

RULES AND GUIDELINES FOR VOLUNTEERS OR GUESTS

Below are rules meant as a brief summary of what is expected of volunteers or guests entering a Department of Public Safety and Corrections unit. Any problems, questions or concerns should be addressed to the staff contact or appropriate security person. By signature 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 unit rule or guidelines may result in immediate and future termination of service and/or removal from the unit.

All visits to the unit must be approved in advance by the Unit Head or designee.

All personal vehicles must be parked in the parking lot at the Front Gate (or other designated area) unless authorized to drive in.

When unattended, the vehicle must be locked with the windows up and the keys removed.

All guests are subject to a search of themselves and vehicle before entering the unit.

All vehicles, including the trunk area, will be checked by the Front Gate Security Officers upon leaving an institution.

Posted speed limits on institutional grounds will be adhered to.

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

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

Nothing, including food items, drinks, metal utensils, religious literature, pamphlets, etc. is to be carried into the unit unless prior approval has been granted by the Unit Head or designee.

No one may enter the unit under the influence of alcohol or other intoxicants. An odor of alcohol is sufficient to deny entry. Medication must be checked at the Front Gate (or designated area) before entering the unit.

Institutional guests are not allowed to wear the following combinations of clothing since offenders wear these combinations: blue jeans and blue chambray shirt; blue jeans and a white tee shirt; blue jeans and sweat shirt; sweat suits or blue jean jackets.

Guests are allowed only in the area or areas where they have been given permission to be.

Unless authorized, no guest will bring anything to an offender, take anything from an offender or assist an offender in passing something to someone else.

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

No money can be given to an offender by anyone for any reason.

Signature of Volunteer or Guest

Date

Organization