

Implemented 04/1998
Revised 02/2013
Revised 02/2015
Revised 01/2016
Revised 11/2016
Revised 04/2017
Revised 11/2017

2018 YEARLY APPLICATION

(APPLICANT MUST UPDATE YEARLY)

CENTRE COUNTY CORRECTIONAL FACILITY

VOLUNTEER/SERVICE PROVIDER RULES & REGULATIONS HANDBOOK

**COMPLETE AND RETURN THE LAST 3-PAGES
ALONG WITH A COPY OF YOUR DRIVER'S LICENSE**

IF YOU ENTER THIS FACILITY IN POSSESSION OF ANY TOBACCO, LIGHTERS, WEAPONS, DRUGS, OR CELL PHONES, YOU ARE SUBJECT TO PERMANENT REMOVAL FROM CCCF!

PLEASE TAKE NOTE TO THE FOLLOWING:

- NO visits between 11:30 am – 1:00 pm
- NO visits between 4:30 pm – 6:00 pm
- NO visits during Shift Change
- NO visits before 8:00 am or after 8:00 pm
- NO visits during facility lockdown
- CCCF HAS THE RIGHT TO REFUSE ANY VISIT

**It is mandatory that ALL Volunteer Service Providers attend the PREA training yearly
Be certain to obtain a new / updated application every year**

2018

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.

Sincerely,

CCCF Staff and Administration

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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 events occurring between an offender and service providers, and hopefully will answer any questions pertaining to this institution’s expectations.

II. RULES & REGULATIONS “DO’s”

1. DO be on time for the start of your program. If you are 15 min late, your program will be canceled that day.
2. DO notify us if you are unable to make your program.
3. DO sign yourself in and out at the Visitation desk. Remember your photo ID at each visit.
4. DO complete the Activity Attendance Form and return to the Visitation Officer at the conclusion of the program.
5. DO keep your Personal Alarm Transmitter on you at all times. Ask the Visitation Officer if you have questions about its use.
6. DO maintain a professional and positive attitude at all times.
7. DO respect and treat inmates as human beings.
8. DO maintain a neat and professional appearance and dress appropriately.
9. DO have all correspondence and telephone calls relative to business of the institution cleared through the Warden.
10. DO report any unusual situation or information that would threaten person, property, or security to the Shift Commander immediately.
11. DO remain only in the areas you are authorized to be in at all times.
12. DO maintain confidentiality by not discussing information concerning inmates or staff outside the institution.
13. DO feel free to bring any ideas for new activities to the Warden.
14. DO be a positive role model.
15. DO report periodically of the progress about your work with inmates.
16. DO inform staff of any changes in inmates’ attitudes, behaviors, or daily routines.
17. DO be supportive, encouraging, and firm.
18. DO encourage mutual respect for one another.
19. DO be sensitive by not asking questions in regards to their incarceration status.
20. DO notify the facility of any Criminal Charges you receive; this is mandatory and may or may not affect your status with the Facility.
21. DO report any perceived problems or violations to the appropriate staff. We encourage open communication to resolve any issues between the Facility and outside volunteers.

III. 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 wear halter-tops, half shirts, tube tops, see-thru tops, mini skirts, spaghetti straps, etc.
5. DO NOT take anything out of the facility without prior approval from the Warden.
6. 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.
7. DO NOT aid or abet the escape of any inmate.
8. DO NOT make promises to an inmate if you are not certain you can keep them.
9. DO NOT favor any particular inmate or inmates. Do not show partiality in any situation.
10. DO NOT lie to inmates.
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 gossip about or reveal personal information about staff or inmates.
15. DO NOT take photographs without authorization from the Warden.
16. DO NOT do anything that would compromise the security of the institution. When in doubt, ASK BEFORE YOU ACT.
17. DO NOT take it upon yourself to investigate inmate complaints. Speak to the appropriate personnel.
18. DO NOT have any outside correspondence with an inmate.
19. DO NOT write or telephone a Judge or other court personnel regarding an inmate without prior approval from the Warden.
20. DO NOT strike or lay hands on an inmate unless it is in self-defense (see Emergency Procedures).
21. DO NOT have any physical contact with an inmate, (handshakes, kisses, hugs, etc.) Maintain appropriate space between you and an inmate.

IV. EMERGENCY NOTIFICATION

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

V. 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.

VI. 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.
4. **You assume all risks which result from the normal operation of the institution.**

CENTRE COUNTY CORRECTIONAL FACILITY
APPLICATION FOR SERVICE PROVIDER/VOLUNTEER SERVICE

2018

New

Renew

FULL NAME: _____ 2018 PREA CLASS DATE: _____

HOME ADDRESS: _____ MAIDEN NAME: _____

_____ PHONE: _____

_____ CELL: _____

EMAIL: _____ DRIVER'S LIC: _____

DOB: _____ SEX: _____ RACE: _____ EYES: _____ HAIR: _____ WEIGHT: _____ HEIGHT: _____

MEDICAL IMPLANT THAT WILL TRIGGER THE METAL DETECTOR: _____

EMPLOYER: _____ OCCUPATION: _____

EMPLOYER ADDRESS: _____ EMPLOYER PHONE: _____

Group Representing: CLERGY: AA/NA: CHURCH/BIBLE STUDY: COUNSELING:

EDUCATION: PSU: PRISON SOCIETY: SPECIAL PROGRAM: OTHER:

Group Organization Name/Address: _____

IF APPLICABLE: LENGTH OF CONTINUOUS RECOVERY: _____ LAST DATE ON PROBATION/PAROLE: _____

Have you ever been convicted/sentenced of any criminal charges? YES: NO:

If yes, please explain: _____

Is there currently a Protection from Abuse Order active against you? YES: NO:

Are you related to any currently housed inmate at CCCF? YES: NO:

If yes, who? _____ Relationship? _____

YOU MUST SUBMIT A COPY OF YOUR DRIVER'S LICENSE ALONG WITH YOUR APPLICATION

APPLICANT'S SIGNATURE: _____ DATE: _____

CREDENTIALS BACKGROUND REFERENCES/RENEW PREA SYSTEM INFO

APPROVED / DENIED _____ DATE: _____
DIRECTOR

APPROVED / DENIED _____ DATE: _____
WARDEN / DEPUTY

INSERT PHOTO ID

ORGANIZATION REFERENCES

NAME/EMAIL/PHONE

2018

MUST LIST TWO REFERENCES

(LIST NAME / TELEPHONE NUMBER / EMAIL)

References cannot be relatives

REF 1: _____

REF 2: _____

Read & Sign Next Page

FOR CCCF USE ONLY DO NOT WRITE BELOW THIS LINE

Credentials Verification for: _____

Volunteer Name

Ref 1:

Ref 2:

RECEIPT & AGREEMENT

2018

I have received, read, understand, and have been orientated to the Service Providers 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.

I understand and agree to never bring into the Facility any contraband, including cell phone and any other electronic devices.

I understand that I am required to report any and all police contacts or new arrests to the Director of Treatment.

I understand my responsibilities related to PREA and agree to report any allegations.

I understand a background check will be done, my application must be approved, and I must attend orientation/PREA training before I am permitted to visit.

I understand that I must update my application and training yearly or I will not be authorized to remain a Service Provider of the Centre County Correctional Facility.

APPLICANT SIGNATURE

DATE

APPLICANT NAME

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

**PLEASE COMPLETE & RETURN THE LAST 4-PAGES,
A COPY OF YOUR DRIVER'S LICENSE,
ALONG WITH YOUR CREDENTIALS TO:**

**CENTRE COUNTY CORRECTIONAL FACILITY
VOLUNTEER SERVICE PROVIDER APPROVALS
700 RISHEL HILL ROAD
BELLEFONTE, PA 16823**

OR

EMAIL: DAMURPHY@CENTRECOUNTYPA.GOV