

APPLICATION FOR PROFESSIONAL, CLERGY, AND VOLUNTEER VISITORS

Safety and security must be given the highest priority when allowing anyone direct contact with detainees. Therefore, the Cass County Sheriff's Office is requiring that all professional personnel, as well as volunteer personnel, having reason to come into secured areas of the facility must be registered with the office. The following information will be used to verify credentials, criminal background checks, as well as follow-up and random background checks.

Date: _____ Email Address: _____

Name: Last/First/Middle _____

Alias(s): Maiden/Other names you have used _____

Date of Birth: _____ Social Security Number: _____

Home Address: _____

Telephone: Home/Cell/Work _____

What organization and/or group granted your professional credentials and/or license?

Name of Organization: _____

Organization Address: _____

Organization Telephone: _____

Have you ever been convicted of a felony or misdemeanor? YES / NO

If yes, explain: _____

Have you ever been prohibited from entering a secured facility? YES / NO

If yes, explain: _____

Are you related to any detainee currently incarcerated at the Cass County Sheriff's Office? YES / NO

If yes, give detainee name/relationship to detainee: _____

References: Two required.

#1. Name/Relationship/Years known? _____

Address/Phone: _____

#2. Name/Relationship/Years known? _____

Address/Phone: _____

*****All applicants must submit a letter from their home congregation or leader of the appropriate faith group or organization in order to process this application. Letter can be hand delivered to the Cass County Jail during business hours or mailed to: Attn: Jail Volunteer Committee 303 Avenue A Plattsmouth, NE 68048**

Deputy: _____ Denied ☐ Note: _____ Approved ☐

Volunteer Orientation/Continuing Education**Cass County Jail**

I am receiving volunteer orientation/continuing education for volunteers providing services at the Cass County Jail. I understand the principles of contraband, fraternization, conduct while at the facility, emergency procedures and the Prison Rape Elimination Act.

I am aware that if I have question or concerns that they will be addressed by the appropriate person.

I agree to abide by the facilities policies, including those related to the security of the facility and the confidentiality of information I obtain during my services at the Cass County Jail.

I understand that any violation of the policies and procedures of the facility may result in a disciplinary action, to include the possibility of termination.

I understand that for the safety and security of the jail any item I wear or carry into the jail may be searched by officers on duty. To include but not limited to: jackets, coats, bags, etc. I understand that I am to have empty pockets.

I received a volunteer handbook.

Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

I am a volunteer with:

Al-Anon,NA ☐

Church/Bible Study ☐

GED ☐

Civilian Employee of Summit ☐

Printed Name: _____

Signature: _____

Date: _____



Cass County Sheriff's Office

Prison Rape Elimination Act of 2003 (PREA)

Information for Persons with Direct Contact with

Inmates/Detainees

The Cass County Sheriff's Office has adopted a ZERO-TOLERANCE standard for sexual abuse in its correctional facility. The intent of PREA is to insure a safe, humane and appropriately secure environment, free from the sexual abuse for all inmates/detainees.

You have an obligation to maintain clear boundaries with inmates/detainees and to establish a relationship of authority, objectivity and professionalism. You must not allow the development of personal, unduly familiar, emotional or sexual relationships to occur with inmates/detainees. Please remember that any sexual contact between an inmate/detainee and staff member is considered a form of sexual abuse.

There is no such thing as consensual sex between you and an inmate/detainee.

It is your responsibility to prevent and report when necessary sexual assault between staff/inmates and inmates/inmates. It is your duty to understand the policy and procedures related to prevention and response concerning such actions. **YOU HAVE A DUTY TO REPORT.**

Reporting methods include but are not limited to:

- Shift Supervisor
- Jail Administrator
- Department Investigators
- Sheriff
- Nebraska State Patrol
- Ombudsman's Office

I acknowledge that I have been trained on and understand the Prison Rape Elimination Act of 2003, Department Policy and Procedures and the Department's Zero-Tolerance standard for sexual abuse. I also acknowledge that I will report any findings of sexual abuse immediately.

Print: _____ **Signature:** _____

Date: _____ **Organization:** _____



CASS COUNTY SHERIFF'S OFFICE

Volunteer Rules & Guidelines



Welcome to the Cass County Jail. We want you to know that we appreciate what you are doing. We also want to give you some very specific information that will help ease your transition from "civilian" to "volunteer" (someone the staff recognizes and appreciates).

1. Casual clothing is appropriate within reason. No tight fitting or revealing clothing is acceptable. Also, do not wear flashy or expensive looking jewelry. If staff does not approve of the apparel you are wearing, they can and will refuse to let you in the secured side of the facility.
2. Lock your valuables in the trunk of your vehicle. If you bring in your purse or bags of any sort, hats, coats and scarves, they will need to be locked in the lockers that are provided in the front visiting lobby. No cell phones, recorders or any type of electronics are permitted within the secured areas of the jail. **NOTHING MAY BE BROUGHT IN TO THE INMATES!!!** Anything that you bring into the jail is subject to search.
3. If you are with an organization with approved literature, you may donate soft books. Absolutely no hard back books are allowed in the jail.
4. If you need to bring a bag on the jail floor to carry approved materials, the bag needs to be a clear, see through bag. Once again, anything you bring into the jail is subject to search.
5. Please do not be surprised if you aren't escorted onto the jail floor immediately. Please be patient as the staff may be in the middle of doing something.
6. You must **ALWAYS** wear your volunteer badge. You will not be permitted on the jail floor without it.
7. Staff must always escort you. You are also not allowed to escort an inmate anywhere.
8. Inmates will ask you all types of personal questions. Never give out your home address, phone number(s) or any other personal information about yourself, including information about your home or work life. Many of our guests can be quite charming and their stories may tear at your heart. However, the most important thing is to keep you and your family safe.
9. Inmates will ask you to bring them everything from gum to money to cigarettes. **DO NOT DO IT!! NEVER BRING ANYTHING IN TO AN INMATE AND NEVER TAKE ANYTHING OUT FOR THEM!!!** You cannot cash their checks or money orders. You cannot make phone calls or relay messages for them.



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10. Many inmate questions can be answered with, "I don't know. Have you asked jail staff? Just send them a kite."
11. Don't be afraid to ask questions. This is a unique environment. Questions are normal.
12. If any inmate is disruptive, disrespectful or is in any way interfering with your class or meeting, call for an escort to have that person removed.
13. If you have anyone removed from your group or if you don't want a particular inmate to be returned to your group the next week, you must document it.
14. Become familiar with the inmate handbook. It will tell you many things about jail life that hasn't already been mentioned here.
15. When you hear CODE BLUE announced over the intercom or radios, stay out of the way. If you are in the hall, move out of the way and wait. If you are in the middle of a session or meeting, stay in that room. **DO NOT GO TO SEE THE ACTION!!** If there is a fight in the classroom, **DO NOT** try to break it up. Call for help immediately.
16. In case of an emergency, i.e. tornado, fire, etc. please follow all staff directions.
17. Finally, **NEVER** leave an inmate unattended.

Again, we appreciate your willingness to help us. If you have any suggestions for making your program work more efficiently, let us know. We can be flexible.

WHEN IN DOUBT, ASK ABOUT ANYTHING AND EVERYTHING.

ASK BEFORE ACTING.

NEVER DO SOMETHING AND THEN ASK IF IT WAS OK.

REMEMBER TO ALWAYS WEAR YOUR VOLUNTEER PICTURE I.D.



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Volunteer Rules & Guidelines



LEGAL ISSUES TRAINING OUTLINE FOR VOLUNTEER/CLERGY TRAINING

Contraband

What is the definition of contraband?

- Any item/s not specifically provided by the facility or received through authorized means (purchased through commissary).

Is an employee or volunteer giving an item to an inmate--authorized means?

- Not unless the item is issued by the department and/or approved in advance by the Administrative staff of the facility.

What should you do if asked for an item of contraband?

- Inform the inmate you are not permitted to provide any item to them or do favors for them. Though the request may seem harmless, such as paper and marker, it is against the rules and may not be granted.
- Report the request to Jail Staff. You may inform the person who supervises the area in which you volunteer or any uniformed staff member.
- Stick to your initial comment that you will not bend the rules of the facility. This will discourage other inmates from bothering you about obtaining contraband items.

Why is contraband such a big issue?

- Inmates will use any item not readily available in the facility as a bargaining chip. The item may be used to barter or pay off a debt. Often the item is used as a payment for drugs, other contraband, protections or sex. Anytime an item with an established value enters the facility, problems can and will arise.
- There are members of this particular population who are not concerned with fair play. Often, inmates who possess items of contraband and are not willing to share, trade or barter with the contraband, end up being physically forced to part with said item. This, again, is a very negative situation.

What will happen if you DO bring in unauthorized items for inmates?

- When found to have broken the contraband or any other regulation of the facility, a volunteer's access to the facility will be revoked.
- At times, criminal prosecution will result if the item is illegal or against Nebraska State Statute for contraband items brought into the facility. Any item which could be used as an implement of escape, including weapons, clothing of disguise, or similar things could be filed as a Class IV Felony.



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- When an inmate requests contraband from a volunteer and it is reported, we will address the issue the inmate and they will be subject to disciplinary actions. Unfortunately, more severe penalties (for someone bringing in contraband) are placed on the person bringing the item in and not the inmate who requested or received it.

Fraternization

What is the definition of fraternization?

- A simple definition is being overly friendly or close to an individual or group.
- When dealing with inmates, fraternization includes the sharing of personal information with members of the inmate population.

Is fraternization a bad thing?

- Normally, with inmates, it becomes an obstacle. Though the inherent personality of someone who volunteers is outgoing and friendly, that trait can be dangerous in a correctional setting. We are not suggesting that volunteers do not treat the inmates well and in a friendly manner. However, providing personal information to inmates is considered a poor decision.
- Inmates are known to use the personal information they have about a person for their personal gain. Often, it is shared with other inmates; some of whom may pursue the individual or create problems with them.
- Information such as telephone numbers and home addresses may be sold, given, or bartered for between inmates. At times, the inmates will use the obtained information for illegal acts once they are released from the facility. Unfortunately, it is at the expense of someone who was just trying to be helpful and nice to the inmate in the first place.
- Though the volunteer may trust the particular inmate they confided in, it does not mean that the individual inmate is the only one who will receive the information.

How do I deal with requests for personal information?

- This can be handled in various ways. Perhaps the easiest of which is to politely state to the requesting inmate that you do not discuss personal information with people you work with.
- You should not provide false information in place of accurate information to try and protect yourself. Inmates normally find out the truth and not only will it affect your credibility with the inmate and the group, but it can be the catalyst for negative or violent behavior by the inmate you gave the information to.



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- Be polite but firm. Should an inmate repeatedly request information after you have indicated you would not provide any, inform Jail Staff immediately. There is normally a hidden agenda for pursuing such activity once it has been rebuffed.

What should you do when you find there is a family member or friend in the group or class you are involved with?

- The first thing is to inform the staff member who supervises your activity. If there is not one on site, you should inform any Jail Staff.
- Tell Jail Staff the relationship between yourself and the inmate, whether that be friends or family, and whether or not you believe there could be a problem with your continued participation with the group. Remember, we can reschedule the inmate into another group in such instances.
- The presence of a family member or friend in a group will not restrict your participation with the group unless you inform us of the need or desire to have the person assigned to another group or class.
- The reporting of the relationship is for the safety of the volunteer and will be kept confidential.

Conduct While at the Facility

Rules and regulations are created for the safety, security, and good order of the facility and people who come here. We expect everyone to follow them.

- Should you have a question about a rule or regulation, please ask.
- Inmates know the rules; however, they often act like they do not.
- Always adhere to the directives issued by Jail Staff. If you have any questions about them, it can be addressed after the fact.
- Failure to adhere to the rules or staff directives may result in the revocation of facility access.

The basis for conduct at the facility is to be professional. Though we know that most of the volunteers follow this guideline, it is a requirement for all.

- Professionalism includes dress / apparel. Should the clothing worn to the facility not adhere to our dress code guidelines, the person will not be permitted to enter the secure areas of the facility.
- All volunteers should treat others, and be treated, in a professional manner. Should at any time, a volunteer feel that a staff member has not been dealing with them in a professional manner, they are encouraged to inform facility administrative staff immediately. Normally, the volunteer will be asked to submit a written report of the incident so it may be investigated and handled properly.



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- The conduct of inmates should also be reported to facility staff anytime it is found to be negative or makes the volunteer uncomfortable. This information may be given directly to the supervisory staff or any Jail Staff.

Dress Code Do's and Don'ts

This is a summary of the dress code for volunteers. It has changed over the years, so it is a little different than what is in the orientation manual. Think "plain label".

Casual clothing is appropriate, within reason.

The following apparel items are **NOT** allowed:

- Sandals or any open-toed shoes
- See through or transparent garments
- Sleeveless tops
- Tank Tops
- Muscle shirts
- Above the knee skirts or shorts (Capri or "peddle pusher" length are okay)
- Low cut or revealing necklines
- Off the shoulder blouses
- Tight clothing of any type

No tight pants or hip huggers (pants so low that flesh can be viewed between the waistband of the pants and the bottom of the shirt).

No hoop earrings or dangling earrings.

If staff does not approve of the apparel you are wearing, they can and will refuse to let you in the secured side of the facility.

These rules apply to both male and female volunteers.

Thank you taking the time to read through all of this material.

Your role within the corrections family is highly regarded and a vital part of our community.

Thank you again for serving and Welcome to the Cass County Sheriff's Office.