

PREA Training and Policy Information for Volunteers, Contractors, Vendors, Employers, Community Service Providers, and Interns



Concho Valley CSCD & CCF
San Angelo, Texas

Welcome to working with the Community Corrections Facility (CCF)

Thank you very much for choosing to partner with our facility! We are pleased to welcome you and look forward to working with you. We believe it takes all of us working together to make our programs successful .

We have many opportunities for your involvement and we want the experience to be fulfilling and rewarding for all involved. The following materials will give you information about our organization and will include details about the roles and responsibilities of those we partner with – YOU!



The CCF Defined

Community Corrections Facilities are designed for the purpose of confining persons placed on community supervision and tasked with providing services and programs to modify criminal behavior, deter criminal activity, protect the public, and restore victims of crime.



The Purpose of the CCF

The purpose of the CCF can be summarized as follows:

- 1) To provide the courts with a major alternative to incarceration.
- 2) Ensure compliance with the conditions of Community Supervision as well as other law-abiding behavior.
- 3) Reduce jail/ prison populations by impacting potential jail/ prison admissions.
- 4) Provide public protection by ensuring levels of security appropriate for the population served by the CCF, including a monitored and structured environment for the resident population.
- 5) Provide its residents with opportunities that may not be available in confinement. For example: education/ awareness programs, alcohol/ drug treatment, employment/ life skills training, community service opportunities, and a work release program.

The CCF and its Organizational Relationships

The CCF is funded by the Community Justice Assistance Division (CJAD) of the Texas Department of Criminal Justice (TDCJ) as well as by its residents (work fees, transportation fees and laundry fees, etc....).

The CCF is governed by Residential Standards as well as Substance Abuse Treatment Standards developed by CJAD and adopted by the Texas Board of Criminal Justice.

The CCF is a structured community treatment program for offenders, operated by the Community Supervision and Corrections Department under the direction of the Board of District Judges.





CCF MOTTO AND PHILOSOPHY

Our facility motto is:

Growth Through Responsibility.

Recognizing and accepting responsibility for one's behavior is the first step to change. Each resident has the ability to control their thoughts, attitudes, emotions and behavior.

How can you support our motto and enhance the work we do?

Regardless of the activity, program, or capacity we ask that you follow some basic guidelines:

1. Assist and encourage residents to follow the facility rules at all times.
2. Establish and maintain healthy boundaries with residents and understand the limits of your relationship as a partner with our facility.
3. Do not purchase or donate items for residents unless it is necessary and approved by staff for the activity you are helping with (i.e. books, supplies).
4. Work as a team member by reporting to staff when inappropriate or unacceptable behavior occurs so that staff can address it in a timely manner.
5. Adhere to CSCD/CCF confidentiality agreement at all times.

Some expectations and guidelines...

There may be times when you may be asked by a resident to help them meet a need. For example, they may ask you to help them financially by giving them money or buying them things (clothing, shoes, assistance with prescription medication, etc). We have access to many community resources to assist with these needs and ask that you refrain from doing this.

Additionally, part of our program is teaching our residents to be independent and resourceful and we strive not to enable them by providing for them what they can provide for themselves. It often complicates things when you assist residents outside the designated capacity of our structured activities and programs.

If you have concerns or feel a specific resident needs assistance that they are not receiving please speak with the designated staff member at the facility you are working with.



NO PHYSICAL CONTACT IS ALLOWED!

The Roy K. Robb Men's Community Corrections Facility and the Concho Valley Female Community Corrections Facility shall operate as a **"no physical contact"** workplace environment between facility staff and the facility's residents. This policy shall include any and all types of physical contact (hugging, hand shaking, patting, pushing, slapping, kicking, intentional bumping, etc...) between facility staff and residents.

Facility staff shall include, but not be limited to employees, volunteers, visitors (not including family and friends of the residents), contractors, service providers, interns, treatment providers, or other agency representative working in an official capacity.

This policy includes, but is not limited to congratulatory and consoling/ comforting events such as resident transition, award presentations, and resident related tragic/ traumatic events. The only physical contact that will be permitted between facility staff and residents is physical contact that is necessary to maintain the safety and integrity of the facility. This shall include, but not be limited to: pat downs, searches, restraints (when it is necessary for staff to protect themselves, residents, or third parties), and when providing medical attention.

Why no physical contact, you ask?



Your SAFETY and resident SAFETY.

Speaking of Safety...

PREA stands for **Prison Rape Elimination Act**



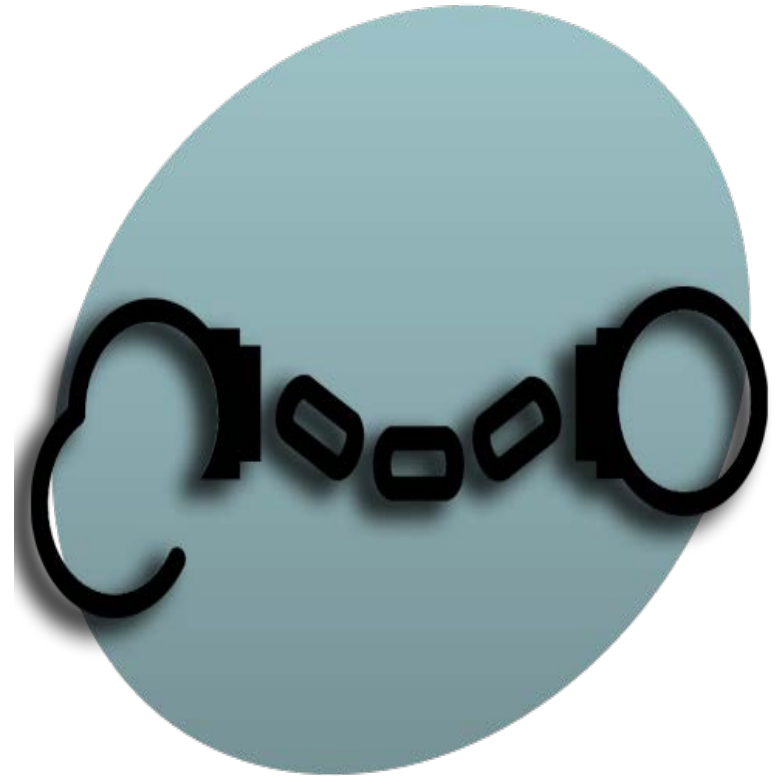
Photo © Just Detention International

The Prison Rape Elimination Act of 2003 (PREA) is the first United States federal law passed dealing with the sexual assault of prisoners. The bill was signed into law on September 4, 2003 by President George W. Bush.

- PREA, and the subsequent PREA standards established by the Department of Justice, require corrections agencies to improve prevention, detection, and responses to sexual violence committed against offenders in public and private facilities and institutions throughout the United States.
- PREA applies to staff, contractors, community service providers, and volunteers – basically anyone who has contact with our residents in an official capacity.

PREA acknowledges reality...

- » **Sexual violence against offenders is a security issue.**
- » **Sex acts committed by staff, contractors, or volunteers with offenders is a crime.**
- » **Victims of prison rape suffer severe psychological and physical effects that hinder their ability to integrate back into society.**



**There is no consent for
sexual behavior or misconduct
with an offender.**

Staff, Contractor, Volunteer -on-Offender:

**Offenders are never regarded as being
in a position to grant legitimate
“consent.” This is because of the
unequal balance of power and
authority between you and offenders.**

How We Define “Sexual Misconduct”

Misconduct: Any behavior or act of a sexual nature directed toward a person under the care, custody, or supervision of the department and/or collateral contact by the person in authority, including but not limited to family members, employees, friends and other close associates.

Sexual Contact:

behavior that includes, but not limited to, all forms of sexual contact, intentional sexual touching or physical contact in a sexual manner, either directly or through clothing, of the genitalia, anus, groin, breasts, inner thighs, buttocks, with or without the consent of the person ; or any touching or inappropriate viewing with intent to arouse, humiliate, harass, degrade, or gratify the sexual desire of any person.

Abuse:

includes, but not limited to, subjecting another person to any sexual act or contact between an employee, volunteer, contractor, or agency representative, and an offender or client, by force, persuasion, inducement, or enticement; any sexual act or contact in which an employee, volunteer, or agency representative participates or forces any offender or client to engage; subjecting another person who is incapable of giving consent by reason of their supervision or custodial status, physical or mental state; or rape, sexual molestation, prostitution or other form of sexual exploitation


Definitions continued...

Sexual Harassment: includes, but not limited to, all of the following, whether by staff, volunteers, contractors, other agency representatives, or offenders: sexual advances; sexually offensive language, comments or gesture; influencing, promising or threatening any offender's (or staff's) safety, supervision status, conditions of supervision, custody status, or privacy, in exchange for personal gain or favor of a sexual nature; creating or encouraging an atmosphere of intimidation, hostility or offensiveness as perceived by any individual who observes the sexually offensive behavior or language.

Assault: any sexual touching or contact, including but not limited to rape, sodomy or unlawful touching



ZERO TOLERANCE



Concho Valley CSCD Residential Services has
ZERO TOLERANCE
for all forms of Sexual Misconduct between residents
and staff, volunteers, contractors, visitors, and other
residents.

You can report any form of Sexual Misconduct by:

- Telling ANY Staff Member
- Filing a Grievance and placing in GRIEVANCE BOX
- Or by having a family or friend report on your behalf to the facility:

Concho Valley Female Facility
3398 McGill Blvd.
San Angelo, Texas 76905
325-655-7585

Concho Valley Roy K Robb Facility
3262 N. Highway 277
San Angelo, Texas 76905
325-486-1868

How does this impact you?

- You will not know the outcome, but if a staff member, contractor, community service provider, employer, intern, vendor, or volunteer is found guilty of sexual misconduct with an offender, they will be referred to criminal authorities for prosecution.
- The Concho Valley CCF has zero tolerance for all forms of sexual violence.
- All offenders have the right to be free from any form of sexual violence by an offender , staff member, contractor or volunteer.
- And you have the right to be free from retaliation for reporting or for cooperating with an investigation of this conduct.
- Zero tolerance is good correctional practice and is not new to our facility; sexual violence in any form has never been permitted.

Concluding Thoughts about PREA...

- We will continue to make our correctional facilities safe for all offenders, staff, contractors, community service providers, vendors, interns, employers, and volunteers.
- We appreciate your support and cooperation with all of our policies and procedures.

What's next in the process?

Now that you've reviewed this information you will need to make sure we have a signed and dated copy of the **PREA Acknowledgement** form for you on file with our HR department.

Our HR Department is located at
3036 N. Bryant Blvd.
Phone: 325-659-6544

If you are a contractor, employer, or community service provider the acknowledgement form should be completed by the designated contact person for your agency and serves as documentation that any/all persons acting in accordance with your business/agency will be advised of the content of this information and required and expected to adhere to it.

If you will be serving as a volunteer you need to complete these additional steps and review the following information:

Ensure you have the following documents on file with our HR department:

- Completed volunteer application (be sure to include what group/organization you want to volunteer with)**
- Signed Confidentiality Agreement**
- Signed Relationship Agreement**
- Signed Consent for Release of Criminal History Records**
- Signed Orientation and PREA Acknowledgement form**

Keep in mind...

Volunteer Qualifications and Restrictions

- Applicants must be 18 years or older
- Applicants must have photo identification
- Applicants must provide services in accordance with the department's guidelines
- Volunteers and interns **may not be** a member of the immediate family or friend of offenders at the facilities at which they seek to serve
- Volunteers **may not be** under supervision of any local, county, state or federal corrections agency or under indictment for any felony
- Criminal History Records checks are required on all volunteer applications. Volunteer positions and duties may be restricted for individuals with past criminal history.

Entry into facilities

Entry into any of our facilities requires that your name appear on the Approved Volunteer List kept at each facility.

Any volunteer who has not volunteered at least once during a 3 month period will be dropped from the approved volunteer list and required to re-apply.

Each volunteer is also issued a Photo ID badge after approval and you are required to sign in each time you visit the facility and pick up your badge. Please wear your badge while you are on site and return it to staff before leaving.

Volunteer Dress Code

Volunteers are expected to wear sensible, conservative attire. The following Volunteer Dress Code is issued as a guideline, however each facility may have additional restrictions that have been adopted in the interest of maintaining safety and you should inquire of the facility in which you volunteer, regarding any additional rules that may apply there. In general, adopting a “business casual attire” form of dress will suffice.

- No shorts.
- No see-through clothing.
- No bare midriffs blouses.
- No halter or tank tops.
- No revealing or low-cut blouses, dresses or shirts (front collar should be no less than 2 inches above cleavage).
- No plunging necklines either on the back or front of any garment.
- No mini-skirts or mini-dresses.
- No slits longer than three inches (3") in skirts/dresses.
- No spandex-type pants when worn as outer garments; i.e., stirrups, stretch, tight fitting pants.
- No stretch skirts, no tight-fitting skirts of any fabric.
- No sweats or athletic clothing.
- No bare feet or flip flops; shoes must be worn at all times.
- No hats or bandannas.
- No sunglasses (prescription only).
- Ladies must wear undergarments (bras, panties, slip, etc.) at all times.
- Wallets or purses may not be brought into the Institution
- Cell Phones, Cameras, Recording devices, CD players, Walkman, or any electronic devices or parts, etc. are prohibited unless prior approval is given by staff

Thank you for your interest in
partnering with the Concho Valley
Community Corrections Facility!

If you have any questions at all please contact our HR
Department at 325-659-6544.

We look forward to the positive influence your time spent
working with our facility will bring for residents and
staff alike. Please [click here](#) to continue.

