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<b>POLICY AND ADMINISTRATIVE PROCEDURE</b> Manual of Policies and Procedures				

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Legal References (includes but is not limited to)  IC 11-8-2-5(a)(8) IC 11-8-2-5(a)(13) IC 11-10-11-3 IC 11-11-4-1(a)(5)	Related Policies/Procedures (includes but is not limited to)  00-03-101 01-02-101 01-03-101 01-03-104 01-05-101 02-01-101 02-01-115 02-01-102 02-03-101 04-01-101 04-03-103 04-06-103	Replaces:  00-03-102 (Eff. Date 5-1-2019 / ED # 19-30)
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I. PURPOSE:

The purpose of this policy and administrative procedure is to establish the development and implementation of community engagement and the use of State and community resources, including volunteers, in the Department of Correction.

II. POLICY STATEMENT:

The Department of Correction shall engage volunteers in conjunction with other community resources in its divisions and facilities, whenever feasible and appropriate. The utilization of such resources is to further enhance and expand services and programs offered to incarcerated individuals.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **ACTIVITY:** Facility specific activities that are approved by the Warden, which do not meet the criteria of a program or course.
- B. **BLUE BADGE VOLUNTEER:** Color of the Volunteer ID badge that indicates a Volunteer who has higher levels of responsibility and typically does not need to be escorted.
- C. **CLUB:** An approved voluntary organization, association or grouping of incarcerated individuals, with the support or sponsorship of an outside organization.

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- D. **COMMUNITY ENGAGEMENT COORDINATOR (CEC):** The staff person responsible for the development and management of Community Engagement within a specific facility or facilities.
- E. **COMMUNITY RESOURCE:** An organization, individual, agency, educational institution, club, faith-based or charitable entity, business, media, etc. that is or will be a source of monetary and/or non-monetary support for a facility.
- G. **DIRECTOR OF COMMUNITY ENGAGEMENT:** The position responsible for planning and directing the areas of community engagement for the Department and reports to the Director of Religious Services.
- H. **GREEN BADGE VOLUNTEER:** Color of the Volunteer ID badge that indicates a general Volunteer who is typically escorted to locations in a correctional facility.
- I. **IMMEDIATE FAMILY:** The immediate family of an incarcerated individual includes their father, mother, siblings, spouse, children, grandparents, grandchildren, and legal guardians including those with a “step,” “half” or adoptive relationship and those persons with the same relationship to the incarcerated individual's spouse.
- J. **INCARCERATED INDIVIDUAL:** An adult or juvenile person committed to a department of correction (federal, state, or local) and housed or supervised in a facility either operated by the department of correction or with which the department of correction has a contract, including an adult or juvenile under parole supervision; under probation supervision following a commitment to a department of correction; in a minimum security assignment, including an assignment to a community transition program.
- K. **INTERN:** An individual who is enrolled in a higher educational institution and participates as part of the requirements for an academic program.
- L. **PRISON RAPE ELIMINATION ACT (PREA):** The federal law addressing sexual violence in prison, jails, and other correctional facilities. Under PREA, the National Prison Rape Elimination Commission was created with the responsibility for establishing standards for the prevention, detection, response, and monitoring of sexual abuse and violence within correctional systems.

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- M. PROGRAM DIRECTOR: Any staff person assigned to administer approved facility programs.
- N. VOLUNTEER GROUP: Two (2) or more individuals working together to provide a regularly scheduled activity to a facility.
- O. SERVICE PROJECT: An activity or task that contributes to the advantage of another or others and benefits the community or the facility.
- P. VOLUNTEER: An individual who has completed all the requirements for becoming a volunteer, is approved for and engaged in a specified service or regularly scheduled activity and has agreed to serve without compensation from the Department.
- Q. WARDEN: The chief administrator of a facility appointed by the Commissioner, or designee, to oversee the operation of a facility.

IV. SCOPE OF COMMUNITY ENGAGEMENT:

The scope of Community Engagement includes the effective use of community resources to address the needs of the facility and the population and supports the Department's mission and vision. Community Engagement implies a mutual relationship between the Department and the community. The Department's role in this relationship can be accomplished by:

- A. Providing goods or services to the community such as donations or volunteer work crews;
- B. Recruiting community resources to provide goods or services to the Department;
- C. Communicating to the public regarding service projects, volunteer and activity needs, and donations;
- D. Organizing staff and offenders for community service projects; and,
- E. Performing community outreach (i.e., facility tours, community presentations, attending community meetings) in collaboration with the facility's Public Information Officer.

V. COMMUNITY ENGAGEMENT EXPECTATIONS AND RESPONSIBILITIES:

The staff member with the primary responsibility for the development and implementation of community engagement at the facility is the Community Engagement Coordinator (CEC).

The CEC shall solicit information from other staff involved in various areas that may impact community engagement including, but not limited to, the Public Information

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Officer, the Chaplain(s), Custody, Education, Recreation, Addiction Recovery, and Program staff.

The Warden or designee shall establish the working hours and schedule for the CEC. CEC's shall be scheduled to ensure their availability to volunteers and staff.

If any position designated in this policy and administrative procedure does not exist at a facility, the Warden shall designate a staff position to carry out these duties.

The Director of Community Engagement, or designee, shall be invited to serve as a member of the interview and selection panel for facility CEC.

A. Director of Community Engagement Responsibilities:

1. Support the CEC and other facility staff in the area of community engagement;
2. Collaborate with facility staff to maintain updated policy, training requirements, scheduling, and other guidance related to volunteers;
3. Provide community and volunteer resources to the facility;
4. Produce an annual report; and,
5. Host an annual retreat.

B. Community Engagement Coordinator (CEC) Responsibilities

Each facility shall have an employee assigned the responsibility of coordinating and supervising volunteers and their activities, engaging the community, and the utilization of community resources. The Community Engagement Coordinator (CEC) assists with connections between the facility and the community. The CEC shall work in cooperation with other appropriate staff that engage with volunteers and the community including, but not limited, to the Public Information Officer (PIO), Chaplain, and/or PLUS Coordinator. The duties and responsibilities below may or not be performed solely by the CEC at the discretion of the Warden.

1. Documentation
  - a. The CEC manages volunteer files containing background checks, Tuberculosis (TB) tests, application materials, and evaluations. Volunteer paperwork must be updated annually and the CEC is responsible for maintaining the electronic database of volunteer information for the facility. The CEC must also abide by the appropriate retention policy concerning the archiving and destruction of volunteer files.

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- b. The CEC or designee is responsible for managing the volunteer sign-in/sign-out log and documentation of volunteer hours served and other pertinent information, on required monthly reports.
  - c. The CEC shall assist in managing gate releases for volunteer activities.
  - d. Volunteer policy violations shall be documented, and in the event of a gate closure, the volunteer shall be notified of the gate closure and all required documentation shall be completed. Record of the gate closure shall be provided to the affected volunteer with copies maintained at the facility of record and forwarded to the Director of Community Engagement.
2. Selection, Training, and Assignment
- a. Potential volunteer candidates shall meet the eligibility requirements noted in Section VI.
  - b. The CEC, or other appropriate staff, shall interview potential volunteers to assess their qualifications to serve as a volunteer;
  - c. The CEC shall document new volunteers receive required initial training, that existing volunteers receive annual refresher training, and all volunteers read the Volunteer Handbook, comply with applicable volunteer Health Services policies (Policy and Administrative Procedure 01-02-101, "Health Services"), and follow medical requirements to continue volunteer service.
  - d. Volunteers who complete training receive a Green Volunteer ID Badge and those select volunteers identified as 'Blue Badge' volunteer shall complete additional training as identified by the Division of Staff Development and Training.
  - e. For volunteers designated as a Blue Badge volunteer, the CEC coordinates training through the facility's Staff Development and Training Department.

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- f. The CEC connects trained volunteers with appropriate facility staff working in an area where the volunteer will assist (e.g., Religious Services, PLUS).
    - g. With approval of the facility Warden and CEC a volunteer may be authorized to volunteer at more than one Department facility.
- 3. Community Engagement
  - a. The CEC, in cooperation with other relevant staff, shall assess the community/volunteer and donation needs of the facility and communicate those needs with the community contacts.
  - b. The CEC may attend community meetings to maintain a positive working relationship between the community and the facility. Additionally, the CEC shall invite community contacts to volunteer activity events within the facility, at the discretion of the Warden.
- 4. Volunteer Recognition
 

The CEC, in cooperation with other relevant staff, shall plan and host an annual Volunteer Celebration. The Volunteer Celebration provides an opportunity for staff to thank volunteers and stress the importance and value of their work in the facility. It also allows volunteers to network and celebrate accomplishments
- 5. Volunteer Communication
  - a. The CEC is responsible for maintaining contact with volunteers and keeping them informed of local facility events.
  - b. The CEC, in cooperation with other relevant staff, is responsible for contacting volunteers in the event of a lockdown or other disruption of service.
  - c. Volunteer groups and individuals shall be evaluated annually to assess whether or not the activity aligns with Department and facility goals.
- 6. Community Communication

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The CEC shall be an available resource for the community regarding any inquiries related to volunteering, volunteer programming, and donation. The CEC shall be responsible for responding to inquiries in a timely and professional manner. The CEC shall attend the facility’s Community Advisory Board. This may include a presentation updating the community about the volunteer and community engagement efforts at the facility, fundraisers, donations, new activities, and soliciting the need for volunteers and donations.

- 7. Facility Communication
  - a. The CEC communicates with staff, administration, and offenders to determine volunteer and donation needs of the facility.
  - b. The CEC communicates and collaborates with the Facility Public Information Officer (PIO) to ensure volunteer activities are covered through various media outlets.
  - c. The CEC, in collaboration with other relevant staff, communicates with Custody staff concerning gate releases, gate closures, and the sign-in/sign-out log.
  - d. The CEC maintains contact with staff who supervise volunteer activities (i.e. Chaplains, PLUS Coordinators).
  
- 8. Central Office Communication
  - a. The CEC shall be responsive to the Director of Community Engagement concerning inquiries about volunteers, volunteer activities, donations, and community engagement.
  - b. The CEC shall submit a monthly report documenting information related to volunteers, donations, and community engagement.
  - c. The CEC shall submit an annual report providing an overview of community engagement throughout the year.
  - d. The CEC shall attend CEC meetings, retreats, and trainings as requested.

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VI. ELIGIBILITY REQUIREMENTS:

The Community Engagement Coordinator shall inform all prospective community volunteers of the eligibility requirements prior to being approved for service. These requirements shall be reviewed with volunteers as often as deemed necessary.

Criteria for serving in a volunteer capacity include:

- A. At least 18 years of age;
- B. Not under Department supervision or the supervision of any other correctional system or program or on probation;
- C. Not an immediate family member of an offender where personal contact cannot be avoided;
- D. Provision of references on request;
- E. Maturity and ability to handle volunteer responsibilities;
- F. Accept supervision and direction;
- G. Submit to a Tuberculosis (TB) testing / screening in accordance with Policy and Administrative Procedure 01-02-101, "Health Services."
- H. Willingness to provide an identified and approved service;
- I. Ability to meet attendance and performance requirements;
- J. Meet and complete all training requirements;
- K. Ability to complement the work of staff;
- L. Agreement to work without compensation;
- M. Ability to accept differences in people, namely culture, race, religion, and values;
- N. Willingness to undergo a background / criminal history check in accordance with Policy and Administrative Procedure 04-03-103, "Information and Standards of Conduct for Departmental Staff;"
- O. Subject to the approval of the Warden or designee; and,



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- P. Concerns about an individual volunteer or volunteer group should be addressed with the Director of Community Engagement.

**NOTE:** Exceptions to criteria B and C may be made with the approval of the Warden/designee and shall be reported to the Director of Community Engagement and the assigned Executive Director of Adult Facilities or the Executive Director of Youth Services. The Director of Community Engagement may be consulted regarding exceptions.

Volunteers must notify the CEC when made aware of friends or family that are incarcerated at the Department.

Individuals who have a criminal history must be approved by the Warden/designee. This approval or disapproval shall be recorded on the individual’s volunteer application.

Volunteers shall adhere to the guidelines set forth by Policy and Administrative Procedure, 04-03-103, “Information and Standards of Conduct for Departmental Staff.”

All training and volunteer requirements must be successfully completed before entering a facility to serve as a volunteer at dates/times approved by the facility CEC.

Staff may serve as volunteers in any facility where volunteer services are rendered with the approval of the Warden. If the facility of employment and the location of volunteer service are at separate facilities, the approval of Wardens of both facilities is required.

VII. ADDITIONAL CONTACT WITH INCARCERATED INDIVIDUALS (See Facility Directive):

- A. Volunteers may apply for visitation in accordance with Policy and Administrative Procedure 02-01-102, “Visitation.”
- B. Volunteers may not correspond with incarcerated individuals, their family, or any known acquaintances through the mail, telephone, electronically, or in any other capacity without prior approval from the Warden via a completed State Form 565153, “Request for Volunteer Contact with Offender.” (Volunteers must immediately report to staff any unapproved communication received from an incarcerated individual, their family, or any individual related to an incarcerated individual in accordance with Policy and Administrative Procedure 04-03-103, “Information and Standards of Conduct for Department of Correction Staff.)

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- C. Volunteers shall not serve as advocates for any incarcerated individual in any capacity including, but not limited to, facility discipline, programming, rules of supervision, employment matters, character references, or any matters involving parole, pardon, commutation, or other judicial matters.
- D. Volunteers shall not communicate with incarcerated individuals post-release without the prior knowledge and approval of the Warden. If a volunteer is discovered to be in contact with an incarcerated individual post-release without approval, their involvement with the facility may be discontinued.
- E. Each facility shall develop a facility directive providing guidelines for physical contact (hand-shaking, hugging, etc.) between volunteers and incarcerated individuals.

VIII. USE OF VOLUNTEER MENTORS:

The CEC, with approval of the Warden and the Director of Community Engagement, may work with mentor organizations. Mentors shall complete all processing required for new volunteers.

IX. RECRUITMENT:

All Department personnel are encouraged to recruit volunteers, interns, and other community resources, as approved by the Warden.

- A. Active volunteers who are current with their training requirements under this policy and administrative procedure, with the approval of the Warden/designee, may bring a guest with them during their volunteer service in an effort to expose them to possible volunteer service with the Department. The Warden/designee shall determine the requirements and stipulations.
- B. Qualified volunteers shall be recruited from all cultural and socioeconomic parts of the community.

X. VOLUNTEER FORMS:

Individuals interested in volunteering for the Department must complete the following forms in addition to completing the background, criminal history, and warrants check:

- State Form 9238, “Volunteer Application”

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- State Form 46587, “Documentation of Volunteer Training”
- State Form 41465, “Statement of Trafficking Laws and Authorization for Search”
- State Form 42996, “Agreement by Volunteers”
- State Form 46585, “Registered Volunteer Agreement
- State Form, “46587, “Documentation of Volunteer Training”
- Applicable forms as described in Policy and Administrative Procedure 02-01-115, “Sexual Assault Prevention.”

XI. VOLUNTEER GROUPS:

Volunteer groups may be approved by the Warden in response to assessed needs of the incarcerated population. Activities may include, but are not limited to religious, recreation, education, treatment, support, social, or cultural. An activity proposal, including goals, shall be required.

- A. State Form 33061, “Application for Regular Volunteer Program,” shall be used by proposed volunteer groups, and shall be completed in full prior to being considered for approval.
- B. If activity is approved, each group volunteer shall complete the forms in Section X.

XII. CLUBS:

A club must be approved by the Warden and sponsored by a community organization.

Types of clubs may include cultural, educational, veterans, or service. Examples include but are not limited to the Kiwanis and Toastmasters. Clubs shall be required to have a minimum of two (2) annual service projects, which are approved by the Warden/designee.

- A. Procedure for Consideration of Approval:
  - 1. State Form 33061, “Application for Regular Volunteer Group Program,” shall be completed by the sponsoring community organization/club.
  - 2. Required additional information:
    - a. A copy of the club's mission, constitution and/or by-laws;

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- b. A list of local officers;
- c. The methods of organizational fund raising and/or financial support;
- d. The proposed method of financial support for the related organization; and,
- e. The proposed service projects involving participating incarcerated individuals.

**B. Procedure for Termination of a Club:**

The Warden or sponsoring club may terminate the club. The Warden's termination cannot be appealed. A club shall be terminated when:

- 1. The club is unable to fulfill the volunteers' procedures and meet the criteria of the volunteer group;
- 2. The club poses a threat to the safety and security of the facility or persons;
- 3. The club does not fulfill the sponsoring club requirements; or,
- 4. Misuse of club's funds.

**C. Prior to the club's termination, the sponsoring club and/or staff advisor shall attempt to address and correct the reasons for termination.**

**D. If reasonable grounds exist to believe that a club poses a threat to the safety and security of the facility or individuals, the club shall not be permitted to meet pending the results of an investigation. In such case, the Warden/designee shall inform, in writing, the supporting community club of the fact of this action.**

**E. Procedure for Governance of a Club:**

- 1. The CEC shall recruit, assist with training, and evaluate any club.
- 2. A staff advisor, approved by the Warden, may be assigned to each club. Staff advisor supervision duties shall be performed in conjunction with assigned duties and during scheduled work hours. Schedule adjustments may be permitted for attendance at approved meetings.

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3. The club shall be governed by the sponsoring club’s constitution and bylaws when applicable. Incarcerated individuals participating in the facility club shall be considered members of the sponsoring club.
4. Membership in clubs shall be open to the general population, with the exception of clubs which have required membership criteria (e.g., veterans’ organizations), and in accordance with Section XII, E, 7.
5. The sponsoring club may appoint an incarcerated individual with approval of the Warden/designee to fulfill organizational functions. The sponsoring volunteers shall supervise these functions.
6. Membership dues may be established and required of incarcerated individuals for participation in a club. Membership dues shall be a reasonable amount established by the outside sponsoring organization. The sponsoring organization shall provide any additional needed financial support. Membership dues shall be paid to the sponsoring community organization in accordance with Policy and Administrative Procedure 04-01-104, “Inmate Trust Fund.” The Warden may approve other methods of fundraising within the facility. Funds raised by a club shall be contributed to the sponsoring organization for support of incarcerated group activities.  
  
The sponsoring organization shall provide the facility with a quarterly financial report explaining the use and disbursement of dues and/or donated funds. An annual budget shall be submitted to the Warden for approval within the first quarter of the first meeting.
7. An identified member of a Security Threat Group may be allowed to be a member of any club at the discretion of the Warden. The verification of membership in a Security Threat Group shall be in accordance with Policy and Administrative Procedure 02-03-105, “Security Threat Groups.”
8. An annual report from the sponsoring organization and the club shall be submitted to the Warden. This report shall include activities for the year, membership, service projects, fundraising activities, and a financial report. This report shall be considered in the determination of the club continuation.

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9. Any “official” writings, notices, or literature from the club shall be approved by the sponsoring organization and the Warden prior to distribution within the facility or mailing out of the facility.
10. Records of clubs shall be maintained by the CEC.

**XIII. SCREENING AND SELECTION OF VOLUNTEERS AND VOLUNTEER GROUPS:**

The Warden/designee shall ensure that the screening and selection process for volunteers and volunteer groups is as follows:

- A. The CEC and/or the employee that supervises the affected area shall interview in person all prospective volunteers and/or group leaders of potential volunteer groups;
- B. Prospective volunteers shall complete all State Forms required according to their proposed function;
- C. The Warden shall review the prospective volunteer applications and activity proposals for approval or denial;
- D. Volunteers shall comply with the Department’s *Tuberculosis: Prevention and Control Manual*;
- E. The CEC shall inform the prospective volunteer or group leader of the approval or denial, and, if approved, of relevant information regarding orientation, volunteer role, job assignment, schedule and, the need for a picture identification. In the event of a denial, the reason(s) shall be communicated in writing via letter or email.
- F. A photo identification card identifying the volunteer as a ‘Green’ or ‘Blue’ badge volunteer shall be issued to all volunteers and shall always be displayed while on grounds. These identification cards shall be issued in accordance with Policy and Administrative Procedure 04-03-103, “Information and Standards of Conduct for Department Staff,” and accounted for in accordance with facility procedures. An identification card may only be used at the issued facility unless given explicit permission for its use at another Department facility by all Wardens involved.
- G. Individuals offering specialized professional services on a volunteer basis shall provide the facility, via the CEC, with a copy of their credentials / licenses prior to the rendering of the services. Specialized professional services include, but are not limited to, religious, addiction recovery, mental

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health treatment, and educational services. Specialized volunteers shall follow applicable Department policy and guidelines for the area where they are providing volunteer services.

- H. Transitional Healthcare volunteers at the Officer Breann Leath Memorial Maternal-Child Health Unit at the Indiana Women’s Prison must be approved by the Executive Director of Transitional Healthcare Services prior to being processed as a Green Badge Volunteer by the CEC.

**XIV. VOLUNTEER CATEGORIES AND SPECIAL GUESTS:**

**A. Volunteer Categories**

In order to differentiate the amount of supervision and the training required to complete the services, two (2) volunteer categories have been developed. These designations do not imply seniority or rank.

**1. Green Badge Volunteers**

Green Badge volunteers are the most common volunteer designations. They shall be escorted by staff to their area of service. Staff must be located in the general vicinity and able to respond appropriately if assistance is required by the volunteer.

**2. Blue Badge Volunteers**

Blue Badge Volunteers are the less common volunteer designation. They may take on more responsibility than Green Badge Volunteers in roles such as an intern or volunteer chaplain. They are not typically escorted by staff nor is staff required to be present in their volunteer service area. With the Warden’s approval, this designation may draw keys and/or a radio after the completion of the appropriate training.

**3. Contractors**

Individuals who are paid by other organizations but directed by the Department in specific activities may be issued a contractor identification (Examples include, but are not limited to, INPEP, ICAN or VA).

**B. Special Guests**

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Special Guests shall be defined as any individuals or groups interested in visiting a facility for special one-time or infrequent visits. Examples of special guests include, but are not limited to, a choir, guest speaker, group performance, individual performer, and/or potential volunteer. Special Guests must be supervised and escorted by staff at all times and shall have very little contact with the incarcerated population. Special Guests must appear on a gate release and maintain a visitor badge at all times.

Special Guests must complete the following forms prior to their visit. The Wardens may also require a criminal warrants and background check at their discretion

- State Form 33062, “Application for Special Guest”
- State Form 46588, “Special Guest Memorandum”

**XV. VOLUNTEER TRAINING:**

**A. Volunteer Orientation**

The CEC shall be responsible for conducting volunteer orientation for all new volunteers and ensuring the following are completed:

1. Self-Study and Skill-Based training and tests;
2. Tuberculosis screening;
3. Criminal Background/Warrants checks;
4. Photo Identification Cards;
5. Volunteer photos; and,
6. Forms from Section X.

Orientation to the facility shall consist of, but is not limited to:

1. Facility mission, vision, and history;
2. Facility rules and procedures;
3. Volunteer responsibilities;
4. Requirements for volunteering; and,
5. Facility tour, if possible.

Blue Badge Volunteers, as designated in Section XIV, A, 2 require skill-based training in addition to volunteer orientation. Staff Development and Training instructors shall be responsible for the administration and documentation of the skill-based training and self-study testing according to Policy and Administrative Procedure 01-05-101, “Staff Development and Training.”



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The CEC shall work with the Training Department to coordinate/schedule all Blue Badge volunteers for their required skill-based training. The Facility’s Training Department will be responsible for maintaining a Training Packet for each volunteer at their Facility.

The Community Engagement Coordinator is also responsible to submit any of the following changes to the Facility Training Coordinator or Training Liaison:

1. Changes in status for any Blue Badge Volunteers (including change in volunteering location or discontinuation of volunteering); and,
2. Changes in personal information (e.g. change of name due to change in marital status).

**B. Annual Volunteer In-Service**

The CEC shall be responsible for conducting in-person annual in-service training for every volunteer. This may be conducted at the facility or in the community. The CEC shall ensure the following are completed:

1. Self-Study and Skill-Based training and tests;
2. Tuberculosis screening is updated; and,
3. Forms from Section X of this policy and administrative procedure.

Annual In-Service Training shall consist of, but is not limited to:

1. Staffing changes;
2. Policies and procedures updates to include PREA;
3. Review of safety and security protocols;
4. Highlights of volunteer activities and events;
5. Highlights of facility community engagement; and,
6. Preview of upcoming events, activities, and initiatives.

Blue Badge Volunteers require skill-based training updated on an annual basis. Staff Development and Training instructors shall be responsible for the administration and documentation of the skill-based training and self-study testing according to Policy and Administrative Procedure 01-05-101, “Staff Development and Training.”

At the Warden’s discretion, each facility shall determine the frequency of conducting a criminal background and warrants check which cannot exceed every four (4) years.

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XVI. SCHEDULE OF VOLUNTEER SERVICES:

A current schedule of volunteer services is available to all incarcerated individuals and is posted in appropriate areas of the facility.

XVII. VOLUNTEER HANDBOOK:

The Director of Community Engagement shall maintain a Volunteer Handbook to include pertinent information that is consistent throughout the Department. The Volunteer Handbook shall be made available to volunteers electronically through the CEC, the Department website, and printed as needed. The Handbook shall be reviewed and updated as needed by the Director of Community.

XVIII. EVALUATION OF VOLUNTEER SERVICES AND ACTIVITIES:

The CEC shall be responsible for the annual evaluation of volunteers and volunteer group activities through the established evaluation process.

XIX. VOLUNTEER SUSPENSION OR DISMISSAL, AND NOTIFICATION:

All volunteers shall abide by the rules, policies, and procedures of the Department and the facility they are serving. The Warden has the authority to suspend or dismiss a volunteer or a volunteer activity.

- A. Reasons for dismissal or suspension of volunteers or a volunteer activity may include failure to follow agency policies, service is no longer needed, duplicates other programs, has low level of incarcerated individual participation, or other reasons as deemed appropriate by the Department.
- B. Notification of suspension or dismissal of the volunteer shall be the responsibility of the CEC or other staffer designated by the Warden, and leadership at each facility where the terminated volunteer served shall also be notified.
- C. The Director of Community Engagement shall be notified when the service of a volunteer is terminated.

XX. LIABILITY AND EMERGENCY SERVICES:

Volunteers shall enter Department facilities only for scheduled activities/services and at their own risk. Volunteers shall accept responsibility for any bodily injury, death, or property damage caused by their negligence while serving at the facility.

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Emergency medical services shall be provided to volunteers in accordance with Policy and Administrative Procedure 04-06-103, “The Development, Implementation and Review of Service Programs.”

**XXI. VOLUNTEER NOTIFICATION:**

In the event of a temporary stoppage of volunteer activities due to facility operations, each facility shall have a procedure established to systematically notify affected volunteers. The procedure shall include both a plan for notification during business hours and non-business hours. The procedure shall also include protocol for social media, where applicable.

**XXII. VOLUNTEER RECOGNITION:**

The CEC, with assistance from facility staff shall provide a special opportunity to annually recognize the contributions and achievements of volunteers. The CEC shall notify the Director of Community Engagement when these events are scheduled. When deserving, nominations for community awards and the conferring of special facility awards are encouraged.

**XXIII. DONATIONS:**

Donations shall be accepted in accordance with Policy and Administrative Procedure 04-01-101, “Fixed Asset Management.” Donations to the facility shall use State Form 43280, “Request for Donation.”

**XXIV. ACTIVITY FOOD GUIDELINES:**

The following guidelines shall be used for activities providing food

**A. Activities Lasting More Than Five Hours**

1. Volunteers may purchase standard facility meals at the established price. Meal will be delivered to the activity’s location and volunteers may eat with participants.
2. Activity staff may not bring meals into the facility from outside or provide special meals only for participants.
3. The activity may choose to purchase meal enhancements to the standard menu for the entire facility population through the Department’s Foodservice vendor. Arrangements must be made at least sixty (60) days prior to the event.

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4. Activities may bring a reasonable amount of commercially prepared, sealed items for consumption during the activity (e.g., chips, cookies, drink mixes, and condiments) with the approval of the Warden/designee.

B. Activities Lasting Fewer Than Five Hours

Meals or snacks are not typically required or allowed for activities lasting fewer than five hours. Exceptions require approval from the Warden and the Director of Religious Services.

C. Facility-Wide Special Meals

1. Must be approved by the Warden or designee; and,
2. Safe food handling procedures must be followed.

Note: These restrictions do not apply to symbolic / sacramental items, such as communion elements.

**XXV. REPORTS AND RECORDS:**

Personal information related to volunteers is highly sensitive and shall be considered confidential. Volunteer records may be stored inside the secured perimeter of the facility but shall be maintained in a secured and locked storage unit or area, not accessible by the offender population.

Documentation of volunteer service shall be maintained in accordance with the Records Retention and Disposition Schedule of the Indiana Archives and Records Administration (IARA). Documentation shall include required State Forms, evaluations, and termination or resignation notice.

The CEC shall submit to the Director of Community and Engagement a standard monthly statistical report, due on the tenth (10<sup>th</sup>) of each month. The Director of Community Engagement shall develop an Annual Report from submitted facility monthly reports by March 10 of each year. An electronic version of the Community Engagement Annual Report shall be forwarded to the Executive Staff, Division Directors, and Wardens.

**XXVI. COMMUNITY ADVISORY BOARD :**

Every Department facility housing incarcerated adults and youth shall form and host a Community Advisory Board in a manner consistent with the procedures that follow.

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The members of the facility Community Advisory Board shall include, but not be limited to, individuals in the following listing. Those marked as “Mandatory” must be invited to participate (actual participation is a voluntary decision). Those marked as “Encouraged” shall be invited when possible:

- A. Warden of the facility (Mandatory);
- B. Facility staff member appointed by the Warden to act as the secretary to the Community Advisory Board; (Mandatory)
- C. Chief Communications Officer and/or the Director of Communication (Mandatory);
- D. Director of Community Engagement (Mandatory);
- E. Local Parole District Supervisor (Mandatory);
- F. Facility Community Engagement Coordinator (Mandatory);
- G. Facility Public Information Officer (Mandatory);
- H. Approved members of the General Assembly whose district(s) include the county in which the facility is located; (Encouraged)
- I. Judge(s) of the county in which the facility is located (Mandatory);
- J. Local elected officials (Mandatory);
- K. Local Law Enforcement representatives (Encouraged);
- L. Staff from local community corrections or probation (Encouraged);
- M. Local community faith leaders (Encouraged);
- N. Local business leaders (Encouraged);
- O. Members of local media (Encouraged);
- P. A current and/or former volunteer(s) (Encouraged);
- Q. Former incarcerated individual(s) (Encouraged);
- R. Other interested individuals from the community (Encouraged);
- S. One (1) member of the Department’s Executive Staff will attend at the Commissioner’s discretion.

Members of the General Assembly shall not be invited to be a member of the facility’s Community Advisory Board without consulting with, and receiving approval from, the Department’s Legislative Liaison. The goal is to invite members of the General Assembly, whose districts include the area in which the facility operates. In areas that include multiple facilities, the goal is to identify different lawmakers for each facility to include as many members of the Legislative Branch as possible.

Local elected officials may include mayors from nearby cities or towns and shall include the local prosecutor. Members of the city council or nearby town council may also be included.

Local law enforcement may include the County Sheriff, city police chiefs, or a representative from a nearby Indiana State Police post. Leaders of local faith groups should also be invited and encouraged to attend. Invitations should be made to a

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diverse array of faith groups, so that attendance be diverse and generally representative of the beliefs of the facility’s incarcerated population.

A representative from a local media outlet should also be included. The Chief Communications Officer may be contacted for assistance in contacting media representatives.

Interested individuals to invite to the Community Advisory Boards may include local business leaders, community activists, advocates for the incarcerated, victim advocates, or other individuals with a strong interest in corrections.

The purpose of a facility’s Community Advisory Board is:

- A. To open avenues of communication between the facility and the communities near its operation;
- B. To assemble an eclectic group of community stakeholders to observe the operations of the facility from time to time, and to advise facility administrative staff on quality of life issues, and provide diverse perspectives on the effectiveness of facility operations and programs;
- C. To assist with the recruitment of a diverse and professional workforce;
- D. To promote the hiring of former incarcerated individuals;
- E. To help identify available community resources that could enhance the facility’s operation; and,
- F. To assist with promoting community awareness and understanding of correctional issues, and facility and Department initiatives.

At sites where the Department operates more than one facility within the same geographic area (e.g., Plainfield, Pendleton, LaPorte County), with agreement of the Wardens, a Community Advisory Board may be created that relates to more than a single facility. Each facility shall be equally represented and involved.

The Chair of the Community Advisory Board shall be the Warden of the hosting facility. In cases in which there is more than one facility per Board, the Wardens are to rotate the location of the meeting, with the co-chair presiding over a meeting to be the Warden of the facility hosting that particular meeting.

The facility’s Community Advisory Board shall meet twice per year (every six months) but may meet more often as the members of the Board deem appropriate. Meetings are to be scheduled a month in advance and the Commissioner’s Chief of

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Staff, Chief Communications Officer, and the Director of Community Engagement advised as to the date, time, and location of each meeting. Although meetings will often be held at the facility in order to accommodate periodic tours for Board members, there are no limitations placed on the time or place of any meeting, which shall be scheduled to accommodate as many of the Board members as possible.

During each meeting of a facility’s Community Advisory Board, notes shall be recorded by the designated secretary to the Board, who shall prepare minutes of the meeting to be approved by a majority of attendees at the next meeting. Meeting minutes shall include the participants of the Board meeting listed by their category in the invitees section above. The Warden chairing the meeting shall maintain all meeting minutes. A copy of all approved minutes shall be forwarded to the Commissioner’s Chief of Staff, the Chief Communications Officer, and the Director of Community Engagement.

The Commissioner’s Chief of Staff, the Chief Communications Officer and the Director of Community Engagement shall be notified of any changes in the composition of facility Community Advisory Board membership.

Meetings held at facilities should include a tour for Board members to view any aspect or operation of the facility they wish to see, time permitting. Time shall also be reserved for the Warden to describe new developments pertaining to the facility and/or new initiatives being pursued by the Department. There shall be a time during each meeting in which Board members may raise any issue of interest to the community and provide any recommendations they may have to the Warden.

**XXVII. APPLICABILITY:**

This policy and administrative procedure is applicable to all Department facilities and staff.

\_\_\_\_\_  
signature on file  
Robert E. Carter, Jr.  
Commissioner

\_\_\_\_\_  
Date