

 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY: All Authorized Personnel</b>	
	<b>POLICY NUMBER: #403</b>	<b>EFFECTIVE: 2/17/15 REVIEWED: 4/14/20</b>
	<b>TITLE: Volunteer Services ACA Standards 7F-04, 7F-05, 7F-06</b>	
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**POLICY**

It is the policy of the Allegheny County Jail to utilize volunteers and/or non-staff citizens in establishing and rendering services that would benefit both the institution’s staff and inmate population. The use of volunteers provides a direct link between the facility and the community. Therefore, every effort will be made to ensure that volunteers are selected from all segments of society.

**APPLICABLE POPULATIONS**

This procedure will apply to all volunteers and/or non-staff citizens and establishes the procedures that govern volunteer services for the institution.

**PROCEDURAL GUIDELINES**

**A. Eligibility requirements:**

1. The volunteer must be at least twenty-one years of age.
2. The volunteer must be able to accept and handle responsibility.
3. The volunteer must be able to conduct himself/herself in an orderly and mature manner.
4. The volunteer must be of good character.
5. The volunteer must not be currently or have been previously involved with any type of criminal activity within the past two years. This includes arrests, pending charges, and probation and parole violations. Clearances will be reviewed on a case by case basis and can be denied for any egregious felony convictions regardless of date of conviction.

**B. Application and Processing:**

1. An “Institutional Clearance Profile” (ICP) must be completed by the applicant in its entirety.

- a. The application will be supplied to the volunteer by the Inmate Program Administrator (IPA).
- b. When application is completed, it will be turned in to the IPA for review. The application will then be forwarded to the Warden's Executive Assistant who will ensure that the applicant is processed through the National Crime Information Center (NCIC) to check for a criminal record.
- c. Results and application will then be returned to the IPA. If the volunteer is approved, the IPA will contact said volunteer(s) and arrange dates and times for volunteering.
- d. Volunteers offering a specific skill must be able to provide proper credentials indicating training to perform these services in the institution.
- e. Once approved, the application will be forwarded to the OMS department. The OMS Specialist will register the volunteer as an official visitor.
- f. It will be the responsibility of the volunteer to notify the supervisor of the agency that he/she represents of any arrest that occurred after the Institutional Clearance Profile was completed. The agency will notify the IPA who will suspend the volunteer's admittance to the jail until the reason for the arrest can be evaluated by the Warden or Deputy Warden.
- g. All volunteers must notify the supervisor of their agency if any family member or close friend is incarcerated in the institution. The IPA will notify the Deputy Wardens and Majors and will not permit that volunteer to have any contact with said inmate.

### **C. Rules for Entering and Exiting the Institution**

1. All volunteers must have an approved Institutional Clearance Profile on file in the Allegheny County Jail.
2. Prior to assignment, each volunteer must attend Security Training offered by the Training Department. Security Training is to be attended on an annual basis for procedural updates.
3. All volunteers must enter and exit through the main lobby.

4. Volunteers for a particular program will report to the main lobby approximately fifteen minutes prior to the scheduled start time of the program. Approved volunteers are not to have guests attend and/or assist in providing their services unless clearance has been previously obtained from the Warden, Deputy Warden or Inmate Program Administrator.
5. No valuables will be permitted into the institution. All valuables should be locked in the volunteer's vehicle or placed in a security locker located in the lobby area.
6. All visitors will pass through the metal detector and will be subject to search for contraband.
7. All visitors must present a current photo ID to the officer in charge. The officer in charge will check OMS System to assure the volunteer is a registered as an official visitor. This ID will be checked and a visitor's tag will be issued. The visitor's tag must be visible at all times and worn attached to the clothing above the waist of the volunteer.
8. All visitors will sign in and out in the Visitors Registry Book located in the lobby.
9. All materials being brought into the institution will be searched.
10. Volunteers will report to the designated area unescorted. Volunteers may be escorted to the elevators by a main lobby security officer who will call an elevator for them.

#### **D. Dismissal of Volunteers**

1. Volunteers may be dismissed for any of the following reasons:
  - a. Breach of confidentiality.
  - b. Breach of institutional rules and regulations.
  - c. Improper contact or conduct with an inmate.
  - d. Un-cooperative with ACJ staff.
  - e. Inconsistent or questionable attendance.
  - f. Physically or emotionally distressed.
  - g. Any activity that threatens the order or security of the institution.
  - h. Any violations of the volunteer and/or institution policies.
  - i. Possession or introduction of any type of contraband within the institution.

***See also Policy #404, Religious Volunteers.***