



VIP Safety and Security Orientation

Connecticut Department of Correction

Attachment A

Rev. 9/23/19

Introduction:

Your CT/DOC VIP Safety & Security Orientation is essential and necessary for you to properly fulfill your duties as a Volunteer, Intern or Professional Partner (VIP) affiliated with the Department of Correction. This Orientation provides you with essential information to help you to function comfortably in a correctional setting or restrictive environment. This Orientation will help to make you more aware of expected conduct & behavior with staff, inmates & other VIPs.

We strongly encourage you to read our Handbook for Volunteers, Interns & Professional Partners provided very carefully. All that is presented in this Orientation can be found in this short but comprehensive Handbook. It also provides you with an overview of services and other information helpful in learning about other facilities and the roles of staff in our citizen involvement operation.

Your Orientation Facilitator is very knowledgeable and may provide you with additional materials to expand the content of our Handbook. Although this learning experience may be very brief, it will equip you with some greater familiarity with Departmental policies, procedures and protocols. Additional handouts & information may be provided by other staff to enhance your functioning within a correctional institution. Also, as you may find your way inside our facilities, please feel comfortable looking at bulletin postings for correctional career opportunities as may be available throughout the agency. We value you & your investment as a VIP. And, many VIPs have joined staff for careers in correction.

When you finish your Safety & Security Orientation and are cleared to begin to exercise your role within an institution, staff will provide you with a site-sensitization tour and will be available to answer your specific questions as well as to provide you with guidance. As you may be expected to have inmate contact, you should remember to stay with your supervisor/escort at all times.

Upon each visit to a correctional facility, you will be required to sign-in in a logbook located in the Control Center or Lobby/Reception Desk. Do not forget to sign-out each time you leave the facility. By doing so, staff will be able to accurately keep track of your whereabouts.

VIP Safety & Security Curriculum:

| | |
|--|--------------------------------------|
| • The Department & Facility or Unit's Mission Statement | • Appearance |
| • The Department's & Facility or Unit's Organizational Structure | • Professionalism |
| • Staff & Inmate Relations | • Personal Boundaries |
| • The Role of Support Staff, Volunteers & Interns | • Con-Games |
| • Expectations & Responsibilities | • Inappropriate Conduct |
| • Using Common Sense | • Prison Rape Elimination Act (PREA) |
| • Confidentiality | • Client Failure |
| • Communication | • Bending the Rules |
| • Security Perimeters | • Management of Aggressive Behavior |
| • Contraband or Unauthorized Goods/Items | • Critical Incidents |
| • Address Change | • Emergency Procedures |
| • Lost Personal Items | • Fire Drills |
| • Incarcerated Relatives or Friends | • Evacuation |
| • Telephone Usage | • The Control Center |
| • Photo's | • Security Risk Groups |
| • Business Ventures | • Infectious Diseases |
| • Gifts | • Inmate Backgrounds |
| • Conclusion | |



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VIP Name:

VIP Date of Birth:

VIP Acknowledgement

I, the undersigned, agree to abide by the following conditions of service with the Connecticut Department of Correction. Further, I, the undersigned, understand that the rules listed below are a guideline of acceptable and non-acceptable behavior. It is not possible to list all expectations of conduct. Should I encounter a situation that falls outside the scope of these rules for service, I will confer with the volunteer coordinator or program coordinator for direction.

| | VIP Initials |
|---|-----------------|
| Park appropriately. Lock all personal items in vehicle or leave in lockers (to include keys) provided at facility entrance. Always sign in and out when entering and leaving facilities. | |
| Take nothing, including cell phones, letters, personal items or other materials into a correctional facility. Absolutely NO unauthorized items will be allowed. Cameras, laptops, tablets, smart watches, DVD players, recording or electronic devices, including games are strictly prohibited. | |
| Refrain from taking photographs or tape recordings on institutional property. Refrain from conveying any letters or inmate's possessions including artwork or creative writing for any purpose without explicit permission from the Warden's office or administration. | |
| Keep your appearance and attire simple and appropriate. All volunteers assigned to a correctional environment shall wear clothing and appropriate footwear that support personal safety. (No open-toed shoes, heels in excess of two (2) inches, sandals, flip-flops, clogs, crocs, or any footwear or clothing that restricts movement or endangers safety). Volunteers shall wear clothing that is neat, clean and appropriate; free of rips, tears and stains; not faded, see-through, low-cut, too short or exposes the midriff; and, sized appropriately as not to reveal or abnormally accentuate the body. Examples of inappropriate attire include, but are not limited to, the following: capris at or above the knees; shorts; clothing including headwear with slogans or messages which are inflammatory, derogatory or provocative; crop tops, halter tops or other clothing that exposes the midriff; hemlines or slits more than one (1) inch above the knee; gym sweats; tee-shirts as outerwear; beach or recreational wear; and, camouflage clothing. Volunteers are discouraged from wearing visible jewelry other than a wedding ring or set; a non-obstructive ring; a watch; a medical alert bracelet/necklace; a MIA, charity OR awareness bracelet. | |
| Refrain from giving absolutely anything to offenders without explicit permission. Materials or supplies may be given to offenders <u>by staff only</u> . Any resources needed will be procured or authorized by a facility supervisor. | |
| When you leave the facility, leave nothing behind for an inmate to use, even if you had permission to bring it into the facility. | |
| Do not give offenders personal information (about self or others), including telephone numbers, home addresses or e-mail. Your personal safety and security could be compromised and you can be terminated for undue familiarity. | |
| Do not give gifts, loans, money, articles, books, candies, medication (drugs/alcohol) etc. to inmates or their friends or family. Also DO NOT from taking anything from an inmate, the inmate's friends or family. | |
| Do not make personal telephone calls, correspond, or perform similar services for an inmate, i.e. Internet searches, copies, etc. | |
| Do not enter into a business venture with an inmate. Do not write letters of recommendations for inmates. Do not refer inmates/parolees to employment or volunteer opportunities. This would constitute favoritism. | |
| Conduct yourself in accordance with institutional/departmental rules. Follow all instructions from staff carefully and cooperate fully. If/when staff asks for information, communicate clearly and respectfully. | |
| Immediately report to staff any expression or ideation about self-harm, suicide, threats, and damage to state property or misconduct including harassment. | |
| Immediately report to staff any inappropriate behavior or act of a sexual nature directed towards an inmate by any other inmate, any employee, contractor or volunteer, intern or professional partner. All sexual activity is inappropriate in any correctional setting. Your sign-off on the VIP application MOU binds you to compliance with the (federal and state) Prison Rape Elimination Act (PREA). If you do not make every effort possible to | |



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detect, report, and refer for investigation any sexual misconduct you may be subject to criminal sanctions including prosecution.

Refrain from personal relationships with offenders. Please inform your volunteer coordinator if you have a family member or friend who is currently incarcerated or on parole to avoid potential conflicts of interests.

Refrain from inappropriate signs of affection which may be misinterpreted. It is imperative to maintain appropriate boundaries. Kissing, hugging, and/or inappropriately touching inmates is strictly forbidden.

Do not act in the capacity of a sponsor for an offender for any type of community release (i.e., any parole, transitional supervision, transitional placement, halfway house and/or any furlough, including reentry furlough) unless the offender is an immediate family member as defined by Administrative Directive 9.8, Furloughs AND when authorized by the Commissioner of Correction or designee.

Respect and maintain the integrity and confidentiality of records and other privileged information. Do not engage in gossip.

If you change your name through marriage or religious conversion or probate action or you move to a new address or change phone number(s), remember to update new information to the facility VIP Coordinator in a timely manner.

If approved to transport offenders, only transport offenders to authorized destination.

If arrested or if you experience a significant personal hardship (to include illness or injury), you agree to report it to your facility supervisor and/or volunteer coordinator, and if appropriate, take leave from your VIP function until matters are resolved.

If arrested for any reason, report what happened to the facility VIP coordinator as soon as possible. You will be asked to take a leave of absence until your personal matter is resolved.

Do not speak to the press in regards to our agency. You are not authorized to do so. Please be informed that the Department of Correction has a specific division that handles public releases to the press.

Do not engage in activities that could compromise your integrity or effectiveness as a VIP; or any behavior which would reflect negatively on the Department of Correction.

You cannot be on an inmate's visiting list or use your VIP status to visit your family members or friends in any Department of Correction Institution.

If you are a Pastor, Priest, or Reverend, etc. please be informed that as a DOC VIP you cannot make personal visits to inmates that you know or who are members of your Church.

Always be aware that as a VIP, inmates may expose you to injury or assault. In addition, VIPs are also required to complete a hostage card which will be filed in a secured area of the facility.

Volunteers, Interns and Professional Partners must understand and comply with staff to minimize risk, danger, possible injury, assault and the spread of infectious disease. Although every effort will be made to reduce your risk this is a shared responsibility.

Religious Services V.I.P. only

I will maintain a relationship with a recognized endorsing church or ministry organization.

Upon request, I will produce a letter of endorsement from my church or ministry.

I will report to a correctional facility to conduct religious programming only when my group is scheduled.

I will refrain from commenting on politically divisive issues.

I will refrain from teaching and/or preaching dogmatic denominational or sectarian specific tenants that may instigate divisiveness in a collective service.

I will refrain from using speech disparaging other religious groups.

I will refrain from using sacred texts (i.e., the Bible, Quran, Torah) to address sexual orientation, including Lesbian, Bisexual, Gay, Transgender, and Queer lifestyles.



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I will refrain from using prayers that "deliver" or "release" someone from a sexual orientation or lifestyle.

I will make efforts to align sermons and teachings to facilitate the goals of the agency, especially as it relates to reentry and reducing recidivism.

I will maintain environmental/situational awareness at all times and not use voice projections in presentations such as yelling, wailing, and shouting that may be misread by custody staff as a cry for help.

I will refrain from using ministry approaches that may be misconstrued as sexual in nature, such as the laying on of hands, anointing with any substances, and close proximity individual prayer.

I will aim my ministry efforts at enhancing safety and security by sending inmates back to the units in peace, hope and joy, being careful not to stimulate or give rise to judgmental thoughts, attitudes, or discussions that may fuel conflict.

I understand I cannot be on any inmate visiting or clergy visit list at the facility where I volunteer.

I understand that my continuing Religious Services V.I.P. status is contingent upon attending the annual Religious Services V.I.P. reorientation.

Final Acknowledgement

I agree to follow each of the rules identified above. I understand that failure to comply with any of these rules can result in suspension and/or termination as a **Volunteer**, **Intern** or **Professional Partner** with the Connecticut Department of Correction.

VIP Printed Name:

Date:

VIP Signature:



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VIPs In Correction
Volunteer, Intern & Professional Partners
Safety & Security Training

I have attended VIP Safety and Security Orientation, read the CT/DOC Handbook for Volunteers, Interns & Professional Partners and agree to support staff and abide by the established policies, procedures and protocols as described to me during orientation and in my Handbook for VIPs:

SIGNED:

_____ on _____
(Signature) (Date)

PLEASE PRINT NAME:

(Please Print Full Name)

Describe Role or Function:

Volunteer Coordinator: _____ on _____
(Signature) (Date)

Volunteer Coordinator's Printed Name/Title: _____