

Rules of Conduct for Kairos Weekend Closing At Warren Correctional Institution (WCI)

YOU MUST PRE-REGISTER TO ATTEND A KAIROS CLOSING BY FILLING OUT THE REQUIRED PAPERWORK FOR ENTRANCE INTO WCI. CONTACT YOUR TEAM HOST FOR THE PAPERWORK AND VERIFICATION THAT YOUR PAPERWORK HAS BEEN PROCESSED AND APPROVED.

Be at the Front Gate of WCI by **4:00 pm** your current schedule is for entry through security is **4:30 pm**. Proceed to the entrance point and tell the officer that you are there for the KAIROS CLOSING, and follow any directions they may give you after that.

Leave all personal items in the car that you came in all you need to come in the unit with is your DRIVERS LICENSE and your car keys.

BE SURE TO LOCK YOUR VEHICLE AND MAKE SURE ALL WINDOWS ARE CLOSED, IF YOU ARE DRIVING A PICKUP PLEASE DO NOT HAVE ANY LOOSE ITEMS IN THE BED OR AN UNLOCKED TOOLBOXES.

1. You must have a state-approved driver's license or photo ID with you at check in.
2. Keep everything else to a minimum.
 - Only one car key (and only if necessary—No electronic openers).
 - No key rings with a large number of keys on it.
 - No knives or combo tools of any kind (including the small ones attached to a key ring).
 - No cell phones, beepers or other electronic devices.
 - No tobacco products of any kind
 - No money paper, coins or credit cards (purses and wallets will not be needed)
 - Keep jewelry to a bare minimum (It makes getting through the metal detector more difficult the more you wear).
 - Nothing in your coat pockets (The Staff will examine coat pockets).
 - No hats
 - If you have any question about an item it is better not to take it with you.
3. Dress appropriate for the occasion:
 - No plain blue clothing or blue jeans or plain white dress shirts (the residents wear blue and the correctional officers wear white dress shirts).
 - No shorts.
 - No clothing with holes
 - No open toed shoes (including sandals) – you may have to run so they must fit well.
 - Shoes with socks
 - No logo or advertising on clothing.
 - Please dress conservatively; this is a Maximum Security Prison.

Men must wear a collared shirt with at least short sleeves, slacks, and closed toe shoes (NO SANDALS)

Women must wear a collared shirt with at least short sleeves, slacks, or a conservative dress at least knee length or longer and closed toe shoes (NO SANDALS)

If you drove the vehicle you came in you may bring your keys in. If you rode in that vehicle please leave your keys in the vehicle. All you need if you didn't drive is your DRIVERS LICENSE.

4. Keep the noise level down in the check-in area. The staff is charged with security of Guests, Staff and Inmates. Their job is specific and nothing and no person will be permitted in who has the potential of creating disruption to the operation of the WCI. Staff must be heard and they must be able to hear responses to their questions and directions. Follow all Staff directions without question.

5. If you have medical implants, pacemakers or similar devices, inform the Staff prior to entering the metal detector. If you must carry medication, it must be logged in.

6. Use restrooms prior to checking into the institution. Facilities are available in the waiting area. After you are checked in, do not go back out to use the restroom. Additional restrooms are available in the closing room.

7. When you get to the closing room please follow the direction of team members. They will have a specific seating location to follow. Because of security, the first two ROWS will be filled up by team members between you and the residents. Join in the singing when the musicians start to play. This will set a mood of praise and worship so we will be ready to greet our new brothers when they enter. After dismissal, quietly remain in your seats and listen for your number to be called. Exit promptly. Team members can visit with you in the parking lot after all have exited.

8. No physical contact is allowed between closing attendees and residents.

ONCE IN THE GUEST AREA, YOU ARE TO REMAIN IN THIS AREA AND DO NOT CROSS OVER THE FIRST TWO ROWS BETWEEN THE TEAM AND THE RESIDENTS

9. Please remember that any instructions given by staff must be followed at once, without question.

10. No one will be admitted if they are not on the closing list. A completed Closing Application must be returned to get on the approved list for a closing.

11. Your Kairos team contact will let you know the final date to get on the list. Because of limited space, it is on a first come, first served basis.

12. Your Kairos team contact will tell you what time you need to be at WCI to get checked in. Current schedule is for entry through security is **4:30 pm**. Kairos has developed a good relationship with WCI, and it will take all of us to continue to maintain and build this relationship. Please remember that we are guests of WCI and that everyone attending the closing is a representative of Kairos, but more importantly a representative of Christ.

Please review these instructions before entering WCI.

Volunteer/Contractor/Intern Emergency Information

Name:			Last 4 digits of Drivers License #:		
Current Residence:					City:
State:	Zip:	Birth Date:		E-mail Address:	
Home Phone (Including Area Code):			Cell Phone (Including Area Code):		

* In the event of an emergency where driving directions are needed to your home, the address listed above will be used to run "driving directions" using a mapping service through the internet.

List 3 Persons To Notify In The Event Of An Emergency:

1. Print Name:			Relationship:		
Primary Contact Number:		Alternate Number:			
Address:		City:	State:	Zip:	

2. Print Name:			Relationship:		
Phone Number: ()		Address:			
City:		State:	Zip:		

3. Print Name:			Relationship:		
Phone Number: ()		Address:			
City:		State:	Zip:		

Do You Wear a Medical Tag: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Please Explain:			
Name of Family Doctor:			Doctor's Phone Number: ()		

Model of Car 1:		Plate #:			
Model of Car 2:		Plate #:			

If any information on this form changes, a new form must be completed and returned to the Volunteer Coordinator.

Signature:			Date:		
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Staff Nexus

Definition of Staff Nexus - An employee, volunteer or contractor who has any contact and/or relationship with an inmate or offender who is currently under supervision of DRC.

Notice: If the relationship changes you are required to complete a new nexus form immediately.

COMPLETE ONLY ONE SECTION BELOW (I, II OR III)

I NO NEXUS

I state that, to the best of my knowledge, I have no nexus connection, affiliation, or relationship to any inmate/offender currently under the supervision of the the Ohio Department of Rehabilitation and Correction. I understand that should I become aware of such a relationship I am required to notify my Managing Office/APA Regional Administrator the next business day.

II NEXUS - REQUESTING NO CONTACT

I have a nexus with _____ who is currently incarcerated at the _____
(name of inmate/offender) (number)

(Institution or under the supervision of the APA)

Please describe your relationship:

I do not wish to maintain contact with the individual

III NEXUS - REQUESTING CONTACT

I have a nexus with _____ who is currently incarcerated at the _____
(name of inmate/offender) (number)
_____. Please describe your relationship:
(Institution or under the supervision of the APA)

(family, significant other, friend, neighbor, acquaintance)

Please describe the type, duration and purpose:

Print Name:	Signature:	Date:
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Approved:
Disapproved:

Managing Officer/APA:	Date:
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Comments:

<input type="checkbox"/> Revocation (Managing Officer/APA Regional Admin)	Print Name:	Signature:	Date:
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Appeal Process: Within 5 business days of the receipt of this approval/disapproval, the employee has the right to appeal the decision in writing to the next level of supervision.