

### Guidelines for AA Volunteers at Her Majesty's Penitentiary

- You may park in the parking lot of the penitentiary (no permit required). You must ring the bell at the main gate (beneath the glass enclosure) to gain access to the building. Bring a piece of picture ID.
- Personal belongings may be searched at the gate and you may be scanned. Your belongings (such as a purse or wallet) can be placed in an assigned locker for the duration of your visit. Cell phones are not permitted inside the institution.
- You will proceed to the main prison building and then be escorted to the multi-purpose room for your meeting.
- Interaction with inmates should be kept at a professional level. Refrain from giving out a lot of personal information (in particular, your address or home phone number) and do not give out personal information of staff.
- Do not agree to bring in any "favours" for an inmate (such as personal care items or magazines), make phone calls to family/friends or deliver notes/mail for them. Inmates have access to telephones and mail service to approved people in the community.
- Alert the coordinator if there is an inmate who repeatedly asks you to make contact for him to family/friends or bring items into the institution for him.
- Never bring any contraband (alcohol, cigarettes, over-the-counter drugs, prescription drugs or street drugs) into the institution.
- Personal gifts for inmates are not allowed. On occasion, volunteers are permitted to bring in snacks or other "treat" items if it is approved by the coordinator and the institution.

May 22, 2013