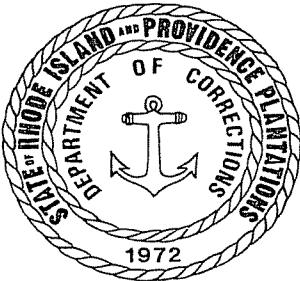
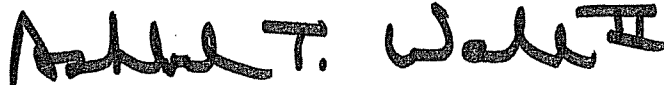


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 7.01-2 DOC	EFFECTIVE DATE: 10/06/14	PAGE 1 OF 6
	SUPERCEDES: 7.01-1 DOC	DIRECTOR: Please use BLUE ink. 	
SECTION: CITIZEN INVOLVEMENT AND VOLUNTEERS		SUBJECT: ACCOUNTABILITY AND PROCEDURES FOR THE UTILIZATION OF COMMUNITY AGENCIES, VOLUNTEERS, 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 4-4114, Volunteer Coordinator; 4-4115, Written Accountability for Volunteers; 4-4116, Volunteer Screening; 4-4119, Volunteer Orientation; RIDOC Policy # 3.14-1 DOC, Code of Ethics and Conduct; 4.03-2 DOC, Orientation and Entrance-Level Training for Non-Correctional Officer Employees; 9.18-4 DOC; Introduction of Unauthorized Items into the Adult Correctional Facilities; 9.23-2 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC; 26.01-3 DOC, Religious Programs and Services; PREA Standard 115.32, 115.77			
INMATE / PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
AVAILABLE IN SPANISH?		<input checked="" type="checkbox"/> 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. All RIDOC unit/program/facility managers process all interns and volunteers through the Internship/Volunteer Coordinator (Correctional Systems) to ensure that such individuals are afforded the required training which will familiarize them 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 3.14-2DOC, 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 this process on a continuing basis.

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2. This position arranges, coordinates, and evaluates all internship placements and facilitates the placement of volunteers interested in providing services to RIDOC.
 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, Religious Programs and Services, or a successive policy.)
 - b. 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;
 - c. 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);
 - 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 internship program on a continuing basis to ensure program effectiveness and efficiency, based on initial and closing interviews with the interns (Attachment 1) and a written evaluation from the supervising RIDOC staff (Attachment 2);
 - f. 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, AA, NA, and Adult Probation and Parole.
2. The Internship/Volunteer Coordinator (Correctional Systems) works with the appropriate facility/unit/program manager (e.g., Professional Services Coordinator, 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 the RIDOC Training Academy-provided New Employee Orientation (NEO). (See policy 4.03-2 DOC, Orientation and Entrance-Level Training for Non-Correctional Officer Employees, 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;
 - d. establishing and maintaining personal boundaries with the inmate population.
3. Interns and volunteers attend four (4) 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.
4. 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.

E. Applicable Forms

During NEO training, the Training Academy Staff ensures all volunteers and interns who donate their time on a regular basis sign a Confidentiality Pledge (Attachment 3) and a Notice of Dangerous Conditions and Assumption of Risk form (Attachment 4).

F. 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 Interdepartmental Project Manager, 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.
4. Knowledge of any contractor, volunteer, intern or employee of an outside agency who engages in sexual abuse of an inmate shall be prohibited from contact with inmates and shall be reported to a supervisor. The Inspectors Office shall report said activity to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.
5. RIDOC shall take appropriate remedial measures, and shall consider whether to prohibit further contact with inmates in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor, volunteer, intern or employee of an outside agency.

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

(TO BE COMPLETED BY INTERN)

Name of Intern: _____ Date: _____

School: _____

DOC Placement/ Facility: _____

Briefly list or describe your duties as an intern: _____

1) Do you feel you were provided with appropriate supervision during your internship experience?
 Yes No Does not apply

2) Was staff available to answer any questions or concerns? Yes No Does not apply

3) Were 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 experience?
 Yes No Does not apply

5) Was substantive work assigned to insure a meaningful internship 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 objective? 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 placement? _____

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

Please return to: Intern/ Volunteer Coordinator, RIDOC, Dix Building, 18 Wilma Schesler Lane,
Cranston, RI 02920 Telephone: (401)462-1737 Fax: (401)462-0375

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

Name of Intern: _____ Date: _____
School: _____
DOC Supervisor: _____
DOC Facility: _____
Starting Date: _____ Ending Date: _____
Please describe the Intern's duties: _____

1. Relationship with others:
 Relates exceptionally well
 Works well with others
 Gets along satisfactorily
 Has difficulty working with others

2. Judgment:
 Exceptionally mature
 Above average
 Average
 Often uses poor judgment

3. Ability to Learn:
 Learns very quickly
 Learns readily
 Average in learning
 Slow to learn

4. Written/ Research skills
 Above average
 Average
 Needs improvement
 Not applicable

5. Attitude/ Application to work:
 Outstanding in enthusiasm
 Very interested and industrious
 Average in diligence and interest
 Somewhat indifferent

6. Dependability:
 Completely dependable
 Above average
 Usually dependable
 Sometimes neglectful or careless

7. Quality of work:
 Excellent
 Very good
 Average
 Below average

8. Frequency of meetings:
 Daily
 2-3 times per week
 Once a week
 Other: _____

9. Attendance:
 Regular
 Irregular

10. Punctuality:
 Regular
 Irregular

11. What are the student's primary strengths?

12. What is the student'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 and phone number of individual completing this evaluation: _____

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 provided at New Employee Orientation (NEO) and the rules and regulations regarding my volunteer activities while at the correctional facility. (Please see policy 7.01-2 DOC, Accountability and Procedures for the Utilization of Community Agencies, Volunteers, Interns and/or Employees of Outside Public or Private Agencies.) 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.

RIDOC
Orientation for Non-Regular Volunteers Entering State Correctional Facilities
Page 2

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