
Jerome Combs Detention Center

Volunteer/Visitor Policy and Procedures

Authority

- The Chief of Corrections adopts this policy pursuant to the authority contained in Chapter 730 of the Illinois Compiled Statutes, Illinois County Jail Standards and the American Correctional Association Standards.
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Visitors / Volunteers

- At both JCDC and KCDC, we encourage Visitor (Clergy, Educational, and Life Skill Development) participation in structured supplemental and supportive roles, to develop new services and programs, and enhance and expand existing services and programs for detainees. Programs shall be reviewed and evaluated annually.
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Recruitment, Qualifications, Application, Screening, and Selection

Volunteers shall meet the following minimum qualifications:

- a. Minimum age requirement of eighteen (18) years
 - b. Is not currently an approved visitor for any prisoner or awaiting approval as a visitor
 - c. Has not had visiting privileges or volunteer status suspended or terminated at any facility, unless an exception is approved, in writing, or by the Chief of Corrections
 - d. Has not been arrested or involved with the criminal court system as a defendant for 2 consecutive years.
 - e. Is not a family member or friend of a prisoner, unless an exception is approved, in writing, by the Chief of Corrections
 - f. Is not a former prisoner of any correctional facility (including, but not limited to, a federal, military, state, or county correctional facility), unless an exception is approved, in writing, by the Chief of Corrections
 - g. Provides the necessary valid license of certification documentation as a prerequisite to providing any professional service(s)
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Volunteer Application Process

- At each facility, detainees shall be informed regarding the following:
 - a. Availability of volunteer services
 - b. Roles of volunteers
 - c. Schedules of volunteer programs

 - Volunteers may contribute suggestions regarding the establishment of policies and procedures for the volunteer services program to the facility's Program Director.
 - The Program Director shall ensure that an application form is provided to potential volunteers
 - Applicants shall complete the form and return it to the facility's Program Director either through email or the postal service.
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Volunteer Application Process

- As determined by the Chief of Corrections, either the Programs Director or designee, shall recommend to the Chief of Corrections whether to approve an applicant who meets the minimum requirements as a facility volunteer. The decision of the Chief of Corrections, or designee, is within his/her discretion and is final.

 - The Program Director shall notify the prospective volunteer, or the group Supervisor, that their services are not required if they do not clear the security checks, have unsatisfactory references, have an unsatisfactory interview (if applicable), or are not suitable for any other reason.

 - Once an applicant is approved to be a volunteer, the Program Director shall:
 - a. Arrange for issuance of a facility photo identification card
 - b. Maintain records for the volunteer in a secure storage area
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Orientation, Training, & Schedules

1. Prior to beginning their volunteer work, volunteers shall receive orientation and/or training, at a minimum, in the following areas:
 - The mission and background of the facility
 - Facility entry procedures and expectations while visiting
 - How to access the program areas
 - Volunteer rules and regulations
 - All applicable policy and procedures
 - Emergency procedures relevant to volunteers
 - Appropriate security and operational procedures, including search procedures for volunteers
 - Requirements for maintaining confidentiality of information acquired as a volunteer
 - Prohibition on giving and receiving items to / from prisoners, prohibitions on communicating with prisoners, and items not allowed in the facility
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Orientation, Training, & Schedules

- Requirements for reporting threats to safety or security and violations of the prisoner disciplinary rules
 - Process used for positive identification
 - Use, care, and storage of the Facility Identification Card
 - Legal rights and/or responsibilities to report accident or injury claims under state law
 - Responsibility to inform appropriate staff if the volunteer is aware of a potential suicide attempt, escape attempt, other potential emergencies or criminal or disciplinary activity
 - Volunteers shall be informed regarding the fact that the Department cannot guarantee their safety in a correctional facility setting (e.g., hostage situation, prisoner disturbance, etc.)
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Orientation, Training, & Schedules

A copy of the Department's policies and procedures regarding:

Confidentiality of Records

Injured Staff

Drug Free Workplace

Hostage situations

Contraband

Evacuations

Fire Exits

Harassment

Code of Ethics

Smoking

Orientation, Training, & Schedules

- Volunteers shall be required to sign the Acknowledgement of Understanding between the Jerome Combs Detention Center and Community Volunteers and agree to comply with all facility rules and regulations, particularly those pertaining to security and confidentiality of information. The volunteer may also be required to sign an agreement to comply with facility specific rules and regulations.
 - The schedule(s) for volunteers shall not conflict with the established facility activity schedule.
 - No Cell phones, keys, coats, hats, or electronic devices are allowed in the secure portion of the facility. You may either choose to lock them in your vehicle, or leave them with the officer in Master Control. Any and all items left in Master Control will need to be retrieved upon your exit of the facility.
 - You must Sign in and Sign out when entering the facility. There is a binder labeled “visitors” that you will do this on.
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Volunteer Registration & Identification

- The Program Director shall maintain a record of all approved volunteers. At a minimum, at each facility, completed applications and all agreements signed by the volunteer shall be maintained.
 - At a minimum, the facility Identification Card issued to each volunteer shall be reviewed once during each twelve-month period.
 - Whenever the services of a volunteer are discontinued, the facility Identification Card shall be deactivated or recalled.
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Access to the Facilities

- Approved volunteers must have their facility identification Card in their possession in order to access the facility.
 - When access is authorized, approved volunteers may, if allowed by the facility, proceed unescorted to the appropriate program or service area. If you are not yet familiar with the facility, you may also ask for an escort or further direction from the officer(s) at the point of entry.
 - A volunteer may call in advance to confirm there are no delays or changes that may prevent her/his access into the facility activity schedule or volunteer schedule.
 - In the event access is denied on a given day, the Program Director, or other designated staff, may inform the volunteer of the reason(s) for denying admittance into the facility, (e.g. day or time restrictions, expiration of the facility Identification Card presented by the volunteer, program cancellations due to facility emergency, etc.).
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Access to & Within the Facility

The following situations may result in delays and/or denial of the volunteer's admittance, by the Chief of Corrections, or designee:

- Proof of identification appears to be tampered with, altered, or damaged to a point where positive identification cannot be determined by staff processing the volunteer
 - The facility Identification Card in the possession of the volunteer is issued to another volunteer or staff member
 - Failure by the volunteer to display the facility Identification Card when requested to do so by staff
 - The volunteer has an outstanding criminal charge
 - Any other reason at the judgment of the Chief Administrative Officer, Program Director, or any other designee
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Volunteer Rules and Regulations

- Volunteers will comply with all Department policies and procedures that are outlined in this presentation as well as the facility rules and regulations.
 - Volunteers may be subject to denial of entry for any failure to comply with established policies, procedures, rules and regulations.
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Volunteer Rules and Regulations

Volunteer rules and regulations include, but are not limited to:

- Volunteers shall not supervise other volunteers within the facility. The Program Director or staff assigned to the area shall be responsible for supervising volunteers in the area.
 - Volunteers of structured programs shall not conduct personal visits with detainees unless approved by Program Director.
 - Volunteers and their possessions are subject to search, in accordance with the facility's search plan.
 - Volunteers attempting to introduce unauthorized items into the facility shall be denied access and may be subject to termination and/or prosecution when applicable.
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Volunteer Rules and Regulations

- Volunteers shall not offer, provide, or accept gratuities of any kind from Detainees, i.e., gifts, money, property, favors, e.g., delivering messages or items to other detainees. In the event material items are given to or accepted from detainees, such items shall be confiscated as contraband and the volunteer may be subject to denial of entry and/or criminal charges filed.
 - Volunteers are required to report any statements made by detainees indicating an escape, suicide attempt, threats to the security of the facility or threats to safety of staff, detainees, volunteers, or visitors.
 - Volunteers are not permitted to enter the facility while under the influence of alcohol or drugs, pursuant to the Drug Free policy of JCDC.
 - Volunteers are not permitted access to a detainees' record.
 - Volunteers must follow all requests or order given by the JCDC staff.
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Restriction or Dismissal from the Facility

1. Volunteers may be restricted from JCDC in accordance with Department policy. Where appropriate, the Chief of Corrections, or designee, shall ensure written notice of a restriction of a volunteer is provided to the following:
 - a. The volunteer
 - b. Chief Administrative Officers
 - c. Master Control, when required
 - d. The Service Agency the volunteer is affiliated with

 2. The Chief Administrative Officer, or designee, may restrict or dismiss the services of a volunteer organization, within his/her discretion and the decision is final.
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PREA Presentation

P.R.E.A stands for:

Prison

Rape

Elimination

Act

What is PREA?

- PREA in its entirety, is the result of several years of studies and information gathering by the Federal Government of the sexual abuse of inmates in numerous settings to include facilities similar to ours. All of which has lead to the creation of several guidelines along with the applicable Laws.
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What is PREA?

- The Kankakee County Sheriff's Office recognizes the imbalance of power that staff have over inmates, and maintain a “zero tolerance” attitude/ culture towards sexual/ inappropriate relationships with inmates. The culture is now a set of written policies that meet the PREA standards.
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What does PREA do?

- Outlined in PREA are several guidelines and standards to keep the public, inmates and staff safe from sexual abuse.
 - To meet the guidelines and standards everyone that may have contact with an inmate has to be trained as to what is and is not acceptable behavior for the level of potential contact they may have with the inmate population.
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PREA Training

- Training and information is now being provided to not only Officers, but to program volunteers as well.
 - Several reporting options have been established to report incidents or suspected incidents of sexual misconduct
 - A zero tolerance stance has been taken to prevent a sexualized work place.
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What is Sexual Misconduct?

- **Sexual misconduct** is a broad term encompassing any unwelcome behavior of a **sexual** nature that is committed without consent or by force, intimidation, coercion, or manipulation. **Sexual misconduct** can be committed by a person of any gender, and it can occur between people of the same or different gender.
 - Sexual misconduct is a wide range of inappropriate behaviors, sometimes associated more with the exercise of “power” than to the a sex act itself.
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Impact of Sexual Misconduct

- Jeopardizes Facility Security.
 - It is illegal by state statute.
 - Exposes organizations to both criminal and civil liability.
 - Victimizes those that are vulnerable.
 - Undermines support for organizations.
 - Destroys the trust between staff and inmates.
 - Can corrupt professionals by inviting compromising your character.
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Imbalance of Power and Authority

- Doing favors for / accepting favors from those over whom we have authority is dangerous.
 - Correctional staff must constantly be aware of their every action and word exchanged with inmates.
 - Staff sexual misconduct is less about sex and mostly about power.
 - A natural imbalance between staff and inmates is a part of jail culture.
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 - The staff-inmate relationship is NOT an equal one.
 - When over-familiar and inappropriate relationships develop between staff and inmates, the delicate 'imbalance' becomes abusive and carries great risk for those involved.
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Inmate Profiles: “At Risk” factors

- History of abuse
 - Some inmates have an extensive history of abuse both physical and mental; they will look to stronger personalities for protection
 - Addictions
 - Addictions can lead to inmates being willing to do anything to feed their addiction
 - Mental Illness
 - A diminished capacity to truly understand a situation can lead to abusive relationships
 - Manipulative Behavior
 - Some inmates are bored and looking to see what they can get away with
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Ways to protect yourself from inappropriate staff-inmate behavior

- Have confidence in yourself.
 - Don't be easily influenced by others, especially the detainees.
 - Be strong. Remember your values and stick to them.
 - Don't over socialize with detainees.
 - Limit personal information shared.
 - Draw strength and support from other staff, friends & family.
 - Seek help if necessary.
 - Seek help early on.
 - Minimize all one-on-one situations with inmates.
 - Minimize access to secluded areas.
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Ways to protect yourself from inappropriate staff-inmate behavior

- Always report inappropriate inmate behavior.
 - Know and follow department policies and procedures.
 - Display a professional attitude.
 - Understand that some detainees play games, and you are not immune to their manipulation.
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Our Agency's Responsibilities

- Commitment from Top Leadership
 - Zero tolerance
 - Mandatory reporting
 - Required behaviors must be role-modeled
 - Policies must be explicit
 - Effective Training
 - Training needs to include: volunteers, contractors, professional visitors
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Our Agency's Responsibilities

- Investigations must be professional, timely, fair, effective and conducted by trained and supervised investigators.
 - There needs to be multiple reporting points for staff and inmates.
 - Protection for whistle blowers
 - No retaliation
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How to Report Sexual Misconduct:

- You can address this with the unit officer or the direct Supervisor on duty.
- You can inform the Programs Director in person, through email, or by phone.
- If you wish to remain anonymous, you can call the following number to report:

(815)932-3322
