

Arnold S. Zwicke
Sheriff

VOLUNTEER AGREEMENT TO RULES/REGULATIONS

The following rules/regulations are for the security and protection of GCADC and our volunteers. All volunteers are required to read and understand these rules/regulations prior to coming to work in the facility.

All volunteers will sign the understanding and confidentiality statement at the end of this form, stating that they understand and will comply with these rules/regulations.

REGULATIONS PERTAINING TO ALL VOLUNTEERS

1. GCADC is not liable for personal injury to volunteers while participating in any phase of the program.
2. GCADC will not be held responsible if volunteers are held hostage.
3. Purses, briefcases, cellphones, will not be allowed into the secured area of the facility.
4. No weapons or items that could be used as weapons will be allowed in the facility.
5. All items brought into the facility for bible studies or classes, will be inspected by a detention officer.
6. All volunteers will undergo a criminal history check. The Jail Administrator is responsible for ultimate approval of a volunteers participation.
7. If a volunteers relatives, domestic relations, and/or associates are incarcerated in the facility a written report to the Jail Administrator through the Fire Safety/Program Officer shall be generated. Special permission is required from the facility administration for the volunteers continued participation in the program. No contact with these inmates shall take place while volunteering.
8. No gifts to include stickers, stationary, pens/pencils, etc., will be given to any inmate.
9. Bibles, pens or pencils needed for the class or study maybe brought in for use by inmates. They shall be picked up and accounted for at the end of the program. The volunteer shall take out all items used by the inmates.
10. Volunteers are prohibited from taking in personal items or removing personal items for any inmate. This is to include messages written or verbal, pictures and mail. Transfer of property from one inmate to another is not allowed.
11. Telephone calls or contacts are not to be made for inmates outside of the facility.
12. When a volunteer is not able to conduct their program they shall contact the Fire Safety/Program Officer or on duty Shift Commander as early as possible.

13. Information regarding inmates may not be released without prior approval of the detention center administration. Statements about the detention center or inmates may not be made to the media without prior approval by the facility Administrator or the Sheriff.
14. Volunteers must agree to protect the confidentiality of all inmates and disclose no part of that conversation or written communication to anyone except when required by law.
15. No volunteer assigned is to be considered as permanent or restricted to a particular individual or group. All scheduling dissatisfaction with the staff decisions may be appealed to the Fire Safety/Program Officer.
16. Volunteers are to check into the facility upon arrival and departure.
17. All volunteers will enter and leave the facility through the Visitation Lobby during normal business hours. After normal business hours they will use the Sheriff Office Lobby.

VOLUNTEER ZERO TOLERANCE

GCADC maintains a zero tolerance policy on sexual abuse/assault/harassment to promote a safe and humane environment, free from sexual violence and misconduct for everyone within all the confinement facilities under the operation of the Guadalupe County Adult Detention Center and the Guadalupe County Sheriff Office.

1. To report suspicion of alleged sexual abuse between inmates or staff and inmates the volunteers shall report it to the Shift Commander on duty immediately.

FACILITY

Volunteers are encouraged to consult facility personnel regarding matters of security and questions about policy/procedures.

Basic Guidelines for Volunteers:

1. Volunteers will follow all policies and procedures of the Detention Center and become knowledgeable regarding the security plan.
2. Dress neatly. Avoid wearing suggestive clothing. Wear as little metal jewelry as possible to avoid security risks. No open toe shoes allowed.
3. Be courteous and respectful to all institutional staff.
4. Never assume anything.
5. Never criticize official acts of employees or policies of the Administration in front of inmates. Do not make derogatory remarks about a nationality, race, culture or religion.
6. Taking inmates into your home after release will result in revocation of security clearance.
7. Be aware of con games, where inmates talk about being wealthy and offering money making schemes.
8. Do not give your address or phone number to inmates.
9. The only continuing correspondence with any inmate shall be only bible study. Volunteers shall not have any personal continuing correspondence with any inmate.

10. Whenever a volunteer enters the Detention Center, he or she shall remain alert. It is easy to become comfortable after a while and take your surroundings for granted. This is when problems may occur.
11. It is important to keep the Shift Commander informed of any problems that may arise. Please report all problems to the Shift Commander on duty. If you are not sure of a situation, please ask for clarity.

Instructions for Volunteer to conduct AA meetings in the Guadalupe County Jail in Seguin Texas as of July 23, 2014.

1. Read the material in the first 3 pages of the attached package of forms provided for Volunteer Agreement to Rules and Regulations. The meetings are currently on Monday nights at 8 pm so you will enter the Jail through the Sheriff's Office Lobby. All applicants will undergo a criminal history check. I am not sure exactly what is done or what disqualifies an applicant. I have been told a clean record for 10 years is necessary. I do not know if this includes only felonies or also includes misdemeanors. I am fairly sure it does not include things like traffic tickets. If you have a question and do not want to turn in your application before it is answered, I suggest you call Mr. George Whitaker at 830-303-6342, extension 240. He is in charge of the jail's volunteer program. If you don't feel comfortable doing that you can call me (830-491-4744) and I will ask him without disclosing your name.
2. If you are comfortable with the Rules and Regulations fill out and /or sign the 3 forms in the attached package. On the Visitation Request form state that you want to help conduct meetings of Alcoholics Anonymous Meeting for men on Monday Nights at 8 pm. You must also attach a copy of your driver's license or other government issued identification that has your photo on it. If you want to start a Woman's AA meeting at the jail call Mr. Whitaker and discuss it with him. I have been told the women would like to have one.
3. You must then take your completed application and the copy of your identification to the jail during normal business hours. You may want to call first to see if Mr. Whitaker is available. Enter the Sheriff's Office entrance and ask the receptionist on duty to page Mr. Whitaker. This completes the process for applying. Please give me a call (830-491-4744) and let me know you have turned in your application.
4. I have been told the approval process should take about 1 week. In the past it has taken longer. They will call you to let you know if you have been approved. Call me (830-491-4744) and we will arrange to have you go with me to your first meeting so you learn the procedure. Conducting these meetings is an excellent way to carry the message to alcoholics who still suffer. Certainly helps me to stay sober.

Chuck H. (Hobbs)

830-491-4744

Volunteer agreement with Guadalupe County Adult Detention Center

I agree to abide by all rules and regulations therein stated. I understand that failure to comply may result in termination of my participation in the programs.

Signature of Volunteer

Date

Inmate Confidentiality

The nature of volunteer work lends itself to developing confidential relationships with inmates. All inmates' confidential information is to be respected including information regarding their incarceration at the Guadalupe County Adult Detention Center. No information regarding inmates may be released without prior approval of the Jail Administrator.

I, _____ agree to protect the confidentiality of all individuals housed at GCADC and disclose no part of conversation or written communication to anyone except when required by law. I understand that violation of privileged information may lead to dismissal and possible legal action by the inmate.

Signature of Volunteer

Date

Guadalupe County Detention Center Special Visitation Request

A Request for Special Visitation is required for those wishing to visit an inmate(s) on days other than the scheduled visitation. Once approved, renewal of visitation privileges will be required every 90 days from the original date of application.

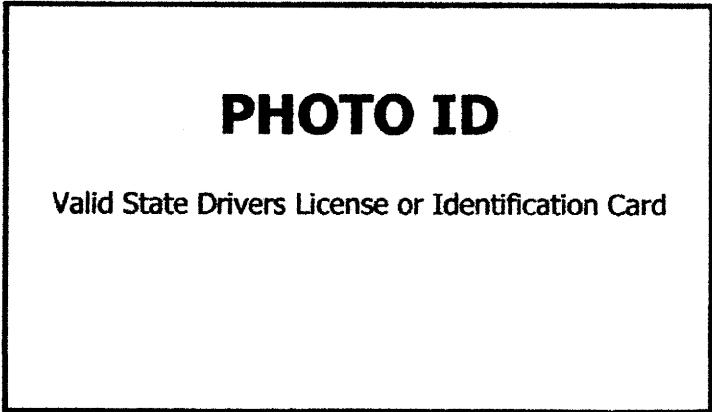
Visitor's Information

Name (Last, First, Middle)				Date of Birth
Address	City	State	Zip Code	Phone #
Drivers License #	State	Expiration Date	Social Security #	
Occupation/Position			Representing Organization/Agency	
Address	City	State	Zip Code	Phone #
Purpose of Visit (Include contact or non-contact)			Desired Date/Time of Visit	

Inmate(s) to Visit (Last, First, Middle)	SO ID #	Relationship to Inmate

I have completed the required information to the best of my abilities. I understand that, if I violate the rules regarding the safety and security of this facility, it will result in the termination of my visitation privileges and charges can be filed against me with the proper authorities.

Visitor's Signature



Completed by Jail Staff	
Approved/Denied Date: _____	Jail Administrator: _____
Approved/Denied Date: _____	Jail Administrator: _____
Approved/Denied Date: _____	Jail Administrator: _____
Approved/Denied Date: _____	Jail Administrator: _____
Remarks: _____	

**ADMENDMENT TO ATTACHMENT
VOLUNTEERS AGREEMENT TO RULES
REGULATIONS PERTAINING TO ALL VOLUNTEERS**

1. All Volunteers **MUST** be escorted to the Multi-purpose room, where the Program will be held. And **MUST** be escorted out to visitation.
2. Under no circumstances can a Volunteer leave the Multi-purpose room and stand in the facility hallways. You must push the intercom button in the multi-purpose room and wait for an Officer. The Officer will retrieve the Volunteer as soon as possible.
Note: We do have emergencies at times that the Volunteers must understand.
3. Under no circumstances are the Volunteers to stop and speak with the inmates that are not in their classes. Volunteers are not allowed to go to the window to speak with the inmates, or the inmates in the hallways.
4. All Volunteers **MUST** stay with the Officer while being escorted out of the building. There are inmates in the hallway and it is a security issue that the Volunteer stay with the Officer at all times.
5. All Volunteers please understand the Jail goes into lockdowns and we have emergencies. If you are not brought in at the proper time, there is a very good reason. This is a security issue for you and the inmates.
6. Per Policy & Procedure there will be **ABSOLUTLEY** no physical contact with an inmate. There **SHALL** be **NO** discussions on sexual conduct. Any matters or incidents in this will lead to closing your program and/or referral for criminal prosecution.

I agree to abide by all rules and regulations therin stated. I understand that failure to comply may result in termination of my participation in the program.

Signature of Volunteer

Date