

**CHAPTER 17
SOCIAL SERVICES**

Authority

N.J.S.A. 30:1B-6 and 30:1B-10.

Source and Effective Date

R.1998 d.367, effective July 20, 1998.
See: 30 N.J.R. 1720(a), 30 N.J.R. 2619(b).

Executive Order No. 66(1978) Expiration Date

Chapter 17, Social Services, expires on July 20, 2003.

Chapter Historical Note

Chapter 17, Social Services, became effective with Subchapter 9, Referral of Handicapped Children for Adult Educational Services, as R.1986 d.480, effective December 15, 1986. See: 18 N.J.R. 2102(a), 18 N.J.R. 2457(b). Subchapter 2, Volunteer Service Program, Subchapter 5, Religion, and Subchapter 6, Institutional Chaplaincy, were adopted as R.1988 d.241, effective June 6, 1988. See: 20 N.J.R. 167(a), 20 N.J.R. 1224(b). Subchapter 8, Recreation and Leisure Time Activities, was adopted as R.1989 d.470, effective September 5, 1989. See: 21 N.J.R. 665(a), 21 N.J.R. 2793(a). Subchapter 3, Volunteers in Parole Program (V.I.P.P.), was adopted as R.1990 d.488, effective October 1, 1990 (operative October 15, 1990). See: 22 N.J.R. 1981(a), 22 N.J.R. 3149(b).

Pursuant to Executive Order No. 66(1978), Chapter 17, Social Services, expired on December 15, 1991 and was adopted as new rules by R.1992 d.49, effective February 3, 1992. See: 23 N.J.R. 3065(a), 24 N.J.R. 468(a). Subchapter 7, Inmate Marriage, was adopted as R.1992 d.55, effective February 3, 1992. See: 23 N.J.R. 3422(a), 24 N.J.R. 469(a).

Pursuant to Executive Order No. 66(1978), Chapter 17, Social Services, expired on February 3, 1997.

Chapter 17, Social Services, was adopted as new rules by R.1998 d.367, effective July 20, 1998. See: Source and Effective Date.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. GENERAL PROVISIONS

- 10A:17-1.1 Purpose
- 10A:17-1.2 Scope
- 10A:17-1.3 Definitions
- 10A:17-1.4 Forms

SUBCHAPTER 2. VOLUNTEER SERVICE PROGRAM

- 10A:17-2.1 Supervisor of Volunteers
- 10A:17-2.2 Recruiting volunteers
- 10A:17-2.3 Eligibility for Volunteer Service Program
- 10A:17-2.4 Volunteer application
- 10A:17-2.5 Screening process
- 10A:17-2.6 Volunteer Handbook
- 10A:17-2.7 Orientation and training of volunteers
- 10A:17-2.8 Volunteer assignments
- 10A:17-2.9 Scheduling
- 10A:17-2.10 Volunteer identification cards
- 10A:17-2.11 Correctional facility identification card
- 10A:17-2.12 Supervision of volunteers
- 10A:17-2.13 Performance evaluation
- 10A:17-2.14 Volunteer service recognition
- 10A:17-2.15 Curtailing, suspending or discontinuing the services of a volunteer

- 10A:17-2.16 Inmate violation of Volunteer Service Program rules
- 10A:17-2.17 Volunteer Service Program in community residential facilities
- 10A:17-2.18 Volunteer In Parole Program (V.I.P.P.)
- 10A:17-2.19 Records
- 10A:17-2.20 Reporting responsibilities
- 10A:17-2.21 Procedures and post orders

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

- 10A:17-3.1 Eligibility for services provided
- 10A:17-3.2 Volunteer service assignments
- 10A:17-3.3 Volunteers in Parole Program (V.I.P.P.) Supervisor
- 10A:17-3.4 District Volunteers in Parole Program (V.I.P.P.) Coordinator
- 10A:17-3.5 Recruiting volunteers
- 10A:17-3.6 Eligibility for service as a volunteer
- 10A:17-3.7 Volunteer application
- 10A:17-3.8 Screening process
- 10A:17-3.9 Volunteer responsibilities
- 10A:17-3.10 Volunteer handbook
- 10A:17-3.11 Orientation and training of volunteers
- 10A:17-3.12 Supervision of volunteers
- 10A:17-3.13 Performance evaluation
- 10A:17-3.14 Recognition of volunteers
- 10A:17-3.15 Curtailing, suspending or discontinuing the services of a volunteer
- 10A:17-3.16 Reporting responsibilities

SUBCHAPTER 4. SOCIAL WORK AND SERVICES

- 10A:17-4.1 Responsibilities of the Social Work Advisory Committee
- 10A:17-4.2 Composition of the Social Work Advisory Committee
- 10A:17-4.3 Provision of social services
- 10A:17-4.4 Caseload and staffing
- 10A:17-4.5 Staff training
- 10A:17-4.6 Social work manual
- 10A:17-4.7 Reports
- 10A:17-4.8 Records of information

SUBCHAPTER 5. RELIGION

- 10A:17-5.1 Freedom of religious affiliation and voluntary worship
- 10A:17-5.2 Religious proselytizing inmate
- 10A:17-5.3 Inmate attendance at community religious activities
- 10A:17-5.4 Physical facilities and equipment
- 10A:17-5.5 Inmate orientation
- 10A:17-5.6 Scheduling of religious activity
- 10A:17-5.7 Restrictions on congregate religious services
- 10A:17-5.8 Control of religious ritualistic elements
- 10A:17-5.9 Religious diets
- 10A:17-5.10 Request for placement on and removal from the religious vegetarian diet list
- 10A:17-5.11 Religious holidays
- 10A:17-5.12 Receiving and sending religious material
- 10A:17-5.13 Interfaith religious activity within the correctional facility
- 10A:17-5.14 Community volunteers for religious activities
- 10A:17-5.15 Chaplaincy services for inmates confined to the infirmary, hospital or Close Custody Units
- 10A:17-5.16 Chaplaincy services for inmates in satellite units
- 10A:17-5.17 Nontraditional religions
- 10A:17-5.18 Initiating religious groups within the correctional facility
- 10A:17-5.19 Ministerial services to the staff
- 10A:17-5.20 Clergy from the community
- 10A:17-5.21 Files and records
- 10A:17-5.22 Reports

SUBCHAPTER 6. CORRECTIONAL FACILITY CHAPLAINCY

- 10A:17-6.1 Coordinator, Chaplaincy Services
- 10A:17-6.2 Consultation with the Coordinator, Chaplaincy Services

- 10A:17-6.3 Coordination and supervision of religious activities
- 10A:17-6.4 Correctional facility Chaplains
- 10A:17-6.5 Recruiting chaplains
- 10A:17-6.6 Chaplaincy Consulting Committee
- 10A:17-6.7 Selecting chaplains
- 10A:17-6.8 Reports
- 10A:17-6.9 Files and records of the Coordinator, Chaplaincy Services

SUBCHAPTER 7. INMATE MARRIAGE

- 10A:17-7.1 Procedure for submitting a request to marry
- 10A:17-7.2 Decision on requests to marry
- 10A:17-7.3 Committee considerations
- 10A:17-7.4 Notification of decision
- 10A:17-7.5 Social Services Department
- 10A:17-7.6 Correctional facility chaplain
- 10A:17-7.7 Marriage ceremony
- 10A:17-7.8 Reception activities and consummation of the marriage
- 10A:17-7.9 Fees and costs

SUBCHAPTER 8. RECREATION AND LEISURE TIME ACTIVITIES

- 10A:17-8.1 Staff assigned to Recreation and Leisure Time Activities Program
- 10A:17-8.2 Inmate recreation aides or paraprofessionals
- 10A:17-8.3 Physical facilities utilized by the Recreation and Leisure Time Activities Program
- 10A:17-8.4 Recreational equipment
- 10A:17-8.5 Recreation and leisure time needs assessment
- 10A:17-8.6 Scheduling active and quiet recreation
- 10A:17-8.7 Instruction in athletic and other recreation skills
- 10A:17-8.8 Showers
- 10A:17-8.9 Arts and crafts programs
- 10A:17-8.10 Music
- 10A:17-8.11 Publications
- 10A:17-8.12 Films
- 10A:17-8.13 Clubs and special interest groups
- 10A:17-8.14 Entertainment within correctional facilities
- 10A:17-8.15 Community entertainment
- 10A:17-8.16 Staff reference area on recreation
- 10A:17-8.17 Budget requests
- 10A:17-8.18 Report of major recreation and leisure time activities
- 10A:17-8.19 Written procedures

SUBCHAPTER 9. REFERRAL OF HANDICAPPED CHILDREN FOR ADULT EDUCATIONAL SERVICES

- 10A:17-9.1 Definitions
- 10A:17-9.2 Referral process

SUBCHAPTER 1. GENERAL PROVISIONS

10A:17-1.1 Purpose

(a) The purpose of this chapter is to establish policies and procedures for:

1. Volunteer service programs;
2. Social work and services;
3. Religion;
4. Correctional facility/unit chaplaincy services;
5. Inmate marriage;
6. Recreation and leisure time activities; and

7. The referral of handicapped children for adult educational services.

10A:17-1.2 Scope

This chapter shall be applicable to State correctional facilities and State sentenced inmates under the jurisdiction of the Department of Corrections.

10A:17-1.3 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

“Supervisor of Volunteers” means a staff member, within a correctional facility, who is responsible for coordinating and supervising the Volunteer Service Program of the correctional facility and its satellite unit(s).

“Volunteer” means a person who provides services which supplement the functions and activities of employees of the New Jersey Department of Corrections without receiving monetary remuneration or material gain.

10A:17-1.4 Forms

(a) The following forms related to social services shall be reproduced by each correctional facility from originals that are available by contacting the Standards Development Unit, New Jersey Department of Corrections:

1. 370-I Religious Vegetarian Diet; and
2. 450-I Volunteer Application;

(b) The following forms related to the Volunteers in Parole Program (V.I.P.P.) shall be obtained from the Bureau of Parole, New Jersey Department of Corrections:

1. 608.5 V.I.P.P. Volunteer Rules and Responsibilities;
2. 608.6 General Waiver; and
3. 608.7 Volunteer Performance Evaluation.

(c) The following forms related to the Volunteers in Parole Program (V.I.P.P.) shall be reproduced by each District Parole Office from originals that are available by contacting the Special Investigations Division, New Jersey Department of Corrections:

1. IAU-12 Request for Criminal History Record Information; and
2. DOC-345 Application for Clearance and Issuance of a Temporary Identification Card.

Administrative change.
See: 32 N.J.R. 303(a).

- 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.

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 Volunteers in Parole Program (V.I.P.P.) Supervisor

(a) The Volunteers in Parole Program (V.I.P.P.) Supervisor, serving under the Chief, Bureau of Parole, New Jersey Department of Corrections, shall be responsible for the administration of the V.I.P.P. the V.I.P.P. Supervisor shall:

1. Develop and disseminate the policies and procedures of V.I.P.P.;
2. Monitor and evaluate V.I.P.P. activities; and
3. Submit monthly and annual reports on V.I.P.P. activities to the Chief, Bureau of Parole.

10A:17-3.4 District Volunteers in Parole Program (V.I.P.P.) Coordinator

(a) The District Parole Supervisor shall designate a District V.I.P.P. Coordinator who shall be responsible for the coordination and supervision of V.I.P.P. activities within the District Office. The District V.I.P.P. Coordinator shall:

1. Recruit volunteers;
2. Assist in the orientation and training of volunteers;
3. Coordinate the interviewing, screening and approval of volunteers;
4. Assign volunteers to appropriate activities and/or services;
5. Coordinate and monitor the supervision of volunteers; and
6. Prepare annual reports of V.I.P.P. activities.

10A:17-3.5 Recruiting volunteers

(a) Volunteers may be recruited by the V.I.P.P. Supervisor, the District V.I.P.P. Coordinator, or other interested individuals.

(b) Efforts shall be made to recruit volunteers from all cultural and socioeconomic segments of the community.

(c) When recruiting volunteers, emphasis shall be placed on the service to be provided and the qualifications of the prospective volunteer including:

1. Motivation;
2. Interest;
3. Background;
4. Training; and/or
5. Other qualifications which make the prospective volunteer the appropriate person to provide a needed service.

(d) Assistance in recruiting volunteers may be provided by a Department of Corrections staff member who is designated to coordinate volunteer services.

10A:17-3.6 Eligibility for service as a volunteer

- (a) A volunteer shall be at least 18 years of age.
- (b) A former inmate may serve as a volunteer if his or her application is approved by the District Parole Supervisor and the Chief, Bureau of Parole.
- (c) No application to serve as a volunteer shall be denied on the basis of sex, race, religion or national origin.

10A:17-3.7 Volunteer application

(a) Any person desiring to serve as a volunteer may obtain from the District Volunteers in Parole Program (V.I.P.P.) Coordinator the following forms:

1. 450-I Volunteer Application;
2. IAU-12 Request for Criminal History Record Information;
3. 608.5 V.I.P.P. Volunteer Rules and Responsibilities;
4. 608.6 General Waiver; and
5. DOC-345 Application for Clearance and Issuance of a Temporary Identification Card.

(b) The applicant shall complete and sign the forms in (a) above and return such forms to the District V.I.P.P. Coordinator, who shall schedule fingerprinting.

(c) All volunteers shall be fingerprinted.

(d) A copy of all applications shall be submitted by the District V.I.P.P. Coordinator to the Bureau of Parole V.I.P.P. Supervisor who shall:

1. Submit the Form 450-I Volunteer Application to the New Jersey Department of Corrections staff member who has been designated to coordinate volunteer services; and
2. Submit the Form DOC-345 Application for Clearance and Issuance of a Temporary Identification Card to the Special Investigations Division, New Jersey Department of Corrections.

(e) Applicants offering volunteer services in specialized fields requiring licensure or certification shall submit current and valid credentials for verification, along with the application.

Administrative change.
See: 32 N.J.R. 303(a).

10A:17-3.8 Screening process

- (a) Applicants shall be evaluated on the basis of:
 1. Information entered on Form 450-I Volunteer Application;
 2. Information provided at the interview; and

3. Information provided by Form IAU-12 Request for Criminal History Record Information and Form DOC-345 Application for Clearance and Issuance of a Temporary Identification Card.

(b) The District Volunteers in Parole Program (V.I.P.P.) Coordinator shall verify all pertinent information and approve or reject applicants after a thorough review has been made of the qualifications of the applicants and the needs of the District.

(c) The District V.I.P.P. Coordinator shall notify all applicants, in writing, of whether they have been approved or disapproved for participation in the V.I.P.P.

10A:17-3.9 Volunteer responsibilities

(a) All volunteers shall agree to abide by the following rules:

1. Volunteer services shall be provided on a strictly volunteer basis, for which no money, gifts or compensation may be accepted;

2. The volunteer shall attend his or her assigned duties as scheduled by the District Volunteers in Parole (V.I.P.P.) Coordinator;

3. The volunteer shall not discuss Bureau of Parole business with unauthorized persons, and shall maintain confidentiality of information in accordance with N.J.A.C. 10A:22;

4. The volunteer shall not exchange gifts, money, personal services or other favors with any parolee or with any parolee's family or relative;

5. The volunteer shall notify the District V.I.P.P. Coordinator of possible violation of parole rules by a parolee;

6. The volunteer shall not engage in any volunteer activity while under the influence of alcohol or illicit drugs;

7. The volunteer shall not indulge in undue familiarity with parolees;

8. The volunteer shall not remove any case materials from the Bureau of Parole office;

9. The volunteer shall notify the District V.I.P.P. Coordinator if the volunteer desires to visit any State or county correctional facility;

10. The volunteer shall notify the District V.I.P.P. Coordinator of any condition or event which will affect or prevent the volunteer from continued participation in the Volunteer in Parole Program (V.I.P.P.) and;

11. The volunteer shall not participate in any Bureau of Parole law enforcement activity.

10A:17-3.10 Volunteer handbook

(a) The Bureau of Parole shall develop and publish a Volunteers in Parole Program Handbook which shall bear the date of publication on the cover or front page.

(b) The Volunteers in Parole Handbook shall include, but is not limited to:

1. An introduction which summarizes the history, goals and objectives of the Department of Corrections and the Bureau of Parole;
2. A summary of Bureau of Parole policies and procedures;
3. The responsibilities of volunteers as established in this subchapter;
4. A summary of volunteer services and activities as established in this subchapter; and
5. An explanation of the volunteer performance evaluation as established in this subchapter.

(c) Prior to publishing or republishing the Volunteer in Parole Program Handbook, the final draft shall be submitted to the Chief, Bureau of Parole, for review and written approval.

(d) When the approved Volunteers in Parole Program Handbook has been published, the Bureau of Parole shall provide a copy to the Coordinator of Volunteer Services, New Jersey Department of Corrections, and the appropriate Assistant Commissioner to be maintained on file.

(e) Each volunteer shall receive a copy of the Volunteers in Parole Program Handbook prior to assignment to an activity or service.

(f) The contents of the Volunteers in Parole Program Handbook shall be updated every two years.

10A:17-3.11 Orientation and training of volunteers

(a) Each District Office shall provide orientation and training sessions to all volunteers prior to assignment to an activity or service. Orientation and training sessions shall include, but not be limited to:

1. The rules of the Department of Corrections;
2. The rules of the Bureau of Parole;
3. The philosophy, goals, resources and programs of the Bureau of Parole;
4. The duties and responsibilities of volunteers; and
5. The appropriate exercise of authority by volunteers.

10A:17-3.12 Supervision of volunteers

The supervision of volunteers shall be provided by the District Office supervising staff members to whom the volunteers have been assigned.

10A:17-3.13 Performance evaluation

(a) The District Volunteers in Parole Program (V.I.P.P.) Coordinator, along with the volunteer's immediate supervisor, shall evaluate the performance of the volunteer after a trial period of four months, using Form 608.7 Volunteer Performance Evaluation.

(b) A performance evaluation shall include, but not be limited to, the following criteria:

1. Attitude toward work;
2. Relationship with co-workers and staff;
3. Relationship with parolee; and
4. Reliability.

(c) If the evaluation is unsatisfactory, a conference shall be scheduled with the volunteer, the District V.I.P.P. Coordinator, the immediate supervisor and any other appropriate staff member(s).

(d) Following the conference, the District V.I.P.P. Coordinator shall recommend to the District Parole Supervisor the retention or termination of the volunteer.

(e) The performance evaluation of a student intern shall be submitted according to the requirements of the educational institution attended by the student.

(f) A final evaluation using Form 608.7 Volunteer Performance Evaluation shall be completed on all volunteers.

10A:17-3.14 Recognition of volunteers

The Bureau of Parole may schedule an annual event to acknowledge the contribution of volunteers.

10A:17-3.15 Curtailing, suspending or discontinuing the services of a volunteer

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

1. Any breach of confidentiality (see N.J.A.C. 10A:22, Records);
2. An arrest of the volunteer;
3. A physical or emotional illness;
4. The inability to cooperate with staff;
5. Irregular attendance; or
6. Violation of the rules of the Volunteer in Parole Program (V.I.P.P.) as established in this chapter.

10A:17-3.16 Reporting responsibilities

The District Volunteers in Parole Program (V.I.P.P.) Coordinator shall submit annual reports to the V.I.P.P.

Supervisor which shall include a list of all volunteers listed by category for the fiscal year who have been terminated and the corresponding date of action.