

LYCOMING COUNTY PRISON

277 WEST THIRD STREET
WILLIAMSPORT PA 17701

***VOLUNTEER
HANDBOOK***

Revised: February 2018

Dear Volunteer:

Thank you for your interest and participation in our volunteer program. The commitment of your time and energy is an asset to both this facility and the inmates.

Adults of all ages, all educational levels and from all life experiences become good volunteers. Correctional systems need level-headed people who are willing to share their experience or training with inmates.

The facility receives the benefit of your specific talents, skills and the investment of your personal time, all of which provides added dimension to the various established program services. The inmate population welcomes the opportunity your presence affords to interact with individuals from the community who are interested in understanding and helping.

This information packet is intended to provide a general overview of the Lycoming County Prison and its programs. If you have additional questions, please contact the Deputy Warden of Treatment.

We are looking forward to the ways in which you will enhance the total program, but we know your effectiveness can only begin after you understand the operation of the County Prison, its security needs and what is expected of you while you are a volunteer. If we are successful, we will all enjoy the satisfaction of seeing inmates find better ways to grow and learn while incarcerated and leave this facility in a better position to be a better citizen than when they arrived here.

It is very important that you, as a volunteer, participate in an orientation process and be provided a handbook. It is important that you fully understand and follow the rules, regulations and guidelines as they are outlined for you in this handbook.

As you go about your volunteering, the staff is always available to help you in any way in which we can. We not only hope, but expect that you will ask for our assistance in making your volunteer efforts the best they can be.

Thank you for your interest and commitment to this need.

The Deputy Warden of Treatment, with the assistance of the Correctional Counselors, is responsible for coordinating all volunteer services.

If a problem would arise with a volunteer, the individual and their volunteer coordinator will meet with prison staff to resolve any problems.

STAFF SECURITY

Prison parking lots are for prison staff parking only. On-street parking and the municipal lot located nearby are available for visitor parking.

Lycoming County Prison is a medium sized county jail. It utilizes indirect supervision. In most instances, you will be directed by staff via intercom. You may not see a staff officer when you enter the facility. Visitors enter the building from the West Third Street entrance. You must press the intercom button and await a response from Central Control. Advise of your identity, the reason for your visit and the inmate's name. Please have identification from the agency you represent so we can check it with our approved outside agency list. If you bring someone new with you make sure they have proper picture I.D. and agency approval.

Central Control will then advise you to enter the building and will release the lock. You then enter the lobby and pass through a metal detector. Pocketbooks are to be placed in the lockers provided for your use. In order to preserve the safety of staff and visitors weapons are not to be brought into the building. Do not carry such items as pocketknives or wear an abundance of metal jewelry on your person. Metal items will be detected by the detector and could cause delays in entering the building.

**CELL PHONES OR OTHER ELECTRONIC DEVICES ARE STRICTLY PROHIBITED.
PLEASE LEAVE THEM IN YOUR VEHICLE.**

You then present your identification at the Central Control window. Identification is required by all visitors in order to enter the building. After visitors sign the registry, they will be directed to the appropriate area for their visit. A valid driver's license is an acceptable means of identification.

Visitors and briefcases are subject to being searched for contraband. Cigarettes, matches and any other tobacco products are now considered contraband in the prison.

Instructional materials for meeting or tutoring are permitted. We ask, however, that all materials be given to a staff member to be checked for contraband, prior to being given to the inmate. If any questions should arise as to what shall be permitted, contact a staff member. You are not to enter the prison with recording, video or camera type devices.

You may not take anything out of the facility for an inmate, no matter how trivial it seems. Letters to be mailed are not permitted to be taken out by volunteers. All inmate mail must be channeled through the prison mail procedure.

Everyone entering or leaving the institution is subject to search. The finding of contraband in a volunteer's possession could be embarrassing and will probably cause the termination of that volunteer's privilege to enter the institution. Charges could be filed for introduction of contraband.

The Warden has the discretion to curtail, postpone or discontinue the services of volunteer or volunteer organization.

LAWS GOVERNING ESCAPE AND CONTRABAND

Laws governing laws are important because they are applicable to volunteers and their contact with inmates.

18 PA C.S.A. Subchapter B Crimes Code of PA

5121 Escape

- (b) Permitting or facilitating escape – A public servant concerned in detention commits an offense if he knowingly or recklessly permits an escape. Any person who knowingly causes or facilitates an escape commits an offense. 1972, Dec. 6, P.L. – No 334, 1. effective June 6, 1973.

5122 Implements of Escape

- (a) Offense defined – 1) A person commits a misdemeanor of the first degree if he unlawfully introduces within a detention facility or mental hospital, or unlawfully provides an inmate thereof with any weapons, tool or other thing which may be used for escape. 2) An inmate commits a misdemeanor of the second degree if he unlawfully procures makes or otherwise provides himself, with, or has in his possession any such implement of escape.
- (b) Definition – As used in this section the word “unlawfully” means surreptitiously or contrary to law, regulation or other order of the detaining authority.

5123 Contraband

- (a) Controlled substance contraband to confined persons prohibited. A person commits a felony of the second degree if he sells, gives, transmits or furnishes to any convict in a prison, or inmate in a mental hospital, or gives away in or brings into any prison, mental hospital, or any building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth or county for the use and benefit of the prisoners or inmates, or puts in any place where it may be secured by a convict of a prison, inmate of a mental hospital, or employee thereof, any controlled substance included in Schedules I through V of the act of April 14, 1972 (P.L. 233, No. 64), known as the Controlled Substance, Drug, Device and Cosmetic Act, (except the ordinary hospital supply of the prison or mental hospital) without a written permit signed by the physician of such institution, specifying the quantity and quality of the substance which may be furnished to any convict, inmate or employee in the prison or mental hospital, the name of the prisoner, inmate, or employer for whom and the time when the same may be furnished, which permit shall be delivered to and kept by the warden or superintendent of the prison or mental hospital.
- (a.2) Possession of controlled substance contraband by inmate prohibited. A prisoner or inmate commits a felony of the second degree if he unlawfully has in his possession or under his control any controlled substance in violation of section 13(a)(16) of The Controlled Substance, Drug, Device and Cosmetic Act.

- (b) **MONEY TO INMATES PROHIBITED.** A person commits a misdemeanor of the third degree if he gives or furnishes money to any inmate confined in a State or county correctional institution, provided notice of this prohibition is adequately posted at the institution. A person may, however, deposit money with the superintendent, warden or other authorized individual in charge of a State or county correctional institution for the benefit and use of an inmate confined therein, which shall be credited to the inmate's account and expended in accordance with the rules and regulations of the institution. The person making the deposit shall be provided with a written receipt for the amount deposited.
- (c) **CONTRABAND OTHER THAN CONTROLLED SUBSTANCE.** A person commits a misdemeanor of the first degree if he sells, gives or furnishes to any convict in a prison, or inmate in a mental hospital, or gives away in or brings into any prison, mental hospital, or any building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth or country for the use and benefit of the prisoners or inmates, or puts in any place where it may be secured by a convict of a prison, inmate of a mental hospital, or employee thereof, any kind of spirituous or fermented liquor, medicine or poison (except the ordinary hospital supply of the prison or mental hospital) without a written permit signed by the physician of such institution, specifying the quantity and quality of the substance which may be furnished to any convict, inmate or employee in the prison or mental hospital, the name of the prisoner, inmate or employee for whom, and the time when the same may be furnished, which permit shall be delivered to and kept by the warden or superintendent of the prison or mental hospital.
- (c.1) **TELECOMMUNICATIONS DEVICES TO INMATES PROHIBITED.** A person commits a misdemeanor of the first degree if without the written permission of superintendent, warden or otherwise authorized Individual in charge of a correctional institution, prison, jail, detention facility or mental hospital, he sells, gives or furnishes to any inmate in a correctional institution, prison, jail, detention facility or mental hospital, or any building appurtenant thereto, or puts in any place where it may be obtained by an inmate of a correctional institution, prison, jail, detention facility or mental hospital, any telecommunication device.
- (c.2) **POSSESSION OF TELECOMMUNICATIONS DEVICES BY INMATES PROHIBITED.** An inmate in a correctional institution, prison, jail, detention facility or mental hospital, or any building appurtenant thereto, commits a misdemeanor of the first degree if he has in his possession any telecommunications device without the written permission of the superintendent, warden or otherwise authorized individual in charge of a correctional institution, prison, jail, detention facility or mental hospital.

“Inmate” – A male or female offender who is committed to, under sentence to or confined in a penal or correctional institution.

“Telecommunication device” – Any type of instrument, device, or machine or equipment which is capable of transmitting telephonic, electronic, digital, cellular or radio communications or any part of such instrument, device, machine or equipment which is capable of facilitating the transmission of telephonic, electronic, digital, cellular or radio communications. The term shall include, but not be limited to, cellular phones, digital phones and modem equipment devices.

DRESS

Please maintain a neat appearance at all times. Your physical appearance will help you establish the good working relationship you want with the inmates and the staff. Women’s attire like – see-through apparel, halter-type tops or extremely short skirts should not be worn.

RESPECT

We ask that you respect and treat inmates as fellow human beings. They are people not unlike yourself for which they are now incarcerated. They will eventually return to society. Inmates are to be accorded the rights of human dignity which apply to all of us.

Be yourself, that is a concerned, caring person from the community simply trying to help a person enhance his/her life through education, emotional support or social interaction. Don’t make promises you can not keep. Such let-downs can cause problems. Know the difference between sympathy and empathy.

Do not make phone calls for inmates. If you have a question about phone calls contact the Deputy Warden or a shift supervisor.

PERSONAL INVOLVEMENT

We suggest you avoid personal involvement with the inmate’s personal – legal problems and treatment needs. You are here strictly as a volunteer. If any questions/problems should arise, or if you have any doubts, contact the assigned correctional counselor for the inmate. Likewise, we suggest you carefully evaluate how much you want to tell the inmate about your personal life. We suggest you not release your telephone number or mailing address. If you have a question, let’s discuss it.

PERSONAL WELFARE

You are not permitted to strike or lay hands on an inmate unless it is in self defense.

For everyone’s safety, any unusual situation which occurs or information received, which could threaten person, property or security, must be reported immediately to a staff person. You may be requested to be interviewed about an incident. Inmates are not permitted to wander around during the meeting.

EMERGENCIES AND SITUATIONS

A Correctional Officer is assigned to make periodic checks on all interview rooms. If you are faced with an emergency such as a fire, assault, escape or physical illness, remain calm, in control, and locate the nearest staff member in person or by phone to report the emergency and get help.

LEGAL

Inmates often file lawsuits against persons with whom they come in contact while incarcerated. This rarely happens to volunteers. If you are sued, the County can provide no liability insurance to you nor may it provide counsel to represent you. While you are present in the institution, you are subject to the laws of the Commonwealth of PA. Any crimes committed on the facilities or grounds will be prosecuted.

PROGRAM START/STOP TIMES: Please follow the program start and stop times. There is a strict daily routine followed by operations and security staff.

VOLUNTEER RESPONSIBILITIES

1. You have the responsibility to abide by all the prison's rules and regulations.
2. Report periodically (at least verbally) on the progress of your work with the inmates; inform the staff of any radical changes in the inmate's attitude/behavior. Suicidal inmates should be reported immediately.
3. Know the resources available to you and how to use them.
4. Arrive early enough to allow the needed time to process you through security.
5. Be patient and friendly to staff facilitating your entrance to or exit from the facility. What they do is in the interest of your safety.
6. Report any suspicious situations and be aware of policy changes at the institution which may affect your volunteer effort.
7. Fire evacuation procedures or fire drills (all volunteers). Please go to the lobby and stand by for instructions. You will be escorted to the lobby area only after any or all inmates have been escorted to a security area by a Correctional Officer.
8. Because of an uncontrollable situation elsewhere within the facility a supervisor may cancel or terminate a volunteer program.
9. In case of a coed program, separate male and female inmates. Make sure they don't pass any material from one another.
10. All volunteers must review the PREA video that is available at lyco.org.

SUMMARY

Things **NOT TO DO:**

- Give or receive anything from inmates.
- Promise to make phone calls or contact family members without first discussing this with the staff coordinator.
- Carry out mail or any other article from an inmate.
- Become overly friendly to the point you could be placed in a compromising position.
- Bringing in any tobacco products, alcoholic beverages, narcotics, or arrive at the institution yourself under the influence of drugs or alcohol.
- Being in possession of significant amounts of money or expensive jewelry.
- Display keys or leave them lying around. Please use the lockers in the lobby.
- Resort to being "one of the crowd" to get along with the inmates.
- Be naïve or gullible.
- Show favoritism to any inmate or small select group of inmates.
- Leave personal or institution possessions in an unsecured location.

- Use vulgarity or profanity in the institution.
- Attempt to psychoanalyze the inmates you deal with, or recommend any medical procedure.
- Engage in controversial or critical discussions about the staff or prison programs. Do not release personal information about other volunteers or correctional staff.
- Engage in physical contact.
- No cell phones or telecommunication devices.

Things TO Do:

- Inspire inmates to greater achievements. Help instill pride.
- Display a positive attitude in working with inmates, and treat them with the dignity afforded fellow human beings.
- Be firm, fair and honest in dealing with inmates.
- Be polite and courteous at all times.
- Be a good listener.
- Keep your vehicle locked.
- Be familiar with prison policies, rules and regulations.
- If you are not sure of something, ask before you act.
- Be aware that all persons are subject to search on the prison grounds and do not carry anything which is considered contraband.
- Maintain a neat, clean appearance.
- Report all irregularities to a staff member.
- Know how to say “no” to an inmate.
- Avoid feeling sorry for inmates. Empathy – yes; sympathy – no.
- Speak in simple language as you work with inmates.
- Be committed and persistent in your volunteering.

The DO’s and DON’Ts will help you understand your role in sharing your talents and skills while contributing to safety for everyone, inmates, volunteers and staff.

A GENERAL RULE OF THUMB IS TO BE AS PLEASANT AS POSSIBLE IN ALL SITUATIONS. As a volunteer, you represent volunteers in general and your actions or behavior can influence the acceptance of all volunteers.

SUGGESTIONS AND RULES

1. Use appropriate language. Don’t pick up inmate slang or vulgarity. Using language that isn’t a part of your style can label you a phony.
2. Do not volunteer if you are a relative or a visitor of an inmate or staff member or a visitor of a Lycoming County Prison inmate.
3. Do not bring contraband into prison. If you are not sure what contraband is, ask the staff. People who bring in contraband are subject to permanent expulsion and/or arrest.
4. Do not bring anything into or out of a facility for an inmate at any time, no matter how innocent or trivial it may seem unless with the written permission of the Deputy Warden.

5. Keep everything in the open. Do not say or do anything with an inmate you would be embarrassed to share with your peers or supervisors.
6. Do not give up if you failed at your first try. Try again.
7. Don't over identify. Be a friend, but let inmates carry their own problems. Be supportive without becoming like the inmates in viewpoint or attitude.
8. Do not take anything, including letters, in or out without permission. Respect the confidentiality of records and other privileged information. **PRIOR APPROVAL IS A MUST!**
9. Do not bring unauthorized visitors or guests with you to the institution. They will be refused admission.
10. Do not give out your address or telephone number. If asked, you might say, "I'm sorry, but I was told that it was against the rules to do that."
11. Do not correspond with inmates in the facility in which you volunteer or accept collect phone calls from them at your place of residence.
12. Be aware that the use of, or being under the influence of, alcohol or drugs while in the facility is prohibited.
13. Don't impose your values and beliefs on inmates. Do not let others impose a lower set of values on you.
14. Don't discuss the criminal justice system, the courts, inconsistency in sentencing, or related topics. Although everyone is entitled to his or her opinion, what volunteers say can have serious repercussions in the blocks or with staff.
15. Ask for help. If you are uncertain about what to do or say, be honest. It is always best to tell the inmate that you will have to seek assistance from your supervisor. Inmates don't expect you to have all the answers.

VISITING TIMES

All volunteers are screened prior to being admitted to the institution. After contact has been made by your field coordinator to the staff you may receive a brief orientation of the facility, including areas where you will be permitted. At this time, staff will answer any questions you may have. It shall be your responsibility to contact the institution to set up a schedule for your contacts. Failure to do so will result in loss of visiting privileges into the facility.

PROFESSIONAL VISITING HOURS

9:00 A.M. – 11: 15 A.M.
12:30 P.M. – 2:30 P.M.
3:15 P.M. – 4:15 P.M.
5:30 P.M. – 9:00 PM.

NO ENTRY AFTER 11:00 A.M.
NO ENTRY AFTER 4:00 P.M.

PROGRAMS SCHEDULE

<u>SUNDAY</u>	CHURCH SERVICE - G, H, I, J, K, L, M	1:45 PM – 2:45 PM
	CHURCH SERVICE – A, B, C, D, E, F, W	3:15 PM – 4:15 PM
	AA – MALES	8:00 PM – 9:00 PM
<u>MONDAY</u>	DRUG & ALCOHOL COUNSELING (MALE)	9:30 AM – 11:00 PM
	GED CLASS	9:00 AM – 12:00 PM
	DRUG & ALCOHOL COUNSELING (FEMALE)	12:30 PM – 2:00 PM
	INMATE EDUCATION	5:00 PM – 8:30 PM
	PRISON PHYSICIAN CLINIC	6:00 PM – 8:00 PM
	NA – MALES	7:00 PM – 8:00 PM
<u>TUESDAY</u>	BIBLE STUDY	9:45 AM – 11:00 AM
	ORIENTATION	12:30 PM – 1:00 PM
	BIBLE STUDY (SUB 1, 2)	1:15 PM – 2:30 PM
	INMATE EDUCATION	3:15 PM – 8:30 PM
	DRUG & ALCOHOL COUNSELING (MALE)	5:00 PM – 6:30 PM
	AA – MALES	8:00 PM – 9:00 PM
AA – FEMALES	8:00 PM – 9:00 PM	
<u>WEDNESDAY</u>	VETERAN SERVICES (QUARTERLY)	9:30 AM – 11:00 AM
	CATHOLIC MINISTRY	1:00 PM – 2:00 PM
	INMATE EDUCATION	3:15 PM – 8:30 PM
	DRUG & ALCOHOL COUNSELING (FEMALE)	5:00 PM – 6:30 PM
	NA – FEMALES	7:00 PM – 8:00 PM
	NA – MALES	7:00 PM – 8:00 PM
<u>THURSDAY</u>	YOKEFELLOW FEMALES	1:15 PM – 2:30 PM
	INMATE EDUCATION	3:15 PM – 8:30 PM
	DRUG & ALCOHOL COUNSELING (MALE)	5:00 PM – 6:30 PM
	PRISON PHYSICIAN	6:00 PM – 8:00 PM
	DRUG & ALCOHOL COUNSELING (FEMALE)	6:45 PM – 8:15 PM
	YOKEFELLOWS – MALES	7:00 PM – 9:00 PM
	SPECIAL PROGRAMS (Fathering/AIDS Resource)	9:00 AM – 11:00 AM
	YOKEFELLOW MALES	1:30 PM – 2:30 PM
<u>FRIDAY</u>	MUSLIM PRAYER SERVICE	1:15 PM - 2:30 PM
	INMATE EDUCATION/GED TESTING	3:15 PM – 8:30 PM
	AA – MALES	8:00 PM – 9:00 PM
<u>SATURDAY</u>	GED TESTING	8:00 AM - NOON