

Elkhart County Jail Policies and Procedures

What can a volunteer bring in to the Elkhart County Jail?

- One Bible, Quran or Holy Book;
- A valid or current government issued ID card;
- Car keys and
- One flex pen.

Examples of items volunteers are NOT allowed to bring in to the Elkhart County Jail.

- Coats;
- Purse/Wallet;
- Cell phone;
- Books;
- Paper;
- Tracts;
- Candy / Gum;
- Pencil / Pen;
- Paperclips;
- Money and
- Anything that is not on the approved list above.

Check-In and Out Procedures

- Always have your ID card to check in to the facility;
- Leave non-essential items in your vehicle;
- Check in with Officer or Staff Member at the front desk in the lobby;
- Always check out with an Officer before leaving the building and
- Do not leave your visitor badge behind, someone else may try and use it.

Wearing Proper Attire

- The Elkhart County Jail is a big building so wear comfortable shoes;
- No tight fitting clothing;
- No coats and
- No hats of any kind.

When volunteers meet with an inmate in a classroom

- Always keep the door to the classroom closed and secure at all times, do not leave doors propped open.
- Do not turn off the lights in a classroom even if watching a movie. The lights are to be left on at all times when volunteers are in a classroom with an inmate.
- Officers will have the duty of escorting inmates to and from classrooms.
- Avoid controversial political, theological and social issues topics because these topics can cause stress and arguments between inmates.
- Understand if you provide personal information to an inmate it can be quickly accessible to all inmate inside the jail. Do not give personal information to an inmate that you do not want every other inmate to have.
- If asked for contact information for an example it is better to give the name of and phone number to your church.
- Think about what you throw away in a trash can, because when you leave the room an inmate may retrieve that item.

What information am I required to report to Correctional Officers

- **PREA** – Prison Rape Elimination Act – Requires that all prisons and jails have policies to prevent, detect and respond to sexual abuse and sexual harassment.
 - You are a **Mandatory Reporter** under the PREA Law and you are required to immediately report sexual harassment, sexual misconduct and sexual assault to a Correctional Officer. All Staff Members, Volunteers, Vendors, Criminal Justice Professionals are mandatory reports under the PREA law.
 - **Zero Tolerance** - No sexual abuse, assault, or harassment will be tolerated including inmate on inmate, staff on inmate, or volunteer on inmate.
 - All sexual contact between an inmate and a staff member, an inmate and a professional visitor and an inmate and a volunteer is **strictly forbidden** regardless of consent and PREA is a **prosecutable offense**.

o **Indiana Statute – 35-44-1-5 Sexual misconduct by service provider with detainee**

- Sec. 5. (a) As used in this section, "service provider" means a public servant or other person employed by a governmental entity or another person who provides goods or services to a person who is subject to lawful detention.
 - (b) A service provider who knowingly or intentionally engages in sexual intercourse or deviate sexual conduct with a person who is subject to lawful detention commits sexual misconduct, a Class C felony.
 - (c) A service provider at least eighteen (18) years of age who knowingly or intentionally engages in sexual intercourse or deviate sexual conduct with a person who is:
 - (1) less than eighteen (18) years of age; and
 - (2) subject to lawful detention; commits sexual misconduct, a Class B felony.
 - (d) It is not a defense that an act described in subsection (b) or (c) was consensual.
 - (e) This section does not apply to sexual intercourse or deviate sexual conduct between spouses.
- See or smell smoke
 - See, hear of, smell or witness the use of drugs of any kind anywhere inside the facility.
 - Witness or hear of violence or threats of violence

Hours

Volunteers will contact Chaplain Cory Martin of Jail Ministries of Elkhart County (E-mail: cmartin@ecjailministry.org) to schedule volunteer hours. A person must be an approved volunteer prior to scheduling a time to come in to the facility.

Appropriate Interaction with Inmates

All interactions between inmates and volunteers are closely monitored. The policies governing volunteer/inmate Interaction are put in place for the safety of the volunteers, inmates and Correctional Officers. Below are some guidelines ALL volunteers are expected to follow at all times while inside the Elkhart County Jail.

- Absolutely NO interaction between male inmates and female volunteers or female inmates and male volunteers
- Under NO circumstances are volunteers allowed to accept any items from an inmate for any reason. **This is considered Trafficking and is a prosecutable offense.**
- Under NO circumstances are volunteers allowed to give any items to inmates for any reason. **This is considered Trafficking and is a prosecutable offense.**
- **Trafficking Statute –**
 - b) A person who, without the prior authorization of the person in charge of a penal facility or juvenile facility, knowingly or intentionally:
 - (1) delivers, or carries into the penal facility or juvenile facility with intent to deliver, an article to an inmate or child of the facility;
 - (2) carries, or receives with intent to carry out of the penal facility or juvenile facility, an article from an inmate or child of the facility; or
 - (3) delivers, or carries to a worksite with the intent to deliver, alcoholic beverages to an inmate or child of a jail work crew or community work crew;
 - commits trafficking with an inmate, a Class A misdemeanor. However, the offense is a Level 5 felony under subdivision (1) or (2) if the article is a controlled substance, a deadly weapon, or a cellular telephone or other wireless or cellular communications device.
- Under NO circumstance are volunteers allowed to pass messages between inmates or between inmates and their families/friends. You could unknowingly violate a restraining order by doing so which **is considered Invasion of Privacy and is a prosecutable offense.**
- Quick Handshakes are permitted between same gender volunteers and inmates.

Interactions with Correctional Officers

The Correctional Officers in the Elkhart County Jail ALWAYS have the authority over volunteers while inside the Elkhart County Jail. Remember that Correctional Officers have many responsibilities while on duty in addition to monitoring visitors. ANY VOLUNTEER THAT DOES NOT IMMEDIATELY FOLLOW A DIRECTIVE FROM A CORRECTIONAL OFFICER WILL BE REMOVED AS AN APPROVED VOLUNTEER.

If you have further questions, you may contact Program Director Sharon Lowry (E-mail: slowry@elkhartcountysheriff.com).