	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.19.02
		SUPERSEDES (Policy No. & Date): COR.19.02 of 5/25/2018	
SUBJECT: CONTRACT AGENCY & VOLUNTEER SERVICES		Page 1 of 21	

1.0 PURPOSE

To establish standards and guidelines relating to the Contract Agency & Volunteer Services (VolinCor) Program under the Corrections Program Services Division, and to ensure the efficient and effective use of contract agency employees, contract employees, and volunteers who provide specific services for correctional facilities.

2.0 SCOPE

This policy applies to all Contract Agency Employees, Contract Employees, and Volunteers assigned to correctional facilities within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

1. References

- a. Department of Corrections and Rehabilitation (DCR), Policy and Procedures (P&P), ADM.03.09, Personal Appearance and Dress Code.
- b. DCR, P&P, ADM.08.08, Prison Rape Elimination Act.
- c. DCR, P&P, COR.01.17, Internship Programs.
- d. DCR, P&P COR.08.02, Searches of Visitors and Staff, Delivery Vehicles, and Delivered Items.
- e. DCR, P&P, COR.493.09.03, Meals, Staff and Guests.
- f. DCR, P&P, COR.14.18, Inmate Consent to be Interviewed, Photographed, and/or Videotaped.
- g. Director's Directive dated October 25, 2018, To All PSD/DCR Employees, RE: PREA, Fraternalization between Staff and Inmates and Reporting of Incarcerated Relatives.
- h. Hawaii Administrative Rules (HAR), Title 23, Department of Public Safety, Subtitle 1, Administration, Chapter 1, General Provision, § 23-1-4, Department's Programs.

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- i. HAR, Title 23, Department of Public Safety, Subtitle 1, Administration, Chapter 10, Suitability Determinations for Staff Members and Prospective Staff Members.
- j. HAR, Title 23, Department of Public Safety, Subtitle 2, Corrections, Chapter 101, Contraband.
- k. Hawaii Revised Statutes (HRS), Chapter 90, State Policy Concerning the Utilization of Volunteer Services in State Government.
- l. HRS Chapter 386, Worker's Compensation Law, Chapter 386-171 to 386-174, Volunteer Personnel.
- m. HRS Chapter 662-D, Volunteer Service; Immunity.
- n. HRS Chapter 662-2, State Tort Liability Act, Waiver and liability of State.
- o. HRS Chapter 707, Offenses Against the Person, Chapter 707-730 to 707-733, Sexual Offenses.
- p. *State v. Cardus*, 86 Haw. 426, 949 P.2d 1047 (Haw.App. 1997).

.2 Definitions

- a. Branch Liaison Volunteer Coordinator or Designee (BLVC): Coordinator of the Volunteer Services Program in a correctional facility.
- b. Contract: A formal agreement between the Department and agency or an individual to provide specific services as stated.
- c. Contract Agency Employee: An employee hired by an agency contracted by the Department to provide specific services.
- d. Contract Employee: An employee contracted directly by the Department to provide a specific service. Also included in this definition are students who are in an official capacity (assigned internship) from a university, learning to provide a specific service or are to provide a specific service for the Department in accordance with DCR Policy P&P, COR.01.17, Internship Programs. Student interns may or may not receive a stipend from the particular programs they are assigned.
- e. CJIS: Criminal Justice Information System.

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- f. Corrections Program Services Administrator (CPSA): Administrator of the Corrections Program Division.
- g. Corrections Program Supervisor – Volunteers (CPS-V): Administrator of the Statewide Volunteer Services Program.
- h. Fraternalization: To develop a social and personal relationship with people who are unrelated or of a different class (i.e., co-workers), as if they were family members, siblings, personal friends and/or lovers.
- i. NCIC: National Crime Information Center.
- j. Potential Applicant: An applicant seeking placement within the Corrections Program Services Division. The applicant has not yet undergone or is in the middle of training and orientation.
- k. PREA: Prison Rape Elimination Act of 2003.
- l. Protective Order: An order issued by the court instructing an individual to desist from abusing, harassing, stalking, assaulting, threatening, and/or contacting the petitioner. A protective order may include but is not limited to a Temporary Restraining Order (TRO) or an injunction.
- m. Social Media – Computer mediated tools which allow people, companies, and other organizations to create, share and/or exchange information, ideas, videos/pictures/photographs in virtual communities and networks, which include but not limited to Facebook, Instagram, Twitter, Flickr, blogs, etc.
- n. VolinCor: DCR’s Volunteer Services Program.
- o. Volunteer: An individual or organization who provides goods or services to DCR without monetary or material compensation from DCR.
- p. Level I Volunteer – Has completed all the training and orientation requirements set forth by DCR and is engaged in specific services and/or activities on an ongoing, continuous, and regularly scheduled basis. This shall also include volunteers who provide services on a sporadic, periodic, occasional, and/or on-call basis. Level I volunteer is allowed into the assigned facility areas unescorted.

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- q. Level II Volunteer – Has not completed all the training and orientation requirements set forth by DCR. These volunteers may be a material donor (provides materials or monetary donations) or may be a faith group or part of a faith group providing one-time or occasional services. These volunteers are not allowed into the facility unescorted.
- r. Volunteer Supervisor: Supervisor of a unit where volunteer services are provided (i.e., Chaplains, Librarians, Educational Specialists, etc.).

.3 Forms

- a. KaMakani Monthly Volunteer Time Record (online).
- b. DCR 8009, Volunteer & Contract Staff Consent for Criminal Background Check form (attached).
- c. DCR 8101, Volunteer/Contract Staff Application form (attached).
- d. DCR 8102, Volunteer Reference form (attached).
- e. DCR 8103, Acknowledgment Between Volunteer or Contract Employee and Department of Corrections and Rehabilitation form (attached).
- f. DCR 8110, Code of Ethics form (attached).
- g. DCR 8112, Volunteer & Contract Staff Program Services Requirements form (attached).
- h. DCR 8113, CPS Training Evaluation form (attached).
- i. DCR 8117, Prison Rape Elimination Act - PREA form (attached).
- j. DCR 8118, Confidentiality form (attached).
- k. DCR 8119, Mandatory Reporting form (attached).
- l. DCR 8252, Notice of Consent to Search form (attached).
- m. DCR 8318, Personnel Management Office PREA form (attached).
- n. DCR 8328, Minor Consent for Program Use form (attached).

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- o. DCR 8740, Inmate Consent to be Interviewed, Photographed and/or Videotaped form (attached).

4.0 POLICY

It is the policy of DCR to utilize contract agency employees, contract employees and volunteers, where feasible, to supplement employees in all correctional facilities and programs, in order to enhance and expand the services and/or programs offered to the inmates. Contract agency employees, contract employees and volunteers shall never supplant the functions of employees of DCR, nor shall they be substituted for classified staff where authorized positions may be filled. They shall not displace a paid worker nor be placed in a job slot for which funding is available; however, volunteers are able to apply for paid positions.

The use of volunteers enables increased personal contact for the inmate, broadens community resources for the Department, increases public awareness of the correctional system, develops management skills among employees, and is an integral component of all service delivery activities.

Volunteering is a privilege and not a right. Therefore, DCR reserves the right to decline the services of any volunteer whom it deems inappropriate, a threat to the safety and security of the facility, staff, and inmates, and/or fails the training, and/or background criminal checks.

5.0 PROCEDURES

- .1 Each facility shall designate an individual to act as the liaison between the facility, VolinCor, contract agency employees, contract employees, and volunteers.
- .2 Each facility shall have a list of names of the contract agency employees, contract employees, and volunteers assigned to enter the facility. The list for each facility shall be updated monthly.
- .3 Responsibilities: The following lists are guidelines and do not limit the individual's responsibilities.
 - a. Corrections Program Services Administrator (CPSA)
 - 1) Assists CPS Officers/Managers (includes Education, Food Services, Library, Sex Offender Treatment, Substance Abuse Treatment, and

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VolinCor), in the acquisition of appropriate funding from the State Legislature and/or Federal funding sources.

- 2) Allocates adequate staffing resources.
 - 3) Allows staff time to be trained to work with, support, supervise, and/or train contract agency employees, contract employees, and volunteers.
 - 4) Adequately trains CPS Officers/Managers in appropriate monitoring of contract agency employees and/or contract employees.
- b. Corrections Program Services Officer/Manager
- 1) Ensures that all contract agency employees and contract employees are notified of criminal background checks that will be conducted. The Department and/or Warden of each facility has the discretion to deny access to a correctional facility based on the criminal background check's outcome.
 - 2) Requires that contract agencies submit a list of names of all their employees who will potentially provide services in the correctional facilities.
 - 3) All contract agency employees and contract employees must complete and sign DCR 8009, DCR 8101, DCR 8103, DCR 8110, DCR 8112, DCR 8113, DCR 8117, DCR 8118, DCR 8119, DCR 8252, and DCR 8318.
 - 4) Provides copies of completed DCR 8009 and DCR 8101 to CPS-V for processing and scheduling of VolinCor training.
 - 5) Allows staff time to train, to work with, support, supervise contract agency employees and/or contract employees.
 - 6) Notifies Warden and CPS-V in writing of additions and deletions of contract agency employees and/or contract employees.
 - 7) Maintains a file on each agency and/or individual contracted. File should contain each of the applicable above-mentioned forms.
 - 8) Monitors, supervises, and regularly evaluates the contract agency employee or contract employee accordingly. Monitoring should include

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site visits, reviewing established files on offenders or the progress of services provided, ensuring that all services included by the contract are provided, record keeping of all monitored events.

c. Corrections Program Supervisor – Volunteers (CPS-V)

- 1) Oversees the VolinCor program, including but not limited to recruiting and training volunteers, and establishing procedures and guidelines for the program.
- 2) Shall conduct the NCIC and CJIS criminal background check, including a warrants check, on each contract agency employee, contract employee, or volunteer.
 - a) The results of the criminal background check shall be submitted to the facility Warden/designee for approval only if the check reports a concern.
 - b) If the background check is not completed within 10 days, it shall be the Warden’s option to allow the Volunteer into the facility, pending the background check.
- 3) Establishes and maintains referral, reporting, and record keeping systems.
- 4) Facilitates recognition of volunteers.
- 5) Ensures that appropriate training is provided to all volunteers and contract employees prior to participating in program activities.
- 6) Develops and provides in-service training in response to needs expressed by volunteers and contract employees.
- 7) Monitors and supervises BLVCs/Designees assigned to VolinCor. Monitoring should include site visits, reviewing established files on volunteers, progress of services provided, and ensuring that all services provided are fulfilling the facilities’ needs and are meaningful to the volunteers and inmates.

Supervision also includes program direction, support and encouragement, training in specialized areas, and assurance that the Department Policies and Procedures are followed.

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- 8) Counsels BLVCs regarding volunteers.
- 9) Counsels' volunteers as needed.
- d. Branch Liaison Volunteer Coordinator (BLVC):
 - 1) Receives and screens referral of potential volunteers.
 - 2) Conducts training for contract agency employees, contract employees, and volunteers including but not limited to policies and roles and responsibilities as it pertains to the inmate population.
 - 3) For internships, matches the student to a position and supervisor.
 - 4) Processes completed volunteer forms (DCR 8009, DCR 8101, DCR 8102, DCR 8103, DCR 8110, DCR 8112, DCR 8113, DCR 8117, DCR 8118, DCR 8119, DCR 8252, and DCR 8318) and maintains facility records for Volunteer Services. Upon termination, records shall be kept for three (3) years then destroyed.
 - 5) Serves in advisory capacity on committees organized by CPS-V.
 - 6) Ensures that volunteers receive recognition, both formal and informal, for their contribution to the Department.
 - 7) Collects data on volunteer activities and hours worked at their facility.
 - 8) Completes and submits all reports as requested by CPS-V to the Volunteer Services Office.
 - 9) Each BLVC on the Neighbor Island will have these additional responsibilities:
 - a) Defines need for volunteers.
 - b) Identifies volunteer resources in the community.
 - c) Recruits volunteers.
- e. CPS Program Facility Supervisor

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- 1) Arranges for clearance for the contract agency employee, contract employee, or volunteer to have access to the facility at the agreed upon hours of service and handles the scheduling of programs/services.
 - 2) Provides essential program/services information and orientation concerning the inmate(s) as well as training for specific tasks.
 - 3) Entrusts the contract agency employee, contract employee, or volunteer with confidential information that may be needed in carrying out the assignment.
 - 4) Gives the contract agency employee, contract employee, or volunteer a significant task, one that is worthwhile and challenging, without relinquishing authority or responsibility.
 - 5) Directs and supports the contract agency employee, contract employee, or volunteer in carrying out the assigned responsibilities.
 - 6) Provides orientation for the inmate(s), indicating mutual responsibilities and obligations of inmate(s) and contract agency employee, contract employee, or volunteer.
 - 7) Processes the KaMakani form for monthly Volunteer Time Report, keeping a copy and forwarding the original to BLVC.
 - 8) Writes letters of reference for volunteers upon request, if warranted.
- f. Contract Agency Employee & Contract Employee
- 1) Complete and sign DCR 8009, DCR 8101, DCR 8103, DCR 8110, DCR 8112, DCR 8113, DCR 8117, DCR 8118, DCR 8119, DCR 8252, and DCR 8318.
 - 2) Abides by all Department policies and procedures, rules and regulations.
 - 3) Provides services as specified by contract.
 - 4) Shall attend VolinCor and PREA training as scheduled by CPS-V.
 - 5) Maintains communication with CPS Program Facility Supervisor.

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g. Volunteer

The responsibilities of the volunteer include but are not limited to these functions:

- 1) Complete and sign DCR 8009, DCR 8101, DCR 8102, DCR 8103, DCR 8110, DCR 8112, DCR 8113, DCR 8117, DCR 8118, DCR 8119, DCR 8252, and DCR 8318, along with a current TB clearance.
- 2) With the exception of Chaplains, work only within the role and terms specified in DCR 8103.
- 3) Participates in orientation, training, and supervision to ensure maximum effectiveness on the job.
- 4) Works cohesively with other employees and volunteers developing a unified team.
- 5) Works according to the same standards expected of employees in terms of reliability, punctuality, and professionalism.
- 6) Adheres to all facility rules, with emphasis placed on those relating to security issues or concerns, confidentiality of inmate personal and medical records, and other privileged information.
- 7) Retrieves and wears a VISITOR identification badge from the screening desk while in the correctional facility. Returns badge to screening desk before departure.
- 8) Participates in evaluations and surveys.
- 9) Follow all DCR and facility policies and procedures.
- 10) If a request from an inmate is received for advice or assistance relating to a matter outside of the volunteer's duties, he/she will:
 - a) Explain to the inmate that the request does not come under his/her assigned duties and jurisdiction.
 - b) Advise and assist the inmate in contacting the proper staff member.

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.4 General provisions

- a. In accordance with DCR P & P, ADM.03.09, Personal Appearance and Dress code, clothing shall be neat, clean, and appropriate for the environment, workstation, and function of the wearer.
- b. Guidelines for civilian employees shall also be applied to contract agency employees, contract employees and volunteers; however, the Warden has the discretion to further specify clothing guidelines for each facility.
 - 1) Clothing should be consistent with general community standards, and which are applicable to the wearer's trade and profession, and mindful of the environment in which he/she is working.
 - 2) In no instance shall the wearer wear anything that is unsafe, gaudy, or less formal than the community with whom they come in contact during their period of service. The following are **prohibited** in all facilities:
 - a) Tank tops or T-shirts without collars; however, polo shirts are acceptable.
 - b) Shirts printed with and/or displaying profanity, sexual symbols or facsimiles, symbols relating to drugs or narcotics, slogans which are indicative of racial prejudices or violence, etc.
 - c) Vests without a shirt or blouse underneath.
 - d) Mini skirts or slit skirts which expose the leg above the knee.
 - e) Abnormally tight trousers or skirts.
 - f) See-through, backless, crop, mid-drift, low-cut blouses and/or tops.
 - g) See-through, backless, low-cut, cut-out, and spaghetti strap dresses.
 - h) Rubber zoris or similar rubber slippers, and any type of open-toe, strapless sandals.
 - i) Any type of clothing which resembles inmate clothing.

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- 3) Under garments shall be worn at all times, including bras and panties for women.
 - 4) Footwear (boots, shoes) shall be clean and in good repair.
 - 5) Neckties may be worn but must be the break-away type.
 - 6) Sunglasses shall not be worn in the facilities.
- c. Cell phones and smart watches are not allowed in the facilities and should be locked in the car or in a locker if provided by the facility.
 - d. Electronic equipment such as laptops, tablets, cameras, radios, TV, etc., are not allowed in the facilities unless utilized for training and/or educational purposes, and previously authorized by the Warden or designee.
 - e. If working in a secured area of the facility and/or with inmates, all jewelry should be removed; however, a wristwatch, personal medical ID bracelet, and wedding ring or band are allowed. Jewelry that is permanently fixed to the body may qualify as an exception but must be authorized by the facility Warden or designee.
 - f. Large bags are not allowed in secured areas and should be locked in the car. Small clear bags are allowed.
 - g. Outside food is not allowed in the facilities.

.5 Fraternization

In accordance with Director's Directive, dated October 25, 2018, the following shall apply:

- a. Fraternization is strictly prohibited with inmates, including entering into consensual sex with an inmate.
- b. Fraternization with an inmate's family, and/or act as an intermediary between the inmate and his/her family is not allowed.
- c. Delivering any items and/or messages to the inmate is not allowed, other than approved course or service materials, and with prior authorization from the Warden or designee.

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- d. Delivering any items and/or messages from the inmate to his/her family, friends and/or relatives, is not allowed.
 - e. Taking any item(s) out of the facilities, for any reason, without the express authorization of the facility Warden or designee, is not allowed.
 - f. Gesture of "fist bumps" and/or handshakes, when first greeting the inmates is allowed. Having any other physical contact with the inmates (e.g., hugging, group hugs, hand holding) is not allowed.
 - g. Contacting the inmate's families and/or relatives unless it is a part of the volunteer's duties, is not allowed.
 - h. Contacting the victim(s) of the inmate(s) or the victim's family and/or relatives at any time, is not allowed.
 - i. Any violations of these provisions shall be banned from the facility.
- .6 Videotaping and/or photographs are not allowed in accordance with DCR P&P, COR.14.18, Inmate Consent To Be Interviewed, Photographed, and/or Videotaped, any inmates to be videotaped and/or photographed shall sign DCR 8740. If an inmate declines to sign DCR 8740, the inmate is not to be videotaped and/or photographed.
- a. Videotapes and/or photographs taken of inmates shall not be published on social media.
 - b. Should a non-profit organization desires to post photographs and/or videotapes of inmates on its website in conjunction with religious services offered to inmates, prior written authorization shall be obtained from the Director of the Department of Public Safety.
- .7 Conducting interviews with inmates without prior written consent from the Director of the Department of Corrections and Rehabilitation is not allowed.
- .8 Searches
- In accordance with DCR P&P, COR.08.02, Searches of Visitors and Staff, Delivery Vehicles, and Delivered Items, contract employees and volunteers are subject to search as confirmed by DCR 8252.

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6.0 ELIGIBILITY OF CONTRACT AGENCY EMPLOYEES, CONTRACT EMPLOYEES, AND VOLUNTEERS

- .1 Any person of good character, who desires to provide services, is qualified to provide the specific services contracted for, and is at least eighteen years (18) of age.
 - a. Individuals under the age of 18 years may be permitted to provide volunteer services as a part of a faith or service group, provided that DCR 8328 has been submitted to the facility Warden at least ten (10) working days prior to the date of admission to the facility. A State-issued identification or birth certificate must accompany DCR 8328.
 - b. The facility Warden or designee retains the discretion to deny admittance to anyone under the age of 18.

- .2 Any person who does not have past, present or pending criminal charges or convictions and is not on supervisory release, probation, or parole. Anyone with the aforementioned status will not be considered:
 - a. Convicted felons must have been in the community for five (5) years, during which time they must be completely arrest free, and off all supervision for at least two (2) years.
 - b. Convicted misdemeanants must have been in the community for two (2) years, during which time they must be completely arrest free, and off all supervision for at least two (2) years.
 - c. Individuals with a sexual harassment and/or sexual assault, as defined in HRS Chapter 707-730 to 707-733, complaint against them, either pending or resolved, will require special review and approval.
 - d. Individuals found not guilty of a crime by reason of insanity or mental defect will require special review and approval.
 - e. Individuals with substance abuse histories and/or problems should be with his/her referring agency for one (1) year and clean and sober for at least one (1) continuous year, although two (2) continuous years is recommended.
 - f. Individuals who fail to fully disclose his/her criminal history, falsifies and/or withholds information on DCR 8009 shall be rejected.

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- g. Persons currently on probation or parole, or with pending criminal charges are not eligible to become a Level I Volunteer.
 - h. However, on a case-by-case basis, an individual with a criminal background (i.e., someone on parole) may become a Level I or II volunteer with the written recommendations of the CPS-V and facility Warden, and written approval by the Deputy Director for Corrections (DEP-C).
- .3 Any person who is not a relative or friend of an inmate confined in the same facility may provide services. A friend or relative of an inmate confined in the same facility may provide services with prior written approval from the Warden. In addition, a friend or relative of an inmate may not provide services with that particular inmate.
- .4 Any person on any inmate visit list must immediately notify the BLVC. The contract agency employee, contract employee, or volunteer shall not serve in the same facility as the inmate unless prior written approval from the Warden has been obtained.
- .5 Any employee of the facility may serve as a volunteer at any facility with written approval from the particular facility's Warden.
- .6 Any person seeking to provide a specific service as a volunteer (i.e., educational, medical/mental health services, chapel services, etc.) must provide appropriate credentials.
- .7 Any person seeking to provide services must complete training and orientation with VolinCor. Upon completion of training and orientation, the applicant must take a written test and pass with 80% or higher. For volunteers, taking/passing a written test bi-annually is required to continue his/her eligibility status.
- a. Should a volunteer terminate his/her service and subsequently desires to restart his/her volunteer service, the volunteer shall be required to submit a current TB clearance, retake the training and orientation, along with the written test.
 - b. In accordance with DCR P&P, ADM.08.08, Prison Rape Elimination Act, all contractors and volunteers shall also undergo PREA training during the VolinCor training and orientation sessions. However, if the individual is required to spend a considerable amount of time working with inmates (20

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or more hours per week), he/she shall be required to attend the complete PREA training that is given to PSD staff.

For contractors, taking/passing the VolinCor written test and completing the PREA training bi-annually is required to continue eligibility status.

- c. Certain individuals, including but not limited to those providing services in the Mental Health Unit, or Substance Abuse Treatment, or with the Sex Offender Treatment Unit, along with Chaplains and Chapel Assistants shall attend the complete PREA training.
- .8 The potential applicant must consent to and pass a criminal background check prior to training.
- a. A NCIC and/or CJIS criminal background check shall be performed by the CPS-V.
 - b. A check for any for any protective orders against and/or by the potential applicant shall be conducted.
 - 1) The Judiciary's Public Access to Court Information (Ho'ohiki), <http://hoohiki.courts.hawaii.gov/#/search>, and eCourts Kokua, <http://jimsps1.courts.state.hi.us:8080/eCourt/ECC/ECC.iface>, should be checked to verify if there is an active protective order against or by the inmate.
 - 2) The name of the potential applicant should be checked in Ho'ohiki and eCourts Kokua.
 - 3) The NCIC may be checked to see if there is an out of state protective order by or against the potential applicant.
 - 4) If there is an active protective order by the potential applicant against an inmate, or an inmate against the potential applicant, prior written approval shall be obtained from the Warden prior to allowing the applicant to attend training.
 - c. If the potential applicant does not meet the approval criteria (background check), but the facility Warden believes the services offered by the applicant will be of value to the inmates and/or DCR, the Warden may submit a request for approval to the Institutions Division Administrator.

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- d. The Institutions Division Administrator will then submit a request for an exception of the potential applicant and obtain written approval from the Deputy Director for Corrections (DEP-C).
- .9 Upon completion of the training and passing the test, all potential volunteers shall complete all forms as outlined in Section 2.2.
 - a. Potential volunteers shall have 90 days in which to turn in all completed forms. If completed forms are not submitted within 90 days, the volunteer will be considered terminated or withdrawn from the program.
 - b. If an individual did not submit the required forms within 90 days, but subsequently decides to re-enter the program, the individual shall retake the training, and resubmit the application packet.
- .10 A TB clearance must be submitted after approval of the volunteer's application and prior to entering the facility.
 - a. The TB clearance must be within two (2) years of the start of service.
 - b. While not mandatory, volunteers are encouraged to have an annual TB clearance.
 - c. Should there be a break in service of one (1) year or more, the volunteer will be required to obtain a TB clearance prior to restarting service.

7.0 RECRUITING (VOLUNTEERS)

- .1 Recruiting volunteers, as defined in HRS Chapter 90, State Policy Concerning the Utilization of Volunteer Services, is a staff responsibility under the supervision of the CPS-V.
- .2 Recruiting efforts may include public, media, civic organizations, educational institutions, public agencies, and individuals.
- .3 Individuals from all segments of the community are encouraged to apply as DCR volunteers.

8.0 PLACEMENT

- .1 A request for volunteers may be submitted to the CPS-V.

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- .2 The CPS-V or BLVC will recruit to fill the position requested, review the Volunteer Application packet, then conduct a preliminary interview to determine the applicant's aptitudes, abilities, preferences, and other qualifications necessary for suitable assignments.
- .3 If the applicant is suitable, a referral will be made to the appropriate CPS Facility Program Supervisor for consideration of placement.
- .4 If the BLVC is unable to match a potential volunteer with an appropriate placement, the volunteer will be referred to the CPS-V for assistance.
- .5 If a potential volunteer is accepted for placement, DCR 8103 shall be completed prior to the volunteer participating in the actual program.
- .6 The volunteer placement should be made soon after all necessary forms have been completed and submitted to BLVC. In addition, the volunteer must have attended the Volunteer Orientation/Training session or have been oriented to the correctional institute placed at.
- .7 Volunteers will be placed in direct or indirect service assignments according to their interests, capabilities, and credentials in accordance with security requirements of the facility in the following general categories of work: administrative/clerical, academic/education, vocational training, counseling or therapy, recreation (physical or arts/crafts), personal development and religious services.
- .8 Volunteers approved to work in specialized areas (i.e., medical, mental health services, substance abuse counseling, etc.) will be supervised by the departmental officer(s) or unit supervisor of the designated area.
- .9 Contract Agency Employees or Contract Employees will be placed in direct or indirect services according to specifics in their contract.

9.0 VOLUNTEER BENEFITS

- .1 Volunteers shall be covered under HRS Chapter 662D, Volunteer Service; Immunity, and HRS Chapter 662, State Tort Liability Act.
- .2 Procedures covering cases of injury shall be in accordance with HRS Chapter 386, Worker's Compensation Law, Sections 171 and 172, Volunteer Personnel.

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- .3 Reimbursement for transportation costs may be furnished when funding permits. State vehicles may be utilized in the performance of Department or agency-related duties, if approved by the facility Warden.
- .4 In accordance with DCR Policy 493.09.03, Meals, Staff and Guests, meals may be provided without charge to volunteers working over four hours per shift, provided that their shift covers a meal period. When budgetary constraints do not permit eligible volunteer's free meals, they may purchase meal tickets with administration approval. The Warden, in consultation with the Institutional Food Service Manager (IFSM), shall have the discretion to withhold such meals on grounds of fiscal or resource limitations.
- .5 Volunteers shall be provided with recognition in the form of certificates, awards, or recognition ceremonies as deemed appropriate and when funding permits.

10.0 GRIEVANCES

- .1 Grievances shall be processed fairly and promptly.
- .2 Problems and conflicts concerning performance of duties or any other matter, excluding suspension or dismissal, shall be discussed between the individual(s) and the BLVC and/or CPS Program Facility Supervisor.
- .3 The individual(s) may submit a written statement to the BLVC and/or CPS Program Facility Supervisor detailing the problems.
- .4 The BLVC and/or CPS Program Facility Supervisor shall meet with all parties involved in an attempt to resolve the problem.
- .5 If the matter is not resolved, the Contract Agency Employee, Contract Employee or Volunteer may request mediation or review by the facility Warden and/or CPSA.

11.0 EVALUATIONS

- .1 Contract Agency Employees, Contract Employees, and Volunteers shall have the opportunity to evaluate their placement periodically. They shall discuss with their departmental supervisors and/or on-site supervisors their concerns and areas of difficulties. Feedback is important for a successful learning experience.
- .2 Contract Agency Employees, Contract Employees, and Volunteers should be monitored regularly by a CPS Program Facility Supervisor, BLVC and/or CPS-V

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to ensure that agreements with their respective supervisors are being fulfilled. Refer to responsibilities for particulars.

12.0 TERMINATION

- .1 Contract Agency Employees, Contract Employees, and Volunteers may be terminated from services by the Department for any of the following reasons:
 - a. Services are no longer needed or desired; or contract period has ended.
 - b. Breach of Confidentiality (i.e., security procedures, inmates' personal information, etc.).
 - c. Unlawful conduct or breach of Department and/or facility rules and regulations.
 - d. Physical or emotional illness which adversely affects job performance.
 - e. Failure to follow directions of their immediate supervisor without just cause.
 - f. Any acts which threaten the order or safety of employees, inmates, or volunteers.
 - g. Erratic and unreliable attendance or failure to comply with assigned tasks.
 - h. Failure to perform in a professional manner (i.e., engaging in personal relationships with inmates, constant display of vulgarity to staff and/or inmates, etc.).
 - i. Pending criminal charges or investigation.
 - j. Fraternizing with inmates and/or inmates' families and relatives.
 - k. Bringing in or taking out contraband as defined by HAR, Title 23, Department of Public Safety, Subtitle 2, Corrections, Chapter 101, Contraband.
- .2 Allegations that the services of a Contract Agency Employee, Contract Employee, or Volunteer(s) threatening the order and safety of the Department or facility shall be investigated by the CPS Program Facility Supervisor or BLVC, then shall discuss the charges with the individual(s) and/or Warden/Designee and CPS Officer/Manager.

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
- a. The CPS Program Facility Supervisor of the individual involved will thoroughly investigate any allegation(s) that this individual(s) committed any acts listed in contained in this policy.
 - b. This investigation will be conducted and completed in a timely manner. Upon completion of the investigation, the supervisor will present its findings to the Warden, CPS Officer/Manager, and to the CPSA.
 - c. If the Warden substantiates the allegations, appropriate disciplinary actions shall be taken. If a Contract Agency Employee, Contract Employee, or Volunteer is terminated via this means, the individual(s) involved will not be eligible to provide services for the Department.
- .3 In the instance of suspension or termination, the individual(s) involved will be denied access to the facility, pending the outcome of the grievance procedure.
- a. The CPS Program Facility Supervisor or BLVC in charge of the contract employee or volunteer may ask for a review from the Warden. The basis for making the request shall be made in writing and addressed to the facility Warden involved.
 - b. Within ten working days of receipt of the request, the Warden shall review this matter and render a decision. The decision of the Warden shall be final.
 - c. Copies of all relevant information will be forwarded to CPSA. Originals will be maintained by CPS-V.

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 01 2024
Date

APPROVED:



Director JAN 01 2024
Date

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**VOLUNTEER & CONTRACT STAFF
CONSENT FOR CRIMINAL BACKGROUND CHECK**

APPLICANT'S NAME: _____ SSN: _____ DOB: _____

Maiden Name/Other names used: _____

TYPE OF ID: _____ ID#: _____

EXAMPLE: (Name of State) Drivers License, (Name Of State) ID, (Name Of Country) Passport, Military ID, ETC

This is to inform all volunteers and contract personnel that any person authorized to provide services for the Department of Public Safety is subject to both State and Federal Criminal Background Checks. All information will be kept confidential and will be handled in accordance with Department Administration Policy & Procedures: ADMIN .05.01: Access Control to Department Confidential Information.

Incomplete applications will not be processed. PLEASE FILL IN ALL INFORMATION BELOW:

Are you currently listed on any inmate's approved visit list? (Circle One) YES NO

Are you related to any inmate? (Circle One) YES NO

Do you have a personal and/or business relationship with any inmates? (Circle One) YES NO

Do you have a Protective Order filed against any inmate? (Circle One) YES NO

Do you have a Protective Order filed against you by any inmate? (Circle One) YES NO

If yes, inmate's name: _____ Relationship: _____ Facility: _____

If more space is needed, please attach a separate sheet.

INCLUDE ALL ARRESTS (DAG'S, DANC'S, DISMISSALS, EXPUNGEMENTS, NOLLE PROSEQUI, ETC)

Have you ever been arrested (Local, State, Federal, Military)? (Circle One) YES NO

Have you ever been incarcerated (Local, State, Federal, Military)? (Circle One) YES NO

Have you ever been served with a TRO (Restraining or Protective Order)? (Circle One) YES NO

Have you ever had a sexual harassment complaint lodged against you? (Circle One) YES NO

If any of the above is answered yes, fill out below.

<u>MOST RECENT CHARGE(S)</u>	<u>STATE</u>	<u>DATE OF ARREST</u>	<u>PRESENT STATUS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF MORE SPACE IS NEEDED, USE BACK OF THIS PAGE OR ATTACH A SEPARATE SHEET

Are you currently under court, probation, or parole jurisdiction? (Circle One) YES NO

If yes, please provide information below.

State and City: _____ Reason: _____

Name of Probation/Parole Officer: _____ Phone Number: _____

Length of time left on sentence: _____

I hereby authorize the Department of Corrections and Rehabilitation to conduct a background security check on the information provided above. In addition, I understand that I may be subject to fingerprinting should a discrepancy be found. *I certify that the aforementioned information is true, complete, and correct. I understand that withholding and/or falsification of information pertaining to the State and Federal Criminal Background Checks is cause for rejection of application and/or termination.*

Signature Date

FOR ADMINISTRATIVE USE ONLY

CJIS CLEARANCE: YES NO: (Reasons) _____ Date _____
Please attach record

NGIC CLEARANCE: YES NO: (Reasons) _____ Date _____
Please attach record

COMMENTS:
Conducted by: Name _____ Title _____ Facility _____

VOLUNTEER/CONTRACT STAFF APPLICATION
(CONFIDENTIAL WHEN COMPLETED)

DATE: _____ BASE FACILITY: _____
LAST NAME: _____ FIRST: _____ MIDDLE: _____
HOME ADDRESS: STREET _____ APARTMENT # _____

CITY _____ ISLAND _____ ZIP CODE _____
CONTACT INFORMATION: HOME: _____ BUSINESS: _____
FAX: _____ MOBILE: _____
E-MAIL ADDRESS: _____
EYE COLOR: _____ HAIR COLOR: _____ WEIGHT: _____ HEIGHT: _____
GLASSES: YES NO CONTACTS: YES NO TATTOOS: YES NO MOLES: YES NO

CURRENT EMPLOYER: _____ POSITION: _____
ADDRESS: _____
SUPERVISOR/TITLE: _____ PHONE NUMBER: _____
Circle last year of school completed: (Grade) 9 10 11 12 13 14 15 16 17 18 19 20 21 22
College(s) Attended: _____
Major: _____ Degree(s)/Year: _____
Languages Spoken/Written (other than English): _____
Special Skills/Interest: _____
Licenses and/or Certification: _____

EMERGENCY INFORMATION

In case of emergency contact: _____ Relationship: _____
Telephone Number(s): Home: _____ Business: _____
Address: _____
Street/Apartment # City State Zip Code

TYPE OF VOLUNTEER: Religious, AA, NA, Educational, Clerical, SOTP, Toastmasters, OTHER: _____

FACILITY LOCATION (Circle all that apply): HCF, OCCC, WCCC, WCF (Outer Island) HCCC, KCCC, KCF, MCCC

FOR RELIGIOUS VOLUNTEERS ONLY:

CHURCH AFFILIATION: _____
ADDRESS: _____
SUPERVISOR/PASTOR/PRIEST/BISHOP/ETC.: _____ PHONE: _____

CODE OF ETHICS

I understand that I have been accepted by the Department of Corrections and Rehabilitation (DCR) as a "STAFF MEMBER" and that I am expected to abide by professional and ethical standards expected of all employees. As a volunteer or contract staff member, I am subject to a code of ethics similar to that of professionals in the field in which I am performing services for. Further, I understand I assume certain responsibilities and am expected to be accountable for my conduct.

1. I will maintain the professional and personal dignity and integrity in public, and will not accept any gift or favor from an inmate or his/her families, or anything that appears to, or could imply an obligation inconsistent with the objective exercise of my professional duties.
2. I agree to follow all rules and regulations and not use my position with the DCR to secure privileges or advantages for myself.
3. I will maintain the highest level of confidentiality in public, in reference to security procedures and revealing private information of inmates to anyone not having proper authorized use of the information.
4. I will not discriminate against any person on the basis of race, religion, color, national origin, sexual orientation, age, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, or any other class protected by law, and will respect and protect the civil and legal rights of all inmates.
5. I promise to bring to my place of service an attitude of open-mindedness and willingness to teach and be taught; I realize that I have assets that my co-workers may not have, vis a' vis, and I should utilize these assets to enrich the project that we are working together on, therefore, I will not act in my capacity in any matter in which I have a personal interest that could appear to impair my objectivity.
6. I will not engage in undue familiarity with inmates, former inmates and their families; I will report any corrupt or unethical behavior of a fellow correctional staff member that could affect an inmate, or the integrity of the DCR, but will not make statements critical of colleagues or other criminal justice agencies.
7. I will respect the importance of, and cooperate with, all elements of the criminal justice system, and will develop relationships with colleagues to promote mutual respect for the profession and improvement of the quality of service provided.
8. I realize that I must fulfill my promise, and therefore, I will read carefully the agreement that I make with my supervisor to ensure clarity to avoid misinterpretations. Further, I believe I have an obligation to my work, those who direct and guide it, to my colleagues, and for those to whom I provide the service.

I have read the Code of Ethics and clearly understand its meaning. I further agree to uphold the Code of Ethics as set by the Department of Corrections and Rehabilitation as a Volunteer or Contract Staff Member.

Signature of Volunteer/Contract Member Date

Print Name

Signature of Witness

Date

VOLUNTEER & CONTRACT STAFF PROGRAM SERVICE REQUIREMENTS**Eligibility Requirement for the Department of Corrections and Rehabilitation Volunteers:**

1. Are you at least eighteen (18) years of age? Yes No
2. Do you have prior arrest and/or convictions? Yes No. If "Yes", see APPROVAL CRITERIA
3. Do you have relatives and/or close friends who are incarcerated? Yes No. If "Yes" you must notify the Branch Liaison Volunteer Coordinator (BLVC) as soon as possible.
4. Are you on any approved inmate visit list? Yes No. If "Yes" you must notify the BLVC as soon as possible.
5. Are you an employee of the State? Yes No
6. Applicants desiring to provide a specialized service as a volunteer (i.e. educational, medical/mental health services, chapel services, etc.) must provide appropriate credentials.

I have read and met all of the above requirements:

Applicant's Signature

Date

Department of Corrections and Rehabilitation Approval Criteria (applies to both new applicants and retraining):

1. Convicted felons must be in the community for 5 years during which time they must be completely arrest free. They also need to be off all supervision for 2 years.
2. Convicted misdemeanants must be in the community for 2 years during which time they must be completely arrest free and off all supervision for 2 years.
3. Persons with pending criminal charges **WILL NOT BE CONSIDERED.**
4. Person on probation or parole are **NOT ELIGIBLE.**
5. Anyone with a sexual harassment complaint will required special review and approval.
6. Anyone found not guilty by reason of insanity or mental defect will require special review and approval.
7. Persons with substance abuse histories/problems should be with the referring organization for 1 year, as well as clean and sober for at least 1 continuous year, 2 years are suggested.
8. Anyone who fails to fully disclose their criminal history, falsifies, or withholds information on the Consent for Criminal Background Check will be **REJECTED.**
9. Exceptions to these require approvals from the affected wardens, division, administrators, and Deputy Director Of Corrections. The church or referring agency must clearly state they know the reasons he/she is not eligible and give reasons why they believe an exception should be made.

I have read and met all of the above requirements:

Applicant's Signature

Date

All prospective volunteers and Contract Staff for the Department of Corrections and Rehabilitation are required to complete and submit the following forms for consideration as a regular volunteer or Contract Staff.

1. Application Form
2. Reference Form
3. Consent For Criminal Background Check Form (needed for both new applicants and retraining)
4. Certification or Credentials (i.e. Diplomas, School Transcripts, Ordination, Certification, or other equivalent documents). For Religious Volunteers Or Other Organizations: Letter of reference signed by the organization leader on an official church stationary stating that the applicant is a member in good standing and is authorized to represent their organization in prison ministry, service, etc.
5. For Volunteers With A History of Substance Abuse: Volunteer Reference form from designated contact person verifying applicant's one (1) year of continuous of being clean and sober; has a sponsor and a home group, support system.
6. Syllabus: Must state goals, objectives and implementation plan. Syllabus should also include but not limited to Title of Program, Purpose/Objective/Goals, and Materials/Items to be brought in.
7. Current TB Test (within two [2] years from date of orientation). *
8. Copy of Picture I.D. (Driver's License, State I.D., Military I.D. or Passport).
9. Copy of Social Security Card or Picture I.D. with Social Security Number, e.g. Military I.D., Passport.

I understand that I will not be able to provide volunteer services until all of the above documents have been received and approved by the Branch Liaison Volunteer Coordinator.

Applicant's Signature

Date

***Note: TB Tests can be obtained from your private physician or any State of Hawaii TB Testing Clinics**

CPS VOLUNTEER/CONTRACTOR TRAINING EVALUATION

Date: _____

Please circle the answer to the following statement below:

1. The training was useful and informative.
A) Agree B) Disagree C) Other: _____
2. The Volunteers/Contractors Handbook is helpful.
A) Agree B) Disagree C) Other: _____
3. The PREA presentation was useful and informative.
A) Agree B) Disagree C) Other: _____
4. The goals of the training were clearly stated and met.
A) Agree B) Disagree C) Other: _____
5. The presenters were well informed and prepared.
A) Agree B) Disagree C) Other: _____
6. I was given ample opportunity to ask questions.
A) Agree B) Disagree C) Other: _____
7. My questions were answered thoroughly.
A) Agree B) Disagree C) Other: _____
8. I learned a great deal in this training.
A) Agree B) Disagree C) Other: _____
9. The training is needful prior to providing services.
A) Agree B) Disagree C) Other: _____

Please answer the following questions below:

1. Which part of the training was most helpful and/or useful to you?
2. What would you like to see added or deleted from the training?

PRISON RAPE ELIMINATION ACT (PREA)

The main points that you need to understand regarding the Prison Rape Elimination Act are:

- 1: In order to prevent PREA violations, it is essential to maintain a professional relationship with inmates at all times. ***Personal Relationships and/or Fraternalization with Inmates*** are strictly prohibited. This includes hugging or touching inmates at any time. (*Only a brief handshake or "bumping knuckles" at the beginning and end of each session is authorized.*) Examples of personal relationships include (but are not necessarily limited to) "joking around with" or "horse playing" with inmates, doing favors for or receiving favors from an inmate, sharing of personal or confidential information, discussing personal matters, asking inmates for advice, giving and/or receiving gifts of any kind - or anything of value - with an inmate – former inmate - or their families, unauthorized contact with inmates - former inmates - or their families, doing business with inmates - former inmates - or their families, etc.
- 2: There is no such thing as consensual sex between inmates and staff. (Under Federal and Hawaii law, it is a felony offense)
- 3: Any time an inmate, or anyone else, reports that he/she or another inmate, is being, or was sexually harassed, raped, threatened, and/or sexually assaulted while incarcerated, by other inmates or staff, it must be ***immediately*** reported.
- 4: There are no time limitations as to when the incident(s) happened. Even if it was 30 years ago, it must be ***immediately*** reported.
- 5: An anonymous report, hearsay information, must be ***immediately*** reported.
- 6: The criteria for reporting is that "***if you knew, or should have known,***" that inmate could be, is being, or was sexually harassed, raped, threatened, and/or sexually assaulted while incarcerated, by other inmates or staff, it must be ***immediately*** reported.
- 7: The Department has a ZERO tolerance policy regarding the harassment, abuse, threats, etc., of inmates either by staff or other inmates. It is mandatory that you report any PREA incident.
- 8: Failure to report is a violation of Federal and State Law, as well as Department rules. Failure to report may leave you open to administrative, civil, and/or criminal proceedings taken against you. It may also result in suspension or termination.

If you have any questions regarding this matter, please contact your supervisor or CPS-V at 587-1269.

I have received, read, and understood the rules and regulations regarding PREA. I agree to maintain a professional relationship with inmates at all times and to immediately report all PREA violations. I understand that all PREA violations are mandatory reporting, and my failure to do so may result in legal or civil action being taken against me, including termination.

PRINT NAME

SIGNATURE

Date

Witness Signature

Date

CONFIDENTIALITY

CONFIDENTIALITY is required of all volunteers and contract staff (hereafter, are referred to as "Staff"). Although this term is frequently used, it is not well understood. Essentially, the word means **privileged, private, or secret information**. What is said or observed is not supposed to be disclosed to others. However, its rules and application can and do differ at times depending on the context and/or circumstances.

- 1: Outside Agencies or Individuals.** By policy, Staff may not disclose any information to any outside agency or individual, regarding inmates or the Department without prior written approval of the Director or designated staff. This includes, but is not limited to law enforcement agencies, attorneys, family members, press, media, etc. All requests for such information must be approved in advance by the Director or designated staff.
- 2: Staff to the Public.** Staff are expected to maintain confidentiality at all times. Staff may not disclose any information pertaining to inmates and security procedures to anyone from the public.
- 3: Staff to Inmates.** Staff shall not discuss their personal relationships, problems, or difficulties with inmates at any time. Staff shall not discuss security measures with inmates.
- 4: Inmates to Staff.** The inmate has the right to expect that what he says will be kept **Confidential**. **However, there is no absolute confidentiality.** Anything that is said or observed may be repeated or discussed with the appropriate supervisor.

Inmates often ask Staff to keep a conversation confidential. The inmate should always be informed that any information shared could be repeated to your immediate supervisor. Inmates should also be reminded that you are required to immediately report any and all information that is shared pertaining to threats or harm against another person; plans of escape and riots; drugs, suicide, PREA and other illegal activities within the institution. However, they should also be assured that their names and information shared will be dealt with discretion.

By being truthful, the Staff member stands up for the rules and models pro-social behavior. Inmates do respect Staff who are honest and truthful, and will normally divulge more information to them. Inmates often look for Staff members with a reputation to be "up front" and honest as they entrust these individuals to "Do the Right Thing".

Questions about confidentiality need to be directed to your immediate supervisor.

NOTE: GIVING OUT INFORMATION WITHOUT PROPER AUTHORIZATION, OR FAILURE TO IMMEDIATELY REPORT REQUIRED INFORMATION, IS A MAJOR BREACH OF SECURITY AND MAY BE SUBJECT TO DISCIPLINARY ACTION!

I have received, read, and understand the rules and regulations regarding confidentiality. I agree to maintain confidentiality regarding inmates, staff, and security; and abide by all the rules of the Department of Corrections and Rehabilitation. I understand that my failure to do so may result in legal or civil action being taken against me, and/or termination.

PRINT NAME

SIGNATURE

Date

Witness Signature

Date

MANDATORY REPORTING

All volunteers and contract staff, (hereafter referred to as "Staff") must report any known, or suspected situation(s), or information that is required by law, Department policy, and/or rule. The disclosure of this information must be made in writing through your chain of command prior to leaving the facility. If no one in your chain of command is available, or if you have questions concerning the chain of command, you must report to the watch commander. Failure to report will be considered negligence as well as a major breach of security. **You can be held responsible if "you knew ..., or should have known"...** In other words, willful negligence is not an excuse. Failure to report the following could result in disciplinary action being taken against you which may include suspension and/or termination. Failure to report could also subject you to civil litigation and/or criminal prosecution.

INCARCERATED RELATIVES OR CLOSE FRIENDS – Any time you learn that a relative or close friend is incarcerated in any facility, you must immediately report it to your supervisor. If you are conducting your program and see a relative or close friend, you must immediately notify the ACO in your area. If you have a personal and/or business relationship with an inmate, you must report this to your supervisor. This is to ensure both your safety as well as the inmate's. *Staff are not allowed to provide services to relatives or close friends.* Additionally, written approval from the warden will be required to continue providing services.

SAFETY AND SECURITY- These include all injuries; known or suspected plans, thoughts/ideations, or attempts that an inmate may hurt him/herself or others. These include suicide, escape, drugs, contraband, riot, rule violations, etc. Anything that could, or does, jeopardize the safety of the inmates, staff, and/or public must be reported immediately.

PREA – Prison Rape Elimination Act – Any reports of known and/or suspected PREA violations.

CHILD and/or VULNERABLE ADULT ABUSE OR NEGLECT. Vulnerable adults includes the elderly, disabled, and handicapped. Staff must report child and/or vulnerable adult abuse and/or neglect if they have *"knowledge or reason to believe that a vulnerable adult or child has been abused or is in danger of being abused if immediate action is not taken"*. This must also be reported to the Department of Human Services. Reports must also be made to your supervisor or watch commander prior to leaving a facility. You are mandated to report any known or suspected child and/or elderly abuse. *Failure to report known or suspected child, elderly and/or vulnerable adult abuse to proper authorities is a violation of the law.*

NOTE: THE DEPARTMENT OF CORRECTIONS AND REHABILITATION HAS A ZERO TOLERANCE FOR THE ABUSE OF INMATES, INCLUDING SEXUAL HARASSMENT AND ABUSE. STAFF NEED TO ALWAYS BE PRO-ACTIVE AND DILLIGENT IN ENSURING THE HUMANE TREATMENT AND PROTECTION OF INMATES; AS WELL AS ASSURING SAFETY FOR THE INMATES, STAFF, AND PUBLIC.

I have received, read, and understand the rules and regulations regarding mandatory reporting (If you knew ..., or should have known..." you are mandated to report). I agree to report all issues and situations as required by law, Department policy, or rule. I also agree to abide by all the rules of the Department of Corrections and Rehabilitation. I understand that my failure to do so may result in legal or civil action being taken against me, and/or termination.

Print Name

Signature

Date

Witness Signature

Date

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTICE OF CONSENT TO SEARCH

Please read the following carefully:

THE LAW

Constitutional Law holds that all persons have a right to be free of unreasonable searches and seizures. An unreasonable search invades a reasonable expectation of privacy. Where an individual does not have a reasonable expectation of privacy, a search is lawful. For the most part, searches for individuals and their property within penal institutions do not violate a reasonable expectation of privacy provided such searches are prudently carried out, and safeguards against such abuse of such practices are governed by facility policy and procedures.

(Auth: HRS 353-3; Imp: HRS 351)

NOTICE

Every visitor of a correctional institution (including those authorized to perform work or private services, either through contract or volunteer), and every employee are subject to search of their person, including strip search, and of their vehicle, locker or other personal property at anytime with reasonable cause. Employment at and/or access to any facility may be denied or terminated if you refuse to sign this Notice of Consent to Search Form.

CONSENT

I have read or have had the above statement read to me, and fully understand its contents and agree to submit to a reasonable search of my person, including strip search, my vehicle, and any property upon entering any correctional facility.

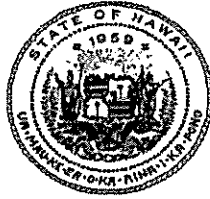
Print Name of Visitor	Signature of Visitor	Date
-----------------------	----------------------	------

Company/Organization Name

.....

Official Use Only

Rcvd-Witness By: STAFF	Date
------------------------	------



DEPARTMENT OF CORRECTIONS AND REHABILITATION
PERSONNEL MANAGEMENT OFFICE
1177 Alakea St. Rm 201 Honolulu, HI 96813

This position involves contact with inmates in a correctional facility (prison and jail) or lockup. As required by the Prison Rape Elimination Act of 2003 (PREA), all applicants and employees of the department, who may have contact with an inmate in a correctional facility (prison and jail) or lockup as described in the law must answer the four (4) questions below to determine their eligibility for this position.

In accordance with Federal law, the department shall conduct this survey every five (5) years, to include but not limited to promotions, transfers (including hardship transfers), demotions, reallocations and shall not hire or promote anyone who may have contact with inmates who:

(A) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution.

Have you engaged in sexual abuse as described in (A) above?

Yes No

(B) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

Have you been convicted of engaging or attempting to engage in sexual activity as described in (B) above?

Yes No

(C) Has been civilly or administratively adjudicated (there was a formal finding and a judgment or decision was rendered in a civil or administrative proceeding) to have engaged in the activity described in (B) above.

Have you been civilly or administratively adjudicated to have engaged in the activity described in (B) above?

Yes No

(D) Has been the subject of substantiated allegations of sexual abuse or sexual harassment or resigned during a pending investigation of alleged sexual abuse or sexual harassment.

Have you been the subject of a substantiated allegation of sexual abuse or sexual harassment or resigned during a pending investigation of alleged sexual abuse or sexual harassment?

Yes No

I certify that my responses to the questions in this questionnaire are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawaii.

Print Name

Signature

Date

DEPARTMENT OF CORRECTIONS AND REHABILITATION
MINOR CONSENT FORM FOR PROGRAM USE

Both parties must appear in person to sign this consent form prior to visiting. Parents or legal guardians must have proper identification showing the relationships to minors. This form must be submitted ten (10) days prior to the visit.

I, _____, give permission for my son or daughter,
(Please Print Name)

_____, who is a minor to visit _____
(Please Print Name) (Please Print Facility)

to participate in _____
(Name of Program)

Signature of Parent or Legal Guardian Date

.....

I, _____, accept and assume the responsibility of escorting
(Please Print Name)

_____, who is a minor, while visiting the above named inmate.
(Please Print Name)

Signature of Parent or Legal Guardian Date

.....

Witnessed _____ Date _____

Authorized _____ Date _____
Warden/Designee

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION

INMATE CONSENT TO BE INTERVIEWED,
PHOTOGRAPHED, AND/OR VIDEOTAPED

I, _____, SID: _____,
(Inmate's Name – Print)

am an inmate at _____. I hereby agree to be:

Photographed on _____ by _____

Videotaped on _____ by _____

Interviewed on _____ by _____

Purpose: _____

I understand that the photographs, videotapes and/or interview become the sole possession of the organization named above, and may be reprinted or re-broadcast at any time for the reason or purpose stated, without my additional consent, even after my release from incarceration. In accordance with Department of Corrections and Rehabilitation policy, I DO NOT consent to the posting, distribution and/or broadcast of the photographs, videotape and/or interview on social media such as Facebook, Instagram, Flickr, You Tube, blogs, etc.

Inmate Signature

Date

Staff Witness Signature

Date

APPROVED / DISAPPROVED

Warden Signature

Date

** Written approval from the Director of the Department of Corrections and Rehabilitation for the interview shall be attached to this consent form.*