

LAWS GOVERNING ESCAPE AND CONTRABAND

The following laws are important because they could be applicable to volunteers:

18 PA C.S.A.

5121. **Escape**

- (b) Permitting or facilitating escape — A public servant concerned in detention commits an offense if he knowingly or recklessly permits an escape. Any person who knowingly causes or facilitates an escape commits an offense.

1972, Dec. 6, P.L. — No. 334, 1, effective June 6, 1973.

5122. **Implements for Escape**

- (a) Offense defined — a person commits a misdemeanor of the first degree if he unlawfully introduces within a detention facility or mental hospital, or unlawfully provides an inmate thereof with any weapon, tool or other thing which may be used for escape. An inmate commits a misdemeanor of the second degree if he unlawfully procures, makes, or otherwise provides himself with, or has in his possession any such implement of escape.
- (b) Definition — As used in this section the word “unlawfully” means surreptitiously or contrary to law, regulation or other of the detaining authority.

1972, Dec. 6, P.L. — No. 334, 1, effective June 6, 1973.

5123. **Contraband**

A person commits a misdemeanor of the first degree if he sells, gives, or furnishes to any convict in prison, or inmate in a mental hospital, or gives away in, or brings into any prison, mental hospital, or any building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth or county for the use and benefit of the prisoners or inmates, or puts in any place where it may be secured by a convict of a prison, inmate of a mental hospital, or employe thereof, any kind of spirituous or fermented liquor, drug, medicine, poison, opium, morphine, or other kind of narcotics, (except the ordinary hospital supply of the prison or mental hospital) without a written permit signed by the physician of such institution, specifying the quantity and quality of the liquor or narcotic which may be furnished to any convict, inmate, or employe in the prison or mental hospital, the name of the prisoner, inmate, or employe for whom, and the time when the same may be furnished, which permit shall be delivered to and kept by the warden or superintendent of the prison or mental hospital.

1972, Dec. 6, P.L. — No. 334, 1, effective June 6, 1973.

Introduction — Guidelines For Volunteers...

We in Pennsylvania correctional work look upon volunteers as a valuable asset. You bring to the system fresh views and willing hands and minds.

We are looking forward to the ways in which you will enhance the total program at this institution, but we know your effectiveness can only begin after you understand the operation of the institution, its security needs, and what is expected of you while you are a volunteer. If we are successful in working together as a team, we will all enjoy the satisfaction of seeing inmates find better ways to grow and learn while incarcerated and leave this facility in a better position to be a more contributing citizen than when he/she arrived here.

So, as with all persons who work in corrections, it is very important that you, as a volunteer, participate in an orientation process and be provided a handbook and proper identification. It is important that you fully understand and follow the rules, regulations and guidelines as they are outlined for you in this orientation and handbook.

The purpose of this booklet and this orientation today is to help you be successful by familiarizing you with the overall function of the institution and its programs, and to help you gain an understanding of the interrelationships of your role with the inmates, staff and general correctional policy.

As you go about your volunteering, the staff is always available to help you in any way in which we can. We not only hope, but expect that you will ask for our assistance in making your volunteer efforts the best they can be.

Thank you for your interest and commitment to this need.

RESPECT

We ask that you respect and treat inmates as fellow human beings. They are people, not unlike yourself, who have made a regrettable mistake in life — for which they are now making payment. In most cases they will return to society. They become productive citizens, most often, if they have achieved a measure of self-esteem while incarcerated. Inmates are to be accorded the rights of human dignity which apply to all of us.

In your volunteering efforts, avoid trying to be “one of the boys”. Be yourself, a concerned, caring person from the community simply trying to help a person enhance his/her life through spiritual support, education, emotional support or social interaction. Don't make promises you can't keep just to be a “nice guy”. Such let-downs can cause problems.

Keep in mind that in this job you are working to assist inmates in preparation for their return to society. To do so, treat them as you would a neighbor or friend whom you are trying to help. Talk to them as the adults they are, don't talk down to them.

It is important that you avoid “feeling sorry” for inmates. Know the difference between sympathy and empathy. Volunteers who are able to maintain an objective outlook are the most effective volunteers.

Remember that all information concerning inmates is confidential and not to be discussed with anyone outside the institution.

Avoid being naive or gullible. Watch out for occasions when an inmate may try to lure you into a compromising position, such as taking out a letter. Be firm about your stance.

Be fair in your treatment of inmates. Do not favor particular inmates or show partiality. You are there for each person who needs your skills and participates in your program.

Finally, do not lie to inmates. Be honest and be yourself.

PERSONAL INVOLVEMENT

In your working relationship with the inmates, we suggest you avoid personal involvement with the inmate's family life. Contacting the family for him/her could place you in a very difficult position, and we strongly advise against this. Emotional involvement with inmates, their families or friends can lead to less effectiveness as a volunteer. Likewise, we suggest you carefully evaluate how much you want to tell the inmate about your own personal life. We suggest you not release your telephone number or mailing address. If you have a question in this area let's discuss it before the fact. Objectivity must be maintained, however, remember that a cool, aloof or detached manner toward offenders is equally ineffective.

INMATES HAVE LIBERAL ACCESS TO TELEPHONES AND MAIL PRIVILEGES.

PERSONAL WELFARE

You are not permitted to strike or lay hands on an inmate unless it is in self-defense. Only the amount of force necessary for your self-defense is to be used. Call for help immediately.

For everyone's safety, especially yours, any unusual situation which occurs or information received, which could threaten person, property or security, **must be relayed immediately to a staff person.**

SUMMARY

Things NOT to do:

- Give or receive anything from inmates.
- Promise to make phone calls or contact family members without first discussing this with the staff coordinator.
- Carry out mail or any other article from an inmate.
- Become overly friendly to the point you could be placed in a compromising position.
- Bring in any alcoholic beverage, narcotics, or arrive at the institution yourself under the influence of drugs or alcohol.
- Bring in significant amounts of money or expensive jewelry.
- Display keys or leave them lying around.
- Resort to being "one of the crowd" to get along with the inmates.
- Be naive or gullible.
- Show favoritism to any inmate or small select group of inmates.
- Leave personal or institution possessions in an unsecured location.
- Use vulgarity or profanity in the institution.
- Attempt to psychoanalyze the inmates you deal with, or recommend any medical procedure.
- Engage in controversial or critical discussions about the staff or institution programs.

Things to do:

- Inspire inmates to greater achievements. Help instill pride.
- Display a positive attitude in working with inmates, and treat them with the dignity afforded fellow human beings.
- Be firm, fair and honest in dealing with inmates.
- Be polite and courteous at all times.
- Be a good listener.
- Keep your vehicle locked.
- Be familiar with institution policies, rules and regulations.
- If you are not sure of something, ask before you act.
- Be aware that all persons are subject to search on the institution grounds and do not carry anything which is considered contraband.
- Maintain a neat, clean appearance.
- Report all irregularities to a staff member.
- Know how to say "no" to an inmate.
- Avoid feeling sorry for inmates. Empathy — yes; sympathy — no.
- Speak in simple language as you work with inmates.
- Be committed and persistent in your volunteering.

These DO's and DON'Ts will help you understand your role in sharing your talents and skills while contributing to safety for everyone -- inmates, volunteers and staff.

A GENERAL RULE OF THUMB IS TO BE AS PLEASANT AS POSSIBLE IN ALL SITUATIONS.
As a volunteer, you represent volunteers in general, and your actions or behavior can influence the acceptance of all volunteers.

DEPARTMENT OF CORRECTIONS AFFIRMATIVE ACTION POLICY

The Department of Corrections is an Equal Opportunity Employer and as such will adhere to all federal and state laws and directives which relate to employment practices affecting minorities, women, and the handicapped.

The official policy of this Department is to:

1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religious creed, lifestyle, handicap, ancestry, national origin, union membership, age or sex.
2. Develop and implement sound administrative policy which will ensure that management decisions affecting program operations, services provided and employment practices are consistent with this policy.
3. Assure that all matters affecting the pay, benefits, transfers, furloughs, returns from furloughs, and agency sponsored training, education, tuition assistance, social and recreational programs are administered consistent with the strategies, goals, and timetables of the Affirmative Action Plan.
4. Maintain a work atmosphere that is free from discrimination, reprisal and sexual harassment of any employe.
5. Increase employment opportunities for qualified handicapped applicants and employes.
6. Assure that in offering employment or promotion to handicapped persons, no reduction in compensation would result because of a disability income or other benefit.
7. Assure that reasonable accommodation will be made for the physical or mental limitations of an applicant or employe.

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4. Annual Orientation - The following should be reviewed annually with the volunteers: Laws covering escape and contraband, Institution Visiting Brochure, Guidelines for Volunteers in Corrections, Emergency Information, Volunteer Report, Volunteers Evaluation Form.

E. Volunteer Supervision

1. Proper escort of volunteers within the facility shall be provided as deemed necessary by the facility.
2. Appropriate supervision shall be provided by an employee while the volunteer is in the facility.

F. Termination of Volunteers

The Superintendent or the officer in charge may suspend any volunteer activity as deemed necessary for security, custody, and control of that facility, or safety of the volunteer. Volunteers may be terminated by the Superintendent when it is determined that the volunteers are no longer performing the services for which approved, that the services are no longer needed, or that the volunteers by their behavior indicate an inability or willingness to function within the structure, rules and regulations of the institution.

G. Suspended Volunteers/Visitors

1. When a volunteer/visitor is suspended from a Department of Corrections facility, the name and address of the individual along with the rationale for suspension will be forwarded to the Bureau of Treatment Services. If the suspension is the result of involvement with an inmate that name and number should also be included.
2. The Bureau of Treatment Services will notify each institution and regional community services office of the name of the suspended volunteer/visitor. Any facility receiving a request from a suspended volunteer/visitor to enter their facility or if the suspended volunteer is already serving at their facility, the Deputy for Treatment or Regional Director should contact the Bureau of Treatment Services for the actual reasons for suspension.
3. A suspension at one facility is sufficient cause for denying entrance to any other facility. However, the final decision rests with the Superintendent or Regional Director. For further clarification see memo dated September 5, 1986 "Suspended Volunteers/Visitors" from Erskind DeRamus, Deputy Commissioner for Programs.

H. Inmate Orientation

1. Each facility shall be responsible for orienting the inmate regarding volunteer programs. This orientation shall include the role of volunteers, the limits of their authority and the mutual responsibility of the inmate and volunteer. This will be conducted during orientation sessions prior to placement in general population.

VOLUNTEER REPORT OF INMATE PARTICIPATION

It is important that reports on inmates who participate in habilitation programs become part of their official treatment record. One progress report is to be submitted to the volunteer coordinator at the completion of the program or once a year. Programs by volunteers are valued. Thank you for your cooperation.

Inmate Name: _____ Inmate # _____

Name of Program: _____ Sponsoring Dept.: _____

Starting Date: _____ Date Completed: _____

Attendance at Meetings: () Regular () Occasional () Frequently Absent

Program Goals Achieved: _____

Comments and Recommendations on Inmate Performance: _____

Signature of Volunteer Making Report: _____ Date: _____

OFFICIAL USE ONLY:

VOLUNTEER REPORT

Your comments and ideas are welcome. Periodically you may be asked to complete the questions on this form to describe your progress and suggestions. (NOT TO BE ANSWERED DURING ORIENTATION)

Name: _____ Date: _____ Program: _____

Goal for participation: _____

Recommendations for improvement of the program: _____

Reoccurring problems experienced: _____
