



STATE OF OREGON
DEPARTMENT OF CORRECTIONS
Volunteer Program

Employee as a Volunteer Position Description

Volunteer/Student Intern Name: _____ Student Intern [] Yes [] No

Position Title: [] Religious Services Volunteer [] Education Volunteer [] Activities Volunteer [] CTS Volunteer [] Health Services Volunteer
[] Administrative Volunteer [] A&D 12-step Volunteer [] Reentry Volunteer [] Victim Services Volunteer [] Other: _____

Duties of the Volunteer/Student Intern (Check any that might apply and provide details on the lines that follow the check boxes):

- [] Teach an education, cognitive, or work-based class.
[] Lead worship, prayer, and/or religious/spiritual study; and provide pastoral services that you are qualified to do and are approved by your endorser to do.
[] Lead Native American spiritual/cultural activities.
[] Lead or assist with a 12-step group.
[] Supervise or assist with an Activities program.
[] Assist inmates with reentry into the community.
[X] Other: This volunteer is also a department employee and as such, when volunteering, must not exercise greater supervision over inmates than is appropriate for a volunteer . When volunteering, this volunteer may not supervise other volunteers, draw keys and radios, or perform other duties normally a part of his/her paid responsibilities. By signing below the volunteer acknowledges that he/she understands and accepts these limitations and restrictions.

Additional Duties and Responsibilities of Volunteer/Intern:

- 1. Provide appropriate materials needed by inmates in conjunction with participation in your volunteer/intern activity (in accordance with ODOC Rules, Policies, and Procedures).
2. Meet as needed with your ODOC Supervisor.
3. Attend training and classes as your ODOC Supervisor or the Volunteer Program requests.
4. Maintain safety, security, and order of the facility during all your volunteer/intern activities.
5. Provide participation statistics as requested by your ODOC Supervisor and take attendance.
6. Inform ODOC Supervisor or a Security Officer of ANY unusual inmate activity. This includes requests for favors, no matter how insignificant they may appear, requests for contact with inmates' families, friends, etc., requests for money or property of any type.
7. Secure prior authorization from your ODOC Supervisor before bringing any materials or equipment into the facility.
8. Inform your ODOC Supervisor or Central Control as far in advance as possible if you will be absent.
9. Request use of body alarm or radio when entering the facility, if necessary.
10. Maintain proper key control at all times.
11. Be alert and maintain control of the inmates in your class or program.
12. Adhere to all ODOC Rules/Policies/Procedures at all times.

If approved, what equipment, books, items, etc., will you need to bring into the facility as part of your volunteer work:

I have read, understood and agreed to the duties and responsibilities:

Volunteer/Student Intern Signature

_____/_____/____
Date

Facility Supervisor's Signature: _____ Date: ____/____/____ Facility _____
Facility Supervisor's Phone Number: (____) _____ - _____ Approved: [] Yes [] No
Has this volunteer been given permission to write to inmates? [] Yes [] No To accept phone calls from inmates? [] Yes [] No