



VOLUNTEER AGREEMENT

The following guidelines are provided for the purpose of maintaining a safe environment for inmates, staff, and visitors. All volunteers are expected to adhere to these policies and procedures.

- General requirements:
 - Volunteers must be at least 21 years of age.
 - Volunteers are prohibited from entering the facility with alcohol on their breath.
 - Volunteers must not have a felony within the past 10 years and cannot have recent or pending criminal charges or cases that remain open.
- All volunteers must adhere to the volunteer dress code. A general guideline is modest business attire or business casual clothing. KCDC staff reserves the right to interpret and define 'business casual'.
 - Any clothing that could be interpreted as gang identification should be avoided.
 - Good hygiene is expected.
 - Shirts must be collared.
 - No shorts of any type.
 - No yoga pants, leggings, or similar style of form fitting clothing.
 - No exposed cleavage.
 - No baseball hats, scarves, hair wraps, or Du Rags.
 - Clothing must be free of holes.
- Volunteers are prohibited from entering the secure side of the facility if an immediate family member is incarcerated.
 - Immediate family includes parents, spouse, children, stepchildren, brothers, sisters, stepparents, present mother-in-law and father-in-law and grandparents.
 - If you are on the secure side and discover that an immediate family member is incarcerated, please notify a deputy as soon as possible.
 - After your family member is released, we will work with you to regain volunteer access if deemed appropriate.
- Volunteers are subject to search while on KCDC property, including vehicles, purses, coats, jackets, etc.
 - Do not bring anything into the facility for an inmate without prior inspection and approval from Inmate Services, and do not take anything out of the facility for an inmate.
 - Do not bring any nicotine or tobacco products into the facility, whether for personal use or for someone else.
 - Do not bring any instruments into the facility that can be construed as a weapon (e.g., pocket knives, pen knives, nail clippers, nail files, firearms, etc.).
 - Do not bring medication into the secure perimeter of the jail.
 - If you have a medical condition which requires always carrying medications, then arrangements must be made in advance with Inmate Services and Security Staff.
 - Introducing contraband into the facility is a Class D felony in Kentucky.
- Do not take any property, equipment, or supplies out of the jail.
 - Contact KCDC staff and/or Inmate Services about any supplies or materials needed.
- Do not share messages including phone calls, written letters, text, etc. with anyone on behalf of an inmate (e.g., other inmates, family, friends, attorneys, judges, etc.).
 - Inform KCDC staff of any requests or other solicitations from inmates.
- For your safety and protection, limit personal identifying information (e.g., family, work, etc.).
 - Limit contact information to professional phone numbers, email addresses, etc.
 - Do not provide inmates with personal contact information including social media.
- Do not leave inmates unsupervised during or after a visit.
- Immediately report any inappropriate or disruptive behavior to KCDC staff.
 - This includes any statements made by inmates indicating harm to self, harm to others or sexual assault.



LEADING FROM THE FRONTIER TO THE FUTURE

VOLUNTEER AGREEMENT

By signing this document, I certify that I have read and understand the contents of the Volunteer Agreement. I agree to abide by the rules of conduct for volunteers contained in this agreement. I further acknowledge that I have received a copy of the Guidelines for Volunteers. I understand that any violation of rules set for the conduct of volunteers may result in suspension and/or termination of volunteer status. I am aware of the nature of the jail as a secure correctional facility and will take due caution in the performance of my duties and will not hold the facility responsible for areas or events beyond reasonable control.

Volunteers may be denied access to KCDC temporarily or permanently at the discretion of the Jailer or KCDC staff. I understand that conditions within the jail may make it necessary to cancel volunteer programs with short notice or no notice. Volunteering is a privilege, not a right; all volunteers serve at the pleasure of the Jailer and KCDC staff and can have volunteer privileges suspended for any reason or no reason at all.

This is not an exhaustive list of rules, policies, and procedures. KCDC reserves the right to change or alter policies with or without warning as circumstances demand. I understand that my services as a volunteer may be terminated by the Jailer and/or Inmate Services. Termination of volunteer status in most cases will prevent the person from gaining volunteer status at this facility in the future. I understand that I will not be allowed entrance to the jail to perform volunteer service if I am intoxicated or under the influence of any controlled substance. I understand KCDC will prosecute any criminal violations.

This form must be signed and resubmitted once every 12 months. Volunteer and witness signatures are required. Dates must match for both for the agreement to be accepted.

Volunteer:

Volunteer Signature: _____

*Date: _____

Volunteer Name (Print): _____

Witness:

Witness Signature: _____

*Date: _____

Volunteer Name (Print): _____

Updated May 2023



APPLICATION FOR VOLUNTEER SERVICES

AA ___ NA ___ Academic ___ Religious ___ Other ___ DATE: _____

Sponsoring Organization: _____

Last: _____ First: _____ MI: _____

SSN _____ DOB _____ RACE _____ SEX _____

HOME ADDRESS: _____

City: _____ State: _____ Zip: _____

PHONE: _____ Cell: _____ Work: _____

EMAIL: _____

OCCUPATION: _____ PRESENT EMPLOYER: _____
(If student, name school)

- 1. Have you ever been convicted of a law violation, including a moving traffic violation? Yes / No
- 2. Have you ever been employed by the Kenton County Jail or a jail in Kentucky? Yes / No
- 3. If yes to either of the above questions, please explain: _____

4. List previous volunteer experience, use back if necessary: _____

5. How did you hear of this volunteer opportunity? _____

6. Briefly describe your interest in volunteering at KCDC: _____

7. In a personal capacity, are you visiting, have you visited, or are you corresponding with an inmate in any Kentucky correctional facility? Yes / No
If yes, please explain, and give name of inmate and institution: _____

8. Please list any known family, friends, or associates who are currently incarcerated within the Kentucky Department of Corrections, any Kentucky jail, or who are currently under probation, and/or parole supervision: _____

Attach a copy of your Driver's License or state issued ID

I give permission for Kenton County Detention Center to do a Criminal Background check to clear my participation in the volunteer program at the Kenton County Detention Center.

Signature: _____ **Date:** _____

* Use additional sheets if needed to answer any of the above questions fully. Missing information may be cause for denial.