

CHECKLIST FOR LAUNCHING AVP/California IN A NEW PRISON (revised 9/23/10)

- A local community AVP liaison is assigned to communicate with the prison on an ongoing basis.
- This individual then involves the local prison in the development of infrastructure, including, where appropriate:
 - Meeting with the warden to agree upon AVP/CA requirements:
 - Priority credits or release for workshop participants
 - Inmates being trained as facilitators
 - Assignment of a staff liaison who can function as an effective troubleshooter
 - Institution commits to making educated workshop participants available for scheduled workshop even in the event of lockdown, institutional recall or other inmate movement restriction to the extent practicable.
 - Minimum workshop frequency and duration: monthly, 22 hours
 - Offering of all three levels of workshops: Basic, Advanced, Training for Facilitators
 - Permission to bring in outside trainees to attend workshops on gate clearance only (to be accompanied by experienced AVP facilitator “Brown card” holders)
 - Workshop requirements (See attached)
 - A system and an individual whereby the inmates can sign up for future workshops need to be set up
 - Supplies for workshop kit set up in locked cabinet inside, once workshop is established
 - Security clearance system workable for volunteers traveling long distances.
 - Ready acceptance of volunteers on CDCR Director Adult Institutions’ statewide AVP access list.
 - Establish a working relationship with assigned prison staff liaison
 - Meeting with the Inmate Family Council
 - Meeting with Men’s/Women’s Advisory Council
 - Meeting with the Citizens’ Advisory Council
 - Possibly offering the AVP workshop to staff
 - Meeting with CCPOA local or corrections staff on the yard where AVP is beginning
 - Reviewing rooms where workshops might work well.
 - Times for workshop 22 hours

Once these requirements have been met a recommendation is made to the AVP/CA Steering Committee for approval.

(Updated 9/23/10)