

Carbon County Correctional Facility Security Orientation for Volunteers/Clergy/Interns

I. Assumption of Risk

All persons entering CCCF assume all risks resulting from the operation of the facility. Some individuals incarcerated here have been charged with or convicted of violent crimes and are allowed to attend classes/groups without restraints. **A correctional officer may not always be present in the same location as you. Among the risks being assumed is the risk of physical violence, sexual assault, fraud and others.**

II. Discrimination

You shall act respectfully toward all inmates without regard to age, race, color ancestry, creed, sex, sexual orientation or identity, marital status, national origin, handicap, or religious or political beliefs.

III. Vehicle Security

1. **All vehicles are subject to search.**
2. Vehicles must be locked and windows closed at all times when they are parked on CCCF property.
3. Vehicles must not contain any contraband including but not limited to: alcoholic beverages, controlled substances, personal weapons, or implements of escape. Finding of contraband may cause the termination of the privilege to enter CCCF.
4. Gas cans containing fuel as well as bicycles, ATV's, dirt bikes and similar vehicles along with all ladders, must be chained and locked to the vehicle or trailer.
5. **Secure Tools.** Do not leave tools or keys visibly lying on car seats. Tools must be locked in a tool box secured to the vehicle or locked in the trunk.
6. **Secure Personal Information.** Nothing should be visible from the outside of the vehicle that would identify the vehicle belongs to you. (i.e. Photo ID, mail/magazine with address label, etc.)
7. **Cell phones, pagers, multimedia devices, etc. are not permitted inside the facility. They must be secured in your vehicle or in the lockers provided in the lobby prior to entering the facility.**
8. **Any occupants of a vehicle will not be permitted entrance into the facility if the owner/operator refuses a vehicle search.**
9. **Children and/or animals may not be left unattended in vehicles.**

IV. Security

1. Subject to Search. Anyone entering or leaving CCCF is subject to search. All persons entering the facility must clear a metal detector. Your materials will also be searched for contraband prior to being granted entrance into the facility.
2. Under the Influence. Arriving under the influence of alcohol or a controlled substance will result in the immediate termination of the status as an approved Volunteer/Clergy/Intern.
3. Metal Implants/Ambulatory Devices. A person with a metal implant or who is medically required to wear an item constructed of metal (i.e. back brace, knee brace, etc.), or who is medically required to use an ambulatory assistance device (i.e. wheel chair, cane, walker, crutches, etc.) will be scanned with the hand held metal detector.
4. Medicines. If easy access to prescribed emergency doses of a controlled substance or nonproprietary drug is needed, you must provide a doctor's note to CCCF and alert staff in advance. The facility will determine whether or not you may keep the emergency dose of medicine on your person or if the medicine must be kept in a secure easily accessible location.
5. Contraband. **Volunteers/Clergy/Interns are prohibited from providing or attempting to provide to an offender, contraband, including but not limited to: cell phones, tobacco, food, pornography, media storage devices, weapons, alcoholic beverages, drugs/drug paraphernalia, explosive devices or materials useful in the fabrication of explosive devices or any other article, substance or thing that may reasonably be considered a danger to the security of the facility.**
6. Prior Permission Mandatory. You are not permitted to bring anything in for or take anything out of the facility for an inmate, no matter how innocent or trivial it may seem. Permission to bring an item in for program use (i.e. handouts, books, musical and/or audio visual equipment, etc.), must be obtained from the Warden or his designee.
7. Movement. Movement is limited to the area where you are performing your service. Groups entering the facility will stay in close proximity to the escorting staff while going to and returning from a program site. You should always inquire about the nearest correctional officer in the event of an emergency.
8. Monitor Belongings. You are responsible to closely monitor any item(s) for which you have authorization to bring into the facility. At no time should any property belonging to you be left unsecured. If you notice something missing, report it immediately to staff.

V. Identification

1. ID and Visitor Badges. You will either be issued an ID badge or visitor badge. Badges must be presented prior to entrance into the facility.
2. Photo ID. Persons who are not issued an ID badge must provide a photo ID (i.e. driver's license, etc.) to enter the facility. Failure to bring a photo ID will result in being refused entrance into the facility.
3. Sign in and Sign out Procedures. All Volunteers/Clergy/Interns must sign in and out of the facility.

VI. Dress

1. Appropriate Dress
 - a. You must maintain a neat appearance at all times. No revealing clothing or clothing with vulgar language or pictures.
 - b. Men must wear long trousers and a shirt with sleeves (no tank tops). Shorts are prohibited.
 - c. Women must wear a dress, skirt, or slacks with an appropriate top. See through apparel, halter tops or extremely short skirts are not permitted. Shorts are prohibited. Any footwear with heels that are four inches or higher is prohibited.
2. Avoid Clothing with Metal. Do not wear an abundance of metal jewelry, metal hair pins, or garments with metal wire/metal buttons, etc. these items will be detected by the metal detector and cause delays in entering the facility. If they end up in the hands of an inmate, may be used as a weapon or tool to escape.
3. Shoes. Shoes must be worn at all times. Sandals with a back are permitted. Flip flops are not permitted.

VII. Interacting with Inmates

1. Limit contact to Handshakes. Hugging or kissing inmates is strictly prohibited. A warm hello and/or handshake are the only acceptable greetings.
2. Show Respect. Respect inmates as fellow human beings. View them as people who have made regrettable mistakes in life for which they are serving their punishment. Empathize with inmates, without "feeling sorry" for the, remembering that their life choices, over which they had control, have resulted in their being incarcerated.
3. Treatment of Inmates. Do not attempt to psychoanalyze or recommend any medical or mental health treatment. Trained medical or mental health professionals are equipped to care for complex inmate medical and mental health needs.
4. Treat all Inmates the Same. Refrain from showing favoritism to any inmate or select group of inmates.

5. Affirm the Positive. Affirm positive inmate behavior and attitudes at all times.
6. Be Fair. Be fair, firm and consistent in dealing with inmates. Refuse to make promises that cannot be kept.
7. Be Aware of Con Games. Many inmates have learned to cope by manipulating others. Some will attempt to lure you into compromising positions. If an inmate asks for a favor, tell the inmate NO and that permission must be secured from a staff member. You should contact a staff member if you feel an inmate might be engaging in manipulative behavior.
8. Limit Personal Sharing. Do not disclose marital status, family concerns, medical conditions, etc. to inmates. No one is obligated to answer every question an inmate asks.
9. Do not Disclose Contact Information. It is forbidden to disclose personal telephone numbers, mailing or email addresses to any inmate.
10. No Personal Relationships. You are not permitted to visit, correspond with, or converse by phone with any inmate unless you have prior approval from the Warden or his Designee. If it is discovered that an inmate has had contact with you via phone, letter or any other means without prior approval, your privilege will be suspended.
11. Emotional Involvement. Promptly terminate a personal relationship that begins to be fostered with an inmate that may lead to romantic and/or emotional involvement. If involvement is losing its objectivity or is becoming emotionally entangled, speak with an appropriate staff member immediately. A temporary voluntary hiatus from service may be appropriate.
12. Can't Foster Children. You may not serve as foster parents to an inmate's child while they are in custody.
13. No Money Transactions. You are prohibited from entering into any type of business transaction with an inmate and are prohibited from placing money in an inmate's account. You are not allowed to solicit, accept, or agree to accept any gift of money or goods, loans or services for personal benefit from an inmate or accept or perform favors or accept or distribute any gifts, money, or loans to or from inmates or members of an inmate's family.
14. Conflict of Interest. You may not assist inmates with legal matters nor shall you represent or act as an agent for any private interest, whether compensable or not, which could be reasonably expected to result in conflict of interest. This includes, but is not limited to representing the interests of inmates.
15. Alert Staff of Disruptive Inmates. You will alert staff if an inmate shows disrespect or causes distractions during your visit to our facility.
16. Do Not Empower Inmates. You shall not permit an inmate to be in control of, or exercise authority over other inmates.

VIII. Confidentiality

You are prohibited from discussing your interactions with inmates outside the facility or to use information, not available to the public at large, for personal gain or for the gain of others, or divulge confidential information without its authorized release.

IX. Personal Involvement with Inmate Families

1. No Contact with Inmate Families or Friends. You are prohibited from contacting the families of inmates or their significant others, unless you have prior permission from the Warden or his Designee. Inmates have telephone and mail privileges to enable them to contact family members. If you are contacted by an inmate by mail, phone or by some other means, you are required to report this to facility staff immediately.
2. No Exchange of Materials. You are prohibited from trading, bartering, or receiving gifts, money and favors from an inmate or an inmate's friends, family or representatives, or from delivering gifts or money to inmate's friends, family or representatives.

X. Sexual Harassment

1. Zero Tolerance Policy. CCCF has a zero tolerance policy on sexual harassment. If you engage or knowingly condone sexual harassment, your privileges will be revoked and you may face legal action.
2. Report Harassment. If you believe you were a victim of sexual harassment by an inmate or staff, you must report the incident immediately to the Warden or his Designee. The Warden or his Designee will conduct a full investigation of the alleged incident and you will be notified of the findings upon conclusion of the investigation.

XI. Sexual Contact with an Inmate

1. Zero Tolerance Policy. CCCF has a zero tolerance policy on any type of sexual contact with an inmate. If you engage in or knowingly condone sexual contact with an inmate, your privileges will be revoked and you may face criminal charges.
2. Report Sexual Contact. If you become aware of an individual's sexual contact with an inmate, you are obligated to report this to the immediate staff supervisor.

XII. Personal Welfare

1. Hands Off Inmates. It is forbidden to strike or lay hands on an inmate unless it is in self-defense. Only the minimum amount of force shall be used if you decide to defend yourself or others.
2. Report What Doesn't Seem Right. Immediately report to staff any unusual situation which occurs or information that is received, which could threaten any person, property or security. This includes notifying staff if any radical changes in an inmate's attitude or routine are observed.

XIII. Interacting With Staff

1. Always Be Respectful. At all times you shall be respectful of and courteous toward correctional staff. Be aware that correctional staff will err on the side of caution, being thorough in confirming your identity as well as searching your belongings and person and ensuring proper supervision. Patience with and friendliness toward correctional staff will promote a healthy correctional environment for all. Respect and professionalism is also expected of all staff. Likewise, if you feel you were disrespected or treated unfairly by staff, please report the incident to the immediate supervisor.
2. Obey Orders. Obey staff direction immediately even if the reason for the order is not known. Obey first, discuss later. If you observe staff acting inappropriately, or think staff is wrong, do not discuss this in front of the inmates. Discuss in private with the immediate staff supervisor at a later time.

XIV. Emergencies

1. Remain Calm. When faced with an emergency (i.e. threatening inmate, fire, assault, escape or physical sickness), remain as calm as possible. Do not exhibit fear. Locate the nearest staff member to report the emergency.
2. Injured or Sick while Inside. If you are injured or fall ill while inside the facility, report to a staff member as soon as possible.
3. If Taken Hostage. If taken hostage, remain calm and obey all directions given to you by your captor(s). Staff is trained to handle these situations and everything will be done to defuse the situation.

XV. Legal

1. No Legal Coverage. Inmates often file lawsuits against persons with whom they come in contact with while incarcerated. While this rarely happens to Volunteers/Clergy/Interns, if sued, CCCF cannot provide liability insurance for you, nor can we provide legal representation.
2. Subject to the Laws of the Commonwealth. While you are present in CCCF or on CCCF grounds, you are subject to the laws of the Commonwealth of Pennsylvania. Any crimes committed on facility grounds will be prosecuted.