

# Safety and Security

Volunteer Training

Indiana Department of Correction



# Topics

- ▶ Safety & Security
- ▶ Volunteer Identification
- ▶ Search Procedures
- ▶ Trafficking
- ▶ Contraband & Prohibited Property
- ▶ Use of Physical Force
- ▶ Liability
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# Safety & Security

Security procedures are necessary in order to provide a safe working environment for staff and a safe living environment for incarcerated individuals. A vital part of safety and security is the collaboration of staff and volunteers to provide programming opportunities. Please review and follow the information in this module to create a safe and secure working environment.

# Safety & Security

- ▶ Every staff member has security as their first responsibility. Constant awareness and vigilance are necessary to identify and eliminate any threat to the safety and security of the facility and the community.
- ▶ As a volunteer, you must know and follow all of the security and supervision procedures of the facility. Failure to do so will jeopardize your safety and the security of the facility.
- ▶ Some general information about safety and security follows. The facility at which you volunteer will give you specific information about their procedures.

# Safety & Security

1. All vehicles entering the facility must be able to be secured when unoccupied by closing all windows and locking all doors.
2. As a volunteer, you are NOT permitted to bring in your cell phone, smart watch, flash drive or any electronic device.
3. A standard watch is acceptable and encouraged.
4. It is advised that the only items brought into the facility include your photo ID, car keys, and items approved for your group activities. It is advised that wallets, purses, and other valuables are secured in your vehicle, out of sight.

# Safety & Security

5. No tobacco products, including cigarettes, chewing tobacco, snuff, lighters or pseudo products are allowed on any staff, volunteer, or visitor at any IDOC facility. All tobacco products must be secured in your vehicle.
6. Whenever you enter a correctional facility, you enter at your own risk. It is vital that you always remember this because some degree of danger exists.
7. All staff, not just custody, have security as their first responsibility. Constant watchfulness and searches are necessary to identify and eliminate weapons, drugs, items that would aid escape, and other contraband.

# Sign-in Sheet



- ▶ When you enter a correctional facility as a volunteer, your first measure of safety is the sign-in sheet.
- ▶ Staff must know at all times exactly who is inside the facility, especially in the case of an emergency.
- ▶ Do not forget to always sign-out for the same reason.

# Volunteer Identification

- ▶ Your volunteer ID badge is another important safety measure to identify you as a volunteer.
- ▶ Your badge must be always worn on the outside of your clothing. This helps staff identify you from a distance.





# Volunteer Identification



By accepting an Indiana Department of Correction Volunteer badge, you understand and agree to the following statements. Failure to abide by these rules may result in immediate dismissal and/or termination of your services to the issued-facility and/or all IDOC facilities.

1. My volunteer badge is the property of the issued-facility.
2. It is my responsibility to have it on my person when I enter the facility and it must be worn at all times.
3. If it is lost or stolen, I will notify my Program Supervisor, the Community Engagement Coordinator, and/or custody staff immediately, due to the security risk this creates at the facility.

# Volunteer Identification



4. The identification badge can only be used at the issued-facility unless given specific approval for its use at another IDOC facility.
5. If it becomes damaged or cracked, I will immediately notify the Community Engagement Coordinator.
6. When I discontinue my volunteer services I must return the badge to the Community Engagement Coordinator.
7. The volunteer badge only confirms that I am a volunteer at the issued-facility and that I am only allowed to enter the facility during day(s)/time(s) authorized and agreed upon by the Community Engagement Coordinator and myself.

# Volunteer Identification

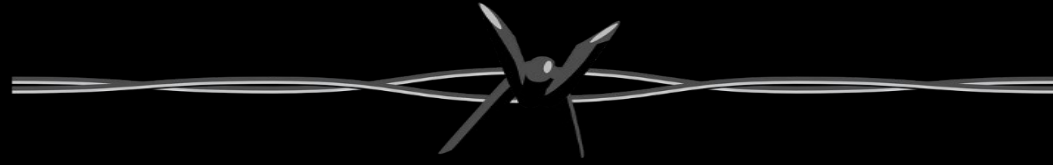


8. I understand that no one else can use my Volunteer Identification Badge.
9. I will not use the badge for any other purpose other than to enter/exit an IDOC facility.
10. Even with a badge, all the volunteer requirements must be met to enter the facility and continue my services.

# Search Procedures

Any person and or vehicle is subject to search upon entering the grounds of a correctional facility. Volunteers will pass through a metal scanner. The scanners are similar to those encountered at airports. Volunteers will also be asked to submit to a pat search. You may also be asked to submit to a search by a Department K-9 member. As a volunteer you may refuse to be searched, however; if you do so, you will not be permitted into the facility.

# Definition of Trafficking



knowingly or intentionally delivering to, or carrying any article **into the facility** with the intent to deliver to an incarcerated individual, or knowingly or intentionally carrying, or receiving any article from an incarcerated individual with the intent to **carry out of the facility**, without the prior authorization of the Facility Head

# Trafficking



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## DOC: Indiana State Prison officer arrested for trafficking

51° Low: 46° High: 61°

Forecast Interactive Radar Traffic Watch Live B



## Three arrested for trafficking at Pendleton prison

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### Visitor arrested for trafficking at Putnamville

Monday, July 13, 2015

PUTNAMVILLE -- A visitor was arrested Sunday afternoon during a visit at Putnamville Correctional Facility.

Kristin Stepp, 20, Indianapolis, was interviewed and later taken to Putnam County Jail after being caught handing off a controlled substance to an offender.



# Trafficking



Trafficking with incarcerated individuals is strictly prohibited.

- ▶ Violates State Law (IC 35-44.1-3-5)
- ▶ Class A misdemeanor
- ▶ Level 5 felony if the article is a:
  - ▶ Controlled substance
  - ▶ Deadly weapon
  - ▶ Cellular telephone or other wireless or cellular communications device

# Trafficking



As a volunteer, it is crucial to remember:

- ▶ Do not bring anything into or out of the facility that has not been authorized by the Warden or by a gate release.
- ▶ Do not buy/sell, exchange, or receive/give any messages, money or anything that is considered prohibited property or contraband (any article, legal or illegal brought into or taken out of the facility without proper authority) to or from any individual under the supervision of the DOC or a family member.
- ▶ If you are found to be doing any of the above, you may be subjected to criminal prosecution under the laws of the State of Indiana.



# Trafficking

- ▶ Can put the volunteer in danger of a cycle of manipulation
- ▶ Changes the perception of the volunteer by other incarcerated individuals
- ▶ Disrupts the program or service of the volunteer
- ▶ Disrupts orderly operations of the facility
- ▶ One incarcerated individual has items others want which causes dissention between them
- ▶ Disrupts the order and control through behavioral problems

# Prohibited Property

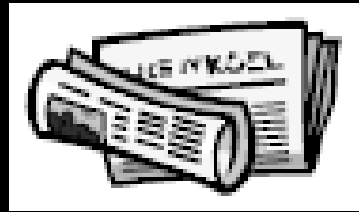


- ▶ Many ordinary objects and materials are not allowed in a correctional facility and may be considered Prohibited Property.
- ▶ Prohibited Property is any property item, other than contraband, that:
  - ▶ Is not specifically permitted by Department policy and administrative procedure or by the Warden of a specific facility
  - ▶ Exceeds established limits
  - ▶ Is misused or is used in a manner other than has been approved by the Warden or their designee
  - ▶ Is in the possession of an unauthorized person

# Prohibited Property

Examples of Prohibited Property are any items that, in excess, cause clutter:

- ▶ Personal clothing
- ▶ Personal mail
- ▶ Garbage
- ▶ Personal papers
- ▶ Personal property
- ▶ Games, newspapers, gum, etc.



# Contraband



- ▶ Defined as “An item, the possession of which is in violation of State or Federal Statute.”
- ▶ These items can bring about criminal penalties if trafficked into a facility.
- ▶ Contraband enters a correctional facility in various ways: through improper incarcerated individual search, through the mail, it may be manufactured by the incarcerated individual, or may be brought in by a member of the correctional staff, a visitor, or a volunteer.
- ▶ As a volunteer it is crucial to remember the following: **DO NOT BRING ANYTHING INTO OR OUT OF THE FACILITY THAT HAS NOT BEEN AUTHORIZED BY THE WARDEN.**

# Use of Physical Force

The Indiana Department of Correction defines physical force as “any contact other than incidental bodily contact between staff and incarcerated individuals.” Force is not to be used as a means of punishment or reprisal toward an incarcerated individual. Staff is to use the minimal degree of physical force necessary to maintain the custody, control, safety, and security of a facility, incarcerated individual, or situation.

# Use of Physical Force

As a volunteer you must remember that any time you enter a facility, you enter an environment that could potentially be dangerous. Although you are a volunteer, there is still the possibility that you may observe the use of force while at the facility or need to request assistance that may lead to the use of physical force.

# Use of Physical Force

While volunteers may defend themselves, volunteers should never use physical force on incarcerated individuals.

If you are in an area in which physical force is being used:

- ▶ Move a safe distance away from the area
- ▶ Request and submit a “Use of Force” form to your program supervisor or the custody supervisor (required of all who witness the use of physical force)
- ▶ Do not discuss the incident with incarcerated individuals

# Liability

Volunteers shall enter Department facilities only for scheduled activities/services and at their own risk. They shall accept responsibility for any bodily injury, death or property damage caused by their negligence while service at the facility. Volunteers understand they are volunteering in a potentially hazardous environment and that includes being taken hostage or injured.



# Emergency Services



Emergency services may be provided to those who are volunteering at a facility in accordance with Policy 04-06-103, “The Development, Implementation and Review of Service Programs”.

- ▶ Volunteers are offered the required TB tests free of charge through the facility.
- ▶ Volunteers are offered first aid treatment for minor injuries at the facility.
- ▶ Volunteers that require emergency medical services will be stabilized for transfer or referral to an off-site provider.

# Emergency Situations

In emergency situations, emergency procedures must be implemented to maximize uniformity of staff response and minimize threats to staff and incarcerated individuals alike. This response can ensure the protection of the public against hostile incarcerated individuals' behavior by containing the action within the confines of the institution.

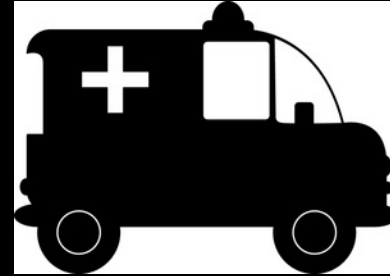
**During emergency situations the security of the facility overrides all considerations, and all non-essential activities will be halted.**

# Emergency Situations

Although there are contingency plans designed for adequate response to emergency situations, there may be circumstances when you, as a volunteer, may be witness to an emergency.

The following is a list of emergency situations and suggested actions based on each type.

# Medical Emergency



1. Summon staff.
2. Instruct other incarcerated individuals away from the immediate area.
3. In case of seizure -
  1. Move furniture, etc. away from them.
  2. Do NOT place anything in their mouth.
  3. Do NOT try to stop convulsions.
  4. If they vomit, roll onto their side to protect airway.
4. Remain with incarcerated individual until staff member arrives.

# Hostile Incarcerated Individuals

1. Talk calmly to the incarcerated individual and avoid being argumentative.
2. Signal a staff person for assistance.
3. If you are alone with the incarcerated individual, maneuver yourself into the visual or hearing range of a staff member.

# Incarcerated Individuals Fight

1. Summon staff.
2. Do NOT put yourself between incarcerated individuals.
3. Stay clear of the altercation and do NOT try to break up the fight.
4. Tell them firmly to stop.
5. Await the arrival of staff.
6. Follow staff direction.

# Riot/Disturbance

1. Do not intervene.
2. Remain where you are or, if possible, find cover.
3. If a telephone is available, contact staff to notify them of your location.
4. Await the arrival of staff.

# Fire



There are fire escape plans posted in all areas of the institution. Locate one and familiarize yourself with appropriate escape route and emergency telephone numbers for the facility.

In case of fire:

1. Remove yourself and others from the area following posted escape routes.
2. Pull the fire alarm nearest the emergency if one is available.
3. Call the emergency number for reporting a fire.



# Natural Disaster



1. Maintain control of any incarcerated individuals who may be under your supervision. Take your sign in sheets with you, count, and verify by checking their IDs.
2. Follow staff directions at all times.
3. Report any damage, emergency, medical needs, etc., to staff immediately.

# Utility Failure

1. Report failure to staff, including any damage resulting from the failure.
2. Follow staff directions.

# Evacuation

1. Follow staff directions in ALL cases.
2. Secure any personal or state-owned property that you are responsible for.

# Escape Response

1. While you have no specific duties during an escape response, you do have a duty to report any suspected activity that may indicate an escape is occurring or information that leads you to believe an escape is being planned.
2. As always, follow staff direction.

# Explosive Device

1. In the event you locate an item that appears to be an explosive device, notify the nearest staff member by word of mouth.
2. If made aware of an explosive device by phone, DO NOT hang up.
3. DO NOT UNDER ANY CIRCUMSTANCES TOUCH OR DISTURB THE ITEM IN QUESTION.

# Worst Case Scenario

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Justin Sayers and Danielle Lerner, The Courier-Journal Published 10:30 a.m. ET Dec. 28, 2016 | Updated 3:53 p.m. ET Dec. 28, 2016

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## Officer beaten, held hostage at prison in Pelzer

Romando Dixon, rdixon@greenvillenews.com Published 2:55 p.m. ET April 11, 2016 | Updated 10:28 p.m. ET April 11, 2016

# Hostage Situation

- Hostage situations are extremely rare.
- Volunteers involved in a hostage situation are even more rare.
- However, the fact that it is possible means you must be familiar with the necessary actions that you would need to take in such a situation.

# Hostage Situation

Listed below are the essential guidelines to follow.

1. Don't be a hero. Be cautious. Staff are trained to respond to these types of situations.
2. Remain calm and do not attempt to make eye contact with hostage-takers.
3. Be cooperative and obey the hostage-takers demands. Failure to cooperate increases the potential for violence.
4. Look for a protected place to dive or roll if either authorities or incarcerated individuals attempt to assault the area.



# Hostage Situation

5. Keep a low profile. Avoid the appearance of observing crimes that hostage-takers commit.
6. Do not make threats against hostage-takers or give any indication that you would testify against them.
7. Use your own good judgment. It may be wise not to be reluctant to give up your identification or clothing to avoid physical resistance. In the event of sexual attack, trust your judgment. You may choose to offer verbal and physical resistance. **DO NOT RISK YOUR LIFE.**

# Hostage Situation

8. As a result of the stress of a hostage situation, you may experience fatigue. Try to drink water and eat, even if you are not hungry.
9. If your captors want to talk, act neutral, and be a good listener.
10. Even though you must appear disinterested while being held hostage, observe all that you can. Ensure that you are thoroughly debriefed and make your own notes after you are released.

# Remember

- ▶ Staff must always know who is in the facility so they can take the necessary steps in the event of an emergency.
- ▶ Although emergency situations are rare, it is important to be aware of the possibility.
- ▶ Volunteers have an overwhelmingly positive experience and overall, the incarcerated individuals value their services tremendously.
- ▶ Never forget that you are in a correctional facility which has the potential to be unpredictable and dangerous.

You have completed:

## **Safety and Security**

If you have any questions,  
please contact your Community Engagement Coordinator.

