



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY CORRECTIONS COMMAND
150 Army Pentagon
Washington DC, 20310-0150

DAPM-ACC

POLICY LETTER # 28

MAY 05 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ACC Policy Letter # 28 - Citizen Involvement and Volunteers

1. References:

- a. 10 USC 1588, Authority to accept voluntary services
- b. Department of Defense Instruction 1100.21, Voluntary Services in the Department, 26 December 2002.
- c. Army Regulation 190-47, The Army Corrections System, 15 June 2006.
- d. Army Regulation 165-1, Army Chaplain Activities, 3 December 2009.

2. It is ACC's policy that the Army Corrections System (ACS) will provide for citizen and volunteer involvement in ACS programs, including service as advisors, interpreters, and similar direct service roles. Citizen involvement and volunteers will be managed IAW ACC policy, AR 190-47, 10 USC 1588, DODI 1100.21, and AR 165-1. The screening and selecting of volunteers will allow for the recruitment from all cultural and socioeconomic parts of the community. The ACS facility commanders will establish standing operating procedure addressing at a minimum:

- a. Designate a senior staff member responsible for coordinating the volunteer service program.
- b. Specifying the lines of authority, responsibility, and accountability for citizen involvement and volunteer services.
- c. Governing the recruitment, selection, orientation, training, and supervision of volunteers.
- d. The requirement for a criminal background check on all volunteers who have direct, unsupervised contact with prisoners/juveniles/residents.
- e. The requirement that there is a system for official registration and identification of volunteers.

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f. Provides that each volunteer completes an appropriate, documented orientation and/or training program prior to assignment.

g. Provides that each volunteer agrees in writing to abide by all facility policies, particularly those relating to confidentiality of information and security practices.

h. Provides for volunteers to contribute suggestions regarding the establishment of policy and procedure related to the volunteer services program.

3. Volunteers may perform professional services only when they are licensed and certified to do so.

4. ACC will review and evaluate the Citizen Involvement and Volunteer Programs/policy during annual HQDA Technical Assistance Visits (TAV's). This policy letter will be reviewed annually and updated as necessary.

5. Point of contact for this policy is PP Correctional Program Specialist, 703-428-7705/DSN 328-7705.

PP

COL, MP
Commanding

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