



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-08.12 (rev. 2)
DATE: October 24, 2016
PAGE: 1 of 4
**SUPERSEDES: OP-08.12 (rev. 1)
October 20, 2010**

OPERATING PROCEDURES

SUBJECT: VOLUNTEER PROGRAM

AUTHORITY: Tex. Gov't Code § 501.009; Chapter 2109

Reference: Texas Department of Criminal Justice Volunteer Services Plan

APPLICABILITY: Windham School District (WSD)

POLICY:

Volunteers shall be used, as appropriate, to support the education goals of WSD.

DEFINITIONS:

“Approved Volunteer” is an individual who has been approved through an application process, completed volunteer training and orientation, and participates in a program, service, or volunteer activities on a regular basis.

“Employee Volunteer” is an individual who has been approved and completed training as a volunteer, but is also employed by WSD, and donates time and services outside of normal job functions and required working hours.

“Special Volunteer” is any individual or group who provides a service or participates in volunteer activities no more than four times per year or has not established a pattern of regular, scheduled participation.

“Unit Volunteer Authority” is an assistant warden (or major on smaller units that do not have an assistant warden’s position) or administrator of the parole office who is responsible for oversight of volunteers and volunteer activities.

“Unit Volunteer Coordinator” is an employee on the facility who has been designated by the unit volunteer authority to coordinate volunteers and volunteer activities not associated with religious programming.

“Volunteer,” as used in this policy, refers to both approved and special volunteers, unless otherwise noted.

PROCEDURES:

I. Organization

- A. WSD may solicit the assistance of civic and community organizations and others to provide volunteers for use in academic, vocational, and life skills programs.
- B. Volunteers may be used as time, space, staff, scheduling, security, and facilities permit.
- C. The volunteer program may be implemented on each unit where WSD operates a campus and shall be under the supervision of the principal.
- D. Volunteers receive direction from the principal and work under the direct supervision of a teacher designated by the principal.
- E. The principal shall maintain records and report volunteer hours, as appropriate.
- F. The WSD volunteer coordinator shall maintain appropriate volunteer records including days and hours of service.
- G. Volunteers shall work with the unit principal or designated teacher to achieve objectives and instructional goals identified by WSD.
- H. The principal or designee is responsible for communicating unit procedures with volunteers.

II. Volunteer Categories

A. Special Volunteers

- 1. Special volunteers may visit the campus up to four times per year to serve as guest speakers in classrooms.
- 2. The Special Volunteer Approval Form, available on the Texas Department of Criminal Justice (TDCJ) intranet under Departments & Divisions/Volunteer Services Program/Appendix H, is completed by the unit chaplain, unit volunteer coordinator, the volunteer, or volunteer group and submitted to the unit volunteer authority for approval. The unit volunteer authority has final approval whether or not the individuals listed on the form will be granted access into the facility.
- 3. Special volunteer visits are documented through monthly reports to field offices and the Division of Special Programs and Populations.

B. Approved Volunteers

1. Approved volunteers may visit on a regular basis or more than four times per year.
2. To become an approved volunteer for WSD, an individual must submit a TDCJ Volunteer Application Form (available through the WSD website) to the WSD volunteer coordinator. The application is processed and the applicant is notified whether he or she is approved or declined.
3. Volunteer applicants whose services have been declined must not be given access to the unit.
4. All approved volunteers are required to complete the TDCJ volunteer training program prior to visiting the unit.
5. Following each visit by an approved volunteer, unit staff must document the visit on the computer using the TDCJ volunteer tracking system.

C. Employee Volunteers

1. Employee volunteers may not serve on the facility to which they are currently assigned, unless approved by the warden;
2. Employee volunteers may not serve as mentors and may not correspond with offenders.
3. The facility administrator shall have final approval of an employee's volunteer assignment.

III. Requirements for Approved Volunteers

- A. Volunteers must meet specified eligibility criteria as established by the TDCJ and WSD, including, but not limited to:
 1. Approved application;
 2. TDCJ clearance;
 3. Security training provided by TDCJ;
 4. Training provided by WSD (principal); and
 5. Re-training every two years.
- B. Volunteers must abide by all rules and regulations applicable to employees but are not considered employees for purposes of payroll or other employee benefits.

- C. All volunteers are required to sign an Acknowledgement of Volunteer Training/Orientation agreement as required by TDCJ.

IV. Program Evaluation

- A. The principal shall periodically evaluate the effectiveness of the volunteers and provide them with feedback for improving their effectiveness. The principal shall take into consideration such things as learner progress, learner feedback as to the offender/volunteer relationship, volunteer's adherence with reporting and security requirements, and other relevant issues.
- B. The Division of Special Programs and Populations shall establish a system of self-audits to ensure that:
 - 1. Demographic and training information on volunteers and their service is entered accurately on the VS00 screen;
 - 2. Reporting procedures are followed and timelines are met; and
 - 3. Training for volunteers is meeting the intended goal.

V. Recognition of Volunteers

Volunteers shall be recognized annually for their contribution.

Signature on file

Dr. Latreace Craig
Director, Division of Special Programs and
Populations