

MAINE DEPARTMENT OF CORRECTIONS

E-VOLUNTEER AGREEMENT

Community volunteers are a valuable component of the programs and services for residents within the Maine Department of Corrections. Many of these would be impossible without members of the community donating their time and energy. Volunteer efforts provide positive engagement opportunities for our residents and help residents develop their personal skills, education, faith, health, wellness, and positive community connections.

In addition to the requirements of Department Policy (AF) 26.1 & (JF) 19.15 – Volunteer Program, the other mandatory departmental policies and attachments referenced therein, mandatory training, and other training, the following instructions must be complied with in order to ensure the safety and security of the residents, staff, student interns, volunteers, and others. Questions or concerns should be presented to the Volunteer Officer or other appropriate facility staff person.

General

1. Any change in address, email address, or phone numbers shall be reported to the Volunteer Officer or the staff supervising the program or service.
2. Personal Information, such as information pertaining to family, home address, or phone numbers, shall not be disclosed to residents.
3. All staff instructions with respect to inclusion of staff in the E-Volunteer event for monitoring purposes shall be followed. The E-Volunteer must e-invite or share video conferencing link via email.

Volunteer Program or Service

4. E-Volunteers unable to provide the volunteer program or service shall notify the Volunteer Officer, the staff supervising the program or service, or other appropriate facility staff person as soon as possible.
5. Attendance is limited to those residents approved for participation.
6. E-Volunteers who discover that they know a resident from the community shall notify the Volunteer Officer, the staff supervising the program or service, or other appropriate facility staff person as soon as possible.
7. All facility programs and services have authorized purposes and all program or service content (subject matter) shall be directly related to the authorized purpose.
8. Resident needs outside the purpose of the volunteer program or service shall be referred to appropriate facility staff.

Confidentiality

9. Information obtained through records, observation, or report, whether about residents, staff, or other persons or about the operation of the facility, is confidential and shall not be disclosed except to facility staff as required by departmental policy.
10. If, as part of a program or service, information about a resident needs to be released to someone other than facility staff, the volunteer shall contact the Volunteer Officer or the staff supervising the program or service about that person (not the volunteer) obtaining a signed release of information from the resident.
11. Recording by the E-Volunteer or other 3rd party is prohibited unless such recording has specifically been approved by facility Chief Administrative Officer, or designee.
12. E-Volunteers are responsible for ensuring that they are conducting video conferencing in an appropriate location.

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13. E-Volunteers are expected to:

- a. Not allow non-volunteers to participate in an E-Volunteer event or be seen on camera (including children and family members); and
- b. Ensure that resident images and sounds are not shared with others who are not participating unless they are facility staff monitoring or recording an E-volunteer event.

Your suggestions regarding volunteer program activities are welcome. Please submit them to the facility Volunteer Coordinator.

Acknowledgement

By signing below, I hereby acknowledge that I have read, understand, and agree to abide by the requirements of Department Policy (AF) 26.1 & (JF) 19.15 – Volunteer Program, the other mandatory departmental policies and attachments referenced therein, mandatory training, and other training, and the above instructions.

E-Volunteer's Signature

E-Volunteer's Printed Name

Date