

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 379

Subject: Volunteer Handbook
Effective Date: December 14, 1981 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. It is the departmental objective that volunteers for the Department of Corrections will have available to them a comprehensive Volunteer Handbook. This Handbook will serve as an informational guide to all Department Volunteers.

2. Purpose:

2.1. To state the guidelines for distribution of the Volunteer Handbook.

3. Applicability/Accessibility

3.1.

4. Policy

4.1. Responsibility

Volunteer Coordinators

Action

Ensures that each Volunteer for the Department of Corrections receives and signs a receipt for the "Volunteer Handbook"

The receipt will be in duplicate and will be signed by the Volunteer and witnessed.

The original receipt will be placed in the Volunteers file.

The duplicate receipt will be given to the

Policy 379 Volunteer Handbook

Volunteer

Volunteer Familiarize themselves with the contents of the Volunteer Handbook.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

9. Responsible Director and Draft Participants

POLICY