

All employees, regardless of assignment, shall conduct themselves in such a manner as to merit the respect of offenders. They shall not become familiar with offenders or permit familiarity on the part of offenders.

Employees are required to maintain the security, decorum, and discipline of offenders who are under their direct supervision or who may appear in their areas of assignment. Employees will not permit horseplay among offenders on assignment and will prohibit any loud or boisterous conversation or vulgar or profane language.

Employees are prohibited from establishing or continuing in personal relationships with offenders, including engaging in or attempting to engage in any form of consensual sexual misconduct with an offender or forcing or attempting to force offenders to participate in nonconsensual sexual misconduct. Having sexual contact with an offenders is a state jail felony offense in addition to being a violation of District policy. It is also the policy of Windham School District that employees who witness such misconduct shall be required to report the misconduct. The guidelines established in TDCJ policy PD-29 shall be followed by all employees.

Employees are prohibited from associating in any manner with offenders' families during and after the offenders' incarceration, unless such associations are the result of work assignments, family associations and/or social contacts that are completely unrelated to the offender/employee relationship. The establishment or continuation of any relationship with offenders or family members of offenders that jeopardizes the security of the institution is prohibited.

Employees are prohibited from delivering any item to any offender outside the course of their regularly assigned duties and responsibilities. Examples of prohibited practices include, but are not limited to: (a) correspondence of any kind; (b) delivery of greeting cards or any other personal mementos; (c) visitation; (d) non-job related visits to an offender's home residence; (3) putting money into an offender's trust fund; (f) sexual misconduct; or (g) cohabiting with an offender or an offender's family member unless the offender is the employee's non-common-law family member.

Employees are prohibited from providing character references for offenders or ex-offenders. This prohibition includes, but is not limited to, any correspondence or other communications with parole board authorities regarding an offender's character, attitude, conscientiousness, industriousness, or any other subjective attribute. All requests for information regarding an offender's or ex-offender's performance while participating in Windham educational programs should be directed to the WSD Intake and Records Department, which can provide appropriate objective performance data such as courses completed, certificates or degrees earned, etc.

An employee shall provide written notification to the employee's supervisor, Principal, Department Head or Division Director of any current or previous relationships between the employee or an employee's family member with an offender or a family member of an offender.

Employees are prohibited from using force or coercion in dealing with offenders. The use of physical force is absolutely prohibited except in case of actual self-defense or emergency where the security of other employees or the institution is directly threatened.

Employees are not to reply in like terms to what they might deem impudent or insulting language on the part of the offender. When speaking to a fellow employee in the presence of an offender, always address him/her as "Dr./Mr./Mrs./Ms./etc\_\_\_\_\_", never by a nickname.

The use of profanity by employees or offender shall not be tolerated. In the event it is found that an employee curses an offender, such employee shall be suspended immediately and an investigation made as to whether or not he or she should be dismissed. Profanity by an offender toward an employee shall not be tolerated. If such occurs, the employee should report the action immediately to his/her supervisor, but shall not take any direct action.

All personnel shall be aware, constantly, of the necessity for security and discipline in all relations with offenders. Constant vigilance and alertness on the part of an employee protects the employee's life and the lives of fellow employees.

In giving orders to offenders, employees should use a moderate tone of voice, stating clearly what is desired and, if necessary, how it is to be done. The employee should be sure that the offender understands the order and that it is carried out. Orders should never be attempted through the use of shouting or profanity. An offender who refuses to obey an order should be reported to the ranking officer immediately. Reports of offender violations should be made promptly, fairly, and factually without allowing the personal feelings of the employee to prevent fairness to the offender.

Maintaining discipline must never be a personal issue. The employee embodies the authority of the State and must avoid giving any impression that they are trying to impose their personal will. A quiet, firm demeanor on the part of the employee coupled with the expectancy of being obeyed, usually secures obedience. On the other hand, if employees adopt a harsh tone or display anger, they may expect to provoke a rebellious reaction on the part of the offender.