**AIC ARTIST’S PROCEDURE 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.

\_\_\_\_\_Complete CDCR Volunteer application and training (online).

\_\_\_\_\_Obtain ID Card.

\_\_\_\_\_Complete New Employee Orientation at institution.

\_\_\_\_\_Complete WJA 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 staff person 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, dress conservatively.

\_\_\_\_\_Always carry your photo ID. Do NOT set down ID, keys or alarm.

\_\_\_\_\_Bring your clearance memo and approved inventory list.

\_\_\_\_\_Bring your chits (brass tokens with your name on them, to exchange for alarm and keys).

\_\_\_\_\_Always bring your whistle.

\_\_\_\_\_Always check out your Personal Alarm Device (PAD).

\_\_\_\_\_Always check in and out at the Program Office.

\_\_\_\_\_Bring in only institutionally preapproved materials and supplies.

\_\_\_\_\_Always report any problems or incidents immediately.

**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. Work with prison administration and staff about advertising your workshop and enrolling participants. (offer flyers, demo workshops, etc.).

\_\_\_\_\_Work with Community Resources Office staff on Class list (SOMS), adding from wait list and dropping students.

\_\_\_\_\_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.*

\_\_\_\_\_With approval of prison administration, and help from your mentor or site coordinator,

 document your students’ work (audio, video or still photos).

\_\_\_\_\_Create a 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 by 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 $40 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 .535 per mile or the current state rate for mileage.

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

Only if it is listed on your contract

***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.