
ATTENTION VOLUNTEER, PART-TIME, AND CONSULTANT STAFF

Please initial each entry:

_____ 1. REALIZE WHERE YOU ARE

- A. This is a State Prison
- B. It is a medium security prison, which houses Level I-IV inmates.
- C. There are incidents of violence.

_____ 2. RECOGNIZE THE UNIQUE FACTORS THAT ARE PRESENT IN THIS INSTITUTION

- A. This is an all female population prison.
- B. Inmates are not here of their own free will, they are sent here as a result of court action.
- C. They are here 24-hours a day.
- D. The majority of their time is spent in a 6'6" x 10'6" x 8'8" cell (about the size of a bathroom) and there are two inmates to a cell.
- E. This is a forced environment and most definitely not a natural one. Some of the problems caused by a forced environment include:
 - 1. Group pressure
 - 2. Inmate cliques
 - 3. Values

_____ 3. BE FAIR, OBJECTIVE AND CONSISTENT WHEN DEALING WITH INMATES

- A. Inmates are used to a day-to-day routine, and your attitude and method of dealing with them are part of that routine (they may not like your attitude or methods but if you are fair, objective, and consistent, they will respect you for it).
- B. You set the limits.
 - 1. The inmates will push you until you say stop. How hard and far they push will depend on how hard and far you allow them to push.
 - 2. If an inmate makes an improper advance, handle it appropriately. If you are unable to do so, notify your supervisor (at minimum, it is a test to see what your limits are).
 - 3. Don't compromise.
 - 4. Don't PANIC if you find yourself alone with an inmate.
- C. Dress Code
 - 1. No blue jeans.
 - 2. No yellow raincoats or camouflage clothing.

_____ 4. AVOID OVER FAMILIARITY WITH INMATES

- A. You could lose your job. We must keep the inmate, but we can dismiss you.
 - 1. Is losing your job and the embarrassment connected with illicit involvement with an inmate worth it?
 - 2. Give nothing to an inmate and take nothing from her (bringing things into the Institution for an inmate or taking things out is prohibited).
 - 3. Leave your personal problems at home.
 - a. Sharing your problems with an inmate can lead to a serious conflict of interest.

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4. Leave your professional experiences on the job.
 - a. Don't relate institutional incidents.
 - b. All matters pertaining to the inmates are confidential and no information is to be given out by you unless approved through the proper channels.

_____ 5. SAFETY PRECAUTIONS

- A. Don't run while in the institution.
 1. Running is usually a danger signal.
 2. Armed posts react to people running and it not only causes anxiety but distracts the officer's attention.
 3. You may injure yourself.
- B. Use the sidewalks when walking around the institution.

_____ 6. PERSONAL PHONE CALLS

- A. No outgoing personal calls should be made on institutional phones. Public phones are available.
- B. Emergency in-coming personal phone calls will be relayed to you, but routine messages will not.

_____ 7. PERSONAL POSSESSIONS

- A. Do not leave them lying around (purses, lunches, etc.)
- B. No pocket knives. They can be readily turned against you.
- C. Valuables and large sums of money are best left at home.
- D. Medication should not be openly displayed.
- E. Special permission is needed to bring cameras or recording devices into the Institution.

_____ 8. PERSONAL AUTOS

- A. Your personal auto is subject to search at any time.
- B. Keep contraband out of your auto.

_____ 9. PARKING

- A. Park only in places marked for parking. Failure to park properly may result in your losing the privilege of parking on institution grounds.

_____ 10. CONTRABAND

- A. Some of the obvious items are guns, tobacco, alcohol, knives, ropes, etc.

_____ 11. GUESTS

- A. All guests must have prior approval before being allowed entry into the institution.
- B. You are responsible for the dress and conduct of your guests.

_____ 12. GATES AND SECURITY

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- A. Officers assigned to gates are responsible for identifying you and for the search of any care, package, and purse that passes through the gate.
- B. When the officer at the gate is processing a line of inmates through the gate, do not interrupt.

13. EMERGENCIES

- A. You are expected to obey the officer when an order, command, direction, or instruction is given. This is for your protection and the security of the institution.
- B. If you can't be an asset during an emergency, remove yourself to a safe area until the emergency is under control.

Contact the Community Partnership Manager at the California Institution for Women if you have any questions concerning this information.