

# AIC ARTIST'S CHECKLIST

## Preparing to Work in Prison

*Before you begin working in an institution, all of the tasks below should be completed.*

- Complete Live Scan (fingerprinting).
- Complete TB Test. Send copy to WJA, with receipt for reimbursement.
- Obtain ID Card.
- Complete New Employee Orientation (up to 40 hours) at institution.
- Complete Arts in Corrections Artist Orientation (1 to 2 hours, online or in person).
- Obtain copy of clearance memo.
- Obtain approved inventory of materials and supplies.
- Ascertain that your chits have been made (if needed).
- Obtain email and telephone number of your contact person at the institution (could be Watch Office, Control, Programs Office or Community Resource Manager).
- Find out who will issue ducats for your students to attend class.
- Know the class location and hours.
- Learn what custody coverage you will have in your workshop.

## Going In

*Remember to bring into the institution your identification, approved instructional materials and your car keys. Leave everything else in your locked vehicle. In some institutions, you will be escorted by an officer to your classroom or programming space.*

- Ascertain that the institution is open for programs (not on lockdown, fog recall, etc.) by calling your institutional contact ahead of time.
- Wear appropriate clothing.
- Carry your photo ID.
- Bring your clearance memo and approved inventory list.
- Bring your chits (with your name on them, to exchange for keys).
- Bring your whistle.
- Check out your Personal Alarm Device (PAD).
- Bring your attendance sheets and Pre-Surveys.
- Bring in only approved materials and supplies.

## Working Inside

*Realize that you are on a learning curve, especially your first months. Ask questions of prison staff, as well as your mentor or site coordinator.*

- Recruit students. Talk with prison staff about the best way to advertise your workshop (flyers, demo workshops, etc.).
- At the beginning of your residency, administer a Pre-Survey and send to WJA.
- Ascertain whether there is a (lockable) place for you to keep supplies. Otherwise, you must bring them in and out for each workshop.
- Get to know the officer(s) assigned to your area. Communicate with them about any questions you have, especially those pertaining to safety and security.
- When in doubt, say "I'll get back to you on that" to inmate requests you are unsure of.

## **Before You Leave**

*Make an effort to thank all staff who helped make your workshop a success. Encourage students to continue their art-making.*

\_\_\_\_\_ At the end of your residency, administer a Post-Survey and send to WJA.

\_\_\_\_\_ With approval of prison administration, and help from your mentor or site coordinator, document your students' work (audio, video or still photos).

\_\_\_\_\_ Create the culminating event. It could be a chapbook, performance or art show. Work with prison staff and your mentor or site coordinator on creating an event that will work for your institution.

## **FAQs**

### ***What if I'm sick or have an emergency and can't teach?***

Notify WJA and the contact person at your institution right away.

### ***What do I do with all this stuff—chits, whistles, PADS?***

Many artists find it useful to wear a belt. The PAD has a loop, for wearing on a belt. You can also attach a lanyard to the belt, and use it for keys and chits. Some people also buy an ID card holder that attaches to their belt.



### ***Can't I just wear my whistle around my neck?***

No. Don't wear anything—including necklaces—around your neck.

### ***Will I get reimbursed for training?***

Yes, at \$30 per hour.

### ***Do I get mileage reimbursement?***

If you are driving more than 60 miles one-way to the prison, you will be reimbursed for mileage at .56 per mile.

### ***Is class prep time paid?***

No.

### ***When do I get paid?***

Invoices received by the 5th are paid on the 10th, those received by the 20th are paid on the 25th or on the business day following these dates if they fall on holidays or weekends.