

CLIENT VOLUNTEER PROGRAM

Minnesota Sex Offender Program

Issue Date: 4/7/20 Effective Date: 5/5/20 Policy Number: 225-5143

POLICY: The Minnesota Sex Offender Program (MSOP) offers eligible clients at Community Preparation Services (CPS) the opportunity to address Matrix Factors through giving back to the community.

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

APPLICABILITY: MSOP, CPS.

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

DEFINITIONS:

Client Volunteer Program – a program offering the opportunity for eligible clients in CPS to volunteer in the community.

Treatment team – refer to MSOP Division Policy 215-5005, “Treatment Overview.”

PROCEDURES:

- A. The Volunteer Services Coordinator/designee meets 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. The Volunteer Services Coordinator/designee coordinates with the CPS operations supervisor to facilitate a visual check of the appropriateness of the location for MSOP staff and clients.
- C. Determining client eligibility for volunteering on campus
1. Clients must have obtained the minimum CPS Stage Identifying Vulnerabilities/Developing Strengths.
 2. Volunteer Services obtains a list from the CPS office administrative specialist (OAS)/designee of clients approved to volunteer on campus per MSOP Division Policy 225-5020, “CPS Client Liberties.”
- D. Determining client eligibility for group volunteering off campus

1. A client must be in at least CPS Stage Identifying Vulnerabilities/Developing Strengths, be approved for off-campus liberties, and must have attended 80% or more of the offered on-campus opportunities for at least one quarter (see CPS Program Design (225-5020a)).
2. Volunteer Services obtains a list from the CPS OAS/designee of clients approved to volunteer on campus per MSOP Division Policy 225-5020, "CPS Client Liberties."
3. The client's treatment team and the Volunteer Services Coordinator/designee determine the location of the group off-campus volunteer site based on the clients' skills, interests, relapse prevention plan, and maintenance plan.
4. Before beginning volunteer opportunities, clients who have attained off-campus liberties follow the outing approval process as outlined in MSOP Division Policy 225-5020, "CPS Client Liberties."

E. Client eligibility for single staff escort off-campus volunteering

1. The client must be in at least CPS Stages Demonstrating Change Across Settings or Preparing for Successful Re-Entry.
2. The client must have completed at least one quarter of group off-campus volunteering (see CPS Program Design (225-5020a)).
3. Volunteer Services obtains a list from the CPS OAS/designee of clients approved to volunteer off campus per MSOP Division Policy 225-5020, "CPS Client Liberties."
4. The client's treatment team and Volunteer Services Coordinator/designee determine the possible location of the single staff escort off-campus volunteer site based on the client's skills, interests, relapse prevention plan, and maintenance plan. The Volunteer Services Coordinator/designee ensure the client completes an Authorization for Release of Information (DHS-1161).
5. The Volunteer Services Coordinator/designee contacts the volunteer organization to schedule an interview for the client.
6. Prior to the interview, the client meets with the Volunteer Services Coordinator/designee to discuss the scheduled interview.
7. The Volunteer Services Coordinator/designee (in consultation with the CPS operations supervisor) arranges the logistics of the interview.
8. The Volunteer Services Coordinator/designee and/or another MSOP staff accompany the client to the interview.
9. When the client has been accepted by the volunteer organization as a volunteer, the client and the Volunteer Services Coordinator/designee complete the CPS Client Volunteer Agreement (225-5143a-5020).
10. The client may be asked to complete additional paperwork required by the volunteer site.
11. The Volunteer Services Coordinator/designee conducts 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/designee documents results in a Communication Log (410-5075a) (Phoenix) entry and discusses follow-up with the treatment team as needed.

REVIEW: Annually

REFERENCES: MSOP Division Policy 225-5020, "CPS Client Liberties"
MSOP Division Policy 215-5005 "Treatment Overview"

ATTACHMENTS: CPS Client Volunteer Agreement (225-5143a-5020)

Authorization for Release of Information (DHS-1161)
CPS Program Design (225-5020a)
Communication Log (410-5075a) (Phoenix)

SUPERSESSSION: MSOP Division Policy 225-5143, "Client Volunteer Program," 11/7/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

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Minnesota Sex Offender Program