

State of Oregon
Department of Corrections
Volunteer Program



Home for Good in Oregon (HGO)
Volunteer Training

Module 2: The Criminal Justice System,
Community Corrections, Parole Board, Inmate Demographics,
Corrections Culture, Acronyms, Vocabulary, Code of
Conduct, Working with Offenders, and Self-care.

This is a self-paced module. Please read through it and do the exercises. Then complete the Post Test and mail it, along with the completed exercises to the address on the Post Test. The Post Test is “open book” so you may look up the answers to the questions in module.

Many thanks to the Board of Parole and Marion County Parole and Probation for helping develop this module.



Criminal Justice System



- Below is the basic flow of the Criminal Justice System. Not all options are shown.
 - A crime is committed and reported to police or sheriff
 - Police investigate the crime and hopefully identify a suspect or suspects
 - Suspect is arrested and charged
 - Suspect is arraigned and pleads guilty or not guilty
 - Bail is either set or denied and if the plea is not guilty a trial date set; if the plea is guilty, a sentencing date is set
 - A trial is held for those who pleaded not guilty
 - If the trial ends with the defendant being found guilty, a sentencing hearing is set
 - In Oregon, many offences have determinate sentencing set by law
 - Sentence is imposed by the Judge
 - The sentencing may include jail time or prison time, restitution, probation, community service, fines and costs, or some combination of these things
 - Incarceration of less than one year is served in the county jail; incarceration of more than a year is served in a Department of Corrections facility
 - Once released from incarceration, community supervision is provide for the length of time set by the sentence or by the Board of Parole or by law
 - Post prison supervision is provided by county Parole and Probation departments as is court ordered probation
 - Those on post prison supervision or who are on probation who violate the conditions of their supervision have sanctions imposed which may include more frequent contact with a Parole/Probation Officer, jail time, return to prison, and other measures appropriate to the situation



BOARD OF PAROLE AND POST-PRISON SUPERVISION



BOARD OF PAROLE AND POST-PRISON SUPERVISION



* GOAL OF THIS SECTION

To understand the operations of the Oregon Board of Parole and Post-Prison Supervision and its relationship with other components of the Criminal Justice System.



BOARD OF PAROLE

Board Members



- * The board consists of three full-time board members who have primary responsibility for performing the major activities.
- * Board members are appointed by the Governor and confirmed by the Senate. Each term is four years. There is not a term limit.
- * In addition to their statutory responsibilities, the board members attend meetings and conduct trainings statewide to maintain partnerships with community corrections and others with whom we do business.
- * The chair of the board performs the duties of a board member, oversees all of the board's functions, and serves on various committees to assist the legislature and other agencies on issues relating to public safety.



Board of Parole Goals



- * Protect the public
- * Reduce the Risk of Repeat Criminal Behavior
- * Value Victim Interests
- * Ensure Legal Integrity
- * Value Partnerships with Stakeholders

Note how the first two goals of the Board of Parole are the same as the Mission Statement of the Oregon Department of Corrections (ODOC). The third goal is also shared by the ODOC's Victims program.

Please go to the Appendix Pages 1 and 2 and complete the exercises on those pages. Return to the next page after completing the exercise.



BOARD OF PAROLE MISSION STATEMENT



- * To work in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior through incarceration and community supervision decisions based on applicable laws, victims' interests, public safety and recognized principles of offender behavioral change. ORS 144, OAR 255



THE PAROLE BOARD'S JURISDICTION



- * The board has release and supervision authority over all “Discretionary” and “Matrix” cases (crimes occurring before 11/1/89) and murderers who committed their crimes on or after June 30, 1995
- * The board has authority over all Dangerous Offenders (including sentencing guidelines crimes - committed on or after 11/1/89) including Aggravated Murderers eligible for parole
- * There are an estimated 13,000+ inmates in Oregon prisons today. Of that, the board has jurisdiction for release decisions for approximately 1,600 of the inmates in prison
- * As you can see from the above, the board does not have release authority over all ODOC inmates
- * The board does not have authority over inmates released from Federal Bureau of Prisons custody.

Oregon has a number of mandatory sentencing laws and sentencing guidelines, Measure 11 being the best known. Under these laws, the Parole Board has no discretion. The offender must serve the complete term of the sentence. This is why the Board has jurisdiction for release decisions over so few.



BOARD OF PAROLE

Parole/Post-Prison Supervision



- * The board has supervision authority (but not release authority) over all “Sentencing Guidelines” cases (cases committed on or after 11/1/89). These offenders are on “post-prison supervision” and are not on probation.
- * About 13,000 offenders are supervised in the community, of which, about 1,000 are on parole supervision (crimes committed before 11/1/89).
- * The terms parole and post-prison supervision are often used interchangeably. The laws that govern the two are different so there may be some legal differences. HGO volunteers need to rely on Community Corrections to give guidance on supervision requirements for each offender the volunteer is dealing with. These requirements can vary from one offender to another regardless of which law applies to their case.
- * The board does not deal with people on probation.



BOARD OF PAROLE

Major Functions



- * Conducts hearings to determine if and when inmates should be released from prison. The board averages 35 hearings per month.
- * Order conditions of parole and post-prison supervision for all felony offenders being released from prison. The board averages 425 orders per month.
- * Issue arrest warrants for felony offenders who abscond parole or post-prison supervision or who pose a danger to the Community. The board averages 500 warrants per month.
- * Order sanctions for felony offenders who violate the conditions of parole or post-prison supervision. The board orders and reviews an average of 380 sanctions per month.
- * Discharge felony offenders who have completed the term of parole or post-prison supervision. The board averages 260 discharge orders per month.
- * Notify crime victims and others of board hearings and inmate release dates. There are currently 11,000 crime victims and others registered with the board.
- * Respond to administrative and judicial appeals filed by felony offenders. The board issues an average of 25 per month.

Community Corrections Introduction



- The role of the Parole & Probation Officer is a combination of Counselor and Law Enforcement officer.
- This presentation is designed to provide you with a basic understanding of Parole and Probation and our function in the community.

Community Corrections Case Assignment



- Receive Court Order / Parole Order
- Case Assigned:
 - General Supervision
 - Sex Offender Caseload
 - Domestic Violence Caseload
 - Gang Unit (not in all counties)
 - Risk Response Unit/Case Bank
 - Geographically (not in all counties)
- Field Investigation
 - Does the proposed place to live meet release plan requirements
 - Is the proposed place to live compatible with the risk assessment
 - People that will live with or have contact with releasing inmate are interviewed
 - Special conditions of parole may be established around housing

Community Corrections Case Assignment (cont'd.)



- Client reports for initial intake
 - In-depth intake/assessment
 - Review Judgment Orders and Conditions
- Set initial case plan
 - Referral to Treatment (alcohol, domestic violence, etc.)
 - Referral to Employment Counselor, etc.
- Sign Releases of Information for appropriate agencies
- Obtain case worker/counselor information
- Set follow-up appointment

Community Corrections

Case Planning



- Review with the offender and explain in detail the court order, Board of Parole ordered and law mandated conditions for parole/post prison
- Case Planning
 - Prioritization of conditions (Substance Abuse, Anger Management, Employment, Parenting, etc.)
 - Random Urine Analyses
 - Routine home/worksites visits
 - May involve collaboration with DHS and/or Local Law Enforcement
 - Coordinate Case Planning with treatment programs and other involved agencies
 - Monitored AA/NA meeting attendance.

Community Corrections

Definitions



- **Parole/Post-Prison Supervision”**
 - Community supervision of an offender after a period of incarceration in a correctional institution, under the supervision of a Local Supervisory Authority or Parole Board.
- **“Probation”**
 - Community supervision of an offender under the jurisdiction of the Court.
- **“General Conditions”**
 - Conditions of supervision that apply to all offenders in the State of Oregon, regardless of crime of conviction.
- **“Special Conditions”**
 - Conditions of supervision that are specifically applied to an offender, by the Supervisory Authority, in order to promote rehabilitation or compliance.
- **“Supervisory Authority”**
 - The agency which maintains authority over an offender (i.e. Court, Board of Parole and Post-Prison Supervision, Local Supervisory Authority).

Conditions of Supervision



- The general conditions of probation include, but are not limited to the following:
 - Not use/possess controlled substances
 - Submit to testing of breath or urine
 - Change neither employment nor residence w/o permission
 - Permit Parole Officer to visit the probationer's residence
 - Consent to search of person, vehicle or premises
 - Obey all laws
 - Not possess weapons, firearms or dangerous animals

Please go to the Appendix Page 3 and complete the exercise on that page. Return to the next page after completing the exercise.

Home Visits/Searches



- The general conditions of supervision state that an offender must permit the PO to visit the offender or their residence or work site. Any home visits or searches must be consented to by the offender.
 - Generally, a violation of this condition will result in the offender being arrested or a warrant for their arrest being requested.
- A home visit is not a search of the residence, but does allow the PO the opportunity to investigate the offender's status in the community and their compliance to their conditions of supervision.

Addressing Violations



- Progressive Sanctioning (Behavior driven)
 - Increased Treatment / Supervision
 - Day Reporting
 - Electronic Monitoring (GPS)
 - Practical Work Experience
 - Work Center
 - OR, JAIL

Typical Parole & Probation Department

(Varies from county to county)



- Division Organization
 - Sex Offender Unit
 - Domestic Violence Unit
 - Gang Unit
 - Drug Court



Parole & Probation Evidence-Based Practices

Correctional interventions which are most effective in reducing recidivism:

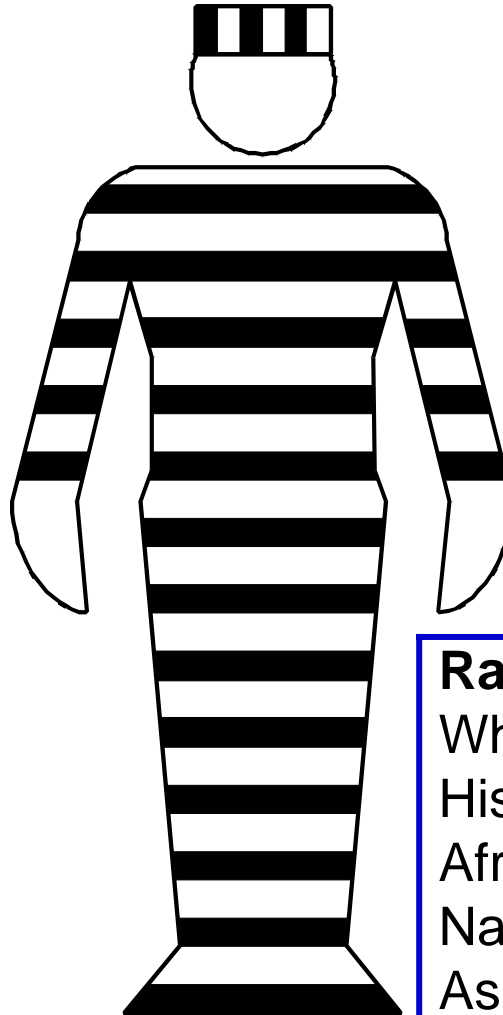
- 1) Target higher risk offenders for the greatest reductions in recidivism.
- 2) Target those criminal risk factors that can be changed to reduce the level of risk.
- 3) Deliver interventions in the styles that work best for offenders.



Who Is Incarcerated?

Gender

Men	92%
Women	8%



Crimes

Person	67%
Property	19%
Statute	13%

Age

Under 30	37%
31 to 45	44%
45+	19%

Race

White	77%
Hispanic	10%
African American	10%
Native American	2%
Asian	1%

It costs about \$63 a day per inmate to operate the ODOC.

Demographics



Numbers Include ODOC Inmates Housed at OYA	January 2006
Total ODOC inmate population	13,211
Total female inmates	1,046
Total male inmates	12,165
Total number of inmates at Oregon Youth Authority Facilities	312
State Prisons (excluding OYA facilities)	13
Inmates serving time for a person felony	8,447
Number of projected releases for one year	4,003

Demographics



(Excluding OYA)	January 2006
Alcohol & Drug Treatment Need	77%
Need GED or Other Educational Issues	55%
Limited English Speakers	5%
Mental Health Treatment Needed	25%
Mentally Retarded Developmentally Disabled	3%
Reported being unemployed at time of offense	53%

Please go to the Appendix Page 4 and complete the exercise on that page. Return to the next page after completing the exercise.

Corrections Culture



- There is no one single culture. Each prison will have its own unique culture but there are commonalities. While some employees are more “by the book” than others, corrections is rule driven. There is a rule for just about every aspect of prison life as well as procedures for how staff perform their jobs.
- There are many similarities to the military in the way staff dress and present themselves. There is a great deal of structure in inmate management and the management structure is hierarchical.
- For inmates, there is often an “us verses them” mentality and some of the staff may at times harbor the same attitude. It is not a system built on trust. Inmates do not trust other inmates nor do they trust the staff which can create an atmosphere of fear. Fear of being attacked by other inmates and of being “written up” by staff. There is a strange phenomenon in the culture where little things get blown all out of proportion and causes irrational behavior. For example, a staff member makes a constructive criticism of an inmate. The inmate may begin to believe that the staff person is out to get him/her and may be hostile towards the staff for some time to come.
- Many inmates choose to make their prison time a positive experience. They take advantage of programming offered and take time to reflect on who they are and who they want to become. They make purposeful, positive changes in their lives that they take with them when they return to the community.
- The other thing about corrections culture that is often overlooked is that it is in everybody’s (inmates, staff, contractor, volunteers) best interest for prisons to be safe, secure, and operated in an orderly way.

Acronyms, Abbreviations, Jargon & Terms that Volunteers Might Like to Know



ACA	American Corrections Association	OISC	Offender Information & Sentence Calculation
A&D	Alcohol and Drug Treatment	ORS	Oregon Revised Statute
ABE	Adult Basic Education	OSCI	Oregon State Correctional Institution
Ad Seg	Administrative Segregation	OSP	Oregon State Penitentiary
AIP	Alternative Incarceration Program	OSP	Oregon State Police
AG	Attorney General's Office	OSPM	Oregon State Penitentiary Minimum
APS	Assessment and Program Summary	OYA	Oregon Youth Authority
AS 400	DOC's computerized database system	PC	Protective Custody
BP	Dual diagnosis treatment program at CRCI	PERS	Public Employees Retirement System
BPPS	Board of Parole & Post-Prison Supervision	PIO	Public Information Officer
CC	Community Corrections	PO	Parole/Probation Officer
CCCCF	Coffee Creek Correctional Facility	PP or Phy. Plt.	Physical Plant
CCH	Corrections/Computerized Criminal History	PRAD	Powder River Alcohol and Drug program
CO	Correctional Officer	PRCF	Powder River Correctional Facility
Cog.	Cognitive	PSI	Pre-sentence Investigation
CRCI	Columbia River Correctional Institution	RSAT	Residential Substance Abuse Treatment (fed. funded)
CSC	Community Supervision & Programs	SCCI	Shutter Creek Correctional Institution
DRCI	Deer Ridge Correctional Institution	SCI	Santiam Correctional Institution
DAS	Department of Administrative Services	SFFC	South Fork Forest Camp
DHS	Department of Human Services	SEG	Segregation
DOC	Department of Corrections	SFFC	South Fork Forest Camp
DOJ	Department of Justice	SID	State Identification Number
DPSST	Department of Public Safety Standards and Training	SMT	Scars, Marks and Tattoos
DR	Disciplinary Report (inmate)	SMU	Special Management Unit-Mental Health Ward
EOCI	Eastern Oregon Correctional Institution	SNIEC	Special Needs Inmate Evaluation Committee
ESL	English as a Second Language	SO	Sex Offender
IITP	Inmate Incarceration & Transition Plan	SORA	DOC's former sex-offender scoring instrument
In-Focus	Dual diagnosis treatment program at CCCC	SRCI	Snake River Correctional Institution
Kyte	Inmate Communication	Static-99	Sex offender evaluation tool
LEDS	Law Enforcement Data System	STG	Security Threat Group (Gang)
M 11	Measure 11 (sets mandatory minimum sentences)	SUMMIT	Alternative incarceration/"boot camp" program @ SCCI
MCCF	Mill Creek Correctional Facility	TL or T/L	Transitional Leave
MH	Mental Health	TRCI	Two Rivers Correctional Institution
NCIC	National Crime Intelligence Center	Tx	Treatment
NIC	National Institute of Corrections	UI	Urinalysis
OAM	Oregon Accountability Model	VT	Vocational Training
OAR	Oregon Administrative Rule	WBE	Work Based Education
ODOC	Oregon Department of Corrections	WCCF	Warner Creek Correctional Facility

Please go to the Appendix Page 5 and complete the exercise on that page. Return to the next page after completing the exercise.



Inmate Vocabulary

Inmates over the years have developed a vocabulary using words that you may well know but with different meanings. Below is a list of some but not all of them.

Term	Description
A & O	An inmate either new to prison or new to Corrections
Beef	An inmate's criminal charges
Bibler	A cigarette rolled in bible pages
Big House	Prison as opposed to County Jail
Books, My	An inmate's trust account
Call Outs	A printed list showing inmate appointments
Chill, chillin'	Take it easy, rest, relax.
Chocolate Heart	A soft-hearted staff member
Chow	Any standard institutional meal
Christian Crank	Any caffeinated beverage
Cops	Correctional Officers
Dead Eyes	A person with no conscience
Denny Smith, A	An inmate sentenced to a mandatory minimum sentence for gun offenses
Drive By	An assault that occurs while inmates are passing each other
Face Sheet	ODOC paperwork detailing an inmate's criminal charges
Fell	The date an inmate was arrested. "I fell on January 1 st ."
Flick	A picture
Freak	A sexual offender
Gate, the	The physical exit of the institution
Grip	A lot of whatever is being discussed (i.e. "I'm doing a grip of time.")
Guard	Any correctional officer
Hole, the	Disciplinary segregation
House	An inmate's cell
Installment Plan	Repeated incarcerations. "He's doing life on the installment plan".
Jack the Lock	Inserting an object (pencil lead, etc) into a door lock or mechanism in order to make the door inoperable
Jonesing	Someone who wants something very badly



Inmate Vocabulary

Inmates over the years have developed a vocabulary using words that you may well know but with different meanings. Below is a list of some but not all of them.

Keester	The act of inserting contraband inside one's own body in order to smuggle the item past staff
Kicks	A pair of shoes.
Laundry List	A list of items that one inmate is forcing another inmate to purchase or else damaging information will be given out
Line Movement	A set time at which inmates may move from one location to another
Lopes	Standard mailing envelopes
Medication Line	A set time at which inmates report to medical to receive controlled medications
Mole	An inmate digging a tunnel
Movements	A printed list showing inmate job/school assignments
My baby's mommy/daddy	A person with whom an inmate has a child and whom he/she no longer has any formal relationship.
Out Date	The date on which an inmate expects to be released
Pat down	A staff member searching the physical person of an inmate
PC	Protective custody
Pinner	A small home rolled cigarette
Plant, A	A person inserted into a situation by Investigations or the police in order to gather evidence on others

Inmate Vocabulary Continued



Plug	A small package of contraband ready for an inmate to insert inside of themselves for smuggling purposes
Pool	An sporting event betting circle
Pruno	Home made alcohol
Pump Iron	To lift weights in the weight area
Punk	A person unworthy of any consideration. Can be used as a term for someone sexually “bought” or sold or someone cowardly who will not defend themselves. Can also be used as a term for someone who trades sex for protection.
Pusher	An orderly assigned as an aide to a disabled individual
R & D	Receiving and Discharge
Rabbit (“Rabbit out of here”)	To escape
Rack	An inmate’s bed
Radar, Under the	The act of serving a sentence while attempting not be noticed
Rig	A needle and possibly accessories used to inject illegal drugs
Shakedown	A staff member’s search an inmate’s cell
Shank, shiv	A knife-like item
Shoot, (Shoot you canteen)	The act of giving something to another inmate
Short Timer	An inmate who has a short time left on their criminal sentence
Shot Caller	The person in charge of a gang of inmates
Slinger	One who steals food from the prison kitchen and sells it to other inmates

Inmate Vocabulary Continued



Snipe	A small stub of a cigarette
Snipe Hunter	A smoker who searches the floors, window sills and other areas for the cigarette stubs (snipes) left by others.
Snitch	An inmate who informs on another inmate
Sparking	Lighting a cigarette, usually with batteries and wire
Spread	A combination of different foods (usually resembling nachos) where several inmates chip with ingredients for group consumption. (A “pot-luck”)
Stash	A store of tobacco (or other contraband) hidden away
Tailor, A	A standard store bought cigarette
Tat	A tattoo
Tat Gun	A home made tattoo gun
Toad	Derogatory term for an African American
Torpedo	An inmate paid or coerced into assaulting the enemy of another inmate
Train, on the	Multiple transfers between institutions on a frequent basis. Usually for punitive reasons

Inmate Vocabulary Continued



Truck	A person who must be carried or is heavy and difficult to move. Not used for physical type movement. A non-performing card partner, a public defender that is difficult to get them to make any movement on issues.
Vest, Close to the	The act of keeping information secret
Wood (Pecker Wood)	An upstanding inmate who adheres to the convict code
Work Line	A set time at which an inmate reports for work
Yard	The prison recreation yard.
Yard Line	A set time at which inmates may move to and from the recreation yard
Zu Zu's and Wham Whams	Any edible item from the inmate commissary but usually candy, cake or pastries

Please go to the Appendix Page 6 and complete the exercise on that page. Return to the next page after completing the exercise.

Accountability of the returning Offender



The returning offender is expected to:

- Be respectful in all conversations/meetings and obey all laws.
- Participate in HGO and in any selected faith tradition or religious group by choice. He/she can choose to end involvement at any time.
- Comply with all conditions of parole/post-prison supervision. These conditions vary considerably with each returning offender. Be sure you know what the returning offender can and cannot do. Talk to his/her Parole Officer.
- Have reasonable expectations of what HGO can and can't do. The information offenders receive while they are incarcerated is given on the next two pages.

Listed below is information offenders receive about HGO while they are incarcerated:



- **What is HGO?**
- *Home for Good in Oregon (HGO)* is a large group of people throughout the state. It includes both volunteers and correctional professionals. Volunteer Community chaplains are in this group. They can be Catholic, Christian, Muslim, Buddhist, Native American, or many other faiths. It also includes volunteers who are not faith-based. They are all committed to helping you succeed. . .
- **Who can apply to HGO?**
- Anyone interested in *HGO* can apply. All faiths and belief traditions are respected. Also, those who do not have a faith or belief tradition are welcome to apply. . .
- **How can I apply?**
- **The time to apply is before your projected release date.** Applications are available at each institution's A&O (Admission and Orientation) class. You may also write your institution's chaplain(s) for the form. . .



(Information offenders receive about HGO will incarcerated, continued)

- **What can I expect after I apply?**
- Some communities have less volunteer resources available than others. Also, some people need more help than others, so depending on your situation, the resources may be limited and will vary. . .
- **Will HGO help me find a place to live or a job?**
- Finding places to live or jobs is not the focus of *HGO*, though in a some cases this may be part of the assistance. The primary focus of *HGO* is putting you in touch with positive/ successful people. . .
- **How does HGO fit with my release plan?**
- *HGO* is not a substitute for your release plan. Your release counselor and parole officer still must approve where you will live and work, any supervision requirements needed. . . .
- **If I participate in HGO, what is expected of me?**
- *HGO* volunteers are good role models: Follow their example by working hard, being honest, being responsible. . .

Code of Ethics



As an employee, volunteer or contract service provider of the Oregon Department of Corrections, I will value and maintain the highest ideals of professional and compassionate public service by respecting the dignity, cultural diversity and human rights of all persons, and protecting the safety and welfare of the public.

I accept that my fundamental duty is to serve the public; to safeguard lives and property, to protect Department of Corrections incarcerated persons against deception, oppression or intimidation, violence or disorder.

I will be constantly mindful of the welfare of others. To the best of my ability, I will remain calm in the face of danger and maintain self-restraint in the face of scorn or ridicule.

I will be honest and truthful. I will be exemplary in obeying the law, following the regulations of the department, and reporting dishonest or unethical conduct.

I acknowledge that I have been selected for a position of public trust and I will constantly strive to be worthy of that trust and to be true to the mission and values of the Department of Corrections.

Accountability of HGO Volunteers



HGO Volunteers:

- Use the “buddy system” by working in pairs or teams*.
- Be constantly aware that some offenders genuinely want to change and some do not. Don’t take risks.
- Immediately remove yourself from any situation where you feel unsafe, then report that situation to your HGO supervisor and the offender’s Parole Officer (PO).
- Never hesitate to ask for advice or help from you HGO supervisor or the PO.
- Follow the guidelines and policies for HGO volunteers.
- Set clear boundaries and enforce them. Do not become romantically involved with an offender.

*there are exceptions to this when approved by your HGO supervisor.

ODOC Code of Conduct

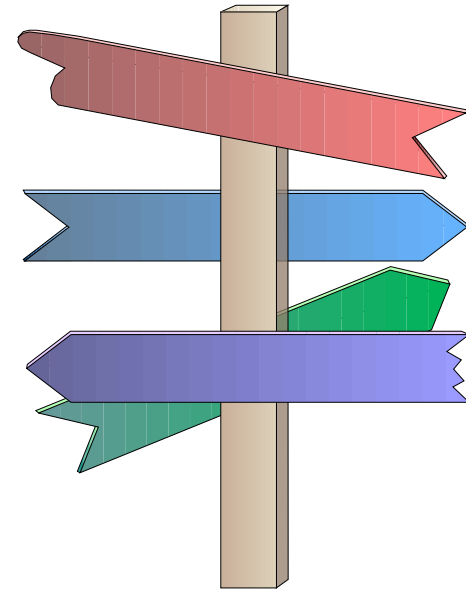


You Must Maintain a Professional Relationship When Dealing with Returning Offenders:

- Be Objective
- No special privileges like letting the offender borrow your car or running errands for the offender
- No gifts/favors without first getting permission from your HGO supervisor and the PO
- You represent HGO and the ODOC. Your behaviors and attitudes reflect on how your community views HGO and the ODOC

Your Relationship with Returning Offenders:

- Professional not Personal
- Not Emotional/Romantic or an intimate friendship
- You may not involve yourself in offender business dealings or financial transactions.
- You are a Role Model to the returning offender

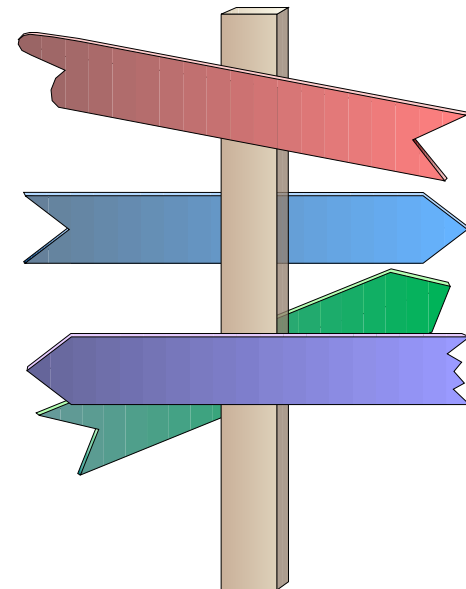


ODOC Code of Conduct

Continued



- Corrupt or unethical behavior by HGO or ODOC staff needs to be reported by calling the Inspector General Hotline - 503-555-1234
- No contraband, items restricted by Post Prison Supervision conditions
- If the offender engages in illegal or prohibited activities or crime, report it to the PO
- Volunteers may not use illegal drug and must report any offender drug use to the PO
- Read and understand your Position Description and confine your activities to those described in your position description
- Keep your personal business and your HGO volunteering separate so as to not create a conflict of interest
- You may not profit financially from your volunteer service nor accept money from an offender



ODOC Code of Conduct

Continued



Boundaries:

- Don't assume usual social rules are shared.
- Don't let boundaries lead to a parent-child interaction. You are not the boss, you're the leader.
- Don't become romantically involved with an offender.
- Do's: be specific.
- Do's: discuss boundaries early.
- Do's: allow for growth and new boundaries with time and successes.
- Do's: suggest goals and game-plans.

ODOC Code of Conduct

Continued



Boundaries (continued):

- Guard your personal privacy. Meet in a public place, not at your home or where the client lives.
- Work in pairs.
- No secrets. Keep your HGO supervisor and the PO informed.
- No money or loans.
- Know the parole conditions.

Please go to the Appendix Page 7&8 and complete the exercises on those pages. Return to the next page after completing the exercise.

Civil Rights



SEXUAL HARASSMENT

Defined as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. You need to report an incident of sexual harassment to your HGO supervisor and the offender's Parole Officer.

It is illegal and a prosecutable felony offence for staff, including volunteers to have sex with an offender even if the sex is consensual.

DISCRIMINATION

Differential or disparate treatment of persons based on race, religion, national origin, sex, marital status, disability or other status protected by law.

Be Aware Of and Alert To Your Own Behavior

Be Aware Of and Alert To The Behavior of Others



Working With Offenders



- Expect the best and be prepared for less.
- Understand that your silence can equal approval to the client. Don't gloss over mistakes.
- Ask open-ended questions. Listen to what is said and not said.
- Watch humor. It's not OK for the client to be inappropriate because "it's just a joke."
- Report immediately any concerns to your HGO supervisor and/or the PO.
- Help the client accept accountability (no co-dependency).

Working With Offenders



Taking-the-pulse *Red Flags*:

- Excessive praise: “You’re the smartest/kindest/etc. person I’ve ever met.”
- Personal questions: “Tell me about your vacation/family/etc.”
- Polite assignments of work: “Could you do this one thing for me?”
- Attempts to solicit guilt: “I thought you were my friend?”
- Veiled threats: “Sometimes things happen to people.”
- The above is not an exhaustive list only a few examples.



Working with Returning Offenders

Watch and Listen for Thinking Errors Such As:

- Self Centeredness – “center of the universe”
- Fear - of the unknown and looking bad
- Power and Control = primary goal
- Everything Black or White
- Anger - use to control others
- Victim Stance – “Violating my rights...”

When you observe thinking errors, suggest pro-social ways to think and act (redirect). When the offender takes your suggestions, give positive reinforcement. The next time you see the offender, ask about his/her experience with using your suggestions.



Tactics Used To Avoid Accountability

- Building self up by putting others down
- Feeding others what they want to hear
- Lying (commission and omission)
- Attempting to Confuse
- Minimization, Generalizing
- Attack and Anger
- Silence
- Manipulation

When you experience these tactics, in a matter of fact, non-judgmental way hold the offender accountable and redirect by suggesting pro-social ways of dealing with making mistakes and misjudgments.

Please go to the Appendix Page 9 and complete the exercise on that page. Return to the next page after completing the exercise.

Survival Skills



- Maintain Professionalism
- Be Firm but Fair
- Learn to Say “NO” and Mean It
- Report attempts at manipulation
- If your gut tells you something isn’t right, talk to your HGO supervisor and the PO right away
- Set clear boundaries and stick to them



Please go to the Appendix Page 10 and complete the exercise on that page. Return to the next page after completing the exercise.

Helping returning inmates change with the Oregon Accountability Model (OAM)



- *All staff and volunteers* in HGO are responsible for contributing to long-term public safety by influencing sustainable offender change.
- *Each employee & volunteer* is expected to role model pro-social behavior, redirect anti-social behavior and look for opportunities to reinforce positive change in individual offenders throughout their day-to-day interactions.
- *All staff & volunteers* implement the Oregon Accountability Model by creating an environment of mutual respect. This results in creating the conditions which contribute to long-term offender success in the community.

OAM - The 3 R's...



- **Role Model**

Create a Pro-social Learning Environment

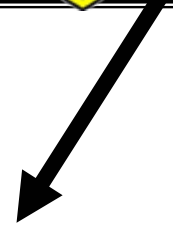
- **Reinforce**

Reinforce Pro-social Behavior

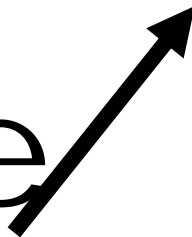
- **Redirect**

Intervene and Redirect Anti-social Behavior

Offenders will sometimes say to ODOC Staff and POs,
'You say what you say because you are paid to say it.'
But Volunteers are not paid and may have more credibility
with offenders.



Volunteers,
You are
Their
Influence



Self Care



- Maintain your normal life activities:
 - Stay connected to your friends and family
 - Be active in your religious or civic organization
 - Keep a sense of community with your neighbors
 - Keep up with your reading and other hobbies
 - Be faithful to your spiritual/devotional/meditative practices
- HGO volunteering is worthwhile and rewarding but should not become the total, complete focus of your life.
- When you feel overwhelmed or stressed because of your HGO activities, contact your HGO supervisor:
 - Take a break for a while
 - Are you trying to do the work the offender needs to do for him/herself
 - Let someone else take on part of work. Probably no one can do it as well as you but others can do an adequate job. When you need to, let them do it.
- The success or failure of the offender is not something you can control. None of us can fix another person, they must do that for themselves. We provide some guidance, accountability and encouragement.

Please go to the Appendix Page 11 and complete the exercise on that page. Return to the next page after completing the exercise.

Oregon Department of Corrections
Volunteer Program
Home for Good in Oregon
Post Test Module 2



Your Name: _____

Your Address: _____

Phone Number _____ / _____ / _____

Community or Regional Chaplain's Name: _____

Circle correct answer where appropriate.

1. How many members does the Board of Parole have? _____

2. Does the Board of Parole have the legal authority to release any inmate from prison? Yes No

3. Are members of the Board of Parole elected? Yes No

4. Does the Board of Parole have jurisdiction over inmates in the Federal Bureau of Prisons? Yes No

5. Is an offender on probation when released from prison? Yes No

6. Can an offender be sent to jail or back to prison for violating conditions of parole? Yes No

7. Who determines the conditions of post prison supervision:

- A. The Judge
- B. State Law
- C. The Parole and Probation Officer
- D. All of the above

Oregon Department of Corrections Volunteer Program

HGO Post Test Module 2, Page 2



8. A parole and probation officer may do which of the following:
- A. Visit the place where the offender lives
 - B. Visit the place the offender works
 - C. Confirm attendance of 12-step meetings
 - D. All of the above
9. Is counseling offenders part of the Parole and Probation Officers job? Yes No
10. If an offender violates the conditions of supervision, he or she is automatically re-incarcerated? Yes No
11. Substance abuse treatment is a need of many offenders? Yes No
12. Nearly a third of all prison inmates will return to the community each year? Yes No
13. PO as used in corrections stands for Post Office? Yes No
14. The corrections culture is built on trust? Yes No

Oregon Department of Corrections

HGO Post Test Module 2, Page 3



15. Is there a tendency for offenders to blow things out of proportion? Yes No
16. The offender gets angry and swears in your presence. Is that OK? Yes No
17. The offender tells you it is your responsibility to find him a job. Is that correct? Yes No
18. The Department of Corrections Code of Ethics does not apply to HGO volunteers? Yes No
19. As an HGO volunteer, I can do pretty much what ever I want unless it isn't illegal? Yes No
20. You never change a boundary once you set it and the offender knows about it? Yes No
21. The offend comments that you a big pain and then says, "just joking." Should you indicate to the offender that the "joke" was inappropriate and not appreciated? Yes No
22. A fellow volunteer says, "I find my HGO volunteering so meaningful that I have decided to give up attending the Lions Club so I will have more time to do HGO volunteer work." How might you respond?

Mail to: HGO
ODOC
2575 Center St NE
Salem, OR 97301

Appendix

Encourage Offenders to Make Better Choices

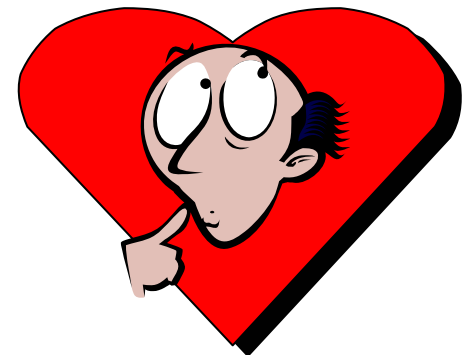


Exercise

Appendix Page 1

Why is it that the Board of Parole does not have release authority over all the incarcerated in the State?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

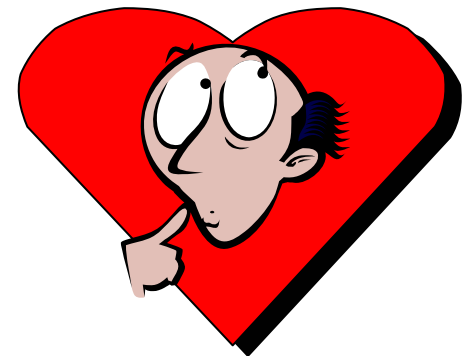


Exercise

Appendix Page 2

Which Board of Parole Goals are the same or very similar to the Goals of the Department of Corrections?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

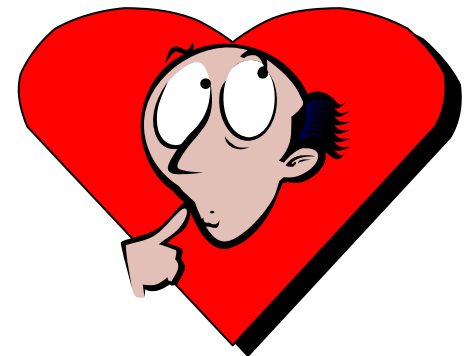


Exercise

Appendix Page 3

What are the differences between general conditions and special conditions of parole?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

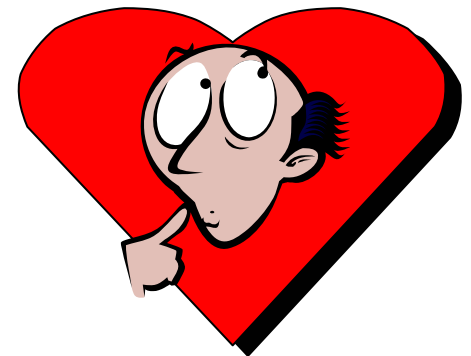


Exercise

Appendix Page 4

From the information on inmate demographics, please describe what an average inmate might look like. Consider such things as type of crime, age, and needs.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



Exercise

Appendix Page 5

Using the Acronym list, please decode the following: Mr. Johnson was in SEG at TRCI before he went through an AIP at PRCF.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

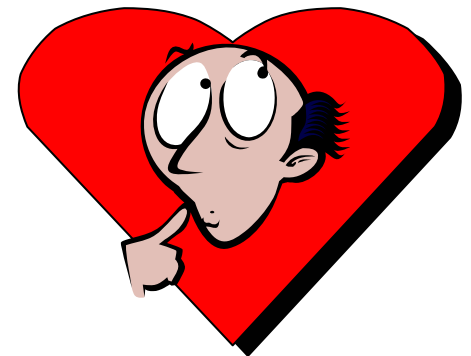


Exercise

Appendix Page 6

Using the inmate vocabulary list, please decode the following: I fell in 1999, was sent to the big house in 2001 and put in PC but got sent to the hole for making pruno.

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



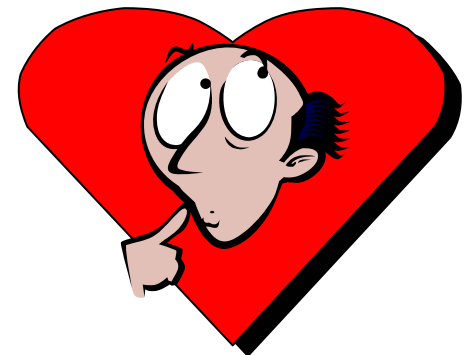
Exercise

Appendix Page 7

A parolee you are working with through HGO needs \$500 to buy a car. S/he already has \$3,000 but needs a total of \$3,500 for the car. Can you lend or give him/her \$500?

A parolee needs a place to stay and asks you if your guest bedroom is available. How would you answer?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

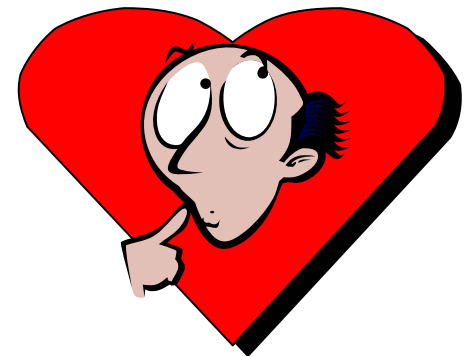


Exercise

Appendix Page 8

The offender you and your team are working with is smoking but it has an unusually strong odor. What should you and your team do?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

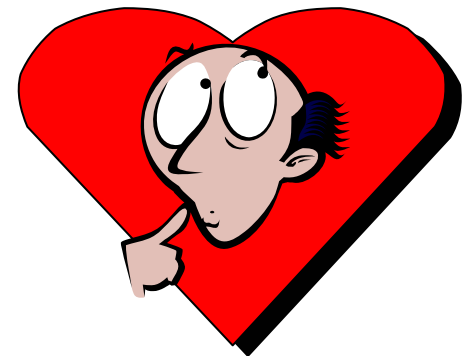


Exercise

Appendix Page 9

An offender you and your team are working with says, “I missed my appointment with my PO because my car broke down, would you call him for me and tell him I was at a job interview that you set up?” You know he doesn’t have a driver’s license and you didn’t set up an interview. What would you say to the offender?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices

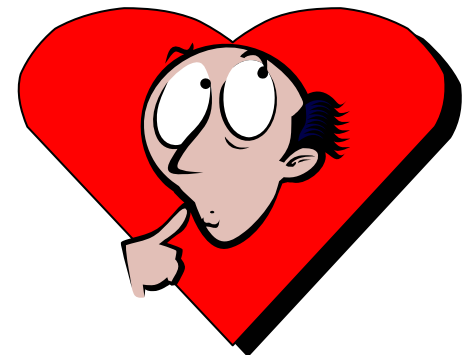


Exercise

Appendix Page 10

Your team is working with an offender but the offender seems to only want to communicate with you. Why might that be and what can you do to encourage the offender to work with the whole team or the whole team to work with the offender?

Get to the Heart of Thinking Errors



Encourage Offenders to Make Better Choices



Exercise

Appendix Page 11

What activities besides HGO are you involved in?

What new things would you like to try that you aren't already doing?

Get to the Heart of Thinking Errors

