

I, _____, agree to the following conditions for providing volunteer services to the Department of Corrections or individuals under its supervision:

1. I will only engage in the assignments or activities that have been assigned or authorized by Department employees/contract staff.
2. I will not present myself as a representative or paid employee of the Department, facility, or Field Office without prior approval from the Appointing Authority.
3. I will accept only those assignments and/or engage in only those activities in accordance with my assignment description and which supplement, but do not supplant, the work of classified civil service positions and employees, by providing additional services and resources not otherwise available.
4. I will meet attendance, training, and performance requirements.
5. As a volunteer, I will model law abiding behavior. I will notify the Volunteer Specialist no later than the next working day following any arrest, citation, or criminal conviction.
6. I will not discriminate in the performance of my duties on the basis of national origin, race, color, religion, age, gender, marital status or status as a state registered domestic partner, sexual orientation, political views, status as a Vietnam era veteran, wartime veteran, or disabled veteran, or the presence of a physical, mental, or sensory disability.
7. I will avoid undue familiarity. If an individual has a problem that is beyond my assignment description, I will direct the individual to an employee/contract staff. I will not pursue a relationship with an individual or the individual's family that is outside my assigned job description.
8. I will not report for volunteer activities under the influence of alcohol or drugs.
9. I understand that while on the grounds of any facility housing individuals, my vehicle and/or person are subject to search.
10. I understand that I am responsible, and therefore liable, for my own actions and agree to use due care and caution when providing volunteer services.
11. I will not buy, give, exchange, etc., messages, money, or contraband (e.g., any article, legal or illegal, brought into a facility without proper authority) with anyone under Department supervision, and realize that I could be criminally prosecuted for doing so.
12. I will report without delay any condition, activities, or unusual behavior which may be illegal, dangerous, or potentially dangerous, or any other problem to my supervisor or an available employee/contract staff.
13. I understand that individuals under Department supervision have been convicted of criminal activity and that any individual I may have contact with may attempt to manipulate or take advantage of me.

14. I understand that I am volunteering in a potentially hazardous environment and that I could be taken hostage or injured.
15. I will report any contact with any individual currently under Department supervision, or the family members or close associates of any such individual, other than as authorized during volunteer service provision to my supervisor and Volunteer Specialist.
16. I understand that interactions with individuals of a sexual nature is a law violation, subject to the Prison Rape Elimination Act, and violates DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting, DOC 850.030 Employee Relationships/Contacts with Individuals, RCW 9A.44.160, RCW 9A.44.170, and RCW 72.09.225.
17. I promise not to divulge or discuss any specific personal information about personnel/volunteers or anyone under Department supervision, regardless of the source of the information.
18. I understand I may share my religious beliefs with any individual, but I may not proselytize nor attempt to coerce any individual to convert because doing so would violate state law and Department policy.
19. I have been advised that should I be injured while engaged in an authorized volunteer service, I will be covered by state industrial insurance for medical benefits only.
20. I will notify my supervisor or group representative and turn in any Department-issued identification, or other state property, in my possession upon termination of my services.
21. I will abide by all Department and facility policies, procedures, and dress code, and follow employee/contract staff directions while on facility grounds.
22. I will not carry/possess a firearm while performing volunteer activities.
23. I understand that failure to meet any or all of these conditions may be grounds for termination from the volunteer program and restriction from future volunteer service.

Signature

Date

The above named person is hereby accepted as a volunteer within the Department of Corrections Volunteer Program.

Volunteer Specialist

Signature

Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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