

## Kairos SOCF Volunteer Guest Policy

Adopted 10/25/2008

Revised 04/20/2009

This policy has been adopted by the Kairos Advisory Council of the Southern Ohio Correctional Facility (SOCF). The purpose of the policy is to establish procedures allowing Kairos volunteers to invite temporary guests to observe Kairos-sponsored events in SOCF, with the hope that this would help them to discern if they are called to become a volunteer. The environment of a maximum security prison comes with some potential for risk. It is our hope that following these guidelines will help to mitigate some of that risk for Kairos volunteers as well as the prison staff.

In general, Kairos volunteers will be permitted to invite a guest to “shadow” as the volunteer serves as their sponsor at Kairos Monthly Reunions. This is a way to share the experience with someone whom you have identified as a possible Kairos volunteer and allow them to “kick the tires.” The sponsor is required to take responsibility for their temporary guest by following these guidelines:

1. **Application:** Temporary guests must complete the Kairos SOCF Temporary Guest Application in advance of the activity and submit it to the Kairos Institution Liaison prior to entry. Please ask guests to print neatly. Forms can be requested by email from the Kairos SOCF Institution Liaison.
2. **Divulging Criminal Past or Contacts:** Temporary guests must indicate on the Temporary Guest Application whether they have any activity in their past that the institution would want to know in advance such as felony convictions, incarceration or whether they know anyone currently serving in any prison in Ohio. This information will be communicated to the Chaplain so the institution can decide if the temporary guest is allowed entry. This is not an automatic disqualifier.
3. **Guest Training:** Sponsors will cover rules of conduct with their guest prior to entry using the SOCF Volunteer Booklet. The latest copy can be requested from the Kairos Institution Liaison. The guest will be required go through a short security briefing from the Chaplain upon first-time entry into the prison.

### Training Points for Host to cover with Guest:

- **Dress Code:** Business casual, shirts with collars, no jeans, avoid sayings and logos, avoid blue, consider not wearing flashy jewelry, no sandals or open shoes, etc.
- **What to take inside:** Driver’s license, nothing else.
- **Parking:** Sponsor should bring guest with them. If this is not practical, inform guest of where to park (avoid parking spaces closest to the building and leave spaces for Corrections Officers and shift change). Inform guest about waiting in the lobby of A-Building near the side entrance until all volunteers have arrived. Tell Guest to always walk, never run in the parking lot to avoid being shot!
- **Entry Procedure:** Alphabetical order, quiet during entry, metal detectors, sign-in, hand stamp, Corrections Officers are absolute authority – respond to commands immediately, stay in line while walking through the prison, no one gains entry without being on the entry list in advance and having a driver’s license.
- **Role as Observer:** Guests must be informed that they are coming in to observe and “shadow” their sponsor and they may not directly participate in group breakout sessions at Monthly Reunions. Guests must also be informed not to share personal information about their home address, where they work, family names, etc., and to let their sponsor know immediately if anything they observe or hear from an inmate seems inappropriate. Guests must be in view of their sponsor for the entire event. It would be recommended that Guests use the restroom prior to entry to avoid having to be out of sight even temporarily while inside.

If a guest wishes to become a regular volunteer, they will need to complete an SOCF Volunteer Application and Nexus form, have their picture taken at the A Bldg upon first entry, and attend a security briefing by the volunteer coordinator.

## **Kairos SOCF Temporary Guest Application**

**PLEASE PRINT NEATLY**

### **GUEST**

First Middle Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work or Daytime Phone: \_\_\_\_\_ SSN: \_\_\_\_\_

Are you a U.S. Citizen?: \_\_\_\_\_ Have you ever been convicted of a Felony?: \_\_\_\_\_

Have you ever been incarcerated? \_\_\_\_\_ If so, where and when: \_\_\_\_\_

Do you know anyone currently serving time in any Ohio prison? \_\_\_\_\_

If so, who? \_\_\_\_\_

- Initials \_\_\_\_\_. I have read the SOCF Volunteer Handbook and agree to abide by it.
- Initials \_\_\_\_\_. I have been informed that as a first-time guest, I may observe the Kairos event that I am being considered for, but may not directly communicate with inmates.
- Initials \_\_\_\_\_. My sponsor has informed me of Kairos procedures, including cooperation with prison officials, check-in procedure, where to park, what to bring inside, etc.
- Initials \_\_\_\_\_. I have been informed of the potential risk involved in serving in a maximum security prison, including the slight risk of fatal assault and I agree to accept this risk and do so voluntarily and willingly.

### **SPONSOR**

First Middle Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work or Daytime Phone: \_\_\_\_\_

All of the information provided above is true and complete and I have not falsified any part of it. I accept the responsibility for potential risks involved in volunteering inside of a maximum security prison and agree to hold harmless from any action, legal or otherwise, Kairos Prison Ministries, Southern Ohio Correctional Facility, or any individuals or staff participating in- or responsible for the event I will take part in.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_