



HARFORD COUNTY SHERIFF'S OFFICE DETENTION CENTER POLICY

Volunteer and Contractual Personnel

Distribution:	HCDC Employees			Policy Number:	DCA 1400
Responsible Unit:	Support Services Division			Rescinds:	A1.400
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Latest Required Review was Completed:			04/17/26	Next Review Due:	04/30/27

1. Purpose

To establish policy and procedure for volunteer and contractual personnel entering the Harford County Detention Center (HCDC).

2. Policy

The HCDC may permit citizen involvement to assist in specific inmate programs as coordinated by the HCDC Program Coordinator.

3. Procedures

A. Citizen Involvement in Inmate Programs

1. The HCDC Program Coordinator will coordinate the volunteer services program and seek assistance from citizens in the community to coordinate and assist with religious programs, Alcoholics Anonymous, and other non-security programs and services deemed appropriate.

B. Screening and Selection of Volunteers and Contractual Personnel

1. Each volunteer applicant will be required to complete a Volunteer Personnel Application ([DC-932](#)), which will be forwarded along with supportive documentation of certification or licensing, to the Support **Services** Division Commander for review and final disposition.
2. The Program Coordinator or designee will conduct an interview with all eligible volunteer applicants to determine suitability of the applicant volunteer.
3. Volunteer applicants will complete a Request for Criminal Background Check ([SO-415](#)).
4. Screening and selection of volunteers from the community will not be based on any cultural or socioeconomic factor.
5. A volunteer or contractual applicant will be ineligible to participate with a criminal history that includes any sex offense, child abuse, first degree escape, murder (any degree), first degree assault, robbery, first, second- or third-degree burglary, abuse, or neglect of a vulnerable adult, or attempts of these crimes or an active probation order.
 - a. If the volunteer has a relative currently incarcerated in the HCDC, the result may be a temporary suspension of duty or a restricted assignment until the release of that relative.

- b. A volunteer with any criminal history or who has been incarcerated within the last two years will be considered on a case-by-case basis by the Support **Services** Division Commander, with the following factors being taken into consideration:
 - i. Age at which individual committed the crime;
 - ii. The circumstances surrounding the crime;
 - iii. Any punishment imposed for the crime, including any subsequent court action regarding the punishment;
 - iv. The length of time that has passed since the crime;
 - v. Subsequent work history;
 - vi. Employment and character references; and
 - vii. Other evidence that demonstrates whether the individual poses a threat to the health or safety of a program participant, staff member or the public.
- c. The completed Volunteer Personnel Application ([DC-932](#)) and supportive documentation will be maintained by the Program Coordinator on approved applicants for a minimum of three years after participation ceases. Denied applications will also be maintained for three years.
- d. A volunteer's clearance will be reviewed on an annual basis by the Program Coordinator in conjunction with the Support **Services** Division Commander.
- e. A volunteer will be required to report any arrest or criminal charge acquired after the original clearance process to the Program Coordinator.
 - i. Failure to report a criminal charge may result in separation from the volunteer program.

C. Volunteer Certification and Licensing

- 1. Volunteers performing professional services at the HCDC will be required to provide certification or licensing.
- 2. When local, state, or federal licensing is not required, the volunteer will be required to produce certification that they can provide such services prior to assignment (e.g. authorization letter from minister, college degree, etc.).

D. Volunteer Personnel Orientation

- 1. Prior to assignment, each volunteer will participate in a HCDC tour and complete an orientation training program addressing HCDC organization and history, security policies, HCDC regulations, needs, attitudes and lifestyles of the inmate population, overview of appropriate program, and volunteer's duties and responsibilities.
- 2. One time or short-term volunteers may require a less intensive orientation program.
- 3. Each volunteer will receive a HCDC Volunteer and Contractual Personnel Guidelines Manual ([ML-02](#)) during the orientation program with receipt documented on the Volunteer and Contractual Personnel Agreement ([DC-916](#)).

- a. The lines of authority, responsibility and accountability for the volunteer services program will be communicated to all personnel and volunteers in the HCDC Volunteer and Contractual Personnel Guidelines Manual ([ML-02](#)).
4. Each volunteer and Contractual Personnel will receive a [PREA Volunteer and Contractual Agreement \(DC-933\)](#) during the orientation program. Each volunteer and Contractual Personnel will sign a [PREA Volunteer and Contractual Agreement \(DC-933\)](#) acknowledging they understand their responsibility to refrain from such behavior and to report any misconduct.
 - a. The signed PREA Volunteer and Contractual Agreement will be given to the PREA Coordinator for filing.
5. Each volunteer will agree to abide by HCDC policy regarding confidentiality of information by completing a Volunteer and Contractual Personnel Agreement ([DC-916](#)) which will be maintained by the Program Coordinator.

E. Identification of Volunteers

1. All volunteers, consultants, contractors, and visitors will be positively identified while within the HCDC by conspicuously wearing an Agency issued security pass in accordance with HCDC Policy [DCO 2402 - Security Pass](#).

F. Curtailing, Postponing or Discontinuing Services

1. The Warden or designee reserves the right to curtail, postpone or discontinue services of a volunteer, volunteer organization, contracted personnel, or consultant when services are no longer required, discontinuation of program, non-conformance to policy and procedure, or a breach of security.
2. The Support [Services](#) Division Commander or designee will notify the affected volunteer(s) in writing of the action.

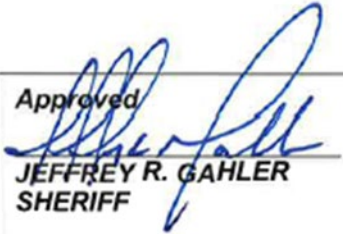
G. Consultants and Contractual Personnel

1. Consultants or contractual personnel performing professional services at the HCDC will be required to provide certification or licensing.
2. When local, state, or federal licensing is not required, the consultant or contractual personnel will be required to produce certification that he can provide such services prior to assignment (e.g. authorization letter from minister, college degree, etc.).
3. Consultants and contractual personnel applicants will complete a Request for Criminal Background Check ([SO-415](#)).
 - a. The contracted [ed](#) medical Health Services Administrator [or designee](#) will initiate the required paperwork and background check for all contract medical personnel and forward to the Administrative Services Lieutenant who will forward it to the Support [Services](#) Division Commander or designee for final clearance.
 - b. The contracted [ed](#) Food Service Coordinator [or designee](#) will initiate the required paperwork and background check for all contract food service personnel and forward to the [Facility Operations Commander](#) or designee who will forward it to the Support [Services](#) Division Commander or designee for final clearance.

4. Consultants and contractual personnel who work with inmates will agree to abide by HCDC policy regarding confidentiality of information by completing a Volunteer and Contractual Personnel Agreement ([DC-916](#)) which will be maintained by the Program Coordinator.
5. Prior to assignment, consultants and contractual personnel will complete an orientation program addressing the same subjects as volunteers and as appropriate to the nature of the assignment which will be documented and maintained by the Program Coordinator.
6. Consultants and contractual personnel will receive a security safety orientation.
7. Upon separation, the Chief of Security or designee is responsible for the collection of any issued security passes.

4. Summary of Changes

- A. On 05/15/24 an annual review was conducted, and the following changes were made:
 1. Section 3.B.5.e. Added: Failure to report a criminal charge may result in separation from the volunteer program;
 2. Section 3.F.1. Changed Sheriff to Warden;
 3. Section 3.F.2. Changed Warden to Support Division Commander; and
 4. Section 3.G.a.and b. Added the respective Lieutenants to the process.
- B. On 05/13/25 an annual review was conducted, and no changes were made.
- C. On 4/2/26 an annual review was conducted; and the following changes were made:
 1. The Support Division Commander was revised to read Support **Services** Division Commander;
 2. Section 3.D.4. added – Volunteers and Contractual Personnel will sign the [PREA Volunteer and Contractual Agreement \(DC-933\)](#) acknowledging they understand their responsibility to refrain from such behavior and to report any misconduct; and
 3. 3.G.3.a and 3.G.3.b- Lower-Level Lieutenant was changed to the Facility Operations Commander.


Approved
JEFFREY R. GAHLER
SHERIFF
DATE 5-23-2024