

Oklahoma Department of Corrections Volunteer Services Volunteer Code of Conduct

As partners with the Oklahoma Department of Corrections, volunteers are expected to maintain a standard of conduct that upholds the public trust and reflects the highest ethical standards. Volunteers will:

1. Devote full attention and effort to their work and responsibilities while performing their volunteer service;
2. Engage in conduct which affords respect, courtesy and preserves the dignity of others;
3. Refrain from conduct which is corrupt, illegal, serves to denigrate, demean or disregard the welfare of others;
4. Promote and model exemplary behavior;
5. Comply with all laws, rules, regulations, agency policies and procedures that apply to any aspect of volunteer service;
6. Avoid any conduct, interest or relationship that is in conflict with, or detrimental to, proper and effective service as a volunteer;
7. Serve in a manner which contributes to and supports a safe and healthful environment; and
8. Promptly and truthfully, report any actions, which are not in accordance with agency policies and procedures, violate volunteer rules and guidelines, endanger others or undermine the values of the agency.

Any volunteer whose actions violate this code of conduct may be subject to disciplinary action in accordance with OP-090211, Section II. K. item 5.

**Oklahoma Department of Corrections
Volunteer Services
Rules for Volunteer Service**

Identification (ID) Requirements

1. Volunteers must have their ODOC-issued volunteer ID to enter a facility or to pick up inmates from a community level facility. IDs must be worn at all times while on facility grounds or while serving at an offsite volunteer activity. If a volunteer loses or forgets their ID, a facility may allow the volunteer to use a valid photo ID and issue a visitors badge to be worn while on site.
2. Lost or stolen volunteer IDs must be reported immediately to the facility last visited and as soon as possible to the Religious and Volunteer Services unit office.

Facility Access, Program Material, and Donations

3. All activities must be approved in advance.
4. Arrive at the facility at the proper time and observe scheduled timeframes.
5. Report to central control when entering and exiting a facility to sign in and out.
6. Be prepared to be searched whenever you enter a facility. Anything brought into a facility is subject to search. Vehicles on facility grounds are subject to search.
7. Volunteers are only allowed to go to specifically designated locations in the facility for the volunteer activity, program or service. Proceed directly from central control to your program site and directly back after the program or activity.
8. All program/activity material must be approved before being brought to a facility.
9. All donations must be arranged and approved through the facility chaplain/volunteer coordinator before they are brought to the facility.
10. Do not bring any contraband into the correctional facility or off-center activity involving an inmate. Contraband is defined in OP-040109 entitled "Control of Contraband and Physical Evidence".
11. If a volunteer needs to bring in medications that may be needed by the volunteer during the activity it must be approved in advance.
12. Never carry letters or messages, written or verbal, for an inmate into or out of the institution.
13. Purses, bags and other containers will be transparent and no larger than approximately one cubic foot in size. Program-related items that cannot be transported in clear containers will only be allowed with the approval of the facility head.

Interactions with Inmates, Staff and Other Volunteers

14. Professional relationships with inmates must be maintained at all times. If it appears that an inappropriate relationship is forming, the volunteer will be suspended. Sexual relationships with inmates or ex-inmates within 180 days of discharge are prohibited.
15. Do not use inmates to deliver messages to staff.
16. Be positive in your communications and interactions with staff, inmates and other volunteers. Derogatory comments about any racial, ethnic, faith group or other volunteer groups are prohibited.
17. Inquiries by inmates regarding facility issues should be referred to facility staff.
18. Issues or concerns related to your volunteer service should be brought to the program leader, facility chaplain/volunteer coordinator, facility Administration or the Religious and Volunteer Services unit, not to inmates.
19. Disagreements between volunteers or staff should be dealt with out of the sight and sound of inmates. Any disagreements that cannot be settled should be brought to the program leader, facility chaplain/volunteer coordinator, facility Administration or the Religious and Volunteer Services unit.
20. Any information regarding a threat to the safety of the inmate, other inmates, staff, or the security of the facility must be reported immediately to the facility chaplain/volunteer coordinator. If the facility chaplain/volunteer coordinator is unavailable, it must be reported immediately to security staff.
21. Treat every inmate in a fair and consistent manner. Favoritism is to be avoided.
22. Volunteers are not to discuss their personal information or family matters with inmates.
23. Inmates are not allowed access to any personal addresses. Volunteers may provide organizational addresses or a post office box for written correspondence. All written correspondence or phone conversations must follow the same rules regarding interactions with inmates.
24. Volunteers are not allowed to personally give, receive, or loan money or anything of value, directly or indirectly to an inmate with whom you serve or their family.
25. Volunteers are prohibited from selling products or services to inmates.
26. Quickly comply with the instructions of staff or correctional officers. Bring any concerns to the program leader, the facility chaplain/volunteer coordinator, facility Administration or the Religious and Volunteer Services unit.
27. Volunteers are required to cooperate with any agency investigation.

28. Inmates may be allowed to help facilitate volunteer-led activities but volunteers must maintain control of the program. Inmates should not control meetings.
29. Maintain a professional appearance appropriate to the type of service you are providing. Contact your program leader, the facility chaplain/volunteer coordinator, or facility Administration if you have any questions regarding appropriate attire.
30. Volunteers are prohibited from taking photographs or making audio/video recordings of activities inside the institution or of inmates unless it is approved in advance and proper releases are signed in accordance with OP-020108 entitled "Information Requests and Release of Information from Agency Records and Media Access to the Department of Corrections."

Transporting Inmates and Offsite Activities

31. Volunteers transporting inmates at community corrections centers must have at least one ODOC volunteer for every 8 inmates and one ODOC volunteer of the same gender as the inmates.
32. Report to the security office when signing out inmates for all activities and when returning inmates back to the facilities.
33. There are to be no unauthorized stops.
34. In the event of a vehicle accident, call 911, contact the facility, and remain on the scene until a police report is taken.
35. Volunteers are expected to provide close supervision of inmates to ensure they abide by all rules and regulations. They are not to be engaged in sexual activity, use alcohol or illegal substances, use the activity as a means to receive visitors or engage in illegal or inappropriate behavior.
36. Inmates are not allowed to make or receive phone calls, personal visits or mail any items while participating in any off center activity.
37. Inmates are not allowed to bring any unauthorized property back into the facility.
38. Family members may be allowed to attend activities with inmates. However, they are not to have time alone and their interactions must be monitored. Family members are not allowed to give the inmate anything except food, which must be approved by the volunteer group.
39. Immediately contact the facility In the event of a medical emergency or escape during an offsite activity. In the case of a life-threatening situation immediately call 911.

Reporting Requirements

40. Volunteers are required to notify the facility chaplain/volunteer coordinator and the Religious and Volunteer Services unit if they are arrested, charged with a crime or convicted of a felony or misdemeanor.
41. Volunteers are required to notify the facility chaplain/volunteer coordinator if they have a family member or friend incarcerated at the facility where they serve.
42. Volunteers are required to notify the facility chaplain/volunteer coordinator if they request to be placed on an inmate's visiting list at a facility where they serve.
43. Volunteers are required to update the information in their volunteer data file whenever their name, address, phone number or e-mail addresses change. If they need assistance updating this information they can contact the Religious and Volunteer Services unit.

Social Media Rules

44. Do not friend or connect with an inmate, an inmate's family or their friends on any social media platform.
45. Do not engage in conversations with an inmate's family or friends on any social media platform.
46. Do not make any post on a social media platform that implies or may give the perception you are speaking on behalf of the ODOC.
47. Do not post any information on social media platforms on the behalf of an inmate.

Rules for Religious Volunteers

The following rules apply to all volunteers that are providing religious services or faith-based programs:

48. All religious groups are expected to treat other groups with respect.
49. Be positive about your beliefs without being negative about other beliefs.
50. In order to maintain the safety and security of correctional facilities, use of derogatory language when referring to other groups of people or advocating religious, racial or national hatred is not allowed. Those that violate this prohibition may be suspended from providing religious services.
51. Meeting space for religious activities is shared with all faith groups.
52. Religious special events must be requested in advance through the facility chaplain/volunteer coordinator.

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