

VOLUNTEER SERVICE AGREEMENT

GENERAL STANDARDS

As a volunteer of the Georgia Department of Corrections, herein referred to as GDC, I agree to the following standards of general conduct.

1. I will conduct the activities related to my volunteer service in accordance to the Standards of Conduct and Standard Operating Procedures as set forth in SOP 109.01. I will not knowingly violate any part of these policies or seek to circumvent the intent of the same. If at any time I am unclear or uncertain concerning a policy or procedure, it is incumbent upon me to contact my group leader for clarification.
2. I will be respectful to all staff, offenders, and other volunteers during each part of my volunteer service.
3. I will not disparage, disregard, or be dismissive of another person's faith while performing my volunteer service. I will not coerce any offender or staff to alter or change their belief system.
4. I understand that I may be denied access to any unit at any time for any reason. I understand that any program may be delayed or cancelled due to institutional needs at any time for any reason.
5. I will not discuss GDC issues with the media or make public statements on behalf of GDC.
6. I understand that my status as a volunteer can be terminated at the discretion of GDC and that upon termination I am without recourse. I understand that if terminated I can at a future time reapply for active status.
7. I understand that GDC has completed a criminal background check in response to my application and will complete a criminal background check each year to renew my status. If I choose not to have a criminal background check performed, I will notify GDC Volunteer Services in writing. This will terminate my status as a volunteer.
8. I consent to a search of my person, my property, and my vehicle at any time while on the property of GDC.
9. I will maintain control of my personal property at all times and immediately report any lost or stolen items.
10. I agree to assume fully all the risks, which may result from my volunteer service in and for GDC and agree to indemnify, defend, and hold harmless GDC and the State of Georgia. Furthermore, I agree to waive all claims of any nature that I may have against GDC and the State of Georgia, its agencies, departments (including the Department), authorities and instrumentalities (including the State Tort Claims Trust Fund), and the officers, directors and employees of each, waiving all rights against any of them (collectively, the "State"), for personal injury, property loss, or property damage arising from or in connection with my service as a volunteer.

PROHIBITED ACTIVITIES

I understand that in the performance of my duties as a volunteer for GDC I will be entering a secure facility. As such, there are certain activities that are strictly prohibited. I agree to fully abide by the policies concerning these activities.

1. I understand that unauthorized items are considered contraband and the introduction of any contraband into a secure facility is a violation of state law and is subject to criminal prosecution. Restricted items must be approved by facility leadership (usually Warden, DW C/T, DW Security, or designee). I will only bring in items that have been preapproved and that are designated for my volunteer services.

Contraband includes, but is not limited to: alcoholic beverages, tobacco products and paraphernalia, narcotics and drugs and related paraphernalia, explosive devices, lighters, mace or related objects, knives, firearms, or any item that may threaten the safety and security of the institution, its population, staff, or volunteers.

Restricted items include, but are not limited to: cell phones, pagers, computers, cameras, audio/visual equipment, prescription drugs, and tools.

2. I will not give anything to an offender nor (receive) anything from an offender.

Retention Schedule: Upon completion, this form shall become part of the volunteer's file to be maintained for two (2) years past termination of the volunteer's services.

3. I will not engage in a romantic or sexual relationship with an offender even if the offender gives their consent. I will not perform nor allow to be performed upon me any form of sexually gratifying contact with an offender even if the offender gives their consent. I will not engage in lewd or sexually suggestive conversation with an offender nor allow an offender to engage in lewd or sexually suggestive conversation with me.
4. I will have minimal physical contact with offenders.
5. I will have no personal dealings with an offender, either giving or receiving. This includes, but is not limited to, making phone calls, mailing letters, delivering packages, relaying messages, making purchases, selling or buying items, or entering into any business or profit relationship with an offender or their family.
6. I will maintain legal and ethical boundaries with all offenders.
7. I will not engage in any personal communication with an offender that is housed in the facility where I am a volunteer. This includes, but is not limited to, letters, emails, and phone calls. I understand that if I am selected to serve as an approved mentor, I will then be allowed to communicate with my mentee under the parameters of the Mentor Agreement.
8. I will not allow any offender to reside in my residence or be employed under my direct supervision upon their release from incarceration.
9. If I assist an offender with their reentry upon their release, and thereafter they are reincarcerated, I will immediately notify GDC.
10. I will not divulge any confidential or private information concerning an offender or staff member and will seek to maintain the highest level of respect for the right of privacy for all offenders and staff.

PRISON RAPE ELIMINATION ACT (PREA) NOTIFICATION

1. I understand that GDC has a zero-tolerance policy toward any sexual misconduct, sexual harassment, or sexual abuse between offenders and between offenders and staff or volunteers.
2. I understand that I am obligated to report all sexual abuse or sexual harassment between offenders or between offenders and staff or volunteers whether I observe the incident, or the incident is reported to me.
3. I understand that all romantic and/or sexual relationships and/or activities between an offender and a volunteer are strictly prohibited even if the offender gives their consent and is a willing participant in the activity.
4. I understand that if I am suspected of engaging in a romantic or sexual relationship with an offender, I will be terminated as a volunteer with the GDC and will be banned from all GDC facilities.
5. I understand that if I am suspected of engaging in a romantic or sexual relationship with an offender, I will be referred to the appropriate law enforcement agency for a full investigation and possible criminal prosecution under Georgia law.

PRECAUTIONS FOR AVOIDING AIRBORNE AND BLOODBORNE INFECTIOUS DISEASES

Though the risk of contracting such diseases is very low for the volunteer, observing common sense precautions does mitigate the risk to a greater degree.

1. If you believe an offender has an infectious illness, ask them to cough or sneeze into a tissue and dispose of such properly.
2. Do not touch the bodily fluid (blood, mucus, semen, saliva, etc.) of anyone for any reason. If you see the aforementioned, contact a staff person.
3. If you accidentally come into contact with bodily fluid, wash area immediately with warm soapy water for at least 20 seconds, report incident to group leader or officer.

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I AGREE

By signing this agreement, I affirm that I have carefully read its content and have had each part of it fully explained to me. I agree to adhere and abide by each part of this agreement as a condition of my status as a volunteer with the GDC.

Signature

Date

HOST FACILITY