

**DEPARTMENT OF
PUBLIC SAFETY AND CORRECTIONS**

I. "MIKE" FOSTER, JR., GOVERNOR
RICHARD L. STALDER, SECRETARY

May 17, 1999

TO: All Concerned

FROM: James M. LeBlanc
Warden, DCI

Enclosed you will find a copy of The Do's and Don'ts when Dealing with Inmates. This new edition has been reorganized to address all areas of concern. Please review these rules with all of your employees to insure a continued safe and secure work area.

Thank you.
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TO: All Concerned

FROM: James M. LeBlanc
Warden, DCI

RE: Do's and Don'ts When Dealing with Inmates

I have listed below some general categories of prohibited inmate behavior so that all concerned will be aware of an inmate's limits of conduct. If you observe an inmate committing any of the following unauthorized activities, please contact a correctional officer immediately.

1. Inmates are not allowed to possess contraband (i.e., alcohol, weapons, drugs, medication, syringes, money).
2. Inmates must be in their suggested areas at all times and must perform their tasks with reasonable speed and efficiency. (Inmates who refuse to work will be returned to DCI.)
3. Inmates must address all employees by their proper title or by "Mr., Mrs., Miss. or Ms." at all times.
4. Inmates shall not invade the privacy of an employee with unsolicited non-threatening affectionate or overtly sexual conversations, correspondence or phone calls.
5. Inmates shall not commit or threaten to commit bodily harm upon any person.
6. Inmates shall not bribe, or attempt to bribe, influence or coerce anyone to violate institutional policy, procedure, rules and/or state or federal laws.
7. Inmates shall not display disruptive and/or boisterous behavior.

8. Inmates shall not participate in and/or operate any game of chance involving bets or wagers.

While it is impossible to define all prohibited acts, the above listing should provide a general guide of an inmate's behavior. If you have *any* questions or concerns regarding an inmate's behavior, please do not hesitate to contact a correctional officer or the institution.

In addition to the above prohibitions on inmate behavior, the following is a list of "do's and don'ts" that employees should adhere to regarding the treatment of an inmate.

1. Employees ***shall not*** engage in conversation with an inmate other than simple courtesies (i.e., good morning, thank you). An employee should not respond to questions, interact in conversation, ask work related questions or give instructions to an inmate. If conversation is required other than the most simple and brief, the correctional officer ***must*** be contacted.
2. Employees ***shall not*** correspond with an inmate by phone, mail, note or any other method.
3. Employees ***shall not*** mail letters or any other articles for an inmate.
4. Employees ***shall not*** be affectionate with an inmate to include casual touching, either alone or in the presence of others.
5. Employees ***shall not*** call or accept calls from an inmate, his family or friends. If you should receive a call either from an inmate or for an inmate, reject it and report it immediately to a correctional officer or the institution.
6. Employees ***shall not*** allow an inmate to use any telephone and should report any use of a telephone to a correctional officer immediately.
7. Do not leave valuables, office supplies or contraband (i.e., jewelry, scissors, letter openers, money, cigarettes, cigarette lighters, weapons, alcohol, drugs, medication) where it would be accessible to an inmate. These items should be kept secured at all times. If you have any questions as to what is considered contraband, please consult with a correctional officer.
8. Employees ***shall not*** give anything to an inmate (i.e., money, tips, cigarettes, candy, pictures, telephone number). Nor should an employee accept anything from an inmate (i.e., paintings, drawing, poems, correspondence).

9. Employees ***shall not*** bribe, influence or coerce an inmate or his family or friends, to violate institutional policy, procedure, rules or state or federal laws (or attempt to).
10. Any employee who is related to or acquainted with an inmate assigned to the building in which they work, ***must*** report this to their supervisor and/or correctional officer immediately.
11. Employees ***shall not*** develop any type of relationship with an inmate, his family or friends.
12. Employees ***shall not*** leave on their desk or discard into garbage cans any data containing personal information (i.e., home address, bills, social security number, bank information, credit cards, credit card receipts or statements).
13. Employees should secure their computers when not in use and should not leave their password to access their computer where it can be easily read by an inmate.
14. Employees ***shall not*** assign an inmate work outside the regular work area. All communication and/or jobs regarding an inmate ***must*** be directed to a correctional officer.

It is very important that employees report all unusual occurrences concerning an inmate to a correctional officer or the institution.

With your help, DCI can continue to provide services to the state without incident. Again, should anyone have any questions or concerns, you may contact the correctional officer in your area, the correctional officer supervisor in Baton Rouge at (225) 219-4821 or you can call DCI at (225) 634-1200.

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(FILE:PERSONNEL/DCI)