

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
802**

**COMMUNITY VOLUNTEER PROGRAM**

**Supersedes:** AR 802 (04/08/11) and AR 802 (Temporary, 03/11/13)  
**Effective date:** 10/15/13

**AUTHORITY:** NRS 209.131, 42 U.S.C. § 15601, *et seq.* and 28 C.F.R. § 115

**RESPONSIBILITY**

1. The designated Deputy Director is responsible for the operation of the Department's Community Volunteer Program for the benefit of inmates.
2. Wardens and Facility Managers are responsible for the security aspects and on-site operations of the Community Volunteer Program.

**802.01 COMMUNITY VOLUNTEER PROGRAM**

1. Citizens from the community shall be recruited and permitted to enter Nevada correctional institutions/facilities for purposes of working with inmates on religious, recreational, educational, cultural, personal development, re-entry and other matters benefiting the inmates.
2. The Department encourages citizen involvement and interaction with inmates in the custody of the Nevada Department of Corrections to expose inmates to an array of people, programs and services in the community, and to assist the inmate in rehabilitation and re-socialization by maintaining contact with community resources.
  - A. With appropriate documentation, non-U.S. citizens may be approved for volunteer status.
3. Recruitment and selection shall be made without regard for an individual's race, color, creed, religious or ethnic background, gender, age, or sexual orientation. All persons selected to volunteer within the Department must pass the mandated Prison Rape Elimination Act, (PREA), related background check, as defined under PREA Standard 115.17 and conducted by staff of the Office of the Inspector General.
4. All volunteers are required to complete DOC 3532-V Consent for Release of Criminal History Records and DOC 3504-V Background Information when submitting their request.
  - A. Forms can be obtained from [www.doc.nv.gov](http://www.doc.nv.gov).

5. The Deputy Director shall approve or reject a volunteer applicant.
  - A. A volunteer applicant must agree to submit to an initial criminal history background check by the Department. The Department can conduct a subsequent check at any later date.
  - B. All initial volunteer applicants must submit proof of a current 2 step base line Tuberculosis test.
  - C. All volunteers are required to be re-tested for Tuberculosis and submit proof annually.
  - D. An approved volunteer must complete the Department's initial Volunteer Training before entry to any institution/facility.
    - (1) According to PREA standard 115.32 all volunteers that have contact with inmates will receive training on PREA and NDOC Zero Tolerance policy.
    - (2) Documentation confirming volunteers understand the NDOC PREA policy and training will be maintained.
  - E. Refresher Volunteer Training is required every three years. Failure to attend will result in the revocation of volunteer status.
  - F. All volunteer applicants must apply to provide services in a recognized and approved volunteer program.
  - G. Notice will be given to the volunteer applicant of approval or denial of request.
  - H. A denied applicant may appeal the decision in writing to the Director.
6. Approval of a volunteer does not create any rights or privileges for a person to volunteer in a Department facility, nor does it create any specific rights or privileges for an inmate to have contact with that volunteer.
  - A. All scheduled activities will be contingent upon the security needs of the facility, the programming strategy of the Department, space available, staff coverage, and the interest of the inmates in the services the volunteer seeks to provide.
  - B. The Warden shall determine whether a particular volunteer service is appropriate for their institution/facility.
7. Volunteer privileges and admission to correctional institutions/facilities can be revoked by the Director or Deputy Director.
8. Warden or Facility Manager, or any of their designees, may suspend volunteer privileges pending final review and approval by the Deputy Director or Director.

A. Exclusion/suspension should be for good cause, based on the best interests of the Department.

B. All incidents resulting in exclusion or suspension must be documented in NOTIS.

C. A volunteer excluded/suspended from the Department may appeal to the Director for review. Any decision by the Director is final.

9. All volunteers enter the Department at their own risk and must acknowledge in writing that by the act of volunteering, the volunteer assumes the risks inherent in any prison environment and understands the policy that the Department does not negotiate with hostage-takers in the event of an incident.

A. Upon entering an NDOC facility, institution, or building the approved Volunteer will surrender his/her Driver's License or other approved I.D. in exchange for an institution issued Visitor Badge.

B. Upon leaving the NDOC facility or institution the Volunteer will then exchange/return the Visitor Badge for their Driver's License or other approved I.D.

C. A volunteer must agree, as an adjunct employee, to abide by all NDOC policies, rules, regulations and procedures.

D. A volunteer is subject to search at anytime.

E. A volunteer may not bring any items into any NDOC facility, institution, or building without receiving prior written authorization from the Warden.

F. A volunteer may not bring any telecommunications device or associated apparatus, radio-telephone, computer, camera or other electronic device without receiving prior written authorization from the Director.

G. A volunteer may not bring any tobacco products into any NDOC facility, institution, or building.

H. A volunteer may not engage in sexual abuse or harassment with an inmate, to include romantic relationships.

10. All volunteers prior to entering any NDOC facility, institution, or building must sign the Volunteer Log (DOC Form 3526).

A. All NDOC facilities and institutions will submit their Volunteer Logs with original signatures to the designated Deputy Director's office monthly.

B. The master volunteer list will be compiled and forwarded to Fiscal Services on a quarterly basis for required record keeping.

11. Any approved volunteer who has not volunteered in a Department facility or institution during a six month period will be dropped from the approved volunteer list.

(1) Inactive volunteers are not allowed to reapply during the twelve month period following their inactive status.

(2) The Department's initial volunteer training will be completed prior to re-entry into a facility/institution.

12. A revised volunteer list will be distributed to all institutions on a monthly basis or more frequently, as needed. The list will be provided in electronic format to each Warden's Administrative Assistant, along with other designated recipients. The Warden's administrative assistant will be responsible to provide a copy of the list to each Gatehouse officer as well as other designated recipients for any camp/restitution center or transitional housing center associated with the overseeing facility. A copy of the list shall be maintained in electronic form on the NDOC Stewart Shared Drive.

## **802.02 DUAL STATUS FORBIDDEN**

1. No volunteer may have dual status as both a volunteer and an approved visitor.

A. All current volunteers under preexisting regulation will be grandfathered in.

2. If circumstances suggest that a volunteer has been compromised into a personal relationship with an inmate, or through any other situation or event, that volunteer will be excluded from the institution/facility pending an investigation into the situation.

3. A volunteer who is found to have been compromised will be permanently barred from participating as a volunteer for the Department in any capacity.

A. PREA related incidents will be reported to the IG and investigated.

4. A volunteer may serve as a re-entry resource for an inmate to provide information or connection to community-based assistance or services.

A. If a volunteer is found to be living with a former inmate, however, the volunteer will be presumed to have been compromised and will be permanently barred from participating as a volunteer for the Department in any capacity unless the former inmate is immediate family.

B. Volunteers may send informational items to an inmate through the mail relating to the volunteer services (e.g., religious tracts, re-entry resources, educational materials) but may not engage in personal correspondence with an inmate through the mail.

5. A volunteer seeking to introduce and conduct any new program for inmates in the Department must first comply with all Department procedures for proposing a new correctional program.

### **802.03 PROFESSIONAL SERVICES BY VOLUNTEERS**

1. A volunteer may perform professional services such as counseling or therapy for inmates only if the volunteer is properly credentialed by the Nevada board responsible for certifying or licensing such counselors or therapists.
2. The Department employee assigned to work with the volunteer shall ensure that the volunteer has presented credentials to the Department. The credentials must be appropriate for the services to be provided and remain current
3. Education staff will be required to comply with all volunteer requirements.
4. Interns will be required to comply with all volunteer requirements.

### **802.04 PARTICIPATION IN POLICY-MAKING**

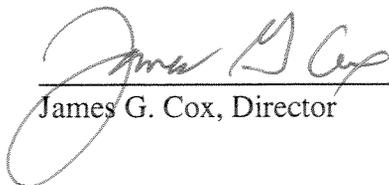
1. A volunteer is encouraged to submit suggestions for conducting, enhancing or improving volunteer services in the Department to any Warden or the Deputy Director.
2. Periodically, the Deputy Directors, through the Wardens, should survey the inmates to determine their interests and assure that volunteer services meet the needs and best interests of the inmates.

### **APPLICABILITY**

1. This AR requires an Operational Procedure (OP) for the Programs Division and for each institution and facility.
2. This AR requires an audit.

### **REFERENCES**

ACA Standards, 4<sup>th</sup> Edition and 2008 Supplement, 4-4115, 4-4116, 4-4118, 4-4119, 4-4120, 4-4122 and 4-4503

  
\_\_\_\_\_  
James G. Cox, Director

  
\_\_\_\_\_  
Date