

## 2-03-300 Volunteer Organizations

### **PURPOSE OF ORDER:**

To establish areas of responsibility for volunteer civilian personnel rendering educational and rehabilitation programs within the Twin Towers Correctional Facility (TTCF).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to TTCF.

### **ORDER:**

Organized volunteer groups from the community shall, with the approval of the, Office of Religious and Volunteer Services (RVS) be permitted to visit the TTCF. The purpose of such visits shall include, but not be limited to rehabilitation and educational programs for inmates.

#### Alcoholics/Narcotics Anonymous

Alcoholics/Narcotics Anonymous meetings are conducted by members of the Central Hospital and Institutional Committee, under the supervision of a panel leader. The panel leader shall be appointed by the Committee, and must be acceptable to the facility that is being served. No member shall be admitted to the facility unless they have been approved RVS.

No committee member of A.A./N.A. on parole or probation shall be allowed to attend an A.A./N.A. meeting in any correctional facility without advance clearance by the Facility Commander or Division Chief.

Printed instructions compiled and edited to meet the specific requirements of each separate institution shall be furnished by the Central Hospital and Institutional Committee to all authorized panel leaders.

Alcoholics/Narcotics Anonymous case histories, life stories, and/or A.A./N.A. general information are the main topics of any A.A./N.A. meeting conducted within all institutions.

Inmates requesting "sponsorship upon release" or other A.A./N.A. personal contact should be referred to the telephone numbers of the Los Angeles A.A./N.A. Central Office, which has a "Sponsorship Upon Release" list and contact procedure available.

A.A./N.A. personnel may provide individual counseling or group meetings through closed circuit television under the supervision of the TTCF Inmate Programs staff.

#### Friends Outside

Friends outside is an organization which acts as a liaison between the facility and the families of inmates housed at TTCF. When the group is contacted by a disabled or infirm family member of an inmate, they work to set visiting appointments for the family member. Additionally, they provide transportation and escort for the family member to, from, and within the facility. Members of Friends Outside shall be allowed to escort family to the visiting area and shall be allowed to remain for the duration of the visit. These individuals do not count

as one of the two visitors allowed to see the inmate.

Appropriate security checks shall be made, prior to admittance, of all individuals participating in such volunteer programs.

#### Access to Inmates

Volunteers providing these services shall be granted access to the inmates absent emergent or justifiable circumstances, which shall be approved by the floor sergeant. When any circumstances arise that prevent volunteers from seeing inmates, the following shall be adhered to:

1. Advise the floor sergeant of the circumstances in an effort to re-direct the volunteer.
  2. Make a notation as to why the meeting/service could not be conducted and who was notified in the e-UDAL.
  3. When accommodations cannot be made, the floor sergeant shall notify the watch commander. The watch commander shall make a notation in the watch commander's log to indicate the reason why the meeting/service had to be canceled.
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