

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 4.05	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-7F-05, 7D-17 P&P 11.57	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: September 30, 2015	
	REVISION DATE: September 16, 2013	
CHAPTER: Administration, Organization and Management	SUBJECT: Volunteer Orientation and Training Program	

- I. **PURPOSE:** To establish guidelines for the orientation and training of volunteers working within the Detention and Corrections Division (D&C).
- II. **POLICY:** It shall be the policy of the Detention and Corrections Division to ensure that all volunteers complete an appropriate orientation training program prior to their assignment. This training program will be administered and documented by Inmate Services' personnel.
- III. **PROCEDURE:**
 - A. **ORIENTATION TRAINING:** Prior to assignment, every volunteer will complete an orientation training program appropriate to the nature of his/her assignment. The lines of authority, responsibility, and accountability for volunteers are specified. Volunteers are informed of the facility's policies on confidentiality of information and acknowledge in writing that they will comply with these policies.
 - B. **TRAINING CURRICULUM:**
 1. Volunteer training programs will be established and implemented by Inmate Services. The curriculum for volunteer training programs will minimally include:
 - a. Sheriff's Office Policies and Procedures
 - b. Sheriff's Office Rules and Regulations
 - c. Code of Ethics
 - d. Security and Safety Procedures
 - e. Supervision of Inmates
 - f. Inmate Rules and Regulations
 - g. Inmate Rights and Responsibilities
 - h. Key Control
 - i. Social/Cultural Lifestyles of the Inmate Population
 - j. Signs of Suicide Risk and Precautions
 - k. Cultural Diversity
 - l. Sexual Harassment/Sexual Misconduct Awareness
 - m. Dress Code, including displaying of Tattoos
 - n. Prison Rape Elimination Act (PREA)

2. Volunteers shall agree in writing to abide by all facility policies.

C. PARTICIPATION IN POLICY MAKING:

1. During orientation, volunteers shall be made aware that suggestions regarding changes to policies and procedures are always welcomed.
2. Volunteers will be informed that suggestions regarding changes to policies and procedures will be submitted in a memorandum to the facility Commanding Officer, via the chain of command.

D. SCHEDULE OF SERVICES:

1. Upon completion of orientation, volunteers will be placed on the appropriate schedule of Inmate Service programs.
2. Inmate Services will ensure that a current schedule of volunteer services is posted in appropriate areas of the facility and made available to all inmates.