



Colorado Department of Corrections
Guidelines for Guests

You are requesting clearance to visit a Colorado Department of Corrections facility as a guest. To make your visit safe we ask you to read the following guidelines and sign on page 2. Remain with your escort at all times and follow directions. Enjoy your visit.

The completed form must be submitted for each guest request when providing background information for clearance.

Do's for Guests

- **DO REMEMBER!!! SECURITY ALWAYS COMES FIRST!**
- Do follow CDOC rules. Ask questions if you are uncertain.
- Do dress appropriately. Casual business attire. Conservative is best.
- Do sign-in and sign-out on the appropriate forms each time you enter or leave ANY CDOC FACILITY.
- Do wear the appropriate badge in view of security DOC employees at all times. (Green – Volunteer, Red – Guest)
- Do respect the confidentiality of records and other privileged information. Listen carefully and sincerely.
- Do recognize the need for ongoing training and supervision.
- Do be loyal to the CDOC, and the offenders you serve. Be a team player and always remain professional.
- Do be dependable. Arrive and leave on time. Earn respect from the offenders and DOC employees.
- Do notify the facility coordinator or shift commander if it is impossible to be at the facility on time.
- Do treat everyone in a professional and ethical manner, but do not become personally involved.
- Do treat offenders with respect. Maintain honesty and accept others whose values system maybe different from your own.
- Do be objective, enthusiastic, mature and confident. Do use discretion and good judgment.
- Do submit reports when required.
- Do obtain written approval from the facility volunteer coordinator prior to changing the program formats.
- Do keep CDOC apprized of changes of address, phone numbers etc., by notifying Faith and Citizen Programs at (719) 226-4481.

Don'ts for Guests

- **Do not supply phone number or address or personal information about yourself, other volunteers, or DOC employees.**
- **Do not touch offenders inappropriately (NO HUGGING – Handshake only).**
- Do not criticize what is not understood. Ask for an explanation.
- Do not make a phone call for an offender, or perform any similar service.
- Do not give anything to an offender.
- Do not take anything, including letters, into a facility. Bring nothing out without explicit permission.
- Do not enter into a business venture with an offender.
- Do not give gifts, loans, or items to an offender. Do not accept gifts, loans, or items from an offender.
- Do not use photography equipment on institutional property for any purpose without specific permission.
- Do not proselytize. You may share your faith beliefs when asked.
- Do not make derogatory remarks about ANY faith group or other organization.
- Do not promise to keep information given you by an offender confidential if it involves safety and security in any manner.
- Do not wear transparent/sheer clothing, tight fitting clothing, shorts, cut offs, capri's, dresses above the knees, open-toed shoes, V cut shirts, or any revealing clothing.

**Any violations of these do's and don'ts may result in
the termination of your volunteer/guest service!**

Security Issues

Safety and security are our Top Priority. If you observe an unsafe or non-secured condition, notify your facility chaplain, volunteer coordinator, or other DOC employees immediately.

Professionalism: Volunteers aid DOC employees. Appearance, conduct, language, and attitude reflect your character and integrity. Earn respect and be patient with DOC employees.

Personal parameters and boundaries: When possible, use formal titles, such as: Administrative Head, Captain, Officer, Mr., Ms., or Sir. Do not befriend an offender for the purpose of intimacy. Do not supply your phone number or address, or personal information about yourself, another volunteer, or DOC employee. Avoid contact with an ex-offender.

Contraband: Any item not specifically authorized by a departmental administrative directive may be considered contraband and may be confiscated to avoid compromising facility safety and security. Offender property must come from approved sources – NOT VOLUNTEERS OR GUESTS. **REMEMBER: “Nothing in; nothing out.”**

Search procedures: Any person and/or vehicle is subject to search upon entering the grounds of a correctional facility. Volunteers/Guests may refuse to be searched. Such refusal will result in termination of volunteer/guest status. Facility access may require an individual to clear a metal detector. Ensure clothing and additional adornment items are free of metal (bobby pins, hair ties, ink pens, etc.).

Managing aggressive behavior: If an offender becomes hostile, remain calm, back away, and immediately seek DOC employee assistance; correctional employees are trained to handle difficult situations. If alone, gradually move to a location where you can be seen by DOC employees.

Offender Fights: Do not try to break up offender fights. Summon DOC employees to handle the situation.

Meet Your Clients

Offenders are former free citizens who have committed crimes and are now confined. These offenders are like us in many ways. They have dreams, loved ones, and they laugh and cry. You may notice a sense of hopelessness among members of the offender population. As a volunteer or guest with an offender program, you bring in affirmation, encouragement, and hope.

Offenders tend to fall into one of four prison cultures:

1. **Individuals:** A large majority of these offenders come from dysfunctional families. Physical or sexual abuse during childhood is common. Lack of education may cause people to turn to crime. Many offenders are functionally illiterate. Drug and alcohol use are often major influences in offender's lives.
2. **Ethnic groups:** The offender population within the DOC is made up of several ethnic groups. The percentages of these groups vary in day to day operation. Be aware of the differing ethnic groups, and treat all with professional respect.
3. **Gangs:** Many offenders were gang members before incarceration. Others become members in prison as a means of survival. There are many different gangs represented in prison. Violence is often a part of gang affiliation.
4. **"Institutionalized":** Prison becomes a "comfort zone" to this group of offenders. Since the CDOC provides all their necessities, they are comfortable in prison and therefore hesitant to leave the prison environment.

Offender Relationships – Please circle yes or no for each question. *Please submit written details for any ‘yes’ on a separate sheet of paper.*

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| 1. Are you related to any CDOC offender (including: probationer or parolee)? | Yes No |
| 2. Within the last two years have you visited with any CDOC offender? | Yes No |
| 3. Within the last two years have you written to or corresponded with any CDOC offender? | Yes No |
| 4. Have you, or someone you know, EVER been victimized by a current CDOC offender? | Yes No |
| 5. Do you currently have any legal action involving any CDOC offender? | Yes No |

PLEASE PRINT NAME

SIGNATURE

DATE