

Introduction:

Your CT/DOC VIP Safety & Security Orientation is essential and necessary for you to properly fulfill your duties as a Volunteer, Intern or Professional Partner (VIP) affiliated with the Department of Correction. This Orientation provides you with essential information to help you to function comfortably in a correctional setting or restrictive environment. This Orientation will help to make you more aware of expected conduct & behavior with staff , inmates & other VIPs.

We strongly encourage you to read our Handbook for Volunteers, Interns & Professional Partners provided very carefully. All that is presented in this Orientation can be found in this short but comprehensive Handbook. It also provides you with an overview of services and other information helpful in learning about other facilities and the roles of staff in our citizen involvement operation.

Your Orientation Facilitator is very knowledgeable and may provide you with additional materials to expand the content of our Handbook. Although this learning experience may be very brief, it will equip you with some greater familiarity with Departmental policies, procedures and protocols. Additional handouts & information may be provided by other staff to enhance your functioning within a correctional institution. Also, as you may find your way inside our facilities, please feel comfortable looking at bulletin postings for correctional career opportunities as may be available throughout the agency. We value you & your investment as a VIP. And, many VIPs have joined staff for careers in correction.

When you finish your Safety & Security Orientation and are cleared to begin to exercise your role within an institution, staff will provide you with a site-sensitization tour and will be available to answer your specific questions as well as to provide you with guidance. As you may be expected to have inmate contact, you should remember to stay with your supervisor/escort at all times.

Upon each visit to a correctional facility, you will be required to sign-in in a logbook located in the Control Center or Lobby/Reception Desk. Do not forget to sign-out each time you leave the facility. By doing so, staff will be able to accurately keep track of your whereabouts.

VIP Safety & Security Curriculum:

- The Department & Facility or Unit's Mission Statement
- The Department's & Facility or Unit's Organizational Structure
- Staff & Inmate Relations
- The Role of Support Staff, Volunteers & Interns
- **Expectations & Responsibilities**
- Using Common Sense
- Confidentiality
- Communication
- Security Perimeters
- Contraband or Unauthorized Goods/Items
- Address Change
- Lost Personal Items
- Incarcerated Relatives or Friends
- Telephone Usage
- Photo's
- Business Ventures
- Gifts
- Inmate Backgrounds
- Appearance
- Professionalism
- Personal Boundaries
- Con-Games
- **Inappropriate Conduct**
- Prison Rape Elimination Act (PREA)
- Client Failure
- Bending the Rules
- Management of Aggressive Behavior
- Critical Incidents
- Emergency Procedures
- Fire Drills
- Evacuation
- The Control Center
- Security Risk Groups
- Infectious Diseases
- Conclusion