

Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-155
Subject: Detention Center Clearance Cards		ACA Standards: 4ALDF; 7F-04, 7F-05, 7F-06, 7F-07	
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 04-19-96 Revision Date: 12-02-10		Date of Last Review: 12-02-10	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

I. POLICY

All Clergy and/or Community Volunteers who wish to provide services, counseling, or other programs in the Detention Center will be subject to a screening and clearance process.

II. PROCEDURE

- A. A Volunteer who wishes to provide any program in the Detention Center will be required to contact the Programs Coordinator assigned to the Detention Center.
- B. Each applicant will be required to present the following information on a Volunteer Application/Acknowledgment Form:
 - 1. Name
 - 2. Title
 - 3. Organization
 - 4. Organization Address and Phone
 - 5. Home Address and Phone
 - 6. Date of Birth

7. Social Security Number
 8. Driver's License (If Different From SS#)
 9. Immigration Number (If Applicable)
 10. Race/Sex
- C. Each Applicant will be given a copy of the Volunteer Rules and Regulations.
- D. Each Applicant will be required to sign the Volunteer Application/Acknowledgment Form indicating the receiving of, reading of, understanding of and agreement to the Volunteer Rules and Regulations.
1. All applicants accepted will be required to participate in a volunteer orientation and training session prior to volunteering in the Detention Center.
 2. All volunteers will be required to complete annual refresher training, and additional training if necessary, at the discretion of the Program Coordinator.
 3. The Detention Center will provide training opportunities, at no cost to, and to the greatest extent possible, at the convenience of the volunteer.
- E. Violation of such rules and regulations may result in the loss of access to the Detention Center.
- F. The Programs Coordinator may at that time issue clearance or defer the clearance until such a time as further investigation can be done.
- G. The Detention Center receptionist will be notified of all volunteers cleared for programs.

- H. The Volunteer will be required to sign the visitor log and give all requested information thereon before entering the Detention Center. The receptionist will then give the volunteer an identification tag.
- I. Each volunteer will be required to display his/her identification tag at all times.
- J. All volunteers will be required to fill out a Program Report Form upon completion of the program/service and turn it in to the Detention Center before leaving.
- K. The report forms will be picked up by Programs personnel and kept as a record for volunteer participation, inmate participation, program and problem solving.