

## Clergy Visitation Packet

Before coming into the institution, clergy must complete in full the Clergy Visitation Packet. A security check must be successfully completed for all clergy prior to interaction with residents. All applicants need to attach a letter of endorsement on church letterhead. If you are a pastor the letter needs to be written by your overseer. The following allowance has been made for lay persons involved in pastoral care: *All lay persons applying for clergy approval will need to attach a letter of endorsement from your pastor, on church letterhead. This letter needs to specifically state that you have been "commissioned for pastoral counseling".*

Please note, no one will be considered for approval unless they are actively involved in a local church and accountable to church authorities.

Clergy visitation is by appointment only. When calling the Chaplain's Office to make an appointment to visit a resident, give your name, church, and name of the resident you wish to visit. The appointment will need to be made between the hours of 2:30 p.m. and 3:30 p.m. on a Tuesday or Friday with 24 hours' notice in advance.

Plan to arrive approximately 10 minutes before your scheduled appointment. This allows time for the staff to inform the child in Detention or shelter that they have a clergy visit and time for the resident to get ready. A resident is allowed one clergy visit per week. A clergy member may not visit more than two residents during a week.

(NOTE: You may not use clergy visitation to see a family member who is being detained. You must be put on their general visitation list. If family members are concerned about a resident's spiritual needs, these can be handled through the chaplain's office.)

You are not permitted to give or receive ANYTHING directly to or from the resident. If you wish to give someone a Bible or religious material:

- 1) Include the resident's name, your name and phone number and mark it for "Chaplain's Office"
- 2) Give it to the staff in the lobby. The chaplain will check it for approval and give it to the resident at a later time.
- 3) If the items cannot be approved, you will be notified. Make sure it does not contain ANY CONTRABAND. Contraband consists of things such as:
  - Anything sticky (tape, stickers, post-it notes, etc.)
  - Plastics or lamination (tabs, bookmarks, etc.)
  - Whiteout, crayons, etc.
  - Note paper, envelopes, stamps, etc.
  - Spiral bound books, wire or plastic.

Bibles, devotional guides, and other religious materials are available from the Chaplain's Office by resident's request. Residents are not permitted to have excessive materials in their rooms.

To schedule an appointment please contact the Chaplain's Office at (717) 209-3316.

# Clergy Visitation

## Lancaster County Youth Intervention Center

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Name of Church: \_\_\_\_\_ Position in Church: \_\_\_\_\_

Church Address: \_\_\_\_\_

\_\_\_\_\_

Email (optional): \_\_\_\_\_

I, \_\_\_\_\_ agree to abide by the above guidelines while conducting  
(Printed Name)

clergy visitation at the Lancaster County Youth Intervention Center.

Visitor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chaplain's Signature: \_\_\_\_\_



# Lancaster County Youth Intervention Center



## Liability Release Form

WHEREAS the undersigned has requested permission from Lancaster County Youth Intervention Center to enter areas of County of Lancaster property not open to the general public in order to participate in Volunteer/Clergy Programming at the Youth Intervention Center;

AND WHEREAS the undersigned is aware that by entering areas of Youth Intervention Center not open to the general public, that they subject themselves to possible bodily injury and life threatening situations that may result from the actions and activities of certain Youth Intervention Center residents; in that it is impossible at all times and places to see that the undersigned is sufficiently protected by employees of Youth Intervention Center from potentially dangerous actions and activities of such residents;

AND WHEREAS the undersigned recognizes that the Youth Intervention Center houses, at all times, some potentially dangerous residents;

NOW, THEREFORE for and in consideration of the permission granted to me by the County of Lancaster to enter areas of Youth Intervention Center not open to the general public and to participate in a Volunteer/Clergy Program of the Youth Intervention Center, I hereby release Lancaster County Youth Intervention Center, Lancaster, Pennsylvania, and their agents and employees of and from any and all claims, causes of actions, damages or demands that may arise from any bodily injury to my person inflicted by a resident at the Youth Intervention Center while I am present in areas of the Youth Intervention Center not open to the general public.

I have read and I understand the terms of this release and I sign it voluntarily and with full knowledge of its significance and legal meaning and effect.

Name: \_\_\_\_\_  
*(Please Print Full Name)*

Signature: \_\_\_\_\_  
*(If under 18 must be signed by parent of legal guardian)*

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

- Coming to work early/staying late
- Flirting with a resident
- Standing too close to a resident
- Taking up a resident's cause or grievance
- Changing duty assignments of a particular resident
- Getting into conflicts with co-workers over a resident
- Bringing things into the facility for the resident
- Doing favors for a resident's family
- Feeling the effects of major life changes (divorce, etc)
- Believing a resident is indispensable

Your personal and professional reputation may be jeopardized because of unprofessional conduct. Your career, and even your family can also be negatively impacted or destroyed.

### Some Other Things to Consider

Amorous or sexual relationships with a resident are seldom a secret. Such behavior will subject you to disrespect and manipulation from other residents that may be aware of your situation.

Once in a relationship, professional judgment becomes clouded and the normal defenses that exist to protect you will be compromised. When acting on emotions, you may take actions that would otherwise be considered inappropriate in a correctional environment (either in custody or in the community).

Amorous or sexual relationships are inappropriate and illegal when they occur between a resident and any staff member, contractor, vendor or volunteer. Residents depend upon staff to provide for their care, ensure their safety, address their health care needs, supervise their interactions and conduct, and act as role models for socially-acceptable conduct.

Your conduct and the decisions you make reflect not only on your own reputation, but also on that of your peers and the agency you represent.

### How to Maintain Appropriate Boundaries:

Most staff/resident sexual misconduct occurs only after seemingly innocent professional boundaries have been crossed. The following behaviors will assist you in maintaining appropriate boundaries:

- Maintain professional distance
- Focus behavior on duties and assignments
- Do not become overly close with any particular residents
- Do not share your own or other staff person's personal information with or around residents
- When speaking to residents about other staff refer to the staff by their title or as Ms. or Mr.
- Do not accept gifts or favors from residents
- Be knowledgeable of County and facility policy and procedure, rules of conduct and laws regarding sexual misconduct and sexual harassment.

### A Duty to Report

Staff must report any inappropriate staff/resident behavior immediately. The presence of illegal and unethical behavior by staff compromises the security and safety of the facility. Staff that fail to report such behavior will be held accountable and sanctioned through dismissal. All efforts will be made to ensure the confidentiality of the reporting staff member.

You must file a report to the appropriate personnel (per policy) if you see or know of any staff, contract staff, vendor or volunteer sexually involved with or sexually harassing a resident.

If you have questions, please call 717-299-7821.



Lancaster County  
Youth Intervention Center

## A Guide to the Prevention and Reporting of Sexual Misconduct with Residents



**For Contractors, Vendors,  
and Volunteers of the  
Lancaster County  
Youth Intervention Center  
Confidential Reporting Hotline  
717-392-7273**

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## Staff Sexual Misconduct

The Lancaster County Youth Intervention Center's (YIC) Prison Rape Elimination Act Policy (Policy 500) specifically forbids any activity associated with or that promotes acts of sexual conduct, including sexual harassment between residents and staff. In this definition, "staff" includes: contractors, vendors and volunteers of the facility. A "resident" means someone who is being housed at the Youth Intervention Center and is under staff supervision.

YIC Policies 500 contains detailed descriptions of what constitutes sexual misconduct and staff misconduct of a sexual nature. Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward a resident by facility staff, contract staff, or volunteer.
2. Inappropriate touching between residents and staff.
3. All completed, attempted, threatened, or requested sexual acts between facility staff and a resident.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

Depending on the investigation findings of an alleged incident, the outcome may result in the loss of your job/ assignment and the possibility of criminal charges. In addition, persons accused of sexual harassment in civil or criminal proceedings may be held personally liable for damages to the person harassed.

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## An Abuse of Power

Due to the imbalance of power between residents and staff in correctional settings, sexual interactions between staff (who have power) and residents (who lack power) are unprofessional, unethical and illegal.

Some residents who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally a resident may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, gain privileges, etc.).

As a YIC contractor, vendor or volunteer, your designated assignments place you in a position of authority over the residents with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between residents and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and residents. In fact, the law states "consent" is not a defense to prosecution. Here are some factors to consider.

## History of Victimization

Some people don't think of residents as 'victims' of staff sexual misconduct, especially when the resident appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The resident is always the victim because of the imbalance of power. The consent or willingness of a resident to participate may be a survival strategy or a learned response to previous or current victimization.

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Many residents have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member. In some instances, particularly for female offenders, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct while in a correctional setting.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries **at all times**.

Boundaries in relationships can be difficult. If you question your professional boundaries with a resident or feel uncomfortable with his/her actions or advances toward you, bring this matter to the Supervisor On-Duty immediately before it gets out of control.

## Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with a resident:

- Spending a lot of time with a particular resident
  - Change in appearance of a resident or staff member
  - Deviating from facility policy for the benefit of a particular resident
  - Sharing personal information with a resident
  - Horseplay
  - Overlooking infractions of a particular resident
  - Doing favors for a resident
  - Consistently volunteering for a particular assignment or shift
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# Lancaster County Youth Intervention Center

## Volunteer PREA Acknowledgement

The County of Lancaster has zero tolerance toward all forms of sexual abuse and sexual harassment of all residents at the Lancaster County Youth Intervention Center. Residents of the Youth Intervention Center cannot give consent to engage in any sexual activity, regardless of age. Accordingly, it is the Youth Intervention Center's policy to ensure that any form of sexual activity between residents or between residents and staff, volunteers, or contract employees, regardless of consent, is strictly prohibited. Such conduct is subject to administrative disciplinary sanctions and may result in criminal prosecution.

**Definitions:** Sexual abuse includes sexually abusive contact, sexually abusive penetration, indecent exposure, voyeurism and sexual harassment.

- Sexually Abusive Contact: Touching without penetration of the genitalia, anus, groin, breast, inner thigh, or buttocks, either directly or through the clothing, of another person.
- Sexually Abusive Penetration: Contact between the penis and vagina or the penis and anus; contact between the mouth and the penis, vagina, or anus; or penetration of the anal or genital opening of another person by hand, finger, or other object.
- Indecent Exposure: The display by a person of his/her genitalia, buttocks, or breast in the presence of a resident.
- Voyeurism: An invasion of a resident's privacy by a person unrelated to official duties, such as watching a resident who is showering or undressing in his or her room or requiring a resident to expose himself or herself for reasons unrelated to official duties.
- Sexual Harassment: Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures or actions of a derogatory or offensive sexual nature by another individual.

**Third Party Reporting:** Third party reports of sexual abuse and sexual harassment can be made to the Supervisor On-Duty or the facility's Director, Drew Fredericks (717-299-7821, frederid@co.lancaster.pa.us) Third party reports can also be made to the following entities:

- Lancaster County Detectives or the Lancaster City Police;
- PrimeCare Medical staff;
- YWCA of Lancaster – 24-Hour Sexual Assault Hotline (717-392-7273).

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I have reviewed the above guidelines and understand my reporting responsibilities. I have also viewed the National Institute of Corrections video "Keeping Our Kids Safe" which can be found here <https://www.youtube.com/watch?v=bH1J4M7QnYg> and received the "PREA Brochure for Volunteers".

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Volunteer's Printed Name

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Volunteer's Signature

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Date

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Program Coordinator's Signature

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Date