

5. The volunteer service provided; and
6. The preparation date of volunteer I.D. card.

(c) The volunteer I.D. card shall be kept at the front entrance of the correctional facility, and shall be used only for identifying the volunteer by the person on duty at the front entrance. The volunteer I.D. card shall never be carried by the volunteer on or off the premises of the correctional facility. Upon verification of the volunteer identification, the person on duty at the front entrance shall issue a correctional facility I.D. card in accordance with N.J.A.C. 10A:17-2.11.

(d) The Supervisor of Volunteers shall retain all inactive volunteer I.D. cards for a maximum of two years, at which time all inactive volunteer I.D. cards shall be destroyed.

#### **10A:17-2.11 Correctional facility identification card**

(a) When entering the correctional facility, the volunteer shall obtain, at the front entrance, a correctional facility identification (I.D.) card in exchange for some form of personal identification, such as:

1. A driver's license;
2. An employment photo I.D. card; or
3. A passport.

(b) While in the correctional facility, the volunteer shall visibly wear a correctional facility I.D. card.

(c) When the volunteer leaves the correctional facility, the volunteer shall return the correctional facility I.D. card in exchange for his or her personal identification material.

(d) The staff member on duty at the front entrance of the correctional facility shall record the following:

1. Volunteer's name;
2. Date; and
3. Time volunteer entered and left the correctional facility.

#### **10A:17-2.12 Supervision of volunteers**

The Department head to whom the volunteer is assigned shall be considered the volunteer's supervisor.

#### **10A:17-2.13 Performance evaluation**

(a) The Supervisor of Volunteers, along with the volunteer's immediate supervisor, shall evaluate the performance of the volunteer after a trial period of four months using Form 450-III Volunteer Performance Evaluation.

(b) If the evaluation in (a) above is unsatisfactory, a consultation shall be scheduled between the volunteer, the Supervisor of Volunteers, the immediate supervisor and any other appropriate staff member(s).

(c) After the consultation with the volunteer in (b) above has been completed, the Supervisor of Volunteers shall recommend to the Superintendent the retention or termination of the volunteer.

#### **10A:17-2.14 Volunteer service recognition**

The Supervisor of Volunteers may, with approval from the Superintendent, schedule an annual event to acknowledge the contribution of volunteers.

#### **10A:17-2.15 Curtailing, suspending or discontinuing the services of a volunteer**

(a) The Superintendent may curtail, suspend or discontinue the services of a volunteer for reasons which include, but are not limited to:

1. Any breach of confidentiality;
2. Unlawful conduct or breach of correctional facility rules and regulations;
3. Physical or emotional illness;
4. Inability to cooperate with staff;
5. Erratic, unreliable attendance;
6. Violation(s) of the rules of the Volunteer Service Program;
7. Any prohibited conduct contained in the volunteer contract; and
8. Any conduct which threatens the order or security of the correctional facility or the safety of the volunteer.

#### **10A:17-2.16 Inmate violation of Volunteer Service Program rules**

(a) Inmates shall be advised, in writing, of the rules governing the Volunteer Service Program.

(b) Failure of the inmate to comply with the rules of the Volunteer Service Program may result in disciplinary action being taken against the inmate involved.

#### **10A:17-2.17 Volunteer Service Program in community residential facilities**

(a) Each community residential facility which uses the services of volunteers shall develop written policies and procedures which govern the following:

1. Recruiting, screening and selecting of volunteers;
2. Orientation and training of volunteers;
3. Supervision of the services provided by volunteers; and
4. Termination of volunteers.

(b) The policies and procedures outlined in (a) above shall be revised when necessary, and submitted to the office

of the appropriate Assistant Commissioner for review and written approval on or before September 30 of each year.

#### 10A:17-2.18 Volunteer In Parole Program (V.I.P.P.)

This subchapter shall not apply to bona fide participants in the Volunteer In Parole Program (V.I.P.P.), Bureau of Parole, New Jersey Department of Corrections.

#### 10A:17-2.19 Records

(a) The Supervisor of Volunteers shall maintain a current record of the following:

1. All volunteer services;
2. Names and photos of volunteers; and
3. Inmates receiving volunteer services.

#### 10A:17-2.20 Reporting responsibilities

(a) The Supervisor of Volunteers shall prepare monthly and annual reports of volunteer services and submit the reports in accordance with N.J.A.C. 10A:21 Reports.

(b) A list of volunteer applicants who have been approved or rejected shall be included in the monthly report of the Supervisor of Volunteers.

(c) The Supervisor of Volunteers shall submit copies of his or her monthly and annual reports to the Superintendent and the Office of the appropriate Assistant Commissioner.

#### 10A:17-2.21 Procedures and post orders

(a) Each correctional facility shall develop written procedures and post orders to govern the Volunteer Service Program.

1. The Superintendent shall review and sign the procedures and post orders at least annually. Each correctional facility shall update the procedures and post orders in (a) above as necessary.

(b) Each correctional facility shall submit a copy of the written procedures governing the Volunteer Service Program to the office of the appropriate Assistant Commissioner for review and approval on or before September 30 of each year.

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### SUBCHAPTER 3. VOLUNTEERS IN PAROLE PROGRAM (V.I.P.P.)

#### 10A:17-3.1 Eligibility for services provided

All offenders being released from New Jersey State correctional facility shall be eligible for consideration to receive services from a community volunteer.

#### 10A:17-3.2 Volunteer service assignments

(a) Volunteers shall be assigned to duties in accordance with their interests and capabilities. The volunteer's assignments may include, but are not limited to, work performed as:

1. A supervision aide;
2. A professional aide;
3. An administrative aide;
4. A clerical aide; and
5. A student intern.

#### 10A:17-3.3 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.3, Volunteers in Parole Program (V.I.P.P.) Supervisor, recodified to N.J.A.C. 10A:72-9.1.

#### 10A:17-3.4 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.4, District Volunteers in Parole Program (V.I.P.P.) Coordinator, recodified to N.J.A.C. 10A:72-9.2.

#### 10A:17-3.5 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.5, Recruiting Volunteers, recodified to N.J.A.C. 10A:72-9.3.

#### 10A:17-3.6 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.6, Eligibility for service as a volunteer, recodified to N.J.A.C. 10A:72-9.4.

#### 10A:17-3.7 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.7, Volunteer application, recodified to N.J.A.C. 10A:72-9.5.

#### 10A:17-3.8 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.8, Screening process, recodified to N.J.A.C. 10A:72-9.7.

#### 10A:17-3.9 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.9, Volunteer responsibilities, recodified to N.J.A.C. 10A:72-9.7.

#### 10A:17-3.10 (Reserved)

Administrative change.  
See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.10, Volunteer handbook, recodified to N.J.A.C. 10A:72-9.8.

**10A:17-3.11 (Reserved)**

Administrative change.

See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.11, Orientation and training of volunteers, recodified to N.J.A.C. 10A:72-9.9.

**10A:17-3.12 (Reserved)**

Administrative change.

See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.12, Supervision of volunteers, recodified to N.J.A.C. 10A:72-9.10.

**10A:17-3.13 (Reserved)**

Administrative change.

See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.13, Performance evaluation, recodified to N.J.A.C. 10A:72-9.11.

**10A:17-3.14 (Reserved)**

Administrative change.

See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.14, Recognition of volunteers, recodified to N.J.A.C. 10A:72-9.12.

**10A:17-3.15 (Reserved)**

Administrative change.

See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.15, Curtailing, suspending or discontinuing the services of a volunteer, recodified to N.J.A.C. 10A:72-9.13.

**10A:17-3.16 (Reserved)**

Administrative change.

See: 34 N.J.R. 1918(a).

Former N.J.A.C. 10A:17-3.16, Reporting responsibilities, recodified to N.J.A.C. 10A:72-9.14.