

Pennsylvania Department of Corrections
SECURITY ORIENTATION FOR NON-DEPARTMENT EMPLOYEES

The category, "Non-Department Employees," includes but is not limited to Contract Service Providers, Vendors, Interns, Volunteers, Public Visitors, and all others who are not Department employees.

I. ASSUMPTION OF RISK

All persons entering a Department facility, ***including a State Correctional Institution, Boot Camp, Community Corrections Center (CCC), or Community Contract Facility (CCF)***, assume all risks resulting from the operation of a facility. Many individuals incarcerated ***or residing in these facilities*** have been charged with and convicted of violent crimes. Most are permitted to move about freely, without restraints, including areas in which Non-Department Employees may be present. ***A correctional officer may not always be present when a Non-Department Employee is in the same location as an inmate, parolee or parole violator. Among the risks being assumed is the risk of physical violence, sexual assault, fraud, identity theft and others.***

II. DISCRIMINATION

Non-Department Employees shall act respectfully toward all citizens of the Commonwealth without regard to age, race, color, ancestry, creed, sex, sexual orientation or identity, marital status, national origin, non-job related handicap, or religious or political beliefs. This necessarily includes inmates, parolees, Department employees, contactors, interns, visitors, and all others.

III. VEHICLE SECURITY

1. ***All vehicles are subject to search.***
2. Vehicles must be locked and windows closed at all times when driving or parked on facility property.
3. Vehicles must not contain cameras, contraband, alcoholic beverages, controlled substances, personal weapons, or implements of escape. Finding of contraband may cause the termination of the privilege to enter Department facilities.
4. The steering wheel of a convertible, jeep, or other soft-top vehicle must have a security device (e.g., club) affixed to it.
5. Remote starting devices should not be used while at the facility nor should any hide-a-key box be attached to any vehicle.
6. Gas cans containing fuel as well as bicycles, ATV's, dirt bikes, and similar conveyances, along with ladders, must be chained and locked to the vehicle or trailer.
7. Secure Tools. Do not leave tools or keys visibly lying on car seats. Tools must be locked in a tool box secured to the vehicle or locked in the trunk.
8. Secure Personal Information. Nothing should be visible from the outside of the vehicle that would identify the vehicle as belonging to a Non-Department Employee (e.g., Photo ID, mail/magazine label with contact information, etc. left on the dashboard or seat).
9. Limit Keys. Bring only a vehicle key into the institution; leave other keys locked in the vehicle.
10. ***Cell phones, pagers, multimedia devices, etc. are not permitted inside facilities. They must be properly secured in a vehicle prior to entering the facility.***
11. ***Any driver/owner and passengers in the vehicle will not be permitted entrance to a facility if the driver/owner refuses a vehicle search.***
12. ***Children and/or animals may not be left unattended in the vehicle.***

IV. SECURITY

1. Subject to Search. Everyone entering or leaving a **Department** facility is subject to search. All persons entering a facility must clear a metal detector and may be searched with an electronic ion detection scanner **and/or K-9 unit**. Arrive at the facility early enough to allow time to be thoroughly processed.
2. Under the Influence. Arriving at the facility under the influence of alcohol **or a controlled substance** will result in the immediate termination of the status as an approved Non-Department employee.
3. Metal Implants/Ambulatory Devices. A person with a metal implant or who is medically required to wear an item constructed with metallic items (e.g., back brace, knee support, etc.), or who is medically required to use an ambulatory assistance device (e.g., wheel chair, walker, cane, crutches, etc.) must present a medical card each time he/she enters the facility. Persons with such requirements will be scanned with a hand-held metal detector.
4. Medicines. If easy access to prescribed emergency doses of a controlled substance or nonproprietary drug is needed, the Non-Department Employee must provide a doctor's note to the facility and alert staff in advance. The facility will determine whether or not the individual may keep the emergency dose of medicine on their person or if the medicine must be kept in a secure but easily accessible location.
5. Contraband. **Non-Department Employees are prohibited from providing or attempting to provide to an offender, contraband, including but not limited to: cell phones; tobacco; food; pornography; nude pictures or photographs; media storage devices; weapons; alcoholic beverages; drugs; drug paraphernalia; explosive devices or materials useful in the fabrication of explosive devices or any other article, substance or thing that may reasonably be considered a danger to the security of the facility.**
6. Prior Permission Mandatory. No Non-Department Employee is permitted to bring anything into or take anything out of the facility for an inmate, no matter how innocent or trivial it may seem. Written permission to bring an item for program use (e.g., handouts, books, musical and/or audio-visual equipment, etc.), must be obtained from the Facility Manager/designee.
7. Movement. Movement is limited to the area where the Non-Department Employee performs his/her service. Groups entering a facility will stay in close proximity to the escorting staff while going to and returning from a program site. Non-Department Employees should always inquire about the location of the nearest correctional officer in the event of an emergency.
8. Monitor Belongings. Non-Department Employees are responsible to closely monitor any item(s) for which they have authorization to bring into the facility. At no time should any property belonging to a Non-Department Employee be left unsecured. If a Non-Department Employee notices an item is missing, he/she will report this immediately to the closest staff.

V. IDENTIFICATION

1. ID and Visitor Badges. Non-Department Employees will either be issued an ID badge or a Visitor's Badge. Badges must be worn on clothing in a visible location above the waist at all times. Notify a staff member immediately to report a lost badge.
2. Photo ID. Persons who are not issued an ID badge must provide a photo ID (e.g., driver's license, etc.) to enter each facility. Failure to bring a photo ID will result in the Non-Department Employee being refused entrance to the facility.
3. Gate Clearance. Non-Department Employees whose names are not recorded on a Gate Clearance will be refused entrance.
4. Biometric Identification System. Non-Department Employees who have been issued an ID badge must enter their ID # on the keypad or scan their ID badge using the ID reader. They will also place their readable finger on the biometric Finger/ID reader upon entering and leaving the

facility. No Non-Department Employee will be allowed to leave the secure perimeter of a Department facility unless he/she is positively identified by staff.

5. Sign-In and Sign-Out Procedures. Unless otherwise informed, all Non-Department Employees are required to sign-in and sign-out of the facility, noting the make and license plate number of the respective vehicle in which they were a driver or passenger.

VI. DRESS (4.1.1, "Human Resources and Labor Relations," Section 53 – Professional Attire Standards for Non-Uniformed Staff)

1. Appropriate Dress
 - a. Non-Department Employees must maintain a neat appearance at all times.
 - b. MEN must wear long trousers and a shirt with sleeves. Shorts are prohibited.
 - c. WOMEN must wear a dress, skirt, or slacks with an appropriate top. See-through apparel, halter-type tops or extremely short skirts are not permitted. Shorts are prohibited. Any footwear with heels that are four inches or higher is prohibited.
2. Avoid Clothing with Metal. Do not wear an abundance of metal jewelry, metal hair pins, or garments/undergarments with metal wire/metal buttons, etc. These items will be detected by the metal detector and cause delays in entering the facility.
3. Shoes. Shoes must be worn. Sandals are permitted; flip flops are not permitted.

VII. INTERACTING WITH INMATES

1. Limit Contact to Handshakes. Hugging or kissing inmates is strictly prohibited. A warm hello and/or a hand shake are the only acceptable greetings.
2. Show Respect. Respect inmates as fellow human beings. View them as people who have made regrettable mistakes in life for which they are serving their punishment. Empathize with inmates, without "feeling sorry" for them, remembering that their life choices, over which they had control, have resulted in their being incarcerated.
3. Vulgarity and Profanity Prohibited. The use of vulgarity and profanity is strictly prohibited.
4. Treatment of Inmates. Do not attempt to psychoanalyze inmates or recommend any medical or mental health treatment. Trained Department medical and mental health professionals are equipped to care for complex inmate medical and mental health needs.
5. Treat all Inmates the Same. Refrain from showing favoritism to any inmate or a select group of inmates.
6. Affirm the Positive. Affirm positive inmate behavior and attitudes at all times.
7. Be Fair. Be fair, firm and consistent in dealing with inmates. Refuse to make promises that cannot be kept.
8. Be Aware of Con Games. Many inmates have learned to cope by manipulating others. Some will attempt to lure Non-Department Employees into compromising positions. If an inmate asks for a favor, tell the inmate NO and that permission must be secured from a staff member. A Non-Department Employee should contact a staff member if he/she feels an inmate might be engaging in manipulative behavior.
9. Limit Personal Sharing. Do not disclose marital status, family concerns, medical conditions, etc. to inmates. No one is obligated or required to answer every question an inmate asks.
10. Do Not Disclose Contact Information. It is forbidden to release personal telephone numbers, mailing or email addresses to any inmate housed in a State Correctional Institution or the Boot Camp in accordance with Department policy **6.3.1**.
11. No Personal Relationships. Non-Department Employees are not permitted to visit, correspond with, or converse by phone with any inmate in the Department unless they have prior written approval from the Facility Manager(s). If it is discovered that an inmate has had contact with a Non-Department Employee by phone, letter or any other means without prior permission, the Non-Department Employee shall be suspended.

1.1.6, *Volunteers and Interns in the Department of Corrections* **Section 3 – Volunteer and Public Visitor Information**

Attachment 3-E

Issued: 4/1/2014

Effective: 4/15/2014

12. Emotional Involvement. Promptly terminate a personal relationship that begins to be fostered with an inmate that may lead to romantic and/or emotional involvement. If involvement is losing its objectivity or is becoming emotionally entangled, speak with an appropriate staff member immediately. A temporary voluntary hiatus from service in the prison may be appropriate.
13. Can't Foster Children. Non-Department Employees may not serve as foster parents to an inmate's child while the parent is in custody.
14. No Money Transactions. Non-Department Employees are prohibited from entering into any type of business transaction with an inmate and are prohibited from placing money in an inmate's account. Non-Department Employees are not permitted to solicit, accept, or agree to accept any gift of money or goods, loans or services for personal benefit from an inmate or accept or perform favors or accept or distribute any gifts, money, or loans to or from inmates or members of an inmate's family.
15. Conflict of Interest. Non-Department Employees may not assist inmates with legal matters nor shall they represent or act as an agent for any private interest, whether compensable or not, which could be reasonably expected to result in a conflict of interest. This includes, but is not limited to representing the interests of inmates.
16. Alert Staff of Disruptive Inmates. Non-Department Employees will alert staff if an inmate shows disrespect or causes distractions during their visit to the institution.
17. Do Not Empower Inmates. Non-Department Employees shall not permit an inmate to be in control of, or exercise authority over, other inmates.

VIII. CONFIDENTIALITY

Non-Department Employees are prohibited from discussing their interactions with specific inmates outside the facility or to use information, not available to the public at large, for personal gain or for the gain of others, or divulge confidential information without its authorized release.

IX. PERSONAL INVOLVEMENT WITH INMATE FAMILIES

1. No contact with Inmate Families, Friends, Relatives. Non-Department Employees are prohibited from contacting the families of inmates or their significant others, unless the Non-Department Employee has prior written permission from the Facility Manager/designee. Inmates have telephone and mail privileges to enable them to contact family members. If a Non-Department Employee is contacted by an inmate by mail or phone or by some other means, the Non-Department Employee is required to report this to facility staff immediately.
2. No Exchange of Materials. Non-Department Employees are prohibited from trading, bartering, or receiving gifts, money, and favors from an inmate or an inmate's friends, relatives, or representatives. Moreover, Non-Department Employees are prohibited from delivering gifts or money to inmate's friends, relatives or representatives.

X. SEXUAL HARASSMENT

1. Zero-Tolerance Policy. The Department has a zero-tolerance policy on sexual harassment. Non-Department Employees may view the Department Policy **1.6.2, "Sexual Harassment"** on the Department's public website: www.cor.state.pa.us.
2. All Subject to Discipline. If a Non-Department Employee engages in, or knowingly condones sexual harassment, he/she shall be subject to disciplinary action. If he/she is found guilty of sexual harassment charges, the Non-Department Employee will be dismissed and services terminated.
3. Report Harassment. If a Non-Department Employee believes that he/she has been the victim of sexual harassment by an inmate or staff, he/she must report the incident immediately to the Facility Manager, the facility's HR Officer, or the Department's Office of Equal Employment

1.1.6, Volunteers and Interns in the Department of Corrections

Section 3 – Volunteer and Public Visitor Information

Attachment 3-E

Issued: 4/1/2014

Effective: 4/15/2014

Opportunity (Toll-free reporting line is 1-877-336-0846). The Facility Manager will ensure that a full investigation of any alleged incident is conducted pursuant to **Management Directive 410.10**. The Non-Department Employee will be notified of the findings upon the conclusion of the investigation.

XI. SEXUAL CONTACT WITH AN INMATE (DC-ADM 008, “Prison Rape Elimination Act)

1. Zero-Tolerance Policy. The Department has a zero-tolerance policy on any type of sexual contact with an inmate.
2. All Subject to Discipline. If a Non-Department Employee engages in, or knowingly condones sexual contact with an inmate, he/she shall be subject to disciplinary action. If the Non-Department Employee is found guilty of sexual contact with an inmate, he/she will be dismissed, services will be terminated, and criminal charges will be filed.
3. Report Sexual Contact. If a Non-Department Employee becomes aware of an individual’s sexual contact with an inmate, he/she is obligated to report this to the Immediate Staff Supervisor.

XII. PERSONAL WELFARE

1. Hands Off Inmates. It is forbidden to strike or lay hands on an inmate unless it is in self-defense. Only the absolute minimum amount of force shall be used if a Non-Department Employee elects to defend him/herself or others, or to prevent an escape, or to prevent serious injury or damage to property, or to quell a disturbance or riot, he/she assumes all risks.
2. Report What Doesn’t Seem Right. Immediately report to staff any unusual situation which occurs or information that is received, which could threaten any person, property or security. This includes notifying staff if any radical changes in an inmate’s attitude or routine are observed.

XIII. INTERACTING WITH STAFF

1. Always be Respectful. At all times, a Non-Department Employee will be respectful of and courteous toward correctional staff. Be aware that correctional staff will err on the side of caution, being thorough in confirming the identity of Non-Department Employees as well as searching their belongings and person, and ensuring proper supervision. Patience with and friendliness toward correctional staff will promote a healthy correctional environment for all.
2. Obey Orders. Obey facility staff’s direction immediately even if the reason for the order is not known. Obey first, discuss later. If a Non-Department Employee observes correctional staff acting inappropriately, or thinks correctional staff is wrong, do not discuss this in front of inmates. Discuss this privately with an Immediate Staff Supervisor at a later time.

XIV. EMERGENCIES

1. Remain Calm. When faced with an emergency (e.g., a threatening inmate, a fire, assault, escape or physical sickness), remain as calm as possible. Do not exhibit fear. Locate the nearest staff member in person or by phone.
2. Injured or Sick while inside. If a Non-Department Employee is injured while on Department property or becomes ill, report to an Immediate Staff Supervisor as soon as possible.
3. If Taken Hostage. If a Non-Department Employee is seized or taken hostage, he/she shall have no authority to disregard, alter, modify, or change in any manner the prescribed duties, responsibilities, or obligations or demands by the prison(s), or plea between hostages, regardless of consequences, unless on orders from the Secretary or higher authority.

1.1.6, Volunteers and Interns in the Department of Corrections

Section 3 – Volunteer and Public Visitor Information

Attachment 3-E

Issued: 4/1/2014

Effective: 4/15/2014

XV. LEGAL

1. No Legal Coverage. Inmates often file lawsuits against persons with whom they come into contact while incarcerated. While this rarely happens to Non-Department Employees, if sued, the Commonwealth cannot provide liability insurance for a Non-Department Employee, nor can it provide legal representation.
2. Subject to the Laws of the Commonwealth. While Non-Department Employees are present in a Department facility or on facility grounds, they are subject to the laws of the Commonwealth of Pennsylvania. Any crimes committed on facility grounds will be prosecuted.

XVI. CONTACT WITH OFFENDERS AND EX-OFFENDERS

1. ***Non-Department employees may assist individuals in Community Corrections Centers (CCCs) and Community Contract Facilities (CCFs) and parolees with community reintegration needs. The Non-Department Employee must inform the Facility Manager in writing of the name(s) of the inmate(s) released to a CCC/CCF and the Community who he/she seeks to assist with community reintegration needs. Non-Department Employees who elect to engage inmates released to the community assume all risks involved in relating to individuals with a criminal history.***
2. ***Non-Department employees must comply with the provisions of the Prison Rape Elimination Act (PREA) and the regulations issues thereunder.***