

## Employee Interaction with Inmate

- Employees **shall not** engage in conversation with an offender other than simple courtesies. An employee should not respond to questions, interact in conversation, ask work related questions or give instructions to an offender. If conversation is required other than the simplest and brief, the correctional officer or LDH Safety/Security & Administrative Services Director **must** be contacted.
- Employees **shall not** correspond with an offender by phone, mail, note or any other method.
- Employees **shall not** mail letters or any other articles for an offender.
- Employees **shall not** be affectionate with an offender to include casual touching, either alone or in the presence of others or develop any type of relationship with an offender, his family or friends.
- Employees **shall not** call or accept calls from an offender, his family or friends. If you should receive a call either from an offender, reject it and report it immediately to a correctional officer, LDH Safety/Security & Administrative Services Director, or the institution.
- Employees **shall not** allow an offender to use any telephone and should report any use of a telephone to a correctional officer or the LDH Safety/Security & Administrative Services Director immediately.
- Do not leave valuables, office supplies or contraband (i.e. jewelry, scissors, letter openers, money, cigarettes, lighters, medication, postage stamps, or cell phones) where it would be accessible to an offender. These items should be secured at all time. If you have any questions as to what is considered contraband, please consult with a correctional officer or the LDH Safety/Security & Administrative Services Director.
- Employees **shall not** give anything to an offender (i.e. money, cigarettes, candy, pictures, and telephone numbers). Nor should an employee accept anything from an offender (i.e. painting, drawings, poems, correspondence).
- Employees **shall not** bribe, influence or coerce an offender or his family or friends to violate institutional policy, procedures, rules or state or federal laws (or attempt to).
- Any employee who is related to or acquainted with an offender assigned to the building in which they work, **must** report this to their supervisor and/or correctional officer immediately.
- Employees **shall not** leave on their desk or discard into garbage cans any materials containing personal information (i.e. home address, bills, social security number, bank information, credit cards, credit card receipts or statements).
- Employees should secure their computers when not in use and memorize computer passwords. Do not leave them written where an offender can easily read it.
- Employees **shall not** assign an offender work outside their regular work area.
- All communications and/or jobs regarding and offender must be directed to a correctional officer or the LDH Safety/Security & Administrative Services Director.