

# **Application for Access to the Sedgwick County Adult Detention Facility**

**Sedgwick County Sheriff's Office**

**141 W. Elm**

**Wichita, KS 67203**

## Check List:

- When completing the Access Application Agreement Page, **please fill in all areas on the form.**
- Read and sign the Acknowledgement of Rick Agreement.
- Read and sign the Dress Code Agreement.
- Read the attached Kansas State Statute 21-5914 and contraband definitions in reference to trafficking contraband in a penal institution. Sign the Acknowledgement.
- INCLUDE A COPY OF YOUR DRIVER'S LICENSE OR OTHER IDENTIFICATION.**
- PREA (Prison Rape Elimination Act) Training-1.5 hours in the Detention Facility Training Room. MUST BE COMPLETED BY ALL INDIVIDUALS WHO WILL HAVE ACCESS TO THE SECURED PART OF THE FACILITY!**

Once we receive your completed application, the Sheriff's Office will conduct a background check. Once your background has been approved, we will contact you or your employer to complete PREA Training and get an ID badge.

You may drop off your application in person or mail to:

**Sedgwick County Sheriff's Office**  
**Attn: Inmate Coordinator**  
**141 W. Elm**  
**Wichita, Ks. 67203**

**All forms must be completed in full!** If you have any questions please call **660-7513**.

## Automatic disqualifiers are the following:

- Convicted of a felony charge within seven years.
- Convicted of a misdemeanor charge within two years.
- Convicted of a sex crime.
- Do not have a picture ID.
- Under the age of 18.

# SEDGWICK COUNTY DETENTION FACILITY

## ACCESS APPLICATION

Project start: Date \_\_\_\_\_

Name (Last) \_\_\_\_\_ First \_\_\_\_\_

Middle \_\_\_\_\_

Other Names Used/Maiden \_\_\_\_\_

Social Security # \_\_\_\_\_ Race \_\_\_\_\_ Gender \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth City/State/County \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address, if Different \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Length of Time at Current Residence \_\_\_\_\_

Previous Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ State Issued \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Current Employer/Address \_\_\_\_\_

Current Employer Phone # \_\_\_\_\_ Length of Employment \_\_\_\_\_

**I authorize the Sedgwick County Sheriff's Office to complete a background check.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Have you been convicted of a felony within the last seven years? \_\_\_\_\_

Have you been convicted of a misdemeanor within the past two years? \_\_\_\_\_

If yes, complete the following (use the back of this form if necessary):

Misdemeanor Offense: \_\_\_\_\_

Approximate Date Disposition: \_\_\_\_\_ Location of Offense: \_\_\_\_\_

Felony Offense: \_\_\_\_\_

Approximate Date Disposition: \_\_\_\_\_ Location of Offense: \_\_\_\_\_



# SEDGWICK COUNTY SHERIFF'S OFFICE

## Dress Code

All individuals entering the secured section of the Sedgwick County Detention Facility or affiliated locations must be dressed appropriately. The following clothing will not be considered appropriate attire for entering the secured section of the Sedgwick County Detention Facility.

- See-through clothing
- Cleavage showing
- Tank tops
- Barefoot
- Braless attire (Females shall wear bras)
- Unbuttoned shirts
- Shorts
- Skirts that end more than 3" above the knees
- High-slit skirts
- Attire with questionable logos and slogans
- Tight fitting clothing or clothing made with spandex
- Low rise (Hip Hugger) pants
- Any combination of clothing that exposes the midriff
- Other attire that is deemed unsuitable in the Sedgwick County Detention Facility in the judgment of the on-duty Sheriff's Office staff.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**21-5914. Traffic in contraband in a correctional institution or care and treatment facility.** (a) Traffic in contraband in a correctional institution or care and treatment facility is, without the consent of the administrator of the correctional institution or care and treatment facility:

- Introducing or attempting to introduce any item into or upon the grounds of any correctional institution or care and treatment facility;
- Taking, sending, attempting to take or attempting to send any item from any correctional institution or care and treatment facility;
- Any unauthorized possession of any item while in any correctional institution or care and treatment facility;
- Distributing any item within any correctional institution or care and treatment facility;
- Supplying to another who is in lawful custody any object or thing adapted or designed for use in making an escape; or
- Introducing into an institution in which a person is confined any object or thing adapted or designed for use in making any escape.
- Traffic in contraband in a correctional institution or care and treatment facility is a:  
Severity level 6, nonperson felony
- Severity level 5, nonperson felony if such items are:
  - Firearms, ammunition, explosives or a controlled substance which is defined in K.S.A. 2014 Supp. 21-5701, and amendments thereto.
  - Defined as contraband by rules and regulations adopted by the secretary of corrections, in a state correctional institution or facility by an employee of a state correctional institution or facility.
  - Defined as contraband by rules and regulations adopted by the secretary for aging and disability services, in a care and treatment facility by an employee of a care and treatment facility, except as provided in subsection
  - Defined as contraband by rules and regulations adopted by the commissioner of the juvenile justice authority, in a juvenile correctional facility by an employee of a juvenile correctional facility.
- Severity level 4, nonperson felony if:
  - Such items are firearms, ammunition or explosives, in a correctional institution by an employee of a correctional institution or in a care and treatment facility by an employee of a care and treatment facility; or
  - A violation of by an employee or volunteer of the department of corrections, or the employee or volunteer of a contractor who is under contract to provide services to the department of corrections.
  - The provisions of subsection shall not apply to the possession of a firearm or ammunition by a person licensed under the personal and family protection act, K.S.A. 75-7c01 et seq., and amendments thereto, in a parking lot open to the public if the firearm or ammunition is carried on the person while in a vehicle or while securing the firearm or ammunition in the vehicle, or stored out of plain view in a locked but unoccupied vehicle.
- As used in this section:
  - "Correctional institution" means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility, community correction center or facility for detention or confinement, juvenile detention facility or jail;
  - "Care and treatment facility" means the state security hospital provided for under K.S.A. 76-1305 et seq., and amendments thereto, and a facility operated by the Kansas department for aging and disability services for the purposes provided for under K.S.A. 59-29a02 et seq., and amendments thereto; and
  - "Lawful custody" means the same as in K.S.A. 2014 Supp. 21-5912, and amendments thereto.

## Items considered to be contraband within the SCDF

- Guns or firearms of any type, or the components, diagrams, or plans thereof;
- Ammunition, explosives, or the diagrams, formulas or plans thereof;
- Knives, tools, and materials such as sandpaper, whetstones or similar items used to make such knives or tools;
- Hazardous or poisonous chemicals, flammable liquids and gases or formulas thereof;
- Escape paraphernalia such as ropes, grappling hooks, hacksaw blades, jewelers' wire, bar spreaders, maps, lock picks, handcuff keys, or similar devices which could be used to aid an escape;
- Identification documents or individual photographs of the inmate of the style suitable for the production of identification documents;
- Documents, plans, diagrams, or schematics that refer to secure electrical systems, escape alarms, overhead lighting, facility power supply, gate operations, body alarms, radio communications, and similar systems;
- Narcotics or other controlled substances, including any synthetic narcotic, drug, stimulant, sleeping pill, barbiturate, or medicine, prescription or non-prescription, which was not dispensed or approved by the facility health authority. Medicines dispensed or approved by the health authority shall be considered contraband if not consumed or utilized in the manner prescribed;
- Intoxicants, including but not limited to liquor or alcoholic beverages;
- Currency, in the form of paper, checks, money orders, coins, stamps or similar instruments with monetary value;
- Hypodermic needles, hypodermic syringes, nasal inhalers or other devices or any component thereof which could be used to inject substances into the body;
- Food items;
- Cameras, recording devices, one or two-way transmitting devices, and similar devices and components, thereof, including tapes, batteries, unless pre authorized by the correctional facility;
- Any other item deemed to be contraband by Sheriff's Office staff.

# SEDGWICK COUNTY SHERIFF'S OFFICE

## Acknowledgement

I hereby acknowledge that I have read and understand KSA 21-5914 Trafficking in Contraband and the contraband definitions. I understand that a violation of this statute shall be grounds for termination of my service.

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_



# Christian Ministries to Offenders

- **PLEASE INCLUDE TWO LETTERS OF REFERENCE, ONE FROM YOUR PASTOR OR OVERSEER AND ONE FROM A FRIEND.**
- **PLEASE READ THE GUIDELINES FOR PARTICIPATION IN RELIGIOUS PROGRAMS**

## **For Licensed Ministers:**

- **PLEASE INCLUDE A COPY OF YOUR LICENSE and/or ORDINATION** and fill out the attached **Ministerial Privilege Affidavit**. This allows you to use the Ministerial Booths.

Briefly state your reason for wanting to volunteer in the Sedgwick County Detention Facility

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- ❖ **After your background check is complete an interview will be scheduled with the Chaplain**

**THANK YOU FOR YOUR INTEREST IN VOLUNTEERING**

To set up an interview (or for answers to questions) please call **660-7513**

## **Guidelines for Participation in Facility Programs**

Listed below are guidelines to be followed by approved volunteers/contractors working inside of the Sedgwick County Adult Detention Facility.

They exist for your safety and protection – to keep you from being manipulated or used, which could result in you being blackmailed by an inmate and/or in legal trouble yourself. Any exceptions must be approved by the administrator of the facility or their designee.

**Training:** All volunteers/contractors must undergo training on the subjects of Prison Rape Elimination Act and Interpersonal Manipulation in a Detention Setting which will be supervised by the Inmate Coordinator's Office.

**Your Role:** Your sole function is to assist the inmates through the program in which you are conducting. The inmates must direct all other needs to Detention Staff verbally or through the use of jail media or the Inmate Request System.

**Contraband:** Only approved materials may be given to an inmate. No other items may be given to inmates. Nothing may be accepted from an inmate. A non-inclusive list of what may not be given, or taken, includes: books, completed study materials, pens, pencils, paper, medallions of any kind, crosses, business cards, cell phones, letters, money, etc.; or anything to, or from someone outside of the facility. Inmates may request a Bible from the Chaplain's Office, and may purchase items to cover their basic personal needs from the commissary. Basic needs of indigent inmates (those without money on their books) are provided by the SCADF through the commissary.

**Personal Items:** You may not take cell phones, other electronic devices, ink pens, regular pencils, tobacco, and lighters/matches.

**Religious Materials:** Soft cover approved literature may be given to inmates, but may not be of an exclusive doctrinal nature, or promote the interests of any specific church. No hardcover books/Bibles are allowed. Inmates may ask Chaplain Staff to send them any material or books contained in the CMO library.

**Communication:** No phone calls, letters, emails, person-to-person or other forms of communication are to be made by a volunteer/contractor at an inmate's request, or on behalf of inmates, to someone else (e.g., their pastor, family, boyfriend/girlfriend, friends, judges, lawyers, bondsmen, doctors, etc.). If this is requested by an inmate, volunteers/contractors should encourage the inmate to contact these people themselves by phone or letter, or direct the inmate to the Inmate Coordinator's Office. If they are indigent and do not have stamped envelopes or paper, you may refer their need to commissary. Conversely, no messages, written or verbal, from inmates' acquaintances or family, who are inside or outside of the facility, are to be communicated to inmates. Volunteers/Contractors are not to have any direct communications with friends/family that are inmates of the facility. For your safety, do not give inmates personal information about yourself.

**Money:** Volunteers/Contractors are not to put money on the books of an inmate, purchase commissary from the vendor for an inmate, or pay a bond of an inmate. Doing so could appear that the inmate is using you to obtain material things.

**Inmate Property:** Do not agree to pick up, transfer, hold for safekeeping, or otherwise assist with the handling or disposal of inmate property that is being held in the SCADF, at the inmate's home, or at any other location. Inmates should request assistance for this from family or friends, or discuss it with an Inmate Coordinator.

**Aftercare/Mentoring:** Do not offer or allow an inmate to stay in your home upon their release. If you desire for an inmate to receive follow-up mentoring/aftercare after their release from this facility, discuss this with the Chaplain Staff or the SCORE Coordinator to determine an action plan.

**Transportation:** If an inmate asks you for a ride upon release, discuss options with the Chaplain Staff or the SCORE Coordinator.

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Volunteer/Contractor Signature

