

GENERAL VOLUNTEER GUIDELINES

- **Entry into the Correction Facility, requires your Driver's License for identification.** If you forget your license, you will not be allowed entry. Do not be irresponsible and ask for special privileges from the staff.
- **If you are late and your group enters without you, you will not be allowed to enter.**
- **All volunteers** will be subject to background investigations 7-10 days prior to admittance. No last minute substitutions will be allowed.
- **Wait patiently** for an Officer to assist you. Realize that Officers are frequently very busy and their priorities must come first. If they are too busy to assist you at a particular time, wait patiently.
- **When passing through gates or doors,** always allow inmates or Correction Officers to go first.
- **Correctional Staff are in control of the security and safety of all volunteers and prisoners.** Cooperate with their duties and directions. Practice courtesy with correction officers and inmates.

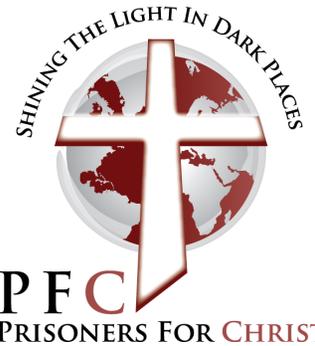
- **No items,** whatsoever, are to be given to inmates or taken from inmates unless approved by the Chaplain in advance. Everything is considered contraband.

Note: This is one rule that is punishable by fine and/or imprisonment!

- **You are there to provide a specific service.** Do not become involved in the personal affairs of any prisoners. Do not attempt to accomplish tasks for inmates which fall outside the service.
- **Be punctual and regular in attendance** as the success of your future endeavor rests greatly on your credibility, consistency, and integrity.
- **Bring** special problems or difficulties to your Group Leader, Chaplain, or Correctional Staff. Experiencing problems does not reflect on your ability to render an effective service in a facility.
- **Report any security violations** you may become aware of to the Shift Commander on duty and the Chaplain.
- **If you desire to write to an inmate,** check with Prisoners for Christ for guidelines to our Pen Pal Program.



Member of the Evangelical Council for
Financial Accountability



CREATIVE ARTS

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GUIDELINES FOR CREATIVE ARTS TEAMS

- **Please do not cancel a performance within three weeks of your program.** Due to the need for ample time for security clearances, we will not be able to replace your group if you should cancel within three weeks from the date of your performance. Last minute cancellations leave the ministry in a bind.
- **Please do not ask for last minute substitutions in members.** Again, because of the need for ample time for security clearances, we cannot have any last minute changes. If a key member of your group cannot come, bring the rest of the group anyway, and let the Spirit lead!!
- **Equipment:** The less equipment you need, the better! Many of the institutions do not have easy accessibility for heavy equipment. It is best if you can bring all your equipment in with you in one trip. If you should need extra equipment, please make special arrangements **two weeks in advance** with the Chaplain for either carts or on-site delivery.
- **All equipment will be searched by correctional officers.** Don't become frantic as they open your cases.
- **Do not move prison equipment.** You must check with the Chaplain before moving any prison equipment (e.g., piano, organ, sound system, etc.).
- **Do not hand anything out to inmates during your performance.** Everything is considered contraband. Any tracts, Bibles, tapes, CDs, response cards, or business cards **MUST** first be cleared for handout with the Chaplain. **Note: This is one rule that is punishable by fine and/or imprisonment!!**

- **Inmates are real people, with real life stories.** While sharing the Gospel or your testimony, don't be judgmental. Inmates know that they have made mistakes, they do not need to hear it from you. *Don't preach at them!* Testimonies and sharing of scripture should always be uplifting and filled with hope and encouragement.
- **Inmates like people who are real, not just performing.** No one is perfect. If you make a mistake in your concert, move on. Most likely, no one noticed.
- **At most concerts there is a "movement period"** at which time some inmates will have to leave to perform other jobs at the facility. If inmates need to leave, this is not a reflection on your performance, it is part of the system.
- **Don't make promises that you can't keep.** Don't promise to write to an inmate after you leave if you have no intention of writing. There are strict guidelines for pen pal writing. If you would like a copy, let us know.
- **Don't promise to send a tape or CD of your music unless you first check with the Chaplain.**
- **The proper response** to any request for material by an inmate is, "I'm not sure if I can do that. Let me talk with the Chaplain. If he says it is okay, I will."
- **Never give out your address or phone number.** If you wish to correspond with an inmate, check with the Chaplain for proper procedures.
- **Do not ask the reason why an individual is incarcerated.** Allow the individual to volunteer that information if they so desire. It is not necessary to know all the details to minister to them.

- **Everyone needs to pass through metal detectors.**
- **All watches, rings, glasses, belts, hair barrettes and overcoats will need to be removed.**
- **Dress Casual, but no blue jeans or open toe shoes or sandals.**

Women: Should always dress modestly. Slacks or skirts at the knee or below. No low-cut blouses or sweaters. Jewelry should be kept to a minimum, if any.

Men: Stylish clothing in our society is appropriate; however, in a prison setting it can be construed as feminine in nature.

Remember, you're not there to impress people.

- **Do not take wallets, purses, keys or cash into the institution.** Either leave it in your car or rent one of the lockers that are provided at many institutions. **NOTE: You will always need your driver's license to enter and exit the facility.** Do not leave it in your car or lock it up. Carry it on you at all times.

