



**California State Prison-Sacramento
100 Prison Road
Represa, CA 95671**

VOLUNTEER ORIENTATION

2015

**Contact: Community Resources Manager
(916) 985-8610 extension 6410**

California State Prison-Sacramento Volunteer Orientation Booklet

Volunteers play a vital role in many programs available for inmates interested in rehabilitating themselves and changing their behavior. While many may also volunteer services for similar programs that exist in the community, there are different rules governing conduct inside a state prison. Conduct at a program in the community might not be appropriate in a prison setting. For this reason, we have prepared this guide.

This booklet contains an overview of primary laws, rules, regulations, and procedures at California State Prison-Sacramento CSP-SAC. The booklet provides guidance on expectations regarding your conduct while associating with inmates and staff at CSP-SAC. The booklet provides information essential to your safety and success as a volunteer.

Please read it carefully.

Do not assume. Ask. There are safety and security issues in prisons that are foreign to most individuals, for example:

- It is illegal to give or receive **any type of gift** from prison inmates. This could be as little as a soda or breathe mint.
- Chewing gum is prohibited.
- Pocketknives, regardless of size, are prohibited.
- Cell phones, pagers, and personal digital assistants (PDAs) are prohibited.
- Do not run while on prison grounds.
- Inappropriate displays of affection such as hugging or kissing an inmate are prohibited.
- Never share your home address or telephone number with inmates.

Remember, You Are Inside A Prison.

- The inmates all are convicted felons. Many are serving life sentences for their crimes.
- There are incidents of violence.
- Correctional staff members are responsible for controlling and regulating offenders.
- Volunteers must obey orders and directions from uniformed custody staff.
- Volunteers must not interfere with the correctional staff's responsibilities or the facility's rules, regulations, or routines.
- Always carry your whistle while on prison grounds.
- Volunteers must know and understand clearly what service they are providing. Staff must know and understand clearly the types of service volunteers are performing.
- **When In Doubt, Don't.** Consult your staff supervisor, the Community Resource Manager, or program sponsor if there is a question or doubt as to the appropriate course of action.

CALIFORNIA LAWS, REGULATIONS, AND RULES

As volunteers, you are required to certify you have read and understand the laws and rules. **Failure to comply could lead to expulsion from CSP-SAC and criminal prosecution.** Remember these rules:

- Volunteers and others not employed by the California Department of Corrections and Rehabilitation (CDCR) must observe and comply with all laws, rules and regulations governing the conduct of their behavior in associating with CSP-SAC inmates.
- CSP-SAC will not free inmates in exchange for the release of hostages regardless of whether the hostages are prison inmates, staff, volunteers, or visitors.
- Anyone entering CSP-SAC property consents to a search of his or her person, property or vehicle at any time.
- The Warden may bar persons normally permitted to enter CSP-SAC for cause.
- It is illegal for anyone previously convicted of a felony to enter CSP-SAC without prior approval from the Warden.
- It is illegal to encourage or assist prison inmate's escape.
- It is illegal to bring firearms, deadly weapons, explosives, tear gas (including pepper spray), alcoholic beverages, drugs or drug paraphernalia onto CSP-SAC property.
- It is illegal to give to any prison inmate firearms, deadly weapons, explosives, tear gas (including pepper spray), alcoholic beverages, drugs or drug paraphernalia.
- It is illegal to engage in sexual activity with prison inmates. Over-familiarity and personal contact is **NOT ALLOWED**. Inappropriate displays of affection will be cause for termination of your volunteer activity (i.e., hugging, kissing, and touching private parts of the body). Please be professional at all times.
- It is illegal to give or take letters from prison inmates.
- It is illegal to give or receive any type of gift or gratuity from prison inmates.
- Programs may be suspended during an emergency.
- Visitors may not wear any clothing that in any way resembles state issued prison inmate clothing.
- Gambling is prohibited.
- Buying anything from an inmate personally is not allowed.
- Inciting people to violence will cause suspension for your status as a volunteer.
- Valid identification with your photo on it such as a Driver's License will be required for entry to CSP-SAC. Those that have been assigned a State issued identification card (Brown Card) will be expected to utilize their Driver's License as a one for one exchange to enter and exit CSP-SAC. At no time, is your assigned Brown Card to be removed from CSP-SAC grounds.

WORKING IN A PRISON – SECURITY AWARENESS

Use good judgment and follow these guidelines.

- **Personal Possessions** – You only require photo identification i.e., your driver's license and/or state-issued identification card for prison access. Unless necessary to bring inside,

leave all other personal possessions in your locked vehicle (out of sight, i.e., trunk). If you do bring items inside, maintain control over them at all times especially keys, purses, lunches, wallets, and briefcases. Pocketknives, regardless of size, are not permitted nor are pagers, cell phones, portable computers, or personal data devices. Valuables and large sums of money are best left at home or in your car in the parking lot. Obtain permission **before** bringing medications on grounds. Display medications openly. Limit the amount to what you will need while inside the prison. Bringing a camera or recording devices inside requires **prior written permission** via the Community Resources Manager. **Keep contraband out of your auto.**

- **Parking** – Park only in places marked for parking. Failure to park properly may result in your losing the privilege of parking on institutional grounds. **LOCK THE DOORS.**
- **Contraband** – Anything not approved by the institution for inmates to have in their possession. Some items are obvious, like guns, alcohol, knives, etc., while others are not as obvious, like chewing gum. It is recommended that you seek the guidance of your supervisor, the Community Resources Manager, program sponsor, or any uniformed custody supervisor if you are in doubt.
- **Gates and Security** – Officers assigned gates are responsible for identifying and clearing all persons passing through their area. Additionally, these officers are also responsible for searching and clearing all vehicles, packages, and purses that move through their respective security area. When an officer at the gate is processing a line of inmates through the gate, do not distract or otherwise interrupt him/her during the performance of vital security functions.
- **Sign-in/Sign-out Policy** – **YOU MUST SIGN IN AND SIGN OUT FOR EVERY VISIT.** At the end of each shift the list of visitors/volunteers is checked to account for all individuals who have entered the institution. Failure to sign out, may result in an unnecessary missing persons search.
- **Emergencies** – You are required to obey any order, command, direction, or instruction given by a uniformed custody officer. This is for your protection, the protection of others, and the security of the institution. If you can't help during an emergency, get out of the way.
- **You will have a whistle in your possession at all times while at the prison.** Blowing your whistle will bring an instant response for necessary assistance from all staff who hear it.
- **Personal Alarm Devices** – Each volunteer can request a Personal Alarm Device (PAD) for the area they are entering. If there are not enough PAD's then volunteer can use a whistle. PAD's are not to be left lying on desks, inside desk drawers, in coat pockets.
- **Key and Tool Control** – All keys and PAD's should be kept on your person. Volunteers who have brown card ID's are authorized to check out an alarm and key to the area they will be working.
- **Lockdown or Modified Programing** – When this prison is on lock down or a specific facility is on modified status, there is no movement except that that is authorized. Inmates are on escort status. There are no religious services or self-help groups during lock down.
- **Sexual Misconduct and Sexual Harssment** – The California Department of Corrections and Rehabilitation (CDCR) and CSP-SAC will not tolerate Sexual Misconduct or Sexual Harassment by its staff or those who enter the prison to assist our inmates as volunteers or contract employees.

WORKING WITH OFFENDERS

Use good judgment and follow these guidelines.

- **Mean What You Say** – Express yourself genuinely. Do not make a promise unless you have thought it through first and can carry it out. Inmates will test you, call your bluff, and see if you follow through on your promise.
- **Appropriate Relationships** – Be honest, objective, and disapproving when warranted. Be friendly, but not overly familiar. **NEVER** give out your home address, telephone number, or loan any money to an inmate. Do not discuss personal matters with inmates, or in the presence of inmates. Be consistent and fair. Enforcing rules for some and relaxing them for other inmates is inconsistent and unfair. It is also a form of over-familiarity.
- **Respect** – You must respect the inmate's individuality and basic rights. Avoid prejudices and feelings of superiority. Categorizing an inmate is unfair and dehumanizing.
- **Don't Pry** – Let the inmate tell you on his own about his commitment offense, his family, or any other guilt-associated matters.
- **Earn Respect** – Make it clear that you will not be manipulated. If a situation arises that you consider "border line;" consult your supervisor, Community Resource Manager (CRM), or uniformed staff, before acting.
- **Handling Hostility** – An inmate may confront you with hostility. At such times, do not force conversation upon him and do not respond in a hostile, sarcastic, or anxious manner. Keep your composure; ignore the hostility or withdraw for a while. Chances are that the inmate will regain his composure. Report any incidents to your supervisor or CPM.
- **Don't Over-Identify** – An inmate's problems are not your problems. Over-identifying with the inmate can bring about the we/they syndrome. "They are wrong about you." "They treat you like they treat us – I'm okay, you're okay – they are not okay."
- **Don't Expect Thanks** – You may not receive thanks or any show of gratitude from the inmate. He may feel it, but he may not know how to express it. He may not appreciate your work until he leaves the program. Do not take it personally.
- **Inappropriate Conduct** – If an inmate makes an improper advance, handle it appropriately. Report the matter to your sponsor or nearest uniformed staff member immediately.
- **Remember This is a Prison** – Inmates are here as a result of a felony conviction in a court of law. Inmates are here 24-hours a day. Inmates spend most of their time in a cell about the size of a bathroom that they share with another inmate. All the inmates at CSP-SAC are male.
- **Personal Phone Calls** – No out-going calls should be made on institutional telephones. Emergency in-coming personal telephone calls will be relayed to you as soon as possible, but routine messages are discouraged.
- **What to Do if An Incident Occurs?** – Disruptive behavior or a fight, activate your PAD , blow your whistle, utilize a phone if there is one in your area. Observe – do not try to stop the incident. Correctional Custody will respond to your alert and stop the incident. If an inmate becomes disruptive in your meeting, ask him to leave. If he refuses then use a telephone or step out of the room to summon custody staff. If the inmate escalates, then activate your alarm.

VISITOR ATTIRE – DRESS CODE

It is recommended that volunteers dress conservatively and with the following guidelines in mind. Inappropriate attire will be reason to deny a volunteer visit.

Prohibited Attire:

- the CRM signs Clothing which, in any combination of shades or types of material/fabric, resembles California State-issued inmate clothing, blue denim or chambray shirts and blue denim pants, any shades of orange or grey (such as sweat pants or shirt).
- Law enforcement or military-type forest green or camouflage patterned articles of clothing, including rain gear.
- Hats, wigs or hairpieces (except with prior written approval).
- Clothing that exposes the breast/chest area, genital area, or buttocks.
- Dresses, skirts, pants, and shorts exposing more than two inches above the knee, including slits.
- Sheer or transparent garments.
- Strapless or "spaghetti" straps.
- Clothing exposing the midriff area.
- Clothing or accessories displaying obscene or offensive language or drawings.
- Shoes must be close toe shoes, scandal type shoes must have straps and be close toe.

IMPORTANT: If you wear prohibited attire, you will not be allowed to enter the institution, please dress accordingly.

Volunteers' Monthly Report:

All volunteers who work directly with inmates must provide to CSP-SAC a monthly document that reports the activities, hours and numbers of inmates for whom services were provided. For Self Help Sponsors a copy of your attendance sheet that is signed by the C/O must accompany your signed original 998 from your day job along with a 998 reflecting your self-help hours that. The position numbers will be different.

EMERGENCY PROCEDURES

EMERGENCY PHONE NUMBERS (INSIDE THE INSTITUTION)

Dial 222 FIRE & MEDICAL EMERGENCY

916.985.8610 Extension 5750 - Office of the CSP-SAC Watch Commander

VOLUNTEER SERVICE AGREEMENT

VOLUNTEER INFORMATION

STAFF SUPERVISOR INFORMATION

Name: _____

Name: Therese Giannelli

Address: _____

Address: CSP-SAC
100 Prison Road

Represa, CA

Phone: ()

Phone: (916.985.8610 x 6410)

The following are the conditions accepted under this service agreement according to current policies, rules and regulations of the department:

- 1) Comply with policies, rules and regulations of the Department of Corrections and Rehabilitation.
- 2) No salaries, wages or unemployment benefits will be received for the services rendered.
- 3) Use of state vehicle, when directed, with a valid California Driver's License appropriate to the type of vehicle(s) operated. Participate in the State Defensive Training Program.
- 4) Use of state equipment and supplies, when required or directed to do so.
- 5) Employment as a volunteer is not effective until a Health Questionnaire and Volunteer Service Agreement is signed.

I UNDERSTAND MY VOLUNTEER DUTIES ARE AS FOLLOWS:

Period of Agreement from: ___ / ___ / ___

To: ___ / ___ / ___

SIGNATURE OF VOLUNTEER DATE

SIGNATURE OF SUPERVISOR DATE

Review and approval by appropriate authority:

Institution - _____

SIGNATURE COMMUNITY RESOURCE MANAGER
VOLUNTEER ORIENTATION TRAINING COMPLETION FORM

Instructor

SUBJECTS COVERED

- | | | |
|--|--------------|-------------|
| 1. Director's Laws, Rules, Regulations (CDC-181) | _____
Yes | _____
No |
| 2. No Hostage Policy | _____
Yes | _____
No |
| 3. Security Awareness | _____
Yes | _____
No |
| 4. Sign-in/Sign-Out Policy | _____
Yes | _____
No |
| 5. Visitor Attire | _____
Yes | _____
No |
| 6. Review of Emergency Procedures | _____
Yes | _____
No |
| 7. Volunteer Service Agreement | _____
Yes | _____
No |
| 8. Over Familiarity | _____
Yes | _____
No |
| 9. Contact numbers | _____
Yes | _____
No |
| 10. Key and Tool Control | _____
Yes | _____
No |
| 11. Ducat lists | _____
Yes | _____
No |
| 12. Incidents | _____
Yes | _____
No |
| 13. Modified Programing-Lockdown | _____
Yes | _____
No |

Print Name

Last 4 SS#

Volunteer Signature

Date