

VOLUNTEER INFORMATION FORM

NAME: _____ DOB: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

AGENCY: _____

PROGRAM NAME: _____

DAY(S) OF THE WEEK and TIME OF PROGRAM SCHEDULED: _____

PICTURE ID: _____

I HAVE READ THE WOODFORD COUNTY DETENTION CENTER'S CODE OF ETHICS, RULES FOR VOLUNTEERS AND PREA STANDARDS AND PROVIDED A COPY OF MY BACKGROUND CHECK.

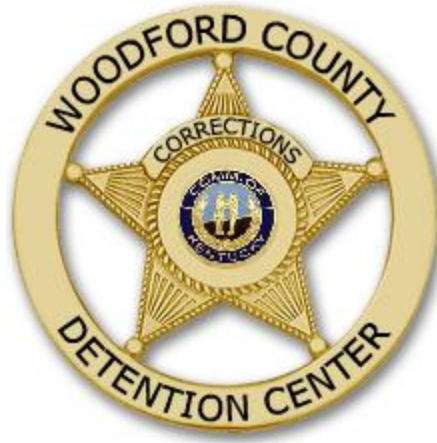
SIGNATURE

DATE

Woodford County Detention Center

Michele S. Rankin, Jailer

204 Beasley Drive-Versailles, KY 40383-Office 859-873-3196-Fax 859-873-1014



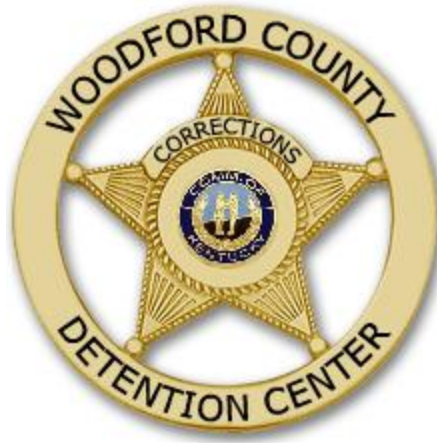
VOLUNTEER CODE OF ETHICS

Volunteers are expected to not:

- Exchange personal gifts or favors with inmates, their family, or friends;
- Accept any form of bribe or unlawful inducement;
- Report to the Woodford County Detention Center under the influence of intoxicants
- Violate or disobey established rules and regulations
- Discriminate against any inmate on the basis of race, religion, creed, gender, national origin, or other individual characteristics.
- Subject inmates to any form of unwarranted physical or mental abuse;
- Intentionally demean or humiliate inmates;
- Bring any type of weapon or item declared contraband into the facility
- Engage in critical discussion of staff members, other volunteers, or inmates in the presence of inmates, other volunteers, or staff.
- Divulge confidential information without proper authorization from Jail Administration.
- Withhold information which, in so doing, threatens the security of the Jail, its staff, visitors or the community;
- Through negligence, endanger the well-being of self or others;
- Engage in any form of business or profitable enterprise with inmates;
- Inquire about, disclose, or discuss details of an inmate's crime
- Use their position to obtain personal goal.

Volunteers are to:

- Comply with established rules and regulations
- Treat all inmates in a fair, respectful, and impartial manner.



VOLUNTEER RULES AND REGULATIONS

- No CELL PHONES, KEYS, or Weapons of any kind are permitted on the secure side of the jail.
- All volunteers MUST BE 21 years of age or over
- No staples, this includes books, paper, and handouts.
- No food or drinks are permitted unless approved by the Jailer or her designee. If you would like to bring something to the inmates, you must have approval and abide by the following guidelines:
 - No Cans
 - No homemade food
 - Nothing containing bones, this includes chicken
 - No forks, knives or spoons
 - No Glass
 - All items must be store bought and unopened.
- No hardback books can be given to inmates
- No pens. Writing utensils will be given to the instructor and will be collected from the instructor when finished.
- All Volunteers are expected to follow the Jail's established Dress Code Policy.
- Volunteers shall not contact an inmate's family, attorney, doctor, the Parole Board, Judges, etc without authorization from the Jailer.
- Due to time constraints and lack of classroom space, all times must be scheduled. The Jail will make every effort to have the inmate's in the classroom and ready at your scheduled times. Consistency is very important. If the inmates know you will be here at a certain time, they will be ready to begin. We will not be able to reschedule programs. If you are unable to attend, please call the Jail at least one hour in advance and let the supervisor know that you will not be coming to the Jail on your scheduled date and time.
- All programs must be completed by the following times:
 - 10:45 am
 - 4:45 pm
 - 9:00 pm
- All Volunteers must be approved by the Jailer. If you bring another volunteer with you, they will need to complete the required forms and within 15 days submit a background check. If there are any items of concern on your background check the Jailer will contact you for further explanation. If we do not receive the required information within 15 days, you will not be allowed to come back to the facility until the required information is obtained.
- If at any time, you are uncomfortable or have a concern please just knock on the door and a deputy will assist you.
- We prefer to limit program sizes to a maximum of 12 inmates.
- If you would like to have more than one scheduled program, please call Jail Administration during regular business hours to check availability.
- Please understand that the Jail is a very busy place. If there are times that staff cannot accommodate all of your requests, we apologize in advance.



WOODFORD COUNTY DETENTION CENTER

PREA TRAINING MANUAL

ZERO-TOLERANCE POLICY

Section 115.11 of the National PREA Standards implements a “Zero Tolerance of sexual abuse and sexual harassment” within a correctional facility. Regarding the “Zero Tolerance standard,” the Woodford County Detention Center has developed a policy to deter and maintain any form of misconduct between staff and inmate, or inmate to inmate misconduct.

As a facility, it is our responsibility to serve and protect the well-being of each individual while in our custody. WCDC does not condone nor tolerate any type of sexual assault, sexual exploitation, sexual misconduct, sexual abuse or sexual harassment toward an inmate or staff member.

If you, or if you know of any persons, who has or who is currently a victim of sexual misconduct, please notify an on duty officer. The PREA hotline is also available at 1-800-700-7732 or dial 777 for the victim crisis center. Our facility also has a PREA tab on our Grievance Tracker where any allegations of abuse can be reported.

Note: any false accusations will not be tolerated

How To Fulfill Responsibilities of PREA

As a deputy of the Woodford County Detention Center, we are responsible to maintain the wellbeing of each inmate as well as the environment of the detention center. If any deputy has any reconciliation of sexual misconduct between inmates or staff to inmate, please report any known information to the PREA officers; Stephanie Young or Jacob Pitcock. 1st hand knowledge of any alleged misconduct must not be passed on to shifts unless approved by the PREA officers. When knowledge and facts are collected first hand then reported to the PREA officers, an incident report will need to be written regarding any allegations.

Inmates have the right to be free of Sexual Abuse and Sexual Harassment

Inmates have the right to be free from sexual misconduct, sexual abuse and sexual harassment. According to the 8th Amendment, inmates have the right to be free of excessive cruel and unusual punishment. This includes being free of sexual harassment and sexual abuse. It is our duty as a deputy to serve and protect each inmate while in our custody.

Employees and Inmates have the right to be free of retaliation for reporting

It is mandatory that all allegations and reporting stays confidential to eliminate any retaliation that may occur at any time between staff and inmate or inmate and inmate. If an inmate reports to a deputy on any shift at any time, please do not discuss the dialogue passed to other deputies anywhere within the building; inmates can hear everything and know what is going on at all times.

There may be times where an employee is engaging in a relationship with an inmate. Do not be scared to notify the PREA officers of your concerns. We will further investigate and make sure all information stays between the PREA officers and to assure no retaliation will take place if rumors spread.

Dynamics of sexual abuse and sexual harassment in confinement

Every inmate that is booked in our facility has a story. It's hard to determine their story while visually observing them. With this being said, we never know what an inmate is going through. Respect and good report with inmates will make it easier for an inmate to report or open up about misconduct if they witnessed something that previously happened.

Common reactions of Sexual Abuse and Sexual Harassment victims

Each inmate is different as well as each employee is different. Some people are overt while others are more introverted with their emotions. It is common for inmates to remain silent and not open up about their history unless directly asked about it. Listed below are some common reactions to sexual victimization:

Feelings

- Emotional shock
- Disbelief
- Shame
- Guilt
- Powerlessness
- Denial
- Anger
- Fear
- Depression
- Triggers
- Anxiety
- Helplessness

Behaviors

- Expressive
- Calm
- Withdrawn
- Nightmares
- Flashbacks
- Change in eating habits
- Lack of concentration and energy
- PTSD

How to detect and respond to signs of threatened and actual sexual abuse

Inmates live by the "Code of silence." They're not willing to "snitch" or be a "rat." Inmates will find other means to tell administration or a deputy of any incident they feel needs attention.

Some tactics that inmates may use can be:

1. Request cell change
2. Request of inmate moved from cell
3. Acting out violently to be reassigned in order to let a deputy know what is going on
4. Becoming antisocial; refusing rec, meals, shower, changing in cell etc...
5. Change in mood in behavior

How to avoid inappropriate relationships with inmates

It's a felony to have a relationship (sexually) with an inmate. The Woodford County Detention Center's Code of Ethics strictly pinpoints the "do's" and "do not's" while interacting with inmates. Some other pointers to maintain proper boundaries and relationships as a deputy are listed below:

1. Do not share personal information with an inmate

2. Do not show favoritism towards one inmate
3. Maintain the demeanor as an officer and not their “friend” when talking to an inmate
4. Do not take any candy, food, advise, etc. from an inmate that will later result in a returned favor which can lead to illegal behavior
5. Build a good report with an inmate but never cross the line in which they seek opportunity to manipulate
6. Maintain professionalism and a well-rounded work culture; talk highly of your deputies because inmates can hear everything; have a positive attitude; speak with confidence and stay light on the humor because if an inmate doesn’t take a deputy seriously the security levels lowers and the door to disrespect can open

How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates

New 10-15’s are constantly being booked into the facility. It is very important that the discrimination and humor is absent when interacting with an inmate that may be gay, transgender, bi-sexual, flamboyant, disabled... As a whole, the communication level needs to be most efficient to make sure the new intake feels comfortable and will not fear for their life if they have to be moved to general population.

We cannot discriminate do to race or gender, therefore, when the time comes for move-up, we cannot not isolate due to the gender, sexual preference, or race of an inmate. However, if there is a transgendered inmate, they have the right to refuse general population and request protective custody. There are “Protective Custody Waiver” forms in booking. Have the inmate fill this out and scan in system.

In conclusion, respect all inmates and do not discriminate due to race, sexual preference, gender and many other traits that are deemed discriminatory.

How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities

According to the PREA National Standards statue 115.63, there is a particular process to practice in order to report sexual allegations within the facility:

A) Upon receiving an allegation that an inmate was sexually abused while confined at another facility, the head of the facility that received the allegation shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred.

****Contact the PREA officers if allegations have occurred at the Woodford County Detention Center then they can contact the outside agency if needed****

B) Such notification shall be provided as soon as possible, but no later than **72 hours** after receiving the allegation.

C) The agency shall document that it has provided such notification.

D) The facility head or agency office that receives such notification shall ensure that the allegation is investigated in accordance with these standards.