

# **Attachment 2**



## **PROGRAM A**

### **CORRECTIONAL FACILITIES ADMINISTRATION (CFA)**

### **SECURITY REGULATIONS**

August 2014

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**Module Description:** This module provides standardized training and orientation training required for all contractors, vendors, skilled trades, construction workers, student interns and volunteers providing services at Correctional Facility Administration work sites. Topics included in this training program are searches, vehicles, tool control, contraband, prisoner contact, discriminatory harassment and emergencies.

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**Revisions Completed By:** The Office of New Employee Training & Professional Development, Curriculum Unit with the assistance of Bonita Hoffner, Kevin Lindsey, Joe Lemke and Tom Mullaly.

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**Target Audience:** All contractors, vendors, skilled trades, construction workers, student interns and volunteers providing services at Correctional Facilities Administration work sites. Vendors who are under direct continuous supervision and/or escort are not required to attend this program.

**Time Frame:** Training time is 1 hour.

**Materials Needed and Provided by The Facility:** Computer with On-Line Training Access, Applicable Policies, Procedures and DOM's; Facility Operating Procedures.

**Program Objective:** At the completion of this training participants will have an understanding of security regulations necessary and that shall be followed when working in Michigan Department of Corrections work sites.

# **Overview of the Michigan Department of Corrections**

## **THE MICHIGAN DEPARTMENT OF CORRECTIONS RESPONSIBILITY**

The goal of the Michigan Department of Corrections is to provide the greatest amount of public protection while making the most efficient use of the State's resources. It meets its goal by ensuring that the state's judges and other criminal justice administrators have the broadest possible array of viable sentencing and sanctioning options, and by ensuring that appropriate supervision is maintained so that Michigan's neighborhoods, families and citizens can be protected.

Our vision is to protect the public and build trust within Michigan communities.

Our mission is to create a safer Michigan through effective offender management and supervision in our facilities and communities while holding offenders accountable and promoting their rehabilitation.

### **THE STRUCTURE**

The Department gets its authority and the sources of influence on Department operations through the U.S. Constitution; Michigan Constitution and Michigan Compiled Law.

The Departments structure and direction for operations is provided through:

Administrative Rules, which interpret the laws for State Agencies.

Policy Directives (PD), which provide the Departments direction and focus.

Director's Office Memorandum (DOM), which are implemented as temporary policies when an immediate response is necessary in providing direction.

Operating Procedures (OP), which are written statements on how the policies are to be implemented.

The Director is the chief administrative officer of the Department and thus is responsible for the overall operation of the Department. The Director is appointed by the Governor.

The Department of Corrections is divided into Administrations. All correctional institutions operated by the Department are under the Correctional Facilities Administration (CFA), which is headed by a Deputy Director, who reports to the Chief Deputy Director and is responsible for the operation of all correctional institutions.

Each institution within the Correctional Facilities Administration (CFA) is administered by a Warden. The Warden is responsible for the overall operation of their institution.

In the absence of the Warden a designee will maintain responsibility over the operation of the institution.

For the purposes of this training we will refer to the Warden and their designee as the Facility Head.

Throughout this training we will frequently refer to the facility head, and policies. You know now that we are referring to the Warden or designee and the documents that give us our direction.

# **Approval Prior to Entering A Correctional Facility**



## **APPROVAL PRIOR TO ENTERING A CORRECTIONAL FACILITY**

Regardless of the purpose for entering a correctional facility, entry is only allowed when explicit approval has been given by the facility head.

Paperwork should be filled out prior to coming on site.

Training must be completed in accordance with PD 02.05.100 New Employee Training Program and the current New Employee Training Plan.

The business that is being conducted, along with the type of contact that you will have with the offenders at a CFA facility will determine the necessary training that is required.

This program (Program A) is orientation training which is required for all contractors, vendors, skilled trades, construction workers, student interns and volunteers providing intermittent services.

Law Enforcement Information Network (LEIN) application and personal information is necessary in order to complete the approval process.

When applicable, an ID card is generated after being LEIN cleared by using the information from the form.

Regardless of the purpose for entering a correctional facility, only allowable items will be carried into and out of the facility. See OP

#### 04.04.100 Gate Manifests and Attachment A, Allowable Items Without Gate Manifest.

According to PD 04.04.110, Contraband is property (items) which is not allowed on facility grounds by State law, Administrative Rule or Department policy or procedure.

Proper dress and equipment for duty while inside of a correctional facility is just as important as what is brought onto facility grounds and when left unattended can become contraband. Be sure not to leave items unattended and take everything out with you that you brought in.

Drugs and Alcohol are not to be brought onto state property, whether it is intended to be left in a vehicle or not.

Individuals who staff have a reasonable suspicion of their being under the influence of drugs and/or alcohol will not be allowed to enter into the facility.

Being “under the influence” is any behavior, actions, words, odor or other evidence which is indicative of an individual who is or has been using drugs and/or alcoholic beverages.

Reasonable suspicion is suspicion based on a specific fact or facts and rational inferences drawn from those facts, based upon the knowledge and experience of corrections staff.

Prescription and/or over the counter medications may be authorized to bring onto facility grounds as follows:

The allowable items list (Attachment A, OP 04.04.100) will describe what and how much over the counter medications are authorized.

Prescription medications may be allowable on facility grounds, but only with authorization as given by the facility head and an Administrative Manifest is required (See OP 04.04.100 – Gate Manifests).

Prescribed **medical marijuana is not** an allowable item even though it is prescribed.

All individuals entering onto correctional facility property are subject to search (See PD 04.04.110 Search and Arrests in Correctional Facilities). Anyone refusing to be searched will not be allowed entrance into the facility and will be asked to leave the property.

The Department's responsibility to manage and control the State's correctional facilities includes the duty to prevent contraband from entering those facilities.

Pursuant to MCL 800.281 et seq., it is a felony to bring any of the following items into a correctional facility or onto facility property where prisoners may have access to them without prior written permission of the Warden:

Any weapon, including a pocket knife, or other implement which may be used to injure another person or which may be used in aiding a prisoner to escape;

Any alcoholic beverage or poison, except that not more than two ounces of wine may be brought into a facility for use by a clergy member during religious ceremonies;

Any prescription drug or controlled substance without written certification of need from a licensed physician, except that prescription drugs and controlled substances may be brought into a correctional facility as medical supplies for that facility. The physician's written certification must include the name of the person prescribed the drug or controlled substance, the prescribed dosage and frequency, and the reason it was prescribed.

Controlled Substance is defined as a drug, substance, or immediate precursor as set forth in MCL 333.7201 to 333.7231, including heroin, cocaine, LSD, and marijuana.

In addition to those items prohibited by State law, Department policy prohibits other items from being brought into a correctional facility or on facility grounds.

Personal cellular telephones and pagers are prohibited.

Personal cellular telephones (PD 04.04.100 paragraph L.) are not permitted on facility grounds or regional offices except in a locked motor vehicle in designated parking areas and in secured areas designated by the Warden or the highest ranking supervisor of the regional office for this purpose (e.g., locked locker).

In the State of Michigan it is a felony to provide a cell phone to a prisoner under MCL 800.283a.

Audio or visual recording devices, including cameras, are prohibited unless approved by the Warden.

Tobacco products also are prohibited both inside a correctional facility and on facility grounds.

Visitors also are prohibited from bringing money into a correctional facility, except where allowed for use of vending machines.

Wardens may prohibit other items from being brought into their respective facilities; however, items may not be prohibited that are otherwise specifically allowed pursuant to Department policy.

Members of the public entering a correctional facility are subject to search in order to prevent the introduction of contraband. If a member of the public refuses to be searched, s/he will not be forced to submit unless a search warrant has been obtained, but entry into the secured area of the facility on that occasion shall be denied and s/he may be

required to leave the premises. A person subject to a clothed body search who is wearing clothing which prevents a thorough clothed body search also shall be denied entry and may be required to leave the premises.

Members of the Public are defined as visitors, volunteers, attorneys, contractors, elected state officials, and anyone else who is not an employee.

A pat-down search is defined as a brief manual and visual inspection of body surfaces, clothing, briefcases, and similar items. The only clothing items that may be required to be removed are outerwear (e.g., coats, jackets, hats) and shoes. All items shall be removed from pockets.

A clothed body search is defined as a thorough manual and visual inspection of all body surfaces, hair, clothing, wigs, briefcases, prostheses, and similar items and visual inspection of the mouth, ears, and nasal cavity. The only clothing items that may be required to be removed are outerwear (e.g., coats, jackets, hats), shoes, and socks; however, all items shall be removed from pockets.

All members of the public shall be required to walk through a screening device or submit to the use of a hand-held screening device prior to entering a CFA institution; however, this requirement may be waived by the Warden for anyone personally escorted by the Warden or his/her designee. Any personal property which is taken inside the security perimeter of a CFA institution shall be searched.

# **Vehicles on CFA Facility Property**

## **VEHICLES ON CFA FACILITY PROPERTY**

All vehicles that enter the property of a CFA facility must be properly licensed and registered.

All vehicles that enter the property and that are operated while at a CFA facility must be operated only by properly licensed and certified individuals.

All vehicles that are brought onto CFA facility grounds must be parked in authorized areas only.

If a vehicle is discovered in an area of the facility grounds which has been posted against trespassing, the vehicle and its occupants may be detained while the appropriate law enforcement agency is summoned.

All vehicles must be properly secured.

No keys left inside or outside of the vehicle.

Lockable doors and compartments.

Securable windows.

Vehicles entering in the security perimeter must have the steering wheel secured with a “Club” security device or similar device in accordance with the CFA facility operating procedure.



No unauthorized items are to be stored in the vehicle.

The appropriate law enforcement agency shall be called whenever a person is found to be in possession of a non-authorized alcoholic beverage, poisonous substance, controlled substance, prescription drug, or weapon(s).

Absolutely no weapons are to be carried onto facility grounds or left in a vehicle regardless of whether a valid CCW allows the weapon to be carried.

Vehicles are subject to search as follows:

If it is suspected that there is contraband in a vehicle on facility grounds that does not belong to an employee, the matter shall be referred to the appropriate law enforcement agency. Employees shall not search the vehicle.

# **Tools and Equipment**

## **TOOLS AND EQUIPMENT**

Each Correctional Facilities Administration (CFA) institution is required to control items transported through all pedestrian and vehicle entrances in order to reduce the risk of contraband being brought into the institution, to prevent theft of state property, and to provide a record system for all packages, supplies, and materials brought into or out of the institution.

Employees, vendors, contractors, and individuals engaged in official business carrying items not listed on the list of allowable items must obtain a Gate Manifest (CSJ-404) in order to bring those items through the gates of an institution. This gate manifest is intended for a one time through use.

In the event an item is authorized to be brought through the gates on a daily basis, an Administrative Manifest (CSJ-127) shall be used for this purpose.

A Warden/Deputy Warden may issue an Administrative Manifest to employees carrying authorized items through the gates of his/her facility.

No manifest will be issued for an item specifically prohibited by Department policy or procedure (e.g. cellular telephones, personal pagers, pocket knives).

All items being brought through the gates into the facility will be searched. This includes items carried in, and those being removed, from the secure perimeter.

The person to whom the manifest is issued must present it along with the transported items when entering or departing the secure perimeter.

The Department has a specific policy for tool control which categorizes tools into two categories, critical and dangerous tools. Tools must be used, accounted for, secured, and stored in accordance with PD 4.4.120 Tool Control.

Tools, tool boxes, and equipment of contract workers performing services inside an institution shall be inventoried and inspected prior to entry into and exit from the institution. Staff designated to escort workers within the facility shall ensure tools are controlled with proper security and safety procedures and work activities are confined to authorized areas.

Critical tools are as follows: Metal cutting tools, including hacksaws, metal cutting blades, chisels, files, bolt cutters, and pipe cutters. Powered hand tools, drills and drill bits. Portable jacks and hoists. Wrenches 14" in length or longer. Acetylene torches, cutting tips, gauges, torch parts, arc welders, plasma cutting equipment. Grinders, emery wheels and abrasive discs. Tubing, pipe and conduit benders. Utility and carpet knives. Explosively driven tools (e.g., ramset guns) and

ammunition. Ladders nine feet in height or higher. Wire cutters and other hand tools primarily designed to cut wire.

Dangerous tools are as follows: Hand tools readily usable or adaptable as weapons, escape equipment or to defeat locking or security systems. Examples include screwdrivers and pliers. Wrenches less than 14" in length. Ladders less than 9' in length. Emery cloth and sandpaper.

Electric grinders not in use shall be locked in place with power positively locked out.

Safe handling of tools and equipment by authorized, licensed and certified users is necessary to ensure everyone's safety.

OSHA/MIOSHA standards must be maintained.

Tools must be properly removed from a CFA facilities secured perimeter if storage is not available inside of the facility.

It is the responsibility of a company contracted to perform work at CFA facilities to provide MSDS for all chemicals that will be utilized while working at a facility.

# **Entrance Into and Exit Out of the CFA Facility**

## **ENTRANCE INTO AND EXIT OUT OF THE CFA FACILITY**

The facility head will ensure all individuals who are authorized entry into a correctional facility are advised of rules that they must follow while in the facility. The facility head may order any individual who disregards facility rules or the conditions under which entry was approved to immediately leave the facility.

Access is allowable only during approved days and hours of operation for contractors and their employees.

Access that is necessary outside of the approved days and times established for conducting business or completing the work requires special authorization from the facility head.

Use only authorized entrance and exit points into and out of the facility. Individuals who enter into and out of a CFA facility should use the main gate entrance.

Vehicle traffic that enters into and out of a CFA facility will use a sally port entrance. It is at these entrances that you will be registered and/or identified for entry. You and the items you take in or are bringing out will be searched at these points as well.

Staff escorts will be assigned, when necessary, at the point of entrance. You are to remain with the escort until you exit the facilities secured perimeter.

All areas of a CFA facility are restricted access areas except those which are specifically designated and authorized to complete the work you are there to do.

Utilizing authorized entrances/exits when entering or leaving buildings and work locations will aid in keeping workers out of restricted areas.

Consequences for non-compliance include being escorted off of the facility property and possibly having authorization for future access revoked by the facility head.

Persons found in restricted areas, on CFA facility property, without authorization may be arrested for trespassing under the trespassing laws relevant to corrections.

All workers who are expected on site should be present when they are expected. In the case of a no call/no show of expected workers, access may be denied.

Contact information will be provided when it is necessary for announcing delay's or absence of workers or work crews.

Overtime that is accrued by the facility to provide escorts for expected work within the facility may be charged to the contracted company when the schedule is not adhered to.



# **Personal Protection Devices (PPD)**

## **PERSONAL PROTECTION DEVICES (PPD)**

The purpose of a PPD is to offer access to an alarm system that alerts staff in the Control Center of the CFA facility that there is a problem and also provides a general location of where the PPD has been activated.

There are some facilities within CFA that do not require a PPD.

When a CFA facility provides a PPD, you will receive information on how to properly operate the PPD.

Generally a PPD has push button alert activation, a pull-pin alert activation or both.

Depending on the facilities operating procedure a PPD may or may not be issued.

CFA facilities require that the PPD be properly worn so that it does not become lost and so that it is accessible by the user.

A PPD is not to be left lying around any where inside or outside of the facility.

The PPD is issued at a designated point within a facility and is returned usually at the same point where it was issued.

PPD's are considered sensitive items and are accounted for on each shift; therefore, a PPD should not be removed from facility grounds for any reason.

Proper use of a PPD requires that it is only activated when staff assistance is necessary.

An emergency type situation can occur at any time while inside of a CFA facility. The following is a list of examples which constitutes an emergency:

Injury or illness,

Assault by a prisoner,

Becoming disoriented inside of the facility.

Areas covered with the PPD's ability to activate an alarm are determined by each facilities physical plant. Not all areas may be covered by PPD access. Information of this nature will be shared with each person that is required to wear a PPD.

# **When Authorized Items Become Contraband**

## **WHEN AUTHORIZED ITEMS BECOME CONTRABAND**

Any item that you bring into a CFA facility, which is either on the allowable items list or has been properly authorized using a Gate Manifest/Administrative Manifest, is considered contraband when accessed by an offender.

There are specific items which are brought into the facility for offenders only by using proper channels. Consequences of improper security and control of tools and equipment can include serious physical injury and in the most extreme case even death.

Tools and equipment can be utilized by offenders to commit assaults, attempt escapes or for use in conducting unauthorized activities.

Careful cleanup and accountability of ALL items, including residual parts and pieces that occur as a result of performing proper work procedures, is essential for everyone's safety.

Pick up all nails, screws, wires.

Clean up any broken glass.

Remove and discard binding straps.

Remove every item or properly discard all items in approved disposal containers that are brought inside of a secured perimeter.

**Prisoner Contact –  
Sexual Abuse,  
Sexual Harassment,  
Overfamiliarity and  
Unauthorized Contact**

## **Prison Contact - Sexual Abuse, Sexual Harassment, Overfamiliarity and Unauthorized Contact**

The Michigan Department of Corrections is committed to ensuring the safe and humane treatment of prisoners and a safe environment for all prisoners. An important part of a safe and humane environment includes being free from sexual abuse and sexual harassment.

The Department enforces a zero tolerance standard for staff, contractual employees, and volunteers to engage in sexual abuse, sexual harassment and overfamiliarity with prisoners.

Sexual abuse is a term used to describe certain kinds of prohibited behavior. Sexual abuse includes non-consensual sexual acts and sexual harassment. Based upon an imbalance of power, sexual relationships between staff, contractual employees, and volunteers with a prisoner are NEVER consensual.

Sexual abuse of a prisoner by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the prisoner:

### ***Sexual Conduct with Offender or Overly-Familiar or Unauthorized Conduct/Sexual Relationship***

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;

(3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this section;

(7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a prisoner, detainee, or resident, and (8) Voyeurism by a staff member, contractor, or volunteer which means an invasion of privacy of a prisoner for reasons unrelated to official duties, such as peering at a prisoner who is using a toilet in his or her cell to perform bodily functions; requiring a prisoner to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a prisoner=s naked body or of a prisoner performing bodily functions.



## **Sexual Harassment**

Verbal comments or gestures of a sexual nature to a prisoner by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

## **Reporting Requirements**

Anyone who observes sexual abuse/sexual harassment or receives an allegation of sexual abuse/sexual harassment, must report it to the appropriate supervisor immediately.

In addition to the Department's policy requirement that all allegations of sexual abuse, including sexual harassment, must be reported the Department is also required by federal and state law to report sexual abuse to outside authorities.

Sexual activity against a prisoner which may constitute a felony shall be reported to appropriate law enforcement authorities. For example, Michigan law MCL 750.520c provides that employees, contractual employees, or volunteers who engage in sexual contact with prisoners can be charged with a felony, Criminal Sexual Conduct in the second degree.

All reported allegations of sexual abuse/sexual harassment, shall be referred to the Internal Affairs section for investigation. All allegations shall also be referred to the Michigan State Police or other appropriate

law enforcement agency for investigation in accordance with policy and law.

In addition to reporting incidents of sexual abuse to the Michigan State Police, the Department must report all allegations of sexual abuse to the county department of social services of the county in which the abuse is suspected of having or believed to have occurred.

A contractual employee or volunteer who engages in sexual abuse/sexual harassment will be prohibited from providing services within any Department correctional facility.

Remember:

Treat any suggestion or allegation of sexual assault, abuse, or contact as serious.

A report of sexual abuse by a prisoner is to be kept confidential and shared only according to policy and law.

### **Overfamiliarity or Unauthorized Contact**

The Department also enforces a zero tolerance standard for staff, contractual employees, and volunteers to engage in overfamiliarity with prisoners.

**Overfamiliarity** involves staff, contractual employees, and volunteers engaging in, or attempting to engage in conduct likely to result in intimacy or a close personal relationship with a prisoner. The following

behavior between staff, contractual employees, and volunteers and prisoners is prohibited:

- a. Exchanging personal letters or gifts.
- b. Requesting or granting special favors.
- c. Discussing personal matters, unless specifically related to a prisoners case.
- d. Engaging in horseplay.
- e. Flirting.
- f. Addressing each other by first name or a nickname.

**Overfamiliarity or Unauthorized Contact** with an offender includes the following types of relationships and behaviors:

Engaging in overfamiliarity with an offender, or a family member or listed visitor of an offender.

Having a personal relationship with an offender, the offender's family, or visitors at the facility you are working. Where such cases arise that there is already a personal relationship established prior to working at the facility, this information must be disclosed to include the name, number and location of the offender.

Making contact with any offender, family member of an offender or a listed visitor of an offender outside the regular performance of the job.

Giving or receiving letters, money, personal mementos, telephone numbers, legal or other services to or from an offender or a family member or a listed visitor of an offender.

Conversation of a sexual or romantic nature. Sexual abuse or sexual harassment of an offender's family members or listed visitors.

Financial involvement with offenders, family members of offenders, or listed visitors.

Giving or receiving messages, pictures or goods.

If unavoidable contact is made with an offender, a family member of an offender or a listed visitor of an offender, such contact must be reported in writing to the facility head through proper channels.

Allowable contact is defined based on the type of work you are conducting at the CFA facility. Any contact outside of the work you are doing could be inappropriate contact.

Offenders may try to have a conversation with you through a fence or by yelling across the yard. DON'T DO IT.

Generally an offender will not attempt to have an inappropriate conversation when staff are around.

Reporting contact or attempts to contact is required at any time an offender attempts to have a conversation, asks you to do something for them, asks you to bring something to them or asks you to contact someone for them.

Consequences of unauthorized contact or overfamiliarity will lead to being escorted out of the facility and possibly not being able to work at any other Department facility.

If the overfamiliarity is deemed a felony, the case will be turned over to the Michigan State Police or other appropriate Law Enforcement Agency and could lead to prosecution and incarceration for up to 15 years in prison.

**Do's and Don'ts of working in a CFA facility are as follows:**

DO stay with your escorting staff member.

DO dress appropriately for your job:

- Clean shirt and pants
- Under garments worn
- Clothing which is loose fitting
- Clothing which does not expose

DO consider where you are working.

DO ask questions about everything.

DO report everything unusual or questionable.

DO refer visitors to staff if they ask questions.

**Don't** leave tools & equipment unsecured. Make sure tools are inventoried.

**Don't** talk or visit with prisoners.

**Don't** do anything if the emergency siren sounds. You will receive direction from staff on what action to take.

**Don't** come to the facility without proper identification.

**Don't** bring any controlled items such as, butane lighters, knives, liquor, weapons, ammunition, dice, cameras or anything else into the prison.

**Don't** give money, cigarettes or any other items to prisoners.

**Don't** accept gifts or take anything from prisoners.

**Don't** carry any items of mail into or out of the prison for any prisoners.

**Don't** enter any area of the prison without staff permission or escort.

**Don't** forget you may be searched at any time entering, exiting or while you are inside the prison.

**Don't** bring any of the following items to the prison in your vehicle: firearms, weapons, ammunition, liquor or cameras.

**Don't** leave your keys in your vehicle.

**Don't** leave your vehicle unsecured (unlocked) on prison property.

**Don't** attempt to enter or exit the prison at any place other than where you are instructed to do so by staff.

**Don't** smoke or (chew tobacco) on prison property.

**Don't** forget to ask for staff assistance if you don't understand any of these rules.

# Emergencies

## **EMERGENCIES**

Sirens sounding inside of a CFA facility indicate a number of situations depending on what the siren sounds like.

The procedures to follow when a siren is sounded will be issued to you from the facility you are working.

Staff will direct you on what to do and where to go.

Each CFA facility is required to conduct a siren test monthly which may require non-employee's of the facility to exit the secured perimeter. This will cause a "work stop" for a couple of hours when this occurs.

When medical emergencies occur you should report it verbally to the nearest staff member, activate your PPD or use a nearby telephone. Do not attempt to leave the area unless none of the options mentioned are available.



# Work Site Protocols

## **WORKSITE PROTOCOLS**

Harassment of any kind is not tolerated at any Department facility.

The definition that the Department recognizes as being discriminatory harassment is: Unwelcome advances, requests for favors, and other verbal or non-verbal communication or conduct (e.g., comments, innuendo, threats, jokes, pictures, and gestures) based on race, color, national origin, disability, sex, sexual orientation, age, height, weight, marital status, religion, genetic information or partisan considerations.

Forms of harassment include but are not limited to: discriminatory harassment and sexual harassment.

Consequences of harassment are both personal and professional. Such actions can lead to civil suits as well as felony convictions.

Reporting harassment (i.e. victim of or witness to) should be done through proper channels. Any supervisor at a CFA facility is trained in proper reporting of complaints.

Authorized break areas/restrooms are to be the only areas utilized by non-employees of CFA facilities. This will help to ensure that restricted areas are not visited by unauthorized personnel.

Telephones for personal and business use will be as directed by the facility head.

Health care staff is not available for the purpose of providing care to anyone at CFA facilities except offenders.

Onsite care is not authorized for use unless it is a life or death emergency.

Locations that are available within the community can be utilized in accordance with their policies and ambulance services, if necessary, will be utilized in accordance with their policies as well.

CFA facilities have a Warden and Administrators assigned to act as facility heads. The Warden is the facility head and when absent assigns their designee.

The facility head has full rights to the facility. Some of those rights include and are not limited to:

Revoking permissions.

Adjusting authorities.

Alter working hours and days.

All items and personnel that are allowed inside.

Tours are not allowed without explicit authorization.

Proper authority is necessary for all activities and items as well as personnel for entrance into, exit out of and while on the grounds of any facility.

The facility Inspector is the person of contact for all questions, concerns and approvals.

Contact information for key personnel of the facility should be made available while you are working at the CFA facility.

Work place safety is covered by Civil Service Commission Rule 2-20.

Rule 2-20 prohibits employees from (1) engaging in acts of violence and threats of violence and (2) possessing or carrying firearms or explosives unless expressly authorized by the appointing authority.

Rule 2-20 requires employees to report violations involving acts or threats of violence or possessing or carrying firearms or explosives. If an employee becomes aware of an act of violence or a threat of violence, the employee shall immediately report the act or threat to the appointing authority or the appointing authority's designee.

Consequences of violating Rule 2-20 will include being escorted from facility grounds, possibly not being approved for work at any Department facility and may be referred to the Michigan State Police or other appropriate Law Enforcement Agency which could lead to a felony conviction.

## Health and Safety requirements.

The Department is required by OSHA/MIOSHA standards to ensure the safety of its employees be maintained in accordance with applicable standards.

Reporting violations, hazards, emergencies and concerns should be done through proper channels which begins with the CFA facility head.

Consequences of non-compliance to MIOSHA standards, Department rules and any other applicable entity will be determined based on the circumstances and the issue at hand as well as in accordance with the stated standards.

# Conclusion

## **CONCLUSION**

After completing this training it may seem as if there are so many rules to working inside a CFA facility that it may be intimidating. To simplify things remember these keys:

You are working inside of a correctional facility (a prison) where everything you say and do will be observed.

If you have contact with offenders, offender's families etc. outside of your regular job duties report it to your supervisor.

If you are unsure about anything ask a staff member for assistance.

Don't give or leave anything for an offender and don't take anything from an offender.

The remainder of the orientation program should be used to answer and/or clarify any questions and to address other issues which may be specific to a particular work site.

**ACKNOWLEDGMENT**

I acknowledge that I have received a copy of, have read, understand and agree to abide by the CFA Security Regulations and PREA Federal Register. If I have any questions, I will ask my supervisor/manager.

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Print Employee Name

Employee Signature

Date