



CAMPBELL COUNTY DETENTION CENTER
JAMES A. DALEY, JAILER
601 Central Avenue
Newport, KY 41071

VOLUNTEER APPROVAL REQUEST PACKET

Steps for completing the Volunteer Approval Request

1. Complete pages 4 and 5 of this packet
2. Return the completed pages to the Campbell county Detention Center
 - a. Include a copy of a valid state issued identification card or operator's license.
3. Allow 7 to 14 days for the application to be processed
4. If your application is approved or denied you will be notified via telephone or email. The phone number and email provided on page 4 will be used to contact you.
5. If approved you will be provided with an identification card for the detention center that must be worn on your person anytime you are inside of the detention center.

All approvals are valid for only one year following your approval date. When getting close to your expiration date a new approval request must be submitted in order to continue entering the detention center.

Campbell County Detention Center Volunteer Packet

In order to ensure your safety as a jail volunteer and to maintain the Campbell County Detention Center's security integrity, all contractors entering the Campbell County Detention Center must first pass a security clearance.

A PREA Training Acknowledgment must be signed before entrance to the facility is authorized. Please return these sheets to the detention center at 601 Central Avenue, Newport KY 41071 if not already completed.

Prior to gaining admission to the Campbell County Detention Center, you will be subjected to a criminal background check. By filling out and signing the Volunteer Approval Request you are hereby granting the Campbell County Detention Center permission to conduct this background check.

Enclosed is a list of rules for volunteers and an acknowledgment for PREA training. The rules must be followed for your safety and the safety and security of the facility and inmates. If at any time these rules are violated, you will be terminated as a contractor.

The PREA (Prison Rape Elimination Act) acknowledgement is in accordance with a Federal Law established to address the prevention and elimination of sexual abuse in correctional facilities. In response to PREA, the Campbell County Detention Center has committed to a standard of **ZERO-TOLERANCE** for all incidents of sexual abuse and sexual harassment. In order to comply with this Federal Law, all volunteers must be trained on the aspects of PREA and sign an acknowledgement.

Campbell County Detention Center Rules for Volunteer

1. All volunteers must provide information for a criminal background check before being granted access inside of the facility. While volunteering you are subject to review and additional background checks at any time.
2. Any person entering the jail is subject to search at any time.
3. Volunteers may not enter the jail under the influence of intoxicants. Any volunteer appearing to be under the influence of an intoxicant will be asked to leave.
4. Volunteers must sign in and obtain a visitors badge.
5. All counseling or ministering shall be conducted in a place designated by facility staff.
6. Volunteers shall not exchange personal gifts or favors with inmates. **This includes dropping off any sort of property or money at anytime for any inmate in the Campbell County Detention Center without approval from the jailer or his designee.**
7. Volunteers may not accept any form of bribe.
8. Volunteers may not bring any kind of weapon or item declared as contraband into the facility. (See the list on the next page)
9. Volunteers shall not withhold information, which in doing so, threatens the safety and security of the facility, its staff, inmates, or the community. This would include, but is not limited to, any reports of any sexual assault, violations of PREA, or any other information that may affect anyone's safety.
10. Volunteers may not engage in any form of business or profitable enterprise with inmates.
11. Volunteers may not mail out going letters for inmates.
12. Volunteers may not pass and notes or letters for inmates.
13. Prior to entering the facility, volunteers will advise jail staff of any relative or friend that may be incarcerated in the facility.

Items considered contraband

1. Cigarettes or tobacco of any kind
2. Any illegal drugs
3. Over the counter medication
4. Cell phones
5. Knives
6. Firearms
7. Food and beverages*
8. Magazines
9. Newspapers
10. Art Supplies
11. Clothing items**
12. Money
13. Books***

*Groups wishing to distribute food items to the inmate population must get permission from the Jail Administration.

**Groups wishing to distribute clothing items to the inmate population must get permission from the Jail Administration

***Groups wishing to bring in books for the inmate population must get permission from the Jail Administration.

ALL ITEMS BEING LEFT FOR INMATES WILL BE SEARCHED FOR CONTRABAND PRIOR TO BEING DISTRIBUTED.



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JAMES A. DALEY, JAILER

601 Central Avenue

Newport, KY 41071

VOLUNTEER APPROVAL REQUEST

NAME: _____ SSN: _____ DOB: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL: _____

E-MAIL: _____

GROUP OR CHURCH NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RELIGIOUS AFFILIATION: _____

DEACON: PASTOR: PRIEST: MINISTER: LAY MINISTER:

OTHER: _____

AGENCY CONTACT PERSON: _____ PHONE NUMBER: _____

AGENCY CONTACT E-MAIL: _____

**ATTACH A COPY OF A GOVERNMENT ISSUED IDENTIFICATION AND/OR DRIVERS LICENSE
IF A RELIGIOUS LEADER ATTACH A COPY OF CHURCH AFFILIATION CERTIFICATE**

I give permission for Campbell County Detention Center to do a criminal background check to clear my employment and entry in the Campbell County Detention Center.

Signature: _____ Date: _____

Approved by contact agency: _____ Date: _____

OFFICE USE ONLY:

KY Opps Criminal History: Local Out of State Combine Check

APPROVAL: YES NO

OFFICERS SIGNATURE: _____

COMMENTS: _____

Campbell County Detention Center

Volunteer PREA Training

PREA & Campbell County Detention Center

The Prison Rape Elimination Act of 2003 (PREA) is a Federal law established to address the elimination and prevention of sexual assault in correctional facilities. PREA applies to all federal, state, and local prisons, jails, private facilities, and community settings such as residential facilities. In response to PREA, the Campbell County Detention Center has committed to a standard of **ZERO-TOLERANCE** for all incidents of sexual abuse or sexual harassment. This includes acts either by staff, other inmates, volunteers, contracted agents, or individuals having custody of or responsibility for the safety, security, or care of inmates. Sexual abuse of inmates by other inmates or staff is prohibited and subject to administrative discipline and criminal charges. Volunteers must be aware that unprofessional relationships will not be tolerated and these relationships are criminal and may be prosecuted under state and federal statutes.

Reporting Requirements and Acknowledgement

All Campbell County Detention Center employees, volunteers, or contracted agents are required to report knowledge of any alleged sexual abuse or sexual harassment where staff, contract agents, volunteers, or inmates are involved. Forms of reporting include advising a deputy jailer, shift supervisor, or the Jailer. My signature acknowledges that I have received training on the Prison Rape Elimination Act of 2003 and understand that the Campbell County Detention Center has a zero-tolerance policy for all forms of sexual abuse and sexual harassment. I have knowledge of all relevant policies that pertain to PREA and all directives therein. I have had the opportunity to ask questions and receive feedback and am satisfied with my understanding of PREA and all its components as it relates to the Campbell County Detention Center.

Volunteer Signature

PREA COORDINATOR

DATE