

## **INSTRUCTIONS FOR GROUPS COMING TO THE PRISON FOR CORNERSTONE ACTIVITIES**

1. **Forms:** Every person coming to the prison must fill out a Penitentiary Access Form and Waiver of Liability Form at least two weeks in advance of coming into the prison. Final approval from the prison must be secured before coming to the prison. These forms are available from the chaplain or the prison Cultural Activities Coordinator. Return the forms to the chaplain.
2. **Parking:** Parking is available across the street from the main prison building or in the lot to the west of the main entrance. If these are full there is a parking lot further west outside the west wall of the prison.
3. **Arrival:** The prison entrance is located under the arch on the south side. Assemble in the main lobby at the scheduled time and wait for your escort.
4. **Time:** Groups arriving for Friday Worship need to be in the prison lobby by 5:45 pm.
5. **ID:** You must bring a photo ID to enter the prison. Generally this is a driver's license but can be any photo ID. This will be collected and left in Main Control while you are in the facility.
6. **Contraband:** You are not allowed to bring phones, pagers, watches, tobacco, weapons, pocket knives, sharp objects, liquor or medication into the prison. (If medication is needed during the time you are attending a prison activity this will be left with Main Control. Please contact your escort about this before coming to the prison.) Gender appropriate officers will "pat-search" prior to entry. Lockers are available in the lobby for 25¢ for items that need to be left outside.
7. **What to wear:** Wear respectful non-provocative clothing. Outerwear like coats and jackets may not be worn into the prison. There is a coat rack available in the lobby. Hooded sweaters or sweatshirts, sleeveless shirts or sheer blouses, yoga pants, tight fitting jeans, short pants and open toed shoes are not allowed.
8. **Stairs:** The only access to the chapel is via a couple long flights of stairs. Persons with difficulty climbing stairs should not attempt to come to the prison chapel.
9. **Interaction with inmates:** Visitors are allowed to interact with inmates when a qualified escort or Corrections Officer is present. Some inmates may approach you to thank you for coming or for other friendly conversation. Interact as you feel comfortable. Personal information, such as phone numbers, addresses and family information is **not** to be discussed with inmates. However, you should not expect to remain anonymous. Report any interaction with inmates outside of these guidelines.
10. **Equipment:** Groups needing special equipment (e.g., musical instruments or electronic equipment) will need to inform your escort and seek prior approval for what you plan to bring into the prison. The prison chapel has PA equipment, drums and an electronic piano. Equipment brought into the prison may be searched by prison officers.
11. **Safety:** It is quite common for persons to be fearful about entering the prison, especially the first time. An officer and/or a trained escort will be with you at all times. Think *safety* and report anything that makes you uncomfortable.
12. **Thank you:** Thank you for your interest in our inmates and activities. If you seek further information or involvement in our programs please contact the chaplain at 605-367-5749.