

Randal Williams
Warden

John Masco
Deputy Warden

Jennifer Geyer
Director of Inmate Services

Dear Volunteer,

Thank you so much for your interest in becoming a volunteer at the Wayne County Correctional Facility. With your knowledge and ability you can help improve the lives of the inmates at our facility is greatly appreciated.

In order for safety in the correctional facility, various types of information will be required before we can approve your entry into the facility as a volunteer. A background investigation of all volunteers is conducted in order to obtain security clearance necessary to receive access to inmates housed in our facility. Please fill out the attached forms and return pages 7-11, including the PREA form, to the Director of Inmate Services. Upon your arrival you will need to provide your driver's license in order for us to make a copy to keep in your volunteer folder.

Once you are approved, the Director of Inmate Services will set up a schedule for you to volunteer at our facility. Once again, we thank you for your time and dedication for volunteering at the Wayne County Correctional Facility.

Sincerely,

Rules and Regulations for Volunteers

- o Volunteers will have to bring in a photo –ID
- o Volunteers are to leave your personal belongings in your vehicle or in the lockers located outside the walk in area
- o Volunteers will have to have prior approval from the Director of Inmate Services for any materials to be brought into the facility
- o Items which can be used as weapons are NOT allowed in the prison
- o Volunteers should not reveal or discuss personal information involving yourself or another staff member in front of inmates, which include:
 - o Home or cell phone number
 - o Employer’s phone number
 - o Relatives or friend’s phone number
 - o Home address
 - o Places you commonly visit
 - o Any other information construed as personal
- o Do not carry any mail or messages (verbal or written) inside or outside the facility for any inmate
- o Do not give any legal advice to inmates
- o Do not give any item to an inmate which is considered contraband or is not permitted according to policy.
- o Volunteers must notify the Director of Inmate Services if you discover that you have a relative or acquaintance in the facility
- o If volunteers think an inmate is going to harm themselves or others, or is planning to escape you must notify a member of the correctional staff immediately
- o A volunteer who enters the facility and is under the influence of drug or alcohol or is suspected of being in an intoxicated state will not be permitted to enter the facility
- o If a volunteer ever feels threatened by an inmate must report this immediately to the Director of Inmate Services or Correctional staff.

For security reason certain items are not allowed to be carried in the facility by volunteers this includes:

Knives of any kind	Drinks	Fingernail clippers	Cameras
Pepper spray	Cell phones	Cigarettes	Coats
Matches	Hats	Medicine	Purses
Drugs	Food	Gum	Candy

Volunteer Policy

Contact with Offenders & Ex-Offenders:

Policy It is the policy of the Wayne County Prison to ensure that all volunteer contacts with offenders and ex-offenders are conducted in a professional manner. For the purpose of this policy, the term “inmates” refers to inmates and former inmates of the Wayne County Correctional Facility or other correctional or detention facilities.

Procedural Overview Volunteers will interact with inmates in a respectful and personable manner, treating them humanely and protecting against violations of their rights. No profane, demeaning, indecent, ethnic, or other discriminatory language or references will be directed toward any inmate. Abuse, any form of corporal punishment, or the use of exercise as punishment is prohibited. Volunteers failing to abide by these conditions, or who violate the restrictions of this policy will be subject to termination of services. Ongoing volunteer contracts with former inmates or their families and close associates will be limited to those persons with whom the employee was acquainted or associated before the inmate’s entry into the Wayne County Correctional Facility. In such cases, before making such contacts the volunteer is obligated to advise the Director of Inmate Services the extent and history of the relationship.

- Volunteers will not engage in any of the following kinds of activities in regard to inmates or their family members and close associates.
- Display favoritism or preferential treatment toward one inmate or group of inmates over another;
- Give gifts, favors or provide any services beyond those required by the Wayne County Correctional Facility;
- Accept for themselves or family members any personal reward, tangible or intangible, or any other consideration; or
- Engage in any non-incident contact outside the jail.

Standards of Volunteer Conduct pg 2 of 2

A volunteer may not offer or give to an inmate or a former inmate or any member of his or her family, or to any person known to be associated with an inmate or former inmate, any article, favor, or service, which is not authorized. Neither shall a volunteer accept any gift, personal service, or favor from an inmate or former inmate, or from anyone known to be associated with or related to an inmate or former inmate. If such contact occurs, it must be reported:

A volunteer may not show favoritism or give preferential services to one inmate, or a group of inmates, over another

A volunteer may not use brutality, physical violence, or intimidation toward inmates, or use any force beyond that which is reasonably necessary to subdue an inmate

A volunteer who becomes involved in any situation that might give the appearance of improper involvement with inmates or former inmates or the families of inmates or former inmates must report the contact, to the Warden, Deputy Warden or Director of Inmate Services as soon as practicable. This includes, but is not limited to: telephone calls or written communication with such persons outside the normal scope of employment. Volunteers shall avoid situations that give rise to a conflict of interest or the appearance of a conflict of interest.

Contraband The introduction of contraband into or upon the grounds of the Wayne County Correctional Facility, or taking or attempting to take there from, anything whatsoever without the Warden's knowledge and consent, is prohibited. Contraband is defined as any material that can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution. Contraband includes, but is not limited to, the following:

NO

- Tobacco and tobacco products
- Letters
- Stamps
- Money
- Tools
- Weapons
- Paper
- Food
- Writing material
- Messages
- Drugs
- Alcoholic Beverages

Criminal History Check

Legal Name: _____

Date of Birth: _____

Current Address: _____

Telephone Number: _____ Race: _____ Sex: _____

Drivers Licenses Number & State: _____

Email: _____

Are you a US Citizen: Yes__ No__ Social Security Number: _____

Do you wear glasses: Yes__ No__ Eye Color: _____

Hair Color: _____ Weight: _____ Height: _____

Have you ever been convicted of a crime: If so state number, date, place & nature of conviction?

Are you currently on parole, or probation? Yes___ No___

If YES please list the name of your supervising probation/parole officer and how they may be contacted: _____

Do you correspond or visit with any inmates: Yes___ No___

If so list their location and the individual's name: _____

Program Interested in Volunteering: _____ Referred by:

I hereby authorize release to the Warden of Wayne County Correctional Facility any record of criminal offenses for which I have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information

Print Name

Volunteer Emergency Medical Information

Person to be contacted in Case of an Emergency: _____

Telephone Number: _____ Cell Phone _____

Relationship: _____

Alternate Person to be contacted in case of Emergency: _____

Telephone Number: _____

Relationship: _____

Do you have any medications which must be kept on you at all times? _____

If so, please list specific medications:

List Allergies: _____

Return this form to:

Warden Williams
Att: Programs/ Jennifer Geyer
Wayne County Correctional Facility
44 Mid-Wayne Drive, Honesdale PA 18431

Volunteer Waiver

I _____ have been informed by the Director of Inmate Services of the Wayne County Correctional Facility that entering the secure area of the facility is potentially dangerous. I have been advised that direct interaction with any inmate could prove to be dangerous because of the possibility of an assault upon my person by an inmate or inmates. I have requested permission to interactively participate in programs with inmates.

It is in my request to be a volunteer at the Wayne County Correctional Facility; I hereby acknowledge that I am assuming the risk of personal injury to myself and/or damage to my personal effects. I hereby hold harmless the Warden, officials and employees of the Wayne County Correctional Facility, and Wayne County from any and all legal liability.

Signature

Date

