

WJA ARTIST ORIENTATION CHECKLIST

Initial Orientation-General Topics

- Professionalism: keep focus on the art
- Communication: maintain open and clear communication, report incidents immediately
- Access: call before you drive to the prison, renew your ID ahead of time
- Relationships with Staff: respect the responsibilities of custody staff, communicate openly and let them know you are present.
- Personal Space: protect your physical, emotional space and personal information
- Overfamiliarity: avoid even the appearance of overfamiliarity and favoritism
- Personal Safety and Security: bring your ID & whistle, secure your keys & carry alarm
- Emergency Response: Respond promptly to alarms, identify yourself to staff and stay out of the way
- Appropriate Dress: dress professionally and conservatively, know what colors NOT to wear
- Program Interruptions: Realize that safety and security is the top prison priority and programs may be interrupted at any time.
- Discipline: Have clear expectations and enforce them consistently. Communicate with CRM or site staff about problem students.
- Control of Supplies and Equipment: Understand procedures for bringing, securing and inventorying supplies and equipment
- Being Prepared: be on-time, well-prepared and ready to adapt to changing circumstances
- Documenting Student Behavior- good and bad, issue laudatory chronos and completion certificates. Report rule violations to your on-site supervisor (CRM).
- Title 15 may be referred to for all CDCR Rules and Regulations. Remember that the participants know the rules better than you and may test you. If you feel uncomfortable about any request or situation, let them know you will check the Title 15 and get back to them.
- Prison Dynamics: Know that the social structure in prison is unlike any other. It is a paramilitary system with a subordinate group of residents. Understand that the staff is doing their job and the inmates may try to take advantage of you lack of experience and goodwill.

I have familiarized myself with the Artist Orientation and understand my role and responsibilities in association with teaching for the William James Association in the Arts in Corrections program.

Signature _____

Name _____ Date _____