

Working with inmates is not an easy task and DOC appreciates your time and effort. Following the rules will help you maintain respect and establish positive interactions. The following guidelines will help provide a positive experience when working with the inmates:

Volunteers are expected to demonstrate professionalism and integrity while interacting with inmates.

The following is not allowed:

- Hugging
- Kissing
- Physical contact with inmates other than a handshake.
- Being alone with an inmate.
- Sexual contact with an inmate is expressly forbidden.
- Sexual harassment and/or discrimination is expressly forbidden.

Do:

- Be friendly but avoid familiarity
- Always be professional and maintain boundaries.
- Offer encouragement

Inmate manipulation:

Inmate manipulations may be expressed through a variety of ways. Some examples are:

- Bringing in contraband
- Taking something out
- Passing messages
- Becoming personally involved

Never be shy about saying “NO” to a request you are uncertain of, or you know is clearly against the rules.

Always keep in mind that even though the request may seem insignificant, the outcomes could generate safety concerns for you, staff or the inmates.

When in doubt, inform the inmate you will check with staff regarding the request.

Always ask for guidance and approval from the appropriate staff prior to making any commitment to the inmates.

Your volunteer service is to provide encouragement to those in prison who appreciate the positive influence of others from the community and not vice versa.

Any volunteer who believes they are the object of an inmate's attempt to form a relationship beyond the professional level must report the information to the chaplain and/or security staff immediately.

I have read and understand the guidelines set above.

Name: _____ Date: _____

Signature: _____