

I. PURPOSE

To establish guidelines and procedures for citizens who volunteer to participate in inmate programs of the Fairfax County Adult Detention Center.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that all citizens who participate as inmate program volunteers:

- A. Perform professional services only if certified, licensed, and qualified to do so
- B. Abide by all facility policies and procedures, including confidentiality and security concerns
- C. Are officially self-registered through the Fairfax County Volunteer Management System and follow an approved identification system
- D. Coordinate their activities in conjunction with the Supervisor, Inmate Programs & Recreation Section, Services Branch, Support Services Division as well as their program coordinator
- E. Receive appropriate training and an in depth orientation in applicable policies and procedures of the Adult Detention Center (ADC)
- F. Are kept informed of changes to policies and procedures that affect their activities in the Adult Detention Center

III. PROCEDURE

- A. Per SOP 219, Section III., Sub Section I., the overall administration of inmate programs in the Adult Detention Center is the responsibility of the Supervisor, Inmate Programs & Recreation Section. The Supervisor, Inmate Programs & Recreation Section provides overall administrative support relating to the involvement of citizen volunteers in inmate programs. Staff responsibilities for programs will follow guidelines in SOP 219 Section III., G.
- B. Any citizen in good standing in the community and 21 years of age or older may apply to be a volunteer. ADC inmate programs volunteers are used in the sections identified below:
 - 1. Programs Administration, Leisure Library, and Law Library
 - 2. Alcohol and Drug Services
 - 3. Adult Education or Alternative Education
 - 4. Chaplain's Office
 - 5. Opportunities, Alternatives, and Resources, Inc. (OAR)
- C. Prospective volunteers may be recruited by any staff as indicated in Section III, Subsection B, 1-5. Volunteers can be recruited from local colleges and universities, churches, treatment programs, civic organizations, and Volunteer Fairfax. Volunteer lines

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of authority are:

1. Chaplain's Office: All religious volunteers
 2. Alcohol and Drug Services (ADS): Volunteers performing services for all substance abuse programs
 3. Opportunities, Alternatives, and Resources, Inc. (OAR): All OAR volunteers, including volunteers working in the ADC lobby. A current list of lobby volunteers shall be given to the Programs Section as necessary
 4. Education Section and Alternative Education: All volunteers helping in educational classes, including tutoring
 5. Programs Section (Administration): All volunteers servicing the Leisure Library, the Law Library, and assisting in the Programs office
- D. Volunteers apply on-line through the Fairfax County Volunteer Management System and enroll in one of the advertised Sheriff's Office opportunities.
- E. The ADC program sections volunteer coordinators will consider the applicant's qualifications and conduct an interview with the applicant. Volunteers performing professional services shall also submit copies of professional certifications and licenses. The interviewer will either recommend the applicant for volunteer service, or not recommend the applicant.
- F. Once the coordinator vets the applicant, the applicant must submit a **Volunteer/Support Staff Form** (Attachment 1) to complete a criminal background check. No individual will be permitted to participate in inmate program activities or services until he or she has been thoroughly screened, has had his or her credentials checked, and a background check performed. The Programs Section supervisor reserves the right to require submission of the applicant's social security number if deemed necessary. If any information is found to be false, the volunteer application will be rejected. A criminal history background check will include:
1. National Criminal Information Center (NCIC) check
 2. Virginia Criminal Information Network (VCIN) check
 3. Fairfax County Police warrant desk check
 4. Adult Detention Center SIMS check
- G. Upon completion of the background check, the volunteer application will be submitted to the Supervisor, Inmate Programs & Recreation Section for final approval. In situations where there is no need for a volunteer's services, the appropriate volunteer coordinator will be advised. That volunteer coordinator is then responsible to notify the applicant. If an adverse background is discovered, the Inmate Programs supervisor will contact the applicant directly.
- H. The Supervisor, Inmate Programs & Recreation Section may approve ex- offenders as volunteers on a case by case basis. The criteria that the Supervisor, Inmate Programs & Recreation Section may consider for ex-offender volunteer involvement are as follows:
1. Not wanted by law enforcement or court authorities for any criminal charge or a civil matter
 2. Incurred no charges, arrests, convictions or incarcerations within the past 4 years

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and have been off of probation and parole for the past 4 years

3. ADS volunteers must have abstained from alcohol and drug usage or have been sober for at least 5 years
- I. Training will be scheduled and conducted by a Supervisor, from the Inmate Programs Section. The training will be documented on the training sign in sheet. Volunteer trainees will also sign an **Entrance Agreement** (Attachment 2). The training will consist of:
1. Functions and roles of ADC programs
 2. Staff roles, including lines of authority, responsibility and accountability of volunteer services
 3. ADC Classification
 4. Inmate subculture, behavior and problems
 5. Inmate and volunteer rules and regulations as designated in the *Volunteer's Handbook* and the *Inmate's Handbook*. While in the ADC on official business, all volunteers shall be governed by the rules and procedures of the facility
 6. Confidentiality concerning security procedures and dealing with inmates
 7. Health concerns: Staff and inmates
 8. Resisting inmate manipulation
 9. Sexual harassment
 10. Cultural diversity
 11. Emergency/hazardous situations
 12. An in depth tour of the Adult Detention Center to include entry and exit points, communications with staff, emergency procedures, facility security, and the duties of deputies
 13. Upon completion of general training (1-12), each section will ensure that the volunteers conducting programs and mentoring receive additional training in their areas prior to assignment
- J. The Programs supervisor will enter the data from the volunteer application into a computer database for preparation to issue an Identification Badge, which includes a photograph of the volunteer and level of access within the ADC.
1. Volunteer entry into the ADC will follow procedures in SOP 529.
 2. Per SOP 529, ADC Volunteer Identification Badges are designated ADC 1, ADC 2 and ADC 3.
 - a. ADC 1 badge holders are authorized access to professional visiting, programs staff offices, classroom areas, and may enter inmate-housing areas only with the permission of the post/unit deputy.
 - b. ADC 2 badge holders are authorized access to professional visiting, programs staff offices, and classroom areas. ADC 2 badge holders are not allowed in inmate housing areas.
 - c. ADC 3 badge holders are authorized access to professional visiting areas only. They are not permitted access to any other areas of the ADC.
 - d. All newly trained volunteers are designated ADC 2 or ADC 3 badge holders. If a programs section supervisor or volunteer coordinator requests that a volunteer be upgraded to ADC 1, he or she must request approval in writing to the Supervisor, Inmate Programs & Recreation

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Section stating the reasons for the request.

- e. Volunteers and college interns who give an extraordinary amount of time working in a program section may be upgraded to a staff identification badge at the discretion of the Supervisor, Inmate Programs & Recreation Section. Volunteers who are upgraded to staff may enjoy limited staff privileges.
 - 3. If an identification badge is lost or stolen, the volunteer must report this to a Programs Supervisor and their volunteer coordinator as soon as possible and arrangements will be made for a replacement.
- K. Active/Inactive status: All ADC volunteer coordinators are responsible for tracking the active and inactive status of their respective volunteers.
- 1. Active volunteers are those who enter the ADC on a regular basis and are significantly involved in mentoring, counseling, assisting staff, and conducting programs.
 - 2. Inactive volunteers are those who enter the ADC very infrequently and have shown little or no involvement with programs and inmates.
 - 3. If a volunteer coordinator deems that a volunteer is on or should be placed on inactive status, the volunteer will be e-mailed to confirm inactive status and a request to return the volunteer's identification badge. Once confirmation is received in writing and the badge is returned to the Volunteer Coordinator, it will be destroyed. The volunteer's name will also be removed from the active database.
 - 4. Inactive volunteer files will be maintained in the Fairfax County Volunteer Management System archives. Volunteers who are inactive more than 1 year must go through re-training.
- L. Any Adult Detention Center volunteer may submit a suggestion concerning agency policies, procedures, and regulations to the Supervisor, Inmate Programs & Recreation Section. The appropriate level of management will consider all suggestions.
- M. Suspension/Termination: A volunteer may have his or her volunteer privilege suspended or terminated by the Supervisor, Inmate Programs.
- 1. The following reasons are grounds for termination or suspension:
 - a. The volunteer is charged with a criminal offense or is under investigation for criminal misconduct or negative behavior
 - b. The volunteer violates a volunteer rule that he/she agreed to follow as outlined in the *Volunteer's Handbook* or engages in conduct which could jeopardize the safety of himself, herself, an inmate, or Sheriff's Office personnel
 - c. The volunteer engages in behavior or conduct that is not appropriate for a confinement facility or violates the rules and procedures of the Adult Detention Center
 - d. The program or service involving the volunteer has been eliminated

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- e. The volunteer fails to cooperate with the management and operation of the Programs Section or Volunteer Coordinators
- 2. Suspension may range from 1 to 60 days depending on the circumstances of the violation.
- 3. In all cases of suspension or termination, the volunteer will be notified and will be asked to immediately return his or her identification badge. In cases of suspension, dates indicating the specific length of suspension will be stated either verbally or in writing.
- 4. In the case of all suspensions or terminations, volunteers have the right to appeal to the Inmate Programs & Recreation Section supervisor. Appeals must be in writing and received by the Inmate Programs & Recreation Section supervisor within ten calendar days. The supervisor will respond to the volunteer in writing within five calendar days. His or her determination will be final.
- N. Records: the Programs Section will maintain Volunteer sign in/out logs. Volunteers are instructed to log their hours on the Fairfax County Volunteer Management System. Volunteer hours will be compiled monthly and submitted in the Programs Section's annual report.
- O. New or revised policies that affect volunteer activities will be disseminated by memorandum from the Supervisor, Inmate Programs & Recreation Section to the agencies and organizations engaged in ADC program activities. Volunteers will receive notice by memorandum, revisions to the *Volunteer's Handbook*, and by posting information on the volunteer bulletin board located in the Volunteer Locker Room.
- P. The contents of this standard operating procedure and the *Volunteer's Handbook* will be reviewed annually by the Inmate Programs Supervisor, and the Chief, Services Branch and updated as necessary.



**STACEY A. KINCAID
SHERIFF**

**05/30/02
DATE APPROVED**

**05/30/02
EFFECTIVE DATE**

Revised: December 2007, May 2009, January 2011, March 2013, March 2016