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**Notes and
References**

VOLUNTEER PROGRAM

I. Volunteer Program at Los Prietos Boys Camp

The Los Prietos Boys Camp (LPBC) program recruits and utilizes volunteers from the community to support and enhance the services provided to the youth.

- A. Community volunteers assist the youth at the LPBC Program in the following areas:
 - 1. College Entry Assistance
 - 2. Programming
 - 3. Religious Services
 - 4. 12-Step Meetings
 - 5. Recreational Activities
 - 6. Community Mentoring
 - 7. Art Projects
 - 8. Small Construction Projects
 - 9. Guest Speakers
 - 10. Special Presentations
 - 11. Donations

- B. Many local college and university students become personally involved in social projects with various departments and agencies.
 - 1. The Probation Department has a unique opportunity to offer qualified and sincere students a meaningful learning experience and perhaps a career opportunity.

- C. The designated Deputy Probation Officer, Supervising (SPO) provides direction and oversight of volunteers working in the LPBC facility. For additional information on recruitment and the selection process, refer to Administrative Manual Chapter 1183.

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PROBATION VOLUNTEER PROGRAM (Continued)

Notes and References

- D. Individuals that contact LPBC and request to be volunteers are to be directed to the SPO who is assigned to oversee the volunteer recruitment process for LPBC.
 - 1. Volunteers may be recruited by any staff member, but shall be processed by the Professional Standards Unit (PSU).
- E. All volunteers are required to have a background check and be processed by PSU. Volunteers will be required to give a specific time commitment, be oriented to the role of a volunteer, and be given defined, non-supervisory tasks to complete. All volunteers will receive an orientation regarding safety and security concerns, confidentiality, appropriate topics of conversation, PREA, dress code, sharing of information and contraband issues.
- F. Volunteers for LPBC are required to be 21 years of age.

II. Tracking Volunteer Participation

- A. All volunteers are required to sign the visitor log upon arrival at camp.
 - 1. If there are multiple people in the volunteer group, such as for chapel or AA, each person must be entered in the visitor log.
 - 2. Visitor logs are available in the Administration office and in the dorm for arrivals after business hours.
 - 3. If volunteers volunteer via telephone or zoom, the probation staff starting the virtual contact will log the visitors name in the visitor log and notate contact by telephone or zoom.
- B. A complete list of all approved volunteers is available on the Portal and must be consulted before allowing a person access to youth.
- C. The Administrative Office Professional (AOP) will be responsible for tracking a volunteer's participation and compile the data quarterly for the Probation Manager's review.
 - 1. The Manager will notify PSU if a volunteer is no longer active.