

SAWYER COUNTY PROFESSIONAL VISITOR/VOLUNTEER APPLICATION

Thank you for your interest in applying for professional visitation at the Sawyer County Jail. We appreciate your time and will make every effort to accommodate you while we work together to serve our jail residents. Please complete this application and return it to sawyerpretrial@justicepoint.org. You will be contacted as quickly as possible after your background information is complete. Thank you again!

RULES OF CONDUCT FOR PROFESSIONAL VISITORS/VOLUNTEERS

GENERAL:

A Professional Visitor Application must be completed and approved prior to access to the Sawyer County Jail. Applications are available at the JusticePoint office in the Sawyer County Courthouse, in the lobby at the Sawyer County Sheriff's Office or you can contact JusticePoint at sawyerpretrial@justicepoint.org or 715-226-9513.

Applications must also be accompanied by a signed copy of acknowledgement, stating that the Rules of Conduct For Professional Visitors/Volunteers have been read and understood. If you have any questions regarding the rules or regulations, please contact the Sawyer County Criminal Justice Program Director at bbarry@justicepoint.org or 715-338-3976 (call or text).

All rules, regulations, and policy statements governing conduct in the jail shall apply to all Professional Visitors/Volunteers. Violations of these rules may result in removal from the Jail and termination of your services. We encourage you to use common sense as your guide, as well as, with the following rules.

SPECIFICS:

1. Professional Visitors/Volunteers are expected to report any violation of jail rules or regulations to Correctional Staff immediately.
2. Each Professional Visitors/Volunteers is expected to be mentally alert, personally neat, and shall render his or her services on an impartial basis. Conduct shall be consistent with the security and operation of the jail.
3. NO Professional Visitors/Volunteers shall solicit, or accept, a gift from a resident or any person acting on behalf of a resident.
4. NO Professional Visitors/Volunteers will deposit money or solicit others to deposit money into resident's canteen account.
5. Professional Visitors/Volunteers shall not use physical force, except to defend herself/himself.

6. No Professional Visitors/Volunteers shall report for service after consuming, or while under the influence of alcohol and/or drugs.
7. Professional Visitors/Volunteers may be subject to a body search and the inspection of personal property.
8. Professional Visitors/Volunteers are expected to follow jail staff directives and respond in a respectful manner.
9. Professional Visitors/Volunteers shall comply with the facility safety regulations. Any injury sustained in the jail shall be reported to the jail staff at the time of the injury or as soon as possible thereafter.
10. Professional Visitors/Volunteers will not have access to residents' confidential records.
11. Professional Visitors/Volunteers are encouraged to communicate with jail staff. Please feel free to discuss any concerns or ask questions, as needed.
12. Professional Visitors/Volunteers may not bring ANYTHING into or take ANYTHING out of the Jail. Residents have regular access to the telephone, so it is not necessary for professionals to become involved in contacting friends and relatives of residents, their lawyers, probation officers, or judges.
13. You as a Professional Visitor/Volunteer must not give a resident your full name, address, or telephone number, except your business number.
14. It is the Professional Visitor/Volunteer's responsibility to inform the Program Director if she/he has a new criminal charge(s) filed against him/her.
15. Professional Visitors/Volunteers are not authorized to have contact visits with family members or friends. Family members include mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece or first cousin. If you are listed as a friend on the resident's visitor list, then you are not allowed to conduct a professional visit with the resident.
16. Professional Visitors/Volunteers are not allowed to bring cell phones, recorders, cameras or any other electronic devices into the Jail unless approved by the Jail Administrator.
17. Professional Visitors/Volunteers will not bring any keys into the Jail.
18. Professional Visitors/Volunteers will not bring any weapons or anything that can be made into a weapon into the Jail.
19. The Sawyer County Jail reserves the right, at all times and without prior notification, to refuse the admittance of any Professional Visitor/Volunteer. All Professional Visitors/Volunteers should understand that a violation of any rule might cause your service to the jail to be curtailed, postponed, or discontinued. In the event of a violation,

notification of your Professional Visitor/Volunteer status will be delivered to you via e-mail by the Program Director and approved by the Jail Administrator.

20. Professional/Volunteer Visitors will have ZERO physical contact with residents. This includes, but is not limited to; hugging, handshakes, high-fives, fist-bumps (knuckles), or any kind of physical touching.

CONFIDENTIALITY

Do not violate the resident's confidence. Never repeat what you have discussed or any information that is shared with you. If you need outside help about a problem, relate the facts of the situation without identifying the resident involved. The exceptions are:

1. Violation of jail rules, regulations, and policies
2. Escape plans or attempts
3. Harmful behavior to one's self or to others
4. Criminal matters
5. Resident progress

DRESS CODE

All Professional Visitors/Volunteers are to dress appropriately; the following must be adhered to:

1. No shorts, cut-off jeans, or jeans with holes that expose skin.
2. No tank tops, crop-tops, or low-cut blouses.
3. Keep jewelry to a minimum and necklaces tucked inside shirt, if worn.
4. Footwear must be worn, no flip flops.

CONTROL OF CONTRABAND

The control of contraband is one of the most important areas of jail security. As a broad definition, contraband can be defined as "anything in the possession of a resident that is contrary to the rules and regulations of the institution." **IF YOU DON'T NEED IT, DON'T BRING IT IN!!!**

To define more specifically: No person shall introduce any of the following into the facility:

1. Any intoxicating beverage
2. Any prescription or non-prescription drug(s)
3. Any instrument that may be used as an aid in attempting an escape
4. Any firearm or instrument customarily used as, or intended to be a weapon
5. Any other article, instrument, or substances specifically prohibited by the jail
6. Do not give any literature, Bibles, New Testaments, or tracks to the residents unless cleared in advance by Program Director or Jail Staff
7. Generally, anything not distributed by the jail staff is considered contraband

The best rule of thumb is to NOT bring anything with you into the jail and give NOTHING to a resident without first getting approval from the jail staff.

PROCEDURE TO ENTER THE JAIL AND CONDUCT DURING THE VISIT

1. When you arrive at the jail for your visit — contact the jail on the telephone phone in the foyer area to gain access to the lobby door if it is locked. **OR**
2. Use the direct line phone by Door #8, state your name and why you are here. For security reasons the jail staff may request you to look into the camera to see your face and check to make sure you are on the Professional Visitor/Volunteer list. Only those who have had a background check run will be on the list.
3. Since we cannot assume responsibility for personal items, we prefer all purses, briefcases, etc., be left in your car. The jail does not provide any type of lockable storage for your personal items. You are allowed to leave your items in a locker, but a lock is not provided.
4. Sign in on the Professional Visitor Log (Door #8); put your name, the date and time, and what agency you are with.
5. Once you have entered the jail, you will be escorted by jail staff to the appropriate room. There is an intercom button on the wall by the door in the room that you will be in, use the button to communicate with Jail Staff. Please keep all communication limited to essentials.

Always inform jail staff when any of the following occur:

- 1) Resident requests to leave the meeting early,
 - 2) When you are ready for the residents, or for when your meeting is done,
 - 3) Emergencies.
6. When you have finished your visit, have residents straighten the room before they leave.
 7. Stay with the resident(s) in the room until Jail Staff comes to escort you out of the facility.
 8. Please notify staff of any inappropriate behavior on the part of any resident during your visit.
 9. Make sure you are leaving with everything you came with by looking around the room so that nothing is accidentally left in the room you met in.
 10. Sign out on the Professional Visitor Log on your way out.

EMERGENCY PROCEDURES

In case of an emergency, Professional Visitors/Volunteers should contact the jail office via the intercom button or the nearest correctional officer.

MATERIALS

When it is necessary to bring in materials, you should contact the Program Director prior to your scheduled visit to determine if they are permissible in the jail. Outside pens or pencils will not be allowed for use by the residents. Absolutely NO Bags, Purses, or Brief Cases are allowed in rooms where direct contact with residents is possible.

PROMPTNESS

Please report as scheduled. and leave within the allotted time. The jail operates on tight security and one of this facility's needs is to be able to count on consistency. A disruption in time/planning is a risk to residents and staff.

CANCELLATION

If you need to cancel a visit, please notify the jail or JusticePoint as early as possible. The jail office's phone number is (715) 634-9120 ext. 2262. JusticePoint contact information is sawyerpretrial@justicepoint.org or 715-226-9513 (call or text).

SUMMARY

Ensuring the safety and security of the Sawyer County Jail is no part-time venture. The men and women that make up this jail's uniformed staff must be in total control of the facility's operation. It needs to be stressed to each and every one of you how important it is to maintain a good working relationship with the correctional staff.

The staff and administration of the Sawyer County Jail will make every effort to ensure the safety of our Professional Visitors and Volunteers; Professional Visitors and Volunteers should be aware of the nature of this institution and take due caution in performance of their duties.

Sawyer County Jail

Professional Visitor/Volunteer Pre-Qualification Requirements

All applicants must complete the Sawyer County Jail Volunteer Application Process.

1. Complete, sign and return the Volunteer Application and attached documents
2. Verify all qualifications are met
3. Pass the Background Check
4. Meet and Interview with the Program Director
5. Complete Orientation and have photo ID taken to be kept on file at Sawyer County Jail

Please read and initial each line to acknowledge you have reviewed, understand, and agree to the criteria. This list includes but is not limited to the following requirements:

- Must be at least 21 years old
- No correctional facility incarceration or arrest within 5 years preceding application date
- Must not currently be on probation or extended supervision (ES)
- If you were on probation or ES in past, must have successful completion for 5 years preceding the date of application
- No unresolved restitution orders
- Must not have any open **criminal cases** (traffic cases are separate from criminal cases)
- Consent to an initial and random background checks
- Report any law enforcement contacts within 12 months preceding application date
- Report any law enforcement contacts while being a volunteer
- Prior criminal record shall be one of the determining factors. Each application will be reviewed on its own merit
- Relatives, friends, or associates/relations (i.e. sponsor, coworker, or roommate) of a current inmate shall not meet with than inmate for programs and based on circumstance may not serve as a volunteer during the period of that inmate's confinement The Program Director must be notified. Failure to notify results in immediate termination
- Read, acknowledge, and sign the Volunteer Agreement in the presence of the Program Director

Failure to meet or complete any of the above qualifications will serve as immediate disqualification of the application or current volunteer status. Any disqualification will be a factor for any future applications considerations. *This is a prequalification checklist. Meeting the criteria listed above is not a guarantee of application approval. Application and background check must be completed and approved as a prerequisite to interview with Program Director and Orientation.

By signing this you are agreeing that to the best of your knowledge you meet all pre-qualifications to be a Professional Visitor/Jail Volunteer.

Print Name: _____

Volunteer Signature: _____

Date: _____

Program Director: _____

Date: _____

Sawyer County Jail
Professional Visitor Application
For use of this form see Policy and Procedure J-13

Date: _____

Applicant Name: _____

Agency (if applicable): _____

Applicant Telephone: _____

Position: _____

Briefly describe the reason that you are requesting to come into the jail to see the inmates (i.e. jail ministry or AA):

Last Name: _____

First Name: _____

Middle Name: _____

Date of Birth: _____

Sex: Male Female Race: _____

Contact Phone Number: _____

E-mail Address: _____

I have received a copy of the Rules of Conduct for Professional Visitors/Volunteers and the Sawyer County Jail Volunteer Agreement.

Signature: _____ Date: _____

Head of Agency Approval:

I authorize the above named person to Visit/Volunteer on behalf of the _____.
(Organization)

Signature: _____ Date: _____

Printed Name: _____ *IF YOU ARE NOT REPRESENTING AN AGENCY OR ORGANIZATION, COMPLETE THIS SECTION YOURSELF. APPLICATION IS NOT COMPLETE WITHOUT A HEAD OF AGENCY.

For Jail Use Only

Background completed by: _____ Date: _____

Background findings (CCAP, Spillman, Portals in & out of state check)

For JusticePoint Only

Professional Visitor Approved: YES / NO JusticePoint Staff Member _____

NOTES:

**BACKGROUND EXAMINATION AUTHORIZATION FOR RELEASE OF INFORMATION, WAIVER OF LIABILITY,
RELEASE OF CLAIMS, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Authorization. I want and authorize Sawyer County to conduct a thorough and detailed investigation of my personal history, including employment and education history, and including the employers, businesses, schools, entities and any persons named in my application, in any other documents filed with Sawyer County during the volunteer process, or as otherwise learned of or contacted by the County, to give any information, including records, regarding my education, employment, character and qualifications.

I want and authorize any person contacted to provide Sawyer County any and all information regarding my employment, education and other information about me, which may include, but not be limited to, information about my employment, performance, evaluations, work records (excluding workers compensation and medical information, if any), supervisors' comments, results of any and all nonmedical tests, discipline, employment counseling, investigations, and any reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by Sawyer County or my current or former employers to request employment records from my present and/or former employer(s).

I authorize Sawyer County to conduct a background criminal check. I recognize that information received about my arrest or conviction record will be considered by Sawyer County only if it substantially relates to the volunteer position.

Waiver. I waive all rights to privilege or confidentiality that may exist with respect to the release of the above-referenced records and information. I waive my right of access to the records and information received by Sawyer County except any records I have the right to review under the Fair Credit Reporting Act.

Release, Hold Harmless and Indemnification. I release, hold harmless and agree to indemnify Sawyer County, which includes all of its employees, officers, agents, attorneys, representatives, and investigators utilized by the County, and any employers, businesses, schools, entities and any other persons (collectively, the "Other Parties") who provide information and records about me, from or for any liability, claims, judgments or damages related to providing any information or records and for the release of or the failure to release any information or records about me. I will indemnify and defend Sawyer County and Other Parties from and against any and all claims, demands, actions and damages, including payment of their attorneys' fees and costs, of whatever nature made or asserted by me or any person acting or claiming to act on my behalf against Sawyer County or Other Parties related to or involving the release or use of these records and information about me, regardless of the outcome of the proceedings.

Understanding and Agreement. With knowledge of the circumstances and the rights that I give up, I freely sign this binding Agreement and waive the rights I might otherwise have to bring any claim against Sawyer County and Other Parties and with full knowledge of my responsibility of indemnification of Sawyer County and Other Parties. I understand that information provided to Sawyer County by the Other Parties may result in me not being employed by the County. I understand Sawyer County may no longer consider my application for employment if I did not agree to the terms of this Agreement. I recognize the responsibility Sawyer County has to others through the County's hiring practices, and I recognize the County's costs of operations may be substantially higher if I did not agree to these terms. I waive my right to negotiate for different terms. If for any reason a court of competent jurisdiction finds any provision of this Agreement to be illegal or unenforceable, I want the offending provision to be deemed amended to the extent necessary to conform to the applicable law and for the fullest protection of the interests of Sawyer County and Other Parties.

I understand my personal information, including my gender, my birthdate, and driver's license number, are requested by Sawyer County for purposes of verifying my identity, to avoid mistaken identity and for purposes of conducting an effective and thorough background examination. I understand Sawyer County will not consider my age or any other protected status for purposes of volunteer decisions. The following information about me is true and correct to the best of my knowledge.

Printed First Name: _____ **Middle Initial:** _____ **Last Name:** _____
Former Name: _____ **Birthdate:** _____

Driver License/State ID Number: _____ **Expiration Date:** _____

Signature: _____ **Date:** _____

SAWYER COUNTY JAIL VOLUNTEER AGREEMENT

PLEASE READ AND INITIAL EACH LINE AND SIGN LAST PAGE TO ACKNOWLEDGE YOU AGREE TO ALL CRITERIA

- By signing this agreement, I consent to the Sawyer County Jail conducting a background investigation on me including a criminal history record check. The extent of the investigation will be based on the volunteer position applied for.
- I agree to participate in and satisfactorily complete an application, interview and possible orientation before I will be allowed to participate in any volunteer activities.
- I agree to follow and abide by all jail policies, rules, and regulations.
- I agree to follow all instructions given by Jail Staff.
- I will never leave an inmate unsupervised.
- I will read and familiarize myself with inmate rules of conduct contained the Jail Rules.
- I will require all inmates to follow rules for inmate behavior and immediately report any inappropriate or disruptive behavior to the Program Director and Jail Staff.
- I will not voluntarily give testimony on behalf of inmates at any court proceeding including sentencing and release hearings.
- I will not give or take items to or from an inmate unless prior approval has been given by the Program Director or Jail Staff. This includes: Phone numbers, papers, mail, drawings, addresses, messages in any form (i.e.- Friends, family, attorneys, probation, courts, judges, relatives, etc.)
- I will immediately inform Jail Staff of any request or other solicitations from inmates regardless of how minor it may appear.
- I will not bring any property into the secure perimeter of the jail (Medication, electronic devices, wallets, purses, any personal information, photos, coats, etc.).
- I will contact the Program Director and Jail Staff about any supplies or materials needed.
- I will not bring any materials without prior approval.
- I will not take property, equipment, or supplies out of the jail.
- No food or beverages are allowed.
- I understand that I may be searched upon entering or leaving the Jail. Refusal to comply and/or obstructing will result in being denied entrance and will result in termination of volunteer status.
- I agree to contact JusticePoint or Jail Staff with as much advance notice as possible if I cannot fulfill my scheduled commitment. I understand that if I cancel two consecutive, scheduled visits without a valid medical reason, my time slot can be terminated.
- I understand the conditions within the jail may make it necessary to delay or cancel the volunteer program with minimal notice due to but not limited to jail incidents.
- I understand that I will not be allowed entrance to the Jail if I am under the influence of any controlled substance. I will be honest about any usage and comply with instructions.
- I agree to take a breath test upon Jail Staff's request if they have reasonable belief to suspect I am under the influence. I will comply with any questions or instructions.
- I understand that firearms or any other weapons are not permitted in any part of the jail. Even if in possession of a concealed carry permit, **it is a felony to bring a firearm into a correctional facility.**
- I understand that my services as a volunteer may be terminated by the Sheriff, Jail Administrator, or Criminal Justice Program Director for any reason at any time.
- I will not place monetary funds into any inmate's account on my behalf or anyone else.

(Continued)

- I will not provide transportation for any inmate or at their request for an associate, friend, or family member.
- I will not provide monetary assistance to associates, friends, or family members of an inmate.
- I will not assist with property or housing for an inmate, their associates, friends, or family members. If I am part of an outreach housing organization I will first notify the program director for approval.
- I understand that in a volunteer role, I will stay to the purpose and topic of the reason for the program.
- I will maintain strict confidentiality and will not discuss details of programs with anyone other than the Program Director, Jail Sergeants, or Jail Administrator.
- I am not to become involved in inmate legal proceedings. This includes writing letters or speaking on behalf of the inmate.

I have certified that I have and understand the contents of the Sawyer County Jail Volunteer Agreement. I agree that I have received and will abide by the Rules of Conduct for Professional Visitors/Volunteers. I further acknowledge that I have received a copy of the Sawyer County Program Volunteer Training Guide.

I understand that any violation of this agreement may result in suspension or termination of my volunteer status.

I am aware of the nature of the jail as a secure correctional facility and will take due caution in the performance of my duties and will not hold the facility responsible for areas or events beyond reasonable control. If you agree to the above statements please complete below.

Printed Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Program Director: _____

Date: _____