

**POLK COUNTY JAIL**  
**DEPARTMENT OF DETENTION**  
*Jail Volunteer/Minister/Lay-Minister*

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**Rules, Regulations and Personal Security**

Each civilian participant's conduct shall be at all times consistent with the maintenance of proper security and welfare of the facility and of the inmates while inside or outside the secure confines of any Polk County Sheriff's Office Detention facilities.

1. Civilian participants must have and exhibit at all times a Polk County Sheriff's Office identification card.
2. Civilian participants are welcome to come to the Central County Jail and the South County Jail, but must be off the floors by 9:00 p.m. Violations of this rule may be grounds for discontinuing visitation privileges.
3. Civilian participants may not pass messages or material from one inmate or cell to another.
4. Civilian participants may be searched at random if deemed necessary by Detention staff.
5. Any civilian participant causing a disturbance or interfering with the orderly operation of the facility will be denied future privileges.
6. All civilian participants must sign in and out when leaving the facility.
7. Visitation for civilian participants will be for same gender inmates only.
8. Faith based volunteers must not promote any certain religion. Information given to the inmates who participate within the Faith Based Program must be fashioned to accommodate all religious needs.

**No civilian participant shall:**

1. Be under the influence of an intoxicant while they are within the confines of any Polk County Sheriff's Office Detention facility.
2. Report while under the influence of a nervous system stimulant. Exception shall be made only when such medication has been prescribed and is taken under a doctor's care, as long as it does not impair the civilian participant's ability to perform their objectives in accordance with Detention guidelines.
3. Use profane or abusive language while they are in contact with inmates or abuse, threaten, intimidate, or otherwise harass or retaliate against inmates in any manner.
4. Trade, barter, accept a gift from or present a gift to inmates, an inmate's family, or any other person on behalf of the inmate, except as authorized by the Housing supervisor.
5. Take any article whatsoever from any Detention facility without authorization from the Housing supervisor.
6. Introduce into or upon the property of the Detention facility any article, which is not authorized by written directive or has not received approval of the Housing supervisor, i.e., free religious softbound reading material
7. Recommend or furnish any advice concerning the selection of a specific attorney or bondsmen for an inmate.
8. Carry any firearms, ammunition, chemical agents, or weapons in the secured area of the Detention facility.
9. Have keys to any area of the Detention facility, which have not been issued by an authorized person.
10. Compensate, reward, or reimburse inmates in any fashion for services rendered.
11. Utilize their Department of Detention access privileges to circumvent visitation policies and procedures through the visiting of family members or friends whom are incarcerated at the Polk County Jail.

12. Use their official position to secure privileges or advantages for themselves or others.
13. Engage in activities, which constitute a conflict of interest.

**Civilian participants shall make a verbal report to the Housing supervisor on all unusual incidents that occur during their visit to any Polk County Sheriff's Office Detention facility.**

**Examples:**

- Assault by an inmate on a Detention staff member, civilian participant, or another inmate.
- Any occasion in which a Detention staff member discharges a firearm, TASER®, or uses a chemical agent.
- Attempts by inmates to bribe a Detention staff member or civilian participant.
- Escapes or attempted escapes by inmates.
- Death, serious illness, or serious injury of Detention staff members, civilian participants, or inmates.
- Strikes, riots, or other disturbances by inmates.

No civilian participant shall apply physical force to the person of an inmate except and only to the degree that is reasonably necessary in self-defense. In such cases, a verbal report shall be made to the Housing supervisor. No civilian participant shall knowingly permit any subordinate, inmate, or other person, nor shall he/she commit any act or engage in any conduct, which would violate these rules and regulations. Compliance with these rules and regulations shall be the responsibility of the civilian participant. The rules above are to ensure the safe and effective running of the facility and must be adhered to at all times. Failure to follow the listed rules may result in loss of facility admission privileges.

### **Safety and Security**

An important part of the security of the Polk County Jail is the safety and security of its staff and jail volunteers. Feeling secure and being secure are entirely different concepts. In dealing with personal security, volunteers and staff are really no different. First, you must have a basic understanding of the type of people who are incarcerated and their reasoning for showing hostility and insolence.

#### **Inmate Hostility**

Hostility in the detention facility is shown due to the personal pressures of the inmate. These pressures may include the following:

- a. Insensitivity to inmate's problems
- b. Failure to enforce rules and regulations
- c. Failure to be firm and fair
- d. Complacency and poor job performance
- e. Mistreatment by other inmates
- f. Environmental conditions
- g. Stigma of being in jail (i.e., shame, guilt, etc.)

#### **Avoiding Hostility**

1. Do not use abusive or profane language.
2. Do not abuse inmates in any fashion (verbally, physically, or mentally).
3. Do not trade, barter, or accept gifts from inmates or their families.
4. Do not remove articles from the facility that do not belong to you.
5. Do not introduce contraband (this is a criminal offense).
6. Do not carry any type of weapon into the facility (including non-lethal).

By avoiding the above-mentioned items, hostility should remain at a minimum. Remember, even a non-violent person can be provoked given the right scenario so remain firm but respectful to all inmates of which you come in contact.

### **Reasons for Manipulation and Deception (Interpersonal Skills)**

1. Status among peers; to gain control
2. Personal reward and gain
3. Control staff; to embarrass or humiliate staff

### **Recognition of Manipulation Steps**

1. Inmate is overly friendly toward you.
2. Inmate shows excessive flattery or overly complimentary.
3. Inmate shares rumors about facility with you.
4. You realize a bonding between you and the inmate.
5. Inmate becomes dependent upon you.

### **Ways to Combat Manipulation**

1. Know your job and perform it properly.
2. Communicate well and present yourself as knowledgeable.
3. Treat all inmates fairly
4. Report any unusual or suspicious behavior to detention personnel.
5. Maintain professional appearance.
6. Monitor inmates and their gestures towards you.
7. Show self-esteem and confidence but do not show arrogance.

### **Facility Emergencies**

Emergencies involving volunteers are not common but it is important to follow the directions of the detention personnel.

1. **Fire and Evacuation Procedures:** In accordance with written policy, all volunteers must evacuate the facility during a fire. Routes are posted in all control rooms and common areas. Please review them and become familiar with them.
2. **Riot:** All civilian personnel will be evacuated by the detention personnel or other authorities on duty.
3. **Hostage:** The Polk County Sheriff's Office has a no hostage policy. There will be no bargaining for the release of a hostage.
4. **Natural Disaster:** The safest place to be during a Natural Disaster is in the facility. You may be required to stay until imminent danger is over.
5. **Escape:** This is not likely but you will be required to follow the verbal directions of the Detention Staff as they give them. Situations can change quickly so pay attention to staff at all times and do as you are told. During an Escape the facility will be locked down.
6. **Protective action:** If a deputy is forced to engage an inmate in a physical confrontation, do not interfere in any way. Move as far away from the situation as possible and follow all verbal directions from the detention staff.

### **Inmate Culture, Rights and Responsibilities:**

Inmates come from a variety of social situations, educational backgrounds, racial settings, and economic statuses. An inmate growing up without parents or raised by abusive parents might have issues of insecurity or distrust as opposed to another inmate that has come from a strong home life may expect more attention from you. These are mere examples of the "night and day" culture they live in at the jail. There is no way to differentiate between these factors upon sight so here are some ways to be sure inmates do not have rights violated:

- Each inmate regardless of status must be treated the same.
- Being firm, fair and consistent is the best way to ensure equal treatment of all inmates.
- Attempt to speak to all inmates on a level that understandable to the majority.
- Show no favoritism or do any special favor for any one inmate.
- Do not be condescending in speech or attitude.
- Respect the rights of the inmate.
- Avoid any racial comments in all circumstances.
- Never make sexual advances or jokes to or about any inmate regardless of sex.
- Keep a professional attitude at all times.
- If an inmate disrespects you personally (foul language, inappropriate comments or touch) inform detention staff immediately.

**Sexual Harassment and Prison Rape Elimination Act:**

Sexual Harassment is not tolerated in this jail facility by any person (inmate, detention staff, volunteers, etc.). Report any activity perceived to be sexual harassment. You may be asked to fill out an affidavit of the incident. If an inmate reports to you some incident of sexual abuse or harassment, you are required to report it to Detention Staff immediately for investigation. Do not share the information with other inmates at any time. This information is confidential and must be reported to Detention staff only.

**You can prevent most sexual harassment or abuse by:**

- Not touching inmates in a manner normally considered to be affectionate.
- Not making comments of sexual nature.
- Not talking about personal sex life or orientation.
- Not making any sexual advance to another person.

**Report Writing:**

Seldom will any type of report be asked of you but in the event be as detailed as possible. Any forms needed (usually affidavit) will be provided to you by detention staff along with any explanation or instructions.

- Write as many details as you can remember.
- Try to be exact with times and places if possible.
- Be chronological (first, then, finally, etc.)

**Americans with Disabilities Act familiarization:**

The Polk County Jail has two dorms that are ADA compliant. One dorm for males is in Building One and one for female inmates in Building Two. Polk County Jail facilities are fully compliant with the ADA requirements. Our facilities are designed to assist inmates with special needs as well as visitors, volunteers, staff and others that may enter our facilities. A copy of the Americans with Disabilities Act will be provided to you upon request.

**Personal Safety Tips:**

1. Do not place your hands inside of doors, cells or bars.
2. If you are volunteering inside of a dormitory remain in the dayroom or common area. Do not enter inmate sleeping areas.

3. Keep a "comfort zone" of physical space between you and the inmate at all times. The Department of Detention has a no touch policy.
4. Leave items of value and sentiment in your vehicle or at home.
5. If you do not feel comfortable in a situation (even with no visible reason) leave the situation and reassess. Sometimes your gut feeling is right.
6. Leave your keys in your vehicle whenever possible. Car keys are permitted but are your responsibility. Keep them in your pocket or secured to your body. Never allow keys to left in the open where an inmate has easy access to them.

### **Prison Rape Elimination Act (P.R.E.A.)**

The purpose of this law is to protect inmates from sexual abuse and staff misconduct, ensure proper investigation of any claims of sexual abuse and ensure that those who perpetuate sexual abuse crimes against inmates are punished within the law. As such, the Polk County Sheriff's Office, Department of Detention will not tolerate anyone in any of the following actions:

- a) **Abusive Sexual Contacts:** (Inmate on Inmate) Contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND intentional touching either directly or through clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.
- b) **Non-consensual sexual acts:** (Inmate on Inmate) Contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND contact between the penis and the vagina or the penis and the anus including penetration, however slight; OR contact between the mouth and the penis, vagina or anus; OR penetration of the anal or genital opening of another person by a hand, finger or other item.
- c) **Staff Sexual Harassment:** includes repeated verbal statements or comments of a sexual nature made to an inmate by an agency member, volunteer, official visitor, or agency representative. Romantic relationships between staff and inmates are included in this definition. Consensual or nonconsensual acts including; intentional touching of the genitalia, anus, or gratify sexual desire; OR completed, attempted, threatened, or requested sexual acts; OR occurrences of indecent exposure, invasion of privacy or staff voyeurism for sexual gratification.

Victims of inmate sexual abuse are encouraged to report these incidents immediately written or verbally, to any agency member or medical staff. Medical staff shall arrange for treatment and counseling for all inmates involved. A detective will be assigned to investigate all allegations of inmate sexual abuse, and when possible will file criminal charges against the perpetrator(s).

In closing, you must always remember where you are and why you are here. If you are lulled into a false sense of security, disaster could be the result. In short be careful, be alert, be vigilant and you will have a safe, productive and impactful time with the Polk County Sheriff's Office Department of Detention.

On behalf of Sheriff Grady Judd, we thank you for your volunteer service.

**DEPARTMENT OF DETENTION**  
**Polk County Jail**  
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**POLK COUNTY JAIL**  
**Inmate Programs**

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**Jail Volunteer Opportunities**

- **Job Training / Job Readiness\***
- **CPR: American Heart Association Friends and Family CPR course**
- **GED Level 1 = Reading, Writing, ESOL**
- **GED Level 2 = GED Prep: Math, Science, Social Studies, Reading**
- **Narcotics Anonymous / Alcohol Anonymous**
- **Life Recovery / Celebrate Recovery**
- **Substance Abuse Education**
- **Faith Based Program**
- **Sunday Church Services / Bible Study**
- **Praise and Worship**
- **Pastoral**
- **Mentoring**
- **Youth For Christ: Juvenile Program**
- **Core Values / Citizenship**
- **Administrative Services**
- **Re-entry/Aftercare/Treatment Program Liaison**
- **Authentic Manhood**
- **Living In Balance**
  - **Moving From a Life of Addiction to a Life of Recovery**
    - **47 Sessions**
- **Family Integrity Training**
  - **Practical Parenting**
  - **Personal Integrity - Insight**
  - **Decision Making: Change of Heart & Free To Grow or Free To Grow**
  - **Anger Management**
  - **Relationships: Dating And Marriage & Loss And Grief**
  - **Economics – Financial Recovery**
- **W.O.R.D.**
  - **Worship Service**
  - **Road To Re-Entry**
  - **CORE / Core Values**

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**Professional Programs**

- **JASA (Jail Alternative To Substance Abuse): Tri County Human Services**
- **GED Level 3: Polk County School Board**
- **Polk State College: Certified Production Technician**
- **Career Source Polk: Job Training and Benefits**

***POLK COUNTY JAIL***  
***DEPARTMENT OF DETENTION***

*The Twelve Commandments of Jail Ministry*

- I. Thou shall uphold security as thy number one priority when thou art in the institution.*
- II. Thou shall leave all electronics, cellphones, purses, and bags in thy car.*
- III. Thou shall not give anything to an inmate unless approved by Detention Staff. (No pencils, paper, booklets, Bibles, etc.)*
- IV. Thou shall always dress modestly and semi-professionally.*
- V. Thou shalt keep all physical contact with inmates above the shoulder.*
- VI. Thou shall not pass messages for inmates or to inmates.*
- VII. Thou shall not takes sides with inmates against the authority over them.*
- VIII. Thou shall treat all people inside the jail with respect.*
- IX. Thou shall volunteer as scheduled; when unable, thou shalt contact thy group leader or Detention Counselor.*
- X. Thou shall always begin and end thy service or class on time.*
- XI. Thou shall bring only one writing utensil into the jail and monitor thy writing utensil carefully.*
- XII. Thou shall always sign or turn in thy class attendance roster before thou leaveth thy institution.*

*Blessed Be thy Volunteer Whom Abided By  
thy Twelve Commandments of Jail Ministry*