



SCDC POLICY

NUMBER: PS-10.04

TITLE: VOLUNTEER SERVICES PROGRAMS

ISSUE DATE: September 12, 2024

RESPONSIBLE AUTHORITY: DIVISION OF *INSTITUTIONAL* SERVICES

POLICY MANUAL: PROGRAMS, REENTRY, AND REHABILITATIVE SERVICES

SUPERSEDES: Change 2 (November 14, 2023); Change 1 (April 24, 2023); PS-10.04 (June 8, 2022); (March 2, 2016); (February 1, 2008); (December 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 1-2, 1-3, 1-9, 1-17, 1-18, 15-20(a), 16-24, 19-29, 19-50, 19-113, B-1

ACA/CAC STANDARDS: *(5-ACI-1A-07), (5-ACI-1C-09), (5-ACI-1C-14), (5-ACI-1C-15), (5-ACI-1G-01), (5-ACI-1G-02), (5-ACI-1G-03), (5-ACI-1G-04), (5-ACI-1G-05), (5-ACI-1G-06), (5-ACI-1G-07), (5-ACI-3D-14), (5-ACI-5E-04), (5-ACI-6B-10), (5-ACI-7F-03)*

STATE/FEDERAL STATUTES: PREA Statute 34 U.S.C. § 30301, *SC Code § 8-25-20 and § 8-25-30*

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: To provide guidelines and establish responsibilities for all volunteer services provided to inmates housed in any South Carolina Department of Corrections (SCDC) institution.

POLICY STATEMENT: As a means to provide inmates with services and opportunities that will strengthen their ability to become productive members of society upon release, SCDC will encourage and provide opportunities for volunteer services and programs for inmates as time, space, and staff permit. The services of volunteers will be limited by the needs of the inmate population and the safety, security, and health needs of the institution, inmates, staff, and others. *(5-ACI-1G-01)*

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1. GENERAL PROVISIONS:

1.1 Volunteers will be monitored when they are providing services to inmates. The Warden, Institutional Volunteer Coordinator/Chaplain, and/or institutional staff supervising volunteers reserve the right to place any necessary restrictions/limitations on approved volunteers, services, and activities to uphold the security and safety of the SCDC, employees, inmates, and others at any time.

1.2 All volunteers, whether Registered or Guest, will be required to receive orientation prior to performing any services or activities at any SCDC institution. Orientation will be scheduled by either an Institutional Volunteer Coordinator/Chaplain or institutional staff member responsible for supervising the volunteer(s). Orientation will be conducted by an Agency employee, e.g., the Institutional Volunteer Coordinator, each institutional staff member supervising the volunteers, or the shift supervisor, and may be accomplished just prior to the time of the initial volunteer services activity. See Section 5., below, for additional information. **(5-ACI-1G-05)**

1.3 All Registered and Guest Volunteers will be encouraged to secure the following services as outlined in SCDC Policy HS-18.01, "Specialized Health Services Programs:" **(5-ACI-1C-15)**

- Tuberculosis screening: Skin testing (or verbal interview for volunteers with previously positive skin tests); (referral will be made to the local health department for treatment.) When a volunteer begins his/her volunteer activities with the SCDC, s/he will be offered the Tuberculin Skin Test (TST). In addition, the SCDC may require that certain volunteers receive a TST prior to beginning volunteer activities within the SCDC. The Director for Medical Services or his/her designee shall be responsible for designating certain volunteer activities as ones which require a TST. In addition, any volunteer may request a TST on an annual basis or as required by the institution;
- Evaluation and first aid treatment after an injury (Medical staff may provide initial treatment and refer volunteers to a community care giver or call EMS); and
- Evaluation after exposure to bloodborne pathogens.

1.4 Any injury to a volunteer that occurs on SCDC property will be the responsibility of the volunteer. SCDC will not be liable for any resulting medical costs, loss of wages, workers' compensation, etc., concerning any such injury to a volunteer.

2. RESPONSIBILITY:

2.1 The Division Director of **Institutional** Services will be responsible for managing the SCDC's volunteer service programs. The following positions have been established to assist the Division Director of **Institutional** Services with this program **(5-ACI-1G-01)**

2.2 Agency Volunteer Services Coordinator (VSC): The VSC will report directly to the Division Director and will be responsible for the following:

- 2.2.1** Providing technical assistance to the Institutional Volunteer Coordinators/institutional staff; **(5-ACI-1G-01)**
- 2.2.2** Providing an annual Departmental recognition event for volunteers, as funding/resources are available;
- 2.2.3** Coordinating, with the Division Director of **Institutional** Services, the management of all funds utilized for volunteers;

2.2.4 Developing an orientation program and assisting, as requested by institutional staff, in the delivery of orientation to volunteers;

2.2.5 Maintaining unduplicated records from the monthly reports submitted by the institutional Volunteer Coordinators of the Registered and Guest Volunteers; information should include hours of service, and the type of activity provided, which is consolidated into a final report of these activities to the Division Director of *Institutional* Services;

2.2.6 Maintaining a good working relationship with community organizations that will facilitate the recruitment of volunteers and enhance community support for the volunteer program; *(5-ACI-1G-02)*

2.2.7 Organizing and chairing a statewide Volunteer Advisory Council (VAC); *(The VAC will be composed of Registered Volunteers selected by the VSC and the Chief of Chaplaincy, with the assistance of the Institutional Volunteer Coordinators/Chaplains. The VAC will meet at least annually to discuss and provide suggestions, information, and recommendations for improving the Agency's volunteer program.) (5-ACI-1G-07)*

2.2.8 Receiving all volunteer applications from the appropriate Institutional Volunteer Coordinator or individual applicant for appropriate review and processing;

2.2.9 Coordinating background checks on all volunteer applicants to determine eligibility status; and *(5-ACI-1C-14)*

2.2.10 Monitoring the volunteer programs in all institutions by participating in annual management institutional program reviews.

2.3 Institutional Volunteer Coordinator: The Senior Chaplain (where applicable), or Community Programs Supervisor/designee at Pre-Release Centers, will serve as the Institutional Volunteer Coordinator. They will be responsible for the following:

2.3.1 Attending the annual statewide VAC meetings and, when appropriate, providing any input regarding the volunteer program; *(5-ACI-1G-07)*

2.3.2 Providing assistance to the facility staff, e.g., recreation, education, etc., in the recruitment, orientation, and supervision of volunteers for their area; *(5-ACI-1G-04)*

2.3.3 Providing, with the assistance of the VSC and institutional staff, a recognition program of the volunteers who provide services for their institution when funding/resources are available *to do so*;

2.3.4 Maintaining records on the activities of all volunteers, the hours of services, the type of activity provided, donated value of gifts, and significant/special volunteer events; *(SCDC Form 1-2, "Supplement to the Monthly Volunteer Services Report," should be used to record this data.)*

2.3.5 Reporting all volunteer activities and forwarding the original monthly records to the Chief of Chaplaincy and the VSC by the seventh of each month; *(5-ACI-1G-01)*

2.3.6 Ensuring that there is supervision of volunteers in their respective areas, e.g., Chaplains are responsible for volunteers who provide services of a religious nature; Coaches are responsible for volunteers who provide services of a recreational nature; Teachers are responsible for volunteers who provide services of an educational nature; etc;

2.3.7 Coordinating through the institutional medical personnel and Volunteer Services Branch, the scheduling of volunteers to be tested for tuberculosis when requested by a volunteer or when deemed necessary by the institution;

2.3.8 Reading, understanding, and being knowledgeable of the information contained on the "Guidelines for a Successful Institutional Volunteer Program"; (**See** Appendix 1 of this policy);

2.3.9 Providing security staff with a list of Registered or Guest Volunteers, to include the group sponsor and name of volunteer group, 24-hours prior to the scheduled volunteer activity; (**For** identification, the list of Guest Volunteers will be provided to the security staff and should include each volunteer's full name, date and time of volunteer activity, institutional location where the volunteer activity will take place, and a list of inmates who will be attending when required. No list is required for some activities, e.g., worship service. SCDC Form 19-113, "Official Outcount Roster," can be used for this purpose.) and

2.3.10 Providing security staff with a master list of all Registered Volunteers and updating the list on at least a monthly basis.

2.4 Institutional Staff:

2.4.1 Each Warden will identify staff at **his/her** institution to be responsible for supervising volunteers **who provide** services in their general area of responsibility. For example, the following staff will be responsible for volunteers in the areas identified below: (**5-ACI-1A-07**)

Educational Staff - college instructors, distance learning programs, life skill counselors, tutors, etc.;

Clinical Correctional Counselors - where available, Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Sistercare, etc.; and

Recreational Staff -where available, coaches, church or community leagues, hobbycraft activities, etc.

(**NOTE:** The above-identified list is not exhaustive. The **Institutional** Services Division will identify other positions to supervise volunteers as the need arises and will communicate this information to the Wardens and Volunteer Coordinators.)

2.4.2 In addition to ensuring that there is supervision for volunteers who provide service in their area of responsibility, designated institutional staff will also be responsible for the following:

2.4.2.1 Formally or informally assessing the needs of the inmates and recruiting volunteers who can provide services to meet these identified needs; (**5-ACI-5E-04**)

2.4.2.2 Ensuring that the recruitment process encourages individuals from all cultural and socio-economic segments of the community to volunteer; (**5-ACI-1G-02**)

2.4.2.3 Ensuring that each Registered Volunteer completes the application process and that individual files are maintained in a secure location (e.g., locked file cabinet or locked office) on each volunteer; (**Each** file will include, at a minimum, a signed and completed SCDC Form 1-3, "Application for Volunteer Services," a signed SCDC Form 1-9, "Volunteer Services Agreement," and a record of volunteer activity.) All Institutional Coordinators/Chaplains must submit SCDC Form 1-18, "Guest Information Form," **on each volunteer** to the VSC to ensure that **the** individual meets PREA requirements for entry into an institution;

2.4.2.4 Ensuring that each volunteer file is maintained for a period of at least three (3) years;

2.4.2.5 Maintaining a current schedule of all volunteer services provided and posting a schedule of the availability of such services in areas accessible to inmates (e.g., inmate living areas); (**5-ACI-1G-06**) (**NOTE:** This information must be maintained according to the Agency's Retention Schedule.);

2.4.2.6 Scheduling and providing verbal orientation and training to Registered Volunteers and/or groups; (**This** orientation will be documented on SCDC Form 1-9 and will follow the guidelines provided by the Division of **Institutional** Services.)

2.4.2.7 Maintaining records of the number of Registered and Guest Volunteers, *to include* the hours of *their* services, and sending a copy of this report to the VSC by the seventh of each month);

2.4.2.8 Notifying the VSC of any volunteer who has requested a tuberculosis test; and

2.4.2.9 Reading, understanding, and being knowledgeable of the information contained on the "Guidelines for a Successful Institutional Volunteer Program," (See Appendix 1 of this policy.)

3. VOLUNTEER APPLICATION/APPROVAL PROCESS:

3.1 Volunteers: Volunteers must be at least 18 years of age for all minimum and medium custody institutions and not less than 25 years of age for any close custody institutions and specially populated programs/units (i.e., RHU, SLU, VERA, etc.). Persons under the age of 18 and 25 respectively may be allowed to provide volunteer services/activities if they receive advance approval from the affected Warden(s) of the institution where the service is to be performed, the Division Director of *Institutional* Services/designee, and the Deputy Director of Programs, Reentry and Rehabilitative Services/designee. If under the age of 18, they must be accompanied by their parent or legal guardian or bring a signed and notarized letter from their parent or legal guardian approving them to provide volunteer services/activities, and *they* must be accompanied by an adult.

3.2 Registered Volunteers *wishing to participate with existing programs* must complete SCDC Form 1-3, "Application for Volunteer Services," along with a color copy of their driver's license, passport *or state identification card* and submit to *the* institutional *Chaplain or designated staff between the 1st and 5th day of the month (weekends and Holiday's included). Mailed applications with post marks dated after the 5th of the month will NOT be accepted.* Each application will be entered into the agency mainframe by the *Chaplain or institutional designated staff. The original application and copy of ID will be sent to the Volunteer Services Coordinator, in the office of the Division Director for Institutional Services for a background check (NCIC/Rap Sheet).*

3.3 A copy of the application and *ID* must be kept at the institution in a secure place. If there is a change in a volunteer's address or telephone number, the *Chaplain or institutional designated person* must be notified within thirty (30) days of the change.

3.4 *Volunteers who are approved will be sent a letter of approval which includes the name and telephone number of the institutional Chaplain or designated staff member to contact to schedule orientation. Volunteers have thirty (30) days from receipt of the approval letter to make contact. Volunteers will be scheduled for the next available orientation class*

3.5 *Volunteer orientation will be provided during the 2nd and 4th week of each month after successful completion of orientation, volunteers will sign SCDC Form 1-9 "Volunteer Services Agreement" to be placed in their institutional and HQ files. Volunteers will be emailed a copy of the Volunteer Handbook.*

3.6 *Volunteers requesting to be approved to participate in a newly proposed program will be screened once the proposed program has been vetted through existing protocols. (PS-10.25 Programs Offered By SCDC)*

3.7 Volunteer applications and orientation will be renewed every three (3) years. The orientation date must be updated by the Institutional Volunteer Coordinator/Chaplain in the Agency mainframe.

3.8 The Institutional Volunteer Coordinator will coordinate with institutional medical personnel to have volunteers tested for tuberculosis as appropriate. See Section 1.3., above of this policy for additional information.

3.9 When the application process is complete and the person has been approved by the VSC as a volunteer, s/he must attend an orientation and must complete SCDC Form 1-9, "Volunteer Services Agreement." The Institutional Volunteer Coordinator/Chaplain will be responsible for scheduling orientation and for ensuring that all volunteers are provided with adequate updates. (See Section 5., below, for orientation information.) NOTE:

Institutional Volunteer Coordinators/Chaplains will update orientation date in the Agency's database. **(5-ACI-1G-05)**

3.10 An SCDC employee or former SCDC employee can become either a Registered or Guest Volunteer; however, s/he must receive written approval from his/her supervisor and the appropriate Warden(s) of the institution(s) where the desired volunteer services are to be performed. All services must be provided during off-duty hours. Under no circumstances will SCDC employees approved to provide volunteer services wear any SCDC uniform (to include food service or nursing uniforms) while functioning as a volunteer. **(NOTE: Former employees will be required to wait twelve (12) months prior to becoming either a Registered or Guest Volunteer. However, if an individual was already serving as a volunteer while employed and desires to continue in that same role upon retirement, his/her request must be submitted to the Deputy Director for Programs, Reentry, and Rehabilitative Services, who will determine whether allowing him/her to do so would create any legal or ethical concerns.)** Active SCDC employees will not volunteer at the institution **to which** they are assigned.

3.11 A family member of an SCDC employee can also become either a Registered or Guest Volunteer. Registered Volunteers must acknowledge the relationship on SCDC Form 1-3, "Application for Volunteer Services," and at the time of applying for volunteer status, and then must receive written approval from the Warden where s/he wants to render services. A Registered or Guest Volunteer cannot perform these services at the institution where they have immediate family members. A volunteer who wishes to visit an incarcerated immediate family member must be approved to visit pursuant to the visitors' approval process described in Procedure 4.2 - 4.4, of Agency Policy OP-22.09, "Inmate Visitation" and will be governed by the directives, rules, and regulations contained in that policy. Only immediate family members will be considered. An approved volunteer whose family member(s) subsequently becomes an employee of the SCDC must report the change in status to the Institutional Volunteer Coordinator/Chaplain at the institution where services are provided. The Institutional Volunteer Coordinator/Chaplain will document the information in an acknowledgment letter to the volunteer and will send courtesy copies to the Warden and **to** the Division of **Institutional** Services.

3.12 A former inmate from SCDC or another State or Federal Correctional Institution may be considered/approved either as a Registered or Guest Volunteer, provided **that** at the time of application:

- S/he has been released from jail/prison for **at least** three (3) years; **(This restriction may be waived by the Deputy Director of Programs, Reentry and Rehabilitative Services or by the Assistant Deputy Director of Institutional Services.)**
- S/he has been without parole supervision for **at least** five (5) years; **(This restriction may be waived by the Deputy Director of Programs, Reentry and Rehabilitative Services or by the Assistant Deputy Director of Institutional Services.)**
- S/he, when sentenced to a Life Sentence, must be approved by PPP to serve;
- S/he, when sentenced to a Life Sentence, must be approved by the **SCDC Agency** Director or his/her designee and/or;
- S/he has no pending criminal arrests/warrants.

3.13 Specific written approval to allow the former inmate to perform volunteer services must be received from the appropriate Warden(s). The Warden(s) may also include any special instructions/restrictions on the former inmate to uphold the security and safety of the institution, employees, inmates, and others. This written approval with Warden's signature will be maintained on file with the application. **The final decision will be made by the Deputy Director of Programs, Reentry and Rehabilitative Services or Assistant Director of Institutional Services.**

3.14 Guest Volunteers: Institutional staff members will be responsible for arranging occasional volunteer activities. All guest volunteer activities must be approved by the appropriate Warden(s) or an approved designee at least 24 hours prior to performance of the volunteer service(s). The institutional staff member will be responsible for ensuring that each Guest Volunteer signs SCDC Form 1-18, "Guest Volunteer Information Form," and receives approval from the VSC prior to providing services. **4 (5-ACI-1G-05).**

3.15 Guest volunteers may enter the institution up to three (3) times annually with prior approval to observe or participate in an activity by completing SCDC Form 1-18, "Guest Volunteer Information Form," each time they desire to observe or participate in an activity. They must be accompanied/supervised by a Registered Volunteer, Institutional Volunteer Coordinator, or Designee. (**NOTE:** A first time Guest Volunteer must submit a copy of their driver's license or passport with the SCDC Form 1-18.)

3.16 The staff member will also be responsible for ensuring that information about any guest volunteer service provided is posted in a conspicuous location accessible to the entire general inmate population. Special provisions, consistent with security and safety needs, may be made even when doing so will limit volunteer services, e.g., religious services to inmates housed in SMU, etc.

3.17 If the Institutional Volunteer Coordinator/Chaplain determines that an approved Registered Volunteer should be provided with a "temporary" ID badge, s/he must submit a memorandum through the Warden and the Division Director of **Institutional** Services for approval, and it will be the responsibility of the Warden and the supervising employee to monitor the volunteer's work and provide additional training if deemed necessary.

3.18 At a minimum, the memorandum should contain the following information:

- A description of the work to be performed by the volunteer and at which institution(s);
- The number of hours (minimum 20 hours) s/he will be working on a weekly basis;
- The name of the employee who will be responsible for the supervision of this volunteer;
- Copy of completed SCDC Form 1-3, "Application for Volunteer Services";
- SCDC Form 16-24, "Service Provider/Non-Employee Background Check; and
- SCDC Form 15-20 (a), "ID Card: Replacement Request & ID Authorization."

4. VOLUNTEER PERSONAL RELATIONSHIPS WITH INMATES/INMATES' FAMILY MEMBERS:

4.1 When either a Registered or Guest Volunteer provides shelter, either on a temporary or permanent basis, for an inmate's child or other family member, then s/he will be terminated as an SCDC volunteer. When either a Registered or Guest Volunteer accepts or sends money or other items from an inmate or from an inmate's family or friends for the benefit of the inmate, whether at the institution, by mail, by delivery, etc., then s/he will be terminated as an SCDC volunteer from all institutions. Volunteers will not write letters to inmates. (See SCDC Policy ADM-11.34, "Employee - Inmate Relations".)

4.2. Should a volunteer feel that there is a need to contact an inmate (mail, telephone, email, SCDC Kiosk system), it must be approved by the Deputy Director of Programs, Reentry and Rehabilitative Services. A request must be submitted, and an approval must be received in writing. A copy of the request will be kept in Volunteer Services in the volunteer's record and Volser.

4.3 Volunteers should respect the privacy of the inmates **with whom** they are working and, therefore, should not mention specific information regarding **an** inmate's **name, other identifying information**, sentence nor SCDC, in any type of social media platform.

5. DRESS REQUIREMENTS:

5.1 The following dress requirements for all volunteers apply at all institutions and must be adhered to for consistency:

5.1.1 Shirts and shoes are mandatory;

5.1.2 Halter tops, underwear-type tee-shirts, tank tops, sleeveless shirts, fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any volunteer (male or female);

5.1.3 Volunteers (male and female) may wear Bermuda-length shorts, blue jeans/shorts, khaki pants/shorts, or other color denim jeans/shorts into SCDC institutions provided that they are not more than three inches (3") above the knee cap;

5.1.4 Women and girls may wear dresses or skirts provided that they are not more than three inches (3") above the kneecap. (Note: This includes slits in the dress or skirt.) However, no sleeveless dresses will be worn into the Institution;

5.1.5 Any shirt or other article of clothing with a picture or language that may be considered profane or offensive by current public and/or SCDC standards will not be allowed; and

5.1.6 No jewelry *will be allowed* except wedding ring, one (1) pair of earrings, one (1) religious medallion on a necklace or chain, one (1) wristwatch, and a medical alert bracelet. **(NOTE: Activity fitness trackers and smart watches are NOT permitted.)**

5.1.7 Should any *Officer* or *other* employee have any doubt as to whether a volunteer is appropriately dressed, s/he will contact the Duty Warden, who will come to the entrance area and make the final determination. Should a decision be made that a volunteer is inappropriately dressed, the volunteer will be denied admission to the institution for that particular day. When a volunteer is denied admission, SCDC Form 19-29, "Incident Report," must be completed and a copy must be forwarded to the Institutional Volunteer Coordinator. The Institutional Volunteer Coordinator/Chaplain must send a letter to the volunteer that explains the dress requirements for all volunteers.

6. PRISON RAPE ELIMINATION ACT (PREA):

6.1 According to state statute, sexual abuse occurs when any Agency employee (to include contract and temporary employees) or volunteer, engages in any kind of sexual contact with an inmate, offender, or patient.

6.2 Staff Reporting Procedures: Any employee, volunteer, agent, or contractor of the Agency who observes or receives information concerning sexual abuse toward an inmate and/or any person presently under the jurisdiction of the Agency, or by another inmate, must report it immediately to one of the following: PREA Compliance Manager (PCM), Warden, Human Resources, *Office of Inspector General (OIG)*, or *another* appropriate member of SCDC staff prior to leaving the institution. Visitors, volunteers, agents or contractors who fail to report any knowledge of sexual abuse towards an inmate may lose their privileges with the Agency, and may possibly face criminal charges.

6.3 Any person with a sexual offense *charge or conviction* will not be allowed to volunteer in the South Carolina Department of Corrections.

7. ORIENTATION:

7.1 Registered and Guest Volunteers will receive orientation from an employee of SCDC. At a minimum, the orientation will include a review of pertinent SCDC policies as they pertain to the volunteer activity being provided and the following topics: *(5-ACI-1G-05)*

- Specific arrival and departure times;
- Limitations on movements within the institution and, if applicable, on the number of volunteers, services, and/or activities;
- SCDC regulations on Inmate/Employee relations;
- SCDC dress code for volunteers;
- SCDC regulations and policy that prohibits the removal of items from any SCDC institution for an inmate, e.g., the mailing of a letter or delivery of a letter, etc.;
- Additional items not allowed in an institution, e.g., pocketbooks, contraband items, drugs, tools, etc.;
- Regulations, rules, and policy that prohibit the lending or giving of money, or any other unauthorized items to inmates and that prohibits any offers, promises or favors for inmates, *(NOTE: Volunteers may submit letters of support (e.g., parole boards); however, they are not permitted to contact victims.)*
- Regulations, rules, and policy concerning volunteers receiving or making telephone calls to family members;

- Regulations, rules, and policy that prohibit the receiving or giving of mail, money, or any other unauthorized item(s) from an inmate(s) or from an inmate's family or friends for the benefit of the inmate and prohibits any offers, promises, and/or favors from/to an inmate;
- All PREA related issues; and
- Other items deemed appropriate by the Division of *Institutional* Services.

7.2 Drugfree Workplace and Drug Enforcement: The SCDC strictly enforces a drug free working environment. Volunteers may be subject to reasonable suspicion and/or accident and unsafe practice drug testing as defined in SCDC Policy GA-03.02, "Drugfree Workplace Program." Should a volunteer test positive for an illegal substance as a result of a reasonable suspicion or accident and unsafe practice confirmatory drug test or refuse to submit to such testing, s/he will have his/her volunteer service privileges with the Agency revoked indefinitely.

7.3 Search Procedures: All volunteers will be expected to be familiar and comply with all search procedures, as outlined in SCDC Policy OP-22.20, "Searches of Employees, Volunteers, Visitors and Vendors," as well as any institution specific search procedures. Any refusals to be searched will be grounds for termination of all volunteer privileges.

7.4 Employee and Inmate Relations with News Media and Others: Should news media representatives contact any volunteer regarding his/her SCDC volunteer services, the volunteer will report this information to the *Agency* Director's Office to ensure that there is no breach of confidentiality. For additional information, see SCDC Policy GA-02.01, "Employee and Inmate Relations with News Media and Others."

7.5 Employee-Inmate Relations: Volunteers should maintain a cordial and professional relationship with inmates. For additional information, see SCDC Policy ADM-11.17, "Employee Conduct," SCDC Policy ADM-11.34, "Employee-Inmate Relations," SCDC Policy OP-21.12, "Prison Rape Elimination Act Procedures," and SCDC Policy ADM-11.39, "Staff Sexual Misconduct with Inmates."

7.6 Employee and Service Provider Identification Cards: For identification purposes, all volunteers must present a photo identification card (e.g., driver's license, state identification card, student identification card, passport, etc.) prior to being authorized entry into any SCDC institution. All volunteers will be issued a SCDC "Volunteer Badge" or a "Visitor Badge" in exchange for their personal photo identification card. Personal identification cards will be returned to the volunteers in exchange for their "Volunteer or Visitor Badge" upon their exit from the institution. Volunteers will be required to wear and clearly display the issued "Volunteer/Visitor Badge" on their person at all times while performing volunteer services. (Refer to SCDC Policy ADM-11.01, "Employee and Service Provider Identification Cards," for additional information.) (**NOTE:** Security personnel must check the automated visitation system to ensure that a volunteer desiring to visit with an inmate in the capacity of a One-to-One Mentor/Volunteer visitor is not also on the inmate's approved visiting list.) (*5-ACI-1G-03*)

7.7 Pets/Animals: Under no circumstances will volunteers be authorized to leave any pet/animal unattended in any vehicle on SCDC property while they are performing their services. Pets/animals may be permitted into an institution only if prior approval has been obtained from the Institutional Volunteer Coordinator/Chaplain and the volunteer utilizes the pet/animal for health purposes (e.g., seeing-eye dog) or the pet/animal is part of the volunteer services that they are providing to the inmate population.

7.8 Prescriptive Medications: For those volunteers who are required to take prescriptive medications at certain times, the SCDC will allow only the dosage necessary to be taken by the volunteer during his/her volunteer services at the institution. Each prescriptive medication brought into any institution must be placed in its original prescribed container, which must be labeled with the type of medication, dosage requirements, and the name of the individual for whom the medication has been prescribed. Under no circumstances will containers containing different types of medications be allowed into any SCDC institution. The SCDC reserves the right to prohibit individuals from bringing into an institution any medication that may pose a threat to the inmate population or institutional security. (**NOTE:** All individuals who have to use injections [needles/syringes] for medical

conditions, with the exception of Epi-pen, will be required to leave the institution for such purposes and may be allowed to return.)

7.9 Beepers/Pagers, Cellular Phones, Recording Devices, and Cameras: Volunteers are NOT permitted to bring cellular phones, recording devices, or iPads/Apple watches, cameras, or other electronic devices into any SCDC institution. Volunteers are NOT permitted to bring in beepers/pagers unless they are required due to medical/professional reasons. Approval must be obtained from the Warden of the institution prior to the visit.

7.10 Worship Services: Religious Volunteers must conduct all worship services and religious education in a manner that does not offend another individual's religious beliefs, or support a particular denominational interpretation.

7.10.1 Volunteers should not make negative or disparaging comments about another faith. (When in doubt, the volunteer should contact the Institutional Volunteer Coordinator/Chaplain prior to delivering the service.)

7.10.2 To avoid favoritism in scheduling volunteer groups for worship services, generally no group will be asked to participate more than once every two (2) months. There will be no denominational worship services. Services will normally last one (1) hour on Sunday mornings, and each group should be scheduled for one visit at a time. The intent is to provide a diverse group of volunteers culturally, ethnically, and denominationally. Religious Volunteers who provide religious education provide the opportunity for inmates to learn more than the content of the lesson materials. This affords them with the opportunity to relate to volunteers and learn how to manage difficulties. Time utilized for religious education cannot become a time of worship. There should not be any preaching, and the use of hymns or a chorus should be minimal. Religious Volunteers should not be concerned with the Baptism of inmates. Whenever a volunteer wants to be involved in the Baptism of an inmate, the implication is that the volunteer has moved into a denominational relationship that is not appropriate. If an inmate indicates a desire to be baptized, s/he should be referred to the Chaplain, who will seek to connect the inmate to a home church. Religious Volunteers who are afforded the opportunity to visit a segregated area or visit on the yard, e.g., Prison Fellowship's Starting Line, must deal with the issues or concerns of the inmate(s), not with a pre-determined agenda, such as evangelizing the inmate. For additional information on this subject, refer to SCDC Policy PS-10.05, "Inmate Religion."

7.10.3 Study groups will be limited to 12 weeks. All study group leaders must submit the following information to the Chaplain for approval before the study group will be scheduled:

- Title of the study;
- Learning objectives;
- Outline of the approved sessions; and
- Materials/resources to be used.

7.11 Upon conclusion of orientation, each volunteer participant will be given SCDC Form B-1, "Volunteer Services Fact Sheet."

8. SUSPENSION OR TERMINATION OF A VOLUNTEER:

8.1 All volunteer activities are subject to review by the affected staff member, the Institutional Volunteer Coordinator/Chaplain, the Warden or designee, and/or the VSC.

8.2 Any volunteer activity or service can be suspended or terminated because of changing needs; lack of inmate interest in the volunteer service/activity; concern for the safety, security, sanitation, hygiene, or health of the institution, staff, inmates, or others; and/or violation of Agency policy, rules, regulations, directives, or applicable statutes. **(5-ACI-1G-01)**

8.3 At any time that there is a disturbance or serious incident in an institution, volunteer services activities may be suspended by the Warden or designee.

8.4 In any case in which a volunteer(s) is to be suspended or terminated, the Institutional Volunteer Coordinator/Chaplain and the volunteer(s) will discuss the reasons for the termination or suspension, and the Warden will then be responsible for forwarding a recommendation of the action to be taken to the Division Director of ***Institutional*** Services. If appropriate, the letter of suspension or termination will be sent to the volunteer by the Division staff. ***(5-ACI-1G-01)***

8.5 If the cause for the suspension or termination is for lack of interest, changing needs, etc., placement of the volunteer service may be considered at another institution. The VSC, will be responsible for determining alternate placement of the volunteer(s).

8.6 If suspension or termination is due to a violation of regulations and/or applicable statutes, policy, directives, and/or rules, the affected staff member must complete SCDC Form 19-29, "Incident Report," and forward a copy of the same to the appropriate Warden(s), Institutional Volunteer Coordinator(s), and the Division Director of ***Institutional*** Services. The affected staff member will confer with the appropriate Institutional Volunteer Coordinator(s) and Warden(s) and with the VSC to determine if the volunteer should be suspended or terminated from volunteer activities. Suspensions in these type cases will be implemented in 30-day increments (30, 60, 90, 120 days, etc.). The volunteer may appeal his/her termination or suspension to the appropriate Warden and then to the Division of ***Institutional*** Services. The suspension or termination of a volunteer for cause in one institution will result in loss of his/her services in all institutions. The events surrounding any suspension or termination will be considered confidential information and will only be reported on a need-to-know basis. **(NOTE:** These procedures are not applicable in the case of reasonable suspicion or accident and unsafe practice drug testing. In these instances, the volunteer will be immediately placed on suspension until such time that the results of his/her drug confirmatory test are returned. Should the volunteer refuse testing or should his/her drug confirmatory test be positive, his/her volunteer privileges will be immediately terminated. Should the volunteer's drug confirmatory tests be negative, his/her volunteer privileges will be reinstated unless there are any other concerns to be considered. No appeals will be authorized for volunteers who refuse to be tested or whose confirmatory drug test results are positive.)

9. DEFINITIONS:

Guest Volunteer refers to any volunteer person or group who has been approved and provides a specific service or program up to three (3) times annually, i.e., singing groups, worship services, etc. **(NOTE:** A service or program may consist of more than one day or one institution.) The volunteer provides goods and services of his/her own free will to the SCDC without receiving any financial payment for such goods or services.

Immediate Family refers to an inmate's mother, father, children (to include adopted), sister, brother, grandmothers, grandfathers, great-grandmothers, great-grandfathers, wife, husband, common-law spouse, grandchildren, great-grandchildren, stepbrothers, stepsisters, stepparents, foster parents, stepchildren, step grandchildren, half-brothers, half-sisters. (Verification of the relationship may be requested.)

Registered Volunteer refers to any volunteer whose application has been approved and ***who*** provides goods or services of his/her own free will to the SCDC without receiving any financial payment for such goods or services.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.

APPENDIX 1

**SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of *Institutional* Services**

GUIDELINES FOR A SUCCESSFUL INSTITUTIONAL VOLUNTEER PROGRAM

1. EDUCATE STAFF

1.1 Volunteers are a valuable resource to the SCDC.

1.2 Volunteers are a supportive tool to both inmates and staff.

1.3 The Institutional Volunteer Coordinator/Chaplain should provide a list of Registered Volunteers to the Warden's staff and will update the list on at least an annual basis. The Warden's staff will maintain this list in their computer system when one is not available to the Institutional Volunteer Coordinator/Chaplain. The Institutional Volunteer Coordinator/Chaplain will rely on the administrative staff to alphabetize the list by the group's name when applicable. The Institutional Volunteer Coordinator/Chaplain will provide the Warden with changes as they occur to keep the list updated. The Warden's staff will distribute routine and updated lists to security and the Front Gate Staff.

1.4 Lists for Guest Volunteers will be provided to the Front Gate Staff when activities are provided. This list will include their full name, date, beginning and ending time of program, and location within the institution where the activity will take place.

2. TIMELY PROCESSING OF VOLUNTEERS

2.1 The Front Gate Staff will issue each volunteer a Volunteer/Visitor Badge in exchange for his/her photo identification. This photo identification will be returned when the Volunteer/Visitor Badge is returned.

2.2 The Front Gate Staff will check volunteer activity material. When there is a discrepancy, the Institutional Volunteer Coordinator/Chaplain will be contacted to make a decision. If the Institutional Volunteer Coordinator/Chaplain is unavailable, then the Duty Warden will make the decision.

2.3 The Front Gate Staff will allow volunteers, upon their arrival to enter the institution, into the area where they will provide their volunteer services if security staff is available. (**NOTE:** Many volunteers arrive 30-45 minutes prior to their volunteer services to set up the area or review their activity plan. If count is taking place, the Front Gate Staff should still permit the volunteers access to the institution. *Of course, entry would be delayed or prohibited if response to an incident is underway or if there is a lockdown in place.*)

2.4 When there is an unavoidable start delay, the volunteer activity period should be adjusted to ensure that the time allotted is made available provided that such rescheduling will not adversely affect another prior commitment or adversely affect the security of the institution. For example, if the program is scheduled from 6:00 p.m. to 8:00 p.m. and does not begin until 6:45 p.m., then the ending time may be adjusted to 8:45 p.m. (**NOTE:** The volunteer activity cannot begin until the inmates arrive, so it is important to expedite their arrival.)

3. EDUCATE VOLUNTEERS

3.1 The Institutional Volunteer Coordinator/Chaplain and other institutional staff are responsible for providing institutional orientation. See SCDC Policy PS-10.04 for additional information.

3.2 The Institutional Volunteer Coordinator/Chaplain and other trained institutional staff should provide additional training that addresses Agency changes when those changes impact the volunteers.

4. TIMELY PROCESSING OF INMATES FOR VOLUNTEER ACTIVITIES

4.1 Inmates interested in attending weekly (routine) volunteer activities must be included on the "Outcount Roster" which must be given to security staff at least twenty-four (24) hours prior to the volunteer activity. (**NOTE:** Do not utilize "Outcount Rosters" for attendance at large general population Religious Worship Services even when volunteers are utilized unless the Institutional Volunteer Coordinator/Chaplain and/or the Warden limit inmate attendance due to security reasons. These services need to be announced over the institutional intercom system or by a telephone call to the housing units.)

4.2 *Volunteer* activities *should be announced* via the institutional intercom system or by telephone calls to the housing units.

4.3 Inmate movement to the location of volunteer activities should commence at least fifteen (15) minutes prior to beginning time.

5. WHEN PROBLEMS ARISE

5.1 When an individual arrives and s/he is not included on the list of Registered and/or Guest Volunteers, the Front Gate Staff should contact the Duty Warden for a decision. (**NOTE:** Consideration should be given that the volunteer's name could have been left off by mistake.)

6. THEY ARE HERE TO HELP

6.1 Volunteers come into our institutions to help us and the inmates.

6.2 They fulfill needs that we as staff cannot meet. They provide services that we do not have the staff or money to offer.

6.3 Remember, treat volunteers in a courteous and friendly manner; they are an important asset!