

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS  
Division of Inmate Services

**VOLUNTEER SERVICES AGREEMENT**

As a Regular Volunteer, you are responsible for notifying the affected staff member within five (5) working days of any arrests other than minor traffic violations.

Regular Volunteers are responsible for following all South Carolina Department of Corrections (SCDC) policies and procedures. There are certain policies and procedures that directly affect the safety, security and health of the facility, the inmates, the volunteers, the staff, and others. These policies and procedures are:

- Drug Free Workplace Program
- Employee and Service Provider Identification Cards
- Employee - Inmate Relations
- Inmate Visitation
- Occupational Exposure to Tuberculosis
- Taking of Hostages by Inmates

There are three (3) policies that affect the good relationships that volunteers have with the SCDC. These policies are:

- Employee and Inmate Relations with News Media Representatives
- Inmate Religion
- Volunteer Services Program

At a minimum, all Regular Volunteers should be familiar with these policies/procedures. Before signing this agreement, you should have read these policies procedures and agree to abide by any guidelines that affect your service.

**CONFIDENTIALITY PLEDGE**

As a Regular Volunteer, I may learn personal and confidential information about inmates in the SCDC. I agree that any such information will not be disclosed without the written consent of both the involved inmate and the affected staff member. I understand that a violation of this pledge will result in my removal as a volunteer.

**RELEASE OF LIABILITY**

I release the SCDC, its agents, and employees from any liability from my request to participate in this volunteer activity. I make this request on my own without coercion or encouragement from any employee of the SCDC.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' (SCDC Official) Signature/Date

\_\_\_\_\_  
Institution