VOLUNTEER STAFFING AND SCREENING

Volunteers are always being recruited from prison ministries, local ministerial associations, established church administrations, colleges and universities, as well as by personal referrals from existing volunteer and employee staff. All potential volunteers complete the applicable application and information forms and submit them to the volunteer coordinator of the facility they wish to volunteer at. Applications are reviewed for accuracy and clarity. Reference letters are then sent out to those individuals listed on the volunteer application.

After this review, the potential volunteer is scheduled for a full background investigation, as well as photographs and drug screening. Once these screenings have been reviewed and approved, the volunteer is then asked to submit the results of a current tuberculosis test. Once these results have been received by the volunteer coordinator, the volunteer then is added to the list of approved volunteers, scheduled for their institutional orientation, and allowed entry into the facility according to the current schedule.

Should you wish to bring someone with you who might be interested in volunteering, you will need to submit the individual’s full name, date of birth, social security number, as well as their address and phone number three weeks prior to the date that they would like to visit. Once results of a name check are received, you will be contacted. It is then your responsibility to make arrangements for your guest to come in. If you are a member of a worship or ministry group, you must submit this information to your group leader, who will then submit it to the volunteer coordinator.

VOLUNTEER DUTIES AND RESPONSIBILITIES

All volunteers are held responsible for fulfilling their volunteer service agreement. Everyone is required to complete this form when making an application for volunteer services to our facility. This document specifies the details of what your volunteer service will provide, i.e. chapel services, Bible studies, assistance with leisure time activities, etc. These agreements act as a sort of “job description” for each individual or group. If you are a member of a ministry group, your group’s agreement for providing volunteer activities applies to you as a member of that group. If you are an individual volunteer, the agreement is specific to your particular function. Each person will need to have this agreement completed with the volunteer coordinator prior to beginning volunteer service.

APPLICATION FOR PROVIDING SERVICES AT OTHER FACILITIES

The Stateville Correctional Center is considered your parent facility and is responsible for all your volunteer records, including tuberculosis test results, computer information inputting, and keeping you informed of any changes that affect volunteer services in the facility and the department. If you wish to provide services at another facility, you will need to contact that facility’s volunteer coordinator. They will direct you to the appropriate individual at the new facility you wish to volunteer at. Please remember that each facility makes a determination on accepting your volunteer service. Having volunteer privileges at one facility does not automatically grant you the same privileges elsewhere. If your application is approved at another facility, you do not need to undergo another drug screen and full
background investigation. If you need any assistance in applying for volunteer services at an additional facility, please contact your volunteer coordinator.

SIGN-IN PROCEDURE

All volunteers are to enter and exit the facility through the Gatehouse. There is a volunteer sign-in board that all volunteers and "one-time only" visitors are required to sign in and out on. Also, all regular volunteers and "one time only" visitors must have a valid photo ID in their possession at all times while in the facility.

IDENTIFICATION CARDS

Identification cards issued to you for your service at Stateville Correctional Center must be checked out and returned to the Gatehouse each time you visit the facility. Your ID card must be worn on your outermost garment in open view of staff at all times. They may not be kept in your possession outside of the facility. If you should accidentally leave the facility with your ID card, please contact your volunteer coordinator and inform them immediately.

If you should lose your identification while you are in the facility, report it immediately to your supervisor and security staff in the area where you discover it missing. You will then need to complete an incident report (also referred to as a "434") and submit it to the Shift Commander’s office before you leave the facility. Once this DC434 is processed, you will have a new ID card reissued and left at the front gatehouse.

An ID card issued for volunteer services at this facility is not valid at any other facility. You may not use a volunteer identification card to visit inmates or gain access to other facilities. This is a serious violation of policy and will lead to termination of your volunteer privileges.

RESTRICTION / TERMINATION OF VOLUNTEER SERVICES AND APPEAL PROCESS

Any individual or group whose conduct has resulted in a temporary or permanent restriction of volunteer services from one facility will result in the same restriction from all Illinois Department of Corrections facilities and program sites.

Termination, restriction, or disapproval of volunteer services may be appealed by an individual or group within 30 days of receiving notification of the restriction. The appeal should include the specific details of the disapproval, restriction, or termination of the volunteer services. The appeal should be submitted in writing to the Office of Volunteer

Services with a copy submitted to the Chief Administrative Officer of the facility or program site who disapproved, terminated, or restricted the volunteer service. The Office of Volunteer Services shall submit the appeal according to the current procedure and notify
both the volunteer and appropriate Chief Administrative Officer of the final decision in writing.

**SCHEDULING / PROGRAM SUGGESTIONS**

Volunteer hours are in keeping with the institutional schedule. Volunteer programs are scheduled between 9:00 a.m. and 2:00 p.m. when staff is available to assist and supervise these activities. All volunteer programs appear on the master schedule. If you need to vary your hours on a particular day or for a special event, contact your department head. They will obtain approval if your request can be accommodated.

Suggestions concerning volunteer programs are always welcome and encouraged. Feel free to submit your suggestions to your department head or to the assistant warden of programs. It is through suggestions that we are able to improve and, often, expand programs and services made available to our inmates.

**VOLUNTEER RULES**

The following is a list of responsibilities and rules of conduct for volunteers that must be followed:

**INSTITUTIONAL PROCEDURES**

- Volunteers must comply with the same rules and standards as those mandated for employees.

- It is the responsibility of each volunteer to familiarize himself/herself and comply with all Administrative Directives, Institutional Directives, Departmental Rules, Employee Manuals, Warden’s Bulletins and written or verbal orders issued by proper authorities relative to the area in which they volunteer. Copies of these are available for review in the Assistant Warden of Programs office.

- Volunteers are required to keep confidential all records and personal business of inmates and employees. This includes refraining from discussing or divulging confidential or false information about employees and/or inmates in public or in the presence of other volunteers, staff, and/or inmates. All information concerning inmates, their histories, location, personal information, etc. is strictly confidential. This information may not be shared with other inmates or with individuals outside of this facility.

- In addition, all information concerning the Stateville Correctional Center and its operation and policies is also confidential. If you should receive any type of media inquiry from the press, television or radio, concerning your volunteer service or the operation of this facility, you will need to submit a request for approval (in writing) to the volunteer coordinator. Include all details, specifying name of paper/TV/radio station, person interviewing, date of interview, and subject matter. Your request will be submitted for review to the Office of Communications in Springfield. Speaking to the media without
approval as a volunteer is a serious violation of policy and will jeopardize your volunteer status.

- Volunteers are responsible for immediately reporting loss or damage of equipment, including keys and tools, to their immediate supervisor. Depending on the circumstances involved, volunteers may be subject to volunteer restriction or termination due to deliberate destruction, negligence, or loss of state property or equipment.

- If a volunteer has knowledge of or observes another volunteer or employee in violation of any rules or regulations, the volunteer must report it to their supervisor. All significant and/or unusual events or situations occurring on institutional property must be promptly reported to the immediate supervisor with appropriate written reports submitted.

- Convictions or violations of municipal or county ordinances or any state or federal statutes as well as violation of Personnel or employee conduct rules is cause for termination of volunteer services. Volunteers shall submit a written report within five working days of any arrest, indictment or conviction for a felony or a misdemeanor, other than a minor traffic violation offense, to their volunteer coordinator. The report shall specify the facts forming the basis for the arrest, indictment or conviction.

- Volunteers are to follow all safety regulations and instructions and are to refrain from any actions that will create a potentially dangerous situation for themselves or for other persons.

- As all employees in the facility, volunteers are responsible for the safety, security and maintenance of order within the institution. Therefore, regardless of title or function, each volunteer must report any incident or information that might affect the health, safety, welfare, good order, or custody of inmates or other staff. These reports must be dated and clearly state facts as differentiated from conclusion, hearsay, and personal interpretation.

All volunteers must immediately report verbally to area security staff, the Shift Commander, and to their supervisor, any of the following incidents or significant events (whether they are a participant or a witness):

- any disturbance
- an inmate’s physical assault on another inmate
- an inmate’s physical assault on an employee
- an employee’s physical assault on another employee
- use of force by an employee on an inmate
- an inmate’s suicide attempt or ideation; escapes or unauthorized absence
- inmate or employee deaths
- major property loss or damage
- fires
- any inmate or employee action that could lead to criminal charges
- Interception/witness of contraband
- Sexual activity or sexual assault
The volunteer must properly report all such incidents in writing on a DC434-
Incident Report on the day of the incident. These reports must be turned into
the Shift Commander before the volunteer.

- The volunteer coordinator and the assistant warden of programs will review any
infraction of rules, regulations, state, federal, or laws, institutional policy or administrative
directives, or departmental rules. Any violation of the above may subject a volunteer to
disciplinary action and/or dismissal as described in this manual.

SHAKEDOWN/CONTRABAND

- Since all volunteers, visitors, and employees are subject to personal and vehicular
shakedowns upon entering the grounds of the facility, it is important to have a thorough
understanding as to what items are considered contraband. Contraband includes, but is
not limited to, illegal drugs, alcohol (open or closed), weapons, incendiary devices,
pagers, mobile phones, excess money, and prescription drugs, syringes, and any other
items of contraband as defined in 720 ILCS 5/31 (c) (2) or

- federal law. In cases of discovery, if items that could be used as a weapon or otherwise
pose a threat to security and is considered contraband in a penal institution, the driver
will be advised to secure the item in a locked storage area of the vehicle. These items
may include, but not be limited to, tools, utility knives, pepper mace of less than a 10%
solution, cellular phones, or pagers.

- Any volunteer appearing on institutional property under the influence or in possession of
drugs or alcohol will be subject to termination of privileges and/or criminal prosecution.
This also applies to the possession of unauthorized medication. If for health reasons you
must bring prescription medication into the facility, notify your supervisor of the situation
immediately in order to have this information on file at the Health Care Unit. Individuals
are allowed to bring with them one inhaler, nitroglycerine tablets (if needed), or one unit
dose item if you need to take your medication when you are inside the facility.

- All volunteers, their possessions, and automobiles are subject to search upon entering
and exiting the institutional grounds. Refusal to cooperate with or avoid such a search
will result in termination of volunteer privileges. All volunteers are subject to body and/or
strip searches with appropriate cause and approval from the appropriate Deputy
Director.

- Volunteers are prohibited from bringing cameras, audio recording devices, cellular
telephones, or pagers into the Main Facility. These items must remain in your vehicle
while you are ministering/volunteering inside the facility.

- Volunteers may carry up to $50. with them while in the facility. A debit card is required
to make any purchases from vending machines. Cards may be purchased in the first
floor lounge area (down the hall on your left on the first floor of the Administration
Building) or in the Officers’ Dining Room (on your right between Gates 4 and 5). However, it is recommended that you bring only enough cash into the facility to add
money to your card. Carrying wallets, purses, checkbooks, and credit cards while in the
facility is strongly discouraged.
• Lockers are available at the Front Gatehouse for a fee of $.25 to secure any items that you may prefer not to want to leave in your vehicle.

**IMPORTANT “DO’S AND DON’T’S”**

- Volunteers are not to give inmates their home address, telephone number or personal information of other staff or inmates **UNDER ANY CIRCUMSTANCES!!!**

  This includes phone numbers and addresses to ministries as well. This has recently become an issue at this facility—phone lists of inmates will be monitored on a regular basis for volunteer phone numbers. If an inmate should attempt to contact you by phone, you are not to accept the charges under any circumstances and contact the Volunteer Coordinator’s office immediately. Leave a message if it after regular business hours. You will be contacted immediately and instructed how to proceed. A violation of this rule will result, from this time on, will result in a permanent termination of your volunteer privileges.

- A volunteer may not visit an inmate at another state correctional facility on a personal basis in the visiting room of another facility! This rule applies to any type of incarcerated individual, whether it is a child, spouse, sibling, or friend. If you wish to visit an inmate at another facility as a clergy visit, you must first inform the volunteer coordinator of your parent facility. They will further instruct you as how to proceed. If you volunteer at Stateville and have another facility as your parent, you must also copy us on your written request to your parent facility. Communication in this area is of utmost importance. If a member of your family is incarcerated after you begin your volunteer service with the Department, you must notify the volunteer coordinator immediately.

- Volunteers are not allowed, under any circumstances, to accept any type of gift from an inmate, a member of his family, or anyone associated with any inmate. This includes donations to the ministry that they are representing while volunteering at this facility. This also includes any offer of food or drink while you are conducting your activities in the facility. Receiving items like this, as well as anything else an inmate might purchase from the inmate commissary, constitutes a purchase from his Trust Fund. This is strictly prohibited. Any offer or bribe, gift or gratuity from any inmate, friend or relative of an inmate, or from anyone who has or expects to have business dealings with the Department of Corrections must be refused and reported immediately to the Volunteer Coordinator.

- Volunteers may not send money to an inmate or place money in the trust fund of an inmate.

- No volunteer is permitted to knowingly socialize with inmates who are currently in the custody of any correctional institutions or facilities, parolees, mandatory or conditional releases, or any of their relatives or close associates, except under special circumstances which are approved by the Chief Administrative Officer. Any relationship, which existed prior to volunteer service or inmate incarceration, must be reported on the Application Information Sheet at the time of application for volunteer services.

- Under no circumstances shall a volunteer trade or traffic with or improperly aid or abet an inmate; neither shall he/she convey any message, written or verbal, from one inmate to another or to any person outside the institution. This includes messages by phone.
taking inmate correspondence or items out of the facility to be mailed. Volunteers are prohibited from damaging or destroying inmate mail. Making telephone calls to communicate messages to inmate families or friends is also prohibited.

- Granting special privileges or showing partiality to an inmate is prohibited. Special needs or problems of inmates are to be referred to your supervisor, who will forward them to the appropriate staff member.

- Volunteers should not discuss in the presence of inmates and/or non-supervisory employees, the manner in which any employee or volunteer performs his duty, and should not make remarks, which might tend to reflect upon the character or capability of any employee or volunteer. It is further prohibited to injudiciously discuss matters relating to policy or management of the institution.

- Corporal punishment or mistreatment of inmates is strictly prohibited. Corporal punishment or mistreatment is defined as striking, pushing or shoving a person for the purpose of causing pain or discomfort; the improper use of profane or abusive language; or any measure which may be injurious to an individual. This rule in no way prohibits any staff member from using the necessary minimum force to protect himself/herself from injury or injury to other employees or inmates, or to prevent damage or escape. IF YOU WITNESS THIS TYPE OF BEHAVIOR BY STAFF, YOU ARE OBLIGATED TO REPORT IT IMMEDIATELY.

- If a volunteer is requested by the Attorney General's Office to file an affidavit in reference to any suit against the agency, any division thereof, and/or any employee or volunteer, copies of said affidavit are to be forwarded in accordance with departmental procedures by the Litigation Coordinator.

- All printed material of a religious nature brought into the institution must be cleared and approved by the senior chaplain prior to disbursing to the population.

- No person under 18 years of age will be considered for volunteer positions, tours, or "one-time only" visitations.

- All volunteers must leave the facility by 3:00 p.m. daily.

- All volunteers must participate in an initial volunteer orientation class prior to the initiation of their volunteer service, as well as annual and/or special training sessions are announced.

- All volunteers must comply with the annual Tuberculosis testing mandate. New volunteers must have the written results of a test submitted to the volunteer coordinator prior to the start of their volunteer service. New volunteers will then need to have another TB test done during annual testing in order to be on the same cycle as all other volunteers. Non-compliance with the "due date" indicated in the annual announcement will have their privileges temporary suspended until they are in compliance.
GENERAL EMERGENCY PROCEDURES FOR HOSTAGE SITUATIONS

In the event you become aware of a possible hostage situation there are certain things that you should observe in order to deal effectively with your situation. These things are:

- Remain calm
- Observe and attempt to identify inmates in your area
- Follow instructions of your captors
- Do not argue or become hostile or agitated
- Do not speak unless spoke to
- Keep quiet during any type of negotiations
- Rest when possible
- You may point out fellow hostages that might be in need of medical assistance
- Use your memory to make notes-write nothing while a hostage.

Once a rescue attempt begins:
- Hit the floor and lie flat.
- Cover your head.
- Refrain from any quick movements.

During a rescue attempt chemical agents will probably be used. Do not panic. Close your eyes and do not rub them. Let your eyes tear freely. Take short, light breaths. If possible, keep a rag (preferably damp) over your nose and mouth.

As with any possible or actual hostage situation, you must prepare and submit a detailed Incident Report (434) at its termination. Also submit any necessary inmate disciplinary reports and see that any necessary medical attention is given.

EMERGENCY PROCEDURES

Evacuation – In the event that an area you are in needs to be evacuated for any reason, follow the directions of staff members immediately and completely. Evacuation plans are located at or near the main entrance to all buildings in the facility. Please take a minute to review the evacuation plan and be aware of where emergency exits are located in the area where you usually hold your program.

POLICIES / PROCEDURES

Dress Code – Volunteers may wear clothing that is appropriate for their particular service to the facility. Short pants and tank tops are prohibited at all times. Open footwear, such as sandals, is not suggested. Volunteers are cautioned to be careful with where they leave coats, hats, sweaters, etc. Always secure items with the assignment officer.
Telephones — Volunteers may use the telephone if the need should arise. Contact your department head or assigned security to assist you in obtaining an outside line. No volunteer may place a call for an inmate either in the facility or on his or her personal time. Conveying messages between an inmate and people outside of the facility is a serious breach of security and will affect your volunteer status.

Meals — You are more than welcome to have a meal while at the facility. The Officers’ Dining Room is located between Gates 4 and 5 on your right hand side while walking into the facility.

Parking — You may park your vehicle in the designated parking lots, as well as along the center median along the main drive way. Do not park in any designated or otherwise reserved spaces. If parking in a handicapped space, proper plates or permits must be visible.

Shakedown Procedures — All staff and volunteers are subject to being searched on entry, exit, or any other time while in the facility. When entering the facility, you will be shaken down in the appropriate shake down room by staff. Any items not allowed will need to be secured in a locker. Once the shake down has been completed, you will exit the front gate into the main facility.

Institutional Status — Due to the uncertainty of whether the facility will be on a lockdown on any given day, the Chaplaincy office has an answering machine on which current information regarding services, lockdowns, clearance for rounds 24 hours a day, seven days a week by calling the facility at 815.727.3607, extension 5535 and obtain the most current information.

Arrival Time — All volunteers who are coming to facility to conduct any type of group worship or study must arrive at the facility a minimum of 15 minutes prior to the start time of your activity due to the complex movement schedule. Please call the facility if you will not be at the facility for your activity or if you are running late. However, please call no later than 30 minutes prior to your start time.

Contraband— Since all volunteers, visitors, and employees are subject to personal and vehicular shakedowns upon entering the grounds of the facility, it is important to have a thorough understanding as to what items are considered contraband. Contraband includes, but is not limited to, illegal drugs, alcohol (open or closed), weapons, incendiary devices, pages, mobile phones, excess money, and prescription drugs, syringes, and any other items of contraband as defined in 720 ILCS 5/31 (c) (2) or federal law.

In cases of discovery, if items that could be used as a weapon or otherwise pose a threat to security and is considered contraband in a penal institution, the driver will be advised to secure the item in a locked storage area of the vehicle. These items may include, but not be limited to, tools, utility knives, pepper mace of less than a 10% solution, cellular phones, or pagers.

Chain of Command — The chain of Command is as follows:

- Assignment Security Staff
- Shift Commander
• Department Head
• Duty Warden
• Assistant Warden – Programs
• Warden

Please contact your department head, when available, to assist in resolving any difficulties

THE SEVEN ESSENTIALS OF REPORT WRITING

There are seven terms of application that should be used as guidelines when preparing a narrative report. They are:

1) **WHO** – Identify persons involved by name. The names of witnesses should be included.

2) **WHEN** – When did the situation occur or when was it discovered. The approximate time, date of occurrence.

3) **WHAT** – The incident being reported. What happened (property damage, stolen articles, etc.)? What evidence was found?

4) **WHERE** – The exact location of the event/incident should be noted. A clear description of the location of the occurrence.

5) **HOW** – A descriptive narrative of relevant events, usually in chronological order. How was the event discovered?

6) **ACTION TAKEN** – What action was taken in response to the violation? What disposition was made of the evidence and/or resident? Does not refer to later action that the committee may possibly take.

7) **WHY** – This adverb is not normally used in reports because of the subjective or hearsay aspect. However, if the reporting officer knows why the incident occurred because of direct observation, it should be noted.

REPORT WRITING PROCESS

The following steps should be followed when writing any reports:

1. Outline basic facts of observation in correct order of happening on separate sheet of paper.
2. Write in observation of facts on report utilizing the outline as a guide.
3. Fully complete remainder of form with all request information.
4. Reread report and check. Make changes as needed.
5. Sign and submit report.

The final step of report writing is the volunteer's signature. The person writing the report must sign it. The signature serves as a Guarantee that all information is factual and correct. The report is then submitted (hand-carried) to the appropriate person.

**CHAPLAINCY PROCEDURES**

The Senior Chaplain, in order to fulfill the pastoral needs of the inmates at this facility, has established the following procedures:

**Death/Serious Illness**
Once the Chaplain's office has received a phone call reporting the death or serious illness of a relative of an inmate, the call is transferred to the appropriate Clinical Services area for confirmation of the information. Once this information has been confirmed, the counselor of the inmate may either tell the inmate himself/herself, or confirm the information to the chaplain. If the chaplain is asked to inform the inmate, the inmate is called to a private area in their respective living unit, informed of the news, and when possible, allowed a phone call. The inmate is counseled and allowed the opportunity to initiate his grieving process. Any questions regarding furlough information are answered and the inmate's desire to attend or not is forwarded to the counselor of record. Follow-up counseling is initiated, when possible, once an inmate has returned from the funeral/critical illness furlough and is encouraged to contact the office should he need any moral support or encouragement.

**Requests**
The inmate may request an opportunity to meet with the Chaplain by submitting a written request, asking a staff member to contact the Chaplain on his behalf, or by contacting the Chaplain directly. The office of the Chaplain will do whatever possible to accommodate inmate requests, whether institutional or religious in nature. Needs falling under the auspices of the Chaplaincy are accommodated as expediently as possible. Other issues are referred to appropriate departments for handling.

Requests to participate in religious educational classes are answered immediately. Inmates are assured access to the classes by being placed on the appropriate assignment roster on the OTS system, and escorted to the program area by the means of inmate movement being used in the facility at the time.

**Family Relations**
The Chaplain, when necessary, will meet with family members and clergymen of inmates to assist them in whatever difficulties might exist due to a family crisis, problem, or adjustment difficulty of the incarcerated individual. Clergy who can produce evidence of their denominational credentials may enter the facility during regular visiting hours per Department Rule 453, Section II, Paragraph C. These visits take place in the visiting room of the facility. Under NO circumstances may visiting clergy enter the facility past the visiting room without authorization of the Warden or his designee.

Any individuals entering the facility to conduct a special program are subjected to a name check per Administrative Directive 01.02.107. Any special needs of groups conducting such
programs are accommodated to the best ability of staff within the bounds of security limitations.

Christmas and Mother’s Day cards are distributed to all inmates of the facility, free of charge, at the proper season. Greeting cards for various occasions are also made available to inmates free of charge.

UNIT VISITATIONS

Segregation
Only volunteers who have been approved in writing by the Chief Administrative Officer are allowed to make cell-to-cell visitations to the segregation unit. Approved volunteers will receive a copy of their information. A copy of this memo will be available in the segregation unit office.

All Other Visits
All regular volunteers are cleared to make cell-to-cell visitations. Regular volunteers who are bringing "one time only" people with them are responsible for personally supervising them while in the facility and units. At no time are "one time only" people allowed to move unescorted without a regular volunteer with them at all times.

Unit Logbooks
Every living unit has a logbook that every staff member and volunteer must sign when they enter a unit and indicate the time they leave. Every person must sign in and out of each unit.

Special programs and visitors—Special programs will be considered with a detailed, written proposal sent to Chaplaincy Services at least sixty (60) days prior to the proposed event. The proposal must be specific as to the purpose of the program, target group, and any other specific details regarding the event.

Visitors may be cleared in with you or your worship group on a "one time only basis". This means that an individual may enter with you one time every three (3) months. To bring someone with you to determine if they would be interested in volunteering at this facility, you must provide:

- Full legal name, including middle initial
- Date of birth and social security number
- Name of states where the visitor has lived previously
- Address and phone number of the individual

Approval of names may take up to two weeks. Please submit the necessary information to Chaplaincy services at least three weeks before your anticipated visit.
REQUESTS

Forms are available to volunteers for inmates requesting material, greeting cards, etc. Feel free to complete them or leave one with the inmate to be complete and submit to Chaplaincy Services.

Should you receive inquiries regarding the following issues, instruct the inmates to submit their request in writing to Chaplaincy offices for information:
- marriage
- special religious diets
- change of religious designations
- religious medallions
- wedding rings
- religious audio cassettes

MENTAL HEALTH CONCERNS

Should you have an encounter with any inmate, who presents any mental health issues or concerns, contact the Health Care Unit directly and ask to speak with counseling or nursing staff. Inform them of the inmate's name, I.D. and cell numbers. You will need to stop at the Health Care Unit on your way out of the facility to complete a Mental Health referral form.

INMATE SEXUAL ASSAULT

All volunteers are reminded that any discussion you might have with an inmate in which he relays information regarding a sexual assault (whether assaulted or assaulter) or sexual activity must be reported immediately.

We realize that a discussion of this nature might be sensitive or personal. However, sexual assaults or activity is a serious breach of security that, if not reported, could lead to serious issues. **You must contact the Duty Warden and report this to him or her immediately.** The Duty Warden can be contacted by picking up any phone, dialing zero, and asking to have the Duty Warden contact you at the extension you are at. Have the inmate's name, ID number, and location of your conversation ready when calling.