forces of community agencies. When participation is requested and appears to be in the best interest of the Department and/or facility, the Facility Head may approve the staff person's participation. Additionally, the Facility Head must approve, in writing, any participation which requires the staff person to be away from his/her job assignment. Any such approval shall be in accordance with all applicable State Personnel Department rules and Department policies and procedures.

**XXII. REPORTS AND RECORDS:**

Personal information related to volunteers shall be considered confidential and shall be maintained in a secured area not accessible by the offender population.

Documentation of volunteer service shall be maintained in accordance with the appropriate records retention schedule. Documentation shall include required state forms, evaluations and termination or resignation notice.

The Community Involvement Coordinator shall submit to the Administrator a standard monthly statistical report, due on the 10th of each month. An annual report approved by the Facility Head shall be sent to the Administrator. The annual report shall include information on the Community Involvement program's operation at the facility and any other information deemed appropriate by the Administrator and Community Involvement Coordinator.

**XXIII. APPLICABILITY:**

These administrative procedures shall be applicable to all Department facilities and staff.

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\_\_\_\_\_  
Signature On File  
Bruce Lemmon, Commissioner

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Date