

PURPOSE:

The purpose of this policy is to describe the Community Volunteer Program by which citizens are identified and approved to provide volunteer services to the inmate population. It is recognized that private citizens serving as community volunteers can be a valuable resource for the Burke-Catawba District Confinement Facility. Volunteers represent a unique resource for working with the offender population by supplementing staff, providing goods and services not otherwise available, and bridging the gap between detention facilities and communities.

COMMUNITY VOLUNTEER:

- A volunteer is any person who provides goods or services of his/her own free will and do so for no financial gain. A Community Volunteer for Burke-Catawba District Confinement Facility must complete the required application, security background check, and training.

ELIGIBILITY CRITERIA:

- Any citizen at least 21 years of age who meets the security criteria and is of good character and sufficiently mature to handle the responsibilities involved is eligible for consideration to become a community volunteer.
- A Community Volunteer Program Application must be completed by each individual who wishes to provide an ongoing service as a volunteer.
- A background investigation will be conducted on each potential volunteer. This investigation will follow the same general procedure used for applicants for employment. The investigation must be completed before the certification process is completed and an identification card is issued. Background checks must be conducted annually to confirm the volunteers continuing eligibility to provide services. Signed verification of the background check will be kept on file in a secure location at the facility and shall be confidential.
- Individuals with criminal records may be considered to serve as volunteers after one year of unsupervised involvement in the community with no additional arrests. Individuals who have been convicted of sexually related offenses are prohibited from serving as Community Volunteers. This also applies to all individuals identified as sex offenders.
- An immediate relative of an inmate may not provide services as a volunteer for the inmate nor can they provide volunteer services at the facility. Immediate relative is defined as parent, child, step-parent, step-child, siblings, grandparents, aunt/uncle, spouse (married or common law), nephew/niece or in-laws.
- Persons who have or have had an intimate, romantic or unduly familiar personal relationship with an inmate including, but not limited to intimate, romantic or unduly familiar physical contact, conversation or correspondence may not provide volunteer services for that inmate nor may they provide volunteer services at the facility.

- Burke-Catawba District Confinement Facility employees and their immediate families are not eligible to serve as community volunteers.
- The approving authority for community volunteers is the Facility Head or designee.

CERTIFICATION PROCESS:

- A personal interview will be conducted for each prospective volunteer. This provides an opportunity to assess the potential volunteer's skills and interests.
- The volunteer application and other information are reviewed, confirmed and evaluated.
- The volunteer application, job descriptions and knowledge of facility's needs, are used to determine if the applicant is acceptable as a volunteer and to determine their placement.
- The applicant will submit a written description of the service to be provided.

TRAINING:

- Each Volunteer shall sign guidelines pertaining to the Rules and Regulations concerning the handling of their identification card, signing in and out of the facility, the expectations of his or her role, dress codes, what may be taken in or out of the facility, undue familiarity with inmates, PREA, how to respond if the facility goes into an emergency mode of operation, security practices, confidentiality of information and any other information deemed pertinent to the volunteer's role. The completion of the orientation is to be documented and maintained on file at the facility.
- Upon completing the required training program, a volunteer who will be providing a service on an ongoing basis at a facility will be certified and issued a blue identification card.
- The facility coordinator shall ensure that a current listing of all approved, terminated and restricted volunteers is on file at the facility and is utilized by appropriate staff to verify approved entrance into the facility.

LOGISTICS:

- The facility coordinator will make arrangements with the community volunteer to determine the time, frequency, and location for the program/service to be provided.
- A Community Volunteer Service Program schedule will be made and posted in the Control Room. The schedule will include the name of the program, volunteer(s) name, time of the program, day of the week the program is to be held, inmates to attend the program, and location of the program.
- Community volunteers are to present their community volunteer cards to the officer at the control room along with a pictured ID card such as a driver license for visitor registration.
- Community volunteers will not have to be escorted in the facility but are restricted to the approved program location.

RESPONSIBILITIES:

The facility Classification Officer will be designated as the facility Community Volunteer Coordinator (CVC). The CVC will maintain all Community Volunteer information, applications, programs schedules, and inmate participant information. The CVC will provide the necessary volunteer training and process all volunteer applications. The CVC will provide all application information to the facility Administrator/designee for approval. The CVC will issue the CVC card to the applicant upon approval and completion of training.

The Officer-in-Charge will cooperate and consult with the CVC regarding any Community Volunteer Program issue. The Officer-in-Charge will make sure all employees are familiar with this policy and adhere to this policy.

UNDUE FAMILIARITY:

Undue Familiarity Is Prohibited

Undue familiarity includes horseplay, betting, trading, and dealing, socializing, sharing or giving food, delivering or intending to deliver contraband, personal conversation, exchanging correspondence, including social networking via the intranet. It also includes conversations or correspondence that demonstrates or suggests a romantic or intimate relationship between an offender and the Community Volunteer, sexual misconduct, or in any other manner developing a relationship with an offender which is anything other than a Community Volunteer/offender relationship.

Community Volunteer Authorization for Release of Information

I am an applicant for Community Volunteer Services at Burke-Catawba District Confinement Facility. I understand that it is necessary to determine my suitability for providing community services at the named district confinement facility. I understand that it is in the public's interest that all relevant information be provided to Burke-Catawba District Confinement Facility concerning my personal information for determining my suitability as a Community Volunteer.

I understand that the information provided on the **APPLICATION FOR VOLUNTEER SERVICE** will be reviewed and investigated for accuracy by Burke-Catawba District Confinement Facility. I do hereby request any former and present employer, certification/licensing commission, business establishment, and any other individual agency to produce and provide copies of any and all information to Burke-Catawba District Confinement Facility whether of a privileged or confidential nature.

Moreover, I hereby release Burke-Catawba District Confinement Facility, Burke County Sheriffs' Department, and Catawba County Sheriffs' Department from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my application for Community Volunteer Services. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I hereby acknowledge that this authorization is valid for one (1) year or until the Community Volunteer Application or investigative process has been completed, whichever is later.

A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

STATE OF NORTH CAROLINA
COUNTY OF _____

Subscribed and Sworn to before me, this the

_____ (Applicant Signature)

_____ day of _____, 20____.

Printed Name: _____

(Notary Signature)

Address _____

Expires: _____

Phone: _____

VOLUNTEER OPPORTUNITIES AT BURKE-CATAWBA DISTRICT CONFINEMENT FACILITY

- Assisting with religious related activities such as worship services or study of scriptures.
- Participating with an organized group such as Alcoholics or Narcotics Anonymous.

GUIDELINES FOR VOLUNTEERS:

- You must be willing to be trained and supervised by staff. Do not criticize what you do not understand, but ask for an explanation.
- You need to be time responsible, arriving and leaving on time unless there is good reason to do otherwise. If you cannot be on location at the appointed time, please notify staff.
- You will be supervised by a staff member. If you have any questions such as what constitutes contraband or what should be considered confidential, ask a staff person.
- Do not become unduly familiar with inmates. Your personal life is not to be discussed with an inmate. You are not to give your address or phone number to an inmate. You are not to have any contact with an inmate directly or indirectly (*through other people*) outside of the facility.
- Persons who have or had an intimate, romantic or unduly familiar personal relationship with an inmate including, but not limited to intimate, romantic or unduly physical contact, conversation or correspondence may not provide volunteer services for that inmate nor may they provide volunteer services at Burke-Catawba District Confinement Facility as long as the inmate is there.
- Profane language is prohibited in the facility.
- Immediate relatives of an inmate may not serve as a volunteer for the inmate nor can they provide services at Burke-Catawba District Confinement Facility as long as the inmate is there. Immediate relative is defined as parent, child, stepparent, stepchild, siblings, grandparents, aunt/uncle, spouse (*married or common law*), nephew/niece or in-laws.
- There is no right to serve as a Community Volunteer at any time at Burke-Catawba District Confinement Facility. The certification of a Community Volunteer may be withdrawn at the discretion of the Administrator/designee.
- Community Volunteers are not authorized to bring individuals into Burke-Catawba District Confinement Facility as guest volunteers without first completing all required steps to be a certified Community Volunteer.

COMMUNITY VOLUNTEER TRAINING

INMATE INTERACTION:

Do Not:

- Criticize what you do not understand. Ask for an explanation.
- Make promises you cannot keep. Disappointment can cause hostile behavior.
- Overreact to an inmate's hostility. Immediately report any inmate hostility to a staff person.
- Ask why an inmate is in jail. Allow the inmate to volunteer the information if he/she wishes.
- Visit the inmate's family or friends without his/her knowledge and consent.
- Talk down to an inmate.
- Express physical affection.
- Dawdle when your scheduled time is up.
- Carry anything into or out of the jail without approval from the Administrator/designee.
- Pass messages or letters to or from inmates.
- Violate any State or Federal Laws.
- Bring inmates any item including but not limited to cell phones, tobacco, alcohol, weapons, food, or drugs. Any item brought into the confines of the jail must be approved by the Administrator/designee.
- Borrow anything from an inmate.
- Lend anything to an inmate.
- Accept any gift or personal service from an offender.
- Tip an inmate.
- Make gifts to or perform services for an inmate.
- Sell or give any inmate any intoxicating drink, barbiturate, or stimulating drug, or any narcotic, poison or poisonous substance to an inmate.
- Convey to or from an inmate any letters or oral messages or any instrument or weapon by which to effect an escape, or that will aide in an assault or riot.
- Trade with an inmate.
- Use abusive, indecent, or profane language in the presence of an inmate.
- Curse an inmate.

SPECIFIC LAWS REGARDING PRISONERS:

§ 14-258. Conveying messages and weapons to or trading with convicts and other prisoners.

If any person shall convey to or from any convict any letters or oral messages, or shall convey to any convict or person imprisoned, charged with crime and awaiting trial any weapon or instrument by which to effect an escape, or that will aid him in an assault or insurrection, or shall trade with a convict for his clothing or stolen goods, or shall sell to him any article forbidden him by prison rules, he shall be guilty of a Class H felony: Provided, that when a murder, an assault or an escape is effected with the means furnished, the person convicted of furnishing the means shall be punished as a Class F felon.

COMMUNITY VOLUNTEER CARDS:

Community Volunteer Cards issued to an approved Community Volunteer remains the property of Burke-Catawba District Confinement Facility. Such cards are the sole responsibility of the approved Community Volunteer and must remain in the possession of the approved volunteer. Such cards are not to be duplicated in any manner. The card must be presented to the Control Room officer upon entry into the facility in addition to an approved ID. Such cards are to be returned to Burke-Catawba District Confinement Facility upon notification by the Administrator/designee. Community Volunteer Cards are valid for a period of one year and must be renewed upon expiration.

FACILITY REGISTRATION:

Prior to entering the confines of Burke-Catawba District Confinement Facility, the Community Volunteer must present the Community Volunteer Card and valid approved identification to the Control Room officer. The volunteer must register as a facility visitor.

COMMUNITY VOLUNTEER DRESS CODE:

Shirts and shoes are mandatory. Halter tops, bare midriffs, strapless tops, tube tops, body suits, underwear-type tee-shirts, tank tops, sleeveless shirts or dresses that are inappropriately revealing (a sleeveless shirt or dress is considered inappropriately revealing when the female breast or lingerie can be seen), fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any visitor (male or female).

Females may wear dresses or skirts. Dresses or skirts may not be above the kneecap. Slits in skirts and dresses may not be above the kneecap.

Any shirt or other articles of clothing with a picture or language that may be considered profane or offensive by current public STG (gang) related will not be allowed. Wave caps, doo rags, bandanas are not allowed.

Slacks and pants are to be worn at or above the waist. Spandex clothing is prohibited.

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PRISON RAPE ELIMINATION ACT (PREA):

Burke-Catawba District Confinement Facility has a ZERO TOLERANCE policy regarding sexual abuse.

§ 14-27.7. Intercourse and sexual offenses with certain victims; consent no defense.

(a) If a defendant who has assumed the position of a parent in the home of a minor victim engages in vaginal intercourse or a sexual act with a victim who is a minor residing in the home, or if a person having custody of a victim of any age or a person who is an agent or employee of any person, or institution, whether such institution is private, charitable, or governmental, having custody of a victim of any age engages in vaginal intercourse or a sexual act with such victim, the defendant is guilty of a Class E felony. Consent is not a defense to a charge under this section.

FACILITY EMERGENCY:

Should an emergency occur within Burke-Catawba District Confinement Facility, the Community Volunteer will remain at the assigned location. A Detention Officer will take control of the area and give direction to the Community Volunteer. The Detention Officer will escort the Community Volunteer from the facility as soon as it is safe and possible.

CONFIDENTIAL INFORMATION:

A Community Volunteer is not to divulge information to an inmate that is of a confidential nature. Any information regarding the operation of the facility will be considered confidential and not to be discussed with an inmate. Information regarding the treatment of an inmate is confidential information and not to be discussed with the inmate. Any information regarding the charge(s) or case for which the inmate is housed at Burke-Catawba District Confinement Facility is confidential and is not to be discussed with the inmate.