

POLICY 10.4 - VOLUNTEER AND INTERN PROGRAMS & SERVICES

<p align="center">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER 10.4</p>	<p align="center">TOTAL PAGES: 3 (No attachments)</p>
	<p>RELATED ACA STANDARDS: 2-CO-1G-01 – 2-CO-1G-10; 4-ALDF-4D-10; 4-APPFS-1C-03 to 4-APPFS-1C-07, 4-APPFS-3A-02, 4-APPFS-3C-02, 4-APPFS-3C-03, 4-APPFS-3D-16, 4-APPFS-3E-01; 4-4392</p>	
<p>CHAPTER: 10 COMMUNIAION AND COMMUNITY RRELATIONS</p>	<p>SUBJECT: VOLUNTEER AND INTERN PROGRAMS & SERVICES</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>		
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<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 *Del. C.* §6517, §6551, 29 *Del. C.* §8903

II. PURPOSE: To establish a policy to ensure the consistent recruitment, orientation and oversight of volunteers and interns throughout the Department of Correction (DOC).

III. APPLICABILITY: All Department of Correction employees, volunteers, interns and persons or organizations conducting business with the Department.

IV. DEFINITIONS:

Volunteer: Any person who of his/her own free will performs assigned or authorized services for the Department for which no monetary or material gain is expected or received.

Intern: A student selected for participation in an internship.

Internship: A structured work experience that provides an opportunity to enhance knowledge and skills learned in a particular academic discipline prior to employment in a career field.

V. POLICY: It is the policy of the Department of Correction to establish volunteer and intern programs. Volunteers may supplement agency resources where appropriate and promote citizen involvement in correctional programs. Volunteers may serve as advisors, interpreters, and similar direct service roles, as well as provide support functions. Additionally, the Department offers unpaid internships which provide college students with the opportunity to apply traditional academic classroom learning to actual work experiences. DOC supports internships designed to help the student gain professional experience, improve self-esteem, learn relate to diverse groups of individuals, strengthen communication skills and set realistic career goals.

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- A. Each facility shall be responsible for developing procedures to govern volunteer and intern programs. These procedures must include at a minimum:
1. Methods for securing intern and volunteer involvement in agency programs, including service as advisors, interpreters and similar direct service roles.
 2. A system for recruitment, selection, training, term of service, termination of service, and definition of tasks, responsibilities, accountability, and authority of volunteers and interns.
 3. Ensuring a senior staff member is responsible for coordinating the agency intern and volunteer service programs
 4. The lines of authority, responsibility and accountability for intern and volunteer services.
 5. The recruitment, selection, orientation, training and supervision of interns and volunteers from all cultural and socioeconomic segments of the community.
 6. A criminal background check on all interns and volunteers.
 7. A system for official registration and identification of interns and volunteers.
 8. Each intern and volunteer completes an appropriate, documented orientation and/or training program prior to assignment.
 9. Each intern and volunteer agrees in writing to abide by all agency policies, particularly those relating to confidentiality of information and security practices.
 10. Provides for interns and volunteers to contribute suggestions regarding the establishment of policy and procedure related to the volunteer services program.
 11. Provides that the agency reviews and evaluates intern and volunteer programs at least annually.
 12. Any intern or volunteer delivering health care in the facility, as part of a formal training program, work under staff supervision, commensurate with their level of training, and that there is a written agreement between facility and training or educational facility that covers scope of work, length of agreement, and any legal or liability issues. Students or interns agree in writing to abide by all facility policies, including those relating to the security and confidentiality of information.
 13. The interns and volunteers will comply with the agency written code of ethics that it provides to all staff.

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14. All staff, contractors, interns, and volunteers are held accountable for compliance with the code of ethics.
 15. Staff, contractors, interns, and volunteers are provided with a safe, healthful, and comfortable work setting.
 16. The agency collaborates with colleges and universities to provide educational opportunities, internships and research
- B.** The Department's Human Resources Office will establish and maintain procedures to support this policy. The document will be available on the Department's Extranet site under Services/Human Resources.

