
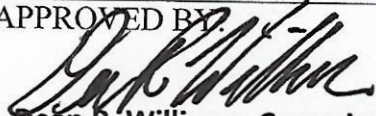


STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Institutions		PAGE: Page 1 of 3
	CHAPTER: 819	NUMBER: 819.03	P&P TYPE: Public
	TITLE: Volunteer In-Reach Program		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 12/14/17
ATTACHMENTS / FORMS: (None.)		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 44.28.030 AS 33.05.010 DOC P&P 202.10 AS 33.16.180 DOC P&P 8189.01 AS 33.30.011 28 CFR Ch. 1 §115.5-115.93 AS 33.30.021	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures to allow community representatives and community-based human services agencies into institutions to interact with prisoners, to provide needed programming and pre-release assistance and to work with DOC to develop Offender Management Plans.
- II. It is the policy of the Department that each institution shall organize and oversee in-reach programming, making full use of community organizations and volunteers. Where volunteer services require or benefit from a degree of access and independence not normally accorded to volunteers, qualified volunteers may be trained and certified, per DOC standards, as VIP's. (See Definitions section below.)

APPLICATION:

This policy and procedure will apply to all Department employees, volunteers, community representatives and prisoners.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

In-Reach:

The process through which community-based human service agencies and individuals work with DOC to develop Offender Management Planning and to provide needed programming and pre-release assistance to prisoners, in preparation for their release.

Institutional Volunteer In-Reach Program (VIP) Coordinator:

A DOC employee assigned by the Superintendent at an institution to coordinate that institution's Day Pass program, and to work with the Qualified Community Representatives at that institution.

Offender Management Plan (OMP):

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An offender-specific supervision and services plan developed with the prisoner and probation staff that is based on the assessment of a prisoner’s risks / needs and strengths which detail the prisoner’s programming, supervision and reentry expectations. The OMP is designed to assist the prisoner by identifying and addressing specific criminogenic needs that are a barrier to behavioral change and successful transition from confinement to integration to the community.

Volunteer In-Reach Program (VIP):

A program devoted to recruiting and employing the services of volunteer specialists from a variety of disciplines to provide assistance in preparing prisoners to secure employment, housing, and wellness upon their release, and to meet the goals of their pre-release Offender Management Plan.

VIPs:

While all volunteers serve the ends of in-reach, not all volunteers are “VIPs”. VIPs are distinguished from other community in-reach providers and volunteers in that their status as “Super-volunteers” permits them to:

- 1.) Enter institutions outside of normal visitation hours, without direct supervision, and with flexible scheduling, as needed to provide in-reach services to prisoners;
- 2.) Access pre-determined areas of institutions without escort;
- 3.) Meet with prisoners, individually and in groups, without direct supervision;
- 4.) Carry and use institutional radios to communicate with staff and carry out in-reach duties;
- 5.) Any other action required to carry out the VIP mission that is approved by the Superintendent.

Volunteer In-Reach Program (VIP) Certification:

Certification accorded to in-reach volunteers who pass DOC approved VIP training and security clearance, which qualifies them to exercise enhanced access and independence within DOC institutions.

PROCEDURES:

I. VIP Applications:

A. In-reach volunteers typically gain access to DOC institutions by way of application, referral, or recruitment. All DOC institutions are encouraged to work closely with local reentry coalitions or other community organizations to identify in-reach needs and those volunteers capable of meeting them.

1. A *DOC Volunteer Application* (See DOC P&P 819.01);
2. A *DOC Photo ID Card Application Form* (See DOC P&P 202.10); and

B. The information provided will be used to conduct a background check and to prepare the appropriate I.D.

II. In-Reach Programs Review:

A. The Institutional VIP Coordinator will determine whether the proposed in-reach topic is relevant, timely and supportive of Offender Management Planning and whether scheduling space is available to

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accommodate it.

B. In-reach proposals not meeting these criteria will be denied or revised.

III. Volunteer / VIP Briefings:

A. Upon completion of the background check and at the discretion of the Superintendent, all in-reach volunteers whose services do not rise to the level of VIP status shall receive an institution-specific briefing on how to conduct themselves while inside of the institution, per DOC P&P 819.01, Volunteer Services Program.

B. Those in-reach volunteers whose services require flexible scheduling, additional freedom of movement within the institution, and reduced supervision may be designated, at the discretion of the Superintendent, as VIP's. In addition to a standard briefing, VIP's shall be scheduled to attend a DOC approved VIP training course. VIP training shall include, at a minimum, discussion of rules and procedures regarding:

1. Entering the institution;
2. Appropriate dress;
3. Interaction with prisoners;
4. Security;
5. Health issues;
6. Telephone use;
7. Offender count;
8. Radio usage;
9. Code of Ethical and Professional Conduct;
10. Prohibition against sexual harassment;
11. Suicide prevention and awareness; and
12. Prison Rape Elimination Act (PREA) requirements.

IV. VIP Operations:

A. Upon completion of training, VIP's shall be issued a green VIP photo ID card, in accordance with DOC P&P 202.10, DOC Photo Identification Cards And Badges of Authority. This ID badge is good for one (1) year and must be re-issued or revoked after that time.

B. The Superintendent shall grant VIP's such access and operational latitude as is reasonable and necessary to carry out the VIP mission. The Superintendent shall limit access and the scope of volunteer activities as necessary to insure the safety of VIP's and the security of the institution.

C. The Superintendent reserves the right and discretion, at any time, to cancel any volunteer in-reach program and revoke the access privileges of any volunteer or VIP.

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