

3.000. STAFF ASSIGNMENTS

000.01. STAFF ASSIGNMENTS: Facility Commanders/designees shall identify and develop a written list of staff positions that are required for the safe and efficient management of their facility.

Whenever there is an inmate in custody, there shall be at least one employee on duty at all times who shall be immediately available and accessible to inmates in the event of an emergency. Whenever one or more female inmates are in custody, there shall be at least one female employee on duty and accessible to the female inmates. Staff shall not have any other duties that would conflict with the supervision and care of inmates in the event of an emergency.

There shall be at least one or more staff members on every shift who is trained in fire and life safety. Staff shall know the location of fire doors, evacuation procedures and be able to use fire hoses and equipment.

Many workstations are fixed-post positions. Staff shall not leave their assigned posts unless they have been properly relieved.

Staff shall stagger their breaks when assigned to a position having several staff members; they shall not leave their assigned post at the same time. (Refer to Title 15, Section 1027, Department Manual Section 1.648, and Bureau Policy Section 11.500) (Rev. 02/2019)

3.100. CITIZEN VOLUNTEERS/CONTRACTORS

101.00. CITIZEN VOLUNTEERS: INTRODUCTION: The use of volunteers in the custody setting is essential for providing various inmate programs to the detention facilities. The inmate program volunteers are unique to the Detention and Corrections Bureau therefore; the Inmate Services Unit (ISU) shall be responsible for establishing, organizing and maintaining the citizen volunteer programs.

Volunteer programs and/or groups include but are not limited to:

- Religious Volunteers (Refer to Bureau Policy Section 12.1900)
- Veteran's Affairs
- Alcoholics Anonymous
- Narcotics Anonymous
- Dual Diagnosis Support Group
- Other recognized service groups

ISU staff shall be responsible for recruitment, processing applications, determining security clearance, and issuing and obtaining clearance for all Detention and Corrections Bureau citizen volunteers.

Facility Commanders/designees, in conjunction with volunteer coordinators and ISU staff, shall develop programs and procedures that use citizen volunteers appropriately and to the Bureau's advantage.

(Rev. 02/2019)

103.00. ELIGIBILITY REQUIREMENTS: In order to participate in the citizen volunteer program, applicants shall:

- Submit legible and complete applications to ISU staff, who shall conduct a thorough background check on all applicants
- ISU staff shall verify the applicant has no criminal record for a minimum of two years and is not currently on probation or parole

(Rev. 02/2019)

105.00. SECURITY CLEARANCE: All security clearances shall be made through ISU. The degree of security clearance given to any citizen volunteer is dependent on several factors, including but not limited to:

- If the volunteer is required to be escorted on facility grounds
- If the volunteer will be acting as part of a counseling group or working independently
- The type of volunteer program
- The type of inmate contact the volunteer is to have

(Rev. 02/2019)

3.100. CITIZEN VOLUNTEERS/CONTRACTORS

106.00. TRAINING: All volunteers and contractors having inmate contact shall be trained regarding their responsibilities under the department's sexual abuse and sexual harassment, prevention, detection, and response policies and procedures. The type of training received by the volunteer and contractors shall be based on the services they provide and the level of contact they have with the inmates. ISU shall be responsible for notifying religious volunteers and commissary staff of the department's zero tolerance policy regarding sexual abuse and sexual harassment and how to report such incidents. The Prison Rape Elimination Act (PREA) Compliance Managers shall be responsible for notifying facility volunteers (non-religious) and contractors of the department's zero tolerance policy regarding sexual abuse and sexual harassment and how to report such incidents. All volunteers and contractors having inmate contact shall sign the Acknowledgement of PREA Training form. Such forms shall be filed in an administrative file.

(Rev. 02/2019)

107.00. VOLUNTEER/CONTRACTOR GUIDELINES: Volunteers and contractors shall adhere to Department and Bureau policies. Volunteers and contractors shall:

- Attend a one-day Introduction to Corrections (ITC) course given by the Administrative Support Unit (ASU). Volunteers shall dress in appropriate casual business attire
- Receive instruction and/or direction only from sheriff's staff to whom they are assigned or their designee
- Not fraternize with inmates
- Immediately notify ISU as soon as practical if, at any time, they become involved in any crime or criminal investigation. Failure to comply may result in dismissal
- Be dismissed if they engage in inappropriate behavior with inmates; such dismissals shall be documented

Any physical contact deemed inappropriate in nature shall be grounds for prohibiting the contractor or volunteer from any further contact with inmates. If a contractor or volunteer demonstrates inappropriate behavior with an inmate(s), they may be subject to criminal prosecution. (Refer to Department Manual Sections 1.714 and 1.752.10)

(Rev. 02/2019)