

WELCOME

The following section consists of the Rules & Regulations for Cumberland County Prison. They are designed to address the most common events occurring between an offender and service providers, and hopefully will answer any questions pertaining to this institution's expectations.

II. RULES AND REGULATIONS “DON'TS”

1. DO NOT leave your vehicle unlocked.
2. DO NOT leave any contraband such as implements for escape, medications or weapons in your vehicle.
3. DO NOT bring anything into the facility without prior approval from the Staff Coordinator each time. **DO NOT GIVE ANYTHING** directly to inmates. If you wish to give a Bible or other religious item to inmates, please bring those items to the Chaplain for his approval.
4. DO NOT take anything out of the facility without prior approval from the Staff Coordinator.
5. DO NOT get personally involved with an inmate's life by making personal contact with his family or friends without prior approval from the Staff Coordinator
6. DO NOT aid or abet the escape of any inmate.
7. DO NOT make promises to an inmate if you are not certain they can be kept.
8. DO NOT favor any particular inmate or inmates. Do not show partiality in any situation.
9. DO NOT strike or lay hands on an inmate unless in self-defense (See Emergency Procedures).
10. DO NOT write or telephone a judge or other court personnel regarding an inmate without prior approval from Staff Coordinator.
11. DO NOT give legal or therapeutic advice unless licensed or trained to do so.
12. DO NOT force inmates into a situation that requires disclosure of unnecessary information.
13. DO NOT criticize institutional policies or people.
14. DO NOT take photographs without authorization from the Warden or Deputy Warden
15. DO NOT do anything which would compromise the security of the institution. When in doubt **ASK BEFORE YOU ACT.**
16. DO NOT lie to inmates.

III. RULES AND REGULATIONS “DO’S”

1. DO maintain a professional and positive attitude at all times.
2. DO sign yourself in and out at the Administrative window (Visitation Roster).
3. DO complete the Activity Attendance Form and return to Central Control at conclusion of program.
4. DO respect and treat inmates as human beings.
5. DO maintain a neat appearance at all times.
6. DO have all correspondence and telephone calls relative to business of the institution cleared through the Staff Coordinator.
7. DO report any unusual situation or information that would threaten person, property or security to the Shift leader immediately.
8. DO remain only in areas you are authorized or instructed to go at all times.
9. DO maintain confidentiality by not discussing information concerning inmates outside the institution.
10. DO feel free to bring any ideas for new activities to the Staff Coordinator.
11. DO be the best role model.
12. DO report monthly of progress about your work with inmates to your Staff Coordinator.
13. DO inform staff of any changes in inmates’ attitudes or radical changes in their daily routine.
14. DO be supportive, encouraging, friendly and firm.
15. DO encourage mutual respect for one another.
16. DO be sensitive by not asking questions in regards to their incarceration status.

IV. EMERGENCY NOTIFICATION

In the event you are unable to keep a scheduled appointment with an inmate, please notify the Staff Coordinator as soon as possible. You are also welcome to call ahead of time to verify that the client you want to see is currently here or available to visit.

V. EMERGENCY SITUATION

In the event a crisis situation would arise while you are in the institution, please adhere to the following:

1. Make your whereabouts known to a staff member.
2. Remain in your designated area until instructed to move.
3. If you feel your safety is in jeopardy, report to a staff member immediately.
4. Request the individual or group of inmates that you are meeting with to remain in their designated area until instructed by a staff member to return to their housing unit or required location.
5. In the event the fire alarm would sound, remain in your designated area until normal operation is resumed unless instructed to move by a staff member.
6. Remain calm.

Failure to abide by regulations by any volunteer/service provider can cause a negative impression to all. Therefore, anyone unable to function within accepted guidelines will be asked to discontinue their volunteer service.

The ranking official on duty is responsible for the institution. It is his/her option to conduct the affairs of the facility as he/she deems necessary for proper operation. Should any controversy arise, you are expected to abide by the decision of the ranking official at the time.

VI. RISK AGREEMENT

Individuals may be subject to search upon entering or leaving the institution (Title #61, Section 384).

All individuals working with inmates may be subject to legal implications. Two examples of this are:

1. Penalties for bringing contraband into a correctional facility
2. Potential lawsuits by inmates

NOTICE OF DANGEROUS CONDITION AND ASSUMPTION OF RISK

1. This correctional facility which you seek to enter as a Service Provider/ Volunteer is under the supervision and control of the Cumberland County Prison Board and a place of confinement for individuals who have been charged with crimes and are awaiting trial and/or have been convicted and serving their sentences.
2. Some of the inmates who are confined in this facility have been charged and convicted of violent crimes.
3. Inmates confined in this facility are to move freely without restraint in some areas in which you may be present.

You will assume all risks which result from the normal operation of the institution.

Revised 4/98

CUMBERLAND COUNTY PRISON

VII. APPLICATION FOR SERVICE PROVIDER/VOLUNTEER SERVICE

FULL NAME: _____

HOME ADDRESS:

_____ STREET CITY ZIP CODE

HOME PHONE: _____ SOCIAL SECURITY #: _____

E-MAIL ADDRESS _____

BIRTHDATE: _____ HEIGHT: _____ RACE: _____

HAIR COLOR: _____ EYE COLOR: _____ WEIGHT: _____

OCCUPATION: _____

PRESENT EMPLOYER: _____

ADDRESS: _____

WORK PHONE: _____

HAVE YOU EVER BEEN CONVICTED/SENTENCED ON ANY CRIMINAL CHARGES?

YES _____ NO _____

IF YES, PLEASE EXPLAIN: _____

ARE YOU CURRENTLY ON PAROLE OR PROBATION? YES WILL AUTOMATICALLY DISCLUDE YOU FROM VOLUNTEER SERVICE.

YES _____ NO _____

PRIOR EXPERIENCE AS A VOLUNTEER/SERVICE PROVIDER: _____

SERVICE WORK YOU PLAN TO DO IN PRISON: _____

SPONSORING ORGANIZATION/INDIVIDUAL: _____

APPLICANT'S SIGNATURE _____ DATE: _____

DEPUTY WARDEN-TREATMENT _____ APPROVED: _____

VIII. RECEIPT AND AGREEMENT

I have received, read, understand, and have been orientated to the Service Provider Handbook, as well as the Rules and Regulations regarding my service activities while at the Cumberland County Prison.

I agree to abide by all rules and regulations contained in this handbook or otherwise provided to me.

We, the staff here at the Cumberland County Prison, acknowledge and uphold any/all Pennsylvania Code of Ethics where applicable.

SIGNATURE OF APPLICANT

DATE

PRINT FULL NAME

WITNESS

Dear Amazing AA Volunteers,

We are introducing SignUp Genius as the method for scheduling the nights that you will bring an AA meeting into the Cumberland County Prison. You can sign up NOW for March 2023 and beyond. We need every Monday & Thursday filled with two volunteers.

Click this link and you will be taken directly to the CCP Volunteer sign up page/document. Please review the available slots and click on the button to sign up. Please hit the **Save and Continue** button at the bottom of the screen when you sign up or your information will not be saved.

<https://www.signupgenius.com/go/10C0C49A4A72CA3F5C61-ccpsign>

We strongly recommend that you create a FREE SignUp Genius account so you can edit or delete your own commitments if your schedule changes. You will also receive a confirmation of your commitment night.

You can share this link/email with interested AA members who want to volunteer. Interested volunteers must complete the CCP Volunteer Application for Clearance, and email it to Laurie B at laurie@lclpa.org. Prospective volunteers will be notified when they are approved. A copy of the CCP Volunteer Application is attached. The Volunteer Application is also posted on SignUp Genius.

For anyone receiving this email as a forward from a pre-approved volunteer: Please DO NOT sign up for meetings until you have been notified by Laurie Besden that you have clearance to go into the prison. If you go to the prison and are not on the approved list, you will not be permitted to enter.

Please email Sharon or me with questions. Sharonr.r.ryan12@gmail.com

A few VERY IMPORTANT housekeeping items:

1. The AA meetings are on **Monday & Thursday and are from 7:00 pm - 8:00 pm**. Communicate with the other person (s) you are going with to make a meeting spot to go in together (lobby or parking lot). The prison is doing us a favor by hosting/offering these meetings to the inmates & it is more work on them. We need to make this as smooth and coordinated on our end as possible so as to not waste employee time.
2. Park in the visitor's lot.
3. Do not go back and start the AA meeting solo early or if you are waiting for other volunteers to join you if it isn't 7:05 pm.
4. Please plan to arrive at the prison by 6:40 pm to be well positioned to start the meeting with the inmates at 7:00 pm.
5. The AA women's bin is behind the desk at the front door (where we check in). Make sure to ask for it.