

LACKAWANNA COUNTY PRISON

1371 North Washington Avenue
Scranton, Pennsylvania 18509
570.963.6639(p)
570.496.1745(f)



Timothy M. Betti – Warden

Colleen Orzel – Asst. Warden – Operations
David Pigga – Asst. Warden - Security

APPROVED	<input type="checkbox"/>	DENIED	<input type="checkbox"/>
DATE:			
APPROVED BY:			
OFFICIAL USE ONLY			

VOLUNTEER INFORMATION

Please print: ALL FIELDS MUST BE COMPLETED

Last Name:							
First Name:							
Middle Name:							
Street Address:							
City:		State:		Zip:			
Home Phone:			Work Phone:				
Cell Phone:							
Emerg. Contact Name:							
Emerg. Relationship:							
Emerg. Contact #'s:							
Date of Birth:		Sex:		Hair Color:			
Eye Color:			Soc. Sec. #:				
Race:							
Height:			Weight:				
Drivers Lic. Number:			Drivers Lic. State:				

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Organization/Activity:	
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INTRODUCTION-GUIDELINES FOR SUPPORT STAFF

We in Pennsylvania correctional work look upon support staff as 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 programming at the Lackawanna County Prison. 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 the facility as a more productive member of society.

It is very important that you, as support staff, 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 is to help you be successful by familiarizing you with the overall function of the institution and its programs.

As a volunteer, the staff is always available to assist you in any way. We not only hope, but expect that you will ask for our assistance in your normal course of activities.

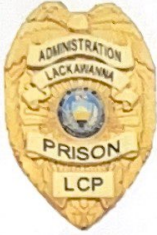
Thank you for your interest and commitment to this need.

CONTRABAND

Contraband is defined as any item not authorized within the facility or on the facility grounds. Contraband includes, but is not limited to, items that are prohibited by the facility.

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GUIDELINES

SAFETY-SECURITY

For everyone's safety, your vehicle must be locked at all times when driving or parked on the institution property.

DO NOT HAVE ON YOUR PERSON OR IN YOUR VEHICLE ANY MEDICATION, ALCOHOL, WEAPONS OR IMPLEMENTS OF ESCAPE.

Do not carry pocketknives or wear an abundance of metal jewelry. Metal items will be detected and cause you delays in entering the institution.

You are not allowed to bring anything into the facility for an inmate at any time, no matter how innocent or trivial it may seem, unless you have written permission from the Warden or his / her designee. We suggest you adopt a policy of saying "no" to any request by an inmate for you to bring in cigarettes, money, magazines or letters. If in doubt, ask a staff member.

You may not take anything out of the facility for an inmate, no matter how trivial it seems. Outgoing inmate mail **MUST BE** sent through usual facility channels (Lackawanna County Prison mailroom to United States Postal Service). As a general rule, **DO NOT** take anything from or give anything to an inmate without permission!

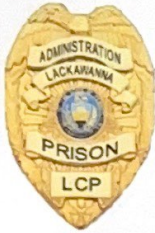
Everyone entering or leaving this correctional institution is subject to search, and the finding of contraband in your possession could be embarrassing, will most likely cause the termination of your security clearance and may result in criminal charges. In other words, you will no longer be permitted to enter the Lackawanna County Prison as a volunteer and you may be arrested.

CONTRABAND

Contraband is defined as any item not authorized within the facility or on the facility grounds. Contraband is **NEVER** permitted! Contraband includes (but is not limited to) items **NOT** pre-

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authorized, cell phones, drugs, alcohol, weapons, etc. The following is a sample list of other unauthorized items (letters, messages, stamps, tools, paper, food, etc.)

DRESS CODE

PLEASE MAINTAIN A NEAT APPEARANCE AT ALL TIMES. Very often your neat physical appearance will help you establish a good rapport with the inmates and the staff.

MEN – Long trousers, shoes and a shirt with sleeves are required.

WOMEN - Shoes and a dress, skirt or slacks with an appropriate shirt are required. See-through apparel, halter tops or extremely short skirts are not permitted.

SHORTS ARE NOT PERMITTED FOR MEN OR WOMEN!

NOTE: A pleasant, patient attitude is a must in your experiences here. This type of attitude will assure a successful experience within the Lackawanna County Prison.

RESPECT

We expect that you treat inmates as fellow human beings. Remember that inmates are incarcerated *AS* punishment, not *FOR* punishment for their crimes or alleged crimes. 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 a concerned, caring person from the community trying to help a person enhance his / her life through spiritual support, education, emotional support or social interaction. Do not make promises you can't keep just to be a “nice guy”. Such letdowns can cause problems.

Keep in mind that in this job you are working to assist inmates in preparation for their return to society. Treat them as you would a neighbor or friend whom you are trying to help. Talk to them as adults; do not talk down to them. It is important that you avoid “feeling sorry” for inmates, know the differences between sympathy and empathy. Those who are able to maintain an objective outlook are the most successful.

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

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Avoid being naïve 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.

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. DO NOT release your telephone number or mailing address. Feel free to ask staff members should you have any questions in this area. Objectivity must be maintained, however, remember that a cool, aloof or detached manner toward offenders is equally ineffective.

NOTE: INMATES HAVE LIBERAL ACCESS TO TELEPHONES AND MAIL PRIVILEGES.

PHYSICAL CONTACT

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

Any other physical contact between yourself and an inmate may be illegal. Please refrain from ALL physical contact other than self-defense.

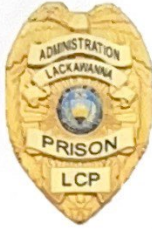
For everyone's safety, any unusual situation which occurs or information received, which could threaten person, property or security, must be relayed immediately to a Lackawanna County Prison staff person.

Volunteers and support staff are not permitted, unescorted, into some areas of the institution. Always follow the directions of staff members.

The ranking officer (Captain and / or Lieutenant) on duty, who is responsible for the institution, will take whatever action he / she deems appropriate should a controversy or

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problem arise. You are expected to abide by this decision immediately. If you do not approve of the decision, you may discuss it with a higher authority at a later time.

EMERGENCIES AND SITUATIONS

Volunteers and support staff are closely watched by correctional officers, and usually are safe while in the institution. However, in the event you are faced with an emergency, such as a fire, assault, escape or physical sickness, REMAIN CALM, IN CONTROL AND LOCATE THE NEAREST STAFF MEMBER TO REPORT THE EMERGENCY AND GET HELP. Always know where you are within the institution, where the emergency exits are located and your role should an emergency occur.

If you are surrounded, remain calm and do not appear frightened. Follow instructions until help arrives.

If you are threatened, report it at once to a staff member.

If you are asked for a favor, tell the inmate you must request permission, and report the request to a staff member who can advise you.

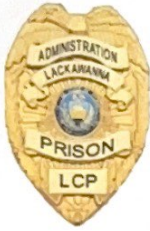
If you are asked to do something which you suspect is wrong, tell the inmate you are not permitted to do this, and report the request to a staff member.

If you think the staff is wrong on an issue, do not discuss this with the inmates. Follow the directions of staff and report your belief to a supervisor.

If you are asked about institution procedures, direct inmates to discuss this with their housing unit counselor.

LEGAL

Inmates often file lawsuits against persons with whom they come in contact while incarcerated. If you are sued, Lackawanna County cannot provide liability insurance for you nor may it provide counsel to represent you. Additionally while you are present in the institution, you are subject to the laws of the Commonwealth of Pennsylvania just as you are in the free community. Any crimes committed on the institution grounds will be prosecuted.



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STAFF RESPONSIBILITIES

You as staff have the responsibility to abide by all the institution rules and regulations; report periodically (at least verbally) on the progress of your work with inmates; inform the security staff of any radical changes in an inmate's attitude or routine; know the resources available to you at this institution and how to use them; arrive early enough for your work station to allow the needed time to process yourself through security; be patient and friendly with the correctional officers facilitating your entrance to or exit from your work station, what they do is in the interest of your own safety. Report any suspicious situations, no matter how trivial they may seem; and keep abreast of policy changes at the institution which affect the volunteer program.

PERSONAL/EMOTIONAL INVOLVEMENT BETWEEN

The essential characteristics of a professional in corrections are maturity and a strong self-identity. You should have goals of teaching inmates to control their conduct and to be law abiding. The relationship between the staff and inmate should be maintained on a friendly, supportive, but emotionally impartial basis with the focus on the service established by the prison guidelines. The effectiveness of this contribution of service may be diminished by intimacy with an inmate.

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 coordinate
- ◆ 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.

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- ◆ Bring in money or jewelry.
- ◆ Display keys or leave them lying around.
- ◆ Resort to being "one of the crowd" to get along with the inmates.
- ◆ Be naïve or gullible.
- ◆ Show favoritism to any inmate or small select group of inmates.
- ◆ Leave personal or institution possessions in unsecured locations.
- ◆ 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 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 job performance.

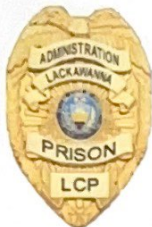
These DO'S and DON'TS will help you understand your role in sharing your talents and skills while contributing to the safety for staff, inmates and visitors.

A GENERAL RULE OF THUMB IS TO BE AS PLEASANT AS POSSIBLE IN ALL SITUATIONS.

As support staff, you represent all staff in general, and your actions or behavior can influence the acceptance of all staff.

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BEAWARE, violations of these guidelines could cause you to lose your security clearance with the Lackawanna County Prison.

AGREEMENT ON SEARCHES

I _____ fully understand that, while providing services at the Lackawanna County Prison, as a Contracted Employee or a Prison Employee, I am subject to a complete physical or electronic search of my person, clothing or any item that I have in my possession. I further understand that the search may be conducted, at anytime, but only at the direction of the Warden, Assistant Warden, Captain or Lieutenant. Searches will be conducted by a Correction Officer and must be witnessed by a Ranking Officer.

The reason for random searching has been fully explained to me and I understand that it is done for the protection of both the employee and the inmates of the Prison. I understand what is meant by contraband. I fully realize that I will be prosecuted under Pennsylvania Law, if I am found to be in possession of illegal contraband.

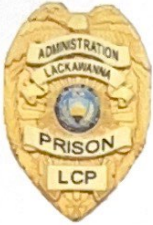
Finally, if I refuse to submit to a search, I understand that I will be denied admission to the Prison pending an investigation by the Warden or his / her designee.

Signature:		Date:	
Witness Signature:		Date:	

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SUPPORT STAFF NOTICE AND AGREEMENT **NOTICE OF DANGEROUS CONDITION AND ASSUMPTION OF RISK**

By my signature, I attest that I have been fully advised and clearly understand the following:

Lackawanna County Prison is a place of confinement for individuals who have been charged with crimes and are awaiting trial or who have been convicted and are serving their time. Lackawanna County Prison also houses Immigration & Customs Enforcement Detainees.

Inmates confined herein have been charged or convicted of a varying range of criminal offenses that may include violent crimes.

Confined inmates may be permitted to move freely, without restraints, in some areas of the Lackawanna County Prison.

I assume all risk which results from the normal operation of the Lackawanna County Prison.

Signature:		Date:	
Witness		Date:	
Signature:			

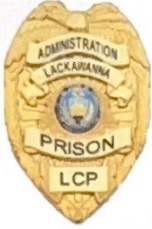
RECEIPT AND AGREEMENT

I have received, read, and understand the support staff information, rules and regulations regarding my volunteer activities while at the correctional facility. I agree to abide by all rules and regulations contained in the handout or otherwise explained to me:

Signature:		Date:	
Witness Signature:		Date:	

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Authorization to Obtain Information

I understand that the Lackawanna County Prison desires to obtain personal information concerning my background and character in order to better ascertain my qualifications for employment or volunteer work.

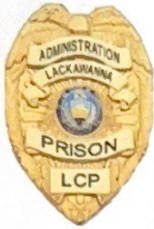
I hereby release all persons and /or agencies from any liability, which might result from release of said information to any member of Lackawanna County.

Signature:

Print Full Name:

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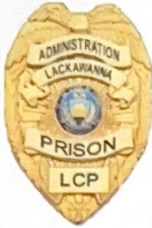
Internal Contractor's Statement of Understanding PREA

I have participated in the course "Your Role: Responding to Sexual Abuse" provided by the National Institute of Corrections. I understand that the Lackawanna County Prison has adopted the following policies required by PREA:

- The Lackawanna County Prison has established a "Zero-Tolerance" policy on all matters regarding sexual abuse and sexual harassment.
- In maintaining this "zero-tolerance" policy, all reports of sexual abuse and harassment must be reported to prison administration for investigation.
- If I have engaged in sexual abuse or sexual harassment in any correctional facility; been convicted of engaging or attempting to engage in sexual activity in the community or have been civilly or administratively adjudicated to have engaged in the activity described above, I must inform prison management before entering the prison.
- While working for _____ who is contracted by the LCP, I am an agent of the facility when dealing with inmates and I must abide by all facility policies and procedures.
- I understand that if an inmate reports an allegation of sexual abuse to me, it is my obligation to report this to prison staff.
- I understand that I must inform the victim how to preserve physical evidence by instructing them not to eat, drink, wash, brush teeth, urinate, defecate, and change clothing until that evidence may be collected.
- Any acts of retaliation for reporting an act of sexual abuse and harassment will not be tolerated.

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Signature: _____ Date: _____

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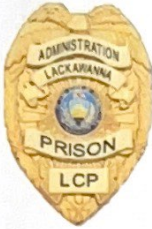
Volunteer's Statement of Understanding PREA

I have been given the Lackawanna County Prison's instructional brochure on PREA. By signing below, I am stating that I have read the brochure, understand what is required of me and have had all questions answered by security staff. Furthermore, I understand that the Lackawanna County Prison has adopted the following policies required by PREA:

- The Lackawanna County Prison has established a "Zero-Tolerance" policy on all matters regarding sexual abuse and sexual harassment.
- In maintaining this "zero-tolerance" policy, all reports of sexual abuse and harassment must be reported to prison administration for investigation.
- If I have engaged in sexual abuse or sexual harassment in any correctional facility; been convicted of engaging or attempting to engage in sexual activity in the community or have been civilly or administratively adjudicated to have engaged in the activity described above, I must inform prison management before entering the prison.
- I understand while volunteering my time inside the LCP, I am considered an agent of the facility and must abide by all facility policies and procedures. If a report of sexual abuse is made against staff, volunteers or contractors, that report will be forwarded to law enforcement as well as all relevant licensing bodies and supervisors of the accused.
- I understand that if an inmate reports an allegation of sexual abuse to me, it is my obligation to inform the inmate that this report shall not remain confidential and to immediately report the allegation to prison staff.
- I understand that I must inform the victim how to preserve physical evidence by instructing them not to eat, drink, wash, brush teeth, urinate, defecate, and change clothing until an exam has been completed.

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Volunteer Printed Name

Signature

Date

Forwarded to PREA Coordinator upon completion

LACKAWANNA COUNTY PRISON

External Contractor's Statement of Understanding PREA

I have participated in the course "Your Role: Responding to Sexual Abuse" provided by the National Institute of Corrections. I understand that the Lackawanna County Prison has adopted the following policies required by PREA:

- The Lackawanna County Prison has established a "Zero-Tolerance" policy on all matters regarding sexual abuse and sexual harassment.
- In maintaining this "zero-tolerance" policy, all reports of sexual abuse and harassment must be reported to prison administration for investigation.
- If I have engaged in sexual abuse or sexual harassment in any correctional facility; been convicted of engaging or attempting to engage in sexual activity in the community or have been civilly or administratively adjudicated to have engaged in the activity described above, I must inform prison management before entering the prison.
- While working for _____ who is contracted by the LCP, I am an agent of the facility when dealing with inmates and I must abide by all facility policies and procedures.
- I understand that if an inmate reports an allegation of sexual abuse to me, it is my obligation to report this to prison staff.
- I understand that I must inform the victim how to preserve physical evidence by instructing them not to eat, drink, wash, brush teeth, urinate, defecate, and change clothing until that evidence may be collected.
- Any acts of retaliation for reporting an act of sexual abuse and harassment will not be tolerated.

Volunteer Printed Name

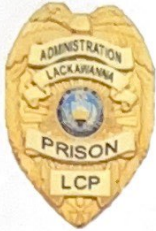
Signature

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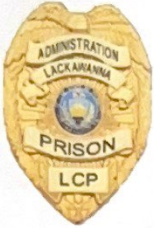
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Red Flags

Addressing unduly familiar relationships and sexual abuse is important both individually and within the agency. While you may not be in danger of committing such an offense, one of your colleagues may be. Therefore it is very important to pay close attention to your colleagues' behavior as well as your own.

The following examples are a list of behaviors that may be signs that you or someone you work with is in danger of engaging in undue familiarity and/or sexual misconduct. These behaviors or "red flags" may signal that there are problems ahead for you, your colleagues, or the agency.

Some Example of "Red Flags" are:

- Deviating from agency policy for the benefit of a particular offender
- Changes in appearance of an offender, staff or agent
- Overlooking infractions of a particular offender
- Spending a lot of time with a particular offender
- Taking up an offender's cause or grievance
- Doing favors for an offender
- Getting into conflicts with a department staff over an offender
- Withdrawing from staff and/or other offenders
- Consistently volunteering for a particular assignment on shift so you can be close to the offender
- Coming to work early and/or staying late
- Flirting with an offender

Remember, it's a problem for everyone when a staff member, volunteer or agent becomes involved in unduly familiar relationships and/or sexual misconduct with an offender. By regularly looking for red flags and signs of overly familiar relationships, you will be doing a personal check of your feelings and emotions as well as those of your co-workers, volunteers, staff and agents of the department.


A Duty to Report

As a valued volunteer/agent/contractor of this agency, you have a duty to report incidences where an inmate, staff, contracted staff, agents of the department or volunteers are unduly familiar, sexually involved with, sexually abusing or sexually harassing an offender/inmate. This includes information received from a third party or personal observations.

Additionally, if a report is made to you by an inmate, you must inform the inmate that you are not permitted to keep the report confidential and that the inmate must not eat, drink, shower, brush their teeth, use the toilet or change clothes until staff can collect evidence.

Some forms of reporting include but are not limited to:

- Informing prison staff
- Informing Prison Management (Lieutenants, Captains, Administration)
- Contacting the PREA office by calling (570) 963-6639 ext. 4577

	Remember
You have a duty to report incidences of undue familiarity and offender/inmate sexual abuse!!!	

This pamphlet is produced and distributed by the Lackawanna County Prison for the purpose of informing volunteers, contractors and agents of other facilities as to where they should report sexual abuse as outlined by the Prison Rape Elimination Act and Lackawanna County Prison Policy. Any questions about this pamphlet or your responsibilities should immediately be brought to prison staff for clarification.

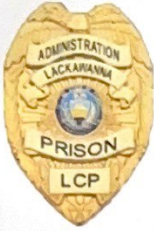
Lackawanna County Prison's Instructions for Contractors and Volunteers Regarding PREA



A guide for the
Prevention and Reporting
Of Undue Familiarity and
Sexual Abuse with
Inmates

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The Lackawanna County Prison

The Lackawanna County Prison oversees a total offender population of approximately 1000 prisoners and misdemeanants from local, state and federal prisons. The mission of the Lackawanna County Prison is to promote public safety by the administration of a fair and humane system which provides reasonable opportunities for adjudicated offenders to develop progressively responsible behavior.

Objective

This pamphlet is written to train and educate you on the Prison Rape Elimination Act of 2003 (PREA) and the agency's standard concerning offender/inmate sexual abuse. It is also intended to provide information on maintaining professional boundaries with offenders/inmates and your duty to report incidents of offender/inmate sexual abuse.

PREA and the LCP

The Prison Rape Elimination Act of 2003 (PREA) is a federal law established to address the elimination and prevention of sexual abuse and rape in all correctional systems. PREA applies to all federal, state and local prisons, jails, police lock-ups, private facilities and community settings.

In response to PREA, the Lackawanna County Prison is committed to a zero-tolerance policy of sexual abuse of offenders either by staff, other offenders/inmates, volunteers, contracted agents or individuals having custody of or responsibility for the safety, security, care and/or treatment of offenders/inmates. Contractors, Volunteers and Agents must be aware that unprofessional relationships will not be tolerated. As these relationships are criminal, they will be reported to the Lackawanna County D.A.'s office for investigation and prosecution.

Sexual Abuse

Encompasses the following but not limited to:

1. Offender on Offender Sexual Abuse
 - Offender on Offender Sexual Abuse Contact—Non-penetrative touching by an inmate (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks without penetration of another inmate without the latter's consent, or of an inmate who is coerced into sexual contact by threats of violence, or of an inmate who is unable to consent or refuse.
 - Offender on Offender Sexually Abusive Penetration—Penetration by an inmate of another inmate without the latter's consent, or of an inmate who is coerced into sexually abusive penetration by threats of violence, or of an inmate who is unable to consent or refuse.
 - Employee on Offender Sexual Harassment
 - Employee on Offender Sexually Abusive Contact—Non-penetrative touching by a staff member (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks of an inmate with or without the latter's consent that is unrelated to official duties.
 - Employee on Offender Sexually Abusive Penetration—Penetration by a staff member of an inmate with or without the inmate's consent.
 - Employee on Offender Indecent Exposure—The display by a staff member of his or her uncovered genitalia, buttocks or breast in the presence of inmates.
 - Employee on Offender Voyeurism—An invasion of an inmate's privacy by staff for reasons unrelated to official duties or when otherwise not necessary for safety and security reasons.
4. Employee on Offender Sexual Harassment

Undue Familiarity

All employees, volunteers, contractors and agents of the department should treat offenders in a firm, fair and consistent manner and refrain from inappropriate and inconsistent contact with them. Whenever there is reason to discuss an offender's problems with them, a professional attitude consistent with the roles and responsibilities should be exercised. As an employee/volunteer, contractor or agent, you should not:

- Have any financial dealing with an offender unless authorized by the facility management supervisor
- Borrow anything from an offender
- Lend anything to an offender
- Accept any gift or personal service from an offender
- Make gifts or perform personal services for an offender
- Use abusive, indecent, or profane language in the presence of an offender
- Curse at an offender
- Knowingly enter into a business relationship with an offender or their family member or close relative
- Knowingly give or sell tobacco products to an inmate
- Knowingly give or sell a mobile telephone or other wireless communications device to an inmate.

Additionally, it is a criminal offense for any person to sell or give any inmate any intoxicating drink, habit-forming or stimulant drug, or any narcotic, poison or poisonous substance, except upon the prescription of a physician, or to convey to or from an inmate any letters or oral messages or any instrument or weapon by which to effect an escape, or that will aid in an assault or insurrection, or to trade with an inmate for clothing or stolen goods or to sell an inmate any article forbidden by prison rules.

The information above is not all inclusive. When in doubt, you should contact a facility representative for further guidance.