


Chapter:	Citizen Involvement and Volunteers	Classification:	Public Document
Subject:	Volunteers in Correctional Services		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services will provide members of community agencies with meaningful opportunities to become involved in the implementation of correctional programming to enhance service delivery to persons in custody or in the community.


2. Authority

- 2.1 Section 17 of the *Correctional Services Act* allows the Executive Director, Correctional Services to appoint volunteers.
- 2.2 By way of this Policy and Procedure, the Executive Director delegates the authority to appoint volunteers to superintendents, youth custody manager and senior probation officers.

3. Volunteers

- 3.1 Individuals requesting to volunteer will be
- 3.1.1 affiliated or associated with a community agency or educational institution, e.g., the John Howard Society, Elizabeth Fry Society, Coverdale Courtwork Society, Dalhousie University Humanities/School of Social Work, St. Mary's University Criminology, etc., when requesting to volunteer in a correctional facility or community corrections office
 - 3.1.2 screened by Correctional Services
 - 3.1.3 provided volunteer orientation
- 3.2 Volunteers may provide program/services in areas such as
- 3.2.1 tutoring
 - 3.2.2 literacy counselling
 - 3.2.3 life skills instruction
 - 3.2.4 employment search
 - 3.2.5 recreational activities
 - 3.2.6 facility library assistance
 - 3.2.7 alcohol/drug programs
 - 3.2.8 academic/vocational instruction
 - 3.2.9 individual/group counselling

Page 1 of 6	Dated Issued: March 1, 2008 Date of Last Revision: December 19, 2019 Current Revision Date: July 6, 2022	Subject No. 8.01.00
-------------	--	---------------------

Chapter:	Citizen Involvement and Volunteers	Classification:	Public Document
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- 3.2.10 restorative approaches/restorative justice
- 3.2.11 other areas as authorized by the superintendent, youth custody manager, senior probation officer, or designate

3.3 Volunteers in correctional facilities will be utilized solely for program/service delivery and will not be utilized for security purposes.

4. Application and Approval Process

- 4.1 Applications to volunteer with Correctional Services will be submitted directly to the correctional facility or community corrections office in the community where they wish to volunteer, see Volunteer in an Adult Correctional Facility Application ([8.01.00-A](#)), Volunteer in a Youth Centre Application ([8.01.00-B](#)), and Volunteer in Community Corrections Application ([8.01.00-C](#)).
- 4.2 The superintendent or senior probation officer will forward applications to the attention of the manager, policy and programs for processing.
- 4.3 The manager, policy and programs will determine the appropriateness of the request, in consultation with the superintendent, youth custody manager or senior probation officer.
- 4.4 The manager, policy and programs will send a letter to the applicant (see form [8.01.00-E](#), [8.01.00-F](#), [8.01.00-G](#), or [8.01.00-I](#)), to advise of the outcome of the application.
- 4.5 Once the request has been approved, the superintendent, youth custody manager, senior probation officer or delegate, will ensure
 - 4.5.1 the applicant is provided with a letter to present to the police agency when requesting a Criminal Records Check (CPIC) ([8.01.00-M](#))
 - 4.5.2 CPICs are received and maintained on the Facility/Community Corrections Office Community Agency Volunteer file
 - 4.5.3 to communicate to the manager, policy and programs that the CPIC has been received
 - 4.5.4 all volunteers participate in volunteer orientation

Page 2 of 6	Dated Issued: March 1, 2008 Date of Last Revision: December 19, 2019 Current Revision Date: July 6, 2022	Subject No. 8.01.00
-------------	--	---------------------

Chapter:	Citizen Involvement and Volunteers	Classification:	Public Document
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4.5.5 the volunteer signs the Volunteer Orientation Acknowledgement Form ([8.01.00-J](#)) and it is placed on the volunteer file

4.6 The superintendent, youth custody manager or senior probation officer may, at their discretion, request the applicant to provide a Name-based Vulnerable Sector Check.

4.7 Agencies will be required to identify one individual to act as liaison with the superintendents, youth custody manager, senior probation officers or designates and will be required to complete a new application form to request new volunteers to be added to their program/service delivery.

4.8 The manager, policy and programs will track all approved volunteer applications and advise the superintendent, youth custody manager or senior probation officer when an up-to-date CPIC or Name-based Vulnerable Sector Check is required to be completed by the volunteer (every year for CPIC, every 3 years for Name-based Vulnerable Sector Check). The superintendent, youth custody manager or senior probation officer will advise the manager, policy and programs when the new CPIC or Name-based Vulnerable Sector Check has been received.

5. Screening of Volunteers

5.1 Volunteers will be at least 19 years of age.

5.2 Volunteer placement/involvement will be based on identified program opportunities to address a person's needs.


5.3 Volunteer agencies/organizations who wish to have volunteers involved in a facility or community office setting will provide the superintendent, youth custody manager or senior probation officer with the following prior to the volunteer being granted access to the facility/office

5.3.1 name

5.3.2 volunteer's date of birth

5.3.3 CPIC for volunteering with adults

Page 3 of 6	Dated Issued: March 1, 2008 Date of Last Revision: December 19, 2019 Current Revision Date: July 6, 2022	Subject No. 8.01.00
-------------	--	---------------------


Chapter:	Citizen Involvement and Volunteers	Classification:	Public Document
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- 5.4 Those volunteers who are found to have a criminal record will not be considered for volunteer positions until a minimum period of twelve (12) months has elapsed from the completion of the most recent disposition.
- 5.5 Where the volunteer has a criminal record, a full explanation will be obtained from the volunteer. This explanation, along with the completed CPIC or Name-based Vulnerable Sector Check, will be forwarded to the director responsible for correctional facilities, to determine whether the volunteer will be permitted to continue to provide volunteer services in the facility.

6. Volunteer Orientation

- 6.1 A volunteer orientation will be provided to all potential volunteers prior to access being granted to an office or facility to provide services. The volunteer will sign the facility or community corrections Volunteer Orientation Acknowledgement form ([8.01.00-J](#)) acknowledging participation in orientation. The acknowledgement will be placed on the volunteer's file.
- 6.2 Volunteer orientation sessions will be conducted by the superintendent, youth custody manager, senior probation officer or delegate to ensure that volunteers are properly and adequately orientated to work with Correctional Services. The orientation will include
- 6.2.1 overview of Correctional Services
 - 6.2.2 security and safety procedures
 - 6.2.3 access to building/office
 - 6.2.4 conduct
 - 6.2.5 confidentiality, Declaration of Confidentiality Form ([8.01.00-K](#)) to be completed
 - 6.2.6 liability, Waiver of Liability ([8.01.00-L](#))
 - 6.2.7 dress code
 - 6.2.8 emergencies
 - 6.2.9 Code of Conduct
 - 6.2.10 addressing inappropriate behaviour
 - 6.2.11 due diligence
 - 6.2.12 awareness

Page 4 of 6	Dated Issued: March 1, 2008 Date of Last Revision: December 19, 2019 Current Revision Date: July 6, 2022	Subject No. 8.01.00
-------------	--	---------------------

Chapter:	Citizen Involvement and Volunteers	Classification:	Public Document
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- 6.3 Additional topics to be addressed when orientation occurs in a correctional facility include
- 6.3.1 person, property and vehicle search
 - 6.3.2 contraband
 - 6.3.3 facility rules and regulations
 - 6.3.4 Radio 10 codes
 - 6.3.5 universal precautions
- 6.4 Under no circumstances will a volunteer be permitted to provide services prior to successfully completing the orientation program.


7. Volunteer Program Management

- 7.1 The superintendent, youth custody manager or senior probation officer will maintain a local registry of all volunteers actively involved with Correctional Services.
- 7.2 The superintendent, youth custody manager or senior probation officer will maintain a file for each volunteer agency/organization which includes copies of the volunteer application, all applicant screening checks, Declaration of Confidentiality and any correspondence directed to, or written on behalf of, the volunteer.

8. Termination

- 8.1 The superintendent, youth custody manager or senior probation officer has the right to terminate the involvement of any volunteer, for cause or incapacity, when
- 8.1.1 the purpose of the volunteer work no longer exists
 - 8.1.2 they are not performing their duties in a satisfactory manner
 - 8.1.3 a conflict of interest arises
 - 8.1.4 a breach of facility/community corrections office rules or regulations occurs
 - 8.1.5 any activity occurs that threatens the order or security of the correctional facility or community corrections office
 - 8.1.6 engaged in activities not approved by the facility or community corrections office

Page 5 of 6	Dated Issued: March 1, 2008 Date of Last Revision: December 19, 2019 Current Revision Date: July 6, 2022	Subject No. 8.01.00
-------------	--	---------------------

Chapter:	Citizen Involvement and Volunteers	Classification:	Public Document
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8.1.7 they are no longer associated with the volunteer agency/organization

8.2 Where the services of a volunteer are terminated, the superintendent, youth custody manager or senior probation officer will advise the manager, policy & programs. The volunteer will be notified in writing by the manager, policy and programs.

9. Identification

9.1 Volunteers will present government issued identification each time they enter a Correctional Services building.

10. Volunteer Recognition

10.1 The Correctional Services Volunteer Award will be provided to a volunteer, recognized for their contributions, at the annual Correctional Services Awards event during Correctional Services Week.

Page 6 of 6	Dated Issued: March 1, 2008 Date of Last Revision: December 19, 2019 Current Revision Date: July 6, 2022	Subject No. 8.01.00
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