



ROCK COUNTY SHERIFF'S OFFICE

VOLUNTEER
ORIENTATION

Objectives:

- ▶ General review of Volunteer Manual and expectations
- ▶ Introduction to jail rules and regulations
- ▶ PREA Training
- ▶ Photograph
- ▶ Jail Tour

Rock County Jail Mission Statement

THE MISSION OF THE ROCK COUNTY SHERIFF'S OFFICE IS TO ENHANCE THE QUALITY OF THE LIFE IN ROCK COUNTY BY WORKING COOPERATIVELY WITH THE PUBLIC TO ENFORCE THE LAW, PRESERVE THE PEACE, REDUCE THE FEAR OF CRIME, AND PROVIDE FOR A SAFE ENVIRONMENT. ALSO, THROUGH THE EFFECTIVE OPERATIONS OF THE ROCK COUNTY JAIL, WE MUST PROVIDE SAFE, SECURE, AND HUMANE ENVIRONMENT FOR THOSE PERSONS COMMITTED TO OUR CUSTODY.

Philosophy

- THE PHILOSOPHY OF THE ROCK COUNTY JAIL IS TO DEVELOP AND SCHEDULE PROGRAMS AND SERVICES THAT BENEFIT THE INMATES, STAFF, AND THE COMMUNITY IN THE ROCK COUNTY JAIL.
- THE PROGRAMS AND SERVICES WILL BE RUN BY VOLUNTEERS OR THE PROGRAM STAFF. WHEN AN INMATE'S TIME IS OCCUPIED CONSTRUCTIVELY , THEY REQUIRE LESS INTERVENTION BY JAIL STAFF. THE AVAILABLE PROGRAM OPTIONS PROVIDE SUPPORT AND GUIDANCE TO THOSE INMATES POSSESSING A SINCERE DESIRE TO MAKE A CHANGE IN THEIR LIVES.
- IT IS THE OVERALL GOAL OF THE ROCK COUNTY SHERIFF'S OFFICE TO ASSIST INMATES IN BECOMING MORE SUCCESSFUL WHEN RELEASED AND TO ADD TO THE SAFETY AND SECURITY OF THE ROCK COUNTY JAIL AND COMMUNITY.

Staff and You

- ▶ The people most important to our success and achievement in the jail are the staff members. In fact, your primary function as a volunteer is to assist staff in providing services.
- ▶ In all cases, you as a volunteer must remember that you are a guest in the jail and responsible to the Correctional Staff. Any proposed plan or ideas must be cleared with the Jail Captain or their designee **BEFORE** being introduced to an inmate or a group.

Procedure to become a Volunteer

Before you can become a volunteer for the Rock County Jail there are established procedures that you have to follow.

APPLICATION PROCESS

As a prospective volunteer, you will be furnished with an application, Security Awareness Agreement, and Volunteer Agreement which is to be completed and returned to the Jail Captain or their designee.

Rules of Conduct for Volunteers

The following expectations are to be always adhered to:

General

The rules, regulations, and policy statements governing conduct in the jail shall apply to all volunteers.

Violation of these rules may result in removal from the jail and termination of your volunteer services.

We encourage you to use common sense as your guide, as well as, with the following rules:

Specific Rules

1. Become familiar with jail rules and regulations.
2. Report any violations of the jail rules and regulations to the jail staff.
3. Each volunteer is expected to be mentally alert, personally neat, and shall render his or her services on an impartial basis. Conduct shall be consistent with the security and operation of the jail.
4. No volunteer shall solicit or accept a gift from an inmate or any person acting on the behalf of an inmate.
5. Do not use physical force (exception self-defense).
6. No volunteer shall report under the influence of drugs or alcohol.
7. Volunteers may be subject to a body search, a metal detector, and an inspection of personal property.
8. Follow jail staff directives and respond in a respectful manner.
9. Report any injury sustained in the jail as soon as possible.
10. Volunteers may not bring in or take **ANYTHING** out of the jail given to you by and inmate. Inmates have regular access to the telephone, so it is not necessary for volunteers to become involved in contacting friends or relatives, their lawyers, probation agents, or judges.
11. Do not give an inmate your full name, address, or telephone number or any other telephone numbers.

Rules continued...

12. It is the Volunteer's responsibility to inform the Jail Captain if he/she has any new criminal charges filed against them.

13. The Rock County Jail reserves the right - **at all times without prior notification** – to refuse the admittance of any volunteer. All volunteers should understand that a violation of any condition of this orientation might cause your service to the jail to be curtailed, postponed, or discontinued.

14. Cell phones and other types of electronic devices are not allowed into the jail without prior permission.

15. Stay with the inmates until jail staff takes the inmates from you.

***Volunteers are encouraged to communicate with jail staff.
Please feel free to discuss any concerns or ask questions as needed.***



Confidentiality

Do not violate the inmate's confidence. Never repeat what has been told to you in confidence to someone else outside this facility. If you need outside help about a problem, relay the facts of the situation without identifying the inmate's involved. The exceptions are the following:

1. Violations of jail rules, regulations, and policies
2. Escape plans or attempts
3. Criminal matters

INMATE RULES OF CONDUCT

The following is a list of jail rules that all inmates must follow.



Inmate Jail Rules

Section 1 - Rules Regarding Bodily Security

- 1.01 Assault.** Inmates shall not cause or attempt to cause bodily harm to another.
- 1.02 Fighting.** Inmates shall not become involved in any physical altercation at the jail.
- 1.03 Sexual acts with others.** Any sexual contact with another is forbidden. Huber inmates are not allowed to engage in any sexual contact with others while out under the Huber law.
- 1.04 Threatening conduct.** (1) Inmates may not physically act in any manner intended to frighten, intimidate, abuse or harass another person. (2) Inmates may not attempt to verbally intimidate another person. This section would include extortion, blackmail, and protection. (3) Inmates may not threaten jail staff or any authorized personnel within the jail.
- 1.05 Excessive and/or obscene behavior.** Inmates may not act in a lewd, lascivious, or otherwise disorderly manner.
- 1.06 Rioting.** No inmate shall act in conjunction with any other inmates in causing a disturbance or violating any valid orders or jail rules.

Section 2 - Rules Regarding Property

- 2.01 Theft.** Inmates may not intentionally take another's property with the intent to deprive the other of the property without their consent.
- 2.02 Damage or destruction of property.** No inmate may damage or destroy the property of another by fire or any other means.
- 2.03 Possession of money.** Inmates shall not possess any money in any of the living areas of the jail.
- 2.04 Possession of another person's property.** Inmates may not intentionally receive or conceal property belonging to another.
- 2.05 Defacing county property.** (1) Inmates are not allowed to write, draw or otherwise deface any County owned property. (2) Inmates are not allowed to attach pictures to doors, walls or furniture by any means. (3) Inmates are not allowed to tamper with or damage Jail issued ID cards, if this occurs a \$5.00 replacement fee will be assessed to the inmate. (4) Inmates are not allowed to damage their uniform, undergarments, linen, mattress or any other Jail property.

Section 3 - Rules Regarding the Administration of Justice

- 3.01 Lying or making a false statement.** No inmate may knowingly give false information to any staff member with the intention of misleading the officer in the performance of his/her duties.
- 3.02 Bribery.** Inmates may not offer a bribe or anything of value to any official or staff member.
- 3.03 Inappropriate communication.** No inmate will ask personal questions or make inappropriate comments or requests to any jail staff member.

Section 4 - Rules Regarding Jail Security and Order

- 4.01 Creating a disturbance.** (1) Disruption caused by loud talking, whistling, profanity or obscenity will not be tolerated. (2) Wrestling, running, boxing and other forms of horseplay is prohibited. (3) Inmates shall not incite others to disobey any orders and/or the rules. (4) Inmates shall keep the television volume at a reasonable level. (5) Inmates will not engage in "toilet talk."
- 4.02 Willful disobedience of a valid order.** In order to facilitate the smooth functioning of the jail, inmates must obey any valid order issued by the jail staff. This includes any reasonable order not otherwise listed in the rulebook.
- 4.03 False alarm.** Inmates may not intentionally give a false alarm to any staff member by means of a fire alarm system or otherwise.
- 4.04 Escape.** No inmate may plan, attempt or participate in a jail escape in any manner.
- 4.05 Interfering with the court process.** (1) No inmate may refuse to go to court when ordered to do so. (2) Inmates may not cause any type of disturbance while being transported to court. (3) No inmates may cause any type of disturbance during their court appearance, or while awaiting their appearance.
- 4.06 Setting fires.** Inmates are not allowed to start any fires in the jail environment.
- 4.07 Tampering with jail equipment.** Inmates may not tamper with any windows, security cameras, locking devices, plumbing fixtures, telephone fixtures, cleaning supplies, or any part of the electrical system, including outlets.
- 4.08 Wearing or making a disguise or mask.** No inmate may disguise his or her appearance in any way.
- 4.09 Being out of an assigned place.** (1) Inmates are to lock down at 2:00PM and 10:00PM. (2) Inmates will not sit on the stairwells, second tier overhang, or on the tabletops. (3) When assigned a bed, you are to stay assigned to that bed unless the Control Officer reassigns you. (4) Inmates are not allowed to be on any bed or allowed to enter any cell other than the one assigned to them. (5) Inmates shall not deviate to or remain in any other unauthorized area. (6) Inmates will not sleep on the floor if assigned to a bunk unless cleared by medical staff.

- 4.10 Possession or production of forged documents.** No inmate may falsely make, alter, or sign any paperwork or official document.
- 4.11 Failure to cooperate with a search of your person or property.** Inmates shall submit to a search of their person or property at any time that a staff member requests. This may include pat-down searches, strip searches, and the preliminary breath test for alcohol or a drug test for controlled substances.
- 4.12 Improper use of the telephone.** Inmates may not make annoying, threatening, or obscene phone calls. Inmates are not allowed to make three-way calls.
- 4.13 Interfering with inmate counts.** Inmates must cooperate with the periodic head counts; any attempt to create a false count would be a violation of this section.
- 4.14 Use of profanity towards staff.** Inmates may not use profanity towards the jail staff or any official visitor while in court or in the jail.
- 4.15 Jumping or hanging from the tier.** Inmates will not jump or hang from the second tier overhang in A, B, C or D units.
- 4.16 Obstructing the view.** (1) Inmates should stay back from the control windows, behind the designated line. (2) Inmates are not allowed to cover any windows, lights, cell door opening, or security cameras. **Exception:** Inmates will be allowed to cover cell door with sheet **ONLY** when they are utilizing the bathroom (toilet). The sheet cannot be hung above shoulder level while the inmate is sitting on the toilet. Officers must be able to see from the shoulder level and above.
- 4.17 Gang related activity.** (1) An inmate gang is defined as a group of inmates, who threatens, intimidates, coerces or harasses other inmates or engages in activities, which intentionally violate or encourage the intentional violation of institution rules. Any involvement in this type of activity, including the manufacture or distribution of gang-related materials is a violation of this section. (2) Inmates are not allowed to display gang paraphernalia or make gang signs through the use of hand gestures.
- 4.18 Extortion.** No inmate may obtain or attempt to obtain the property of another through the use of intimidation or coercion.
- 4.19 Improper use of jail uniform.** (1) Inmates may not alter jail uniforms in any way. (2) Full uniforms are to be correctly worn (right side out, pants pulled up to waist, and pant legs not rolled up) from wake up in the morning until lockdown at night.
- 4.20 Display of lewd, obscene or indecent pictures or drawings.** Inmates may not display pictures or drawings, which depict sexual acts or exhibition of human genitalia.

Section 5 - Rules Regarding Health, Safety or Miscellaneous

- 5.01 Creating a health, safety or fire hazard.** (1) No inmate shall act in any manner, which creates a health or safety risk to him or herself or another, including any fire hazard. (2) Inmates may not store any perishable food items (including condiments) past the mealtime when the item was distributed.
- 5.02 Possession of or introduction of contraband.** (1) Inmates are not allowed to smoke or possess any smoking materials. (2) Inmates are not allowed to transfer money or property from one to another. (3) Accumulations of excess property will not be allowed (including issued items). (4) Inmates may not possess any weapons, explosives or unauthorized tools. (5) Inmates may not possess any narcotics, drug paraphernalia or alcohol. (6) Inmates may not introduce or attempt to introduce any contraband into the jail. (7) Inmates may not possess any item intended strictly for use by the jail staff or officials.
- 5.03 Misuse of medication.** (1) Inmates are not allowed to store or conceal any medication. (2) Inmates are not to transfer any personal medication to any other person. (3) Inmates may not store medication in Huber bins.
- 5.04 Being intoxicated or under the influence of alcohol or unauthorized drugs.** Inmates are not allowed to consume any alcohol or unauthorized drugs while incarcerated. (This would include inmates who are out on Huber/Diversion) Being found guilty of being intoxicated or under the influence of alcohol or unauthorized drugs may result in petitioning the Court for revocation of your Huber privileges and/or removal from Diversion Program.
- 5.05 Refusing to maintain and clean your cell or living area.** (1) Each day every inmate must do his or her share of cleaning and general housekeeping. (2) Inmate cells will be inspected to ensure that the floor is swept and mopped, the toilet is disinfected and the sink is cleaned. All doors, walls, and waste containers are to be cleaned daily and kept clean. (3) Inmates are required to make their bed (all sheets will be tucked in to present a neat appearance) by 8:00AM and keep them made up until 8:00PM. (4) All personal items in your cell must be stored neatly on your shelf. There will be nothing on the floor of your cell other than your slippers. (5) No bedding (mattresses, sheets or blankets) will be allowed out of the cell to sit or lay on. (6) Floors in your section will be swept, mopped and kept clean throughout the day.
- 5.06 Adulteration of food or drink/making of intoxicants.** Inmates may not attempt to make alcohol by altering any food or beverage.
- 5.07 Unauthorized communication.** (1) Inmates may not make any unauthorized contact with the public from the jail proper or while at court. (2) No inmate may communicate or attempt communication with persons outside of your section.
- 5.08 Malingering or feigning an illness.** Inmates may not falsely report any injury or illness to any member of the jail staff.
- 5.09 Gambling.** Inmates may not bet on the outcome of any game or contest.

REPORT JAIL RULE VIOLATIONS TO AN OFFICER



Inmate contact & boundaries

There shall be no hugging between inmates and volunteers. Volunteers and inmates may shake hands and that is all the contact that should be made. There will be no exchange of personal information, letters, pictures, phone numbers, family information, etc.



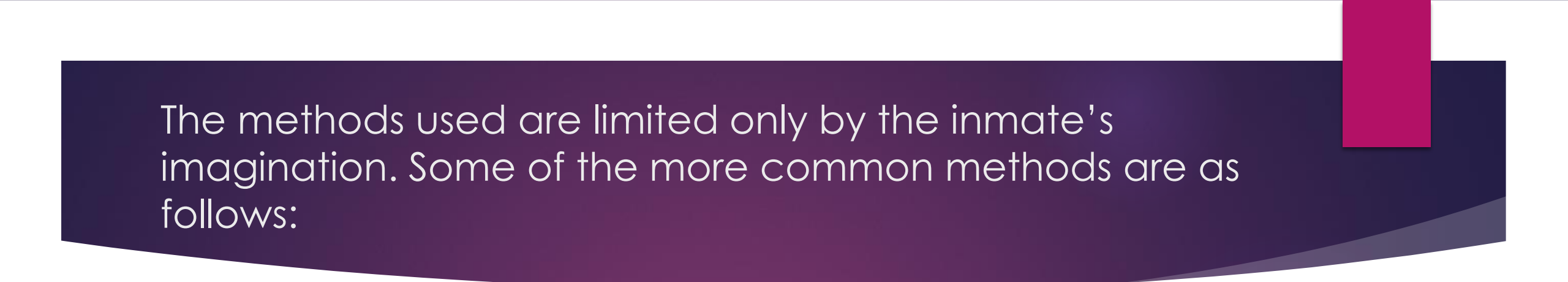
How volunteers get conned

- ▶ The word “con “ can be defined as smooth talk used to extract a violation of regulations. **It works!** Sometimes volunteers are tempted to say, “They don’t follow the rules so why should we?” If you ever find yourself becoming willing to bend a rule to help an inmate, you have just become a prime target for the con game.

Boundaries

Do not over- identify.
Remember to keep your boundaries. Do not sympathize with an inmate so much that you lose objectivity.

Remember that offender's problems are uniquely theirs. Be supportive, but if you feel yourself beginning to over – identify with an inmate's situation, talk it over with jail staff. We will help you regain your objectivity.



The methods used are limited only by the inmate's imagination. Some of the more common methods are as follows:

- ▶ The inmate engages in long conversations about volunteer's likes, dislikes, or other personal matters.
- ▶ The inmate suddenly offers favors, does extra work, and is excessively nice and complimentary.
- ▶ The inmate begins to ask for materials in excess of what is allowed by policy.
- ▶ The inmate will not take no for an answer.
- ▶ The inmate defies orders and/or breaks minor rules.
- ▶ The inmate tries to turn staff members and/or volunteers against each other.
- ▶ The inmate tries to get his/her way by instilling fear.
- ▶ The inmate pushes the staff or volunteers to the limits of their patience hoping to get their way.

Don't automatically assume that because an inmate is nice, that he/she is trying something. Not all inmates are manipulative. Some genuinely desire nothing more than a close working relationship with someone who cares. Inmates who are not manipulative will not be offended if they are told, "I'm sorry, but that's against the rules" or "I'm not sure, let me check with the jail supervisor." One of the best ways to keep from being manipulated is to never do or say anything you would not want to be made public.



Planning for the Unexpected: Being Held Captive

The following suggestions are for volunteers who may find themselves held captive:

- ▶ Don't act foolishly; heroics can get you or others hurt.
- ▶ Be cooperative and comply with the captor's demands.
- ▶ Look for a place to take cover such as under a desk, in case authorities or inmates attempt to storm your area.
- ▶ Keep a low profile and avoid the appearance of observing crimes rioters commit.
- ▶ Try to act natural and listen if the captors want to talk.
- ▶ Be observant and write down your observations as soon as you are released.
- ▶ Seek counseling when it is over. Some things in life are not meant to be handled alone.

Radio Communication

Transmit
Button



Channel Jail 1



Radio Communication

Be clear. Give the exact location and state the request needed.

Press and hold the transmit button. Relay the message. Release the transmit button.

Example of emergency transmissions:

“I need Officers to **Unit A program room** for a **medical emergency!**”

“Officers to **Unit A program room** for a **fight!**”

Intercom calls

- ▶ Press the button and release.
- ▶ Wait for response from the control officer.
- ▶ Relay message.



Emergency Procedure

In case of an emergency, volunteers should contact jail staff via intercom button or radio. **Wait for jail staff to respond.**

Evacuations: Proceed to nearest hall. Follow evacuation routes posted on the walls in the secure hallways.

Proceed to the nearest exit. The exit signs will be illuminated. Avoid the elevator and use the stairs when practical.

CONTROL OF CONTRABAND

The control of contraband is one of the most important areas of the jail security. As a broad definition, contraband can be defined as “anything in possession of a person that is contrary to the rule and regulations of the institution.”

IF YOU DON'T NEED IT , DON'T BRING IT

No person shall introduce any of the following into the facility

- Any intoxicating beverage;
- Any prescription or no-prescription drugs;
- Any food or drink unless approved by the Jail Captain or their designee;
- Any chewing tobacco or chewing gum;
- Any instrument that may be used as an aid in attempting to escape;
- Any firearm or instrument customarily used as, or intended to be a weapon
- Any other article , instrument, or substance specifically prohibited by the jail;
- Do not give literature, Bibles, New Testaments, or music to the inmates unless cleared in advance by the Jail Captain or their designee. **No hard cover books;**
- Items that are adhesive, metallic(staples, paper clips etc.) pencils, food, personal phones, clothing, permanent markers, glitter, makeup.

Generally, anything not distributed by jail staff is considered contraband.

Best practice is to not bring anything with you into the jail without getting prior approval from the Jail Captain or their designee.

DRESS CODE

All volunteers are to dress appropriately. The following guidelines should be adhered to for your safety:

- No shorts, cut-off jeans, or jeans with holes in them;
- No perfume or cologne is preferred. Limit the amount worn if absolutely necessary;
- Keep jewelry to a minimum. Necklaces should be tucked inside of your shirt;
- Leave purses and other personal items in your vehicle or in lockers located in the lobby;
- Clothing should be comfortably fitted – tight clothes will not be permitted;
- Appropriate skin cover is imperative!
(Necklines are not to be worn low / no mid-drift exposure front or back);
- No open-toed sandals/shoes.
- No tank tops
- No graphic apparel

Records & Data

Office files, documents, records, electronic data, video and audio recordings, and information held by the Rock County Sheriff's Office, or its employees, are regarded as non-public and confidential.

Custody staff, volunteers, and contractors shall not access, disclose, or permit the disclosure or use of such files, documents, reports, records, video or audio recordings, or other confidential information except as required in the performance of their official duties and in accordance with office policies, statutes, ordinances, and regulations related to data practices.

Custody staff, volunteers, and contractors who are uncertain of the confidentiality status of any document should consult with a jail supervisor to determine the status of the document in question.

Penalty for breach of confidentiality

Negligent

- ▶ Fine up to \$1000 per violation



Negligent with resulting in harm

- ▶ Fine up to \$50000 and up to 9 months in jail



General Information

Do not make promises that you cannot keep. Many inmates are lax about promises made to others, but they can be unforgiving if someone they trusts lets them down. Openness and honesty will go a long way toward winning an inmate's respect. These characteristics will also set an example of how to be a productive person when an inmate gets released back into society.

Do not visit inmate's family or friends outside the jail without permission from the Jail Captain or their designee. We strongly urge that you consult with jail staff before pursuing any work done outside the jail concerning inmates. Keep in mind, while working outside of this facility you are **NOT** acting on the behalf of the Rock County Jail and are not considered a staff member.

Do not expect instant results. Working with inmates is slow, difficult, and often exasperating work. Many inmates have spent a lifetime in irresponsible and antisocial behavior patterns. Do not expect them to turn into model citizens after a few visits. Remember your main motivation for entering the jail is to be helpful and hopeful. Expect progress to be slow.

General Information

Materials

When necessary to bring in materials, you should contact the Jail Captain or their designee to determine if the items are permissible in the jail. The Rock County Jail will provide supplies for those groups that request it in advance. No outside pens or pencils will be allowed into the facility.

Promptness

Please report as scheduled and leave within the allotted time. The Jail operates on a tight schedule and one of the facility's needs is to be able to count on volunteers to not cause a disruption of normal operations.

Cancellations

If you need to cancel an activity, please notify the jail as soon as possible. The Rock County Jail number is **608-757-8000** during normal business hours. If you are unable to reach someone, call **608-757-7961** or **608-757-7959** to speak with the on-duty supervisor during any shift to notify us of the change. Please try to assure that you speak to someone if it is at all possible so that we can notify staff and the inmates .

ROCK COUNTY SHERIFF'S OFFICE

PREA TRAINING


Training Objectives: Prison Rape Elimination Act (PREA)

- What is PREA and how does it affect you as Volunteers
- Review Rock County Sheriff's Office PREA policy
- Understand staff responsibilities accordance with the Prison Rape Elimination Act (PREA) standards



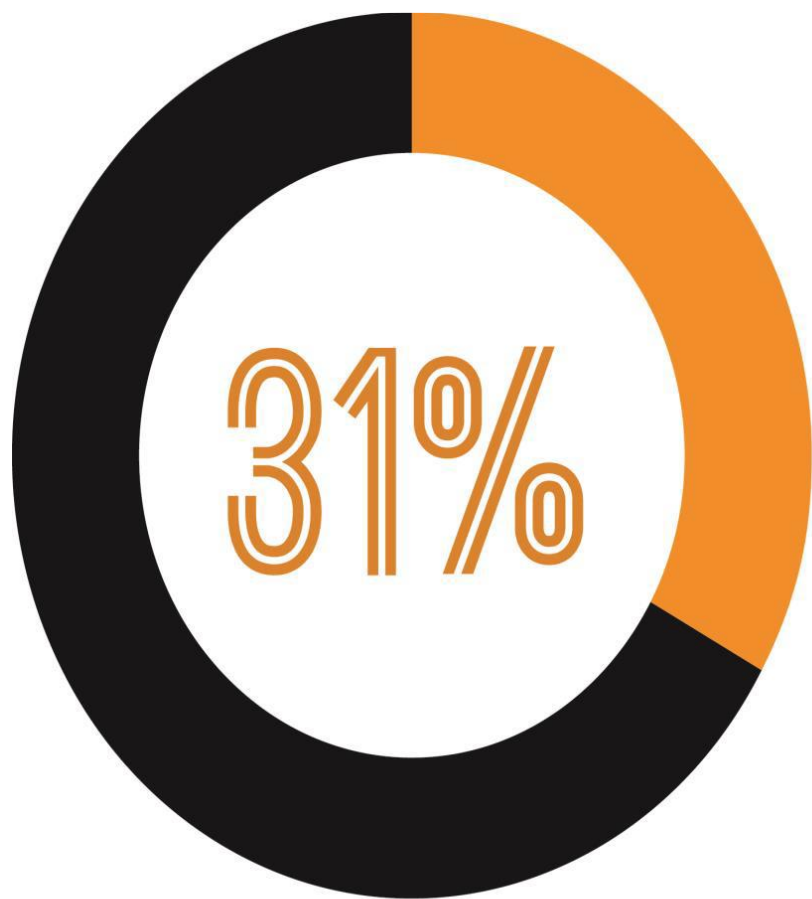
1 IN 10 former adult state inmates reported being sexually abused while in detention

Source: Beck, Berzofsky, Caspar, & Krebs (2013), *Sexual Victimization in Prisons and jails reported by inmates, 2011-2012*. © Just Detention International



**Roughly 200,000 adults are
sexually abused behind bars
every year in the U.S.**

Source: Dr. Allen Beck, Bureau of Justice Statistics, U.S. Department of Justice. © Just Detention International



**OF INMATES REPORTING
ABUSE WERE VICTIMIZED
THREE OR MORE TIMES**

Source: Beck, Berzofsky, Caspar, & Krebs (2013), *Sexual Victimization in Prisons and jails reported by inmates, 2011-2012*. © Just Detention International

About the Law: The Prison Rape Elimination Act (PREA)

- ▶ Was passed unanimously by Congress in 2003
 - ▶ Not enforced until 2012 – Standards developed
- ▶ Is the first federal civil law to address sexual abuse in detention facilities
- ▶ Applies to all Federal and State prisons, jails, police lockups, private facilities, and community correctional settings
- ▶ Zero-tolerance Policy for sexual assault and sexual harassment
 - ▶ Non-consensual
 - ▶ Consensual
 - ▶ Inmate-on-inmate
 - ▶ Staff-on-inmate

ZERO-TOLERANCE POLICY – 115.11

- ▶ Inmates have a right to:
 - ▶ Be free from sexual abuse and sexual harassment
 - ▶ Report and get help if they are abused or harassed
 - ▶ Be protected from retaliation if they report abuse or harassment, or cooperate in an investigation

Sexual Abuse

- ▶ Any of the following acts, if the inmate does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:
 - Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
 - Contact between the mouth and the penis, vulva or anus
 - Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
 - Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

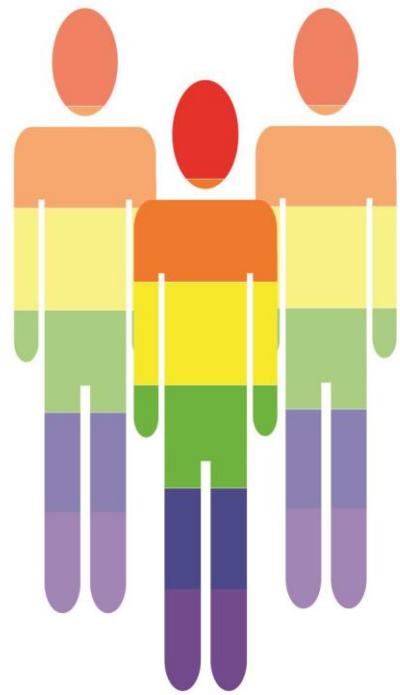
- ▶ Sexual abuse also includes abuse by a staff member, contractor, or volunteer as follows, with or without consent of the inmate, detainee or resident:
 - Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
 - Contact between the mouth and the penis, vulva or anus
 - Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
 - Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
 - Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
 - Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
 - Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of an inmate, detainee or resident
 - Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

Sexual Harassment

- Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one inmate, detainee or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to an inmate, detainee or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Vulnerable Population

- ▶ Mental illness, physical disability or developmental disability
- ▶ Small stature
- ▶ First time or very young
- ▶ Limited English proficiency
- ▶ Intoxicated or under the influence
- ▶ Resource poor
- ▶ Sex offenders
- ▶ Prior sexual victimization
- ▶ Identifies, or perceived, as lesbian, gay, bisexual, transgender, intersex, or gender non-conforming



MORE THAN **1 IN 3**

GAY AND BISEXUAL MEN
WERE SEXUALLY ABUSED
WHILE IN CUSTODY

Source: Beck, Berzofsky, Caspar, & Krebs (2013), *Sexual Victimization in Prisons and jails reported by inmates, 2011-2012*. © Just Detention International

How to Detect Signs of Sexual Abuse/Sexual Harassment

- ▶ Look for changes in behavior, like inmates who start:
 - ▶ Acting out or keeping to themselves
 - ▶ Refusing to shower or showering more frequently
 - ▶ Refusing to leave or return to their cell
 - ▶ Avoiding — or clinging to — certain inmates or staff
- ▶ Victims may appear:
 - ▶ Expressive: crying, enraged, smiling
 - ▶ Controlled: numb, in shock, composed, quiet
 - ▶ Flashbacks, nightmares, anxiety
 - ▶ Fear, hopelessness
 - ▶ Anger, irritability, hyper vigilance
 - ▶ Post-Traumatic Stress Disorder (PTSD)
 - ▶ Depression and suicidal feelings

RCSO Policy 606.5 Reporting Sexual Abuse, Harassment, and Retaliation Prison Rape Elimination Act (PREA)

Any employee, agency representative, volunteer, or contractor who becomes aware of an incident of sexual abuse, sexual harassment or retaliation against inmates or staff shall immediately notify a supervisor, who will forward the matter to a sexual abuse investigator (28 CFR 115.61). Staff may also privately report sexual abuse and sexual harassment of inmates (e.g., report to the Jail Commander) (28 CFR 115.51).

Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously or from third parties and shall promptly document all verbal reports (28 CFR 115.51).

Threats or allegations of sexual abuse and sexual harassment, regardless of the source, shall be documented and referred for investigation. Sexual abuse and sexual harassment reports shall only be made available to those who have a legitimate need to know, and in accordance with this policy and applicable law (28 CFR 115.61).

Responding to Victimized Inmates

- ▶ When talking to an inmate who has been sexually abused, remember:
 - ▶ They may need time to establish trust or may prefer to speak with someone they already trust
 - ▶ Their story may seem inconsistent or illogical due to trauma; this does not mean they are lying
 - ▶ Unless you are an investigator, stick to basic questions like: (1) “Are you injured?” (2) “Are you or someone else in immediate danger?”

PREA: Inmate Reporting

Inmates can report sexual abuse, sexual harassment, fear of being abused or harassed, or retaliation in the facility by:

Telling any staff member, volunteer, or contractor (including chaplains, medical, mental health, or counseling staff, family & friends)

Submitting an inmate grievance or just handing a note to staff

Dialing [9] from phone

External agency that can receive reports

- Walworth County is our external partner

PREA and Organizational Culture, What Role Can You Play?

- ▶ Adhere to facility/Agency zero-tolerance policy
- ▶ Take note to physical plant vulnerabilities
- ▶ Maintain respectful communication among fellow staff and inmates
- ▶ Accept reports from inmates respectfully and take all reports seriously
 - ▶ Take care to separate victim from aggressor
- ▶ Hold yourself and co-workers accountable by promoting a safe environment (respectful language, good operations and security practices, follow policies, and always be professional)



PREA TEST REVIEW

Summary

Ensuring the safety and security of the Rock County jail is not a part time venture. The uniformed men and women of the Rock County Jail must be in total control of the facility's operation. It needs to be stressed to each and everyone of the volunteers how important it is to maintain a good working relationship with correctional staff.

The staff and administration of the Rock County Jail will make every effort to ensure the safety of our volunteers. Volunteers shall be aware of the nature of this institution and take due caution while performing their duties.

Thank you for your willingness to share your time to help make a difference in the lives of our inmates and our community.

Photos

Facility Tour