



Tenant Interaction with Inmate

- **Employees shall not engage in conversation with an offender other than simple courtesies. An employee should not respond to questions, interact in conversation, ask work related questions or give instructions to an offender. If conversation is required other than the simplest and brief, the correctional officer must be contacted.**
- Employees shall not correspond with an offender by phone, mail, note or any other method.
- Employees shall not mail letters or any other articles for an offender.
- Employees shall not be affectionate with an offender to include casual touching, either alone or in the presence of others or develop any type of relationship with an offender, his family or friends.
- Employees shall not call or accept calls from an offender, his family or friends. If you should receive a call either from an offender, reject it and report it immediately to a correctional officer or the institution.
- Employees shall not allow an offender to use any telephone and should report any use of a telephone to a correctional officer immediately.
- **Do not leave valuables, office supplies or contraband (i.e. jewelry, scissors, letter openers, money, cigarettes, lighters, weapons, alcohol, drugs, medication, postage stamps, or cell phones) where it would be accessible to an offender. These items should be secured at all time. If you have any questions as to what is considered contraband, please consult with a correctional officer or your Facility Manager.**
- **Employees shall not give anything to an offender** (i.e. money, cigarettes, candy, food of any kind, pictures, and telephone numbers). Nor should an employee accept anything from an offender (i.e. painting, drawings, poems, correspondence).

- Employees shall not bribe, influence or coerce an offender or his family or friends to violate institutional policy, procedures, rules or state or federal laws (or attempt to).
- **Any employee who is related to or acquainted with an offender assigned to the building in which they work, must report this to their supervisor and/or correctional officer immediately.**
- **Employees shall not leave on their desk or discard into garbage cans any materials containing personal information (i.e. home address, bills, social security number, bank information, credit cards, credit card receipts or statements).**
- Employees should secure their computers when not in use and memorize computer passwords. Do not leave them written where an offender can easily read it.
- Employees shall not assign an offender work outside their regular work area. All communications and/or jobs regarding and offender must be directed to a correctional officer.

If you have any issues or concerns with trash, vacuuming etc. **Please direct your concerns to Darice Stampley or Minh Savoie**. Your issues/concerns should NOT be reported to an Inmate nor the correctional officer/supervisor.

If your satellite office has inmates please follow the same procedures and direct your concerns to your **satellite building contact** that you would normally report building issues to.