



COUNTY of LUZERNE  
P E N N S Y L V A N I A  
ESTABLISHED 1786

**Division of Correctional Services**

Requested By:	
Date Checked:	
Records' Staff:	
	Approved _____ Denied _____
Official Use Only	

**CONTRACTOR/ SUPPORT STAFF/**  
**COMMUNITY VOLUNTEER INFORMATION**

*\*Pages 1-4 must be completed in full or clearance will NOT be run and you will be automatically denied.*

**Please print: ALL FIELDS MUST BE COMPLETED**

<b>Last Name:</b>					
<b>First Name:</b>					
<b>Middle Name:</b>					
<b>Street Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Home Phone:</b>		<b>Work Phone:</b>			
<b>Cell Phone:</b>					
<b>Emergency Contact Name &amp; Phone #:</b>					
<b>Date of Birth:</b>		<b>Sex:</b>		<b>Hair Color:</b>	
<b>Eye Color:</b>		<b>Soc. Sec. #:</b>			
<b>Race:</b>					
<b>Drivers Lic. Number:</b>		<b>Drivers Lic. State:</b>			
<b>Organization/Activity:</b>					

**AGREEMENT ON SEARCHES**

I \_\_\_\_\_ fully understand that, while providing services at the Luzerne County Division of Corrections, as a Contracted Employee, Support Staff, or Community Volunteer, 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 Director, 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.

<b>Signature:</b>		<b>Date:</b>	
<b>Witness Signature:</b>		<b>Date:</b>	

**Authorization to Obtain Information**

I understand that the Luzerne County Division of Corrections 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 Luzerne County.

<b>Signature:</b>		<b>Date:</b>	
<b>Witness Signature:</b>		<b>Date:</b>	

**CONTRACTOR/ SUPPORT STAFF/ COMMUNITY VOLUNTEER**  
**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:

Luzerne County Division of Corrections 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.

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 Luzerne County Division of Corrections.

I assume all risk which results from the normal operation of the Luzerne County Division of Corrections.

<b>Signature:</b>		<b>Date:</b>	
<b>Witness Signature:</b>		<b>Date:</b>	

**RECEIPT AND AGREEMENT**

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

<b>Signature:</b>		<b>Date:</b>	
<b>Witness Signature:</b>		<b>Date:</b>	

**LUZERNE COUNTY DIVISION OF CORRECTIONS**  
**Support Staff/ Contractor/ Community Volunteer's Statement of Understanding PREA**

I have been given the Luzerne County Division of Corrections 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 Luzerne County Division of Corrections has adopted the following policies required by PREA:

- The Luzerne County Division of Corrections 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 Luzerne County Division of Corrections, 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.

<b>Signature:</b>		<b>Date:</b>	
<b>Witness Signature:</b>		<b>Date:</b>	

## **INTRODUCTION-GUIDELINES FOR CONTRACTOR/ SUPPORT STAFF/ COMMUNITY VOLUNTEER**

We in Pennsylvania correctional work look upon contractors, support staff, and community volunteers as valuable assets. 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 Luzerne County Division of Corrections. 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 contractor, support staff, or community 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, a contractor, support staff, or community volunteer, participate in an orientation process. It is important that you fully understand and follow the rules, regulations, and guidelines as they are outlined for you.

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 contractor, support staff, or community 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.

### **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 (Luzerne County Division of Corrections 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 Luzerne County Division of Corrections as a contractor, support staff, or community 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-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. **NO** hoodies or sweatpants.

*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. **NO** hoodies or sweatpants.

## ***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 Luzerne County Division of Corrections.

## **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 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.

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 Luzerne County Division of Corrections staff person.

Contractors, 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 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**

Contractors, support staff, or community volunteers 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 correctional counselor.



## **LEGAL**

Inmates often file lawsuits against persons with whom they come in contact while incarcerated. If you are sued, Luzerne 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.

## **SUPPORT STAFF RESPONSIBILITIES**

You as support 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 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.
- ◆ 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 a contractor, support staff, or community volunteer, you represent all staff in general, and your actions or behavior can influence the acceptance of all staff.

BEAWARE, violations of these guidelines could cause you to lose your security clearance with the Luzerne County Division of Corrections.

## **Luzerne County Division of Corrections**

### **Prison Rape Elimination Act (PREA) Policy**

The Luzerne County Division of Corrections (DOC) is committed to the safety of any individual in Luzerne County DOC custody. Luzerne County DOC has a zero-tolerance policy for sexual abuse involving inmate-on-inmate behaviors and staff-on-inmate behaviors. Luzerne County DOC will respond to all reports of sexualized behaviors or abuse as nonconsensual, regardless of perception, rumor, appearance, or participant disclosure.

#### PROCEDURAL GUIDELINES

##### 1) General Overview

- a) Luzerne County Division of Corrections staff will respond to, investigate and support the prosecution of sexual abuse within the Luzerne County Division of Corrections and externally in partnership with law enforcement. Through continual education of staff and inmates, Luzerne County DOC will increase awareness of safe reporting mechanisms and available services to victims, thereby creating an institutional culture that discourages prison sexual abuse. Through classification and housing assignment, Luzerne County DOC will identify opportunities to separate and carefully monitor sexually predatory inmates and vulnerable inmates to reduce the incidence of prison sexual abuse. Luzerne County DOC will establish data collection systems to accurately track sexual abuse and sexualized behavior; facilitate identification of the casual factors; and annually incorporate 'lessons learned' into improved operations, services and training toward a zero-tolerance standard.
- b) All department staff must understand their responsibility in the prevention, detection, and reporting of all incidents of sexual abuse. Professional, trained staff will help prevent incidents of prison sexual abuse by following the guidelines below during the performance of their duties:
  - i. Know and enforce rules regarding sexual abuse and sexualized behavior of inmates:
  - ii. Use professional language;
  - iii. Treat all allegations seriously and follow appropriate reporting procedures;
  - iv. Recognize that incidents can occur virtually anywhere, especially in areas that are not directly supervised at all times; (Sound correctional practice includes conducting frequent,

random area and cell checks, providing direct staff supervision whenever possible.)

- v. Maintain an open line of communication with inmates.
  - vi. Recognize that first-time, youthful, elderly, seriously functionally impaired, developmentally disabled, homosexual, and transgender inmates, and/or inmates who have committed sexual offenses are at an increased risk for prison sexual abuse;
  - vii. Be aware of possible warning signs that might indicate that an inmate has been sexually abused or is in fear of being sexually abused; (Warning signs include, but are not limited to, isolation, depression, lashing out at others, refusing to shower, suicidal thoughts or actions, seeking protective custody, and refusing to leave segregation.)
  - viii. Be aware of potential sexually aggressive behavior. The sexual aggressor may be known by the general population. Characteristics or warning signs may include a prior history of committing rape, history of institutional violence, use of strong arm tactics (extortion), associating or pairing up with inmates who meet the profile of a potential victim, exhibiting voyeurism/exhibitionistic behavior, and demonstrated inability to control anger.
- c) Inmates are encouraged to report all allegations of sexual abuse and/or sexualized behavior having occurred or occurring in a correctional institution. Access to services for the inmate victim of sexual abuse will not be dependent on the victim's willingness to report allegations or provide testimony. In large measure, however, reporting of alleged sexual abuse by inmates is critical to the timely delivery of necessary services to the victim and to holding perpetrators accountable and less likely to reoffend. All such reports will be investigated within the limitations of information provided and the willingness of inmates and/or others to provide testimony. When the victims of a PREA incident can be identified, the victims will be offered access to necessary services available through Luzerne County DOC and its community partners.
- d) The Warden will develop procedures to appropriately report 1) all forms of sexual abuse to include, but not be limited to, staff-on-inmate and inmate-on-inmate sexual harassment, sexually abusive penetration, sexually abusive contacts, indecent exposure, voyeurism, and sexualized behavior.
- 2) Confidentiality
- a) All staff working within the Luzerne County Division of Corrections will perform their duties in a professional manner and abide by all HIPAA laws.

- b) When an incident of sexual harassment, sexual assault, or sexual abuse is reported staff will only discuss the allegation with the necessary and appropriate staff.
  - c) At no time will staff discuss the allegation on the housing unit or in the presence of any other inmate unless deemed necessary for a proper investigation of the alleged incident.
- 3) Reporting
- a) Inmates can report sexual assault, sexual harassment, or sexual abuse in one of the following ways:
    - i. Report incident to an officer or supervisor
    - ii. Write to the PREA Coordinator via "In House Mail"
    - iii. Utilize the inmate hotline from the block phones
    - iv. Contact Victim's Resource Center from the block phones.
  - b) Third-Parties can report incidents of sexual assault, sexual harassment, or sexual abuse in one of the following ways:
    - i. Ask to speak with a supervisor or the PREA Coordinator
    - ii. Contact the facility hotline or Victim's Resource Center
  - c) Staff must report incidents of sexual assault, sexual harassment, or sexual abuse to their supervisor immediately.
    - i. All reports of sexual abuse, sexual assault, or sexual harassment will be reported regardless of whether they were made verbally, in writing, or anonymously from third-parties.
    - ii. Staff will maintain inmate's privacy by reporting and addressing all incidents or accusations privately and professionally.
  - d) Inmates detained solely for civil immigration purposes can:
    - i. Utilize all reporting methods offered to all inmates.
    - ii. Will receive contact information for relevant consular officials and relevant officials of the Department of Homeland Security by way of the "Notification of Consular," and copy of the "I.C.E. Detainer."
  - e) Retaliation
    - i. The Luzerne County Division of Corrections will make all efforts to protect all inmates and staff that report sexual abuse, assault, or harassment or cooperate with a sexual abuse, assault, or harassment investigation from retaliation by other inmates or staff.
    - ii. Any incidents of retaliation will be addressed by the PREA Coordinator and may result in in-house disciplinary action and/or criminal charges.
  - f) False Reports
    - i. In all incidents where reports of sexual abuse, sexual assault, and sexual harassment are made in bad faith, the individual

reporting will be subject to internal disciplinary actions and or criminally charged.

g) Reporting Responsibility After Incident Investigation

- i. The PREA Coordinator will follow-up with all victims following the investigation to notify the victim of the determination of the investigation and the process.
- ii. The PREA Coordinator will provide regular updates to the victim until the incident is fully prosecuted.

4) Rights and Responsibilities

a) Inmates:

- i. Have the right to serve their incarceration free of sexual abuse
- ii. Have the right to be free from retaliation, whether victim, perpetrator, or reporter, from the perpetrator or others, beginning when the allegation is made until the threat has passed as determined through the investigation process, to the degree possible within limited resources and applicable laws.
- iii. Have the right to access medical and mental health services if they have been victimized.
- iv. Have the right to be notified that the information of alleged sexual abuse reported to a Luzerne County DOC staff person will immediately be reported to a Shift Supervisor or above;
- v. Have the right to be informed by all Luzerne County DOC staff/contractors of any limits to confidentiality prior to conducting any interview with a perpetrator or victim;
- vi. Have the right to access treatment resources regardless of their willingness to disclose information relevant to the investigation, whether a victim or perpetrator.
- vii. Have the right to be assured that information obtained through the investigation is only shared with staff who are involved in the investigation or case management of the involved parties, whether victim or perpetrator, to the degree possible within limited resources and applicable laws.
- viii. Have the right to medical or mental health information in relation to a PREA incident not being shared with staff unless directed by the Warden or PREA Implementation Team and PREA Coordinator.
- ix. Have the right to have their identity protected if they are victims of substantiated staff-on-inmate sexual misconduct or sexual harassment, to the degree possible within investigation protocol and applicable laws.
- x. Have the right to documentation of their innocence as an alleged perpetrator in all unfounded incidents.

- xi. Have the right to the least restrictive level of segregation as a perpetrator until the investigation is complete.
- b) Luzerne County DOC Staff Members:
- i. Are responsible for immediately reporting any allegation of sexual abuse to a Supervisor or above, as mandated by Division and Facility policies, Luzerne County DOC work rules and this directive;
  - ii. Are responsible for maintaining appropriate professional boundaries at all times with inmates/offenders, visitors, and staff;
  - iii. Are responsible for conducting themselves in a manner as to foster a safe and secure workplace;
  - iv. Are responsible for sharing victim medical or health information only when directed by the Warden or PREA Implementation Team and PREA Coordinator;
  - v. Are responsible for informing inmate victims of any limits to confidentiality prior to conducting any interview;
  - vi. Are responsible for documenting all unfounded incidents against alleged perpetrators;
  - vii. Are responsible for holding inmates accountable through all means available to the facility for any substantiated incident of sexual abuse;
  - viii. Are responsible for holding inmates accountable who allege sexual abuse, and whose allegations are proven by investigators to be false, through all means available to the facility;
  - ix. Have the right to be free from retaliation, whether the victim of a false allegation, perpetrator, or reporter, from the perpetrator or others, beginning when the allegation is made until the threat has passed as determined through the investigation process, to the degree possible within limited resources and applicable laws;
  - x. Have the right to be assured that information obtained through the investigation is only shared with staff who are involved in the investigation or case management of the involved parties whether victim or perpetrator, to the degree possible within limited resources and applicable laws;
  - xi. Have the right to have their identity protected if they are victims of unfounded allegations of staff-on-inmate sexual misconduct or sexual harassment, to the degree possible within investigation protocol and applicable laws;
  - xii. Have the right to documentation of their innocence as an alleged perpetrator in all unfounded incidents.

### **BACKGROUND CHECKS**

1. All new employees, volunteers, and contracted providers will be required to submit to a background check prior to entrance to the facility.
2. All current employees, volunteers, and contracted providers shall resubmit to a background check every five (5) years.
3. Luzerne County DOC will not allow individuals who meet the following criteria access to the facility:
  - a. Anyone who has engaged in sexual abuse in a prison, jail, lock up, community confinement facility, juvenile facility, or other institution.
  - b. Anyone who has been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.
  - c. Anyone who has been civilly or administratively adjudicated to have engaged in the activity described in a. and b.

### **PROFESSIONAL CONDUCT**

All Luzerne County Division of Corrections staff should maintain professionalism at all times and not engage in personal relationships with inmates who are currently incarcerated or who have previously been incarcerated. *This excludes relative and relationships which existed prior to incarceration.*

### **DISCIPLINARY ACTION**

1. Luzerne County Division of Corrections Staff
  - a. Any Luzerne County DOC staff member found in violation of the Zero Tolerance Policy for sexual assault, abuse, or harassment will be subject to in-house disciplinary action including but not limited to suspension without pay, and termination. If deemed necessary criminal charges will be filed.
  - b. Any Luzerne County DOC staff member found guilty of sexual assault, sexual abuse, or sexual harassment of an inmate will be terminated.
2. Volunteers & Contracted Providers
  - a. Any volunteer or contractor found in violation of the Zero Tolerance Policy for sexual assault, abuse, and harassment will be disciplined accordingly and lose clearance to enter the facility and if necessary criminal prosecution.
3. Inmates
  - a. Any inmate in violation of the Zero Tolerance Policy for sexual assault, abuse, or harassment will be subject to in-house disciplinary sanctions and/or criminal prosecution.