



## **COMMUNITY SUPERVISION VOLUNTEER GUIDELINES**

### **Purpose**

Community Supervision's purpose for permitting volunteers is to orient an interested citizen and potential applicant to the career and activities of a Probation/Parole Officer and to introduce the individual to the criminal justice system as it pertains to Community Supervision in North Carolina.

### **Community Supervision staff will provide the volunteer:**

- with a realistic perspective of the complex nature of the role and responsibilities of Probation/Parole Officers; and,
- insight into the day-to-day activities of a Probation/Parole Officer.

### **Equal Opportunity Statement**

Community Supervision will provide equal opportunity to all prospective volunteers without regard to race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability.

### **Admission**

The admission or non admission of volunteers will be made by the Judicial District Manager or designee based on several factors to include but not limited to the workload, time restraints and staffing of the division/district, the volunteer's stated career goals and purpose for volunteering. Selections are at the discretion of the Judicial District Manager and he/she may terminate the relationship at any point and time. Community Supervision will not recruit or solicit volunteers.

### **Community Supervision Expects the Volunteer to:**

- Be at least 21 years of age;
- Have an open mind to the rehabilitation of an offender and professionalism toward the seriousness and responsibilities of the operations of a probation/parole office;
- Be cognizant of the dangerous nature of this work and as such, sign the following forms:
  - Liability Waiver Form (Hold Harmless Agreement)
  - Statement of Understanding
  - Ride Along Program Agreement Assuming Risk of Injury or Damage Waiver and Release of Claims and Indemnity Agreement (DCC-158)
  - Ride-Along Program Confidentiality Agreement (DCC-159)
- Be familiar with policies regarding offender relations, PREA and as such, sign the PREA Statement;

- Become familiar with and adhere to Community Supervision’s policies including maintaining confidentiality of offender and employee information;
- Abide by other Community Supervision policies and procedures such as the social media and dress code policies;
- Become familiar with the Community Supervision Mission, Vision and Goal Statements;
- Adhere to a schedule determined jointly with the Judicial District Manager or designee and the volunteer and report any absences or tardiness to the Judicial District Manager or designee;
- Immediately report any new criminal charges received during the designated volunteer time period to the Judicial District Manager or designee;
- Report any relationships with offenders that currently exist or existed prior to the commencement of the Volunteer Program with Community Supervision to include incarceration or probation of an immediate family member, relative, former spouse;
- Assume personal and professional responsibilities for actions and activities;
- Maintain professional relationships with employees, offenders and community personnel;
- Observe the Probation/Parole Officer and/or other employees in their daily routine without interrupting or disrupting normal business operations;
- Be under constant supervision by a Community Supervision employee;
- Conduct volunteer activities without remuneration.

The Judicial District Manager or designee shall oversee the admission process which will include:

- Conducting a screening interview with the prospective volunteer;
- Making a selection by determining if the volunteer’s goals align with Community Supervision’s goals;
- Coordinating a background investigation on the selected volunteer (CJLEADS/DCI);
- Checking the references given by the volunteer to the Judicial District Manager or designee;
- Notifying the volunteer via letter, email, or telephone of acceptance or denial into the program.

The Judicial District Manager or designee will supervise the activities of the volunteer.

### **Permitted Activities**

A. Accompany and assist the Probation/Parole Officer (PPO) with office contacts.

B. Assist the Probation/Parole Officer with the preparation of violation reports, Orders for Arrest, and modification orders.

C. Assist the Probation/Parole Officer with the court intake process.

D. Accompany the Probation/Parole Officer to probation violation hearings in both district and superior court and become familiar with proceedings.

E. Assist the Probation/Parole Officer with the preparation of cases for reviews and/or staffings.

F. Assist the Probation/Parole Officer with the daily management of administrative duties/correspondence.

G. Assist the Chief Probation/Parole Officer with any special assignments.

H. Work with Administrative Specialists, Judicial Services Coordinators and other district staff to learn their jobs and functions.

I. Observe employees performing job duties utilizing computer software/applications.

**Activities NOT Permitted**

A. The volunteer shall not be permitted to participate in unplanned arrests occurring in the field or in the office environment.

B. The volunteer shall not be permitted to participate in searches.

C. The volunteer shall not be permitted to conduct or witness urine/drug tests.

D. The volunteer shall not be permitted to participate in employment verifications, home visits or curfew checks.

E. The volunteer shall not be issued computer applications/software user IDs or passwords, nor shall a volunteer be permitted to use computer software applications belonging to Community Supervision.