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CENTRE COUNTY CORRECTIONAL FACILITY

VOLUNTEER/SERVICE PROVIDER RULES & REGULATIONS HANDBOOK

2009

Welcome to all volunteers/service providers who will be playing an essential part here at the Centre County Correctional Facility.

The criminal behavior of those who are incarcerated reflects to a large degree the failure of the individual as well as of the community. If we expect the offenders to take responsibility for their destructive actions in the community they originated from, then the community has the responsibility to be a moral and ethical model to them. If we expect the offenders to behave as if they had a stake in the community, the community ultimately has to function as having a stake in those individuals.

County correctional facilities do not typically have all the resources to address each one of the offender's problems. The one-to-one relationship between you and an offender can expose them to positive lifestyles, appropriate role models, and new beliefs which can help an individual to resolve his or her problems. Through personal growth and social acceptance in the lawful community, a sense of worth and personal investment can be achieved. An affiliation between a volunteer/service provider and an offender can facilitate this growth and acceptance.

You as a volunteer/service provider are a concerned and valuable resource from the community. The rewards of your involvement may not always be visible, but are always needed and appreciated. I want to thank you for your decision to share your time and energy.

Edward P DeSabato
Warden

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I. WELCOME

The following section consists of the Rules & regulations for the Centre County Correctional Facility. They are designed to address the most common event occurring between an offender and service providers, and hopefully will answer any questions pertaining to this institution's expectations.

II. RULES & REGULATIONS "DON'TS"

1. DO NOT leave your vehicle unlocked.
2. DO NOT leave any contraband such as implements for escape, medications, or weapons in your vehicle.
3. DO NOT bring anything, including contraband into the facility without prior approval from the Warden.
4. DO NOT take anything out of the facility without prior approval from the Warden.
5. DO NOT get personally involved with an inmate's life by making personal contact with his family or friends without prior approval from the Warden.
6. DO NOT aid or abet the escape of any inmate.
7. DO NOT make promises to an inmate if you are not certain you can keep them.
8. DO NOT favor any particular inmate or inmates. Do not show partiality in any situation.
9. DO NOT strike or lay hands on an inmate unless it be in self-defense (see Emergency Procedures).
10. DO NOT write or telephone a judge other court personnel regarding an inmate without prior approval from the Warden.
11. DO NOT give legal or therapeutic advice unless licensed or trained to do so.
12. DO NOT force inmates into a situation that requires disclosure of unnecessary information.
13. DO NOT criticize institutional policies or people.
14. DO NOT take photographs without authorization from the Warden.
15. DO NOT do anything which would compromise the security of the institution. When in doubt, ASK BEFORE YOU ACT.
16. DO NOT lie to inmates.

III. RULES & REGULATIONS “DO’S”

1. DO maintain a professional and positive attitude at all times.
2. DO sign yourself in and out at the Central Control window (Visitation Roster).
3. DO complete the Activity Attendance Form and return to Central Control at conclusion of program.
4. DO respect and treat inmates as human beings.
5. DO maintain a neat appearance at all times.
6. DO have all correspondence and telephone calls relative to business of the institution cleared through the Warden.
7. DO report any unusual situation or information that would threaten person, property, or security to the Shift Leader immediately.
8. DO remain only in areas you are authorized or instructed to go at all times.
9. DO maintain confidentiality by not discussing information concerning inmates outside the institution.
10. DO feel free to bring any ideas for new ideas for new activities to the Warden.
11. DO be the best role model.
12. DO report periodically (verbally) of the progress about your work with inmates.
13. DO inform staff of any changes in inmates' attitudes or radical changes in their daily routine.
14. DO be supportive, encouraging friendly, and firm.
15. DO encourage mutual respect for one another.
16. DO be sensitive by not asking questions in regards to theirs incarceration status.

IV. EMERGENCY NOTIFICATION

1. In the event you are unable to keep a scheduled appointment with an inmate, please notify the Staff as soon as possible.
2. If the resident becomes unavailable for a scheduled meeting with you, the Staff will make every attempt to notify you.

EMERGENCY SITUATION

In the event a crisis situation would arise while you are in the institution, please adhere to the following:

1. Make your whereabouts known to a staff member.
2. Remain in your designated area until instructed to move.
3. If you feel your safety is in jeopardy, report to a staff member immediately.
4. Request the individual or group of inmates that you are meeting with to remain in their designated area until instructed by a Security Staff member to return to their housing unit or required location.
5. In the event the fire alarm would sound, remain in your designated area until normal operation is resumed unless instructed to move by a staff member.
6. Remain calm.

Failure to abide by regulations by any volunteer/service provider can cause a negative impression to all. Therefore, anyone unable to function within accepted guidelines will be asked to discontinue their volunteer service.

The ranking official on duty is responsible for the institution. It is his/her option to conduct the affairs of the facility as he/she deems necessary for proper operation. Should any controversy arise, you are expected to abide by the decision of the ranking official at the time.

V. RISK AGREEMENT

Individuals may be subject to search upon entering or leaving the institution (Title #61, Section 384).

All individuals working with inmates may be subject to legal implications. Two examples of this are:

1. Penalties for criminal behavior in a correctional facility.
2. Potential lawsuits by inmates.

NOTICE OF DANGEROUS CONDITION AND ASSUMPTION OF RISK

1. This correctional facility which you seek to enter as a Service Provider/Volunteer is under the supervision and control of the Centre County Correctional Facility Board and a place of confinement for individuals who have been charged with crimes and are awaiting trial and/or have been convicted and serving their sentences.
2. Some of the inmates who are confined in this facility have been charged and convicted of violent felony crimes.
3. Inmates confined in this facility are permitted to move freely without restraint in some areas in which I may be present.

I assume all risks which result from the normal operation of the institution.

CENTRE COUNTY CORRECTIONAL FACILITY
VI. APPLICATION FOR SERVICE PROVIDER/VOLUNTEER SERVICE

FULL NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____ SOCIAL SECURITY #: _____

BIRTH DATE: _____ HEIGHT: _____

HAIR COLOR: _____ EYE COLOR: _____ WEIGHT: _____

OCCUPATION: _____

PRESENT EMPLOYER: _____

ADDRESS: _____

WORK PHONE: _____

HAVE YOU EVER BEEN CONVICTED/SENTENCED OF ANY CRIMINAL CHARGES?

YES: _____ NO: _____

IF YES, PLEASE EXPLAIN: _____

PRIOR EXPERIENCE AS A VOLUNTEER/SERVICE PROVIDER: _____

SERVICE WORK YOU PLAN TO DO IN PRISON: _____

SPONSORING ORGANIZATION/INDIVIDUAL: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

WARDEN: _____ APPROVED: _____

VII. RECEIPT & AGREEMENT

I have received, read, understand, and have been orientated to the Service Provide Handbook, as well as the Rules and Regulations regarding my service activities while at the Centre County Correctional Facility.

I agree to abide by all rules and regulations contained in this handbook or otherwise provided to me.

We, the staff here at the Centre County Correctional Facility, acknowledge and uphold any/all Pennsylvania Code of Ethics where applicable.

SIGNATURE OF APPLICANT

DATE

PRINT FULL NAME

WITNESS

DATE

PLEASE COMPLETE AND RETURN DIRECTLY TO DEPUTY WARDEN HITE