



VOLUNTEER RULES AND REGULATIONS

- Volunteers entering the facility are subject to search of their persons and/or any item in their possession upon entering the secured area of the facility.
 - Searches may be conducted randomly at the discretion of the Supervising Staff.
 - Searches may be conducted with a hand held metal detector.
 - Purses, bags, brief cases, jackets or coats, cellular phones, cameras, and computers shall be secured, in the provided lock boxes or your vehicle, prior to entering the secured area of the facility, unless you have prior approval from the Jail Administrator or designee.
 - Volunteers may be refused entrance and escorted from the premises upon refusal to submit to a search.
- All volunteers MUST BE 21 years of age or over.
- All volunteers are required to present a valid governmentally issued photo ID before entering the facility.
- No staples, this includes books, paper, and handouts, unless otherwise approved by Supervising Staff.
- No food or drinks are permitted unless approved by the Supervising Staff.
- No hardback books may be given to detainees.
- Writing utensils shall be counted when entering, collected, and counted when exiting the facility.
- All Volunteers are expected to follow the Jail's established Dress Code Policy.
- Volunteers shall not contact a detainee's family, attorney, doctor, the Parole Board, Judges, etc. without authorization from the Jail Administrator.
- Due to time constraints and lack of space, all times must be scheduled. The Jail will make every effort to have the detainees ready at your scheduled times. Consistency is very important. If the detainees know you will be here at a certain time, they will be ready to begin. If you are unable to attend, please call the Jail at least one hour in advance and let the Supervisor know that you will not be coming to the Jail on your scheduled date and time.
- All Volunteers must be approved by the Jail Administrator.
- All Volunteers require a Criminal History Background Check before approved entrance into the facility. Volunteers should give the Jail Administrator at least 5 days notice to complete this check.
- You will be issued a radio upon entering the facility. If at any time, you are uncomfortable, have a problem with a detainee, or have a concern, you may ask for assistance. Jail Staff will most generally be within close proximity of the room where the program is being held.
- We prefer to limit program sizes to a maximum of 12 detainees.
- If you would like to have more than one scheduled program, please call the Jail Administration during regular business hours to check availability.
- Please understand that the Jail is a very busy place. If there are times that staff cannot accommodate all of your requests, we apologize in advance.