



PIEDMONT REGIONAL JAIL AUTHORITY

VOLUNTEER/CONTRACTOR HANDBOOK

Introduction to Piedmont Regional Jail Authority

Welcome to Piedmont Regional Jail which was established in 1988, in accordance with the Commonwealth of Virginia statutes 53.1-95.2 thru 53.1-95.24 and operated by Piedmont Regional Jail Authority. Piedmont houses offenders from Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward County. Additionally, the Jail houses offenders from the U.S. Marshal's Service, Bureau of Prisons and other jurisdictions.

The Piedmont Regional Jail Authority operates the facility under the principle that all administrative and management decisions either directly or indirectly affect the security or program goals of the facility. In that connection, facility staff serves as important and productive role model for all offenders, conveying the proper social values to the offender population. Throughout the course of a day, opportunities for interaction between staff and offenders provide a means to teach or reinforce appropriate offender behavior and staff are expected to interact in a manner consistent with the objectives of the facility.

Piedmont provides detention and program services for adult males and females, at minimum, medium and maximum custody levels.

This handbook has been developed as a guide for the efficient and professional performance of your assignments. As a volunteer, you will be expected to adhere to all rules and regulations defined in the handbook, and those prescribed in accordance with the Department of Justice, Prison Rape Elimination Act.

Offenders are detained at this facility for an average of 90 days to 12 months. Some are incarcerated for a longer period of time. During this period of incarceration, they are provided a variety of programs that may facilitate the successful completion of their sentence. Volunteers are a crucial part of this effort. The Jail values your expertise and willingness to share your time and efforts towards assisting us in achieving our goals. The staff will make every effort to assist you in providing and delivering these services.

As a volunteer, you enhance and expand the services and programs offered to the offenders. Volunteers permit increased personal contact for the offenders, broaden community resources for the facility, and increase public awareness of the correctional system. Volunteers supplement, but never supplant, activities of the Jail staff.

As a volunteer at Piedmont Regional Jail Authority, your primary contact person will be the Re-entry Counselor Crystal Knight at 434-392-1601.

Purpose of the Handbook

This handbook is intended to be a guide for the efficient and professional performance of your job. As a volunteer at Piedmont Regional Jail Authority, you will be expected to adhere to all rules and regulations as defined in this handbook. Piedmont Regional Jail Authority retains the absolute right to terminate any volunteer, at any time, with or without cause. Management retains the right to change the contents of this handbook, as it deems necessary, with or without prior notice.

Eligibility

Any person of good character and at least twenty-one (21) years of age may be eligible for volunteer status, and eighteen (18) if possess the licensed, credentials and/or certificates to perform professional services. Ex-offenders may be accepted as volunteers, with prior approval of the Superintendent. Relatives, partners, boy/girl friends of an offender may not serve as a volunteer.

Each prospective volunteer must complete an application for volunteer services and be interviewed by the Jail Staff. You will be required to present a valid Virginia's Driver's License, and/or a Social Security Card, and have successfully passed a criminal background investigation. If as a volunteer, you are performing professional services, you are required to present your credentials and/or certificates status. You may only perform professional services if you are certified, license, or qualified to do so. All volunteers will complete the Jail's mandated training prior to be allowed to enter the

secure areas of the Jail without an escort. The falsification of any information may result in curtailment of privileges for entering the facility.

Volunteer Code of Ethics

1. You will keep all confidential matters confidential
2. Interprets “volunteer” to mean that he/she has agreed to receive training for the job.
3. Maintains an attitude of open-mindedness; is willing to be trained for the job.
4. Maintains a professional attitude toward volunteer work, accepts obligation to the work, to those who direct it, to colleagues, to those for whom it is done, and to the public to whom we are accountable.
5. Compliments work of the jail staff and assists in developing effective teamwork.
6. Accepts differences in people in terms of cultural or economic background, race, religion and values.

Entering the Jail

You will enter the Jail through the main visitor entrance and proceed to the staff in charge at the desk or the visitor’s window. Identify yourself and or group that will be entering the Jail. You will be issued volunteer identification badge and required to leave your Driver’s License or a photo ID. The badge will be placed on the left breast pocket or in the general area for pocket-less garments. Your identification badge must remain in sight while on jail property. You will be asked to walk through the metal detector. All authorized items will be searched. The discovery of any unauthorized/illegal items found will result in your termination of volunteer service and/or criminal action. In such incidents, a supervisor will be notified and the appropriate action will be taken. The identification badge will be returned to the staff member escorting you out of the Jail or at the entrance desk and return your Driver’s License or Photo ID.

Volunteers who refuse to permit a search by an officer of the same gender are to be informed this is a requirement of individuals allowed on the property. Continued failure to submit to a search will result in expulsion from the property.

Volunteers who attempt to bring in illegal/legal drugs, alcohol, or any non-allowable items as defined by Jail Standards or as defined by state/federal laws are subject to termination of entrance and conducting volunteer work privilege or criminal action and potentially taken under arrest by Officers of Piedmont Regional Jail Authority.

Rules and Regulations

Standards of Conduct: You shall not knowingly or intentionally violate any of the rules and regulations of this Jail. All volunteers will be expected to be courteous, kind, patient, and respectful to both staff and offenders

- Volunteers are prohibited from using their official position to secure privileges for themselves or others.
 - Volunteers are prohibited from engaging in activities that constitute a conflict of interest.
 - Volunteers are prohibited from accepting any gift or gratuity from, or engaging in personal business transactions with, an offender or offender's family.
 - Volunteers are to restrict behavior in the area of campaigning, lobbying, or political activities.
- Volunteers shall adhere to all signage of property of Piedmont Regional Jail.

Appearance:

As a volunteer, we ask that you dress neatly and be well groomed in a manner that assists the Jail in maintaining a professional image. The following are not appropriate while at the Jail, and if they do not meet the requirements, you will be denied access to the Jail.

- Tight clothing made of sheer transparent, net, or mesh materials, sleeveless or revealing apparel: clothing that unduly expose the stomach, back, shoulders, chest, midriff, or underarms.

- Clothing designed/intended to be worn tightly to accent the body (spandex leggings, tank tops, body suits etc.)
- Dresses, skirts, jumpers, or culottes no more than four (4) inches above the knee, shorts, hats or head gear, except religiously recognized and approved.
- Clothing with gang signs, obscene language, distracting messages or resembling security or offender uniforms is prohibited.
- Only clip-on ties will be allowed since wrap around ties create a safety and security issue within the Jail.

Personal Data: You are requested to inform the Re-entry Counselor of a change of address or telephone number. This information is considered confidential and only used for job related purpose. DO NOT share any personal data or information with offenders.

Personal Possessions: You will not be allowed to bring personal items into the facility. All purses, pagers, cell phones, camera, etc., should be left outside the Jail in the trunk of a locked car. You are only allowed to bring in the necessary amount of books and paperwork needed for your services that day. An excessive amount of items shall not enter the facility. Only clear bags no larger than 12X12 are allowed. You are not allowed to share with or give to the offenders any personal possessions or money. Your keys will be locked up in a locker that is provided in the front lobby.

Photographs – Taping: You are prohibited from photographing, videotaping, tape recording, etc., any offender, any activity, or any reproduction of the facility.

Use of Facility Equipment: Telephones, computers, photocopy machines, office supplies, etc. are for facility use and may be used to assist you in providing the services you are to render. At no time are you to use these items for personal use. You are not to allow offenders access to facility telephones. Facility telephones are provided to offenders in their housing units.

News Media Contact: Unless given specific directions by the Superintendent, you are not authorized to address any member of the news media regarding institutional matters. You are to direct all requests from the media to the Superintendent.

Arrests: If you are arrested or charged with a crime or requested to appear as a defendant in a criminal court, you must immediately inform the Re-entry Counselor.

Drug and Alcohol Policy: Except when undergoing prescribed medical treatment, any use, sale or possession of narcotics, drugs, controlled substances, or alcohol while on duty or on jail property is an offense which will subject you to immediate dismissal and prosecution.

Sexual Misconduct: Sexual harassment or misconduct by volunteers with staff, offenders, or other volunteers will not be tolerated. Offenders are not in a position to consent due to the status of their incarceration. This refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or threat of an act of a sexual nature. Any volunteer who feels they are the subject of sexual harassment by staff or offenders is directed to report such an incident personally, with an accompanying written report, to the Superintendent.

Contraband: Contraband includes, but is not limited to the following: items not issued through approved channels; items not approved by the appropriate staff member; items not approved for purchase in the commissary; items not approved for mail delivery to the offender; items not approved for a visitor to introduce; items approved then altered from approved condition; unauthorized items passed from one offender to another; a weapon, gun, firearm, unauthorized tool, drug or intoxicant, explosive, corrosive, flammable, or other item not issued under the direct supervision of a staff member using prescribed procedures; any other article specifically prohibited by statute, policy or regulation; items of value not permitted within the jail; or excessive amounts of any authorized item.

Detention Units: Volunteers are not permitted in the Segregation or Disciplinary Detention areas unless approved by the Superintendent and/or his designee.

Incident Report: Any unusual incident that occurs during your visit must be reported to staff immediately. You may be required to submit written documentation and staff will follow up with an incident report.

Volunteer/Staff/Offender Relations

It is expected that you will not show partiality toward an offender, nor become emotionally, romantically, physically, or financially involved with an offender. You shall show no favoritism or give preferential treatment to an offender or group of offenders. You should refrain from openly lecturing or criticizing an offender or attempt to discipline an offender. Should you have questions or problems concerning an offender, staff member, facility, etc., contact the Jail's Program Director or the shift supervisor.

You are not to use obscene or verbally abusive language when communicating with offenders.

Do not provide offenders things over which you have no authority. You are not to offer or give any offender an article or favor. The Program Director/Chaplain will clear all professional pamphlets and religious paraphernalia before distribution to the offender. At no time will any of these kinds of items be handed out to offenders prior to approval.

Excessive physical contact between volunteers and offenders will not be tolerated. You may greet and end your contact with offenders in whatever way is professional and customary in the discipline in which you are working. Excessive holding of hands, long embraces or kissing will not be tolerated and will be grounds for immediate dismissal.

A volunteer may not be on an offender's visiting list. An offender may request that you visit him/her on visiting days, explain to him/her that you cannot visit him/her while you are a volunteer. Ask for assistance from the Program Director as necessary. You may also be denied visitation with an offender at this facility once your volunteer service has been terminated.

Some of the offenders are married with families. Care should be taken to avoid placing yourself in the middle of any family squabbles or issues.

At no time will volunteers escort offenders to program functions. Jail staff will conduct the escorting of all offenders.

You are not to carry messages in or out of the facility or between offenders in another facility or offenders inside the facility. You are not to mail letters for offenders since we do have a facility mail system.

If you recognize one of our offenders, please do not attempt to communicate with the offender in any way.

Cultural Diversity

Cultural diversity encompasses the cultural differences existing between people, such as language, dress and traditions, and the way societies organize themselves, their conception of morality and religion and the way they interact with the environment. As a volunteer at PRJA, you will meet and interact with people from other cultures throughout the jail. Regardless of your personal feelings and values, you are expected to interact with others, who may be different from you, in a professional manner while respecting the differences in your cultures.

Smoking

The Piedmont Regional Jail Authority is a non-smoking facility. The use or possession of tobacco products is prohibited. Tobacco products include cigars, cigarettes, chewing tobacco or similar items of a tobacco base used for rolling, smoking, inhaling, chewing, dipping, spitting, etc. to include lighters/matches, e-cigarette and vapes. You may not possess or use tobacco products while in the jail or on the jail property. You may maintain tobacco products in your personal vehicle, but may not use tobacco products while parked on the jail property.

Incidents or Threats of Sexual Assault

The Prison Rape Elimination Act (PREA) was passed by Congress and signed by President George W. Bush on September 4, 2003. The Act applies to all custodial corrections settings such as lock-ups, prisons, jails and community residential settings. The Act applies to all types of sexual misconduct against an offender by staff, contractors, volunteers, visitors and other offenders.

Standards were published by the Department of Justice on June 20, 2012 and went into effect on August 20, 2012.

PRJA has a zero tolerance toward all forms of sexual abuse and sexual harassment and has an approach for preventing, detecting and responding to such conduct. The PREA Coordinator acts on behalf of the Superintendent to ensure compliance with the PREA standards.

The issuance of the Volunteer Handbook and the signed receipt notating your understanding of the Volunteer Handbook will serve as the training expectations of PRJA.

Incident of Sexual Assault – Assault – Harassment: If you are to receive a report of sexual abuse, assault or harassment, you will report the incident immediately to the nearest security staff.

You will be required to write a report on any information provided to you by the offender.

Any volunteer who engages in sexual abuse will be prohibited from contact with offenders and shall be reported to the Prince Edward County Sheriff's Office for criminal action, or to relevant licensing bodies, unless the activity was clearly not criminal. The Superintendent shall take appropriate remedial measures, and shall consider whether to prohibit further contact with offenders, in the case of a non-criminal violation of the Jail's sexual abuse or sexual harassment policies by a volunteer.

Sexual Misconduct: is any behavior or act of a sexual nature directed toward an offender by offenders, staff, visitors, volunteers or any other government employee whether consensual or non-consensual acts or attempts to commit such acts including

but not limited to sexual assault, sexual harassment, sexual violence, sexual contact, conduct of a sexual nature or implication, sexual gratification, obscenity and unreasonable invasion of privacy or voyeurism. Sexual misconduct also includes but is not limited to conversation or correspondence, which suggests a romantic or sexual relationship between an offender and any party mentioned in this facility's policy and procedures such as:

- a. Any sexual advances
- b. Requests for sexual favors
- c. Threats for refusing sexual advances
- d. Verbal or physical conduct/contact including but not limited to touching/horseplay of a sexual nature towards an offender
- e. Invasion of privacy beyond what is reasonably necessary for safety and security

Sexual Contact: includes but is not limited to: all forms of sexual contact. Intentional sexual touching or physical contact in a sexual manner, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, buttocks, with or without consent of any person; or any unwanted touching with intent to arouse, humiliate, harass, degrade or gratify the sexual desire of any person.

Sexual Assault: is any contact between the sex organ of one person and the sex organ, mouth or anus of another person or object, by the use of force or threat of force. (This includes: complainant touching themselves, the accused or another person.)

Unauthorized Relationship: is a relationship with any offender under the supervision of PRJA to include offenders, staff, visitors, volunteers, or any other government employee other than a business/professional relationship. *Sexual acts or sexual contacts between an offender and any other offenders, staff, visitors, volunteers, or any other government employee, even if the offender consents, initiates, or proposes, are always prohibited and always illegal. An offender cannot legally consent.*

The Authority mandates volunteers maintain a professional relationship with all persons under the supervision of the Piedmont Regional Jail and any relationship other than a professional relationship must be properly reported and investigated to include any act

or threat of sexual assault or sexual harassment. The Jail Authority establishes a zero tolerance for the incidence of sexual assault or sexual harassment at PRJA, makes the prevention of sexual abuse a top priority, protects the Eighth Amendment rights (prohibition of cruel and unusual punishment) of the offender and increases the efficiency and effectiveness of health care, mental health care, disease prevention, crime prevention, investigation and prosecution.

The Jail's volunteers will maintain appropriate authorized relationships with offenders in order to assure fairness, integrity, credibility and security in the workplace. All volunteers are expected to have a clear understanding that the Jail considers any type of unauthorized relationship with an individual under Jail's supervision to be a serious breach of conduct and these relationships will not be tolerated. Engaging in an unauthorized relationship may result in termination of volunteer status.

Any volunteer who becomes aware of or reasonably suspects that another employee, contractor or volunteer is involved in an unauthorized relationship has an affirmative duty to immediately report any such knowledge or suspicion to the Superintendent.

Volunteers who fail to report knowledge of a potential unauthorized relationship or withhold information concerning a potential unauthorized relationship may be subject to suspension of their volunteer status.

Volunteers are to cooperate fully by providing all pertinent information during the investigation of misconduct. The failure of a volunteer to answer any inquiry fully and to the best of their knowledge will be grounds for termination of volunteer status.

For more information regarding this issue, contact the PREA Coordinator.

Training and Orientation

All volunteers will participate in a Volunteer Training and Orientation session to help you understand the role of volunteers and the scope of a volunteer's authority, and mutual responsibilities of the offender, institutional staff, and volunteer before a working relationship is initiated. Each volunteer must complete the Training and

Orientation session before beginning any volunteer services inside the jail. Training is mandatory; failure to comply will result in volunteer status being revoked.

Volunteer Worker Relations

As a volunteer in the facility, you are encouraged to utilize and develop any skills you possess which may be beneficial to the overall management of our volunteer work force. There may be several areas where volunteers are used for which you are suited. Contact the Jail's Program Director for information concerning other positions.

Confidentiality of Information

As a volunteer, you are required to hold all information related to staff, offenders or facility operations confidential. Any information obtained by you in the line of duty is only to be used in matters related to your work at this facility. You will be asked to agree in writing to abide by the policy of confidentiality. You are cautioned not to speak with the offender regarding his criminal case. Any information that is obtained from offenders or staff which suggests there is a possibility of escape, assault, or other possible danger to yourself or others (staff, offenders, community) or property, **MUST** be reported immediately to the Shift Supervisor or Jail's investigator.

Safety

The Piedmont Regional Jail Authority strives to maintain a safe and healthy work environment for staff and offenders. Please observe all warning signs that are posted throughout the jail. This includes observing "Wet Floor" signs. If you observe unsafe conditions or unsafe acts, you shall report them immediately to the Shift Supervisor on duty. If you detect signs of a fire or notice a fire, you are responsible for reporting it to the nearest officer or Shift Supervisor immediately. If a staff member, offender, or you are injured while performing volunteer services at the jail, you are responsible for reporting any injury to the Shift Supervisor. An accident form must be completed and turned in to the Watch Commander. You are required to complete an Incident Report prior to exiting the jail.

Fires: In the case of a fire within the jail, remain in your assigned area until you receive further instructions from an Officer. In case of a fire in the area of the jail in which you are located, you shall follow the instructions of the Officer. Do not leave the area until you are instructed to do so. Fire evacuation routes are posted near each exit.

Natural Disasters: In the case of a natural disaster, remain in your assigned area until you receive further instructions from an Officer. In case there is a tornado or hurricane, the offenders will be returned to housing and locked down. All Volunteers will report to and area designated by the Officer. Do not leave the area until you are instructed to do so.

Hostage: In the event that any correctional staff, employee, or volunteer is seized as a hostage, shall not disregard, alter, modify, or change in any manner the prescribed duties, obligations or responsibility of their position regardless of the demands given by any hostage. Hostages do not give orders. Any employee or volunteer taken hostage will be considered to have lost all rank and authority for as long as they remain a hostage. At no time will weapons or keys be surrendered to an offender or group of offenders because of a threat to a hostage. At no time will an employee or volunteer be allowed to pass through a door or gate if there is any reason to believe the employee or volunteer has been taken hostage.

Work Schedules

During orientation, you will indicate the number of hours and/or days you are available to be a volunteer. Your work hours will be scheduled in accordance with the activities on the facility's master schedule. Please keep in mind your needs and the time frame noted in the jails master schedule when providing your service. Any deviation from the scheduled program participation will be communicated to the Program Director.

Volunteers must keep commitments. Offenders develop expectations that you will be here. When you maintain your commitments, you make your commitments meaningful. In the event that a meeting or session has to be canceled, notify the Shift Supervisor at 434-392-1601 at least two hours in advance. If a meeting or session is going to be

canceled at the jail because of an emergency, we will make every effort to notify you at least two hours in advance.

Institutional programs will normally be closed during all State and Federal holidays. During inclement weather, we will follow the Jail's inclement weather policy. During inclement weather, please do not come to the facility to conduct your program.

Parking

You may park in any space in the front of the jail unless otherwise designated. All car windows are to be closed and doors locked. Do not leave the key in the car or leave the car idling.

Termination

Volunteers may be terminated from the volunteer program for any of the following reasons:

1. Breach of confidentiality;
2. Unlawful conduct or breach of facility rules and regulations;
3. Physical or emotional illness;
4. Inability to cooperate with staff;
5. Any other activity which threatens the order or security of the facility or the safety of the volunteers;
6. The activity for which they were volunteering is no longer needed by the institution.
7. Sexual Misconduct

If you wish to terminate your association with the facility for any reason, you should submit a letter of resignation to the Program Director two weeks prior to your departure, if possible.

