

DOCUMENTATION OF VOLUNTEER ORIENTATION

SECTION ONE: General Information

1. Letter of Welcome
2. Statement of Mission of Agency and Unit
3. Brief History of the Department of Corrections
4. OP-090211, entitled "Volunteer Program"
5. OP-050108, entitled "Use of Force and Serious Incidents"
6. OP-110215, entitled "Rules Concerning Individual Conduct of Employees"

SECTION TWO: Volunteer Handbook

1. The Need for Volunteer/Intern Involvement
2. Guidelines for Volunteers
3. Do's and Don'ts for Volunteers
4. Religious Services Volunteer Information

SECTION THREE: Volunteer Forms

1. Application for Volunteer Services
2. "Memorandum of Understanding and Confidentiality Statement"
3. "Documentation of Volunteer Orientation"
4. "Authorization for Release of Information Volunteer Information"
5. "Oklahoma Department of Corrections Request for Record"

SECTION FOUR: Local Procedures

SECTION FIVE: Job Specific/Mandatory Training

I HEREBY VERIFY THAT I HAVE RECEIVED THE ABOVE INFORMATION AND COMPLETED ALL FORMS AS REQUIRED.

VOLUNTEER

WITNESS

DATE

DATE