### NEW MEXICO CORRECTIONS DEPARTMENT Application for Volunteer

Name: Add	ress:			
City:	State:			
Zip Code: Phone: (home)	(work)			
Cell Phone # E-	mail:			
Place of Employment:	Position:			
Name of Spouse:	Occupation:			
Place & Date of Birth:				
Social Security #:				
Have you ever been convicted of a felony?	( ) Yes ( ) No			
Have you ever been convicted of a misdemeand	or? () Yes () No			
(Ex-offenders are not necessarily excluded fr	om participating as volunteers.)			
Experience you have as a paid employee related to the field of corrections:				
What training have you had related to the field	of corrections?			
What are your special interests, skills, or hobbid	es?			
Will you be providing professional services?	( ) Yes ( ) No			
If yes, please describe the scope of services and attach all appropriate credentials.				
What community or religious organization do y	ou represent?			
	munity/church organization:			
Telephone: (May we con	(May we contact this person?)			

#### NEW MEXICO CORRECTIONS DEPARTMENT <u>Application For Volunteer</u> (Continued)

Volunteer job title for which you are applying: How many hours can you serve weekly, what hours do you prefer, and on what days of the week? Number of hour's per-week: \_\_\_\_\_ What hours: \_\_\_\_\_ What Days: \_\_\_\_\_ How flexible is your schedule? Would you be willing to furnish transportation to inmates/residents and their families? What attracts you to corrections work? How do you feel about people who are in a corrections facility? Name to contact in an emergency: \_\_\_\_\_\_ Number: \_\_\_\_\_\_ Other individual: Relationship: \_\_\_\_\_ Phone: Address: PLEASE LIST THREE PERSONAL REFERENCES: Name Address Phone Relationship 1.\_\_\_\_\_ 2.\_\_\_\_\_ 3. ..... () Disapproved () Request more information () Approved Deputy Warden of Programs or designee Date Comments: \_\_\_\_\_ () Approved () Disapproved ( ) Request more information Date Warden or designee

Comments: \_\_\_\_\_

Form CD-060201.2

## NEW MEXICO CORRECTIONS DEPARTMENT <u>Automobile Insurance Coverage</u>

This is to certify that I have adequate automobile liability insurance while providing transportation to inmates/residents and/ or their families.

My motor vehicle is insured according to the New Mexico Mandatory Financial Responsibility Act with:

(Company)

Policy Number: \_\_\_\_\_

Volunteer: \_\_\_\_\_/\_\_\_\_(Sign)

Date

Attachment CD-060201.A

## NEW MEXICO CORRECTIONS DEPARTMENT Volunteer Job Description

Job Title:			
Purpose:			
Minimum Qualifica	ations:		
Time Required:			
Length of Commitn	nent:		
<b>Training Provided</b> :	Volunteer Training Location:	/Orientation conducted by:	Date:
<b>Responsible To</b> : Na	ame:	Dept:	Phone:
Benefits:			
		Facility Coordinator of V	 olunteer Programs
		Facility	_
		Date	_
Institutional I.D. bad		and authorized b	
		Date	Warden

Attachment CD-060201.B (Page #1)

## ACA CODE OF ETHICS

#### AMERICAN CORRECTIONAL ASSOCIATION

Relationships with clients/colleagues/other professions/the public --

Members will respect and protect the civil and legal rights of all clients.

Members will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.

Relationships with colleagues will be of such character to promote mutual respect within the profession and improvement of its quality of service.

Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.

Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.

Subject to client's rights of privacy, members will respect the public's right to know, and will share information with the public with openness and candor.

Members will respect and protect the right of the public to be safeguarded from criminal activity.

Professional conduct/practices --

No member will use his/her official position to secure special privileges or advantages.

No member, while acting in an official capacity, will allow personal interest to impair objectivity in the performance of duty.

No member will use his/her official position to promote any partisan political purposes.

No member will accept any gift or favor of such nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities.

In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of the agency.

Attachment CD-060201.B (Page #2)

#### CODE OF ETHICS (Continued)

Members will be diligent in their responsibility to record and make available for review any and all case information that could contribute to sound decisions affecting a client or public safety.

Each member will report, without reservation, any corrupt or unethical behavior which could affect either a client or public safety.

Members will not discriminate against any client, employee, or prospective employee on the basis of race, sex, creed, religion or national origin.

Members will maintain the integrity of private information; they will neither seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone not having proper professional use for such.

Any member who is responsible for agency actions will make all appointments, promotions, or dismissals only on the basis of merit and not in the furtherance of partial political interests.

## Acknowledgement

I Acknowledge that I have read, or have had read to me, and understand all of the above.

Volunteer:

(Print)

(Sign)

Date

Social Security #: \_\_\_\_\_

#### NEW MEXICO CORRECTIONS DEPARTMENT <u>Guidelines for Volunteers</u>

- 1. You are working in a Department facility program to provide the service specified in your Volunteer Agreement. Do not do anything else. Do not make phone calls, give or lend money or do favors for inmates/residents. Do not mail anything for inmates/residents. There are Department policies governing inmate mail, phone calls, and possession of money.
- 2. Since you are to provide a specific service, you will not be helping if you get involved in the internal affairs of the institution.
- 3. You are not an advocate for inmates. It is better for the inmate to learn to work through administrative procedures for grievances and complaints.
- 4. Do not do counseling or provide legal advice unless you are contracting for that particular service. These kinds of services require professional credentials.
- 5. At no time shall a volunteer transport anything from the outside to the inside of a facility without prior written authorization from the Warden or designee. If you need supplies or equipment transported for a class, ask for staff assistance.
- 6. Leave all purses, bags and money in your car and have your car locked at all times.
- 7. At no time shall a volunteer transport anything from the inside of the facility to the outside for any reason without prior written authorization from the Warden or designee. Even if you are asked to take notes out, or anything that appears insignificant, it could be counter-productive to rehabilitation.
- 8. If for any reason you cannot be available at the time expected, please let your contact person at the institution know.
- 9. Do not bring in friends or other volunteers to help you without previous approval.
- 10. You are responsible for complying with rules and regulations of the institution in which you work.
- 11. You are required to respect the confidentiality of records and privileged information you may have access to as a volunteer. You have an obligation to report any information you may obtain relating to the life and safety of inmates or staff to the Coordinator of Volunteer Program/Services.
- 12. You are expected to conduct yourself in a professional and proper manner at all times; intimate contact and gestures are prohibited, i.e., embracing (of a romantic nature) and kissing.

#### NEW MEXICO CORRECTIONS DEPARTMENT Statement of Understanding for Volunteers

It is a violation of state law for any person to introduce, or attempt to introduce, into a correctional facility, any article of contraband including deadly or explosive materials, currency, weapons, ammunition, intoxicants or controlled substances. All persons entering a medium or maximum correctional facility will be required to pass through a metal detector. All packages and items carried into the Institution are subject to search by correctional employees and/or state or county law-enforcement officials.

Where there exists a reasonable suspicion that a particular volunteer is attempting to introduce contraband into the Institution, the Duty Officer at the facility may order at any time that the volunteer be subjected to a more thorough search. A volunteer may be requested to remove his/her clothing to submit to a strip search only where the Duty Officer determines that there is probable cause to believe that the particular volunteer possesses contraband. In such an instance, the search may be conducted only by an employee of the same sex as the volunteer in an area that provides the volunteer the greatest possible privacy. If the volunteer refuses to be searched, he/she will be refused entry and will be immediately escorted from the institutional grounds.

As a volunteer working in the institution, I will abide by all rules and regulations of the institution. I will respect the confidentiality of records and/or other privileged information of which I may become aware of. [4-4120]

I agree to take part in 4 hours of initial volunteer orientation training and 4 hours of annual refresher/recertification training for volunteers each year. I understand that I may not provide any volunteer services until this training has been completed.

# Acknowledgement

I Acknowledge that I have read, or have had read to me, and understand all of the above.

Volunteer:

(Print)

(Sign)

Date

Social Security #: