



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

RULES AND GUIDELINES FOR VOLUNTEERS AND GUESTS

These rules are meant to summarize expectations for volunteers and guests entering a Department of Public Safety and Corrections (DOC) facility. Any problems, questions or concerns shall be brought to the staff contact or appropriate security person. By signing below, the volunteer or guest acknowledges and understands the importance of following these rules and guidelines and that a violation of these or any other facility rules or guidelines may result in immediate and future termination of service and/or removal from the facility.

All visits to the facility shall be approved in advance by the Unit Head or designee.

All personal vehicles shall be parked in the parking lot at the Front Gate (or other designated area) unless specific authorization to drive in has been granted in advance.

While unattended, the vehicle shall be locked with the windows up and the keys removed.

All guests are required to undergo a search of their person and vehicle prior to entry.

All vehicles, including the trunk area, shall be searched by the Front Gate Security Officers upon exiting a facility.

The facility's posted speed limits shall be obeyed.

Intoxicating liquors, weapons, drugs, cell phones or any other articles, substances or things that may be considered to endanger security shall not be brought into or stored in any part of the facility. This includes inside a parked, locked vehicle.

No cameras, tape players, recorders, etc. shall be brought into a facility without the express permission of the Unit Head or designee.

Nothing, including food items, drinks, metal utensils, religious literature, pamphlets, etc. shall be brought into the facility without express permission of the Unit Head or designee.

No one may enter a facility while under the influence of alcohol or other intoxicants. An odor of alcohol is sufficient to deny entry. Medication shall be checked at the Front Gate (or designated area) prior to entry.

Volunteers and guests shall not wear the following combinations of clothing (since inmates wear these combinations): blue jeans and blue chambray shirt; blue jeans and white tee shirt; blue jeans and sweatshirt; sweat suits or blue jean jackets.

Volunteers and guests shall remain only in area(s) of the facility where authorization has been granted.

Volunteers and guests shall not bring anything to, receive anything from, nor pass anything for an inmate without prior authorization.

Volunteers and guests SHALL NOT develop nonprofessional relationships with an inmate or with an inmate's family and friends. This includes, but is not limited to, the writing of personal letters and making personal phone calls to an inmate or to an inmate's family and friends.

Volunteers and guest shall not give money to an inmate for any reason.

Signature of Volunteer or Guest

Date

Organization