

Thank you for your interest in becoming a Volunteer for the Morgan County Jail.

Please read through the following Volunteer Handbook,
take the short quizzes, and then complete the Application
for Volunteer Service

Upon completion submit your application for approval. Feel
free to email it to jamoore@morgancounty.in.gov or print it
out and mail it back to us to the address on the next
page Attn: Andrew Moore - Programs Manager.

Thanks again for your interest and willingness to serve our
community through voluntarism.

**Morgan County Sheriff's Department
Jail Division**

**Volunteer / Service
Provider Handbook**

**Morgan County Jail
160 N. Park Avenue
Martinsville, IN 46151
(765) 342-4303**

Revised December/2022

Table of Contents

I - Introduction

II - Volunteer Opportunities

A – Role of the Volunteer

III – Eligibility

A – Application and Selection

- Application Forms
- Criminal History & Background Checks

***How to become a Volunteer: Quiz (1-3)**

- Volunteer ID
- Prospective Volunteers
- How to become a volunteer Quiz

B – Volunteer Registration

IV – Training and Orientation

- Volunteer Agreement Form(S)

V – Volunteer Rules

A – Contraband

***Contraband: Quiz (3-4)**

B – Interacting with Inmates / Detainees

- Personal Information
- Confidentiality

C – Working with Inmates / Detainees

- Observing Inmate / Detainee behavior
- Program Materials
- Questions

VI – Supervision

- Evaluation
- Termination
- Reporting Procedures
- Emergency Procedures

***Emergency Procedures: Quiz (6-9)**

- Hostage Situations

***Hostage Situations: Quiz (10-12)**

- Attire - Dress Code

***Dress Code: Quiz (13)**

- Personal Information / Confidentiality

***Personal Information / Confidentiality: Quiz (14-16)**

***Do's and Don'ts for Volunteers**

***Application Process / Qualifications**

***Service Provider / Volunteer Information Form**

***Volunteer Notice and Release of Liability**

I- INTRODUCTION

The Sheriff and the staff of the Morgan County Jail would like to take this opportunity to acknowledge the contribution made to the operation of the facilities, both by professional counselors and volunteers, who assist the Jail Chaplain/Programs Manager with the various programs being offered.

This presentation and handbook is offered to educate those who are involved in programs in the facilities and to provide a set of guidelines to allow safe and orderly interaction with the inmates /detainees and staff of the Morgan County Jail.

Both facilities have a long-standing history of safety and security. Our intention is to continue to make the environment within the facilities as safe as possible while allowing for the fair treatment of inmates/detainees and visitors as programs are facilitated. Both facilities, while free of many serious incidents, remain an extremely dangerous environment. The inmates/detainees are incarcerated here for an entire range of offenses. Those inmates/detainees include many that are desperate, unstable, mentally ill or chemically dependent. While staff acknowledges that many inmates/detainees pose little threat, and may be in the system for a single mistake, the majority are repeat offenders who may have "little to lose" by the loss of their self-control or an act of desperation. Many are intelligent and are very accomplished at manipulating and coercing those they have contact with.

The facilities are committed to establishing a solid, organized, and professional volunteer program. The Morgan County Jail staff will work hand-in-hand with talented and dedicated volunteers to enhance inmate programs and service.

This handbook is designed to guide volunteers during their initial orientation. Further, it will serve as a reference during the volunteer's term in the Morgan County Jail. Volunteers working in the Morgan County Jail facilities are expected to read and understand the information in this handbook.

SECURITY AWARENESS IS THE TOP PRIORITY FOR EVERYONE WORKING IN THE MORGAN COUNTY Jail.
SECURITY IS THE PRIMARY CONSIDERATION FOR EVERY ACTION AND DECISION.

II- VOLUNTEER OPPORTUNITIES

The Morgan County Jail offers a wide variety of programs and services to the inmate / detainee population. The following is a list of program areas that need volunteers. This list is not final and may be modified as the needs of the incarcerated population change.

Religious Services

Religious Classes

Educational Programs

Health Education

Religious Counseling

Library Programs

Substance Abuse Counseling

Personal/Family Counseling

A - ROLE OF THE VOLUNTEER

Inmate Programs in the Morgan County Jail could not be provided without the help of volunteers. Volunteers who assist in providing quality programs and services to inmates / detainees are invaluable and greatly needed. Volunteers provide direct services to inmates / detainees and help promote opportunities to engage in positive, satisfying activities. Volunteers also provide the skills and commitment necessary to the operation and implementation of programs.

III - ELIGIBILITY

Volunteer applicants will not be denied access to the volunteer program based solely on sex, race, national origin, physical handicap or political belief. Selection of volunteers remains at the discretion of the Sheriff or his/her designee.

- **Volunteers must be able to perform the duties and responsibilities.**
- **Volunteers must be at least 18 years old.**
- No pending charges or active warrants
- No gang affiliations
- No recent arrests or incarcerations; typically within the past three (3) years. The Jail may waive this on a case by case basis for RSAP.
- **Active Volunteer lists will be reviewed annually**

A - APPLICATION AND SELECTION

Volunteers will be recruited from all segments of the community. Interested individuals must submit an application to the Jail Chaplain/ Programs Manager and will be interviewed before the application is approved.

Application Forms

Each applicant must fill out an application form. All information on the application must be complete and truthful. Willful omission, falsification, or misrepresentation of information may be a basis for disqualification.

Criminal History and Background Checks

The Morgan County Jail will conduct a criminal history and background check on all volunteer applicants. Applicants may not begin volunteer work in the Morgan County Jail until the results of criminal history and background check are received and reviewed by the facility administrator. Volunteer applicants with pending criminal charges or a history of criminal convictions may be disqualified.

How to Become a Volunteer: QUIZ (1-3)

1. **During the background check, which of the following is NOT a criteria for approval?**
 - **A: Volunteer must be at least 18 years of age or older**
 - **B: Volunteer cannot have any pending charges or active warrants**
 - **C: Volunteer sex, race, nationality, and political beliefs.**
 - **D: Volunteer cannot have any recent arrests or incarcerations within the last year.**

2. Once a volunteer has been approved, how long will it be until their security clearance will be re-evaluated?
- A: 6 Months
 - B: 1 Year
 - C: 3 Years
 - D: Security clearance will not expire
3. If any information on the Application for Volunteer Services changes, the volunteer must...
- A: Update those changes when they renew their application.
 - B: Notify the jail as soon as possible of those changes, in writing.
 - C: Submit an updated request with the changes within 6 months of the change.
 - D: Verbally notify the facility of these changes when you arrive to volunteer for services.

Volunteer ID

Upon completion of the training and orientation an application will be submitted. Once approved, the applicant will be issued a volunteer ID.

Contractors or those that only require viewing the PREA Training Video will not be provided an ID, only a visitor's sticker or something similar.

Prospective Volunteers

Prospective Volunteers (potential volunteers who would like to experience volunteering before applying) may request permission from the programs manager and facility Supervision to accompany an active volunteer who is on duty in the Morgan County Jail. Prospective volunteers must undergo background and criminal history checks and be approved by the Facility Administrator or designee before entering the Morgan County Pre-Trial Facility/Detention Center. The active volunteer must accompany the prospective volunteer at all times. If the prospective volunteer chooses to pursue volunteer status, he or she must comply with the normal application procedure.

B - VOLUNTEER REGISTRATION

The Jail Chaplain/Programs Manager will keep a computer register of all authorized volunteers. The listing will include: Photograph, address, telephone number (home and work), the programs the volunteer is involved in, the days and times the volunteer is allowed in the Morgan County Pre-Trial Facility/Detention Center and the building areas where the volunteer is allowed. The list of volunteers will be reviewed annually.

IV- TRAINING AND ORIENTATION

All volunteers must receive training, an orientation, and pass a background check prior to serving in the Morgan County Jail.

Volunteer Agreement Form

After training and orientation, volunteers will agree in writing to follow all volunteer policies / guidelines and be submitted for an extensive background check.

V- VOLUNTEER RULES

- Enter and exit the Jail through the professional visitation public entrance, absolutely no exceptions.
- Check in with a Jail Officer to ensure no unauthorized items enter the facility.
- Before entry into the facility, all electronic devices, cell phones, cameras, coats, purses, briefcases, hip sacks etc. must be secured in the lockers provided in the lobby.
- Bring only approved program materials into the Jail.
- All volunteers will be screened and be subject to search upon entry.
- Enter the Jail **only** on the days and at the times assigned unless approved by the Program Manager or Jail Supervision.
- Enter only areas of the facilities where authorized.
- Wear your issued ID card conspicuously when in the facilities.
- Contact the Programs Manager to report loss of a volunteer ID and to request a replacement.
- Follow all written and verbal orders given by detentions staff.
- Do not report for volunteer duty under the influence of drugs or alcohol. Do not bring in or give anything to an inmate which has not been authorized by the Jail Programs Manager or a Jail Supervisor.
- Report for volunteer duty in appropriate attire.
- Act professionally at all times while in the Jail.
- Immediately report breaches of security to an Officer or Supervisor.
- Keep application information current by reporting changes as soon as possible.
- Immediately contact the Jail Program Manager with questions and concerns about assignment/duties.
- Notify the Jail Supervisor when a friend or a relative is a current Morgan County Jail inmate / detainee. Volunteers will not be allowed to participate as a volunteer while those individuals are in custody.
- Receive written approval from the Jail Program Manager before implementing new inmate program materials.
- Do not carry contraband into or out of the facilities.
- Ask an Officer when there is a doubt about a policy or procedure.
- Do not accept anything from an inmate.

A – CONTRABAND

It is imperative that volunteers realize the significance of contraband in the Morgan County Jail. Volunteers may not bring in or take out any contraband, however innocent the item may seem. Contraband is any item or substance that is not issued or authorized to be in the facility. Contraband is any item not purchased through commissary, not issued by the Health Service Unit staff, not authorized by Supervision, and any permissible item altered or converted into something other than its original form. This includes unauthorized amounts of permissible items.

Inmates may try to convince a volunteer to bring contraband into the Facility. A volunteer who brings contraband into the Facility, even unintentionally, is subject to arrest and criminal prosecution. Many ordinary items are considered contraband in the Facility.

Volunteers may not bring anything into the Facility without prior approval from Jail Supervision. Volunteers are encouraged to ask an Officer any questions regarding contraband.



I have read and understand this paragraph.

- **Volunteers are forbidden from bringing ANYTHING into the facility or take anything out of the facility without prior authorization from the Programs Manager, Chaplain, or Facility Supervision. Some examples of contraband include but are not limited to:**

Examples of items which are considered contraband :

- Cell phones, cameras and any type of recording device
- Chewing gum that can be used to disable locking mechanisms
- Dental floss or guitar strings which can be used as potential strangulation weapon
- Food - can conceal drugs and is against Public Health regulations
- Laminated cards or pictures that can be used to defeat locking mechanism
- Pop cans which can be made into a weapon
- Any type of glass items
- Over the counter medications - The Facility Physician prescribes all medication.
- Cigarettes are not authorized in the facility and make an excellent hiding place for drugs
- Drugs and paraphernalia
- Pictures, letters, papers - may contain drugs, weapons or compromising information
- Letters taken out may contain threats, escape plans or be in violation of orders of protection

Contraband: Quiz (4-5)

4. **Bringing contraband into the jail with the intent of giving it to an inmate/detainee is...**
 - **A: A Violation of Jail Policy**
 - **B: A Criminal Offense**
 - **C: A violation of the Volunteer Agreement**
 - **D: All of the above**
5. **Which of the following is NOT considered contraband?**
 - **A: The piece of candy that the volunteer has in their pocket**
 - **B: The Cell Phone that was hidden in the volunteer's shoe**
 - **C: The candy bar that the inmate bought on commissary**
 - **D: The chewing gum the volunteer brought in**

B - INTERACTING WITH INMATES / DETAINEES

Personal Information

Do not share personal information about Jail staff or volunteers with the inmates. Be very careful about the personal information about yourself and your family that you tell inmates. This includes address, telephone number, family activities and places of employment. Never tell an inmate when you are going out of town on vacation or trip. Do not lend money or give personal property to inmates.

Contact between volunteers and inmates should remain professional. Development of personal relationships must be avoided. Volunteers who care deeply can easily become so involved with an inmate's problem that they lose their objectivity when a volunteer believes that she/he is the only person interested in helping the inmate or who understands the inmate's problems.

Jail volunteers are expected to observe the following guidelines as long as they are members of the volunteer staff.

- Do not give personal telephone numbers or address to inmates.
- Avoid visiting inmates when not active as a volunteer.
- Do not carry inmate messages, or mail, in or out of the Facility.
- Do not carry messages from one inmate to another.
- **Touching and/or any physical contact of any kind is strictly forbidden.**

Confidentiality

Morgan County Jail volunteers are bound by the laws of confidentiality. Any information a volunteer has about an inmate may not be divulged outside of the Jail. Volunteers may maintain confidentiality with an inmate, if the information does not concern security or program accountability. Discussing an inmate, even with other volunteers, may harm the volunteer. Do not discuss inmates with other inmates.

A VOLUNTEER MUST INFORM A STAFF MEMBER IMMEDIATELY WHEN THE VOLUNTEER DISCOVERS A SECURITY BREACH, SUICIDE / ESCAPE ATTEMPTS

C - WORKING WITH INMATES

Observing Inmate Behavior

Working with inmates requires deliberate observation of their behavior. When working with inmates / detainees the volunteer should be positioned in the safest and best possible visual position. Inmates / detainees being moved through the jail are required to remain on the right side of the hallway in a single file line. The volunteer should observe all that is going on around them. Volunteers should be aware of verbal behavior, attitudes and the general mood of the inmates / detainees. The ability to recognize leaders, emotional outbursts and anxiety among inmates can prevent potential problems. Volunteers are encouraged to discuss inmate behavior with the Officers.

Programs Materials

Volunteers must see that program materials are used properly. All materials will be searched by the Jail staff. Materials must be approved in advance by the Jail Program Manager or Supervision. Volunteers' must account for all program materials before inmates / detainees leave the program area.

Questions

If a volunteer does not understand the behavior of an inmate / detainee he/she should bring the incident to the attention of an officer. A volunteer may not understand, for example, why an inmate / detainee had all his/her privileges taken away. The reason was probably a disciplinary action. Remember the inmate / detainee's behavior determines his/her situation and officers have procedures to follow when an inmate / detainee requires discipline.

Everyone working in the Jail is accountable for order and security. It is important that inmates realize a volunteer is answerable to the Facility staff.

THE SHIFT SUPERVISOR MAY CANCEL A PROGRAM AT ANY TIME FOR LIFE SAFETY/ SECURITY REASONS.

VI - SUPERVISION

The Jail Program Manager coordinates inmate programs and services. He/she also oversees the recruitment and screening of volunteers. Supervision can conduct the orientation sessions and will also assist the Jail Programs Manager in the supervision of volunteers.

Evaluation

The Jail Programs Manager will evaluate each volunteer's performance on an ongoing basis. The Evaluation may include input from Jail staff, inmates participating in the program, other volunteers or any other person whose input may be relevant. Volunteer lists will be re-evaluated annually.

Termination

The Sheriff, Jail Commander, Jail Supervision or Jail Program Manager may terminate a volunteer at any time. Reasons for termination from the program include but are not limited to:

- Breach of confidentiality.
- Unlawful conduct or violation of facility rules and regulations.
- Physical or emotional illness.
- Inability or unwillingness to cooperate with staff or other volunteers
- Unreliable attendance.
- Personal involvement with an inmate.
- Improper conduct or contact with an inmate or an inmate's family.
- Participation in an activity that threatens the order or security of the Jail or the safety of the volunteer, inmates or staff

Volunteers may be terminated/suspended without cause at any time. The Shift Supervisor may prohibit volunteers from entering the Jail pending investigations of breaches of security. Volunteers, who wish to appeal termination, may submit a written request to the Jail Program Manager.

When a volunteer ends his or her association with the volunteer program, whether voluntarily or involuntarily, they must return their ID card and any other County property in their possession to the Jail Program Manager/Supervision.

- **The Sheriff or his designee may reject any volunteer applicants who do not meet the specific qualifications for volunteers listed in this handbook.**
- **The Sheriff or his designee may rescind the privilege of being a volunteer to anyone who violates the Rules and Regulations for Volunteers.**
- **The Sheriff or his designee reserves the right, at all times and without prior notification, to refuse admittance to any volunteer.**

Reporting Procedures

Once you have been approved as a program volunteer, the following procedures/guidelines should be followed when reporting to the jail:

- Volunteers should plan to arrive at least 15 minutes prior to the designated start time of their program.
- When signing in, volunteers will need a valid form of identification (Driver's License, State ID) which the Officer will hold while you are inside the facility.
- Volunteers will be issued a jail ID badge which must be worn at all time while in the facility.
- Volunteers may be electronically screened prior to being allowed into the main jail area. Pat searches, when necessary, will be conducted by staff of the same sex.
- All program materials must have prior approval from the Program Manager or supervision before any item will be allowed into the facility. It is the volunteer's responsibility to obtain this approval.
- Volunteers will be escorted to their designated area by an Officer. Volunteers are not allowed to roam the facility or leave their designated program area without an escort for any reason.
- Volunteers are responsible for arranging the designated program area and their approved equipment to suit their needs. An assigned Staff person will assist in order to minimize any security risks.
- Volunteers will be taken to the designated program area prior to detainee/inmates. Detainee/inmates will be escorted by Correctional Officers to the program area after the volunteers are in place.
- Based on the nature of the program, the room being utilized and the number of detainee/inmates present, the number of volunteers allowed to participate may be limited.
- At the end of the designated time, Officers will escort the inmates back to their housing unit.
- While detainee/inmates are being returned to their housing areas, volunteers will in some cases return furniture to its original position.
- After detainee/inmates have been returned to their housing areas, volunteers will be escorted back to the lobby.
- Volunteers will turn in their ID tag to the officer at the reception desk and retrieve their identification prior to leaving the facility.

Emergency Procedures

Security is the highest priority at this Correctional Facility. Security procedures are never to be discussed in the presence of, or with detainee/inmates. Knowledge of security procedures could make an escape attempt successful. Volunteers are to be cognizant of Emergency Procedures in order to know what to do in the event of an emergency.

When a volunteer is involved in an incident with an inmate/detainee, or witnesses an incident between inmates/detainees, the volunteer is to:

- Immediately notify a Correctional Officer or other available staff to send help
- Protect themselves by going to a safe area out of the way
- Carefully observe what is going on in order to relate the incident in a written report
- Observe who did what, when, where, how and in what sequence.
- Refrain from trying to intervene and allow the Correctional Officers to handle the situation as they are trained to do.

In the event of an emergency, volunteers are to remain where they are until removed by a Correctional Officer. In some emergency situations, volunteers will be told by the Correctional Staff to remain where they are until the situation has been resolved, (fights, minor fires, etc.).

During an evacuation of the Correctional Facility volunteers will be escorted out of the facility by a Correctional Officer.

- Take nothing with you during evacuation
- Immediately obey all orders of Corrections Staff
- Visitors, volunteers and other non-essential personnel will be assembled and accounted for
- You will be allowed back into the facility after an all-clear order has been given
- You are required to participate in the final headcount which will be taken upon returning to the facility and before being allowed to go home after an evacuation
- You need to familiarize yourself with evacuation routes posted throughout the facility

Emergency Procedures: Quiz (6-9)

6. Security procedures are never to be discussed in the presence of or with inmates/detainees.
 A: True
 B: False
7. If there is an incident during the program between the inmates/detainees, the volunteer should NOT do which of the following?
 A: Assist the Correctional Officer in any way they can
 B: Observe the incident so they can give a detailed report of what happened
 C: Find a safe area out of the way
 D: Notify a Correctional Officer of the incident
8. In the case of an emergency, the volunteer shall exit the room where the incident is located and wait out in the hallway until given the All-Clear by a Correctional Officer
 A: True
 B: False

9. During an evacuation of the Correctional Facility, which of the following statements is True?
- A: Try and take all your personal items with you for you may not be returning.
 - B: Once you have been escorted out of the building, you are clear to leave the premises
 - C: Immediately obey all orders of the Correctional Staff
 - D: Volunteers will be evacuated to the Front Lobby where they can retrieve their personal items.

Hostage Situations

A hostage situation is any condition where people are held illegally and against their will; denied their right to move, act, speak freely and make decisions on their own; or a condition that endangers life or poses a threat of danger while holding a person or persons in a restricted state against their will.

The longer the hostage lives during the takeover, the better the chances become of living. In the event you become involved in a hostage situation, expect to experience a range of emotions. Emotions will include fear, denial, planning an escape, reflecting on your life, adaptation, and the Stockholm syndrome where you develop a bond with your captors. Hostage situations are not common. The Sheriff's Department has a hostage negotiation team that will respond to hostage situations and will seek to do all they can to keep you safe and get you free.

The following are guidelines to keep in mind:

- Recognize and accept the fact that you have been taken hostage.
- The first 15 to 45 minutes are the most dangerous. The beginning of an incident is the most dangerous for all concerned. The captors are going through highly emotional states during the initial confrontation with authorities.
- Be patient; time increases your odds.
- Be prepared to remain a hostage for an extended period of time.
- Do not increase stress for the hostage taker or other hostages.
- Never try to negotiate when you are a hostage, let the trained negotiators do their job. Even though you may hear things that upset you or make you feel like no one is coming, be aware that negotiators are very well trained and will do everything in their power to promote a safe rescue.
- Pay attention to details. Upon release you may be able to assist authorities with what you observed.

If you believe a rescue attempt is taking place:

- Lay down on the floor and stay down.
- Keep your hands on your head and do not make any fast moves. Rescuers can't tell the hostages from the hostage takers. Sometimes hostage takers will switch clothing with the hostages.
- When staff orders you out, follow directions quickly and be prepared to be frisked and possibly handcuffed until they can sort everything out. It's not personal; they are simply trying to keep you and everyone else safe.

Hostage Situations: Quiz (10-12)

10. In a hostage situation, what is meant by the Stockholm syndrome?
- A: When the hostage experiences a range of emotions
 - B: When the hostage no longer wants to be rescued
 - C: That the longer the hostage lives, the better their chances of survival
 - D: When you develop a bond with your captors

11. During a hostage situation, which of the following statements is false?
- A: Be patient; time increased your odds
 - B: The first 15 to 45 minutes are the most dangerous
 - C: Be prepared to remain a hostage for an extended period of time
 - D: If you hear things that upset you, you may have to negotiate for yourself
 - E: Pay attention to details
12. During a hostage situation, rescuers can't always tell the difference between the hostage takers and the hostages, so it is best if you do not make any fast movements.
- A: True
 - B: False

Attire - Dress Code

Volunteers should present a professional image by dressing appropriately, keeping in mind the population with whom they work. Casual clothing that is neat and comfortable is suggested. Sloppy, revealing, or provocative attire is not allowed. It is important that volunteers dress conservatively and follow dress codes which include:

- No short shorts or mini skirts
- No low cut or see through blouses
- No tank tops or tube tops
- No spandex
- No clothing full of holes
- No excessive or expensive jewelry
- No gang related attire
- Shoes are mandatory
- Avoid dressing in clothing that matches the detainee/inmates orange or green county issued uniform
- Avoid dressing in clothing with wording or phrases

** Volunteers may be refused entrance to the facility on a case-by-case basis if their clothing is determined to be inappropriate for this type of setting.

Dress Code: Quiz (13)

13. Which of the following would NOT be a violation of our Dress Code?
- A: Walking in wearing a short sleeve shirt with swear words on the front
 - B: Walking in wearing nice jeans, shoes and a long sleeve shirt
 - C: Walking in wearing shorts and bare feet
 - D: Walking in wearing a nice dress/skirt and a lot of expensive jewelry

Personal Information / Confidentiality

Do not share personal information about other staff members, and be very selective about personal information you share with detainee/inmates. This includes place of residence, spare time activities, family member activities or where they work, etc. Volunteers must be very careful what they share with detainee/inmates about themselves, as there may be consequences they can not anticipate.

Sound travels through hallways, therefore personal information about detainee/inmates is not to be discussed in the hallways.

Volunteers are bound by the laws of confidentiality. Confidentiality implies that any information about an inmate/detainee will not be divulged outside the facility. If a volunteer becomes aware of information that an inmate/detainee is going to harm themselves or someone else, or is planning an escape, the volunteer **MUST** inform the shift supervisor **IMMEDIATELY**.

While working in the Correctional Facility, volunteers may have access to confidential information about inmates/detainees. What is seen and read is confidential information and may not be discussed indiscriminately. Volunteers may maintain confidentiality with an inmate/detainee if the information does not concern security or program accountability.

Personal Information / Confidentiality: Quiz (14-16)

14. Volunteers must be very careful of what personal information they share with the inmates/detainees, as this may have consequences they cannot anticipate.

- A: True
- B: False

15. Since this is a jail, the walls are very thick and sound proof, therefore it is safe to discuss personal business in the hallways.

- A: True
- B: False

16. Volunteers are bound by the Laws of Confidentiality. Under what circumstance is the volunteer required to inform the Shift Supervisor?

- A: When an inmate is caught cheating on a GED Test.
- B: When they become aware of escape attempt or plans of self harm
- C: When one inmate has confessed to stealing another inmate's commissary
- D: When an inmate has cheated on their spouse and is seeking a divorce

Do's and Don'ts for Volunteers

Please check off each of the boxes to the left to indicate that you have read and understand the correlating statement.

- 1. **DON'T** take anything in or out of the facility without approval.
- 2. **DON'T** argue with an Officer's instructions, and **NEVER** refuse a legitimate directive.
- 3. **DON'T** bring a camera.
- 4. **DON'T** bring a cell phone inside.
- 5. **DON'T** take anything from an inmate/detainee
- 6. **DON'T** hug inmates/detainees.
- 7. **DON'T** make promises that you can't keep.
- 8. **DON'T** say you'll do things for Inmates/Detainees until you know the rules and check with Command Staff.
- 9. **DON'T** give out your address or telephone number.

- 10. **DON'T enter into any business interactions with inmates/detainees.** For example, an inmate/detainee may ask you to sell his or her artwork on the outside.
- 11. **DON'T run inside or outside the facility.**
- 12. **DO be honest about your limited confidentiality.** Don't promise to keep an inmate/detainee's "secret" before you have heard it. You may not be able to keep it.
- 13. **DO be prepared to handle flirting or romantic advances.** If you handle this issue firmly, but kindly, you will probably prevent a problem. You might simply say, "That's not why I am here," and then change the subject.
- 14. **DO be patient.** There are a variety of activities taking place on an ongoing basis within a Correctional Facility. There may be times when a program must be cancelled or there is a delay in getting volunteers in. This may be due to staffing issues or some type of emergency within the facility that you may not know about.

Application Process / Qualifications

The first step in becoming a volunteer is to complete the Application for Volunteer Service. Read through the Volunteer Handbook answer the Quiz Questions and sign the Volunteer Notice and Release form which in part states:

I have read and understand this paragraph.

"I have hereby been advised that due to the incarceration of accused or convicted individuals in the Morgan County Jail, I may encounter risks in the facility that I would not expect to encounter in other facilities, and have considered the risks of being admitted to them before signing this Notice.

I have been advised that as a volunteer I am not an employee, agent, or in any way a representative of the Morgan County Sheriff's Department. Therefore, I am aware that there is no County insurance or other financial coverage available to me in the case of injury or harm occurring while performing volunteer services. Further, I agree to hold the County of Morgan the Morgan County Sheriff's Department, their employees, agents and representatives harmless for all costs, fees and expenses, ordinary or otherwise, which are the result of any physical injury or other harm I incur, allege to incur, cause or are alleged to cause as a result of my volunteer services in the facilities, including, but not limited to any injury or harm I may incur, cause, or are alleged to cause, on these premises while not performing volunteer services. I also agree not to pursue any claim that I may have against the County of Morgan or the Morgan County Sheriff's Department, their employees, agents or representatives for the injury or harm to myself or others resulting from any services."

Completing these forms and authorizations allows security staff to begin a computer based background check. Some of the established criteria for approval include:

- Must be at least 18 years old
- No pending charges or active warrants
- No gang affiliations
- No recent arrests or incarcerations; typically within the past three (3) years.
- Current professional certifications and licenses where applicable
- Sponsorship of a recognized community organization

Once the background check has been completed and approved, your name will be added to the approved roster for volunteers. You cannot enter the facility without your name being on this roster of approved volunteers. Security clearance may expire after one year and may require renewal by

submitting a new application. If any information changes throughout the year, volunteers are required to immediately report those changes to the jail. This includes any new criminal charges or active warrants.

Additionally the Morgan County Sheriff's Department has a Sexual Misconduct Policy that emphasizes and strictly enforces a "zero tolerance" policy towards sexual abuse and sexual harassment of inmates, detainees or staff members by other inmates, detainees or staff members.

Sexual misconduct is not limited to unwanted sexual contact. Sexual misconduct is also a range of behaviors or situations that include inappropriate remarks, sexualized name-calling, correspondence, conversations, inappropriate displays, fondling, inappropriate viewing, and sexual contact with individuals vulnerable to the authority of the justice system or any other person in a work setting.

Sexual Misconduct includes voyeurism by a staff member, contractor, visitor, or volunteer which is an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties. All cases will be investigated and all guilty parties will be disciplined and/or prosecuted according to the law.

Morgan County Sheriff's Department Policies Fraternalization and Sexual Misconduct have been attached at the end of this orientation, in their entirety, for reference. Please read and adhere to these policies as volunteers are also expected to know and follow these policies and procedures.

**Morgan County Sheriff's Department – Detention Division
Service Provider / Volunteer Information Form
Criminal Background Check**

Information provided on this form must be truthful and complete.

Applicant Information:

Last Name	First Name	Middle	_____
Address	City	State	_____ Zip
Date of Birth:	E-mail Address:		
Phone Numbers:	_____		
Primary	Secondary		

Drivers License #			

Physical Description:

Sex	Race	_____ Eye Color	Height	Weight
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I hereby empower any employee of the Morgan County Division of Personnel, or other authorized representative bearing this release, to obtain information and records relevant to my application from any or all of the following sources:

1. Any law enforcement agency or criminal records bureau (CIB/NCIC).
2. Any Department of Motor Vehicles.

I hereby release any individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, my family, or my associates because of compliance with or any attempt to comply with this authorization and using the information obtained as part of the employment process.

This document is a blanket Authorization for Release form. The duties and qualifications of the position applied for will determine which background inquiries are made and what background information is considered to be relevant to that position.

Exceptions to this blanket authorization:

1. _____
2. _____

Duration:

Please check one that applies		
How often will you be in the Facility?	A single one time visit <input type="checkbox"/>	Multiple – recurring visits <input type="checkbox"/>

Orientations Required:

- Any person who may have any inmate/detainee contact may be required to attend an orientation. You will be contacted to schedule this orientation - upon receipt of their approved background check.

Affiliation:

Volunteer: RSAP Program:
AA/NA Programs:
Chaplaincy:
Other: describe:

Agency or Church you represent include supervisor name, phone number, and address:

Who should be notified in case of emergency?

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Applicant Signature: _____ Date: _____

FOR OFFICAL USE ONLY DO NOT WRITE IN BOX BELOW

Background Check Date: _____

Approved:
Denied:

Comments: _____

Approval Signature: _____

Tracking:
Background _____ Orientation Scheduled _____ Notification of Completion _____

Morgan County Sheriff's Department

VOLUNTEER NOTICE AND RELEASE

NOTICE OF RISK

I have hereby been advised that due to the incarceration of accused or convicted individuals in the Morgan County Jail, I may encounter risks in the facility that I would not expect to encounter in other facilities, and have considered the risks of being admitted into these facilities before signing this Notice.

I have been advised that as a volunteer, I am not an employee, agent or in any other way a representative of the County of Morgan or the Morgan County Sheriff's Department. Therefore, I am aware that there is no County insurance or other financial coverage available to me in the case of injury or harm occurring while performing volunteer services. Further, I agree to hold the County of Morgan, the Morgan County Sheriff, the Morgan County Sheriff's Department, their employees, agents and representatives harmless for any costs, fees and expenses, ordinary or otherwise, which are the result of any physical injury or other harm I incur, allege to incur, cause or are alleged to cause as a result of my volunteer services in the facility, including, but not limited to any injury or harm I incur, cause, or are alleged to cause, on those premises while not performing volunteer services. I also agree not to pursue any claim that I may have against the Morgan County Sheriff's Department, their employees, agents, or representatives for the injury or harm to myself or others resulting from any services.

AGREEMENT TO FOLLOW RULES

This is to acknowledge that I have received and read a copy of the Volunteer Handbook furnished by the Morgan County Sheriff's Department – Detentions Division. I understand the contents of the Handbook. I will abide by the Volunteer Rules and Regulations and the Policies and Procedures governing volunteers.

ACKNOWLEDGMENT



I have read and understand this paragraph.

I hereby acknowledge that I have read the above Volunteer Notice and Release of liability. I hereby agree that while on the premises of the facility, I will obey the rules and regulations of the facility and any instructions from the Detentions Staff. I also understand that by signing/acknowledging this paragraph and submitting this application, I am authorizing the Morgan County Sheriff's Department to conduct a background check to include a criminal history.

**** All volunteers will need to present their photo ID for copying and may also have their photo taken for our records.**

Volunteer Printed Name

Volunteer Signature

(If you are not able to submit this form electronically, please mail it to the following address)

Morgan County Detention Center
ATTN: Andrew Moore - Programs Manager
160 N. Park Avenue
Martinsville, IN 46151

