

Wyoming Department of Corrections



A Handbook for Prison Volunteers

August 27, 2015

**WYOMING DEPARTMENT OF CORRECTIONS
VOLUNTEER HANDBOOK**

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MISSION STATEMENT

The Wyoming Department of Corrections (WDOC) contributes to public safety by exercising reasonable, safe, secure, and humane management, while actively providing offenders opportunities to become law-abiding citizens.

VOLUNTEER SERVICES PROGRAM

To complement the Department's mission, WDOC continually recruits volunteers to supplement correctional staff and to create opportunities in a wide variety of activities.

DEPARTMENT OF CORRECTIONS RESPONSIBILITIES

As a state agency that utilizes volunteers, the Wyoming Department of Corrections has the following responsibilities to those volunteers:

- To treat the volunteer as staff and as a co-worker/team member who plays an important part in reaching facility goals.
- To involve the volunteer in a suitable and meaningful assignment that utilizes and develops his/her skills.
- To provide the volunteer with adequate facility orientation and training.
- To provide formal and informal recognition of the volunteer's contributions and achievements.
- To maintain records of the volunteer's activities.

In Case of Injury: As a correctional volunteer you may be exposed to dangers inherent in working in a correctional setting. Please remember that volunteers are **not** covered by Workmen's Compensation Insurance. If injured, notify the facility shift supervisor who will report the accident in accordance with State requirements.

WHY VOLUNTEER?

People volunteer for their own reasons. Whatever your reason, the Department of Corrections is pleased that you have joined us to promote public safety and reduce criminal behavior. Many volunteers desire to give something back to society by helping others who are less fortunate. As a volunteer with WDOC, you may encourage offenders to turn away from violence and victimization, change criminal patterns, and successfully return to society as better citizens.

Volunteering often creates a constructive social outlet that enhances self-worth. It may serve as a second career for retirees or help students and recent graduates learn about potential career opportunities. Volunteers gain experience and a greater understanding of people and cultures. They serve as a liaison between the Wyoming Department of Corrections and the community by opening channels of communication and creating positive interactions between them.

As a role model, volunteers may teach offenders to make important changes in their lives. Volunteers may help inmate's combat feelings of isolation, alienation, and despondency; and they may serve as a link between offenders and the communities to which most of them will return.

Volunteers bring a sense of caring to the correctional setting. Their involvement is a commitment to motivate offenders. One of the most important contributions you can make is to give offenders a sense of hope. An offender with hope can look positively to the future.

OPPORTUNITIES ABOUND

Volunteers augment and enhance the work of staff. They strengthen formal treatment programs, supplement educational programs, and encourage the personal growth of offenders. Volunteers may organize sports and recreational activities; they may participate in spiritual services, job placement efforts, and substance abuse prevention programs or they may mentor offenders. Correctional volunteers serve in a variety of meaningful roles by:

- Broadening specific activities and programs.
- Bringing diverse opportunities and experience to the Department of Corrections.
- Enriching inmate growth and development.
- Giving encouragement and hope to offenders and their families.
- Acting as a conduit between the Department of Corrections and Wyoming communities.
- Fostering a better understanding of the Department in the community.
- Facilitating the re-entry of offenders into communities.
- Maintaining a just and humane approach to corrections by personally exhibiting positive character traits while in the prison setting.

The following paragraphs summarize the range of programs that are available in Wyoming's correctional facilities.

Drug and Alcohol Abuse Programs: A large percentage of offenders have problems with drugs and/or alcohol. To lower recidivism, it is imperative that they deal with their addiction through support groups and counseling. Addiction recovery programs have a contact person that provides these services with the help of volunteers.

Education: Inmate education lowers the recidivism rate and improves the success rate of offenders upon release. All WDOC facilities provide Adult Basic Education and GED testing. Facilities also offer vocational, life skills, pre-release, parenting, and other training programs as needed to provide opportunities for inmates to advance.

Recreation: Appropriate use of leisure time is a skill that is unfamiliar to many offenders. Therefore, teaching recreational skills while they are incarcerated is an important part in their rehabilitation efforts. Outside sports teams, as well as arts and crafts instructors, are a welcome addition to our volunteer programs. Proof of skill in the referenced sport or craft is required.

Faith Groups: The majority of correctional volunteers are faith-based volunteers. Administrators understand the importance of religious programs in correctional institutions. A large number of programs are offered and many faith groups are represented in the Department.

Cognitive Behavioral Intervention: Thinking for a Change and others are offered to address criminal thinking and behavior.

Other Programs: The Wyoming Department of Corrections encourages innovative programs for offenders. If you have an idea for a program, please discuss it with the facility program manager.

MEET YOUR CLIENTS

Offenders are people – people who have made mistakes and been caught. They are like us in many ways. They have dreams. They have loved ones. They laugh and they cry. However, one of the things that they seem to have little of is hope. And without hope, there is no desire to make the necessary changes to be successful upon release from prison. This is where you, the volunteer, can play a role. Through the programs that you bring to the facilities, you bring affirmation, encouragement, and hope.

One out of every 150 Americans is now in prison or jail. One out of every 20 Americans is likely to be incarcerated in his or her lifetime. Since 1980, spending on corrections at the local, state, and federal levels has increased about five fold. Today, approximately 2 million people are behind bars in the United States: about 100,000 are in federal custody; 1.3 million are in state custody; and 600,000 are in local jails. The U.S. now imprisons more people than any other country in the world – perhaps half a million more than China. At least 45 state prison systems are operating at or above intended capacity. Prisons in 22 states operate under court-ordered population caps. In 15 states, prison conditions are monitored by the courts.

Offenders tend to fall into one of four prison cultures: individuals, ethnic groups, gangs, and those who are “institutionalized.”

- **Individuals:** A majority of these offenders come from dysfunctional families. It is not unusual to have several members of the same family in prison. Physical or sexual abuse during childhood is common. Often the lack of education can

impact people who turn to crime. Approximately 50% of our offenders come to prison without a GED or HSD. Drugs and alcohol are major influences. There is usually little religious exposure in their backgrounds.

- **Ethnic groups:** Caucasians are the largest ethnic group within the Wyoming Department of Corrections or approximately 76% of our prison population. African Americans make up 5%; Hispanics almost 13%; Native Americans 5%, Pacific Islanders and Asians account less than 1%.
- **Gangs:** Some offenders were gang members when committed to prison; others become members in prison as a means of survival. Different gangs are represented in our prisons.
- **Institutionalized:** Prison becomes a “comfort zone” for some offenders. They are provided with three meals a day, a bed, and minimum necessities. They are more comfortable in prison than on the outside where they have to bear responsibility for taking care of themselves and possibly family members.

WHAT TO EXPECT

- Offenders tend to be reserved with people who are new to them. Some offenders will be friendly and outgoing from the start; others need time to build trust before they adhere to the rules of a program.
- Some offenders are from minority backgrounds.
- Some of their friends and relatives have been incarcerated or are confined, often in the same institution.
- Many offenders have held full-time jobs, but some have never worked.
- Some offenders are college-educated; some are high school graduates; some left school at an early age; and some are illiterate.
- Some offenders have been physically or emotionally abused.
- Many offenders have used illegal drugs and have habitually abused alcohol.
- Some offenders are anxious to learn new skills and to work diligently.
- Many are keen judges of character and superb con artists.
- Most have the courage to let you know how they feel.
- Offenders need to learn that change is possible.
- Offenders need to develop self-confidence and become motivated to seek practical solutions to their problems.
- Offenders need to acquire the proper education and skills to succeed, and to receive guidance to help them make good choices.
- Offenders may achieve a high degree of success and heightened awareness of personal responsibility through volunteer program opportunities.
- The reality of incarceration is that offenders experience many limitations and few personal visits. Offenders quickly perceive their loss of social identity and freedom of choice. Phone calls, correspondence, and activities are limited. Showers and meals are scheduled. They may experience periods of isolation during which they have no one to trust or to share personal issues. Offenders will try to persuade you, as a volunteer, to satisfy their needs.

- Offenders who participate in volunteer activities learn to appreciate and respect those volunteers who commit to regular programs and schedules.
- Behavior modification for most offenders is a long and tedious process. Patience and knowledge are your most important commodities.
- Most staff members understand and appreciate your contributions as a volunteer. If you have a question or need assistance, staff will help.

SAFETY AND SECURITY

Security Issues: Safety and security are our chief concerns. If you observe an unsafe or non-secured condition, notify the facility chaplain, volunteer coordinator, or other staff member immediately.

Appearance: Do not make your clothing an issue. Dress simply and appropriately. Do not expose or call attention to your body by wearing short skirts or shorts. Do not wear blue denim or anything that looks like it. Refrain from wearing excessive amounts of jewelry, perfume, or make-up. Pocketbooks, cell phones, and knotted ties are not allowed. If you wear a tie, use the clip-on style. The facility handbook will provide more information on dress codes.

Professionalism: Appearance, conduct, language, and attitude reflect your character and integrity. If you demonstrate professionalism, you will gain respect

Personal Parameters and Boundaries: Use formal titles (Warden, Captain, Officer, Case Manager, Sir, Mr. or Ms.) with staff, other volunteers, and inmates. Do not befriend an inmate for the purpose of intimacy. Do not share personal information about yourself/your family, another volunteer, or staff member, including addresses and phone numbers. Take nothing into or out of an institution without specific permission. Avoid contact with offenders after they are released.

Contraband: Candy, food, clothing, jewelry, televisions, radios, coffee pots, and books may be available to offenders. However, any item not specifically authorized by a departmental administrative directive may be considered contraband and may be confiscated to avoid compromising facility safety and security. Remember: nothing in, nothing out. Items necessary for program delivery must be discussed with and approved by institution staff.

Search Procedures: Persons and vehicles are subject to search upon entering the grounds of a correctional facility. The volunteer has the option of refusing to be searched. However, such refusal will result in the removal of the volunteer from the facility and the termination of their volunteer status. *Reminder:* Weapons are not allowed in the institutions or on the grounds (i.e. guns, Leathermans, pocket knives, etc).

Bending the Rules: Never agree to bend the rules or you may become the prime target of a con game. Refrain from offering personal opinions or discussing other intimate matters. Avoid gossip, stories, or discussions about other offenders, staff, or volunteers. Accept no favors. Deflect excessive compliments. Deny requests for

unauthorized materials. Deny requests for any activity outside your normal program. "No" must mean exactly that. Report an inmate's defiance of any direct request to the shift commander or other staff person immediately. Do not tolerate intimidation or hostility. Improper conduct will result in the termination of all activities. One way to avoid manipulation is simply to avoid doing anything that should not be in the news.

Some offenders are expert storytellers; they are best handled by members of the staff. Report what you have been told to your program coordinator and ask to be informed of any follow-up or consequence. Do not compromise your integrity or purpose.

Do not allow an inmate to persuade you to mail letters, carry correspondence between offenders in different facilities, bring a package into the facility from an inmate's family, or take a package out of a facility to an inmate's family. If in doubt, check it out!

Inappropriate or Misinterpreted Conduct: An inmate may demonstrate a strong need for affection and may interpret an expression of concern as a sexual signal. If you sense that an inappropriate relationship is developing; report it immediately, or be prepared to resign or to be terminated as a volunteer.

An inmate may ask you for shelter or support after release. As a volunteer, you serve as a staff assistant--a bridge to available resources, not as a source provider. Volunteers have been victimized and injured by offenders who begged for assistance. If you are approved to supply follow-up services in the community for an inmate, maintain close contact with your program coordinator. Refer the inmate back to their case manager who can provide assistance with resources available after release.

Client Failure: Some offenders who begin volunteer activities will quit participating in the program. Offenders often have ulterior motives for participating in a volunteer activity, such as free coffee, fellowship, movement outside housing areas, documentation for Parole Hearings, and gang activity. You should immediately report any confrontation, incident, or information regarding security concerns; such as an escape, riot, suicide, assault, or damaged property to the shift supervisor. To the extent possible, maintain a dialogue with custody staff and shift supervisors. Focus on offenders who want to learn and grow. Do not take the failure of an offender as a personal failure.

Managing Aggressive Behavior: Staff are trained to handle difficult situations. If an inmate becomes hostile; remain calm, back away, and immediately seek staff assistance. If you are alone, gradually move to a location where staff can see you. Do not try to break up fights between or among offenders; instead, summon staff. Remember, offenders have been convicted of crimes; many have lived in harsh conditions where physical intimidation and violence are common. Many rooms have panic buttons for this use.

Emergency Procedures and Communication: Always be sure that you have signed into the facility properly and that staff know exactly where you are. Read and understand the emergency evacuation plan for your assigned area. Follow every instruction issued by staff.

Each facility has a control center that can be reached by dialing a designated emergency number. Tell the officer where you are and describe the problem. Many facilities have a “crash line.” Knocking the receiver off the hook alerts the control center to a problem at your location. Staff will be dispatched to the scene. If the institution issues a personal protection device, ask issuing staff for directions on how to activate the device, if necessary.

If you hear a fire alarm, evacuate the area in accordance with posted emergency procedures. Listen to staff when they direct you to another area. If the fire is in your immediate vicinity, inform staff and depart the area.

Critical Incidents: Discuss how to act in an emergency with your program coordinator. During a critical incident – that is, any dangerous situation – stay calm until staff secures the area. Do not act instinctively; heroes can get hurt. Cooperate with the inmate who provoked the incident and comply with all requests. Do not judge, condemn or provoke. Do not threaten or attempt to negotiate. Maintain a low profile; hide or take cover, if possible. Act naturally. Listen carefully. Be quiet; be observant. After the incident, immediately record what you witnessed and seek counseling.

Security Threat Groups: Offenders sometimes use volunteer programs and activities to conduct gang (security threat group) business. Gang activities can result in people being hurt. If you witness possible gang activity—displays of colors, hand signals, or the exchange of notes—do not react. Avoid doing or saying anything that could compromise your safety. Be discreet. When you are away from inmate contact, report the suspected activity to the shift supervisor.

Infectious Diseases: The Department makes every effort to control infectious diseases, including HIV, tuberculosis, and Hepatitis. However, always exercise caution. Viruses, germs, and contagious infections may spread quickly in a correctional setting. Your health and well-being, and that of others, requires constant attention. The Department tests every inmate who enters the correctional system. Following admission, offenders are offered routine medical services and care. HIV and Hepatitis-B are transmitted only through direct contact with blood or bodily fluids. Let staff handle bodily fluid situations or use universal precautions.

Facility-Specific Orientation: A facility is a restrictive and potentially dangerous setting. Staff enforces policies, regulations and rules to maintain safety and security. Facility orientation will help you become familiar with its exits, traffic patterns, and areas to avoid.

Offender Escape: Volunteers who see an escaped offender are required to report the offender’s name and location to local authorities. An escape-in-progress may result in an inmate count, facility lockdown, and temporary termination of all programs. Volunteers are to follow staff instructions exactly.

GUIDELINES FOR VOLUNTEERS

- Be prepared to invest your time.
- Live up to your commitment.
- Be patient; miracles don't happen overnight.
- Hear what is being said. It's easy to talk, but the real art is listening.
- Respect others; it forms a basis for positive relationships.
- Be a good role model. Lead by example.
- Be prepared to work with people from diverse cultural backgrounds.
- Be an image builder. Many offenders have low self-esteem. Each person has value and is important.
- Never force your opinions on others. Help others acquire the ability to make the right choices.
- Do not engage in gossip.
- Never show preferential treatment. Everyone must follow the rules and regulations of an institution.
- Keep your word. Do not make promises that you can't keep. Irresponsible behavior communicates bad faith on your part.
- Be objective and do not be tempted to take sides.
- Do not let your emotions put you at odds with an institution or with an inmate.
- Follow the dress code of the facility in which you are volunteering.
- Inform your program coordinator of a family relationship or friendship that you have with an inmate.
- Avoid potential conflicts.
- Report any problems that arise.
- Do not engage in activities that could compromise your integrity or effectiveness as a volunteer.
- Refrain from using inappropriate signs of affection; they may be misinterpreted.
- Learn to discern. Listening does not mean that you have to believe everything you hear.
- Check the facts. Do not be manipulated.
- Do not probe into an inmate's criminal history. Respect an inmate's privacy.
- Do not prejudge. We all have prejudices; make a conscious effort to overcome your biases.
- Be supportive, not subversive. Offer suggestions, not criticisms.
- Conduct yourself in accordance with institutional roles.
- Be an asset, not a liability. Cooperate fully with staff.
- Do not allow your activities to conflict with smooth operation of a facility.
- Use appropriate language. (If you hear an unfamiliar term, don't be afraid to ask for clarification.)
- If you cannot keep an appointment, notify the person in charge.
- Be ready for setbacks. Don't give up. Growth comes with perseverance.
- Be yourself.
- We all make mistakes. Don't be afraid to admit yours.

GUIDELINES FOR VOLUNTEER PROGRAM LEADERS/MANAGERS

These guidelines are meant to be used for planning and development of programs. Program leaders include program managers, civilian directors, pastors, staff directors, and chairmen; whether salaried or volunteer.

- Program leaders should ensure that volunteers know who is ultimately responsible for the management and outcome of programs, whether it be staff or volunteer.
- Program leaders should set goals and objectives that reflect both vision and reality.
- Program leaders should establish policies for the organization's programs and personnel that will provide a viable and creative working environment.
- Program leaders should realize that each component of the organization is a program in itself and as such, requires good planning and development.
- Program leaders should understand that good communication among staff/leaders and volunteers is a basic method of program management and an indispensable ingredient in the appreciation of volunteers.
- Program leaders should treat volunteers with sensitivity, but programs should not be sacrificed for the sake of its volunteers.
- Program leaders should develop recruitment methods that communicate to volunteers that they are wanted, needed, and appreciated.
- Program leaders should provide training (whether on-going or on-the-job) for the benefit of the program, the volunteers, and the participants. This training should always include job descriptions.
- Program leaders should periodically evaluate their organization, their programs, and their personnel in order to ensure mission direction, growth, and productivity.
- Program leaders should recognize that appreciation for volunteers begins with good organization and ends in visible, heartfelt thanks at the program's conclusion.

VOLUNTEER SELF-REVIEW

Are you:

- easily befriended?
- overly friendly or familiar with people you have just met?
- gullible to other's stories?
- sympathetic to other's problems to the degree that rules seem secondary?
- usually timid?

Do you:

- not know how to handle compliments in a business-like manner?
- share personal problems with others?
- believe what you are told without checking to see if the information is correct?
- have a desire to help the underdog?
- feel obligated to return a favor for a favor?
- have difficulty taking command or control?
- ignore slightly personal or embarrassing remarks instead of addressing them directly?
- find it difficult to say no?
- circumvent rules?

Can you:

- be made to feel obligated?
- be made to look the other way and pretend not to notice if a rule is being violated?

If you volunteered in a prison would you?

- share cigarettes or food with inmates even though you know it would be a minor violation?
- address inmates on a first-name basis?
- congregate with select groups of inmates?
- congregate with inmates who praise you?
- feel the best control tool is kindness?
- control by giving troublemakers the best jobs?
- respect inmate requests for total confidentiality?
- be inconsistent with rule enforcement?

**If you answered "yes" to any of the above,
you may need to reconsider your decision to work as a volunteer with WDOC**

(You should re-check your answers at least every six months.)

WDOC CONTACT INFORMATION

CENTRAL OFFICE
1934 Wyott Drive, Suite 100
Cheyenne, WY 82002
Volunteer Program Manager: Julie Tennant-Caine

Main Phone: (307) 777-7208
FAX: (307) 777-7479

WYOMING HONOR FARM
40 Honor Farm Road
Riverton, WY 82501-9411
Volunteer Program Manager: Tate Thompson
Chaplain: Stephen Dechert

Main Phone: (307) 856-9578
FAX: (307) 856-2505

WYOMING HONOR
CONSERVATION CAMP
PO Box 160
40 Pippin Road
Newcastle, WY 82701-0160
Volunteer Program Manager: Pam Gualtieri
Chaplain: Ken Pitlick

Main Phone: (307) 746-4436
FAX: (307) 746-9316

WYOMING STATE PENITENTIARY
PO Box 400
2900 South Higley Blvd
Rawlins, WY 82301-0400
Volunteer Program Manager: Christopher Hulme
Chaplain: Vacant

Main Phone: (307) 328-1441
FAX: (307) 328-7464

WYOMING WOMEN'S CENTER
PO Box 300
1000 West Griffith
Lusk, WY 82225
Volunteer Program Manager: Diane Carpenter
Chaplain: Lorena Mast

Main Phone: (307) 334-3693
FAX: (307) 334-2254

WYOMING MEDIUM
CORRECTIONAL INSTITUTION
7076 Road 55F
Torrington, WY 82240
Volunteer Program Manager: Robin Phillips
Chaplain: Vacant

Main Phone: (307) 532-3198
Fax: (307) 532-3240

SERVING AS A CORRECTIONAL VOLUNTEER

Any violation of these dos and don'ts may result in termination of your volunteer service.

Volunteer Dos:

- Security always comes first!
- Follow Department of Corrections' rules. Ask questions if you are uncertain.
- Sign-in and sign-out on the appropriate forms each time you enter or leave any correctional facility.
- Wear the appropriate identification badge in view of security staff at all times.
- Respect the confidentiality of records and other privileged information. Be careful in how you share your experience.
- Be a team player.
- Recognize the need for ongoing training and supervision. The safety and success of your program depend on this.
- Be loyal to the Department of Corrections as well as to the offenders you serve.
- Be dependable. Arrive and leave on time.
- Notify the facility volunteer coordinator or shift commander if it is impossible to be at the assigned location at the appointed time.
- Earn respect. Respect gives you credibility.
- Treat everyone in a professional and ethical manner, but do not become personally involved.
- Treat inmates with respect.
- Maintain honest communications with inmates.
- Be professional at all times. You serve as a role model.
- Listen carefully and with sincerity.
- Accept people with different values.
- Be objective.
- Be mature and confident.
- Be enthusiastic.
- Use discretion and good judgment.
- Submit reports when required.
- Obtain written approval from the facility volunteer coordinator prior to using equipment or material different from that which was originally approved for the program.
- Notify the facility volunteer program manager and Julie Tennant-Caine, Volunteer Program Manager, Department of Corrections at (307) 777-777-6033 of changes in address, telephone numbers, etc.

Volunteer Don'ts:

- Do not criticize what is not understood. Instead, ask staff for an explanation.
- Do not make a phone call for an offender or perform any similar service.
- Do not enter into a business venture with an offender.
- Do not give gifts, loans, or items to an offender.
- Do not accept gifts, loans, or items from an offender.
- Do not take a photograph on institutional property for any purpose without specific permission.
- Do not take anything into a facility, including letters.
- Do not leave your vehicle unlocked.
- Do not bring anything out of a facility without explicit permission.
- Do not give anything to an inmate, if it is unclear what is authorized, ASK THE STAFF!
- Do not proselytize. You may share your faith beliefs when asked.
- Do not make derogatory remarks about **any** faith or faith group.
- Do not be drawn into discussions about an inmate's sentence or views on the criminal justice system.
- Do not bring unauthorized persons into the prison, especially those suggested to you by inmates, unless you clear them with the staff first!
- Do not use street talk or jailhouse slang. Use proper language.
- Do not correspond with inmates on a personal level (letters and so forth). If affiliated with a specific program, use your program address for official correspondence.
- Do not accept phone calls from inmates. Inform staff of any outside contact or attempts to contact.
- Do not permit inmates to handle your personal belongings or program tools.
- Do not allow inmates to handle institutional keys or paperwork.
- Do not allow inmates to go in and out during a sessions. Maintain control at all times.
- Do not forget the rules and regulations of the institution. Tell inmates "We know the rules, you know the rules," please don't ask us to break them.
- Do not flaunt your stature in the community or put yourself down to inmates.
- Do not bring medication into the institution.

REMEMBER: An inmate is an inmate at all times, most of the time their loyalty lies with other inmates. Inmates are accused of, convicted of, or have histories of criminal behavior. Not all inmates want to be saved or rehabilitated.

PRISON RAPE ELIMINATION ACT INFORMATION

- **Prison Rape Elimination Act (PREA):** It is the policy of WDOC to prohibit acts of sexual misconduct against offenders, to train staff and offenders in the prohibitions against such acts, to fully investigate and discipline persons who violate this policy and to implement corrective actions as indicated by investigation of cases of sexual misconduct, including referral for criminal prosecution. Any person employed full-time, part-time, or under temporary appointment by the Wyoming Department of Corrections; any person under contractual arrangement to provide services to the Department; any person employed by private or public sector agencies who is serving under Department-sanctioned special assignment to provide services or support to department programs; and any volunteer or intern providing services to WDOC offenders are considered 'staff' for the purposes of specific WDOC policies.
- **Sexual Misconduct:** Any behavior or act of a sexual nature directed toward an offender by another offender, staff member, volunteer, contractor, official visitor or other agency representative which includes, but is not limited to, acts or attempts to commit such acts such as sexual assault, sexual abuse, sexual harassment, sexual contact, conduct of a sexual nature or implication, obscenity, unreasonable or unnecessary invasion of privacy, conversations or correspondence that suggests a romantic or sexual relationship between staff and offenders, inappropriate remarks, sexualized name-calling, correspondence, conversations, inappropriate displays, fondling, inappropriate viewing, and sexual contact with individuals vulnerable to the authority of the justice system or any other person under the custody and control of WDOC. Sexual misconduct is not limited to unwanted acts as consent may not be given for any of the above.
- **Staff-on-Inmate Sexual Misconduct:** Engaging in, or attempting to engage in a sexual act with any offender under the custody and control of WDOC. Sexual acts or contacts between an inmate or offender and a staff member are illegal.
- **Staff Sanctions:** Staff sexual misconduct is prohibited.
- **Preventing and Responding to Incidents of Sexual Misconduct against Offenders.** The purpose of PREA is to establish a "zero tolerance" policy regarding sexual misconduct directed towards offenders, perpetrated either by staff or by other offenders, and to establish guidelines for preventing, reporting, investigating and sanctioning incidents of sexual misconduct against both offenders and staff involved.
- **Consequences of Prison Rape and Sexual Activity.** Prison rape and sexual activity seriously reduce WDOC's ability to fulfill its mission to protect the public.
- **Obligation to Report.** It is the policy of WDOC that staff and offenders have a duty to report any acts of sexual misconduct against offenders.

GENERAL VOLUNTEER INFORMATION

- 1. Contraband** is anything of substance which is not given out by the institution, sold through the institution canteen, specifically authorized by the institution rules, or otherwise authorized by the Warden or his designee. Misuse, abuse, or possession of any approved item in the area other than that specified in posted rules and regulations will cause that item to be considered contraband.
- 2. Telephone calls and correspondence** relative to business of the facility must be cleared through the staff. Inmates are not permitted to make calls on staff telephones without written staff authorization. If an inmate requests a telephone call, refer him/her to your supervisor.
- 3. Unusual situations** or information received which could threaten person, property, or security must be relayed immediately to your supervisor and shift commander. In cases of emergency within the institution, volunteers should contact the staff person with whom they are working or the nearest Correctional Officer.
- 4. ID Card** should be issued and kept on person at all times.
- Volunteers are not permitted by themselves in **unauthorized areas** of the institution.
- 6. Relatives or friends** of currently confined residents may not serve as volunteers during the period of that confinement.
- Upon entering the institution, volunteers must leave all **coats, purses, briefcases, etc.**, in the front area. We prefer purses be left in the trunk of the car since we cannot assume responsibility for personal items.
- A volunteer who is **intoxicated** or suspected of being intoxicated and/or **under the influence of any drug** will not be permitted to enter the institution. A volunteer must be substance free for two years and be able to provide verification through written self-disclosure or sponsorship.
- A volunteer must have no **felony or misdemeanor convictions or incarcerations** in the past five years. Volunteers may be under supervision, but must have no **parole/probation violations** in the past three years and have a letter of recommendation from his/her parole officer.
- All volunteers must pass the current WDOC background clearance process at least annually.
- In accordance with policy every carded volunteer must attend training annually. This **training** may last up to 8 hours. Each facility shall update the curriculum annually with the site specific information. (See Attachment A-WDOC Orientation and Core Training)