

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

PROGRAMS AND COMMUNITY SERVICES DIVISION

COMMUNITY CORRECTIONS CENTERS

Sponsor Orientation Training Booklet

NEBRASKA



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

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VOLUNTEER ORIENTATION TRAINING BOOKLET

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NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

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Community Corrections Staff Roster

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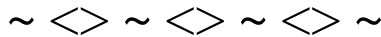
NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

~ Mission Statement ~

Keep people safe.

NDCS has a statutory responsibility to keep safe people in the public, people who work for the agency, people who visit its prisons and the people living in its prisons. This is accomplished through sound incarceration practices and daily vigilance.

Good security encompasses much more than counts, searches, and locked doors. It includes providing opportunities for incarcerated individuals to change thinking and behavior. Those opportunities are facilitated by assessments, treatment, programming, and comprehensive reentry planning.



COMMUNITY CORRECTIONS

~ Mission Statement ~

The Community Corrections Center is in the business of “creating neighbors” by CHANGE. Change is developed by providing career opportunities, healthy relationships, access to programming/housing, navigating choices, and the growth/empowerment of each person through these doors.

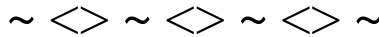
NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

~ Vision ~

Safe Prisons – Transformed Lives – Safe Communities

Successfully carrying out our mission is how we achieve this vision. The vision of our agency is a direct reflection of how important we are to an orderly society.

Through the use of effective interventions, incentives and appropriate sanctions we make prisons safe. By creating safe prisons where people can engage in pro-social activities and address needs that reduce their risk to reoffend, their lives are transformed. When people become contributing members of society, our communities are safe.



NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

~ Values ~

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|-------------------|---|
| Integrity | We take ownership of our actions and demonstrate professionalism, honesty, and commitment. |
| Respect | We believe every person has fundamental worth and we demonstrate this in our words and actions. |
| Compassion | We care about people. We have empathy for others and treat everyone with respect and dignity. |
| Growth | We believe everyone has the capacity to reach greater potential. We strive to provide the right environment, expectations, and opportunities for development. |
| Excellence | We seek continuous improvement and innovation in every endeavor to achieve the best outcomes. |

Code of Ethics

The American Correctional Association expects of its members unflinching honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. To this end, we subscribe to the following principles.

RELATIONSHIPS WITH CLIENTS/COLLEAGUES/OTHER PROFESSIONS/THE PUBLIC

- Members will respect and protect the civil and legal rights of all clients.
- Members will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.
- Relationships with colleagues will be of such character to promote mutual respect within the profession and improvement of its quality of service.
- Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.
- Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
- Subject to the client's rights of privacy, members will respect the public's right to know and will share information with the public with openness and candor.
- Members will respect and protect the right of the public to be safeguarded from criminal activity.

PROFESSIONAL CONDUCT/PRACTICE

- No member will use his/her official position to secure privileges or advantages for him/herself.
- No member will act in his/her official capacity in any matter in which he/she has personal interest that could in the least degree impair his/her objectivity.
- No member will use his/her official position to promote any partisan political purposes.
- No member will accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of his/her professional responsibilities.
- In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of an agency.
- Each member will be diligent in his/her responsibility to record and make available for review any and all case information, which could contribute, to sound decisions affecting a client or the public safety.
- Each member will report without reservation any corrupt or unethical behavior, which could affect either a client or the integrity of the organization.
- Members will not discriminate against any client, employee or prospective employee on the basis of race, sex, creed or national origin.
- Each member will maintain the integrity of private information; he/she will neither seek personal data beyond that needed to perform his/her responsibilities, nor reveal case information to anyone not having proper professional use for such.
- Any member who is responsible for agency personnel actions will make all appointments, promotions or dismissals only on the basis of merit and not in furtherance of partisan political interests.

(Adopted August 1975 at the 105th Congress of Correction)



Community Corrections Centers

Sponsor Job Description & Guide

Your interest in being a sponsor indicates that you want to offer special services to the incarcerated individuals of the community corrections centers. As a Personal or At-Large sponsor you share in the responsibility of the safety and conduct of the incarcerated individual assigned to the community center.

All incarcerated individuals in community custody are governed by the laws of the State of Nebraska, the policies of the Department of Correctional Services and the procedures, rules, regulations, and directives of the community correctional center in which they are housed. It is imperative that you cooperate with and abide by these laws and regulations. Failure to abide by the laws and regulations and/or the guidelines offered below may not only be cause for your termination as a volunteer or sponsor, but also may jeopardize the community custody status of the incarcerated individual you are sponsoring.

I. DEFINITIONS

A. COMMUNITY CUSTODY CLASSIFICATIONS

Incarcerated individuals who reside at community corrections centers are all classified as community custody. There are two community custody classifications.

1. Community Custody A [Work/Education Detail (4A)]
Incarcerated individuals having Community Custody A (4A) shall be assigned to a job within the facility of a park, road crew, off-site education release or other work detail in the community, with intermittent supervision. Education detail requires a facility job assignment and an educational plan, including acceptance and funding, to be approved by the warden.
2. Community Custody B [Work Release (4B)]
Incarcerated individuals assigned to Community Custody B (4B) may be permitted to work at paid employment in the community as provided by law. The warden may approve incarcerated individuals on work release to attend education or training programs if such does not conflict with the incarcerated individual's work schedule. Such employment/education or training programs are restricted to the state of Nebraska.

Five percent (5%) of the incarcerated individual's earnings is placed in a special release savings. An additional five percent (5%) of their earnings is placed in a victims' fund.

B. COMMUNITY INCENTIVE PROGRAM

There is a Community Incentive Program for incarcerated individuals in community custody classifications. Extended community activity privileges in the form of furloughs may be earned based upon the incarcerated individual's classification, monthly performance reports, and their disciplinary record.

C. FURLOUGH TYPES

Personal needs furloughs require a personal or at-large sponsor. Programming furloughs for programs other than clinical treatment or approved Vocational and Life Skills (VLS) programs require a personal or at-large sponsor. Family furloughs require an immediate family member for a sponsor. No sponsor is required for a job seeking furlough.

1. Personal Needs Furloughs

A personal needs furlough requires an approved sponsor and must be approved by the warden/designee for activities such as, but not limited to, shopping (specific store locations may be restricted by the warden), haircuts or hairstyling, family fun centers, movies, restaurants, libraries, zoos, children's sporting events or school activities, court visits, funerals or hospital visits, apartment seeking (parole pending only), or other activities deemed appropriate by the warden. Personal needs furloughs may be up to four (4) hours in length and will generally occur between the hours of 8:00 a.m. and 8:00 p.m. The warden may extend the time of a personal needs furlough to attend a funeral of an immediate family member. Restrictions may be imposed at the discretion of the warden/designee. At-large sponsors may transport up to two (2) incarcerated individuals provided the vehicle has a functional seat belt for each occupant.

2. Programming Furloughs

A programming furlough may be granted at the warden/designee's discretion for the purpose of participation in reentry activities. Incarcerated individuals on a programming furlough may attend approved NDCS or community programs, religious events, and participate in reentry programs or authorized group activities including education or training programs which are in line with their case plan. The duration of the programming furlough is at the discretion of the warden and is based on the schedule of the activity. Programming furloughs will generally occur between the hours of 8:00 a.m. and 8:00 p.m. Restrictions may be imposed at the discretion of the warden/designee. At-large sponsors may transport up to eight (8) incarcerated individuals provided the vehicle has a functional seat belt for each occupant.

3. Job Seeking Furloughs
A job seeking furlough may be granted at the discretion of the warden/designee upon approval of the work/educational release application. Job seeking furloughs are granted to go into the community to search for work opportunities, apply for jobs, and/or complete job interviews. Job seeking furloughs may include time at an approved job assistance location, such as the American Job Center. Job seeking furloughs may be up to eight (8) hours in length and will generally occur between the hours of 8:00 a.m. and 5:00 p.m. The warden may extend the time of a job seeking furlough with documented and verified information to support the request. Restrictions may be imposed at the discretion of the warden/designee.

4. Medical Furloughs
A medical furlough may be granted, with approval by the warden, when an incarcerated individual is admitted to a hospital for individuals who are within 12 months of release and qualify for a family furlough in accordance with the Community Incentive Program. All incarcerated individuals on medical furlough must be placed on electronic monitoring for the duration of the furlough. Medical furloughs may be granted by the warden for up to 48 hours. Medical furloughs lasting more than 48 hours, or for incarcerated individuals who do not meet the stated criteria, will require written request from the warden and approval by the NDCS director and require face-to-face contact by staff members at least once per shift.

5. Family Furloughs
A family furlough requires an approved immediate family sponsor and may include activities such as shopping (specific store locations may be restricted by the warden), haircuts or hairstyling, family fun centers, movies, restaurants, libraries, zoos, children's sporting events or school activities, court visits, funerals or hospital visits, home visits or other activities deemed appropriate by the warden. Family furloughs may be up to 48 hours in length, as determined by the Community Incentive Program and the score indicated on their monthly performance report. For overnight furloughs, incarcerated individuals will be required to be at their furlough address or the community center no later than 9:00 p.m.

Incarcerated individuals may list two immediate family member sponsors on their furlough agreement. One immediate family member sponsor must remain with the incarcerated individual at all times; however, one sponsor may check out an incarcerated individual on furlough and the other sponsor may return the incarcerated individual to the center.

While on family furlough, incarcerated individuals are allowed to go on itineraries up to four (4) hours, depending on itinerary activity, including travel time from the approved furlough address and back. Itinerary must be within 10 miles of approved furlough address. Those itineraries which are permitted are as follows:

- 12-hour furlough One (1) itinerary
- 24-hour furlough One (1) itinerary
- 48-hour furlough Two (2) itineraries, one (1) per day

D. SPONSORS

Individuals or organizations working with incarcerated individuals at Community Corrections are identified and defined as follows:

1. At-Large Sponsor (Volunteer)
Individuals and organizations with no personal interest in any particular incarcerated individual or who may be involved in providing services or activities to the facility and under the supervision of a staff member. At-large Sponsors may be matched with an incarcerated individual or request to provide services for a specific program or organization.
2. Personal Sponsor
Individuals and organizations specifically known by an incarcerated individual and who have a particular, vested interest in that incarcerated individual (Example: wife who sponsors her husband on furlough). Also included in this category are individuals whose only purpose is to provide transportation for a specific incarcerated individual to/from work or school, or other approved furlough destination. Must be on the incarcerated individual's approved visiting list to be eligible.

II. **SPONSOR RESPONSIBILITIES & CONFLICTS OF INTEREST**

- A. In general, sponsors are to conduct themselves in a manner similar to that expected of employees pursuant to the rules and regulations of the department. Sponsors must remain with the incarcerated individual for the duration of the furlough. Sponsors will follow the same dress code established for visitors while inside the facility. Sponsors working in a discipline which, by law, requires professional credentials must have current credentials available for verification. If a situation arises where you have a question or a concern or a doubt as to the proper course of action, please contact the facility immediately. Specifically, sponsors shall not:
 1. Introduce contraband into any facility within the department.

2. Accept or issue any bribe, gift, loan, or gratuity from or to an incarcerated individual.
3. Engage in trading or trafficking with incarcerated individuals including selling, buying from, or delivering to any incarcerated individual any article or commodity of any description except through authorized channels.
4. Bring articles of any kind into the facility for delivery to an incarcerated individual or take out an article of any kind for an incarcerated individual, unless authorized to do so by the staff.

B. TRANSPORTATION

The safety of the incarcerated individuals transported into the community by sponsors is paramount. The sponsor does not have to be the driver of the vehicle, but whoever is driving must have the appropriate documentation (current driver's license, vehicle registration, and insurance).

C. CHECK IN / OUT

Incarcerated individuals will be checked in/out of the facility at the front desk. Failure to comply will result in the cancellation of the pass or furlough for that day. A sponsor will be required to show the following every time they are checking an incarcerated individual out:

- Valid Photo Identification
- Current/Valid Vehicle Registration
- Current/Valid Vehicle Insurance Card

Sponsors are required to have the incarcerated individual with them at all times except when incarcerated individuals, who are on furlough, go to work. Sponsors shall notify the facility of any emergencies. Sponsors must accompany incarcerated individuals into the facility at the conclusion of a furlough. Furlough times must be strictly obeyed.

D. EMERGENCIES

As a sponsor, you share in the responsibility for the safety and supervision of the incarcerated individual. The Community Corrections Center where the incarcerated individual is housed must be notified of any emergency as soon as possible.

1. Medical

If an incarcerated individual becomes ill or sustains an injury which requires medication or emergency treatment, after you have obtained the medication or treatment, notify CCC-L or CCC-O. Any medication must be turned in to the front desk upon return to the facility.

2. Severe Weather

The facility must be notified as soon as possible in the event severe weather or a natural disaster prevents the return of the incarcerated individual to the facility. You are required to provide the facility with your present location, the extent of injuries, if any, and any other pertinent details as may be required by the staff. Incarcerated individuals may not be allowed to leave the facility on furlough during severe weather watches, warnings, or emergencies as determined by the warden or shift supervisor.

3. Escape

It is your responsibility to contact the facility immediately if the incarcerated individual being sponsored cannot be located. Staff will request information concerning the time, location of the possible escape, a description of the incarcerated individual's clothing, if known, and any other pertinent information. Notification of the appropriate agency and law enforcement personnel is the responsibility of the facility.

E. TERMINATION / SUSPENSION

The warden or deputy/assistant warden may, by verbal mandate, immediately discontinue, restrict, postpone, or terminate the services of any or all sponsors when a situation of high risk occurs in the facility or the community, the safety of a sponsor is threatened, or the conduct of the sponsor is deemed unsuitable.

F. LAPSE OF SERVICE

The sponsor coordinator may require the sponsor to attend and complete another sponsor orientation class and background check if a lapse of service for more than 6 months occurs.

G. GRIEVANCES

Any sponsor wishing to file a grievance must do so in writing, listing their name, organization, function in the sponsor program, and the specific nature of the grievance. The grievance will be submitted to the deputy/assistant warden for investigation.

III. OVERVIEW OF INCARCERATED INDIVIDUAL RULES AND REGULATIONS

Pertinent rules and regulations of the Department of Correctional Services and the Community Corrections Centers can be found within this Sponsor Orientation Training Booklet. Copies of the complete rulebooks and institutional in-house rules are provided to each incarcerated individual.

- A. Incarcerated individuals are not allowed to consume alcoholic beverages, use unauthorized narcotics or drugs of any nature, at any time.

Special Note: Many cold medications contain substances that can cause a positive drug test and many cough syrups contain alcohol.

- B. Incarcerated individuals must strictly adhere to the scheduled departure and return time, the approved itinerary and the location address documented on the authorized furlough. Travel time is included in the time frame of the furlough.
- C. Incarcerated individuals are not allowed to drive any type of motor vehicle while on furlough.
- D. Incarcerated individuals are not allowed to purchase, lease, or possess cell phones, Secure Digital (SD) cards, Bluetooth devices, or other electronic devices without authorization from the warden. Incarcerated individuals will neither possess nor use these items while at the Community Corrections Center, work detail assignments, work release assignments, furlough locations, or anywhere else they may go in the community.

IV. GENERAL INFORMATION

- A. CONTRABAND

Contraband is any item that is not officially issued through proper institutional channels or otherwise specifically approved by the facility for possession by the incarcerated individual. Volunteers or sponsors may not give anything to an incarcerated individual without proper authorization.

- B. VICTIM SERVICES

The DCS has established a Victim Assistance Program. The program aids victims, DCS staff and their families, and interested parties whose incarcerated individual offenders were sentenced to a prison term within the department.

For additional information, please call (402) 479-5867 or visit the agency's website at www.corrections.state.ne.us.

C. SMOKING POLICY

Smoking is not permitted anywhere inside the facility. Sponsors and incarcerated individuals are not permitted to smoke on DCS or Community Corrections Center property or grounds.

D. STATUTORY PROVISIONS

Sponsors are also subject to statutory provisions 28-322 and 28-322.01 that specifically prohibit sexual activity between sponsors and incarcerated individuals while on passes and/or furloughs. It is not the intent of this statute and section to subject spouses to criminal liability.

REPORTING

Employees are held accountable by Department policy to report any inappropriate staff/inmate or parolee behavior immediately. All efforts will be made to ensure confidentiality and no retaliation shall occur against the reporting staff member. Staff who fail to report such conduct will be held accountable and sanctioned through disciplinary action and possible prosecution.

Deer Oaks 1-866-792-3616

Because of the difference in power between inmates and staff, contractors, sponsors and volunteers, sexual assault/abuse between any staff person and an inmate or parolee even if the inmate or parolee consents, initiates or pursues the contact, are always prohibited and always illegal.

BOUNDARIES

Boundaries in relationships can be difficult. If you question your professional boundaries with an inmate or parolee or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect or bring this matter to the attention of your supervisor before it gets out of control. Employees may wish to seek the counsel of their employee assistance program.

The NDCS believes that addressing inappropriate staff/inmate or parolee relationships is essential to assuring the safety of staff and inmates and parolees. Any manner of sexual misconduct, sexual harassment, over-familiarity, or retaliation will not be tolerated or condoned.

NDCS employees must not engage in this kind of conduct. The Department will not support staff members who do. We recognize that staff misconduct and failure to follow professional standards tarnishes our reputation and credibility, jeopardizing the safety and security of our institutions.

The Nebraska Department of Correctional Services will not tolerate sexual misconduct and inappropriate staff/inmate or parolee relationships. It is important that everyone, staff and inmates and parolees, does his/her part to reduce the harm that results from this kind of behavior. This information has been developed to help staff understand what inappropriate staff/inmate behavior is, how to avoid it, and what to do if it occurs.

Nebraska State Statute

State Statute 28-322 sexual abuse of an inmate or parolee defined as follows: Inmate or parolee means any individual in a facility by the Department of Correctional Services or a city or county jail facility or under parole supervision

State Statute 28-322.01 Sexual abuse of an inmate or parolee. A person commits the offense of sexual abuse of an inmate or parolee if such person subjects an inmate or parolee to sexual penetration or sexual contact as those terms are defined in section §28-318. It is not a defense to a charge under this section that the inmate or parolee consented to such sexual penetration or sexual contact.

It is not a defense to a charge under this section that the inmate or parolee consented to such sexual penetration or sexual contact.

State Statute 28-322.02 Sexual abuse of an inmate or parolee in the first degree. Any person who subjects an inmate or parolee to sexual penetration is guilty of sexual abuse of an inmate or parolee in the first degree. Sexual abuse of an inmate or parolee in the first degree is a Class IIA felony.

State Statute 28-322.03 Sexual abuse of an inmate or parolee in the second degree. Any person who subjects an inmate or parolee to sexual contact is guilty of sexual abuse of an inmate or parolee in the second degree. Sexual abuse of an inmate or parolee in the second degree is a Class IIIA felony.

Policy 203.11 Attachment A
Sexual Assault/Abuse
Revised February 2022

Sexual Assault/Abuse Policy

NEBRASKA
Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

A GUIDE FOR STAFF, CONTRACTORS
AND VOLUNTEER

THE DEPARTMENT'S POLICY ON SEXUAL ACTIVITY

The Nebraska Department of Correctional Services has a **ZERO tolerance** Policy regarding Sexual assault, sexual abuse and sexual harassment, and retaliation for reporting such incidents. Inmates, parolees, visitors, volunteers and employees have a right to living and working in areas that are free from any form of sexual assault sexual abuse and sexual harassment. This policy covers sexual assault, sexual abuse and sexual harassment by employees, visitors, volunteers, and inmates.

PENALTIES

Those choosing to sexually abuse an inmate/parolee are subject to discipline, including termination, and shall be referred to the county attorney for criminal prosecution. It is never a defense to the charge that the inmate or parolee consented to sexual activity or sexual penetration.

CODE OF ETHICS & CONDUCT

Administrative Regulation 112.31, Code of Ethics and Conduct, states: It is prohibited for any employee of DCS, as well as for any contracted/authorized contractor/volunteer/sponsor to engage in any form of sexual activity with an inmate/parolee/ offender. Implied threats, coercion, intimidation and/or preferential treatment that could influence an inmate/parolee/ offender to consent to participate in sexual activity are not tolerated.

An inmate or parolee may try to use sex to improve his/her standing or circumstances (better job, avoid disciplinary action, effect a transfer, gain privileges, etc.). However, as the person in authority, it is the staff member's responsibility to discourage and refuse any overtures as well as maintain professional boundaries at all times.

A staff member's personal and professional reputation may be jeopardized because of unprofessional conduct. An employee's effectiveness, career, and family can be negatively impacted or destroyed

INDICATORS THAT AN OVERLY FAMILIAR RELATIONSHIP MAY BE DEVELOPING

- Over-familiarity can lead to being asked to violate rules in the future, can lead to sexual misconduct and harassment, or can lead to blackmail by inmates, offenders and parolees. It may "look like" the following:
 - Isolation from fellow staff
 - Allowing inmates in an unauthorized area or repeatedly out of their assigned area
 - Spending an inordinate amount of time with an inmate or parolee
 - Accepting personal telephone calls or associating on a personal basis with inmates or parolees or their families unless it's an expectation of the staff member's job responsibilities
 - Drastic behavior changes on the part of an inmate or parolee or staff (i.e., dress, makeup, and hair)
 - Staff sharing food or snacks with inmates or parolees
 - Believing an inmate or parolee is indispensable ("she/he is the only one who can do this job")

Staff can treat inmates and parolees with respect and concern without becoming overly familiar and may gain more respect from inmates or parolees as a result.

The Daily Dozen*

- Do you look forward to seeing a particular inmate when you come to work?
- Have you done anything with an inmate you would not want your family or supervisor to know about?
- Would you be reluctant to have a co-worker observe your behavior for a whole day?
- Do you talk about personal matters with inmates?
- Do you believe you can ask an inmate to do personal favors for you?
- Have you ever received personal advice from an inmate?
- Have you said anything to an inmate that you would not want tape-recorded?
- Do you have any thoughts or fantasies of touching a particular inmate?
- Do you think you have the right to touch an inmate wherever and whenever you want?
- Do you have feelings of not being able to wait to share good/bad news with a particular inmate?
- Do you think inmates are not allowed to say no to you, no matter what?
- Have you ever allowed inmates to talk about sexual experiences or sexual fantasies, or tell sexual jokes in your presence?

If your answer to any question was "yes," you are at risk for developing an inappropriate relationship with an inmate.

*From: Teena Famon, CA DOC, retired