



Jail Guitar Doors,
P.O. Box 46115, Los Angeles, CA 90046
(T) 323-852-0457
contact@jailguitardoors.org
www.jailguitardoors.org

Jail Guitar Doors Musician Checklist

Preparing to Work in Prison

Before you begin working in an institution, you will need the following tasks completed.

- _____ Complete Live Scan (fingerprinting).
- _____ Complete TB Test. Send copy to WJA or JGD, as appropriate, with receipt for reimbursement.
- _____ Obtain ID Card.
- _____ Complete New Employee Orientation (up to 40 hours) at institution.
- _____ Complete Jail Guitar Doors Orientation (1 to 2 hours, online or in person).
- _____ Obtain copy of clearance memo.
- _____ Obtain approved inventory of materials and supplies.
- _____ 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, an officer will escort you to your classroom or designated space.

- _____ Ascertain that the institution is open for programs (not on lockdown, fog recall, etc.) by calling your contact at the institution ahead of time.
- _____ Wear appropriate clothing. (Check the institutional protocol for clothing.)
- _____ Carry your photo ID.
- _____ Bring your clearance memo and approved inventory list.
- _____ 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.). JGD has a sign-up sheet you can print and have posted for inmates.
- _____ At the beginning of your residency, administer a Pre-Survey and send to Kat at JGD.
- _____ 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 songwriting and work in their notebooks.

_____ At the end of your residency, administer a Post-Survey and send to Kat at JGD.

_____ With approval of prison administration, and help from your mentor or site coordinator, document your students’ work (audio, video or still photos). Check for institutional rules about this.

_____ Create the culminating event. It can include notebooks or a final concert or both. 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 Kat or Jason at JGD and the contact person at your institution right away.

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

Many musicians 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.

Do I get mileage reimbursement?

Depending on your contract, if you are driving more than 60 miles one-way to the prison, you may get reimbursed for mileage at .56per 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. Send all invoices to Jason Heath at Jason@jailguitardoors.org