

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
802  
COMMUNITY VOLUNTEERS**

**Supersedes:** AR 802, Temporary (11.15.04)  
**Effective date:** 09.01.06

**AUTHORITY:** NRS 209.131

**RESPONSIBILITY**

The Deputy Director for Correctional Programs is responsible for the operation of the Department's Volunteer Services Program for the benefit of inmates. Wardens and Facility Managers are responsible for the security aspects and on-site operations of community volunteer services.

**802.01 VOLUNTEER SERVICES PROGRAM**

1. The Department encourages citizen involvement and interaction with inmates in the custody of the Nevada Department of Corrections to expose inmates to an array of people, programs and services in the community, and to assist the inmate in rehabilitation and re-socialization by maintaining contact with community resources.
2. Citizens from the community should be recruited and permitted to enter Nevada correctional facilities for purposes of working with inmates on religious, recreational, cultural, personal development, re-entry and other matters benefiting the inmates. This shall be called the Volunteer Services Program.
3. Volunteers should be recruited and selected from diverse cultural and socio-economic backgrounds, to promote inmates' involvement with a wide spectrum of society, and to meet the inmates' backgrounds and interests. Recruitment and selection shall be made without regard for an individual's race, color, creed, religious or ethnic background, gender, age, or sexual orientation.
4. The Deputy Director of Correctional Programs or designee shall approve or reject a volunteer applicant in a timely fashion and provide notice to the volunteer.
  - A volunteer applicant must agree to submit to an initial criminal history background check by the Department and the Department can conduct a subsequent check at any later date.
  - A volunteer applicant must submit proof of a current Tuberculosis test and be re-tested annually thereafter.

5. An approved volunteer must complete the Department's initial Volunteer Training before entry to any facility.
  - Refresher Volunteer Training is required every three years.
6. Approval of a volunteer does not create any rights or privileges for a person to volunteer in a Department facility, nor does it create any specific rights or privileges for an inmate to have contact with that volunteer.
  - All scheduled activities will be contingent upon the security needs of the facility, the programming strategy of the Department, space available, staff coverage, and the interest of the inmates in the services the volunteer seeks to provide.
  - The Warden shall determine whether a particular volunteer service is appropriate for the Warden's facility.
7. Volunteer privileges and admission to corrections facilities can be revoked by the Director, a Deputy Director, a Warden or Facility Manager, or any of their designees, at their discretion. Exclusion should be for good cause, based on the best interests of the Department.
  - A volunteer excluded from the Department may seek the Director's review of a decision to revoke permission to enter. Any decision by the Director is final.
8. A volunteer enters Department facilities at his or her own risk and must acknowledge in writing that by the act of volunteering, the volunteer assumes the risks inherent in any prison environment and understands the policy that the Department does not negotiate with hostage-takers in the event of an incident.
9. A volunteer enters Department facilities in the status of an adjunct employee of the Department and is subject to the same policies, rules, regulations and procedures as Department staff regarding security, confidentiality, privacy and operational practices.
  - A volunteer must agree, by signing form DOC-13, to abide by all such policies, rules, regulations and procedures.
  - A volunteer is subject to search at any time.
  - A volunteer may not bring any items into a Department facility without receiving prior written authorization from the Warden.
  - A volunteer may not bring any telecommunications device or associated apparatus, radio-telephone or computer into any Department facility.

## **802.02 DUAL STATUS FORBIDDEN**

1. No volunteer may have dual status as both a volunteer and an approved visitor of an inmate in the same facility.

2. If a volunteer is put into a dual-status situation and seeks to become a visitor because a relative or existing friend subsequently becomes incarcerated, the volunteer may be approved to continue volunteering at a different facility.
  - The volunteer must immediately notify the Programs Division of this situation.
  - The volunteer must apply to the Warden to become a visitor and the Warden has the final decision to approve or deny visitation.
3. If a volunteer seeks to become an approved visitor for an inmate who is not a relative, or with whom the volunteer had no relationship prior to volunteering, it will be presumed that the volunteer has been compromised and the person will be permanently barred from future volunteering in any capacity with the Department.
4. If circumstances suggest that a volunteer has been compromised into a personal relationship with an inmate, or through any other situation or event, that volunteer will be excluded from the facility pending an investigation into the situation.
5. A volunteer who is found to have been compromised will be permanently barred from participating as a volunteer for the Department in any capacity.
6. A volunteer may serve as a re-entry resource for an inmate to provide information or connection to community-based assistance or services.
  - If a volunteer is found to be living with a former inmate, however, the volunteer will be presumed to have been compromised and will be permanently barred from participating as a volunteer for the Department in any capacity.
  - Volunteers may send informational items to an inmate through the mail relating to the volunteer services (e.g., religious tracts, re-entry resources, educational materials) but may not engage in personal correspondence with an inmate through the mail.
7. A volunteer seeking to introduce and conduct any new program for inmates in the Department must first comply with all Department procedures for proposing a new correctional program.

#### **802.03            PROFESSIONAL SERVICES BY VOLUNTEERS**

1. A volunteer may perform professional services such as counseling or therapy for inmates only if the volunteer is properly credentialed by the Nevada board responsible for certifying or licensing such counselors or therapists.
2. The Department employee assigned to work with the volunteer shall ensure that the volunteer has presented credentials to the Department. The credentials must be appropriate for the services to be provided and remain current.

#### **802.04            PARTICIPATION IN POLICY-MAKING**

1. A volunteer is encouraged to submit suggestions for conducting, enhancing or improving volunteer services in the Department to any Warden or the Correctional Programs Division.
2. Periodically, the Correctional Programs Division, through the Wardens, should survey the inmates to determine their interests and assure that volunteer services meet the needs and best interests of the inmates.

**800.05            APPLICABILITY**

1. This AR requires an Operational Procedure (OP) for the Programs Division and for each institution and facility.
2. This AR does not require an audit.

**REFERENCES**

ACA Standards 3-4111 to 3-4119; 3-4445

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Glen Whorton, Director

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Date