

# CLIENT VOLUNTEER PROGRAM

## Minnesota Sex Offender Program

Issue Date: 7/11/23                      Effective Date: 8/1/23                      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 at 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 considering whether:
  1. the organization provides a service to the community;
  2. the opportunity would 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 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 and have treatment team support to volunteer on campus (see CPS Program Design (225-5020a)).
  2. Volunteer Services obtains a list from the 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 CPS on-campus volunteer group opportunities for at least one quarter, and have treatment team support (see CPS Program Design (225-5020a)).
2. 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."
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 client's 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 and have treatment team support.
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 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 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," 1/5/21.  
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