

**McLean County Detention Facility
Application for Volunteer Service**

NAME: _____ HOME PHONE # (____) _____
(Last) (First) (MI)

ADDRESS: _____ CITY _____ ST _____ ZIP _____

DRIVERS LIC. # _____ STATE ISSUED _____

DATE OF BIRTH _____ MAIDEN NAME (if applicable) _____

PLACE OF EMPLOYMENT _____ WORK PH # (____) _____

E-MAIL ADDRESS _____

MCDF Program/Position you are volunteering for? _____

Name of Organization or Church (if applicable) _____

Prior volunteer experience _____

Location(s) of prior volunteer work _____

EMERGENCY INFORMATION

PHYSICIAN'S NAME _____ PHONE # (____) _____

HOSPITAL PREFERENCE (local) _____

Please list any health problems we should be aware of in the event of an emergency (i.e., heart, diabetes, etc.) _____

Please furnish information on two people who could be contacted in the event of an emergency. If you are married, list your spouse as the first person to contact.

Name _____ Relationship (if any) _____

Home phone# (____) _____ Work phone # (____) _____ Cell phone # _____

Address _____ Place of employment/school _____

Name _____ Relationship (if any) _____

Home phone# (____) _____ Work phone # (____) _____ Cell phone # _____

Address _____ Place of employment/school _____

I hereby authorize the McLean County Sheriff's Department to access all pertinent information regarding schooling, religious organization affiliation, or any other sources that they deem necessary in order to determine my compliance, as an applicant, within the MCDF Volunteer Guidelines.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

Background checked by _____ Comments _____

Program approval _____ Comments _____

Orientation by _____ Date _____ Comments _____

McLean County Detention Facility

Guidelines for Volunteers

(Revised October 2022)

Volunteers are essential to the operation of the McLean County Detention Facility. Our commitment to the residents of this facility is to return the individual to society in no worse condition than upon their arrival. But, ultimately, we would desire returning them in an improved mental and physical condition than when admitted. With the help of volunteers, we are able to provide a variety of constructive programs to achieve that desire.

Due to the sensitive nature of operating a detention facility, we must require volunteers to adhere to a certain practice in order to maintain a safe and secure environment for detainees, staff, and volunteers.

Please read the following Guidelines for the MCDF:

- ✓ Volunteers shall be at least 18 years of age.
- ✓ Volunteers with a relative in the MCDF shall not be permitted to conduct services attended by their relative.
- ✓ Volunteers shall sign in and sign out of the Professional Visitor's Log.
- ✓ Volunteers shall not disclose to anyone inside or outside of the MCDF the identity or the circumstance of any detainee currently or previously in custody.
- ✓ Volunteers are subject to search prior to entering the MCDF and prior to leaving the facility.
- ✓ Volunteers shall not give **ANYTHING** to the inmate other than class related materials. Please do not loan them any pens nor have stapled handouts.
- ✓ Volunteers shall only bring in necessary lesson materials to their sessions. Purses, briefcases, cell phones, etc. are not allowed in the facility. Please leave them at home or in your car. (There are also lockers in the Booking Lobby if you need one.)
- ✓ Volunteers shall not bring in pills or medication of any type into the facility.
- ✓ Volunteers shall not bring in any foodstuff/candy, smoking materials nor personal property into the facility.
- ✓ Volunteers shall not mail any items, deliver any messages, nor make phone calls to the outside community for the detainee.
- ✓ Volunteers shall refrain from giving legal advice to detainees.
- ✓ Volunteers shall not give or accept gifts of any type from inmates nor from their families.

- ✓ Volunteers are to remain in their assigned area. They shall not move about the facility unescorted.
- ✓ Only volunteers approved by the MCDF Administration shall be allowed into the facility.
- ✓ The volunteer status is subject to review upon any concern or any incident that involves the safety or security of the detainees, the staff, or to the facility.
- ✓ Any Volunteer violating rules and/or not complying with instructions given by facility staff may be subject to removal.

The MCDF reserves the right at all times and without prior notification to refuse admittance to any volunteer.

I, **(print name)** _____,
have read and agree to adhere to the above Guidelines for the
McLean County Detention Facility Volunteers.

I understand that violations of any of the above guidelines could result in the revocation of my volunteer privileges.

Signature _____ **Date** _____