

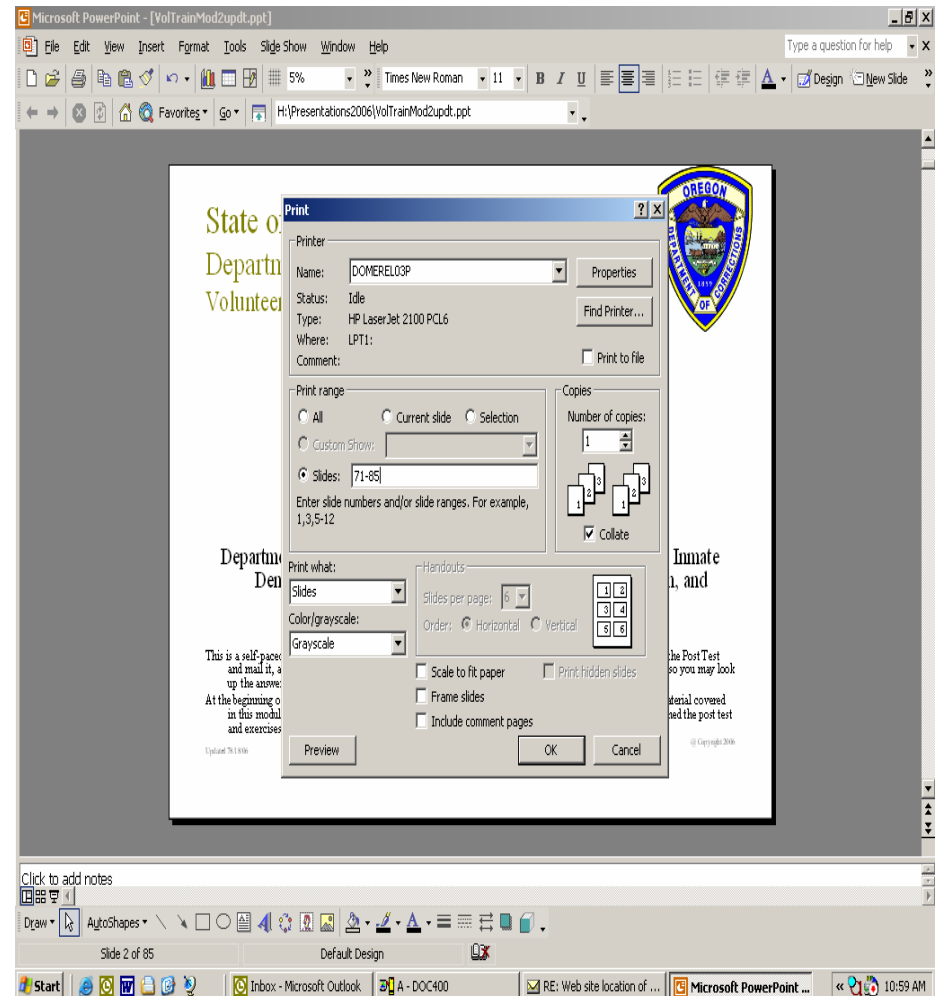
State of Oregon Department of Corrections Volunteer Program



Volunteer Training Working on the Inside

You are about to begin a self-paced training module. You may print out all 85 pages which may take quite some time or you may read the module on-line. If you choose to do the module on-line, before you start, please print out pages 71 – 85 as those pages you must complete and send to the person whose address is at the bottom of page 72. To print these pages, click on *file* at the top left of your screen and click *print*. When the printer box appears, click on **Pages or Slides** and enter **71-85**, depress the *Enter* button. (see *example to the right*)

You may not attend Volunteer Training until the Post Test and Exercises have been returned to one of the people on page 72 and they have been reviewed and graded. Please send only the Post Test and Exercises. The module itself is yours to keep.



State of Oregon

Department of Corrections

Volunteer Program



Volunteer Training

Working on the Inside

General Knowledge

Department Overview, Dress Code, ID Cards, Corrections Culture, Inmate Demographics, Volunteer Program, Home for Good in Oregon, and Victims Program

This is a self-paced module. Please read through it carefully and thoroughly and do the exercises. Then complete the Post Test and mail it, along with the completed exercises to the address on the Post Test. The Post Test is “open book” so you may look up the answers to the questions in module.

At the beginning of the in-class part of the training, you will be given the opportunity to ask questions about the material covered in this module. You may not attend Volunteer Training until after you have completed this module and returned the post test and exercises for review and grading.

Oregon Department of Corrections

Director



Max Williams, Director

Max Williams became director of the Oregon Department of Corrections in January 2004. He was appointed by Governor Ted Kulongoski after a distinguished career in the Oregon Legislative Assembly where he was chairman of the House Judiciary Committee, chairman of the Legislative Counsel Committee, and a senior member of the House Revenue Committee. He was also a practicing attorney for more than 12 years at the Portland law firm Miller Nash LLP.

Mr. Williams is a former member of the Oregon Law Commission and the Oregon Progress Board. In July 2002, he was elected to the executive committee of the National Conference of State Legislatures. He is an active member of his local Chamber of Commerce and Rotary Club, and on the board of directors of the Cascade Pacific Council Boy Scouts of America. He also serves on the board of the Tigard Homeless Shelter-the Good Neighbor Center and as a board member of the Tigard-Tualatin Schools Foundation.

In 2002, Mr. Williams was named Tigard's "First Citizen" for his volunteer work and leadership in the community. Additionally, for three sessions in a row, he was recognized as the top-rated member of the House by Willamette Week in their biennial issue ranking Metro-area legislators.

Mr. Williams' interest in corrections grew through his legislative responsibilities, where he became very familiar with the policy issues facing the department and the larger public safety issues facing the state. He has worked closely with the department and the public safety community on a number of issues and is a strong advocate of evidence-based programs in corrections.

Born and raised in Bend, Oregon, Mr. Williams earned a bachelor of science degree in information management from Brigham Young University. He worked in the computer industry for both IBM and IBM business partner companies before attending law school at Northwestern School of Law of Lewis & Clark College. He graduated magna cum laude in 1991.

Oregon Department of Corrections

Deputy Director



Mitch Morrow, Deputy Director

Mitch Morrow joined the Oregon Department of Corrections in 1983 as a corrections officer at Oregon State Penitentiary. Rising through the organization, he served as the penitentiary's assistant superintendent of security and as acting superintendent before becoming superintendent of Oregon State Correctional Institution in 1998. Mr. Morrow was named administrator of Oregon Corrections Enterprises in 2001, overseeing the prison industries branch of the agency and guiding its conversion to a semi-independent state agency. Mr. Morrow became DOC's assistant director for Institutions in 2002, and deputy director in September 2003.

Mr. Morrow is a graduate of George Fox University and has earned a master's degree in business administration. He holds multiple certifications from the Department of Public Safety Standards and Training and the National Institute of Corrections.

Oregon Department of Corrections History



The Oregon Department of Corrections was created by the 64th Legislative Assembly in June 1987, and operates under ORS chapter 423. The department's mission originates in the Oregon Constitution, which was amended in November 1996, to say, "Laws for the punishment of crimes shall be founded on these principles: protection of society, personal responsibility, accountability for one's actions and reformation." The department has custody of offenders sentenced to prison for more than 12 months. Oregon houses offenders in 13 state prisons.

The Oregon Department of Corrections is recognized nationally among correctional agencies for providing inmates with the cognitive, behavioral and job skills they need to become productive citizens. Oregon's recidivism rate is about 30 percent.

To further focus on safe communities, safe prisons, and a safe workplace, the department created the Oregon Accountability Model. This purposeful plan is designed to change offenders' criminal behavior - during incarceration and post-prison supervision - using evaluation, education, treatment and work. It begins at the assessment phase during intake and affects offenders throughout incarceration, reintegration, and their time on community supervision. It is inspired by the department's mission of public safety, offender accountability, and crime prevention.

Because of a rapidly growing inmate population, the state embarked on an ambitious prison construction and expansion program in 1995 that has subsequently been delayed because of budget concerns. To date, three new prisons have been opened since 2000 and major expansions of several others have been or will soon be completed. The population is expected to top 15,000 inmates by 2011.

The Department of Corrections provides administrative oversight and funding for the community corrections activities of Oregon's 36 counties. Oregon counties manage their own offenders who are subject to jail, parole, post-prison supervision and/or probation. The department provides interstate compact administration and jail inspections as well as central information and data services regarding felons statewide. It is also responsible for evaluating the performance of community corrections.

The department's culture is driven by integrity, respect and teamwork guided by a strong vision that includes leadership, partnerships, and productivity. Department staff are actively involved in their communities, serving on commissions, participating in volunteer organizations, coaching kids' teams and otherwise giving their time to enhance the quality of life for all Oregonians.

The Oregon Department of Corrections is responsible for the management and administration of all adult correctional institutions and other functions related to state programs for adult corrections. It has seven major divisions and a strong relationship with Oregon Corrections Enterprises, a semi-independent state agency.

Oregon Department of Corrections

Code of Ethics



As an employee, volunteer or contract service provider of the Oregon Department of Corrections, I will value and maintain the highest ideals of professional and compassionate public service by respecting the dignity, cultural diversity and human rights of all persons, and protecting the safety and welfare of the public.

I accept that my fundamental duty is to serve the public; to safeguard lives and property, to protect Department of Corrections incarcerated persons against deception, oppression or intimidation, violence or disorder.

I will be constantly mindful of the welfare of others. To the best of my ability, I will remain calm in the face of danger and maintain self-restraint in the face of scorn or ridicule.

I will be honest and truthful. I will be exemplary in obeying the law, following the regulations of the department, and reporting dishonest or unethical conduct.

I acknowledge that I have been selected for a position of public trust and I will constantly strive to be worthy of that trust and to be true to the mission and values of the Department of Corrections.

Oregon Department of Corrections Vision Statement



- We take a proactive role in the development of criminal justice policy.
- We create partnerships with Oregon communities to hold offenders accountable, engage victims, and enhance the quality of life for the citizens of Oregon.
- We are a committed, creative, and productive organization which recognizes safety and security as an essential business practice.
- We require sound fiscal management of public resources using outcome-oriented strategies.
- We provide offender programs and resources which support the department's mission.
- We are a diverse, skilled work force which shares the responsibility for outcomes across organizational boundaries.

Core Values of the ODOC



We Value

- Our responsibilities
- Integrity
- Teamwork
- Constructive change
- Respecting others
- Participation of all

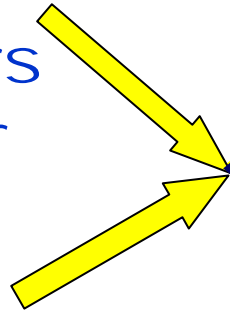
Volunteers share these values. A hallmark of the department is the way everyone is treated with respect. It is expected that all your dealings with offenders, staff, and other volunteers will be conducted in a respectful way.



Mission of the ODOC

Increasing Public Safety by:

Holding offenders accountable for their actions &



Reducing the risk of future criminal behavior.

Maintain security while preparing inmates for successful re-entry into the community

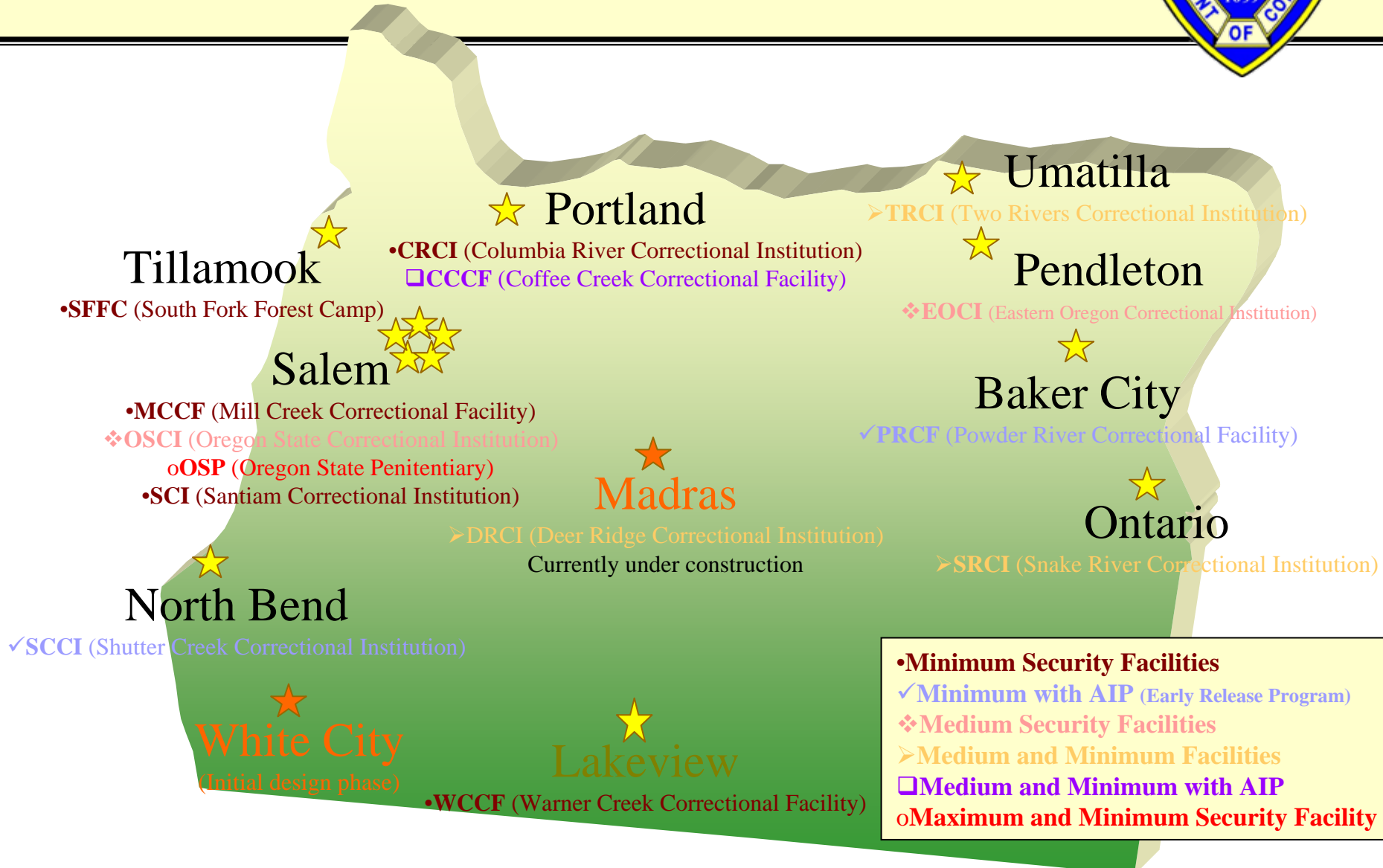
Volunteers make a significant contribution by role modeling prosocial behavior, helping inmates to develop greater spirituality, helping inmates become caring, loving people and helping releasing offenders reintegrate into the community.

Corrections Culture



- There is no one single culture. Each prison will have its own unique culture but there are commonalities. While some employees are more “by the book” than others, corrections is rule driven. There is a rule for just about every aspect of prison life as well as procedures for how staff perform their jobs.
- There are many similarities to the military in the way staff dress and present themselves. There is a great deal of structure in inmate management and the management structure is hierarchical.
- For inmates, there is often an “us versus them” mentality. It is not a system built on trust. Inmates do not trust other inmates nor do they trust the staff which can create an atmosphere of fear--fear of being attacked by other inmates and of being “written up” by staff. There is a strange phenomenon in the culture where little things get blown all out of proportion and cause irrational behavior. For example, a staff member makes a constructive criticism of an inmate. The inmate may begin to believe that the staff person is out to get him/her and may be hostile towards the staff for some time to come.
- Many inmates choose to make their prison time a positive experience. They take advantage of programming offered and take time to reflect on who they are and who they want to become. They make purposeful, positive changes in their lives that they take with them when they return to the community.
- The other thing about corrections culture that is often overlooked is that it is in everyone’s (inmates, staff, contractor, volunteers) best interest for prisons to be safe, secure, and operated in an orderly way.

Institutions



Please go to the Appendix Page 1 and complete the exercise on that page. Return to the next page after completing the exercise.

Criminal Justice Continuum



- **Crime**
- **Investigation**
- **Arrest**
- **Trial** (*If person arrested pleads guilty, there is no trial*)
- **Conviction or found not guilty which ends the process or**
- **If found guilty, then sentencing**
 - **County Jail – Sentence less than 1 year**
 - **State Prison – Sentence more than 1 year**
- **Post Prison Supervision (Parole) and reintegration into the community**



To Wear or Not to Wear

Remember, as a role model, you teach by the way you dress!

CAN'T

- Blue Denim or Look Like It
- Insignias, Writing & Pictures
- Sheer Clothing
- Form Fitting Clothing
- Bare Midriff, Thighs, Back
- Under wire bras
- Metal objects (If you have bolts, screws, or plates inside your body, check with your ODOC supervisor)
- Purses



SHOULDN'T

- Raincoats, Ski Jackets, Etc.
- Lots of Expensive Jewelry
- Walking Shorts
- Sweatshirts & Pants
- Perfume and Cologne

CAN

- Black Denim
- Briefcase/Book Bag

Be sensitive to the prison environment

Take only those things which you are going to need for your program and a picture ID into the facility. Leave everything else in your car. Don't count on lockers being available.

Please go to the Appendix Page 2 and complete the exercise on that page. Return to the next page after completing the exercise.

Identification Cards



- ***How to Get One?*** Complete training, submit an application, and attend facility orientation.
- ***Where to Wear One?*** Upper left. When inside an ODOC prison, the ID Card should always be in plain view.
- ***What Color Will Mine Be?*** Yellow strip top and bottom.
- ***Replacing/Security Issues.*** If you lose it, report it right away to your ODOC supervisor. You will be charged \$5 and a new card will be issued. The same is true if the card becomes damaged. If your appearance changes significantly, check with your supervisor to see if you need a new ID card. About three months before the expiration date on your card, tell your ODOC supervisor and a new card will be issued at no cost to you.
- ***May I Use the ID Card as Personal Identification?*** No. And, do not show it to a police officer in hope s/he won't give you that speeding ticket.
- ***Return the card to the ODOC when you are no longer volunteering***

DON'T FORGET

Civil Rights



SEXUAL HARASSMENT

Defined as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. You need to report an incident of sexual harassment to your ODOC supervisor or other correctional staff.

It is illegal and a prosecutable felony offence for staff, including volunteers to have sex with an inmate. Legally, in the prison setting, there is no such thing as consensual sex.

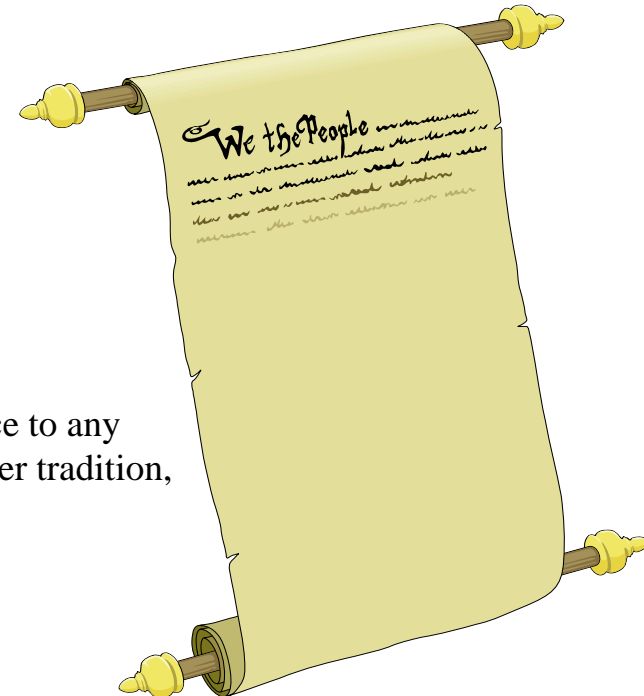
DISCRIMINATION

Differential or disparate treatment of persons based on race, religion, national origin, sex, marital status, disability or other status protected by law. In most cases, you must allow any inmate who wants to attend your class, meeting, religious service, etc., to attend.

A note to Religious Services Volunteers: You may **not** talk about or make reference to any religion/faith tradition other than your own. If an inmate has questions about another tradition, please refer him/her to an ODOC Chaplain.

Be Aware Of and Alert To Your Own Behavior

Be Aware Of and Alert To The Behavior of Others



Inmate Rights

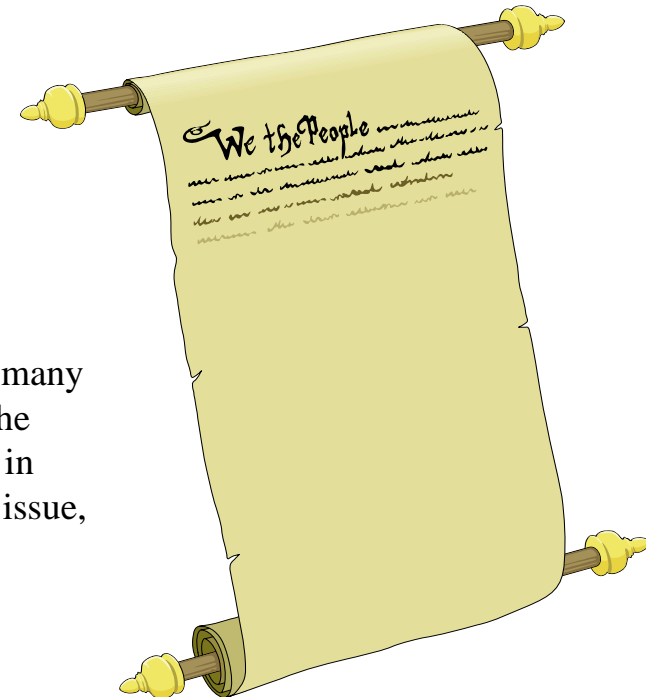


Same as ours except as it effects:

- Safety
- Security
- Orderly Operation of the Facility
- Rehabilitation

Grievance Procedure:

There is a formal grievance procedure that all inmates are familiar with and many use it. The inmates know how to file a grievance and how to appeal the outcome. What you need to know is this, volunteers are not involved in resolving inmate issues. If an inmate asks for your help to resolve an issue, direct them to your ODOC supervisor or their counselor.



Prison Rape Elimination Act – PREA



- **The department has zero tolerance for sexual assault and violence.**
- The department has a confidential staff and inmate telephone hot line. To report sexual assaults and misconducts, call the *Inspector General's Hotline number*:
 - *Staff, Student Interns and Volunteers: (877) 678-4222*
 - *Inmate: (503) 555-1234*
- There is a Sexual Assault Response Team and PREA Liaison at each of the institutions. The team is made up of Health Services, Counseling Treatment Services, and Security staff.
- If a volunteer or student intern has information regarding a sexual assault you are **required** to report this information to your department supervisor or the Officer-In-Charge (OIC) or to the Inspector General's Hotline. It's the law!
- **Questions: Kimberly Hendricks ODOC PREA Coordinator 503-480-4143**



Confidentiality

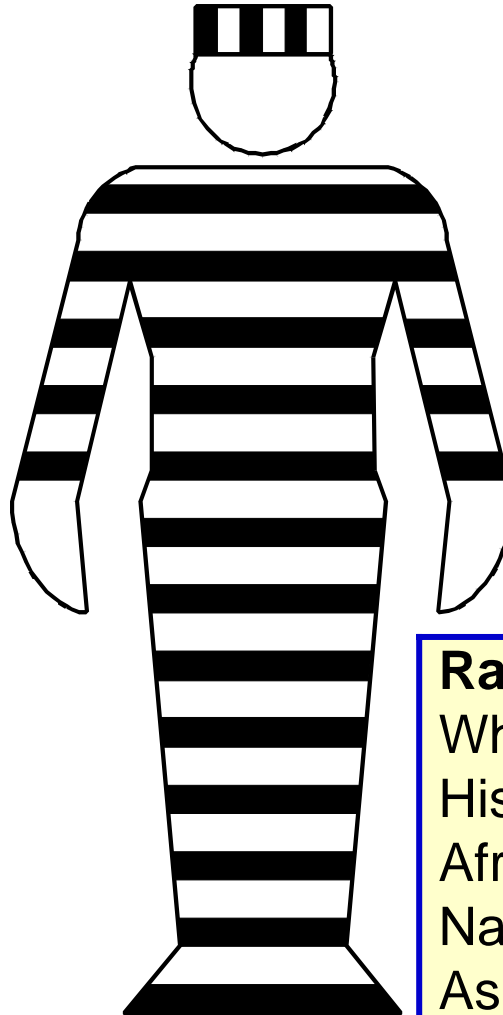
- Only seek the information about an offender that you need for doing your volunteer activities.
- Do not share information about an offender with others unless they have a clear need to know. This includes information that is available to anyone by calling the Department of Corrections. Have those who want information go to the appropriate sources, the Oregon Department of Corrections.
- You are not an offender's confidant. Please tell the offender that you are required to share with department staff information the offender shares with you.
- You must report the following to your department supervisor or a correctional officer:
 - Any talk of having committed a crime or talk of committing a new crime.
 - Threat of escape
 - Threat to harm someone
 - Threat to harm him or her self
 - Violations of department rules or policies
 - Attempts to manipulate you
- If you are a Religious Services volunteer and come from a faith tradition that has a sacrament or rite of confession or a tradition that leads you to believe that information shared during the exercise of that tradition or rite or sacrament is confidential, please check with the Chaplain to be sure there is no misunderstanding of when a communication is or is not confidential.



Who Is Incarcerated?

Gender

Men	92%
Women	8%



Crimes

Person	67%
Property	19%
Statute	13%

Age

Under 30	37%
31 to 45	44%
45+	19%

Race

White	77%
Hispanic	10%
African American	10%
Native American	2%
Asian	1%

It costs about \$63 a day per inmate to operate the ODOC.

Demographics



Numbers Include ODOC Inmates Housed at OYA	January 2006
Total ODOC inmate population	13,211
Total female inmates	1,046
Total male inmates	12,165
Total number of inmates at Oregon Youth Authority Facilities	312
State Prisons (excluding OYA facilities)	13
Inmates serving time for a person felony	8,447
Number of projected releases for one year	4,003

Demographics



(Excluding OYA)	January 2006
Alcohol & Drug Treatment Need	77%
Need GED or Other Educational Issues	55%
Mental Health Treatment Needed	25%
Reported being unemployed at time of offense	53%

Please go to the Appendix Page 3 and complete the exercise on that page. Return to the next page after completing the exercise.

Acronyms and Abbreviations that Volunteers Might Like to Know



ACA	American Corrections Association	OISC	Offender Information & Sentence Calculation
A&D	Alcohol and Drug Treatment	ORS	Oregon Revised Statute
ABE	Adult Basic Education	OSCI	Oregon State Correctional Institution
Ad Seg	Administrative Segregation	OSP	Oregon State Penitentiary
AIP	Alternative Incarceration Program	OSP	Oregon State Police
AG	Attorney General's Office	OSPM	Oregon State Penitentiary Minimum
APS	Assessment and Program Summary	OYA	Oregon Youth Authority
AS 400	DOC's computerized database system	PC	Protective Custody
BP	Dual diagnosis treatment program at CRCI	PERS	Public Employees Retirement System
BPPS	Board of Parole & Post-Prison Supervision	PIO	Public Information Officer
CC	Community Corrections	PO	Parole/Probation Officer
CCCF	Coffee Creek Correctional Facility	PP or Phy. Plt.	Physical Plant
CCH	Corrections/Computerized Criminal History	PRAD	Powder River Alcohol and Drug program
CO	Correctional Officer	PRCF	Powder River Correctional Facility
Cog	Cognitive	PSI	Pre-sentence Investigation
CRCI	Columbia River Correctional Institution	RSAT	Residential Substance Abuse Treatment (fed. funded)
CSC	Community Supervision & Programs	SCCI	Shutter Creek Correctional Institution
DRCI	Dear Ridge Correctional Institution	SCI	Santiam Correctional Institution
DAS	Department of Administrative Services	SFFC	South Fork Forest Camp
DHS	Department of Human Services	SEG	Segregation
DOC	Department of Corrections	SFFC	South Fork Forest Camp
DOJ	Department of Justice	SID	State Identification Number
DPSST	Department of Public Safety Standards and Training	SMT	Scars, Marks and Tattoos
DR	Disciplinary Report (inmate)	SMU	Special Management Unit-Mental Health Ward
EOCI	Eastern Oregon Correctional Institution	SNIEC	Special Needs Inmate Evaluation Committee
ESL	English as a Second Language	SO	Sex Offender
IITP	Inmate Incarceration & Transition Plan	SORA	DOC's former sex-offender scoring instrument
In-Focus	Dual diagnosis treatment program at CCCF	SRCI	Snake River Correctional Institution
Kyte	Inmate Communication	Static-99	Sex offender evaluation tool
LEDS	Law Enforcement Data System	SUMMIT	Alternative incarceration program @ SCCI
M 11	Measure 11 (sets mandatory minimum sentences)	TL or T/L	Transitional Leave
MCCF	Mill Creek Correctional Facility	TRCI	Two Rivers Correctional Institution
MH	Mental Health	Tx	Treatment
NCIC	National Crime Intelligence Center	UA	Urinalysis
NIC	National Institute of Corrections\	VT	Vocational Training
OAM	Oregon Accountability Model	WBE	Work Based Education
OAR	Oregon Administrative Rule	WCCF	Warner Creek Correctional Facility
ODOC	Oregon Department of Corrections		

Useful Terms



APS – Assessment and Program Summary of important information about inmates.

Custody Level – indicates the privileges, prison and services available to an individual inmate.

Community-Based – Resource, volunteer or service that is functioning in the local community.

Criminogenic Need – One of seven factors/needs that contribute to the commission of crime.

Criminogenic Risk – the potential that an offender will re-offend through new criminal activity.

Community Chaplain – an ODOC trained religious services volunteer serving HGO in local community.

Community Coordinator – an ODOC trained volunteer providing HGO services in local community.

Faith-Based – related to a faith tradition or a faith community.

In-take Center – located at Coffee Creek Correction Facility (CCCF), the initial housing location for all inmates coming into the ODOC where assessment and evaluations are conducted. The stay is usually several weeks or more.

Institutional Chaplain – an ODOC employee in charge of religious services and chapel activities.

Local – referring to a county, community or city area.

Partnership – a cooperative, mutually-respectful or mutually-supportive voluntary relationship.

Pro-social – behavior and attitudes that foster healthy relationships with others and respect for laws.

Parole or Probation or Post Prison Supervision – period of time under state supervision following incarceration.

Regional Community Chaplain – an ODOC trained religious services volunteer serving HGO in a region of the state.

Responsivity – the measure and type of positive reaction to a corrective opportunity.

Re-entry Liaison – an ODOC volunteer assisting institutional chaplains in coordinating HGO re-entry services.

Release Plan – coordinated preparation for release from prison including housing, employment, treatment and services.

Security Threat Group (STG) – street or prison gangs.

Transition Services Manager – an ODOC employee overseeing programming in ODOC prisons.

Please go to the Appendix Page 4 and complete the exercise on that page. Return to the next page after completing the exercise.



Inmate Vocabulary

Inmates over the years have developed a vocabulary using words that you may well know but with different meanings. Below is a list of some but not all of them. Please do not use this vocabulary when talking with inmates. You need to role model normal, pro-social language usage.

Term	Description
A & O	An inmate either new to prison or new to Corrections
Beef	An inmate's criminal charges
Bibler	A cigarette rolled in bible pages
Big House	Prison as opposed to County Jail
Books, My	An inmate's trust account
Call Outs	A printed list showing inmate appointments
Chill, chillin'	Take it easy, rest, relax.
Chocolate Heart	A soft-hearted staff member
Chow	Any standard institutional meal
Christian Crank	Any caffeinated beverage
Cops	Correctional Officers
Dead Eyes	A person with no conscience
Denny Smith, A	An inmate sentenced to a mandatory minimum sentence for gun offenses
Drive By	An assault that occurs while inmates are passing each other
Face Sheet	ODOC paperwork detailing an inmate's criminal charges
Fell	The date an inmate was arrested. "I fell on January 1 st ."
Flick	A picture
Freak	A sexual offender
Gate, the	The physical exit of the institution
Grip	A lot of whatever is being discussed (i.e. "I'm doing a grip of time.")
Guard	Any correctional officer
Hole, the	Disciplinary segregation
House	An inmate's cell
Installment Plan	Repeated incarcerations. "He's doing life on the installment plan".
Jack the Lock	Inserting an object (pencil lead, etc) into a door lock or mechanism in order to make the door inoperable
Jonesing	Someone who wants something very badly



Inmate Vocabulary Continued

Juice	Power, authority, ability to control or make things happen
Keester	The act of inserting contraband inside one's own body in order to smuggle the item past staff
Kicks	A pair of shoes.
Laundry List	A list of items that one inmate is forcing another inmate to purchase or else damaging information will be given out
Line Movement	A set time at which inmates may move from one location to another
Lopes	Standard mailing envelopes
Medication Line, Med Line	A set time at which inmates report to medical to receive controlled medications
Mole	An inmate digging a tunnel
Movements	A printed list showing inmate job/school assignments
My baby's mommy/daddy	A person with whom an inmate has a child and whom he/she no longer has any formal relationship.
Out Date	The date on which an inmate expects to be released
Pat down	A staff member searching the physical person of an inmate
PC	Protective custody
Pinner	A small home rolled cigarette
Plant, A	A person inserted into a situation by Investigations or the police in order to gather evidence on others

Inmate Vocabulary Continued



Plug	A small package of contraband ready for an inmate to insert inside of themselves for smuggling purposes
Pool	An sporting event betting circle
Pruno	Home made alcohol
Pump Iron	To lift weights in the weight area
Punk	A person unworthy of any consideration. Can be used as a term for someone sexually “bought” or sold or someone cowardly who will not defend themselves. Can also be used as a term for someone who trades sex for protection.
Pusher	An orderly assigned as an aide to a disabled individual
R & D	Receiving and Discharge
Rabbit (“Rabbit out of here”)	To escape
Rack	An inmate’s bed
Radar, Under the	The act of serving a sentence while attempting not be noticed
Rig	A needle and possibly accessories used to inject illegal drugs
Shakedown	A staff member’s search of an inmate’s cell
Shank, shiv	A knife-like item
Shoot, (Shoot you canteen)	The act of giving something to another inmate
Short Timer	An inmate who has a short time left on their criminal sentence
Shot Caller	The person in charge of a gang of inmates
Slinger	One who steals food from the prison kitchen and sells it to other inmates

Inmate Vocabulary Continued



Snipe	A small stub of a cigarette
Snipe Hunter	A smoker who searches the floors, window sills and other areas for the cigarette stubs (snipes) left by others.
Snitch	An inmate who informs on another inmate
Sparking	Lighting a cigarette, usually with batteries and wire
Spread	A combination of different foods (usually resembling nachos) where several inmates chip with ingredients for group consumption. (A "pot-luck")
Stash	A store of tobacco (or other contraband) hidden away
Tailor, A	A standard store bought cigarette
Tat	A tattoo
Tat Gun	A home made tattoo gun
Toad	Derogatory term for an African American
Torpedo	An inmate paid or coerced into assaulting the enemy of another inmate
Train, on the	Multiple transfers between institutions on a frequent basis. Usually thought of by inmates as being done for punitive reasons.

Inmate Vocabulary Continued



Truck	A person who must be carried or is heavy and difficult to move. Not used for physical type movement. A non-performing card partner, a public defender that is difficult to get them to make any movement on issues.
Vest, Close to the	The act of keeping information secret
Wood (Pecker Wood)	An inmate who adheres to the convict code (the code is not based on pro-social behaviors and values rather on thinking errors and criminal behavior)
Work Line	A set time at which an inmate reports for work
Yard	The prison recreation yard.
Yard Line	A set time at which inmates may move to and from the recreation yard
You the Man	A person with authority or the person in charge.
Zu Zu's and Wham Whams	Any edible item from the inmate commissary but usually candy, cake or pastries

Please go to the Appendix Page 5 and complete the exercise on that page. Return to the next page after completing the exercise.



Working with Inmates

People who interact will always have influence on each other. This unit reviews how some inmates think, what to expect working with them in a correctional facility, and how to hold them accountable for their behavior. It explains the subtle ways inmates can get others to break the rules. Basic “survival skills” are offered that are essential to those who work with inmates.

Working with the Incarcerated



- Expect the best and be prepared for less.
- Understand that your silence can equal approval to the inmate. Don't gloss over mistakes.
- Ask open-ended questions. Listen to what is said and not said.
- Watch humor. It's not OK for an inmate to be inappropriate because "It's just a joke."
- Report immediately any concerns to your ODOC supervisor or to other correctional staff.
- Help inmates accept accountability (no co-dependency).

Working with the Incarcerated



Taking-the-pulse *Red Flags*:

- Excessive praise: “You’re the smartest/kindest/etc. person I’ve ever met.”
- Personal questions: “Tell me about your vacation/family/etc.”
- Polite assignments of work: “Could you do this one thing for me?”
- Attempts to solicit guilt: “I thought you were my friend?”
- Veiled threats: “Sometimes things happen to people.”
- The above is not an exhaustive list only, a few examples.



Working with the Incarcerated

(We will go over Thinking Errors more thoroughly in class)

Watch and Listen for Thinking Errors Such As:

- Self Centeredness – “center of the universe”
- Fear – of the unknown and looking bad
- Power and Control – primary goal
- Everything Black or White
- Anger – use to control others
- Victim Stance – “Violating my rights...”

When you observe thinking errors, suggest pro-social ways to think and act (redirect). When the offender takes your suggestions, give positive reinforcement. The next time you see the offender, ask about his/her experience with using your suggestions.



Tactics Used To Avoid Accountability

- Building self up by putting others down
- Feeding others what they want to hear
- Lying (commission and omission)
- Attempting to Confuse
- Minimization, generalizing
- Attack and anger
- Silence
- Manipulation

When you experience these tactics, in a matter of fact, non-judgmental way hold the offender accountable and redirect by suggesting pro-social ways of dealing with making mistakes and misjudgments.

Please go to the Appendix Page 6 and complete the exercise on that page. Return to the next page after completing the exercise.



Basic Security Practices

Essentials

- **Define and secure perimeter** – For most facilities, the perimeters are the fences. They are patrolled constantly and have motion detectors to sense anyone trying to go through, under or over them. For a volunteer, securing the perimeter means things like taking a minute when you first come in to identify the exits from the room you are using, where is the nearest staff person, and think about what you might do if a problem occurred.
- **Restriction of types and amounts of property allowed.** Inmates have very, very little storage space and so they are allowed to have only a few personal possessions and those are restricted, for the most part, to that which can be bought from the canteen, a few books from the library or chapel and legal documents. You may use hand outs but we ask that you limit the size as much as possible and do not be offended if you find out that an inmate threw them away or sent them home. Very likely, the inmate did not mean to be disrespectful, rather simply did not have a place to keep them.



Please limit what you bring in. Everything must be searched and so the more you bring in, the more work for the staff. Bring in only what you need to teach your class or lead your service, your photo ID, and the key to your car.



Basic Security Practices

Essentials Continued

- **Contraband** – Anything not allowed inside including but not limited to such things as alcohol, tobacco in any form, cameras, chewing gum, cell phones, and pagers. Things that could be made into a weapon. Things gotten from the wrong source such as a chocolate bar, if bought off the canteen, it is not contraband but if gotten from you, it would be contraband. The same would be true of an aspirin. If gotten from you, it would be contraband. There is also nuisance contraband. That is too much of something—too many handouts or too many books.
- **Searches & Sacred Items** – The way contraband is controlled is through searches. You will see officers patting down inmates, that is a form of search. Sometimes a whole housing unit will be searched. Staff lunch sacks and attaché cases are searched. You will go through a metal detector at most facilities and anything you are bringing in will be searched. In addition, we have drug dogs that assist with searches. Searches are very effective and regularly find contraband.

Many Native Americans wear a small leather pouch (called a “medicine bag”) on a leather strap. The bag is blessed when given to the person who wears it and becomes defiled if touched by anyone other than its owner. For those who wear a medicine bag, we need to be able to search them but if we touch the bag, we would be showing disrespect to the Native American tradition. We got together with our Native American volunteers and came up with a way to search the medicine bag in a respectful way. The wearer is taken into a room and a clean sheet of paper is placed on a table. The wearer carefully empties out the bag onto the paper and then turns the bag inside out. The officer is able to see the contents of the bag without touching them or the bag. This is an example of how we will work with you to find a way to meet security needs while honoring your sacred items.



Basic Security Practices

Essentials Continued

- **Offender Counts** – Every facility conducts counts four times each day. Most times, volunteers are not present during the normal count times. Occasionally, a volunteer may be there because they are leading an all day retreat or conducting a Native American sweat. In those cases, we will provide training on how to do what is called an out count. Special counts can occur at any time and usually because an inmate did not show up for an appointment or hasn't responded to an overhead page or we have reason to believe that someone may have escaped. In order to be sure that we have everyone accounted for, security may conduct a count. Some times inmates are instructed to return to their housing unit for the count and sometimes an officer enters your classroom and counts the inmates in place. Please cooperate with the count. It may not come at a convenient time for you but it is necessary. If the count is done in place, you may not leave until the count is clear because you cannot release the inmates from your class and must continue supervising them. When inmates are sent back to their housing units for the count, you may elect to leave or ask that the inmates be sent back after the count clears and continue on with your class. Counts generally take 15 to 20 minutes but at times may be much longer.
- **Key and Tool Control** – Most volunteers use few tools. The most common are things are overhead projectors and keyboards. Your ODOC supervisor will show you how to get them. Other tools like rakes and shovels or hammers and wrenches, if you need them, will have a staff member to conduct a class on our procedures involved in tool control. Oregon State Penitentiary and Shutter Creek Correctional Institution are the only facilities where you might see an inmate with a key. Only a few inmates have that privilege. If you see an inmate with keys, please report it to an officer promptly. Never lay your keys down or allow an inmate to have them. If you are allowed to draw institution keys, a class will be provided on the proper handling of them.

Everyone, including you, in a correctional institution has equal responsibility for maintaining security

Please go to the Appendix Page 7A & B and complete the exercises on those page. Return to the next page after completing the exercise.

Emergency Preparedness Planning



The Department has a number of employees who constantly work with “what if.” What if this should happen or that should happen, how would the department respond. We cannot afford to be caught unprepared. Here is an example: A few years back, a farmer plowed up the water main to an ODOC facility. The Superintendent did not have to wonder about what to do. There was a plan, part of which called for many, many porta-potties to be delivered and within minutes they started arriving. Staff didn’t have to wring their hands and try to figure out what to do. They knew exactly what to do. Here is what you are to do in an emergency situation:

- Always know who the staff person is in your area and how to reach them
- Report immediately!
- Comply immediately with directions given you by the staff
- Do not interfere with security staff action



Oregon Accountability Model

Introduction (A lot more on this will be presented in class)



- **All staff and volunteers** of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change.
- **Each employee & volunteer** is expected to role model pro-social behavior, redirect anti-social behavior and look for opportunities to reinforce positive change in individual offenders throughout their day-to-day interactions.
- **All staff & volunteers** implement the Oregon Accountability Model by creating an environment of mutual respect. This results in the development of a safe, civil, productive and harassment-free work place, creating the conditions which would contribute to long-term offender success in the community.
- **Each employee & volunteer** is expected to maintain security by adhering to all facility security procedures. Remember that security is the responsibility of all volunteers, employees, and contractors. Always report all incidents immediately... honestly and accurately.

Six Components of the Oregon Accountability Model



1. Criminal Risk Factor Assessment and Case Planning
2. Staff-Inmate Interactions
3. Work and Programs
4. Children and Families
5. Reentry
6. Community Supervision and Programs

Criminal Risk Factors and Case Planning:

- With the opening of the new intake center at Coffee Creek Correctional Facility in Wilsonville, the department implemented an enhanced assessment process. The outcome is a corrections plan for every inmate that is tracked throughout an inmate's incarceration and supervision in the community. The corrections plan is based on mitigating seven criminal risk factors that research indicates predict future criminal behavior. The seven criminal risk factors are:
 - Associates
 - Substance Abuse
 - Community Functioning
 - Education and Employment
 - Personal and Emotional
 - Marital and Family Life
 - Attitudes
- The department provides targeted programs and services to mitigate these risk factors during incarceration and community supervision. When offenders transition successfully back into their communities there is less likelihood that they will commit new crimes.



Staff/Volunteer-Inmate Interactions:

- Correctional security practices such as classification, gang management, and housing assignments hold inmates accountable for their actions every day. They ensure that the prisons are safe, civil and productive. A key part of this component recognizes that staff and volunteer interactions with inmates help shape positive behavior. The department encourages staff and volunteers to influence inmates' behavior, acknowledge positive change and provide incentives to inmates to change their behavior.

Work and Programs:

- To prepare an inmate for living in the community upon release, the Department of Corrections uses the assessments performed at intake to create a corrections plan for each inmate. The plan specifies the correctional programs the inmate should complete before release to best mitigate his identified risks.
- Meaningful work is known to contribute to the success of offenders upon release. Many correctional programs contribute to inmates' preparedness for work (education, treatment) and others teach inmates the skills they need to gain employment and succeed in the workplace. Most Oregon state inmates have a job while incarcerated to give them on-the-job experience.



(OAM Continued)

Children and Families:

- The department encourages productive relationships between families and inmates to strengthen ties and increase the likelihood of success upon release. The period of a parent's incarceration provides an excellent opportunity for positive intervention with families at risk.
- The department has a strong interest in the children of incarcerated parents because they are five to six times more likely to be incarcerated than are their peers. The department leads a statewide partnership called the Children of Incarcerated Parents Project that has the best interests of children in mind. Project initiatives to date provide inmates with tools for successful parenting and allows opportunities for inmates to practice those pro-social behaviors. Three strategies initially identified are: parent education classes for inmates, a therapeutic child-centered facility serving children of female inmates, and examination of current rules and practices including visiting, mail and phones.

Reentry:

- The department is involved in a statewide project that focuses on transition — a seamless movement of offenders from the community to incarceration to community supervision. The project would limit duplication of services and increase effective and efficient use of partnerships. Seven of the department's prisons have been identified as reentry facilities. These prisons are strategically located to encourage reach-in by the community. Connections with the community before release are important factors in offenders' successes on the outside, and may include work, treatment, religion, and housing. Reentry prisons will be geared to preparing inmates for release during their last six months of incarceration.

(OAM Continued)



Community Supervision and Programs:

- There are more than 30,000 offenders on probation or post-prison supervision in Oregon communities. The department continually works in partnership with each county to develop, deliver and administer best practices regarding supervision, sanctions and programs for offenders and their families in the communities. The goal is to reduce the odds that these offenders will commit new crimes.

The ultimate goal of the Oregon Accountability Model is to improve public safety. The model ties together many concurrent and interrelated efforts of the department and its partners into a cohesive strategy to reduce recidivism and influence inmates into becoming productive citizens.

Volunteer Program Mission:



To foster a respected and recognized volunteer community of appropriate size and quality that is capable of serving the rehabilitative, religious/spiritual, and other correctional needs of inmates from incarceration to reentry back to the community.

Volunteers are highly skilled in every major social institution. They have a lot to offer inmates who may not be so skilled



- Work
- Family
- Education
- Politics
- Church



A study done of prison volunteers in South Carolina showed that volunteers earn more money, are better educated, and more active in the community than the general population of the state.

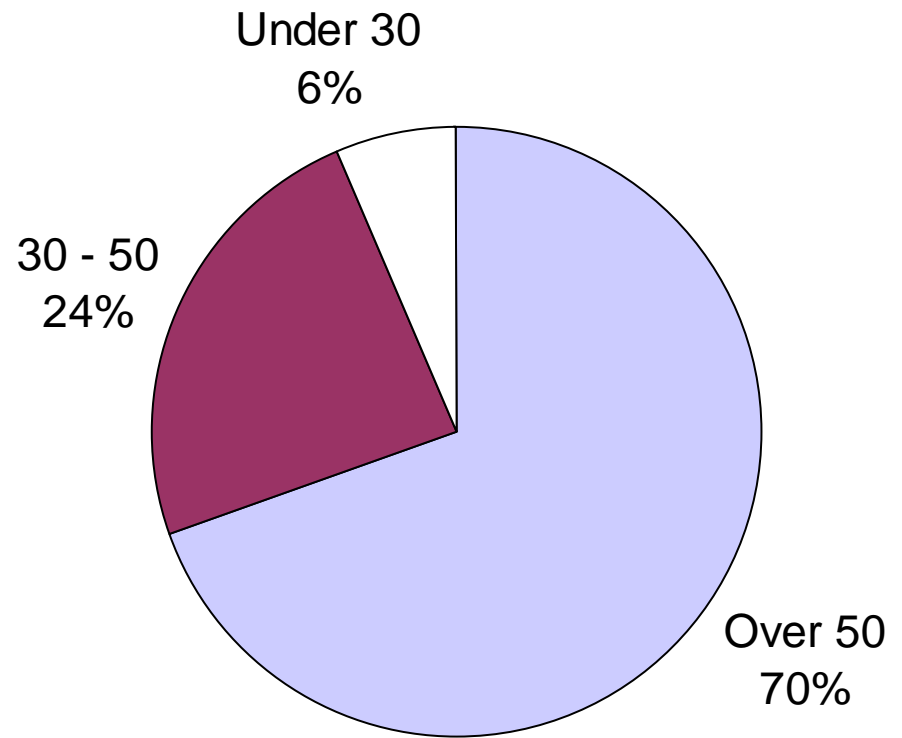


	South Carolina Volunteers	General Population
Earn over \$20,000	91%	72%
Married	80%	54%
College Education	86%	64%
Vote in Elections	90%	30%
Weekly Church	90%	30%



Who are the Volunteers?

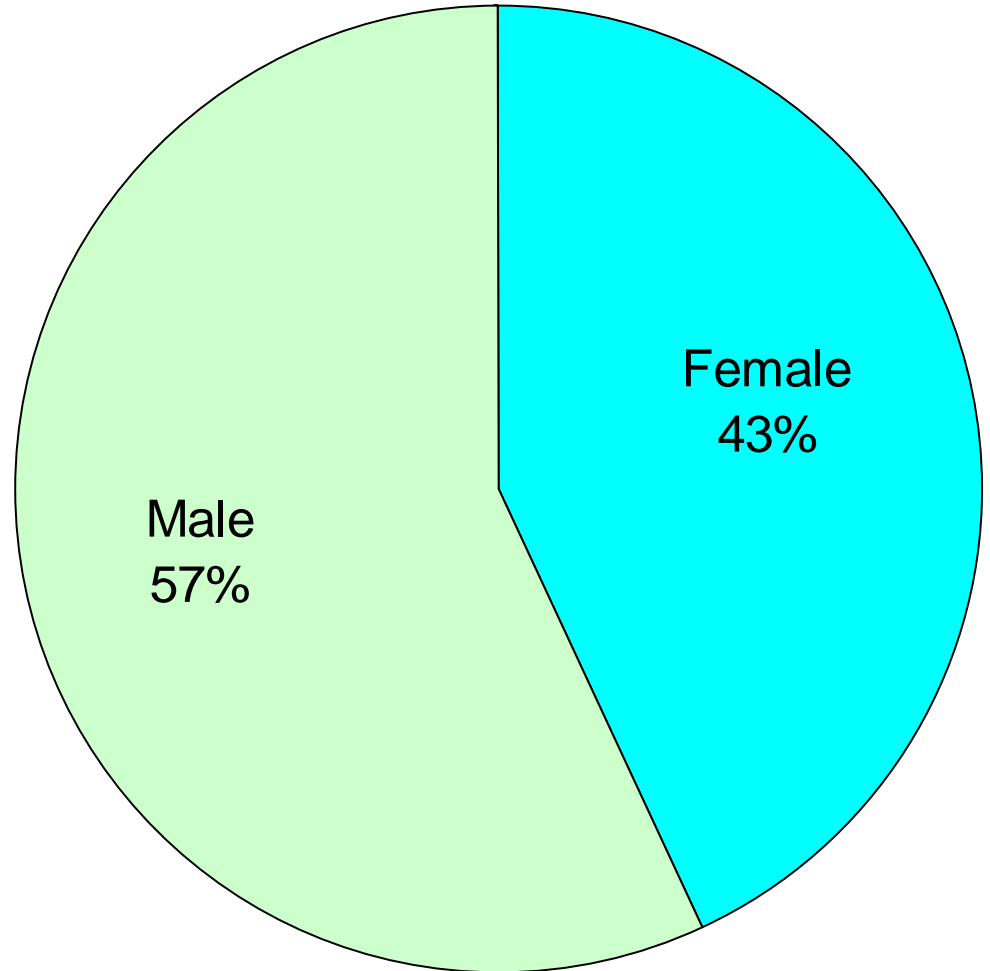
By Age





Who are the Volunteers?

By Gender





Who are the Volunteers?

By Functional Unit:

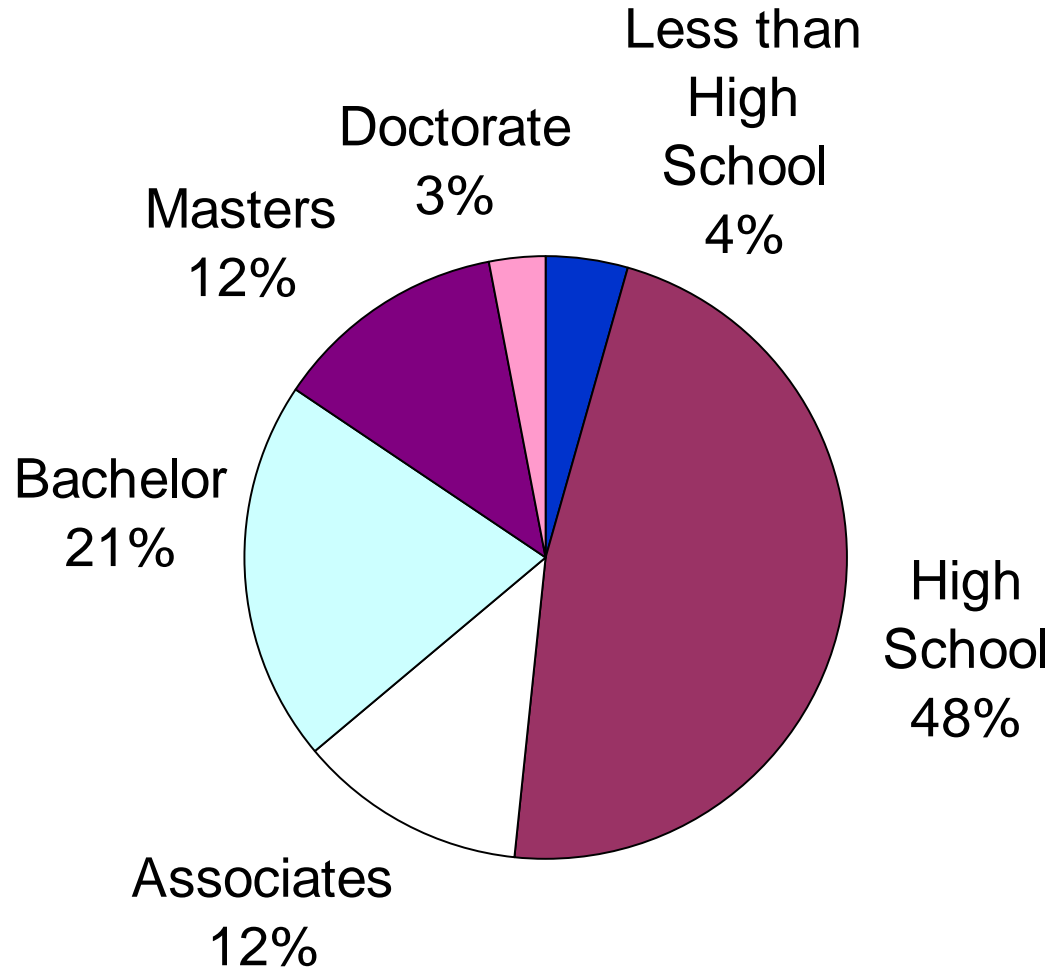
12-Step AA/NA/GA/AI-non	9%
Administrative	1%
Counseling & Treatment Services	1.2%
Education	4%
Health Services	.5%
HGO & Re-entry	1.6%
Life Skills	6%
Religious Services	74%
Student Interns	2.2%
Victim Services	.5%

The fastest growing area is HGO and Re-entry!



Who are the Volunteers?

By Years of Education



Who are the Volunteers?



The economic value of our Volunteers

Approximately 2000 Volunteers

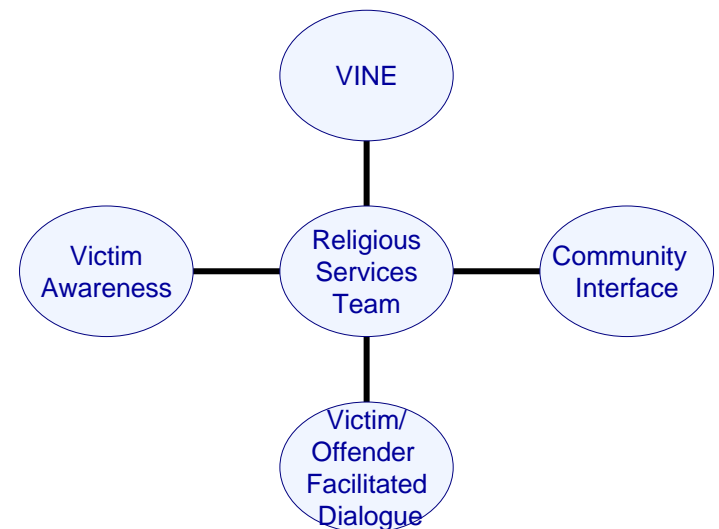
- Donated approximately 318,300 hours a year
- Equivalent to 150 FTE
- Staff Value of \$15,300,000 a year
- \$5,586,165 – Independent Sector estimates the value of volunteer hours at \$17.55 per hour, per US Bureau of Labor Statistics.
- Average Length of Volunteer Service is 5 years
- Average commute time one way is 41 minutes.

Please go to the Appendix Page 8 and complete the exercise on that page. Return to the next page after completing the exercise.

Victim Services



- Interface with victim advocacy groups – Community planning and organization to integrate victim concerns
- Victim Awareness – Identify available services and resources and have direct contact with victims and survivors and their families
- Victim/Offender Facilitated Dialogue for Victims of Serious/Violent Crimes
 - Victim-Driven
 - Offender Responsibility
 - Safety
 - Preparation



What is VINE?

- **Victim Information & Notification Everyday**
- **24-Hour Service**
- **Toll-free**
- **Information and Notification**
- **Anonymous and Confidential**

Crime victims may join VINE if they wish to be notified about any changes in the victimizer's (inmate's) status. If the inmate is moved from one facility to another, the VINE member is notified. If the inmate is released, the VINE member is notified.

Please go to the Appendix Page 9 and complete the exercise on that page. Return to the next page after completing the exercise.

Home for Good in Oregon (HGO):

A Corrections, Community and Faith-Based Re-entry Partnership

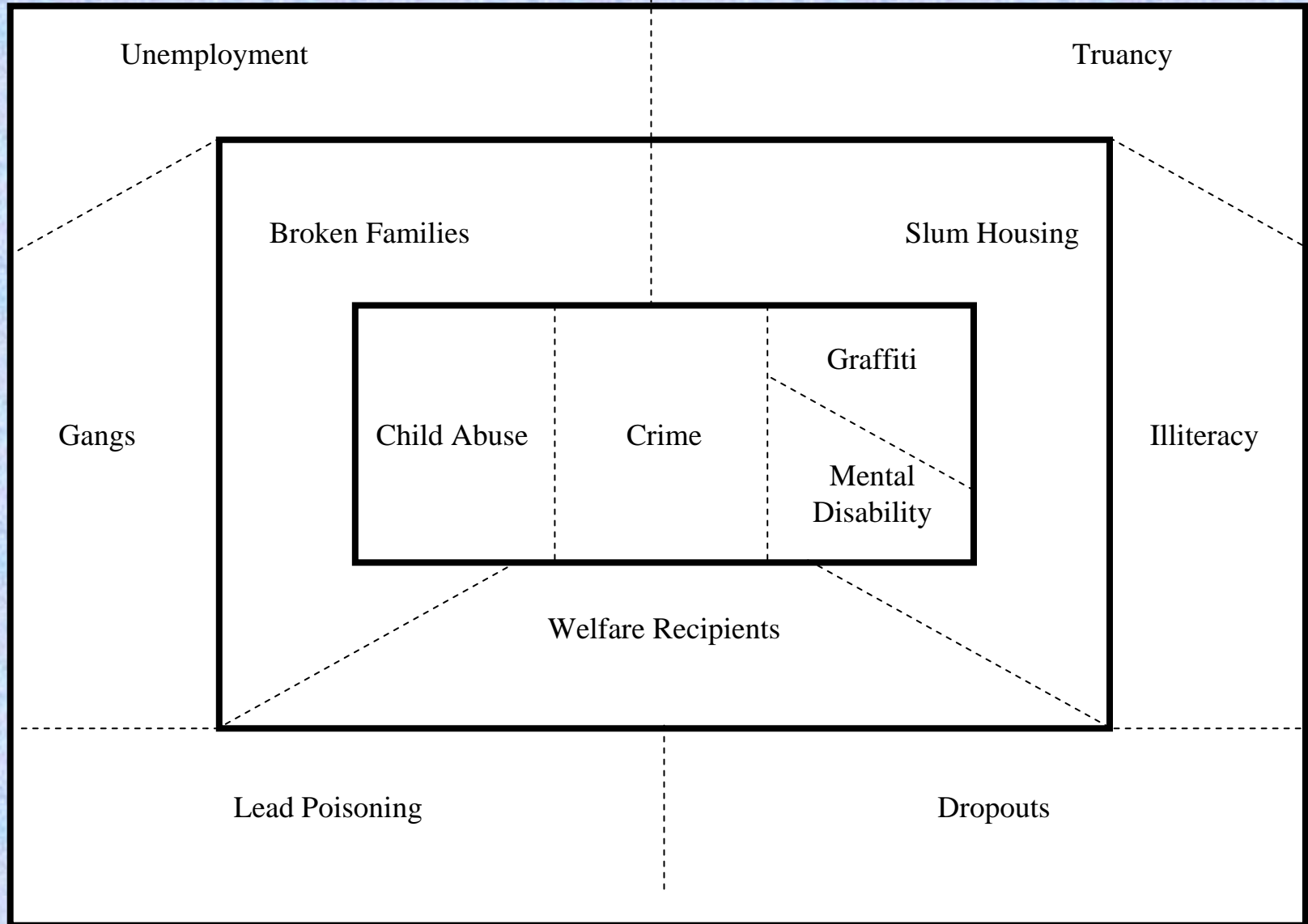


*“Building strong communities for successful
reintegration of offenders.”*

*There are two ways to look at our communities:
by their needs or by their assets.*

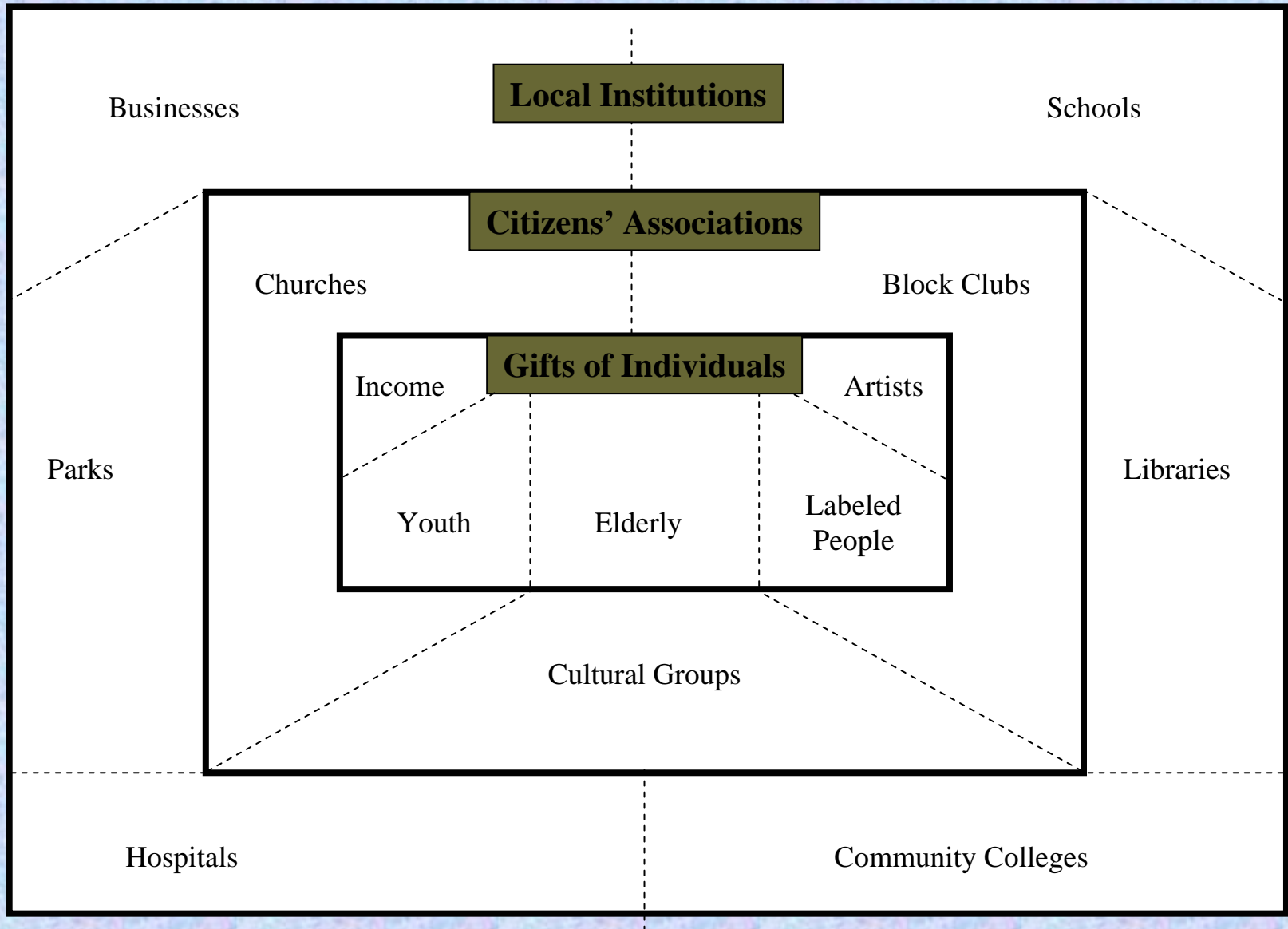
Community Needs

Community Needs Map (Kretzmann & McNight, 1993)



Community Assets

Community Assets Map (Kretzmann & McNight, 1993)



Please go to the Appendix Page 10 and complete the exercise on that page. Return to the next page after completing the exercise.

Principles Guiding HGO



1. HGO uses a model that focuses on building up the community's ability to successfully reintegrate released offenders. HGO focuses on and develops the positive assets rather than looking at the deficiencies in the community.
2. Each community is different in the number of offenders returning and type and number of resources available. Be aware of these differences and develop appropriately.
3. In working with offenders HGO focuses on risk, needs and responsivity and emphasize developing spirituality, pro-social associates, pro-social thinking and increasing family and community connections.
4. HGO chaplains and volunteers work closely with and are guided by the ODOC and local parole and probation offices.
5. HGO is volunteer driven and makes it possible for those who are interested to work with releasing offenders in a meaningful way.



HGO is a statewide volunteer network

**7 Regional Chaplains , 37
Community Chaplains/Coordinators**

**Region 5
(Washington)**
Paul Schramm ®
Yulanden Moore

Region 5

Region 6

**Region 6
(Multnomah.,
Clackamas)**
Furlton Burns®
Pernell Brown
Layla Assem
Alan Levine

**Region 7 & 8 (central
and east)**
Steve Welbourn®
Henry Porter
Capt. John Tumey
Evie Allison
Darrel Allison
Dee Werner
Skip Fisher
Sherman Carter

Region 3 (Lane)
William Fairchild ®
Bill Fisher
Daniel Blomberg
Tom English

Region 4

Region 7

Region 8

Region 3

**Region 4 (Marion, Linn, Benton,
Lincoln, Yamhill)**
Crowder, Wayne ® Arleen Hessman
Angel Frutos Stacy Burdick
Richard Wade Rhawn Krogh
Jeff Schindler Millie Salt
Bill Johnson Clancy Hinrichs
Carol Prendergast Larry D. Hayes

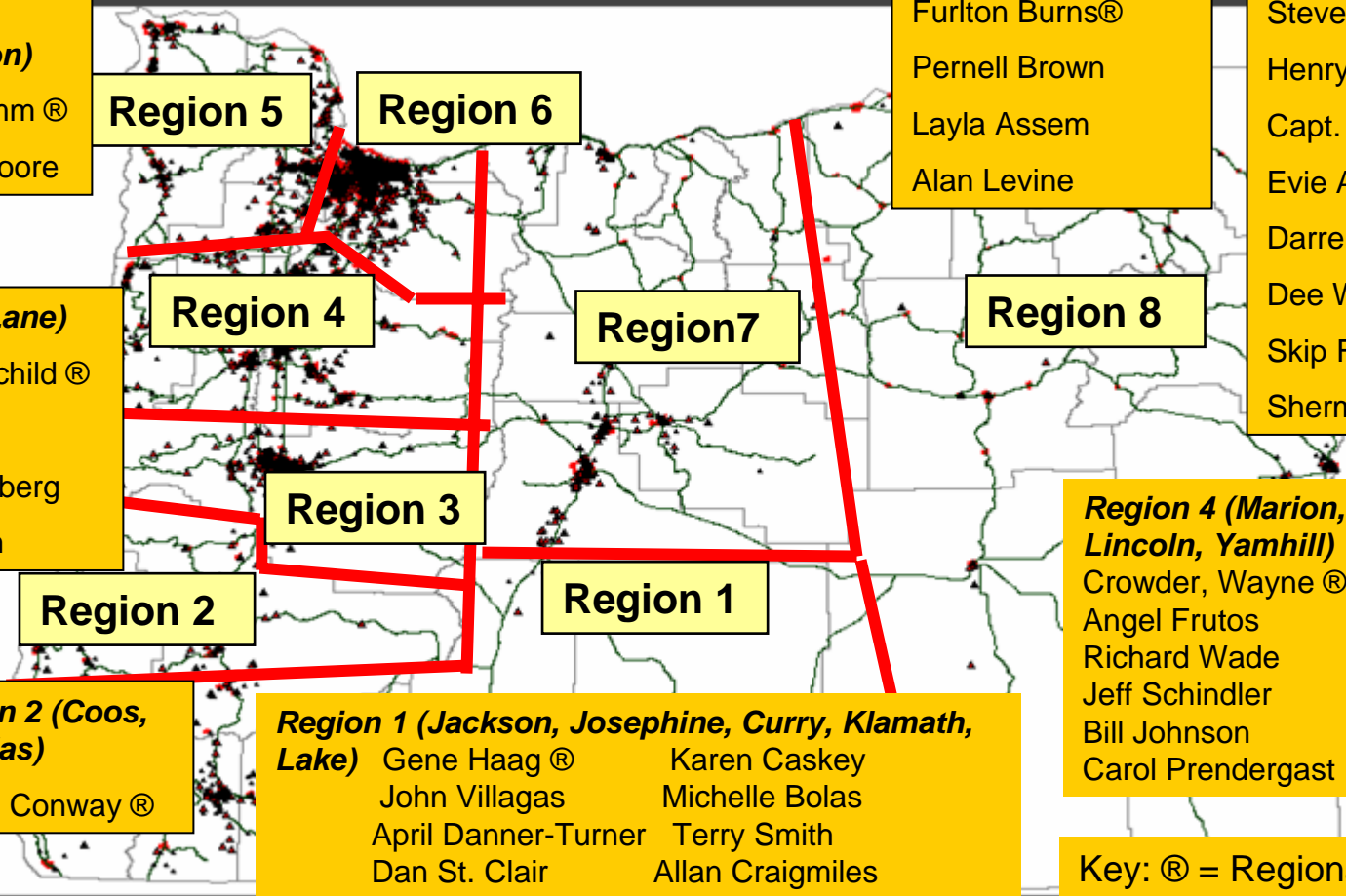
Region 2

Region 1

**Region 2 (Coos,
Douglas)**
Ron L. Conway ®

**Region 1 (Jackson, Josephine, Curry, Klamath,
Lake)** Gene Haag ® Karen Caskey
John Villagas Michelle Bolas
April Danner-Turner Terry Smith
Dan St. Clair Allan Craigmiles

Key: ® = Regional Chaplain



HGO Targets Five Areas



Community

1. Build capacity of community to successfully reintegrate offenders.

Offenders

2. Increase spirituality.
3. Develop pro-social attitudes, values and beliefs.
4. Increase pro-social associates.
5. Strengthen family and community ties.

For more information, contact Reentry Chaplain Tim Cayton, 503.945.9087.

Self Care



- Maintain your normal life activities:
 - Stay connected to your friends and family
 - Be active in your religious or civic organization
 - Keep a sense of community with your neighbors
 - Keep up with your reading and other hobbies
 - Be faithful to your spiritual/devotional/meditative practices
- ODOC volunteering is worthwhile and rewarding but should not become the total, complete focus of your life.
- When you feel overwhelmed or stressed because of your volunteer activities, do not discuss this with inmates, rather contact your ODOC supervisor.
 - Take a break for a while
 - Are you trying to do the work the offender needs to do for him/herself
 - Let someone else take on part of the work. Probably no one can do it as well as you but others can do an adequate job. When you need to, let them do it.
- The success or failure of the offender is not something you can control. None of us can fix another person, they must do that for themselves. Volunteers provide some guidance, accountability and encouragement.

Please go to the Appendix Page 11 and complete the exercise on that page. Return to the next page after completing the exercise.

Oregon Department of Corrections

Volunteer Program

Post Test



Your Name: _____

Your Address: _____

Phone # _____ - _____ - _____ ODOC Facility Where You Volunteer _____

Organization with which you are volunteering (12-Step, PF, SDA, xyz University, etc.): _____

Circle correct answer where appropriate.

1. What is the name of the Director of the Oregon Department of Corrections _____
2. Showing respect for others is something that is valued by the department. Yes No
3. Is it a good idea to wear expensive jewelry inside a prison? Yes No
4. Are under wire bras likely to set off the facilities metal detector? Yes No
5. Faded blue jeans are OK but dark blue jeans are not. Yes No
6. It is very important to find ways to reduce recidivism. Yes No

Oregon Department of Corrections

Volunteer Program

Post Test Module 1, Page 2



7. Most department volunteers are with the Life Skills unit. Yes No
8. Do inmates use a vocabulary that is unique to prison life? Yes No
9. The focus of HGO is on: helping releasing inmates or helping communities safely reintegrate released offenders? (Circle the correct one)
10. Can a volunteer, if convicted, go to jail for having consensual sex with an inmate? Yes No
11. What does VINE stand for? _____
12. What is the average length of service for department volunteers? _____
13. It's OK to bring in cookies for inmates to eat during my class as long as the package has never been opened. Yes No
14. How many times a day do regular counts occur? _____
15. I don't have any pockets in my clothes. Is it OK if I lay the keys on the table where I can see them? Yes No

Please note, the Post Test and Exercises must be received and reviewed by one of the individuals below before you attend Volunteer Training.

If you volunteer at an ODOC facility on the West side of Oregon,
please mail completed test and exercises to:

Les Sinclair CVA
Oregon Department of Corrections
2575 Center Street
Salem, OR 97301

If you volunteer at an ODOC facility on the East side of Oregon
(EOCI, TRCI, PRCF, WCCF, DRCI), please mail completed test and
exercises to:

Priscilla Schultz
Two Rivers Correctional Institution
82911 Beach Access RD
Umatilla, OR 97882

Appendix

Encourage Offenders to Make Better Choices

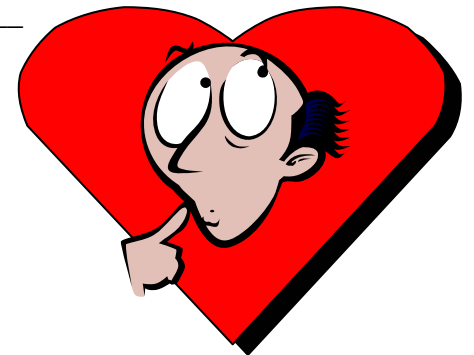


Exercise

Appendix Page 1

Please give an example of how you, as a volunteer, might need to hold an offender accountable.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

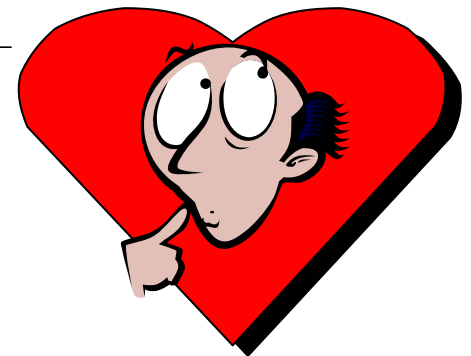


Exercise – Design Your Volunteering in Prison Wardrobe

Appendix Page 2

Please describe the clothes and accessories you will wear when volunteering:

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

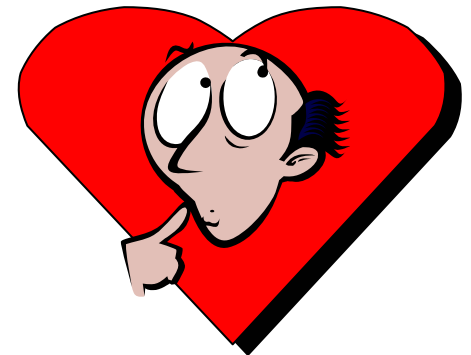


Exercise

Appendix Page 3

From the information on inmate demographics, how would you describe an average incarcerated person (age, type of crime, needs, etc.)?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

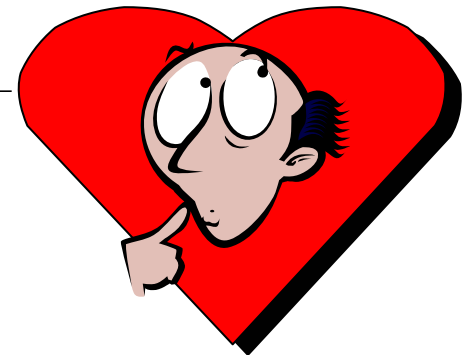


Exercise

Appendix Page 4

From the Acronyms, Abbreviations...list, please decode the following: Mr. Johnson was in SEG at TRCI before he went through an AIP at PRCF.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



Exercise

Appendix Page 5

From the Inmate Vocabulary list, please decode the following: I fell in 1999, was sent to the big house in 2001 and put in PC but got sent to the hole for making pruno.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



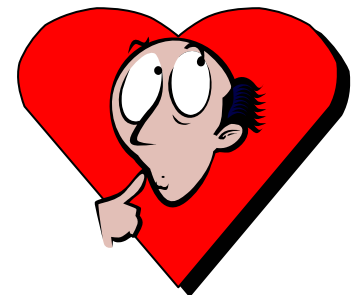
Exercise

Appendix Page 6

In the middle of your class, an inmate gets angry about something you have said. What should you do? (*Check all that apply.*)

- If you feel you are in danger, seek staff assistance immediately.
- Tell the inmate that anger is a normal human emotion. If the inmate feels that he/she is able to control the anger, he/she may stay in the class. If not, the inmate should return to the housing unit. If the inmate stays but continues to act out, call for an officer and have the inmate removed from the classroom.
- Get angry and shout at the inmate. Let him/her know who is in charge.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



Exercise

Appendix Page 7A

Many religious pendants are available for inmates to buy from the canteen. When might a religious pendant be considered contraband?

This exercise is continued on the next page.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

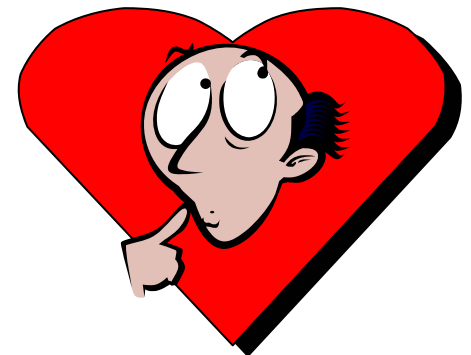


Exercise

Appendix Page 7B

A community citizen see a young man in blue jeans, without a shirt running near a prison and in a direction away from the prison. A car pulls up, the young man gets into the car and the car drives away. The citizen calls the prison and reports what was observed. What action will the prison take?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



Exercise

Appendix Page 8

Volunteers are first and foremost a role model for the incarcerated. How might you model respect for the law and law enforcement ?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

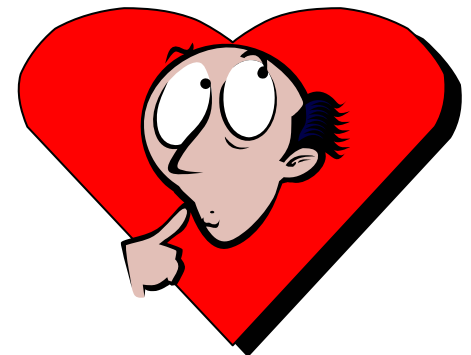


Exercise

Appendix Page 9

Assume that your spouse was killed in a car accident caused by a drunk driver. How might survivor/offender mediation with that driver be beneficial to you?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

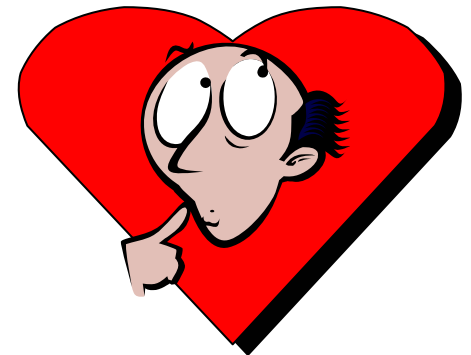


Exercise

Appendix Page 10

Please list some assets in the community where you live that might help offenders upon release from prison:

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



Exercise

Appendix Page 11

What activities, besides volunteering with the ODOC, are you involved in?

What new things would you like to try that you aren't already doing?

Get to the Heart of Thinking Errors

