

Mason County Detention Center

Jailer Lisa Kern-Yeary
702 US 68
Maysville KY, 41056
(606) 564-3621



Volunteer Approval Application

Please fill out all of the below information legibly, and in its entirety. Failure to do so will result in the immediate denial of the application.

Name: _____ SSN: _____ DOB: _____

Address: _____

Home Phone: _____ Cell: _____

E-Mail: _____

Group / Organization: _____

Address of Group / Organization: _____

Agency Contact: _____ Phone Number: _____

Agency Contact E-mail: _____

Complete the following if volunteering through a Religious Organization

Religious Affiliation: _____

Deacon Pastor Priest Minister Lay Minister

Other: _____

Attach a valid copy of a government issued identification and / or driver's license.

If a religious leader, attach a copy of church affiliation certificate.

By signing below, I give permission for the Mason County Detention Center to conduct a criminal background check to determine my fitness as a volunteer at the Mason County Detention Center.

Signature: _____ Date: _____

Approved by Agency Contact: _____ Date: _____

OFFICE USE ONLY:

Background Results: Criminal History: _____ No Criminal History

Approval: Yes No

Officer's Signature: _____

Comments:



Mason County Detention Center

Mason County Detention Center Volunteer Packet

In order to ensure your safety as a volunteer, and to maintain the integrity of the security within the Mason County Detention Center, all volunteers must first pass a security clearance. Please properly fill out and acknowledge all of the necessary information for a security clearance. By signing the attached form, you are hereby granting the Mason County Detention Center permission to conduct a background check.

The list of rules and regulations for volunteers is provided for your review. The rules and regulations that are posted must be followed at all times, for your safety and the safety and security of the facility and inmates. If at any time these rules are violated, you will no longer be permitted to act as a volunteer in our facility. Volunteers must be aware that violations of these rules will not be tolerated. If applicable, the Mason County Detention Center will pursue criminal charges against anyone that violates local, state, or federal laws while acting in the capacity of a volunteer.

Also attached to this packet will be a Prison Rape Elimination Act (P.R.E.A.) Training Acknowledgement form, which will need to be signed before entrance to the facility is authorized. The P.R.E.A. Acknowledgement form is in accordance with the federal law established to address the prevention and elimination of sexual abuse within correctional facilities. In response to P.R.E.A., the Mason County Detention Center has adopted a **ZERO-TOLERANCE** policy for all incidents of sexual abuse, sexual harassment, and sexual misconduct. In order to comply with this federal law, all volunteers must be trained on the multiple facets of P.R.E.A., and sign an acknowledgement stating that have received the training.

Please return this packet, in its entirety, to the front lobby of the Mason County Detention Center located at 702 US 68 Maysville, KY 41056.

By signing this form, you are acknowledging that you have read and reviewed the above information.

Signature: _____ Date: _____



Mason County Detention Center

Rules and Regulations for Volunteers

- 1) All potential volunteers must provide information for a criminal background check on the above form.
- 2) All persons entering the jail are subject to search.
- 3) Volunteers may not enter the jail under the influence of intoxicants. Any volunteer that appears to be under the influence of an intoxicant will be asked to leave.
- 4) Volunteers must sign in and sign out on the visitor's log.
- 5) All counseling or ministering shall be conducted in a place designated by facility staff.
- 6) Volunteers may not exchange personal gifts or favors with inmates. **This includes giving any inmate property or money at any time while an inmate is incarcerated the Mason County Detention Center.**
- 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 attached list for guidance on what is considered contraband.
- 9) Volunteers shall not withhold information, which in doing so, threatens the safety and security of the facility, its staff, inmates, or the community at large. This would include, but is not limited to, any reports of any sexual assault, violations of P.R.E.A., or any other information that may affect anyone's safety.
- 10) Volunteers shall not engage in any form of sexual harassment, sexual misconduct, or commit any sexual assault while within the Mason County Detention Center.
- 11) Volunteers may not engage, or discuss, any form of business or profitable enterprise with inmates.
- 12) Volunteers may not mail any out-going letters for inmates.
- 13) Volunteers may not pass any notes or letters for inmates.
- 14) Prior to entering the facility, volunteers will advise jail staff of any relative or friend that may be incarcerated within the facility.
- 15) All volunteers must receive inmate supervision training prior to being allowed to interact with the inmate population. This training will be held at times indicated by Mason County Detention Center staff.

By signing this form, you are agreeing to abide by all of the posted rules and regulations above. Failure to abide by the above rules will result in immediate termination from eligibility to volunteer at the Mason County Detention Center.

Signature: _____ Date: _____



Mason County Detention Center

Items Considered Contraband

The items that are listed below are considered contraband within the Mason County Detention Center. As such, if a volunteer is observed having any of the following items, they will be immediately asked to leave, and barred from further entry into the facility. If applicable, criminal charges for Promoting Contraband under **KRS 520.050** or **KRS 520.060** will be pursued.

- Cigarettes or tobacco of any sort
- Any illegal drugs or substances
- Cell Phones
- Knives
- Firearms
- Food and Beverages ¹
- Magazines
- Newspapers
- Art Supplies
- Clothing Items ²
- Money
- Books ³

- 1) Any group wishing to distribute food items to the Inmate Population must get permission from the Jailer, or their designee.
- 2) Any group wishing to distribute clothing items to the Inmate Population must get permission from the Jailer, or their designee.
- 3) Any group wishing to distribute any type of books to the Inmate Population must get permission from the Jailer, or their designee.

Any items approved by the Jailer, or their designee, will be searched for contraband prior to being distributed to the inmates. At no time will a volunteer directly hand an inmate any items without it being searched by a jail staff member first.

By signing this form, you are identifying that you understand the information contained above in regard to what items are considered contraband within the facility. By signing this form, you are stating that you understand that if you introduce contraband within the Mason County Detention Center, you will be prosecuted to the fullest extent of the law.

Signature: _____ Date: _____



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Volunteer P.R.E.A. Training

Prison Rape Elimination Act (P.R.E.A.)

The Prison Rape Elimination Act of 2003 is a Federal Law that was established to address the elimination and prevention of sexual assault and sexual abuse within correctional facilities. P.R.E.A. applies to all federal, state, and local prisons, jails, private facilities, and community settings such as residential facilities. In response to P.R.E.A., the Mason County Detention Center has adopted a ZERO-TOLERANCE policy towards all incidents of sexual abuse, sexual harassment, and sexual misconduct. This includes acts committed by staff, other inmates, **volunteers**, contracted agents, or individuals having custody 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 and conduct will not be tolerated, and may be prosecuted under state and federal statutes.

Reporting Requirements and Acknowledgement

All Mason County Detention Center employees, **volunteers**, or contracted agents are required to report any knowledge of any alleged sexual abuse, sexual harassment, or sexual misconduct where staff, contract agents, volunteers, or other inmates are involved. Forms of reporting include advising any staff member (Deputy Jailer, Supervisors, Administrative Staff, Jailer). By signing this form, you acknowledge that you have received training on the Prison Rape Elimination Act of 2003, and understand that the Mason County Detention Center has a **ZERO-TOLERANCE** policy towards all forms of sexual abuse, sexual harassment, and sexual misconduct. You are acknowledging that you have knowledge of all relevant policies that pertain to P.R.E.A. within the Mason County Detention Center, and all directives therein. You are acknowledging that you have had the opportunity to ask questions and receive feedback, and are satisfied with your understanding of P.R.E.A. and all its components as it relates to the Mason County Detention Center.

Signature: _____ Date: _____

OFFICE USE ONLY:

Signature / P.R.E.A. Investigator: _____ Date: _____

Comments:
