

2019 Re-certification Volunteer Training Updates

- ❖ For those who provide evening programs, all services must conclude by 7:55pm due to count time changes.
- ❖ Security is of utmost importance. Security officers must monitor all services, groups and programs. Security cameras are recording in the Chapel area. Please be considerate of security at all times.
- ❖ If an inmate becomes disruptive, disrespectful, or displaying acts of misconduct, tell the inmate to give you their I.D., contact security, and they will remove them; give a written statement to security of the incident resulting in a possible discipline infraction.
- ❖ You are allowed to bring in your ID, keys, eyeglasses, watch (1), wedding ring(s) and other ring (1), ear ring (1 pair) religious necklace, class materials, program literature, Bibles, CDs, teaching videos and DVDs. Tablets and smart watches are prohibited. Any request for special permission to bring in a laptop must be submitted at least 2 weeks in advance to your state supervisor (Chaplain Walker) for approval by the Warden.
- ❖ No sunglasses to be worn in the buildings, no bracelets (medical only).
- ❖ Clothing shall fit in an appropriate manner. Clothing appearing too large or too small for the wearer, which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected by the shift supervisor. Please be sure your special guests are informed and comply with all procedures (dress code) and policies.
- ❖ Dress code for TPFW requires no tank tops, no sundresses without a sweater or jacket to cover, no leggings/jeggings, no bandannas, no spandex-type fabrics, no sleeveless shirts and/or sleeveless blouses, no worn or tattered clothing with holes, no camouflage attire, no dresses or clothing exposing a bare chest or midriff, and no sheer/see-through clothing. Security may ask volunteers to remove suit jackets, jackets, coats, etc., for search.
- ❖ No clothing with logos that contain pictures, slogans, or vulgarity, or contain signs or symbols of security threat groups (STG), or any clothing determined by the processing made by color combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
- ❖ Shoes, slides or sandals must have a back strap around the heel.
- ❖ Umbrella's are allowed, no metal point
- ❖ Automobiles may be searched at any time.
- ❖ All medication must be in "proper" original containers if your medication is in your car.
- ❖ If you need to carry medication on your person due to a medical condition, you are asked to carry only one dose and to complete an Institutional Medication Authorization form, CR 3662, (request form from the Chaplain's Office). If you have been diagnosed and/or are having symptoms of a cold or the flu please stay home.
- ❖ In case of inclement weather and you are unable to come in for your program, please call the shift commander at 741-4717 or Central Control 741-4950.
- ❖ Please do not make calls or send messages to inmates from families, friends, etc.
- ❖ No prizes or food items should be given to inmates during programs without permission. All requests for prizes or food items should be submitted in writing and/or emailed to your state supervisor (Chaplain Walker) one month in advance in order to obtain proper approval.
- ❖ All religious items must be approved before given to the inmates, i.e. rosary, prayer shawl, candles, necklaces, etc.
- ❖ No email communication with offenders while they are incarcerated. Facebook friending is not allowed with inmates
- ❖ Remember to keep your professional distance. Any romantic or sexual relationship with an inmate, or parolee will result in immediate termination.

How can you tell if an inmate is getting to you? You feel anger towards the system and see yourself as an advocate for the inmate (losing your professional distance). You are here to support the staff, the institution and fulfill your mission. In helping the inmates to seek healing themselves, teach them to forgive, give them the gift of self-esteem, and teach them the keys to freedom.

Remember, groups are allowed to request guests only once a quarter with prior approval by Associate Warden and the Chaplain. All requests (including props or special equipment), must be submitted to your state supervisor (Chaplain Walker), one month prior to scheduled event.

If you have any concerns, please do not post on social media. The appropriate chain of command for TPFW volunteers are as follows at all times when problems arise of any kind regarding staff and/or inmates, scheduling changes, permission for guests, concerns, complaints, etc.

The following is the appropriate chain of command if a Volunteer Question arises:

1. Group Leader
2. TPFW Supervisor (i.e. Chaplain, Pre-Release Coordinator, New Start, Mental Health, etc.)
3. Chaplain/Volunteer Coordinator
4. TDOC Director of Volunteer Services / Central Office
5. Associate Warden and/or Warden