

**SUBCHAPTER 2. VOLUNTEER SERVICE
PROGRAM**

Cross References

Community volunteers, see N.J.A.C. 10A:17-5.14.

10A:17-2.1 Supervisor of Volunteers

(a) The Superintendent shall designate a correctional facility staff member to function as the Supervisor of Volunteers if there is no Supervisor of Volunteer Services position.

(b) The Supervisor of Volunteers shall be responsible for the coordination and supervision of the Volunteer Service Program of the correctional facility.

(c) The Supervisor of Volunteers shall:

1. Recruit volunteers;
2. Coordinate the screening, interviewing and approval of volunteers;
3. Develop, schedule and conduct volunteer orientation and training programs;
4. Assign volunteers to appropriate activities;
5. Coordinate and monitor the supervision of volunteers; and
6. Prepare monthly and annual reports of volunteer services pursuant to N.J.A.C. 10A:17-2.20.

10A:17-2.2 Recruiting volunteers

(a) Volunteers may be recruited by the Supervisor of Volunteers or by other interested individuals.

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

1. Motivation;
2. Interest;
3. Background;
4. Training; and/or
5. Other qualifications appropriate for providing a needed service.

10A:17-2.3 Eligibility for Volunteer Service Program

(a) A volunteer must be at least 18 years old to be eligible to participate in the Volunteer Service Program of any correctional facility.

(b) A relative or a friend of an inmate shall not be permitted to participate in the Volunteer Service Program at the correctional facility where that inmate is housed.

(c) A person with an arrest history may participate in the Volunteer Service Program if his or her volunteer application is approved by the Supervisor of Volunteers, the Superintendent and the Office of the appropriate Assistant Commissioner.

(d) Each member of a group wishing to participate in the Volunteer Service Program shall submit an individual application pursuant to this subchapter. Group member applications shall be reviewed, approved or disapproved by the Supervisor of Volunteers.

10A:17-2.4 Volunteer application

(a) Any person desiring to serve as a volunteer may obtain from the Supervisor of Volunteers the following forms:

1. 450-I Volunteer Application;
2. 450-II Volunteer Rules and Responsibilities; and
3. IAU Form 12 Request for Criminal History Background Information.

(b) The applicant shall complete and sign forms in (a) above and return such forms to the Supervisor of Volunteers for review.

(c) Applicants offering volunteer services in specialized fields requiring licensure or certification shall submit copies of certified, current credentials for verification along with the application.

10A:17-2.5 Screening process

(a) Applicants shall be evaluated on the basis of the information provided at the interview, and the information entered on Form 450-I Volunteer Application.

(b) The Supervisor of Volunteers 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 correctional facility.

(c) The Supervisor of Volunteers shall notify all applicants, in writing, of whether they have been approved or disapproved for participation in the Volunteer Service Program.

10A:17-2.6 Volunteer Handbook

(a) Each correctional facility shall develop and publish a Volunteer Handbook which shall bear the date of publication on the cover or front page.

(b) Each volunteer shall receive a copy of the Volunteer Handbook prior to assignment of any correctional facility activity.

(c) The contents of the Volunteer Handbook shall be updated every two years.

(d) Prior to publishing or republishing the Volunteer Handbook, the final draft shall be submitted to the Office of the appropriate Assistant Commissioner for review and written approval.

(e) When the approved Volunteer Handbook has been printed, the correctional facility shall submit a copy to the Office of the Chief of Staff and to the appropriate Assistant Commissioner's office to be maintained on file.

(f) The Volunteer Handbook shall include, but is not limited to:

1. An introduction which summarizes the history, goals and objectives of the Department of Corrections and correctional facility;
2. A summary of correctional facility rules, regulations and useful practices;
3. The guidelines for interaction with inmates;
4. The responsibilities of volunteers;
5. A summary of services currently being provided by volunteers; and
6. An explanation of the volunteer performance evaluation.

10A:17-2.7 Orientation and training of volunteers

(a) Each correctional facility shall provide orientation and training sessions to all volunteers prior to assignment to any correctional facility service.

(b) Orientation and training sessions shall include, but are not limited to, the following topics:

1. Rules of the Department of Corrections;
2. Rules of the correctional facility;
3. Philosophy, goals, resources and programs of the correctional facility;
4. Duties and responsibilities of volunteers; and
5. Appropriate exercise of volunteer authority.

10A:17-2.8 Volunteer assignments

(a) Volunteers shall be assigned to correctional facility services in accordance with the volunteer's interests and capabilities and in accordance with the needs of the correctional facility. Services to which volunteers may be assigned shall include, but are not limited to:

1. Tutoring;
2. Crafts;
3. Recreation;
4. Vocational placement;
5. Group or individual counseling; and
6. Religious activities.

10A:17-2.9 Scheduling

(a) The services of the Volunteer Service Program shall be coordinated and scheduled by the Supervisor of Volunteers and approved, in writing, by the Superintendent or designee.

(b) The Supervisor of Volunteers shall post a schedule of current volunteer services on the bulletin board of each housing unit. The schedule of volunteer services shall indicate the following:

1. Kind of service provided;
2. Day(s) provided;
3. Time (beginning/ending);
4. Location; and
5. Individual or group(s) providing service.

(c) Any additions or changes in volunteer services shall be promptly posted on the bulletin board of each housing unit by the Supervisor of Volunteers.

(d) When time or space is limited, or when the delivery of volunteer services conflicts with the normal operation of the correctional facility, the Superintendent or designee shall determine whether volunteer services shall be limited, suspended or discounted.

10A:17-2.10 Volunteer identification cards

(a) A volunteer identification (I.D.) card shall be prepared for each volunteer.

(b) The volunteer I.D. card shall include:

1. A photograph of the volunteer;
2. The name and address of the volunteer;
3. The home and work telephone number of the volunteer;
4. The agency or group represented by the volunteer;
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.