
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 10.4	Effective Date 06/29/18	Page 1 of 6
	Supersedes Volunteer and Recreation Services, dated 9/14/14		
Approved By    Commissioner Scott Semple	Title  Volunteer and Recreation Services		

1. Policy. The Department of Correction shall provide opportunities for programs that promote community involvement and support inmate recreational activities.
2. Authority and References.
  - a. Public Law 108-79, Prison Rape Elimination Act of 2003.
  - b. 28 C.F.R. 115, Prison Rape Elimination Act National Standards.
  - c. Connecticut General Statutes, Section 18-81.
  - d. Administrative Directives 1.6, Monthly and Annual Reports; 2.7, Training and Staff Development; 3.4, Inventory Control; 5.3, Life and Fire Safety; 5.6, Hazard Communication Protocol; 6.12 Sexual Abuse/Sexual Harassment Prevention/Intervention; and 9.5, Code of Penal Discipline.
3. Definitions and Acronyms. For the purposes stated herein the following definitions and acronyms apply:
  - a. CIVIC. Council for the Involvement of Volunteers in Corrections.
  - b. COLLECT. Connecticut On Line Law Enforcement Communications Teleprocessing.
  - c. Director of Programs and Treatment. The Department employee responsible for the overall administration and organization of citizen involvement and inmate recreation programs in correctional facilities and field units.
  - d. PREA. Prison Rape Elimination Act
  - e. Recreation Supervisor. A Department employee responsible for developing and implementing structured opportunities for inmate participation in recreation and community service.
  - f. Regular Volunteer, Intern or Professional Partner. Any individual from the community contributing time or resources to enhance correctional programs or activities approved by the Director of Volunteer and Recreation Services or designee.
  - g. Unit VIP Coordinator. A Department employee designated to coordinate volunteers, interns and professional partners contributing services in a specific facility or field unit.
  - h. VIP. Volunteer, Intern, Professional partner.
4. Director of Programs and Treatment or designee. The Director of Programs and Treatment, or designee shall conduct the following duties related to volunteer and recreation services:
  - a. Authorize citizen involvement and inmate services to promote constructive rehabilitation, recovery, recreation, religious and re-entry activities in correctional facilities and community-based programs.
  - b. Establish written policy and develop organizational materials to maintain uniform program administration.
  - c. Organize and conduct 40 hours of program training annually for the purpose of enhancing the professional development of designated volunteer coordinators and recreation supervisors. The Director of Programs and Treatment, or designee shall serve as the ex-officio staff

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of an advisory council named the Council for the Involvement of Volunteers in Correction (CIVIC).

- i. The CIVIC Council shall be comprised of VIP coordinators and professional contractors responsible for citizen involvement.
  - ii. This group shall meet regularly and serve to enhance the development of VIP activities within the facility, as well as the community.
  - d. Organize and conduct volunteer and recreation services facility/field unit audits annually, providing a written assessment of program performance and compliance, or corrective actions needed to maintain established standards and policies.
  - e. Review, approve or deny and track volunteers, interns and professional partners. The Office of the Director of Programs and Treatment, or designee shall serve as a central clearinghouse for information relative to service providers; such information shall be proscribed in an inclusive electronic database to facilitate interdepartmental coordination and proper tracking.
  - f. Provide designated volunteer coordinators with training materials and guidance to ensure that volunteers are oriented and supervised appropriately.
  - g. Prepare monthly reports regarding implementation of volunteer and recreation service programs, accomplishments and problems respective to citizen involvement to the Director of Programs and Treatment and to the District Administrators on a monthly basis.
  - h. Serve as liaison to the general public and provide information or technical assistance to promote citizen involvement.
5. Unit VIP Coordinator. Each Unit Administrator shall appoint a unit VIP coordinator in consultation with the Director of Programs and Treatment, or designee. The unit coordinator shall:
- a. Maintain a list of approved volunteers (gate lists) to facilitate entry into each facility or program. Ensure that these lists are kept current and updated weekly. Gate lists of approved volunteers should be kept in facility lobby control center.
  - b. Ensure that documentation of non-expired governmental identification and facility visitor passes are completed for all VIP's.
  - c. Promote the development of volunteer positions and inmate program involvement.
  - d. Develop and maintain a monthly calendar of volunteer program activities to be posted in appropriate control, program and housing areas.
  - e. Provide an in-person pre-service safety and security orientation and site sensitization visit for all volunteers, interns and professional partners to include information about compliance with protocols established pertaining to the Prison Rape Elimination Act (PREA).
  - f. Under the direction of the institutional Deputy Warden of Programs and Treatment, create a VIP Resource Council comprised of staff representing Addiction, Education and Religious Services to train staff in the availability of organizational, training and supervisory resources for facilitating VIP's.
  - g. Prepare and submit monthly and annual reports to the Director of Programs and Treatment or designee in accordance with Administrative Directive 1.6, Monthly and Annual Reports.
6. Volunteer, Intern and Professional Partner Application(s). Any individual who seeks to participate as a Volunteer, Intern or Professional Partner shall complete all of the identified forms and attachments identified in this directive prior to being able to serve as a volunteer. Failure to do so shall

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disqualify the individual. Applicants shall be screened for suitability and a criminal history background check conducted before any potential VIP is admitted. Application materials shall be forwarded to the Director of Programs and Treatment or designee for review and decision regarding approval to participate.

- a. Volunteers, Interns and Professional Partners. VIP applicants may be considered for approval on the basis of the individual's maturity, dependability, interest and overall background. In addition, the following shall apply, where applicable:
    - i. Individuals under the supervision of any criminal justice authority shall be routinely precluded from participation in facility activities.
    - ii. Ex-offenders with a minimum of three years from release of supervision by a criminal justice agency may be allowed to participate in structured and supervised activities upon authorization by the Director of Programs and Treatment, or designee who shall assess the nature and severity of the offense(s) as well as the imposed sentence.
  - b. Compliance with Departmental and Institutional Rules. Failure to comply with any provisions identified within the CN 100403, Volunteer Memorandum of Understanding, CN100404, VIP PREA Training, Attachment A, VIP Safety and Security Orientation and/or the VIP Handbook may subject the VIP to suspension, removal and/or exclusion in accordance with Sections 6(C) and 6(E) of this Directive
  - c. Suspension. Any volunteer or group may be suspended from any activity by action of the Unit Administrator, Director of Programs and Treatment, or designee, or higher authority. Subsequent to notification of suspension to a volunteer or group, the suspending authority shall notify the Director of Programs and Treatment or designee who shall investigate the suspension and determine appropriate corrective action(s) within 30 days. Any volunteer who is found to have sexually abused an inmate shall be prohibited from contact with inmates and shall be reported to law enforcement agencies (unless the activity was clearly not criminal) and to any relevant licensing bodies. If a volunteer has been found to have violated any other part of Administrative Directive 6.12, Sexual Assault Prevention and Intervention Policy, the Director of Programs and Treatment, or designee shall consider whether to prohibit further contact between the volunteer and inmates.
  - d. Review and Decision. A formal letter of decision shall be issued by the Director of Programs and Treatment or designee and copies of applications, data cards and COLLECT check summaries shall be forwarded to the appropriate VIP coordinator for action and record keeping. The Director of Programs and Treatment or designee shall ensure that any incident in which a volunteer was found to have violated Administrative Directive 6.12, Sexual Assault Prevention and Intervention Policy is reported to the facility at which the event(s) occurred so that the facility may consider appropriate remedial measures.
  - e. Exclusion. The Department reserves the right to approve, deny and/or remove any VIP at any time for any reason.
7. Insurance. The Director of Programs and Treatment, or designee, shall ensure that all approved volunteers, interns and professional partners complete Attachment B, VIP Waiver and Release form prior starting duties and responsibilities associated with their approved function within the department as a volunteer, intern or professional partner.

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8. Volunteer, Intern, Professional Partner Training and Orientation. An active volunteer shall be trained in accordance with Administrative Directive 2.7, Training and Staff Development. Additional training may be offered at the discretion of the Director of Programs and Treatment or designee. Volunteer coordinators shall conduct an in person safety and security orientation for each new volunteer. Volunteer orientation shall include information regarding the requirement that all volunteers comply with PREA Standards that includes at a minimum a description of the Department's zero tolerance standard regarding inmate sexual abuse and sexual harassment and how to report such incidents. The Director of Programs and Treatment or designee shall maintain documentation confirming volunteers have been given this orientation and understand the information they have received. Volunteers shall receive annual training organized by the Director of Programs and Treatment.
9. Volunteer Identification Cards.
- a. Each approved volunteer shall be entered into the Volunteer Services Unit database authorized by the Director of Programs and Treatment or designee. This database will generate an official facility gate list for each facility of approved VIPs; and shall be maintained by the Unit Volunteer Coordinator and kept at the facility lobby. Upon entry to the facility, the VIP will show a valid non-expired picture governmental identification) to the lobby officer to verify identification. Only approved VIPs with valid identification should be given access into the facility. Identification cards must have the following information:
    - i. Name;
    - ii. Photograph;
    - iii. Date of birth; and,
    - iv. Expiration date.
  - b. VIP Hostage Cards. The Unit Administrator or designee shall ensure that all approved VIPs for their respective facility shall have a departmental VIP hostage card generated and filed in a secured area of the facility.
10. VIP Handbook. A new VIP shall be provided a copy of the VIP Handbook which shall contain, at a minimum:
- a. The Department's Mission Statement and functions of the VIP and Recreation Unit.
  - b. Guidelines for risk-management, safety and security of volunteers.
  - c. Information about the roles of VIP's and opportunities for service.
11. VIP Activity Schedule. Unit VIP coordinators shall post a schedule of VIP activities at each facility as appropriate.
12. Recreation Program Organization. The Director of Programs and Treatment or designee, shall maintain responsibility for the organization and administration of recreation services conducted by recreation supervisors. The institutional Deputy Warden of Programs and Treatment shall have daily oversight of the recreation program.
13. Correctional Recreation Supervisor. The correctional recreation supervisor shall:
- a. Establish, coordinate and supervise recreation programs at an assigned facility.
  - b. Develop written guidelines and procedures for inmate enrollment and participation in recreational activities.
  - c. Procure recreational supplies within established program and budgetary guidelines, and maintain appropriate inventory and records.

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- d. Develop a comprehensive facility annual recreation program calendar with breakouts for monthly activity schedules including recommendations for the expenditure of general inmate welfare funds to the Unit Administrator.
  - i. Recreation plans/calendars shall include programs and/or schedules to coordinate the use of gymnasiums and other recreation areas. Activities may include intramural sports (e.g., basketball, handball, soccer, softball, volleyball, flag football, etc.), group activities (e.g., aerobics, calisthenics, fitness/movement training, weight/muscle care, etc.), visual arts and hobby craft production, band/music programs, community services (i.e., conservation, beautification, and restoration projects), gardening projects, special events, talent shows, table game tournaments (cards, checkers, chess, etc.), and inmate fundraisers.
- e. Supervise and develop training resources for recreation program assistants.
- f. Prepare and submit monthly reports to the Director of Programs and Treatment or designee in accordance with Administrative Directive 1.6, Monthly and Annual Reports.

14. Recreational Activities. Recreation supervisors shall develop activities consistent with the security level and unique needs of each facility. Activities shall be conducted in an orderly manner and shall promote physical education, fitness and wellness, as well as security within the correctional facility. A calendar or schedule of monthly activities shall be developed and posted by the recreation supervisor.

- a. Activity Approval Process. Any staff member may propose a new activity. Each proposal shall include:
  - i. Activities which help inmates implement positive lifestyle habits to improve the quality of life, prolong life, and reduce health care costs while incarcerated.
  - ii. Physical and passive activities designed to facilitate the many components of health and fitness. These components include, but are not limited to: cardiovascular risk reduction, nutrition, stress management, addictive behavior control, physical coordination, spirituality, positive mental health, cancer prevention and safety.
    - 1. A full description of the proposed activity, including: a designated area, a proposal for the purchase of supplies, materials and equipment, provision for the secure storage of such supplies, and controls for inventory in accordance with Administrative Directives 3.4, Inventory Control, 5.3, Life and Fire Safety and 5.6, Hazard Communication Protocol.
- b. Behavior Continuum. Inmate participation in recreation programs shall be a privilege. In accordance with Administrative Directive 9.5, Code of Penal Discipline, access to recreational programs with limited admission shall be offered to inmates who have maintained positive behavior and obedience to rules, regulations and staff direction.
- c. Recreation Program Evaluation. The Director of Programs and Treatment or designee shall audit each facility's recreation program on an annual basis and develop a facility-specific action plan.
- d. Reports. Each recreation supervisor shall submit a written monthly report to include relevant statistics to the Unit Administrator or designee and to the Director of Programs and Treatment or designee in accordance with Administrative Directive 1.6, Monthly and Annual Reports.

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15. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:

- a. CN 100401, Application for VIP Services;
- b. CN 100402, Application for Internship;
- c. CN 100403, VIP Memorandum of Understanding ;
- d. CN 100404, VIP PREA Training;
- e. Attachment A, VIP Safety and Security Orientation; and,
- f. Attachment B, VIP Waiver and Release Form

16. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.