



RESPONSIBILITIES OF THE VOLUNTEER

TO THE GROUP

TO THE INSTITUTION

- ◆ Strive for a natural relationship with the inmate, using common courtesy.
- ◆ Talk to the resident not at him. Try to allow the resident to talk and listen to what he has to say.
- ◆ Remember you are not an authority figure.
- ◆ Show respect for the resident. Do not concentrate on the inmate's past but rather on his/her present and future.
- ◆ Refrain from offering immediate solutions to the resident's problems. Rather, stress the resident's own decision-making and problem solving skills.
- ◆ Keep information discussed in the group confidential.
- ◆ Obey the security regulations of the institution
- ◆ Obey the regulations regarding the following prohibited activities
 - Delivering mail to or from a resident
 - Trading with residents
 - Giving, receiving or selling the residents articles of any kind.
 - Bringing any work into the site.
 - Associating with the resident's friends or family
 - Borrowing from a resident
 - Placing money in a resident's account.
- ◆ If a problem arises, you are expected to abide by the decisions of the ranking official on duty.
- ◆ If you know something which may affect the institution, or be a **danger** to the resident, officer or staff member, you should inform the Chaplain, or immediate supervisor in charge.