

CLIENT VOLUNTEER PROGRAM

Minnesota Sex Offender Program

Issue Date: 10/6/15 Effective Date: 11/3/15 Policy Number: 225-5143

POLICY: The MSOP St. Peter Volunteer Services Coordinator will assist clients who are in Community Preparation Services Stage 2 and Stage 3 with finding appropriate opportunities to address individual treatment goals related to repairing harm by giving back to the community through volunteering their time at community placements.

AUTHORITY: Minn. Stat. §246.014, subd. (d)

APPLICABILITY: Minnesota Sex Offender Program (MSOP), Community Preparation Services (CPS).

PURPOSE: To maintain a process for connecting Minnesota Sex Offender Program (MSOP) clients with appropriate opportunities to volunteer in the community and for MSOP staff to support both the client and the volunteer site throughout the volunteer experience.

DEFINITIONS:

Accompanied off-campus volunteering – volunteer activities, accompanied by MSOP staff, outside the boundaries of the MSOP St. Peter campus.

Client Volunteer Program – a program offering the opportunity for clients in Community Preparation Services Stages 2 and 3 to volunteer in the community.

MSOP Volunteer Opportunities Resource Book – a compilation of MSOP-approved volunteer opportunities and information about those opportunities.

Treatment team – for the purposes of this policy, consists of, at minimum, the Reintegration Director/designee, CPS Unit Director, clinical supervisor, primary therapist, vocational counselor, St. Peter Volunteer Services Coordinator, Office of Special Investigations (OSI) staff person, reintegration specialist, and unit staff.

PROCEDURES:

- A. The MSOP Volunteer Services Coordinator will meet with supervisors and managers of various community organizations to identify potential volunteer sites and perform an initial screening for appropriateness based on the following considerations:
1. the organization provides a service to the community;
 2. the opportunity does not include regular direct contact with minors or vulnerable adults;
 3. the community organization's on-site supervisor is supportive of the MSOP's reintegration volunteer experience goals;
 4. the venue allows for MSOP staff supervision; and
 5. the organization agrees not to pay clients for their services.
- B. Determining client initial eligibility for volunteering in the community

1. Clients must have obtained the minimum of CPS Stage 2 and must have consistently volunteered on-campus for at least one quarter.
2. An eligible client interested in volunteering in the community may submit a Client Request Form (420-5099a) to his or her primary therapist to express an interest in becoming part of the Client Volunteer Program. (See MSOP Division Policy 420-5099, "Client Requests.")
3. The Volunteer Services Coordinator will provide an overview of approved volunteer organizations. The primary therapist and Volunteer Services Coordinator will assist the client with deciding which organization(s) to apply to, based on the client's skills, interests, relapse prevention plan, and maintenance plan.
4. Before beginning volunteer opportunities, clients who have attained off-campus privileges will follow the outing approval process as outlined in MSOP Policy 600.030, "Programming Outside the Secure Perimeter."

C. Process for connecting MSOP clients with appropriate volunteer sites

1. Clients who are approved to volunteer in the community will send a Client Request to the Volunteer Services Coordinator to meet with their primary therapist, reintegration specialist and Volunteer Services Coordinator to discuss potential volunteer opportunities.
2. The Volunteer Services Coordinator will contact the volunteer organization to schedule an interview for the client.
3. Prior to the interview, the client will meet with the Volunteer Services Coordinator to discuss the scheduled interview.
4. The Volunteer Services Coordinator (in consultation with the CPS Unit Director) will arrange the logistics of the interview.
5. The Volunteer Services Coordinator and a reintegration specialist will accompany the client to the interview.
6. When the client has been accepted by the volunteer organization as a volunteer, the client and the Volunteer Services Coordinator will complete the CPS Client Volunteer Agreement (225-5153a-5020), attached) and an Authorization for Release of Information Form (DHS-1161, attached).
7. The client may complete any additional paperwork as required by the volunteer site.
8. The Volunteer Services Coordinator will conduct follow-up monitoring at the client's volunteer location at least quarterly to provide support, ensure treatment goals are being met, and ensure the volunteer agency is well-served. The Volunteer Services Coordinator will discuss the results of follow-up monitoring with the treatment team.

REVIEW: Annually

REFERENCES: MSOP Policy 602.010, "Community Preparation Services"
MSOP Division Policy 215-5005 "Treatment Overview"
MSOP Division Policy 420-5099, "Client Requests"

MSOP Policy 600.030, "Programming Outside the Secure Perimeter"

ATTACHMENTS: CPS Client Volunteer Agreement (225-5143a-5020)
Authorization for Release of Information (DHS-1161)

SUPERSESSSION: MSOP Policy 602.043, "Client Volunteer Program," 9/3/13.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
Nancy A. Johnston, Executive Director
Minnesota Sex Offender Program