

Area 10 Corrections Committee

Carrying the message behind the walls...

This is an opportunity to carry the AA message to confined alcoholics who would like to live sober.

The following information includes the step-by-step process for getting cleared to go into a Colorado DOC Correctional Facility (Prison). If you are interested in going into a County Facility or Youth Detention Center please contact your District Corrections Chair, DCM or the Facility Volunteer Coordinator as their clearance requirements are less stringent and each facility's clearance process varies.

Included in this Packet is following:

1. How to correspond with an inmate through letter writing.
2. Information on becoming a Volunteer in a Colorado Prison.
3. Colorado Department of Corrections Volunteer Application.
4. The Colorado Department of Corrections Volunteer Training Schedule for 2016.
5. Colorado Department of Corrections Guest Access Policy and Application

Area 10 Correspondence Chair

AA members on the "outside" can contribute to their own sobriety and that of the inmate by becoming a Corresponding Contact. The Corresponding Contact communicates with the inmate by sharing their experience, strength and hope in a written letter. This helps the inmate to become acquainted with AA on the outside and your letter becomes a meeting in print for someone who may never or rarely, be able to participate in Alcoholics Anonymous.

Please send your letters to the following:

Area 10 Corrections Correspondence
PO Box 40368
Denver, CO 80204

*****If you need clarification, have additional questions, or need to order AA approved literature for a facility please feel free to email the Area 10 Corrections Committee at corrections@coloradoaa.org**

*******THE FOLLOWING IS AN EXCERPT TAKEN DIRECTLY FROM THE CDOC WEBSITE AND IS USED BY THE AREA 10 CORRECTIONS COMMITTEE AS INFORMATION TO ASSIST INTERESTED MEMBERS OF ALCOHOLICS ANONYMOUS IN VOLUNTEERING*******

Becoming A CDOC Volunteer Colorado Department of Corrections

The Department of Corrections is looking for people with the skills that offenders need to successfully re-enter society and a willingness to spend time teaching these skills. Faith and Citizen Programs is interested in proposals for both secular and religious programs. Volunteers are needed to teach computer, educational, life coping, parenting, and reading skills; as well as tutors and faith group volunteers.

Most DOC Facilities allow AA Meetings. If you have questions whether a particular Prison facility currently has AA Meetings going you may: Call Kirk Machin (Pronounced "Machine") Phone: (719) 583-5840 or (719) 583-5975.

VOLUNTEER PROCESS

If you have "EVER" been convicted of a Sex Offense or Assaulting a Peace Officer "DON'T EVEN Apply".

Must be off Probation and/or Parole (Supervised Monitoring) for:

- 1 Year for a Misdemeanor (DUI, DWI are Misdemeanor's)
- 3 Years for a Felony

If all of the above apply then Fill out the attached CDOC Volunteer Application and Mail it to:

Colorado Department of Corrections
c/o Manager of Faith and Citizen Programs
2862 South Circle Drive
Colorado Springs, Colorado 80906

You should receive a letter of Acceptance or Denial in the mail with 3-4 weeks (depending on mail service). If you haven't seen anything after one month Call Kirk Machin (Pronounced "Machine") Phone: (719) 583-5840 or (719) 583-5975.

- a) When filling out the application Answer the Questions HONESTLY:
- b) When the application asks:
- c) Have you EVER been arrested, charged or convicted of any felony or Misdemeanor? EVER MEANS EVER!
- d) If you are not sure about your "Background" you can either: Call Kirk Machin (Pronounced "Machine") Phone: (719) 583-5840 and explain you really do not remember.

Or, go to Colorado Bureau of Investigation website www.colorado.gov/cbi the current price is \$6.85, this search is for Colorado ONLY.

1. Scroll down to "**Links**"

- Select** "Public Background Check"
- Select** "Public Background Check"
- Select** "Internet Background Checks"
- Select** "Individuals"
- Select** "Conduct an individual inquiry without setting up an account"

Please read the following carefully:

Terms and Limitations of Criminal History Searches and Reports

- 1. A non-refundable fee of \$6.85 will be charged for every search, regardless of search results. If more than one record matches your description, each record match viewed will be an **additional** \$6.85.
- 2. To retrieve a criminal history record, it is recommended you enter the exact spelling of the person's name and the correct date of birth (NOTE - **DO NOT** use suffix i.e. Jr, Sr, I, II, Esq). Although, to ensure a more accurate response, you may want to include the optional criteria, which are the social security number, gender and race. Use of maiden and or alias names will require an additional \$6.85 search. **Misspellings may result in a failed search.**

3. CBI shall deny any person access to records of official actions and criminal justice records unless such person agrees to a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

I hereby affirm that the records I am requesting shall not be used for the direct solicitation of business for pecuniary (financial) gain. (Per Colorado Revised Statute: 24-72-305.5)

4. If you have lived in more than one state (even if you're not sure of where), you can do a "National Check", this is a **"Finger Print Search"** (you may contact your local Law Enforcement Office to have your Finger Prints taken) the cost for this search is currently \$18.00 and could take 14-16 weeks. **Call the FBI in West Virginia for their procedure 304-625-2000.**

5. CDOC will do a National Search however; if you do not list everything you could be denied for one calendar year.

Items listed below includes the Application, Basic Volunteer Training (New Volunteers), Facility Orientation, Annual Update Application and Annual Update Volunteer Training.

1. **Application to CDOC for Background Investigation** Potential volunteers must make individual application by submitting form 900-1A (two pages). Each applicant will undergo a background investigation to explore criminal history. Volunteers will receive an Approval / Denial Letter when background is complete. This letter will include instructions for approved volunteers to schedule themselves for the Basic Volunteer Training and will include a statewide training schedule.
2. **Basic Volunteer Training - BVT (6-8 Hrs)** Only individuals who have been cleared through the application and background process are allowed to attend training. Training will include: Introduction to CDOC, Professionalism, Offender Supervision, Games Offenders Play, Positive Professional Communication, Working with Sex Offenders and Female Offenders, and Hostage Survival. Upon successful completion of this training each volunteer will complete the Volunteer Agreement and Training Certification forms.
3. **Facility Orientation and Tour (up to 2 Hrs)** Facility Orientation Tours are required at each facility a volunteer plans to access. Following successful completion of the Basic Volunteer Training, each volunteer will contact the appropriate Facility Volunteer Coordinator (listed on the Training Schedule) to arrange the Facility Orientation Tour. Upon successful completion of this tour(s) each volunteer will complete the Orientation form (AR 900-1D) to be held for Warden Approval.
4. **Warden Approval (Form AR 900-1D)** By statute each Warden / designee is responsible for approving all individuals entering the facility. The Warden's signature on the Orientation form satisfies this requirement and completes this process. Volunteer's Facility access is not established until the Warden's signature has been issued and the Faith and Citizen Programs office has processed the forms. **Please Note:** Approved Volunteers will be notified by mail, e-mail or phone call, by the Facility Volunteer Coordinator once all steps have been completed. Notification will include the program day/date and time of approved facility access. Welcome to the CDOC.
5. **Volunteer May Now Access CDOC Facility (Per Volunteer Roster)** Approved volunteers are not allowed unrestricted access. They may access only for their approved program(s) as scheduled by the Facility Volunteer Coordinator. Approved volunteers are allowed access by signing in and exchanging their photo ID for a Green Volunteer Badge.
6. **Annual Update Application and Background Investigation are required.** To remain an active CDOC Volunteer each individual is required to submit an Annual Update Application (form AR 900-1A, two page). An annual background investigation will be done and unless something new is revealed the volunteer remains active.
7. **Update Volunteer Training - UVT (2 hrs)** Annually each volunteer is required to attend a four-hour refresher class to remain active. These classes are offered throughout the year at various locations around Colorado. See the current Volunteer Training Schedule for dates and locations.
8. **Guest Access** - Individuals who are potential volunteers or are affiliated with an approved special event must complete and submit a Guidelines for Guest (AR 900-1J) to affected facilities for consideration.

Colorado Department of Corrections - Faith and Citizen Programs
Volunteer Training Schedule

Becoming A CDOC Volunteer inside the Facilities

- **Initial steps:** Program approval, volunteer application, background clearance, basic volunteer training (BVT), facility specific orientation
- **Update steps:** Update application (every 12 months), update volunteer training (UVT—every 12 months)

The Office of Faith and Citizen Programs (FCP) will send you (the active volunteer) a reminder notice one month in advance of your update application due date. You are responsible to submit your completed application, register for training upon approval of your application, and attend a UVT every 12 months in order to remain an “active” CDOC volunteer.

Pre-Register for ALL Training

Your application must be **approved** before you can enroll in training. FCP will notify you in writing when your application is approved. The complete application process and pre-registration is required in order to attend any training. **Please call Danyel Fox at 719-583-5975 or one of the class instructors to register.** Training is available at various locations throughout the state each month (see schedule on back). To ensure space availability, please register for training as soon as you are notified that your application is approved. Training is rarely canceled or rescheduled, but may be necessary due to unforeseen circumstances. You will be notified by phone and email of any schedule changes as soon as practicable. Additional training may be scheduled for specific large groups (25+) **only** when scheduled classes are not available or suitable.

Basic volunteer training (up to 8 hours) is required for all newly approved CDOC volunteers. This training prepares you to work in a correctional environment, with sessions on: CDOC Facilities, Professionalism, Supervision, Offender Behavior, Specific Offender Groups, Communication, Prison Safety, and Hostage Survival.

Update volunteer training (up to 4 hours) is required every 12 months in order to remain an “active” CDOC volunteer. This training is a refresher on safety and security matters and recent CDOC policy changes, and includes time for you to share and learn from one another.

Facility specific orientation (up to 2 hours) is required for each CDOC facility at which you intend to volunteer. This walking tour allows you to meet specific staff and learn details about the facility. Within 90 days of successful completion of BVT, you must complete a facility specific orientation. Schedule your orientation with the facility volunteer coordinator. You will only be “active” and able to provide service after the entire orientation process is complete (including warden’s signature and FCP data entry).

CDOC and PRIVATE FACILITIES

** Training locations listed in **bold**.

CDOC Central Office (HQ) 2862 South Circle Drive, Colo Springs North on Janitell off S. Circle North of University of Phoenix Building	719-226-4481	Arkansas Valley Corr. Facility (AVCF) 12750 Hwy 96, Crowley	719-267-3520
Buena Vista Corr. Complex (BVCC) 15125 Hwys 24 & 285, Buena Vista	719-395-2404	Bent County Corr. Facility - BCCF 11560 Road FF75, Las Animas	719-456-2610
Canon Minimum Centers (CMC / FMCC) Hwy 50 & Evans Rd, Canon City	719-269-5601	Centennial Correctional Facility (CCF)	719-269-4810
Cheyenne Mountain Re-Entry Center-CMRC	719-390-0125	Colorado Correctional Center (CCC) 15445 South Golden Road, Golden	303-273-1620
Colorado State Penitentiary (CSP)	719-269-5120	Co. Territorial Correctional Facility (CTCF)	719-275-4181
Crowley County Correctional Facility (CCCF)	719-267-3548	Delta Correctional Center (DCC) 4102 Sawmill Mesa Road, Delta	970-874-7614
Denver Complex (DWCF) 3600 Havana	303-307-2500	Fremont Correctional Facility (FCF)	719-269-5002
Kit Carson Correctional Center (KCCC) 49777 County Road V, Burlington	719-346-9450	LaVista Correctional Facility (LVCF)	719-544-4800
Limon Correctional Facility (LCF)	719-775-9221	Rifle Correctional Center (RCC) 0200 County Road 219, Rifle	970-625-7578
San Carlos Correctional Facility (SCCF) 1410 west 13 th , Pueblo	719-544-4800	Sterling Correctional Facility (SCF) 12101 Hwy 61, Sterling	970-521-5010
Trinidad Correctional Facility (TCF) 21000 Hwy 350, Model	719-845-3226	Youthful Offender System (YOS)	719-544-4800

Additional Training Locations:

BV - Mountain Heights Baptist Church, 28390 County Road 317, Buena Vista
NFC – New Freedom Church, 175 South Madison Ave., Loveland

Approved Trainers: Kirk Machin 719-583-5840, Darryl Proffit 719-775-9221x3435, David Chaffee 303-307-2656, Kerri Delarosa 719-269-5435, Jennifer Quintana 719-395-7287, Jim Sexton, Narva Courtney, Cynthia Lewis, Rhonda Funston, Ali Shoaga, Susan Fuller.

Cleared volunteers must make training reservations - Call Danyel at 719-583-5975 or any of the instructor phone numbers listed above to register for any class.

Thank you for Volunteering!!

2016 VOLUNTEER TRAINING SCHEDULE

- Participants must be available 15 minutes prior to class and must have a valid photo ID for check-in.
- BVT participants are asked to please bring a sack lunch, unless otherwise notified. Microwaves are not always available. Thank you.

Class descriptions and training location abbreviations listed on front. UVT classes scheduled for both morning and afternoon will have the 8:00 a.m. classes filled prior to filling the 12:00 p.m. class.

Date	Day	Location	Time	Trainers	Date	Day	Location	Time	Trainers	Date	Day	Location	Time	Trainers
January					5/21	Sat	BV	8:00 AM	JQ	10/22	Sat	BV	8:00 AM	JQ
(BVT) - Basic Vol Training					June					10/22	Sat	SCF	8:00 AM	DP
1/9	Sat	DWCF	8:00 AM	DC	(BVT) - Basic Vol Training					10/29	Sat	FMCC	8:00 AM	KD
1/23	Sat	FMCC	8:00 AM	KD	6/4	Sat	HQ	8:00 AM	KM	November				
(UVT) - Update Vol Training					6/25	Sat	RCC	8:00 AM	JQ	(BVT) - Basic Vol Training				
1/8	Fri	CCC	6:00 PM	DC	(UVT) - Update Vol Training					11/5	Sat	LCF	8:00 AM	DP
1/9	Sat	SCF	8:00 AM	DP	6/2	Thu	TCF	6:00 PM	KM	11/5	Sat	DWCF	8:00 AM	DC
1/23	Sat	HQ	8:00 AM	KM	6/11	Sat	SCCF	8:00 AM	KD	11/19	Sat	SCCF	8:00 AM	KD
1/23	Sat	HQ	12:00 PM	KM	6/11	Sat	DWCF	12:00 PM	DC	(UVT) - Update Vol Training				
1/23	Sat	RCC	8:00 AM	JQ	6/11	Sat	DWCF	8:00 AM	DC	11/4	Fri	DWCF	6:00 PM	DC
February					6/16	Thu	AVCF	6:00 PM	DP	11/19	Sat	HQ	8:00 AM	KM
(BVT) - Basic Vol Training					6/24	Fri	KCCC	6:00 PM	DC	11/19	Sat	HQ	12:00 PM	KM
2/6	Sat	HQ	8:00 AM	KM	July					December				
2/20	Sat	DCC	8:00 AM	JQ	(BVT) - Basic Vol Training					(BVT) - Basic Vol Training				
(UVT) - Update Vol Training					7/9	Sat	FMCC	8:00 AM	KD	12/10	Sat	HQ	8:00 AM	KM
2/6	Sat	LCF	8:00 AM	DP	7/16	Sat	DWCF	8:00 AM	DC	12/10	Sat	RCC	8:00 AM	JQ
2/20	Sat	SCCF	8:00 AM	KD	(UVT) - Update Vol Training					(UVT) - Update Vol Training				
2/27	Sat	DWCF	8:00 AM	DC	7/15	Fri	CCC	6:00 PM	DC	12/3	Sat	DWCF	8:00 AM	DC
2/27	Sat	DWCF	12:00 PM	DC	7/23	Sat	RCC	8:00 AM	JQ	12/3	Sat	DWCF	12:00 PM	DC
March					7/23	Sat	SCF	8:00 AM	DP	12/17	Sat	SCCF	8:00 AM	KD
(BVT) - Basic Vol Training					7/30	Sat	HQ	8:00 AM	KM					
3/5	Sat	SCF	8:00 AM	DP	7/30	Sat	HQ	12:00 PM	KM					
3/19	Sat	DWCF	8:00 AM	DC	August									
3/19	Sat	SCCF	8:00 AM	KD	(BVT) - Basic Vol Training									
(UVT) - Update Vol Training					8/20	Sat	HQ	8:00 AM	KM					
3/12	Sat	HQ	8:00 AM	KM	8/27	Sat	DCC	8:00 AM	JQ					
3/12	Sat	HQ	12:00 PM	KM	(UVT) - Update Vol Training									
3/12	Sat	DCC	8:00 AM	JQ	8/6	Sat	LCF	8:00 AM	DP					
3/18	Fri	DWCF	6:00 PM	DC	8/13	Sat	DWCF	12:00 PM	DC					
April					8/13	Sat	DWCF	8:00 AM	DC					
(BVT) - Basic Vol Training					8/20	Sat	SCCF	8:00 AM	KD					
4/9	Sat	HQ	8:00 AM	KM	September									
4/23	Sat	BV	8:00 AM	JQ	(BVT) - Basic Vol Training									
(UVT) - Update Vol Training					9/17	Sat	SCF	8:00 AM	DP					
4/2	Sat	SCF	8:00 AM	DP	9/24	Sat	DWCF	8:00 AM	DC					
4/16	Sat	DWCF	8:00 AM	DC	9/24	Sat	SCCF	8:00 AM	KD					
4/16	Sat	DWCF	12:00 PM	DC	(UVT) - Update Vol Training									
4/30	Sat	FMCC	8:00 AM	KD	9/10	Sat	HQ	8:00 AM	KM					
May					9/10	Sat	HQ	12:00 PM	KM					
(BVT) - Basic Vol Training					9/17	Sat	DCC	8:00 AM	JQ					
5/14	Sat	LCF	8:00 AM	DP	9/23	Fri	DWCF	6:00 PM	DC					
5/14	Sat	DWCF	8:00 AM	DC	October									
5/21	Sat	SCCF	8:00 AM	KD	(BVT) - Basic Vol Training									
5/21	Sat	NFC	8:00 AM	DP	10/15	Sat	BV	8:00 AM	JQ					
(UVT) - Update Vol Training					10/22	Sat	HQ	8:00 AM	KM					
5/14	Sat	HQ	12:00 PM	KM	(UVT) - Update Vol Training									
5/14	Sat	HQ	8:00 AM	KM	10/15	Sat	DWCF	8:00 AM	DC					
5/20	Fri	NFC	6:00 PM	DC	10/15	Sat	NFC	1:00 PM	DC					

Approved Trainers: Kirk Machin 719-583-5840, Darryl Proffit 719-775-9221x3435, David Chaffee 303-307-2656, Kerri Delarosa 719-269-5435, Jennifer Quintana 719-395-7287, Jim Sexton, Narva Courtney, Cynthia Lewis, Rhonda Funston, Ali Shoaga, Susan Fuller.

Cleared volunteers must make training reservations - Call Danyel at 719-583-5975 or any of the instructor phone numbers listed above to register for any class.

Thank you for Volunteering!!



COLORADO DEPARTMENT OF CORRECTIONS
Faith and Citizen Programs
Volunteer Application

Check One:

New Volunteer
Annual Update

For DOC Use Only (Please leave this section blank)
Visiting:
Background Investigation By:
Date Investigation Completed:
Application Reviewed By:
Application Is: Approved Denied Review
Reason:

Mail completed form to: Colorado Department of Corrections
c/o CDCO Faith and Citizen Programs coordinator
2862 South Circle Drive
Colorado Springs, Colorado 80906
Phone: (719) 583-5975 or (719) 583-5840

Please print or type your name as it appears on your driver's license.

Last Name First Name MI Maiden

Birth Date (minimum age-21) Gender E-Mail Address

Address (please notify DOC of any change of address) No. And Street or PO Box

City/Town State Zip Code

Area Code/Home Phone Area Code/Work Phone/Extension

Social Security Ethnicity (Optional)
Drivers License: State #

In Case of Emergency Notify:
Name: Phone: ()

Name of Approved DOC Program:
Address
Phone: FAX:
E-Mail:
Name of Program Leader:
Signature of Program Leader:
Are you receiving any compensation/school credit for your volunteer service? Yes No
If yes, please explain:

Facility Preference: Please check one or more Any Facility
Arkansas Valley Corr. Fac. CSP/Centennial Corr. Fac. La Vista Cor. Fac. Territorial Cor. Fac
Buena Vista Corr. Fac. Delta Cor. Cntr. Limon Cor. Fac. Trinidad Cor. Fac.
Canon Min. Cntrs. DRDC Rifle Cor. Cntr. Youthful Off. Sys.
ACC, FMCC, SCC Den. Women's Corr. Fac. San Carlos Cor. Fac
Colo. Cor. Cntr. Fremont Cor. Fac. Sterling Cor. Fac
Private Facilities: Bent County Corr. Fac. Cheyenne Re-Entry Crowley County Corr. Fac.
Kit Carson Corr. Ctr.

COLORADO DEPARTMENT OF CORRECTIONS

Volunteer Application - Page 2

Offender Relationships - Please answer each question yes or no.	No	Yes
1. Are you related to any DOC offender (including probationer or parolee)?		
2. Within the last two years have you visited with any DOC offender?		
3. Within the last two years have you written to or corresponded with any DOC offender?		
4. Have you, or someone you know, EVER been victimized by a current DOC offender?		
5. Do you currently have any legal action involving any DOC offender?		
If "yes," explain below, including names, DOC #s relationship, facility, etc.		

Criminal History: <u>False</u> or <u>incomplete</u> information on this application will be grounds for denial or termination. A Criminal record does not necessarily make you ineligible for volunteer service. Be careful to list all criminal history					
Please answer each question yes or no.	No	Yes			
1. Have you EVER been arrested, charged or convicted of any felony?					
2. Have you EVER been arrested, charged or convicted of any misdemeanor?					
3. Have you EVER been incarcerated in a correctional facility or jail?					
4. Are there ANY charges pending against you for any criminal offense?					
If "yes," complete the blanks below (attach additional explanation if necessary)					
Month/Year	Offense or Charge	Disposition	Arresting Agency	City	State

New volunteers must attend the Volunteer Training within six months of application approval. To remain active, please notify the DOC whenever your address changes. Thank you.

I understand this form is the first step in becoming a Colorado Department of Corrections volunteer. If approved I will be required to complete a basic volunteer training, and a specific orientation for each facility I am approved to access. I understand I will be required to adhere to all Colorado Department of Correction rules and regulations, including but not limited to those pertaining to security, searches, offender relations, contraband, and professional conduct. I understand each administrative head has final discretion to approve or deny my volunteer service at the facility level.

I authorize representatives of the Colorado Department of Corrections to make any and all appropriate inquiries regarding my background and I release the Colorado Department of Corrections and its representatives from any liability which may result from such action.

SIGNATURE: _____ **DATE:** _____



Colorado Department of Corrections Guidelines for Guests

You are requesting clearance to visit a Colorado Department of Corrections facility as a guest. To make your visit safe we ask you to read the following guidelines and sign on page 2. Remain with your escort at all times and follow directions. Enjoy your visit.

The completed form must be submitted for each guest request when providing background information for clearance.

Do's for Guests

- **DO REMEMBER!!! SECURITY ALWAYS COMES FIRST!**
- Do follow CDOC rules. Ask questions if you are uncertain.
- Do dress appropriately. Casual business attire. Conservative is best.
- Do sign-in and sign-out on the appropriate forms each time you enter or leave ANY CDOC FACILITY.
- Do wear the appropriate badge in view of security DOC employees at all times. (Green – Volunteer, Red – Guest)
- Do respect the confidentiality of records and other privileged information. Listen carefully and sincerely.
- Do recognize the need for ongoing training and supervision.
- Do be loyal to the CDOC, and the offenders you serve. Be a team player and always remain professional.
- Do be dependable. Arrive and leave on time. Earn respect from the offenders and DOC employees.
- Do notify the facility coordinator or shift commander if it is impossible to be at the facility on time.
- Do treat everyone in a professional and ethical manner, but do not become personally involved.
- Do treat offenders with respect. Maintain honesty and accept others whose values system maybe different from your own.
- Do be objective, enthusiastic, mature and confident. Do use discretion and good judgment.
- Do submit reports when required.
- Do obtain written approval from the facility volunteer coordinator prior to changing the program formats.
- Do keep CDOC apprized of changes of address, phone numbers etc., by notifying Faith and Citizen Programs at (719) 226-4481.

Don'ts for Guests

- **Do not supply phone number or address or personal information about yourself, other volunteers, or DOC employees.**
- **Do not touch offenders inappropriately (NO HUGGING – Handshake only).**
- Do not criticize what is not understood. Ask for an explanation.
- Do not make a phone call for an offender, or perform any similar service.
- Do not give anything to an offender.
- Do not take anything, including letters, into a facility. Bring nothing out without explicit permission.
- 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 use photography equipment on institutional property for any purpose without specific permission.
- Do not proselytize. You may share your faith beliefs when asked.
- Do not make derogatory remarks about ANY faith group or other organization.
- Do not promise to keep information given you by an offender confidential if it involves safety and security in any manner.
- Do not wear transparent/sheer clothing, tight fitting clothing, shorts, cut offs, capri's, dresses above the knees, open-toed shoes, V cut shirts, or any revealing clothing.

**Any violations of these do's and don'ts may result in
the termination of your volunteer/guest service!**

Security Issues

Safety and security are our Top Priority. If you observe an unsafe or non-secured condition, notify your facility chaplain, volunteer coordinator, or other DOC employees immediately.

Professionalism: Volunteers aid DOC employees. Appearance, conduct, language, and attitude reflect your character and integrity. Earn respect and be patient with DOC employees.

Personal parameters and boundaries: When possible, use formal titles, such as: Administrative Head, Captain, Officer, Mr., Ms., or Sir. Do not befriend an offender for the purpose of intimacy. Do not supply your phone number or address, or personal information about yourself, another volunteer, or DOC employee. Avoid contact with an ex-offender.

Contraband: 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. Offender property must come from approved sources – NOT VOLUNTEERS OR GUESTS. **REMEMBER: “Nothing in; nothing out.”**

Search procedures: Any person and/or vehicle is subject to search upon entering the grounds of a correctional facility. Volunteers/Guests may refuse to be searched. Such refusal will result in termination of volunteer/guest status. Facility access may require an individual to clear a metal detector. Ensure clothing and additional adornment items are free of metal (bobby pins, hair ties, ink pens, etc.).

Managing aggressive behavior: If an offender becomes hostile, remain calm, back away, and immediately seek DOC employee assistance; correctional employees are trained to handle difficult situations. If alone, gradually move to a location where you can be seen by DOC employees.

Offender Fights: Do not try to break up offender fights. Summon DOC employees to handle the situation.

Meet Your Clients

Offenders are former free citizens who have committed crimes and are now confined. These offenders are like us in many ways. They have dreams, loved ones, and they laugh and cry. You may notice a sense of hopelessness among members of the offender population. As a volunteer or guest with an offender program, you bring in affirmation, encouragement, and hope.

Offenders tend to fall into one of four prison cultures:

1. **Individuals:** A large majority of these offenders come from dysfunctional families. Physical or sexual abuse during childhood is common. Lack of education may cause people to turn to crime. Many offenders are functionally illiterate. Drug and alcohol use are often major influences in offender's lives.
2. **Ethnic groups:** The offender population within the DOC is made up of several ethnic groups. The percentages of these groups vary in day to day operation. Be aware of the differing ethnic groups, and treat all with professional respect.
3. **Gangs:** Many offenders were gang members before incarceration. Others become members in prison as a means of survival. There are many different gangs represented in prison. Violence is often a part of gang affiliation.
4. **"Institutionalized":** Prison becomes a "comfort zone" to this group of offenders. Since the CDOC provides all their necessities, they are comfortable in prison and therefore hesitant to leave the prison environment.

Offender Relationships – Please circle yes or no for each question. *Please submit written details for any ‘yes’ on a separate sheet of paper.*

- | | | |
|---|-----|----|
| 1. Are you related to any CDOC offender (including: probationer or parolee)? | Yes | No |
| 2. Within the last two years have you visited with any CDOC offender? | Yes | No |
| 3. Within the last two years have you written to or corresponded with any CDOC offender? | Yes | No |
| 4. Have you, or someone you know, EVER been victimized by a current CDOC offender? | Yes | No |
| 5. Do you currently have any legal action involving any CDOC offender? | Yes | No |

PLEASE PRINT NAME

SIGNATURE

DATE