

Touchstone

Best Practices to Expand Your Reach



Best Practice (BP) | Best practices are specific, discrete ministry activities that measurably increase program scale, effectiveness, and/or efficiency, and can be replicated by other National Ministries. Best practices should be supported by evidence (data).

BP#2: Train Volunteers on the 'Prison Do's and Don'ts' before Bringing Them to Prisons

Benefits:

Volunteers represent your organization to prisoners and prison authorities. Ensuring they are well-trained in how to operate inside will build trust and credibility between your organization and the Corrections Institutions/Officials. High levels of trust and credibility invite opportunity for increased access to prisons and prisoners.

Planning Considerations (*How to do it*):

- 1. Understand the unique prison security policies and procedures of your Corrections Institutions. For a list of common policies and procedures, [click here](#).**
- 2. Develop training that addresses:**
 - prison policies and procedures
 - how to appropriately engage corrections officials and staff
 - how to appropriately engage prisoners
 - how to remain safe (Consider developing this training in collaboration with Corrections.)
- 3. Determine how to best deliver the training (group-based, individual, self-paced) and deliver it. If group-based, invite a member of the Corrections staff to be a guest presenter.**
- 4. Establish a standard for every volunteer to receive annual refresher training.**

Required Resources (*What you need to do it*):

- 1. Human Resources.** You will need 1-2 staff members or volunteers to facilitate communication with both prison leadership and volunteers. You will also need to identify a trainer and schedule training.

NM with Demonstrated Experience in this BP



Brazil



Colombia



Costa Rica



Guatemala



Nigeria



Uruguay



Zambia

2. Collateral.

- develop a written guide
- develop training material

3. Time.

Volunteer training takes time. When planning time, consider:

- time to meet with prison leadership (ex. 1-2 hours)
- time for the volunteer to review prison conduct materials (ex. 1 hour)
- time to set-up and conduct training (ex. 2-4 hours)

4. Space. Space requirements will vary based on what type of training you choose to conduct. If doing group-based orientations, you'll need a venue like a church or larger office space with audio/visual capabilities. If doing one-to-one orientations, a coffee shop or small office space will do.

5. Cost. Considerations include snacks for training sessions and printing costs.