

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.

Amended by R.2003 d.403, effective October 20, 2003.

See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (a), substituted "Administrator" for "Superintendent".

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 Administrator and 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.

Amended by R.2003 d.403, effective October 20, 2003.

See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (c), substituted "Administrator" for "Superintendent".

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-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.

Amended by R.2003 d.403, effective October 20, 2003.

See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (a)3, deleted the word "Form".

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 Volunteer Handbook shall be reviewed every two years and updated accordingly.

(d) Prior to publishing or republishing the Volunteer Handbook, the final draft shall be submitted to 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

Commissioner or designee 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 including, but not limited to, notification that all volunteers, their belongings and vehicles are subject to searches while on the premises, or in a facility under the jurisdiction of the Department of Corrections in accordance with N.J.A.C. 10A:18-6, Visits;
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.

Amended by R.2001 d.197, effective June 18, 2001.

See: 32 N.J.R. 2637(a), 33 N.J.R. 2082(a).

Rewrote (c); rewrote (f)2.

Amended by R.2002 d.65, effective March 4, 2002.

See: 33 N.J.R. 3857(a), 34 N.J.R. 1027(a).

In (e), substituted "Commissioner or designee" for "Chief of Staff".

Amended by R.2003 d.403, effective October 20, 2003.

See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (e), deleted "the Office of" preceding "the appropriate Assistant"; in (f), deleted "the Office of" preceding "the Commissioner".

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 Administrator 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 Administrator or designee shall determine whether volunteer services shall be limited, suspended or discontinued.

Amended by R.2003 d.403, effective October 20, 2003.

See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In substituted "Administrator" for "Superintendent" throughout; in (d), substituted "discontinued" for "discounted" following "suspended or".

10A:17-2.10 Volunteer photo identification cards and index data files

(a) A volunteer photo identification (I.D.) card shall be prepared and a volunteer index data file shall be created for each volunteer.

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

1. A photograph of the volunteer;
2. The name of the volunteer;
3. The agency or group represented by the volunteer;
4. The volunteer service provided;
5. The date the volunteer photo I.D. card was issued; and

6. The expiration date that is three years from the date of issue.

(c) The index data files for volunteers shall include:

1. All information indicated in (b) above from the volunteer photo I.D. card;
2. The home address and telephone number of the volunteer; and
3. The work telephone number of the volunteer.

(d) The index data files for volunteers shall be kept at the front entrance of the correctional facility, and shall be used only by authorized staff for identifying volunteers. Upon verification of the volunteer identification, the staff member on duty at the front entrance shall issue the volunteer photo I.D. card in accordance with N.J.A.C. 10A:17-2.11.

(e) The Supervisor of Volunteers shall retain all inactive volunteer photo I.D. cards and index data files in accordance with the approved record retention schedule.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).
Rewrote the section.

10A:17-2.11 Correctional facility access

(a) When entering the correctional facility, the volunteer shall obtain at the front entrance his or her volunteer photo 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;
3. A passport;
4. A valid county, State or Federal I.D. card; or
5. A Medicaid/Medicare or similar card.

(b) While in the correctional facility, the volunteer shall visibly wear his or her volunteer photo I.D. card.

(c) When the volunteer leaves the correctional facility, the volunteer shall return the volunteer photo 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.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

Substituted references to volunteer photo for references to correctional facility; in (a), added 4 and 5.

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 Administrator the retention or termination of the volunteer.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (c), substituted "Administrator" for "Superintendent".

10A:17-2.14 Volunteer service recognition

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

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

Substituted "Administrator" for "Superintendent".

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

(a) The Administrator 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.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (a), substituted "Administrator" for "Superintendent" in the introductory paragraph.

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 residential community programs

(a) Each residential program which uses the services of volunteers shall develop written internal management 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 internal management 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.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (a), substituted "residential program" for "community residential facility" in the introductory paragraph and substituted "internal management" for "policies and" throughout.

10A:17-2.18 (Reserved)

Repealed by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

Section was "Volunteer in Parole Program (V.I.P.P.)".

10A:17-2.19 Records

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

1. All volunteer services;
2. The volunteer index data file information as set forth at N.J.A.C. 10A:17-2.10; and
3. The name and inmate number for inmates receiving volunteer services.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).
In (a), rewrote 2 and 3.

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 the monthly and annual reports to the Administrator and the office of the appropriate Assistant Commissioner.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

In (c), deleted gender references and substituted "Administrator" for "Superintendent".

10A:17-2.21 Internal management procedures and post orders

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

1. The Administrator shall review and sign the internal management procedures and post orders at least annually. Each correctional facility shall update the internal management 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 appropriate Assistant Commissioner for review and approval on or before September 30 of each year.

Amended by R.2003 d.403, effective October 20, 2003.
See: 35 N.J.R. 2780(a), 35 N.J.R. 4894(b).

Inserted "internal management" preceding "procedures and post orders" throughout and substituted "Administrator" for "Superintendent" in (a)1.

SUBCHAPTER 3. (RESERVED)**SUBCHAPTER 4. SOCIAL WORK AND SERVICES****10A:17-4.1 Responsibilities of the Social Work Advisory Committee**

(a) A Central Office liaison appointed by the appropriate Assistant Commissioner shall establish a Social Work Advisory Committee to serve in an advisory capacity to the Department of Corrections Commissioner, or designee, correctional facility Administrators and unit Administrators on matters related to social work and services.

(b) Correctional facility/unit Administrators shall refer issues concerning personnel, training and other matters that are directly related to social work or services to the Social Work Advisory Committee.