

# Cochise County Sheriff's Office

## Detention Division

### Standard Operating Procedures

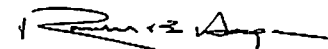
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**Topic:**  
VOLUNTEER SERVICES

**Issue Date:**  
10/03/03  
**Effective Date:**  
10/03/03

**Number:** D20031009.098

**Authorization:**



**R.B. Hager**  
**Jail Commander**

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This Standard Operating Procedure authorizes private citizens to participate as volunteers within the Cochise County Jail for the purpose of assisting in the operation of inmate programs.

#### RECRUITMENT AND MANAGEMENT OF VOLUNTEERS

The Jail Commander or his designee shall:

- A. Designate a Volunteer Coordinator, and arrange for the employee serving as Volunteer Coordinator to receive an initial orientation to their assigned duties and refresher training thereafter, as needed.
  1. The Volunteer Coordinator shall maintain a file on each volunteer processed at the jail. Volunteer files shall be maintained in the Jail Administrative area, in a secure cabinet.
- B. Coordinate specific volunteer activities and keep a current program schedule posted in the Jail Administrative area.
- C. Provide periodic orientation and training to volunteers.
- D. Ensure that no volunteer has access to information concerning the security of the facility.
- E. When recruiting volunteers, the Jail Commander shall:
  1. Consider community groups, city or county volunteer bureaus, religious organizations and the community at large as sources for potential volunteers.
  2. Recruit volunteers without regard to age, disability, race, religion, sex, creed, national origin, or political affiliation.
  3. Ensure that the number of active volunteers does not exceed the number of approved volunteer assignments or the volunteer coordinator's ability to manage volunteer activities.
- F. Acquaint volunteers with the facility, written instructions, emergency responses, and personnel where they will be assigned.
- G. Advise volunteers of the possibility of exposure to blood borne pathogens and infectious or communicable diseases, and inform them of the means to access, Occupational Safety and Health (OSHA) Requirements.
- H. Be accessible to volunteers to resolve their problems.
- I. Ensure accurate information regarding volunteer services is reported in a Monthly Statistical Report, including:
  1. The nature of services provided.
  2. The number of events or activities.

3. The number of volunteers serving the complex.
4. The total number of volunteered hours.
- J. Issue Volunteer Identification Passes. No volunteer shall be permitted to enter the Cochise County Jail without a valid Volunteer Pass.
- K. Ensure properly updated lists of active volunteers are maintained at the entry that volunteers use to allow proper admittance of authorized volunteers.
- L. Volunteer GROUPS shall be authorized three to six approved volunteers per scheduled religious service.

### VOLUNTEER APPLICATION AND SELECTION

- A. Prospective volunteers shall be scheduled to meet with the volunteer coordinator for completion of the application process.  
The application process shall include:
  1. A Volunteer Application and Waiver Form (provided by the Sheriff's Office).
  2. Ex-offender Information (provided by the Sheriff's Office).
  3. Written verification of license or certification when professional services are to be provided - Example: psychological counseling.
  4. Two completed fingerprint cards (provided by the Sheriff's Office).
  5. Photographs taken by the Sheriff's Office.
- B. The Jail Commander will:
  1. Clear prospective volunteers through an NCIC/ACIC check, in accordance with CCSO Policy, Arizona Criminal Justice Information System.
  2. Review the volunteer's application and approve or disapprove the selection of each volunteer.
  3. Volunteer Applications for ex-offenders shall be processed as outlined in section (6) below.
  4. Make selection of volunteers based upon:
    - a. Experience and background commensurate with the service to be provided and the competency to perform the service.
    - b. Favorable references.
    - c. Appropriate reasons for volunteering.
    - d. Appropriate license or certification when professional services are to be provided.
  5. Provide written notification to applicants who are rejected. Notices should:
    - a. Be sent within five working days.
    - b. Specify the reason for the rejection or delay.
  6. Ex-offenders shall serve as volunteers only at the sole discretion and with the written approval of the Jail Commander.
    - a. Ex-offenders may not be on active probation/parole.
    - b. Ex-offenders may not have been in the Cochise County Jail in the past 12 months from the date of application.
  7. The Background Investigation shall:
    - a. Utilize the same pre-employment screening for volunteers as used for detention officers.

### NOTIFICATION OF ACCEPTANCE AND TRAINING OF VOLUNTEERS

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- A. The Jail Commander will provide written notification to each individual accepted into the Cochise County Jail Volunteer Program. Notification shall include:
1. Specific task assignment.
  2. Initial report date.
  3. Contact person (Volunteer Coordinator).
  4. Activity schedule, as applicable.
  5. Indication that the continuation of service is contingent upon completion of the background investigation.
- B. Prior to the delivery of services, volunteers shall complete required orientation and training including at a minimum:
1. Coverage of the volunteer orientation curriculum from the detention staff.
  2. Information about preventing disease transmission and steps to avoid contracting Hepatitis A, Hepatitis B (HBV), Tuberculosis and Human Immunodeficiency Virus(HIV), including the practice of universal precautions and information about HBV vaccinations.
  3. Issues concerning exposure and confidentiality.
  4. Steps to avoid contracting HIV, HVB, or Hepatitis A, including the practice of universal precautions and information about HBV vaccinations.

**RESPONSIBILITIES AND SECURITY INSTRUCTIONS FOR VOLUNTEERS**

Volunteers shall:

- A. Abide by all laws and written instructions, and verbal instructions of the staff.
- B. Log in and out at the main jail entrance.
- C. Wear an official volunteer identification card when performing volunteer services for the jail.
- D. The volunteer identification card shall be:
  - a. Maintained in the possession of the volunteer. Volunteers are not required to pick up or surrender their volunteer identification cards each time they enter or exit of the facility.
  - b. Valid until revoked.
  - c. Returned to the Jail Commander upon termination of service.
- E. Report their days and hours of service to the Volunteer Coordinator on a monthly basis.
- F. Report changes of home phone numbers to the Volunteer Coordinator within ten days.
- G. Confine their relationships with inmates to those activities that are officially sanctioned as an integral part of their duties. Unauthorized contact with inmates or their families is prohibited.
- H. Notify the Detention Lieutenant if they are cited, arrested, or indicted.

**DRESS CODE AND REQUIRED CONDUCT**

- A. Volunteers shall not be allowed to carry any property into the jail, to include:
1. Purses, cell phones, jackets, hats, and bags of any kind, food, or beverage of any kind, knives or weapons of any kind.
  2. Volunteers are permitted to bring items necessary to conduct a service/program in the Cochise County Jail (ie. Religious volunteers may bring service items).

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3. All items carried into the facility SHALL be searched by on-duty personnel.
- B. All clothing shall be worn in accordance with the following:
  1. No body hugging clothing of any kind (example: leggings, Speedo's or nylons are to be worn as an outer garment).
  2. An outer clothing, worn in addition to and over the above examples, shall be worn to cover the groin area.
- C. Dress code for female volunteers:
  1. Shorts not shorter than mid-thigh when seated shall be allowed, no jogging shorts or cut-off's or hip huggers will be allowed.
  2. Skirts and dresses shall be allowed, but no shorter than mid-thigh when seated.
  3. Slits in skirts and dresses shall not extend above mid-thigh when seated.
  4. Undergarments shall be worn.
  5. Tops of clothing shall be no lower than the collarbone in the front and back.
  6. Shoes shall be worn at all times.
  7. No bare midriffs or strapless tops, spaghetti string, tube tops, halter-tops, body suits or swimsuits shall be permitted.
  8. Sheer, see-through or open-netted clothing shall be prohibited.
  9. Spandex type clothing shall be worn with appropriate over-garment.
- D. Dress code for male volunteers:
  1. Shorts not shorter than mid-thigh when seated shall be allowed, no jogging shorts or cut-off's or hip huggers will be allowed.
  2. Shirts shall be worn at all times, but no muscle shirts or bare midriff shirts shall be allowed.
  3. Shoes shall be worn at all times.
  4. Sheer, see-through or open netted clothing shall be prohibited.
  5. Spandex style clothing shall be worn with appropriate over-garments.
- D. If a volunteer becomes disruptive, the on-duty supervisor may terminate the visit, and suspend the volunteer's authorization to enter the Cochise County Jail.
- E. Volunteers under the influence of any intoxicants shall be denied access to the facility.
- F. Volunteers will address all staff in an acceptable manner. Any disrespect, misconduct, or disruptive behavior towards the detention staff will result in the volunteer's authorization to enter the facility to be terminated.

**DISMISSAL OF VOLUNTEERS**

- A. Volunteers may be dismissed for with or without cause as determined by the Jail Commander.
  1. Dismissals shall be in writing.
  2. Dismissals may be appealed to the Chief Deputy Sheriff.
- B. Introduction or attempted introduction of drugs and drug paraphernalia, or even the discussion of their introduction will result in suspension of a volunteer's privilege to enter the Cochise County Jail.
- C. Introduction or attempted introduction of contraband or illegal contraband, or discussion or their introduction will result in suspension of a volunteer's privilege to enter the Cochise County Jail.
- D. Any action, attempted action, or discussion of actions that may jeopardize institutional security will result in the suspension of a volunteer's privilege to enter the Cochise County Jail, to include:

1. Criminal activity, attempted criminal activity, or discussion of criminal activity.
2. Any discussion/actions-involving graphic, detailed descriptions/actions of sex/sexual acts.
3. Any misconduct, attempted misconduct or discussion of misconduct, as described in all previous sections.

### **DEFINITIONS**

**EX-OFFENDER** - Any person convicted in a court of competent jurisdiction of a misdemeanor or felony crime, the punishment for which could have been or was, imprisonment in a county jail, federal penitentiary or a state prison, excluding those persons who have been pardoned by the President of the United States or the Chief Executive of a state.

**VOLUNTEER** - A person, at least 18 years old, who without compensation provides services to the Cochise County Jail. Volunteers may include off-duty employees and students in internships or practicum's. Volunteers serve at the pleasure of the Jail Commander and shall complete the required orientation and training prior to delivery of services. The following are not considered volunteers:

- Individuals who are visiting an inmate.
- Guests of the institution, e.g., tour groups and public officials.
- Individuals who occasionally perform services while accompanied by Sheriff's Office staff, e.g., repairmen and choirs.
- Attorneys conducting official business.
- Contract employees.

**VOLUNTEER COORDINATOR** - Staff member designated by the Jail Commander to supervise one or more volunteers.

**VOLUNTEER SERVICES** - Services provided without pay to the Department, which may include any of the following activities:

- Job development and placement.
- Social education and survival skills instruction.
- Education services including remediation, tutoring and English as a second language.
- Vocational training instruction.
- Family services.
- Substance abuse services.
- Recreation services.
- Guidance, counseling and self-improvement programs.
- Arts and crafts programs.
- Pastoral services.
- Other volunteer services as approved by the Jail Commander.

**COCHISE COUNTY SHERIFF'S OFFICE  
COCHISE COUNTY JAIL  
VOLUNTEER  
CONSENT TO SEARCH – NOTICE/WARNING**

Any person who takes any item that is not specifically authorized by the Jail Commander or his designee, into or out of the Cochise County Jail or onto grounds adjacent to the Cochise County Jail is subject to prosecution under the provision of the Arizona Revised Statutes. All persons, including employees and visitors, are subject to routine and random searches of their person and/or property when entering or preparing to enter the Cochise County Jail, at established checkpoints, and/or in other particular areas.

I, the undersigned, have read the above notice and understand the meaning of this notice. I realize the threat presented to the safe and secure operation of the Cochise County Jail when contraband and other unauthorized items are taken into or out of the facility. Therefore, I give my consent to have my person, clothing or other property thoroughly searched upon entering or leaving the jail, at any time while on the grounds of the jail, or while in a secure area approaching the grounds of the jail. I consent to be searched by a Sheriff's Office employee at any time. I understand that this consent is required of all volunteers as a condition to provide volunteer services at the Cochise County Jail.

I acknowledge that I have read and fully understand the above, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**VOLUNTEER SIGNATURE**

**DATE:**

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**WITNESS SIGNATURE**

**DATE:**

**COCHISE COUNTY SHERIFF'S OFFICE  
COCHISE COUNTY JAIL  
VOLUNTEER APPLICATION FORM**

**Personal Information:**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_ Age \_\_\_\_

Telephone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Emergency Contact

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone # \_\_\_\_\_

**Personal Health:**

Do you have any physical disabilities that may need accommodation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Blood Type: \_\_\_\_\_

**Employment:**

Present Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Length of Employment \_\_\_\_\_

Telephone \_\_\_\_\_

**Personal Reference:**

Name \_\_\_\_\_ How long known \_\_\_\_\_

Telephone # \_\_\_\_\_

Name \_\_\_\_\_ How long known \_\_\_\_\_

Telephone # \_\_\_\_\_

**Arrest Record:**

Have you ever been arrested? \_\_\_\_\_ Have you ever been convicted of a crime? \_\_\_\_\_

Have you ever been incarcerated? \_\_\_\_\_ If "yes" to any of these questions, please give details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Position Applied for:**

\_\_\_\_\_ Religious

\_\_\_\_\_ Substance Abuse

\_\_\_\_\_ Any other – Specify: \_\_\_\_\_

I hereby certify that all information contained in this application is correct. I give my permission for all references and employers specified in this application to be contacted. I give my permission for any law enforcement agency files pertaining to me to be examined. I realize that any false information contained herein is grounds for this application to be rejected and or my privilege to serve as a volunteer to be subsequently terminated.

\_\_\_\_\_  
**VOLUNTEER SIGNATURE**

\_\_\_\_\_  
**DATE:**



**COCHISE COUNTY SHERIFF'S OFFICE  
COCHISE COUNTY JAIL  
WAIVER OF LIABILITY AND RELEASE – VOLUNTEERS**

**CAREFULLY** read this authorization to waive liability and release information about you, then sign and date the **RELEASE** in black ink.

To allow the Cochise County Sheriff's Office, to process my application for volunteer service with the Sheriff's Office, I, \_\_\_\_\_, hereby agree to the following terms and conditions:

1. I assume the risk of any injuries I may sustain in pursuit of my volunteer activities. I release Cochise County from any liability involving my activities as a volunteer, except for injuries caused by the deliberate or unlawful conduct of officers or employees of Cochise County.
2. The term "Background Investigation," as used in this document refers to any and all information and sources of information that are reasonably necessary for the Cochise County Sheriff's Office to determine my fitness as a candidate for volunteer duty with Cochise County.
3. I authorize the Cochise County Sheriff's Office to request criminal history record information about me from criminal justice agencies, and I give my consent for any person having information concerning my criminal history to furnish such information to officers or agents of the Cochise County Sheriff's Office conducting the Background Investigation.
4. I agree that my entry upon facility grounds or my participation in any Cochise County Jail activity is at the authorization of the Sheriff or his designee, and I agree to abide by that decision.
5. I agree to abide by the rules and regulations of the Sheriff's Office, and understand that violation of policies, procedures, rules and regulations may be grounds for dismissal as a volunteer.

I acknowledge that I have read and fully understand the above, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE: