

**New York State Department of Corrections and Community Supervision  
Office of Ministerial, Family and Volunteer Services**

**Acknowledgement of “Standards of Conduct for Volunteers” and  
All Applicable Policies**

Volunteer Name: \_\_\_\_\_

I hereby acknowledge receipt of the most current versions of the following standards and policies for volunteers. I understand the training that I have received and that I will be held accountable for, and act in accordance with, these standards and policies. I further understand that any violation may result in my termination as an approved volunteer.

- Standards of Conduct for Volunteers
- Policy on the Prevention of Sexual Abuse & Sexual Harassment of Incarcerated Individuals & Parolees
- Copies of Directives #4027A and #4028A
- List of Allowable Items for Volunteers
- Suicide Prevention Memorandum
- NYS DOCCS Policy Statement on Sexual Harassment in the Workplace
- Non-discrimination in Employment Based on Sexual Orientation & Gender Identity
- Policy on Writing Letters of Recommendation for Inmates
- Language Access Memorandum
- Contraband Memorandum on Wrist Watches/Devices
- Contraband Memorandum on Smartglasses
- Contraband Memorandum on Smart Rings
- Received a copy of the most current “Volunteer Information Packet.” If not applicable, please check this box. “N/A”:

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

\_\_\_\_\_  
**Date**

**For Official Use Only**

**Initial Orientation**

**Refresher Orientation**

**Occasional Application**

**Counseling Session**

**One-Time Application**

\_\_\_\_\_  
**Signature of Staff & Title**

\_\_\_\_\_  
**Date**