

SPECIFIC GUIDELINES FOR KAIROS VOLUNTEERS

Kairos Volunteers are considered Registered Volunteers

Registered Volunteer refers to any volunteer whose Application as been approved and who provides regularly scheduled services to the SCDC making him/her apt to have close interpersonal contact with inmates. A volunteer is one who has been approved and provides goods or services of his/her own free will to the SCDC, without receiving any financial payment for such goods or service.

Volunteers, who falsify their Application in regard to prior convictions, will not be approved as volunteers. Be truthful even if the conviction happened as a young adult/teenager.

You must have a current Application on file and your name must be on the approved list at the gate before you will be admitted to the institution for any Kairos event. Those who have completed an Emmaus, Cursillo, Via de Christo or Tres Dias, and wish to attend a Kairos Weekend Closing must submit a Kairos Closing Application for approval two weeks prior to the weekend. Their name must be on the approved list at the gate on the Sunday afternoon of the closing.

The Application for Volunteer Services Form will need to be updated every three years.

Ex-offenders as Kairos Volunteers

Inmates who are released from the SCDC may apply to serve on team. They must be out of prison for three full years before applying and may not volunteer in the institution where they were incarcerated. If an ex-offender is on parole, probation or in a supervised program, then s/he will need to wait for three full years before applying. These requests will be considered on a case-by-case basis; however, the Warden of the institution will have the ultimate authority.

Physical Contact with Inmates

The SCDC places limits on the type of physical contact allowed between inmates and others. A handshake usually is the only form of contact allowed. Any hugging should be done shoulder-to-shoulder or side-to-side ONLY. However, it is at the discretion of the Warden and the Chaplain in the institution you serve to maintain a NO HUGGING POLICY.

Confidentiality Pledge

As a Registered Volunteer, I may learn personal and confidential information about inmates in the SCDC. I agree that any such information will not be disclosed without the written consent of both the involved inmate and the SCDC. I understand that a violation of this pledge will result in automatic removal as a volunteer.

Release of Liability

I release the SCDC, its agents, and employees of any liability from my request to participate in this volunteer activity. I make this request on my own without coercion or encouragement from any SCDC employee.

A few more SCDC Do's and Don'ts

DO NOT take anything in or out of prison without approval.

DO NOT deposit money into an inmate's E. H. Cooper Trust Fund. DO NOT ask anyone else to deposit money into his/her E. H. Cooper Trust Fund or give money to someone else for him/her.

South Carolina Department of Corrections Policy and Procedures.

The following information is from the South Carolina Department of Corrections Policy and Procedures Manual, section, "Inmate Religion". It was forwarded to Kairos by Mrs. Betsy Lybrand of the Department of Volunteer Services. While the Kairos, Inc. and the South Carolina State Committee have adopted policies that are essentially the same, it is important to remember that we are the guests of the South Carolina Department of Corrections and therefore subject to and must adhere specifically and strictly to their policies. Any Kairos volunteer who disregards these policies jeopardizes permission for Kairos to continue to minister in the institutions. Consequently, any volunteer who disregards any of these policies will not be allowed to participate in Kairos activities within any South Carolina Department of Corrections institution thereafter.

From PS-10.04, Page 9 of the South Carolina Department of Corrections Policy and Procedures Manual:

“Religious Volunteers must conduct all worship services and religious education in a manner that doesn't offend another individual's religious beliefs or support a particular denominational idea. This means that certain ideas that may be important to the volunteer as an individual, personally, cannot be taught in the group services. These include, at a minimum, the following things that cannot be taught:

- (1) Specific teachings about:
 - (a) Abortion;
 - (b) Baptism;
 - (c) Biblical translations or Inspiration;
 - (d) Communion;
 - (e) Ecstatic Experience (speaking in tongues);
 - (f) Eschatology (last days);
 - (g) Homosexuality;
 - (h) Leadership of Women; and.
 - (i) Preferred Day for Worship (Sabbath or Sunday).
- (2) A volunteer may never disparage another faith. When in doubt, the volunteer should contact the Volunteer Coordinator (Chaplain/Community Programs Supervisor) or another staff member prior to delivering the service."

DO THE FOLLOWING:

1. Sign in and out at the institution each time you visit.
2. Be yourself.
3. Discuss volunteer problem(s) with staff member.
4. Remember you are providing a "service" to prison inmates.
5. If you have a question about something, please let us know.
6. Report any abnormal or unusual inmate behavior to the Chaplain, a Sergeant or Lieutenant.
7. Be dependable.
8. Treat private conversation with an inmate as confidential.
9. Report immediately anything you learn directly from an inmate that may be a threat to the order or security of the institution, or threat of bodily harm to an inmate or others.
10. Remain in your assigned area.
11. Do only what you are assigned or expected to do.
12. "Registered Volunteers," those that volunteer more than once a week, will complete an "Application for Volunteer Services."
13. "Guest Volunteers," those that volunteers less than once a week (e.g. monthly, quarterly) will complete "Occasional Volunteer Information Form."
14. Ministers (clergy), will complete the "Ministers Application."
15. Group leaders will complete the "Religious Activity Report" each time they lead any activity to include AA and NA.
16. Get permission before bringing refreshments or food.
17. Get permission before buying crafts or other items from an inmate.
18. Use only your first name.
19. Remember to take keys out of your car and then lock it.
20. Dress appropriately for the service or activity.

DON'T DO THE FOLLOWING:

1. Don't have your name put on inmates visiting list.
2. Don't ask personal questions of inmates, such as, the nature of his or her crime.
3. Don't make promises unless it's something you can do and will honestly keep.
4. Don't expect obvious, outward expressions of thanks or gratitude from inmates.
5. Don't perform professional services for which you're not qualified or certified.
6. Don't get discouraged.
7. Don't put up with distractions.
8. Don't believe everything you hear.
9. Don't bring anything into or take anything out of the institution for an inmate without prior approval of the Volunteer Coordinator.
10. Don't bring anything to sell to inmates.
11. Don't leave leftover refreshments or food.
12. Don't be over-zealous, or pushy, with political, social or religious beliefs.
13. Don't bring a camera.
14. Don't give an inmate your last name, unless you are a Pastor.
15. Don't give an inmate your work or home telephone numbers.
16. Don't give an inmate your address.
17. Don't allow physical contact between volunteers and inmates.
18. Don't wear tight fitting clothing, tank tops, shorts, T-shirts, or anything similar.
19. Don't bring pocketknives, knives, for cutting cake, or any sharp objects like scissors or ice picks.
20. Don't bring over-the-counter medication, or prescription medication.

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of Inmate Services
Volunteer Services Branch

SCDC VOLUNTEER SERVICES PROGRAM

Registered, (previously referred to as Regular), Volunteers are responsible for following all South Carolina Department of Corrections (SCDC) policies and procedures. There are certain policies and procedures that directly affect the safety, security and health of the faculty, the inmates, the volunteers, the staff, and omen. The following excerpts from these policies/procedures affect your role as a SCDC Volunteer.

SCDC Policy/Procedure PS-10.04, "***VOLUNTEER SERVICES PROGRAMS***"

POLICY STATEMENT: As a means to provide inmates with services and opportunities that will strengthen their ability to become productive members of society upon release, the SCDC will encourage and will provide opportunities for volunteer services and programs for inmates as time, space, and staff permit. The services of volunteers will be limited by the needs of the inmate population and the safety, security, and health needs of the institution, inmates, staff, and others.

Procedure 2, **GENERAL PROVISIONS:**

b. Volunteers must be at least 18 years of age. Persons under the age of 18 may be allowed to provide volunteer services/activities provided that they receive advance approval from the affected Warden(s) of the institution where the service is to be performed. And they are accompanied by their parent or legal guardian or bring a signed and notarized letter from their parent or legal guardian approving them to provide volunteer services/activities and are accompanied by an adult.

f. Potential volunteers who want to observe a volunteer activity may enter the institution up to three times to observe an activity and must complete SCDC Form 1-18, "Occasional Volunteer Information Form," each time they desire to observe an activity. The Volunteer Coordinator and/or institutional staff supervising volunteers will be responsible for providing potential volunteers with a copy of the SCDC Supply B-1, "Volunteer Services Fact Sheet," pertaining to any restrictions/limitations prior to authorizing any person/group to provide volunteer services at any SCDC institution.

Procedure 3. **VOLUNTEER APPLICATION/APPROVAL PROCESS:**

a. Registered (previously referred to as Registered) Volunteers:

- (1) A person wishing to become a Registered Volunteer must complete SCDC Form 1-3, "Application for Volunteer Services," and submit it to the affected institutional staff member. Professional persons desiring to provide professional volunteer services at any SCDC institution must attach a copy of their required state license and/or credentials to their application.
- (2) The affected institutional staff member will submit the application through the Volunteer Coordinator to the Chief, Volunteer Services Branch, for a background check.
- (3) The Volunteer Coordinator will coordinate with institutional medical personnel and the Chief, Volunteer Services Branch, to have Registered Volunteers tested for tuberculosis as appropriate.
- (4) Once the application process is complete and the person has been approved by the Volunteer Coordinator as a Registered Volunteer, s/he must attend an orientation and training program and must complete SCDC Form 1-9, "Volunteer Services Agreement."**

(5) An SCDC employee or former SCDC employee can become a Registered Volunteer, however, s/he must receive written approval from his/her supervisor and the appropriate Wardens) of the institution(s) where the desired volunteer services are to be performed. AD services must be provided during off-duty hours. Under no circumstances will SCDC employees approved to provide volunteer services wear any SCDC uniform (to include food service or nursing uniforms) while functioning as a volunteer.

(6) A family member of a SCDC employee or former employee can also become a Registered Volunteer, however, s/he must acknowledge the relationship on the SCDC Form 1-3, "Application for Volunteer Services," at the time of applying for Volunteer status. These applications must receive written approval from the Warden where s/he wants to render services and will be reviewed and approved/disapproved by the Chief of Staff. An approved Volunteer whose family members) subsequently becomes an employee of the SCDC must report the change in status to the Volunteer Coordinator at the institution where services are provided. The Volunteer Coordinator will document the information in an acknowledgment letter to the Volunteer and will send courtesy copies to the Warden and the Chief Volunteer Services Branch.

(7) A former inmate may be approved as a Registered Volunteer. Former inmates must follow the same application procedures as other Registered Volunteers. However, specific written approval to allow the former inmate to perform volunteer services must be received from the appropriate Warden(s). The Warden(s) may also include any special instructions/restrictions on the former inmate to uphold the security and safety of the institution, employees, inmates, and others. Should a former inmate be on any type of supervised release program, the former inmate will be required to arrange for his/her supervising agent/official to forward written authorization approving the former inmate to provide the volunteer services to the SCDC. Such written authorization must be forwarded directly from the supervising agent/official to the affected institutional staff member, who will be responsible for providing such information to the Warden(s) for review and final approval.

Procedure 4, ORIENTATION:

(h) Prescriptive Medications: For those Volunteers who are required to take prescriptive medications at certain times, the SCDC will allow only the dosage necessary to be taken by the Volunteer during his/her volunteer services at the institution. Each prescriptive medication brought into any institution must be placed in its original prescribed container, which must be labeled with the type of medication, dosage requirements, and the name of the individual for whom the medication has been prescribed. Under no circumstances will containers containing different types of medications be allowed into any SCDC institution. The SCDC reserves the right to prohibit individuals from bringing into an institution any medication that may pose a threat to the inmate population or institutional security. (NOTE: All individuals who have to use injections [needles/syringes] for medical conditions will be required to leave the institution for such purposes and may be allowed to return. Under no circumstances will needles/syringes be brought into any SCDC institution or left on the grounds of any SCDC property.) *** (Those volunteers, who are Insulin dependent or are required to carry Epi-pen, must have written approval from the warden prior to the weekend in order to carry it to the facility provided for the Kairos Weekend. This medication MUST be kept in a locked case.)

(j) Rules and Regulations: Regulations, rules, and policy/procedure that prohibit the lending or giving of money, cigarettes, lighters, or any other unauthorized items to inmates and that prohibit any offers of promises or favors for inmates. Also, regulations, rules, and policy/procedure that prohibit the receiving or accepting, of mail, money, or any other unauthorized items from an inmate(s) and that prohibit any offers, promises, and/or favors from/to an inmate.

Procedure 6, SUSPENSION OR TERMINATION OF A VOLUNTEER:

a. All volunteer activities are subject to review by the affected staff member, the Volunteer Coordinator, the Warden or designee, and/or the Chief Volunteer Services Branch.

- b. Any volunteer activity or service can be suspended or terminated because of changing needs; lack of inmate interest in the volunteer service/activity; concern for the safety, security, sanitation, hygiene, or health of the institution, staff; inmates, or others; and/or violation of Agency policy, procedures, rules, regulations, directives, or applicable statutes.
- c. At any time that there is a disturbance or serious incident in an institution, the Warden or designee may suspend volunteer services activities.
- d. Whenever a program is suspended or terminated, the following will be completed:
- (1) In any case in which a volunteer(s) is to be suspended or terminated, the affected staff member and the volunteer(s) will discuss the reasons for the termination or suspension and the Warden will then be responsible for forwarding a recommendation of the action to be taken to the Chief, Volunteer Services Branch, and to the Deputy Directors for Operations and Program Services. If appropriate the letter of suspension or the Chief will send termination to the volunteer, Volunteer Services Branch.
 - (2) If the cause for the suspension or termination is for lack of interest, changing needs, etc., placement of the volunteer service may be considered at another institution. The Chief, Volunteer Services Branch, will be responsible for determining alternate placement of the volunteer(s).
 1. If suspension or termination is due to a violation of regulations and/or applicable statutes, policy/procedure, directives, and/or rules, the affected staff member must complete SCDC Form 19-29, "Incident Report," and forward a copy of the same to the appropriate Warden(s) Volunteer Coordinator(s), the Chief, Volunteer Services Branch, and the Deputy Directors for Operations and Program Services. The affected staff member will confer with the appropriate Volunteer Coordinator(s) and Warden(s) and with the Chief, Volunteer Services Branch, to determine if the volunteer should be suspended or terminated from volunteer activities. Suspensions in these type cases will be implemented in 30-day increments (30, 60, 90, 120 days, etc.). The volunteer may appeal his/her termination or suspension to the appropriate Warden and then to the Chief, Volunteer Services Branch. The suspension or termination of a volunteer for cause in one institution will result in loss of his/her services in all institutions. The events surrounding any suspension or termination will be considered confidential information and will only be reported on a need-to-know basis. (NOTE: These procedures are not applicable in the case of reasonable suspicion or accident and unsafe practice drug testing. In these instances, the volunteer will be immediately placed on suspension until such time that the results of his/her confirmatory test are returned. Should the volunteer refuse testing or should his/her confirmatory test be positive, his/her volunteer privileges will be immediately terminated. Should the volunteer's confirmatory tests be negative, his/her volunteer privileges will be reinstated unless there are any other mitigating circumstances to be considered. No appeals will be authorized for volunteers who refuse to be tested or whose confirmatory test results are positive.)

SCDC Policy/Procedure PS-10.05, "INMATE RELIGION"

POLICY STATEMENT: Within the limitations imposed on the Agency as a result of its safety and security needs, the SCDC will be committed to upholding and facilitating the constitutional rights afforded inmates to religious freedom. Inmates will be given the opportunity to practice their religious faith to the extent that such practice does not interfere with the security and safety of the institution, staff, or others. The SCDC will provide necessary programs to facilitate the practice of any recognized religion based on inmate request, need, and available resources.

Procedure 3, REGULATION OF RELIGIOUS ACTIVITIES:

3.1 Religious activities will be limited by concerns for the safety of volunteers, staff, and inmates. Inmates in the Maximum Security Unit (MSU) and Special Management Units (SMU) will not be allowed to leave their cells for religious services. Although the goal when scheduling religious services will be to allow reasonable equal access to all faith groups, a Warden may limit the number of inmate participants in any religious activity for reasons of safety and security (size of room, number of officers available, etc.). If a religious activity is to be canceled by security, the shift Supervisor will notify the Chaplain and complete SCDC Form 19-29, "Incident Report." Copies will be sent to the Chaplain and the Chief, Pastoral Care Services. Generally, there are three types of religious activities that can be permitted: worship, study groups, and instruction classes.

3.2 Worship Services:

3.2.1 Worship services will be scheduled to allow inmate believers the opportunity to share with others of similar belief the essential expressions of their faith. These services often include prayer, singing, sacraments, preaching, and sacramental type activities.

3.2.2 Since space is limited, faith groups which share common beliefs will be consolidated into a single meeting, and all participants will avoid sectarian or denominational teaching that is not included in the common belief.

3.2.3 Worship requirements for faiths vary widely, but the usual guideline is that no faith group will have more than two weekly one-hour worship services. (More services may be scheduled to accommodate work crew inmates who are unable to attend regular services.) There must be at least three inmate members of a faith group to schedule a worship service.

3.2.4 Worship services will be open to the general population, unless specified in the Handbook of Religious Practice (hereafter referred to as the Handbook).

3.2.5 Visitors from the approved visiting list can attend worship services if guidelines are developed by an Institutional Chaplain and approved by the Warden. If this privilege is granted to one faith group, the opportunity must be made reasonably available to others who request it. Any visits in worship services will not count on an inmate's record of visits.

3.2.6 Any person conducting a worship service must complete SCDC Form 26-6, "Report of Religious Activity," and submit it to the Institutional Chaplain. All volunteers must be approved prior to conducting a worship service.

3.3 Study Groups:

3.3.1 Study groups will be scheduled to allow inmates the opportunity to learn the beliefs and practices of their faith.

3.3.2 Since space is limited, faith groups which share common beliefs will be consolidated into a single meeting, and all participants will avoid sectarian or denominational teaching that is not included in the common belief.

3.3.3 Study groups will be limited to 13 weeks. All study group leaders must be approved volunteers who will submit the following information to the Chaplain before the study group begins: title of the 13 week session; learning objectives; outline of the 13 week sessions; and materials/resources to be used.

3.3.4 The usual guideline is that no more than two study groups per faith group per week will be allowed to meet. Each study group meeting will usually not exceed two hours. The Warden may, in consultation with the Institutional Chaplain, place limitations on the number of group meetings in order to meet the operational and/or production needs of the facility. There must be at least three inmate members of the faith group to schedule a study group.

3.3.5 Study groups will be open to the general population unless designated by the Chaplain or specified in the Handbook. An inmate may only be on the out-count, or roster of one group at any one time.

3.3.6 Any person conducting a study group must complete SCDC Form 26-6, "Report of Religious Activity," and submit it to the Institutional Chaplain. All volunteers must be approved prior to conducting any study groups.

3.3.7 An inmate who has three consecutive, unexcused absences may be removed from the out-count or roster.

3.4 Instruction Classes:

3.4.1 Instruction classes will provide basic information or catechism for inmates interested in joining a new faith or a specific denomination. Participation will be limited to those who are seeking membership in the faith. An approved community volunteer of the faith group must teach instruction classes.

3.4.2 Since space is limited, instruction classes will be scheduled only when space is available, and the classes will be limited to a maximum of 12 sessions of no more than two (2) hours each. An inmate can attend a specific series of faith instructional classes only once. There must be at least three (3) inmates requesting instruction to schedule the class.

3.4.3 Even though instruction classes are sectarian and/or denominational, the instructor will not disparage the beliefs and practices of other faiths.

3.4.4 Any person conducting an instruction class must complete SCDC Form 26-6, "Report of Religious Activity," and submit it to the Institutional Chaplain.

3.4.5 An inmate who has three consecutive, unexcused absences may be removed from the out-count or roster.

10. RELIGIOUS MATERIALS

10.5 With prior approval by the Chaplain or Warden/designee, approved volunteers may be allowed to bring in religious materials needed for use in their religious activity (i.e., Bibles, sound equipment, study books, musical instruments, song books, etc.), but all material and equipment must be taken out after the activity unless approved in advance by the Chaplain and Warden/designee.

Procedure 13, GUIDELINES FOR THE USE OF FOOD IN RELIGIOUS PROGRAMS:

13.1 Food items/refreshments brought in for religious services must be approved prior to services and will be regulated for the safety of the institution, and to avoid an abuse of the privilege that creates a burden on security.

13.2 Food items can be brought into the institutions by and/or purchased-from a community vendor by purchase order from a special funds account. Under no circumstance will family members be approved to bring in food to any religious activity.

13.3 Any food items must be pre-approved by the Warden or designee and must comply with all Agency policies/procedures.

13.4 Food items can be approved for religious programs under the following guidelines:

13.4.1 Worship services: Food items are not regularly used in most worship services, and specific approval must be obtained for exceptions. Common exceptions include:

- Christian Communion or Mass which includes a token amount of bread and juice (or wine) for the communicants.
- Certain food items are common in some Wiccan services, and these traditional items will be used in a symbolic way, not as a full meal.
- Al-Islam celebrates two Eids or feasts each year, the Eid-UI-Fitr and the Eid-UI-Adha. Both of these events are celebrated with a meal.

13.4.2 Study groups: Religious education or study groups do not normally need to have food items on a regular basis. Generally, meals or refreshments are limited to seasonal holy days or to special events, such as the completion of a course of study, or the departure of a long-term volunteer. Specific requests for a meal or refreshments can be requested by the Chaplain to the Warden for any specific group or activity to have refreshments no more than four times a year, and each request should include the reasons for the request. Special exceptions include:

Kairos - The Kairos three-day weekend includes full meals for all participants for the noon and evening meals on Friday, Saturday, and Sunday. These meals are prepared by the Kairos volunteers and brought into the institution at the mealtime. Most of the monthly Kairos Reunions and the two-day Retreats also include meals.

Judaism - The Seder Feast observed by Jews includes a full meal with specific items of symbolic importance.

Instruction Classes: Instruction classes are scheduled for specific denominational instruction and have a maximum twelve-week limitation. Normally, there will be no food items in these meetings, unless there is a communion meal or other sacred meal that is a specific part of the instruction.

Appendix, HANDBOOK OF INMATE RELIGIOUS PRACTICE, 2002 Edition

3.3 Protestant Practice

3.3.1 Worship: A general, interdenominational Protestant worship service will be provided on Sundays in all institutions where inmates request a service. Other services can be scheduled as needed or requested, but usually no more than two (2) regular services of worship will be conducted weekly. A quiet room with adequate seating will be provided for the service. Essential equipment such as a piano, hymnbooks, pulpit, communion set, etc., will be provided. Services will be open to all inmates who want to participate unless they are in an SMU, the MSU, Death Row or abuse the privilege by interfering with the order of the service. Work supervisors will seek to accommodate requests to participate. To avoid favoritism in scheduling volunteer groups, generally no group will be asked to participate more than once every two months. There will be no denominational worship services. Services will normally last one (1) hour on Sunday mornings. Other services can last as long as two (2) hours. The approved visitors of inmates can attend services when there is adequate space and when there is prior approval by the Warden.

3.3.2 Baptism: In most cases, when an inmate requests Protestant baptism, the inmate will be directed to a community pastor to perform the sacrament. Since baptisms are denominational, the baptism service will be limited to friends and family members, as approved by the Warden, and not open to the inmate population. Normally regular volunteers will not be approved to conduct baptisms especially of participants in their study group. However, after the institutional Chaplain confers with an inmate requesting baptism, if no community minister is identified to conduct the baptism, the Chaplain can approve a volunteer to do the baptism, or the Chaplain can conduct the baptism.

3.3.4 Study Groups: A variety of religious education classes will be scheduled to meet the various levels of interest and need of Protestant inmates. There will normally be at least three opportunities for study each week, with classes scheduled to meet when inmates are not scheduled to work. These groups can last up to two hours, and the space provided should be quiet and have necessary equipment. Study groups will not be allowed to become worship services. The subject matter must be from the common traditions of Protestants, and cannot become denominational or sectarian. To ensure the diversity of beliefs, preference should be given to study groups whose members reflect diversity, and not to groups whose membership is from one church or denomination. Chaplains and volunteers can answer questions posed by inmates from their own belief system, but these responses should be provided as information, and not intended to persuade. Individual study of Bible courses will be encouraged, including correspondence courses which provide college or seminary credit. The Chaplain will notify and cooperate with the Principal when any course is taken for college credit.

3.3.5 Instruction Groups: Inmates who are interested in becoming members of a specific denomination can request that an instruction group be developed. The Chaplain will schedule such classes, as space is available without interfering with other more inclusive programs. A qualified Pastor must teach the class. The group can last no longer than twelve class meetings of not more than two hours each. (Most groups will require much less time than this.) An inmate

will be allowed to complete the class only once. Even though these groups are denominational and areas of differences between groups are likely to be discussed, disparaging remarks about others groups will not be permitted.

SCDC Policy/Procedure ADM-11.01, "EMPLOYEE AND SERVICE PROVIDER W CARDS"

POLICY STATEMENT: In order to improve the safety and security of the SCDC and to provide a means for the continuous identification of all Agency employees and individuals routinely providing services for the Agency, magnetically encoded photographic identification cards will be issued to such individuals. All persons issued an ID card will be required to wear their ID card any time they are present on SCDC property. Identification cards issued to employees and service providers may also be programmed to allow such persons the ability to use their respective cards as debit cards to purchase items from SCDC canteens or to reimburse the SCDC for services.

Procedure 5. DISPLAY OF ID CARDS:

5.3 Non-employees must present an approved form of personal identification upon entering any SCDC institution or building. The officer on duty in exchange for their approved personal identification will issue visitor IDs non-employees at the time of entry. Volunteers may be issued a volunteer ID in exchange for their personal identification. Non-employees must wear visitor or volunteer ID cards at all times that they are present on SCDC property. Failure to wear such identification can result in the automatic escort of such individuals from SCDC property. Each non-employee's personal identification will be returned at the time of his/her exit in exchange for the visitor ID card.

SCDC Policy/Procedure ADM-11.17, "EMPLOYEE CONDUCT"

POLICY STATEMENT: To promote the ethical, professional, and lawful conduct of all SCDC employees, the Agency will ensure that employees are aware of the applicable regulations, laws, and directives governing their conduct as it relates to their employment with the SCDC and with the state (to include, but not be limited to, prohibitions against nepotism and incompatible activity) and of the action that can or may be taken for violations of any of the same.

Procedure 4, REPORTING ARREST. CONVICTION. SUSPENSION:

4.1 All employees (volunteers) are required to report any arrest and/or conviction/disposition (other than minor traffic violations and court-issued restraining orders regarding a family member or co-habitant. This must be submitted through your supervisor, e.g., the Chaplain, the Kairos State Chairperson, and the Volunteer Services Branch Chief, within five working days of the arrest and/or conviction/disposition or of receipt of the restraining order. The following provisions apply.

4.1.1 Failure to report an arrest and/or conviction/disposition or restraining order within five working days will result in corrective action up to and including termination, regardless of the severity of the charge and/or conviction/disposition and/or restraining order.

4.1.2 Restraining orders required to be reported must meet the following three conditions:

- the order must be issued after a bearing of which the person had actual notice and an opportunity to participate;
- the order restrains the person from harassing, stalking, or threatening an intimate partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury;

- the order includes a finding that the person represents a credible threat to the physical safety of the partner or by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against the intimate partner that would reasonably be expected to cause bodily harm.

4.13 The arrest and/or conviction/disposition and/or restraining order must be reported on SCDC Form 16-69, "Notification of Arrest/Disposition," and submitted through the employee's immediate supervisor to the appropriate Warden/Division Director and to the Division Director of Human Resources. A copy of the original warrant, restraining order, or final court disposition MUST be attached.

4.1.4 All employees and volunteers may be terminated for an arrest and subsequent conviction of a felony, drug-related, and/or sexual misconduct offense.

Procedure 6, REPORTING INCIDENTS OF SEXUAL CONDUCT. SEXUAL ABUSE. OR SEXUAL HARASSMENT BETWEEN EMPLOYEES AND INMATES:

6.1 The South Carolina Department of Corrections is committed to protecting the public by operating a safe, secure, humane, and efficient state prison system in accordance with statutory and constitutional mandates. In order to meet this mission, the public must have confidence that all incidents of sexual conduct, sexual abuse, or sexual harassment are properly reported, immediately and thoroughly investigated, and that each incident is resolved with an appropriate response. Unless the disclosure is otherwise protected by law, as soon as an incident of sexual conduct, sexual abuse, or sexual harassment performed by an employee(s) with or to an SCDC inmate(s) comes to the attention of an employee (this includes rumors and "inmate talk," and all kissing even though such kissing may not amount to sexual contact, sexual abuse, or sexual harassment), the employee who receives the information will immediately inform the Warden, or other appropriate SCDC official or supervisor verbally and follow-up with a written report using SCDC Form 19-29A, and if necessary, SCDC Form 19-29B.

6.2 Failure to report such information may result in corrective action up to and including termination from employment with this agency. During the course of an official investigation, employees are to cooperate fully by providing all pertinent information that they may have. Full cooperation requires truthfully responding to all questions and providing a signed statement or affidavit, if necessary. (See SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action," and associated changes for additional information.) All such cases will be investigated and when required, referred to the appropriate law enforcement agency and/or solicitor's office.

SCDC Policy/Procedure ADM-1134, "*EMPLOYEE - INMATE RELATIONS*"

POLICY STATEMENT: To promote professionalism and to provide for a safe and secure working environment, Agency employees will be expected to exercise discretion and good judgment in their relationships with inmates and/or any other persons presently under the jurisdiction of the Agency. Employees will be required to ensure that all interactions with inmates are in keeping with all applicable Agency policies/procedures, American Correctional Association Standards, and state and federal statutes. Employees will restrict contact with inmates to those areas that are part of their official position duties. Other matters outside of their official position duties should be referred to the person most appropriately responsible for the inmates' concerns or problems.

SPECIFIC PROCEDURES:

1. To uphold the professional working/living environment within the SCDC, employees will maintain a pleasant but firm demeanor in their relationship with inmates and/or any other persons under the jurisdiction of the Agency. When an employee must discuss an inmate's problems with that inmate

the employee will exhibit a helpful but professional attitude, and only try to solve problems/answer questions within the scope of his/her official position and duties. Matters that are outside of a specific employee's official duties will not be discussed but will be referred to the appropriate source of help or information.

2. To promote the safety and security of SCDC employees, inmates, and the general public, an employee will not discuss personal matters or confidential Agency matters with inmates under the SCDC's jurisdiction. Such conduct will result in corrective action up to and including termination.
3. An employee will not date, marry, or otherwise develop a personal relationship with an inmate and/or any other person presently under the jurisdiction of the Agency. Such conduct may result in corrective action up to and including termination. Employees who are terminated for violation of this policy will be denied visiting privileges pursuant to SCDC Policy/Procedure OP-22.09, "Inmate Visitation." See SCDC Policy/Procedure ADM-11.39, "Staff Sexual Misconduct with Inmates" for information regarding the Agency's response to illegal sexual misconduct. Employees will not subject inmates to any form of sexual harassment or sexual abuse.
4. An employee will not subject an inmate and/or any other person under the jurisdiction of the SCDC to either physical or verbal abuse. Such conduct will result in corrective action up to and including termination.
5. No employee may perform personal services for inmates, which are not in keeping with authorized Agency operations. Employees may not enter into a business relationship with inmates, barter, trade with, sell to, accept gifts from or give gifts to, or buy items from inmates, family members of inmates, or persons representing/acting in behalf of inmates, to include business associates of inmates.
6. Employees will not borrow or steal from inmates under the jurisdiction of the Agency, nor will they loan money or goods to inmates. Employees who violate these provisions will be subject to corrective action up to and including termination.
7. It is a criminal offense for any person to furnish or attempt to furnish an inmate any substance that has been declared contraband by the Agency Director, or to aid or assist in any manner the escape of an inmate; or to aid or conspire with an inmate in the commission of any other criminal activity. The Agency will terminate the employment of any employee committing such acts and will pursue prosecution, if appropriate.

SCDC Policy/Procedure ADM-11.39, "*STAFF SEXUAL MISCONDUCT WITH INMATES*"

POLICY STATEMENT: Sexual relations between staff, agents, contractors, or volunteers of those having responsibility for inmates or patients confined in prisons, jails, or mental health facilities, or criminal offenders under supervision in the community, and persons committed to their care or supervision is inappropriate, contrary to the expectations of the State, and provides opportunities to compromise security thereby threatening the maintenance of order and discipline. It is the public policy of the State of South Carolina to discourage such misconduct by declaring certain acts to be illegal and providing for criminal sanctions. The SCDC has zero tolerance for sexual misconduct between any staff or other specific persons and any inmates and/or any other persons presently under the jurisdiction of SCDC. SCDC will pursue prosecution, if appropriate and such conduct will result in corrective action up to and including termination. SCDC expects employees, volunteers, agents, and contractors to conduct themselves in a professional manner in their relationship with inmates and/or any other persons under the jurisdiction of SCDC. To uphold the professional working/living environment within the SCDC, employees will maintain a pleasant but firm demeanor in their relationship with inmates and/or any other persons under the jurisdiction of the Agency.

SCDC Policy/Procedure GA-02.01, "*EMPLOYEE AND INMATE RELATIONS WITH NEWS MEDIA AND OTHERS*"

POLICY STATEMENT: In an effort to keep die public informed on the operations of and activities within the SCDC, the Agency will ensure that all requests for information concerning any Agency incidents, emergencies, activities, employee(s), or inmate(s) are responded to in an accurate, expeditious, and professional manner by either an official Agency spokesperson or public information liaison.

3. NEWS MEDIA REQUESTS FOR INTERVIEWS WITH EMPLOYEES:

- a. Advance approval must be received from the Director of the Office of Executive Affairs or an approved designee prior to authorizing any news media representative to interview any SCDC employee. The Director of the Office of Executive Affairs or his/her approved designee reserves the right to deny any media request for an employee interview. Under no circumstances will any employee respond to any inquiries/questions from any news media representative without first receiving approval from the Director of the Office of Executive Affairs or an approved designee.
- b. Employees scheduled to be interviewed will be briefed by a representative of the Office of Executive Affairs on proper conduct during the interview. All employees will be instructed to limit their responses to the area of their responsibilities and to speculative commentary.

NOTE: Volunteer(s) need to comply with this policy to ensure that there is no breach of confidentiality.

SCDC Policy/Procedure GA-03.02, "*DRUG FREE WORKPLACE PROGRAM*"

POLICY STATEMENT: The SCDC maintains a zero tolerance for all employees (volunteers) regarding the use of illegal drugs, which may inhibit their ability to perform required duties. In order to promote this philosophy and to provide for a safe, secure, and drug free workplace, the SCDC will establish an Employee Drug Testing Program (EDTP) to assist in the detection and deterrence of illegal drug use by employees (volunteers).

Procedure 3, REASONABLE SUSPICION TESTING: All SCDC employees (volunteers) may be subject to reasonable suspicion testing, as follows:

- 3.1 Grounds: Reasonable suspicion testing may be based upon, but not limited to, the following:
- observable phenomena, such as direct observation of apparent drug use or possession and/or the physical symptoms of being under the influence of a drug;
 - a pattern of abnormal conduct or erratic behavior;
 - the identification of an employee as a suspect in a criminal investigation involving illegal drug possession, use, distribution, or trafficking;
 - information provided either by reliable and credible sources or independently corroborated; or
 - newly discovered information indicating that the employee may have tampered with a previous drug test.

Procedure 7, GENERAL TEST PROCEDURES:

7.5 The SCDC maintains a zero tolerance for all employees (volunteers) regarding the use of illegal drugs. In order to promote this philosophy and to provide for a safe, secure, and drug free workplace, the Agency has established an Employee Drug Testing Program to assist in the detection and deterrence of illegal drug use by employees (volunteers). Employees (volunteers) that are found in violation of this provision will have their employment (volunteer services) with the SCDC terminated. Switching, tampering with, or adulterating any specimen or sample collected under the Employee Drug Testing Program or attempting to do so, or assisting another in an attempt to do so, is prohibited.

SCDC Policy/Procedure OP-22.09, "*INMATE VISITATION*"

POLICY STATEMENT: It is the practice of the SCDC to enable and encourage inmates, consistent with security and classification requirements, to visit with family members and friends. Visiting will be conducted in an accommodating manner, keeping with the need to maintain order and provide for the security and safety of persons and of each institution. Inmate visitation will be conducted in accordance with the provisions of this policy/procedure, related Agency policies/procedures, all applicable state and federal statutes, and American Correctional Association Standards.

Procedure 5, ADDITIONAL APPROVAL, & VISITOR IDENTIFICATION PROCEDURES:

5.5 Clergy: Official representatives (herein referred to as clergy) of all faith groups will be authorized to visit with inmates and to provide religious services to inmates of their faith group any day of the week during normal institution business hours (on or about 8:00 A.M. - 4:00 P.M.). Clergy must receive advance approval for the visit through the institutional Chaplain, who will notify the Duty Warden. In the absence of the Chaplain, the Duty Warden may approve the visit. The Warden, Duty Warden, or approved designee will ensure that the institutional Chaplain and all Officers assigned to the front entrance of the institution are notified of all clergy approved to visit with inmates.

5.5.1 Clergy approved for visitation will be required to abide by the following procedures when visiting with inmates:

- Clergy must present proof of their profession and an identification card, which includes his/her photograph to the officers) assigned to the front entrance of the institution. (A valid driver's license, Department of Public Safety (DPS) identification card, employee identification card, student identification card, passport, state identification card, military identification card, or green card can be used for this purpose.)
- Clergy will normally be limited to an hourly visit one time per week.
- Clergy will be required to abide by the rules and regulations established for visitation as outlined in Procedure 7, below.
- Clergy will not be allowed to visit inmates who are members of their immediate family without going through the SCDC visitation approval process outlined in Procedure 4.1 - 4.4, above. In these cases, clergy will be classified as family and will be required to visit with their inmate family members on each inmate's scheduled visiting day.

5.5.2 In limited situations, clergy may be approved to visit with an inmate after normal business hours. In these cases, clergy desiring to visit with an inmate will be required to coordinate such a visit in advance through the institutional Chaplain who will obtain approval for the visit from the Warden, Duty Warden, or approved designee. The same procedures outlined in Procedure 5.5.1, above, must be followed.

5.6 Volunteers: Persons who are approved to serve as volunteers and who are not classified as a member of an inmate's immediate family or as a friend may volunteer with an inmate during the normally scheduled volunteer service hours in the capacity of a volunteer, provided that they receive approval from the Warden, Duty Warden, or a designee to volunteer with the inmate. (NOTE: Any volunteer who requests to visit an incarcerated family member or friend will not be authorized to provide volunteer services at the institution where the family member or friend is assigned. A volunteer who wishes to visit an incarcerated family member or friend must be approved to visit pursuant to the visitors' approval process and will be governed by the directives, rules, and regulations contained in this policy/procedure.

Procedure 7, RULES FOR VISITATION - VISITORS:

7.1 Dress Requirements: The following requirements for visitors, to include volunteers, apply to all institutions and will be strictly enforced. (Should jury Officer or SCDC employee have any doubt as to whether a visitor (volunteer) is appropriately dressed, s/he will contact the Duty Warden (or designee if the Duty Warden is not present in the institution) who will come to the entrance area and make the final determination. Should a decision be made that a visitor (volunteer) is inappropriately dressed, the visitor (volunteer) will be denied admission to the institution.

7.1.1 Shirts and shoes are mandatory.

7.1.2 Halter tops, under ware-type tee-shirts, tank tops, sleeveless shirts that are inappropriately revealing (a sleeveless shirt is considered inappropriately revealing when the female breast or lingerie can be seen), fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any visitor (male or female).

7.1.3 Visitors may wear Bermuda-length shorts provided they are not more than three (3") inches above the top of the kneecap.

7.1.4 At institutions where the use of khaki inmate uniforms has been fully implemented, all visitors may wear blue jeans/shorts, khaki pants/shorts, other color denim jeans/shorts.

7.1.5 At institutions that continue to utilize blue-jean denim inmate uniforms (shock units), visitors will be prohibited from wearing blue jeans/shorts or blue denim pants/shorts. Denim jeans/shorts other than the color blue will be allowed.

7.1.6 Women and girls may wear dresses or skirts. However, no sleeveless dresses that are inappropriately revealing are, allowed (a sleeveless dress is considered inappropriately revealing when the female breast or lingerie can be seen) and, if a dress or skirt appears to be too short (no higher than three (3) inches above the top of the knee) or is .considered otherwise inappropriate by an Officer, the Officer will be required to contact the Duty Warden (or designee if the Duty Warden is not present in the institution) who will be responsible for coming to the entrance area for a decision as to whether the visitor will be allowed to visit.

7.1.7 Any shirt or other article of clothing with a picture or language that may be considered profane or offensive by current public and/or SCDC standards will not be allowed. In such cases, the Officer will contact the Duty Warden (or designee if the Duty Warden is not present in the institution) who will be responsible for coming to the (entrance area for a decision as to whether the visitor will be allowed to visit.

7.4 Pets/Animals: Under no circumstances will visitors be authorized to leave any pet/animal unattended in any vehicle on SCDC property while they are visiting nor bring any pet/animal into an SCDC institution unless the animal is necessary to enable a person to physically maneuver (e.g. "seeing eye" dog).

7.5 Contraband/Illegal Items Prohibited on SCDC Property. Visitors will not be allowed to possess, introduce, or attempt to introduce any of the following items into any SCDC institution, or to pass or attempt to pass any of these items to any inmate, staff member, or other individual: (Any visitor found to be in violation of these procedures will have his/her visitation privileges suspended and may have his/her telephone privileges suspended. NOTE: Any contraband/illegal item found in an unsecured area by a SCDC employee may be seized and the item will not be returned without the prior approval of the appropriate Institutional Division Director.)

7.5.1 Any intoxicating beverages;

7.5.2 Any controlled substances (to include, but not be limited to, any narcotic, hallucinogens, marijuana, stimulant, or any drug affecting the central nervous system); (The only exception made will be for prescription medications as identified in Procedure 7.2, Authorized items Permitted by Visitors Chart, above.)

7.5.3 Any cash over the amount specified in Procedure 7.2, Authorized Items Permitted by Visitors Chart, above (or any bill larger than a \$5.00 bill) per visitor allowed for vending machines;

7.5.4 Any firearm or instrument that customarily can be used or is designed to be used as a dangerous weapon; (NOTE: Visitors carrying Mace, i.e., canisters on key chains, will be advised that they will not be allowed to enter any SCDC institution with such an item and will be instructed to find a secure location to place the item for the duration of their visit Under no circumstances will any SCDC employees offer to keep the item for the visitor.)

7.5.5 Any explosive devices or instruments;

7.5.6 Any article or instrument that may be used to aid in effecting or attempting to effect an escape.

7.5.7 Any cellular phones and/or recording devices; and

7.5*8 Any beeper/pager unless it is required due to medical/professional reasons. (In questionable cases, the Officer will contact the Duty Warden [or designee if the Duty Warden is not present in the institution] who will be responsible for coming to the entrance area to make a determination as to whether the visitor will be permitted to bring the pager/beeper into the institution.) (NOTE: If the visitor has been approved to take in a beeper/pager, it will be thoroughly inspected prior to the visitor entering the institution.) (Should a decision be made that a Volunteer cannot bring in a beeper/pager, the Volunteer will be provided the opportunity to leave his/her beeper/pager in his/her vehicle.)

SCDC Procedures OP-22.29, "*EMERGENCY PREPAREDNESS*"

POLICY STATEMENT: The Agency is committed to protecting all SCDC employees, inmates, and the general public by preventing large scale crises and continuously maintaining a high state of readiness for coping with emergency situations.

Procedure 10, **HOSTAGE SITUATIONS:** The Agency is committed to protecting SCDC employees and others from being involved in a hostage situation and will not negotiate with inmates who have taken hostages for freedom, weapons, additional hostages, or amnesty.

POLICY STATEMENT: To promote the health and well being of all SCDC inmates, the Agency will ensure that a health education program is provided at each institution. The Agency will ensure that Health Services staff screen inmates for communicable diseases evaluate for chemical dependency and treat inmates with the same as appropriate. To allow a terminally ill inmate the opportunity to spend time with his/her family, s/he may be approved for medical furlough if s/he has less than one (1) year to live. To minimize Agency employees' and inmates' exposure to tuberculosis (TB), inmates with suspected or active TB will be isolated until such time that they are no longer infectious. SCDC employees and inmates will be screened for TB exposure on an annual basis. To promote fiscal responsibility, the use of Health Services resources for SCDC employees, volunteers, and vendors will be limited in accordance with applicable Agency policies/procedures. All specialized Health Services programs will be conducted in strict compliance with applicable American Correctional Association Standards, state and federal statutes/regulations, and SCDC policies/procedures.

Procedure 6, USE OF HEALTH SERVICES RESOURCES FOR SCDC EMPLOYEES/VOLUTEERS/VISITORS:

6.1 Employees or volunteers who are injured or become ill in the Agency work environment will be afforded medical screening, first aid treatment, or emergency medical treatment by Agency or contract medical personnel as defined in SCDC policies and procedures regarding Workers' Compensation and first aid protocols.

6.2 SCDC Health Services resources will be used to comply with current OSHA mandates and state law in regard to employee and volunteer health.

6.2.2 Volunteers will be afforded the following services:

TB screening: skin testing and interpretation or verbal interview (for volunteers with previously positive skin tests);

Evaluation and first aid treatment after an injury, (Medical staff may provide initial treatment and refer volunteers to a community care giver or call EMS) and

Post-exposure to bloodborne pathogens evaluation.

6.3 Emergency Medical Assistance for Visitors: (Examples would be visitors of inmates, vendors, etc.)

6.3.1 Any visitor who has an emergency due to illness or injury while on SCDC property will be afforded necessary first aid immediately (provided that the individual does not refuse assistance). SCDC health care resources (e.g., staff, equipment, supplies, etc.), when used for visitors, will only be used to provide immediate first aid treatment as described in these procedures.

6.3.2 If the injury or illness is life threatening, SCDC staff will call EMS, and provide immediate first aid until the EMS personnel arrive.

6.3.3 All medical emergencies involving visitors, regardless of the extent of injury/illness and regardless of the role-played by SCDC staff, will be documented thoroughly.

Procedure 7, RULES FOR VISITATION - VISITORS:

7.1 Dress Requirements: The following requirements for visitors, to include volunteers, apply to all institutions and will *be* strictly enforced. (Should any Officer or SCDC employee have any doubt as to whether a visitor (volunteer) is appropriately dressed, s/he will contact the Duty Warden (or designee if the Duty Warden is not present in the institution) who will come to the entrance area and make the final determination. Should a decision be made that a visitor (volunteer) is inappropriately dressed, the visitor (volunteer) will be denied admission to the institution.

7.1.1 Shirts and shoes are mandatory.

7.1.2 Halter tops, underwear-type tee-shirts, tank tops, sleeveless shirts that are inappropriately revealing (a sleeveless shirt is considered inappropriately revealing when the female breast or lingerie can be seen), fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any visitor (male or female).

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7.1.4 At institutions where the use of khaki inmate uniforms has been fully implemented, all visitors may wear blue jeans/shorts, khaki pants/shorts, or other color denim jeans/shorts.

7.1.5 At institutions that continue to utilize blue-jean denim inmate uniforms (shock units), visitors will be prohibited from wearing blue jeans/shorts or blue denim pants/shorts. Denim jeans/shorts other than the color blue will be allowed.

7.1.6 Women and girls may wear dresses and skirts. However, no sleeveless dresses that are inappropriately revealing are allowed (a sleeveless dress is considered inappropriately revealing when the female breast or lingerie can be seen) and, if a dress or skirt appears to be too short (no higher than three [3"] inches above the top of the knee) or is considered otherwise inappropriate by an Officer, the Officer will be required to contact the Duty Warden (or designee if the Duty Warden is not present in the institution) who will be responsible for coming to the entrance area for a decision as to whether the visitor will be allowed to visit.

7.1.7 Any shirt or other article of clothing with a picture or language that may be considered profane or offensive by current public and/or SCDC standards will not be allowed, in such cases, the Officer will contact the Duty Warden (or designee if the Duty Warden is not present in the institution) who will be responsible for coming to the entrance area for a decision as to whether the visitor will be allowed to visit.

7.5 Contraband/Illegal Items Prohibited on SCDC Property. Visitors will not be allowed to possess, introduce, or attempt to introduce any of the following items into any SCDC institution, or to pass or attempt to pass any of these items to any inmate, staff member, or other individual: (Any visitor found to be in violation of these procedures will have his/her visitation privileges suspended and may have his/her telephone privileges suspended. NOTE: Any contraband/illegal item found in an unsecured area by a SCDC employee may be seized and the item will not be returned without the prior approval of the appropriate Institutional Division Director.)

7.5.1 Any intoxicating beverages;

7.5.2 Any controlled substances (to include, but not be limited to, any narcotic, hallucinogens, marijuana, stimulant, or any drug affecting the central nervous system); (The only exception made will be for prescription medications as identified in Procedure 7.2, Authorized Items Permitted by Visitors Chart, above.)

7.5.3 Any cash over the amount specified in Procedure 7.2, Authorized Items Permitted by

Visitors Chart, above (or any bill larger than a \$5.00 bill) per visitor allowed for vending machines;

7.5.4 Any firearm or instrument that customarily can be used or is designed to be used as a dangerous weapon; (NOTE: Visitors carrying Mace, i.e., canisters on key chains, will be advised that they will not be allowed to enter any SCDC institution with such an item and will be instructed to find a secure location to place the item for the duration of their visit. Under no circumstances with any SCDC employees offer to keep the item for the visitor.)

7.5.5 Any explosive devices or instruments;

7.5.6 Any article or instrument that may be used to aid in effecting or attempting to effect an escape;

7.5.7 Any cellular phones and/or recording devices; and

7.5.8 Any beeper/pager unless it is required due to medical/professional reasons. (In questionable cases, the Officer will contact the Duty Warden [or designee if the Duty Warden is not present in the institution] who will be responsible for coming to the entrance area to make a determination as to whether the visitor will be permitted to bring the pager/beeper into the institution.) (NOTE: If the visitor has been approved to take in a beeper/pager, it will be thoroughly inspected prior to the visitor entering the institution.) (Should a decision be made that a Volunteer cannot bring in a beeper/pager, the Volunteer will be provided the opportunity to leave his/her beeper/pager in his/her vehicle.

**Copied from SOUTH CAROLINA DEPARTMENT OF CORRECTIONS, SCDC
VOLUNTEER SERVICES PROGRAM,**

NOTE: Regarding 7.5.2., above, a one-day supply of prescription medications in the original container (vial or carton) supplied by the dispensing agent may be allowed . The medication will be left with the Officer in the Control Room and accessed there as needed..