

Collin County Detention Facility

Inmate Program Volunteer

Update & Acknowledgements

1. Read the Collin County Detention Facility Guide on Sexual Abuse Prevention and Response (PREA).
2. Complete the information form—please PRINT all information as clearly as possible
3. Read & complete the Notice to Visitors form
4. Read & complete the Volunteer Guidelines form
5. Read & complete the PREA Acknowledgement form
6. Return ALL (4) completed forms to Jamie.

Please return all 4 forms at one time.

Forms may be returned in person, by mail or via
email to: jdavis@collincountytx.gov

**Collin County Detention Facility
Inmate Programs**

Volunteer Information Update Sheet and Background Check Request

Legal Name: _____

Preferred Name: _____ Birthdate: _____

Driver's License #: _____ Sex: _____ Race: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Emergency Contact Name: _____

Emergency Contact Phone #: _____

Criminal History

Have you been accused of a Misdemeanor in the past 5 years? If yes, please explain.

Have you been accused of a Felony in the past 5 years? If yes, please explain.

Volunteer Signature: _____

Date: _____

NOTICE TO VISITORS

COLLIN COUNTY DETENTION CENTER

The Collin County Detention Center houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Center, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Center in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Center, because of the inherently dangerous nature of a Detention Center and the type of the persons incarcerated therein, please be advised of the possibility of such situations and carefully consider such risks when entering the Detention Center. By entering the Collin County Detention Center, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Center.

Printed Name _____

Signature _____ Date _____

CCDF Inmate Programs Volunteer Guidelines

1. You are volunteering in a facility program to provide a specific service. Do not do anything else. Do not make phone calls, give or lend money or do favors for inmates. Do not mail anything for inmates. There are facility policies governing inmate mail, phone calls, and possession of money.
2. Since you are to provide a specific service, you will not be helping if you get involved in the internal affairs of the facility.
3. **YOU ARE NOT HERE TO BE AN ADVOCATE FOR THE INMATE.** It is better for the inmate to learn to work through administrative procedures for grievances and complaints.
4. Do not do counseling or provide legal advice unless you are contracting for that particular service. These kinds of services require professional credentials.
5. At no time shall a volunteer transport anything from the outside of the facility to the inside of the facility without prior written authorization from the Programs Coordinator. Transporting unauthorized items into the facility can subject you to removal from volunteer status and possible legal issues. If you need supplies or equipment for a program, ask staff for assistance.
6. Leave all purses, bags, electronic devices including cellphones, pocket knives and personal items in your locked vehicle or a locker in the lobby. Collin County is a tobacco free zone; leave all tobacco products inside your vehicle.
7. At no time shall a volunteer transport anything from the inside of the facility to the outside for any reason without prior written authorization from the Program Coordinator. Even if you are asked to take notes out, or anything that appears insignificant, it could be counter-productive to rehabilitation. You will also be subjecting yourself to removal from volunteer status and possible legal issues.
8. If for any reason you cannot be available at the time expected, please contact the programs department as soon as possible. **DO NOT** attempt to enter the facility outside of your scheduled time.
9. Do not bring in friends or other volunteers to help you without previous approval.
10. You are responsible for complying with rules and regulations of the facility at all times. If you do not know or are unsure about any rule, regulation or procedures ask staff for assistance. Do not ask inmates for guidance or assistance with rules you are unsure about.
11. You are required to respect the confidentiality of records and privileged information you may have access to as a volunteer. You have an obligation to report any information you may obtain relating to the life and/or safety of inmates or staff to the Volunteer Coordinator.
12. You are expected to conduct yourself in a professional and proper manner at all times; intimate contact and gestures are prohibited. **THIS IS A NO TOUCH FACILITY.** There is no physical contact allowed between inmates or inmates and volunteers. Touching, fist-bumps, handshakes, pats on the back, hugs, etc. are **NOT** allowed.

Please PRINT and sign below and give to staff. Please keep an additional copy with you for reference.

Printed Name _____ **Signature** _____



**PRISON RAPE ELIMINATION ACT (PREA)
VOLUNTEER & CONTRACTOR TRAINING
ACKNOWLEDGEMENT**

POLICY STATEMENT

The Collin County Sheriff's Office (CCSO) has zero tolerance toward all forms of sexual abuse and sexual harassment within the Collin County Detention Facility and will prevent, detect, and respond to such activity. The CCSO will immediately respond to allegations, fully investigate reported alleged incidents, pursue disciplinary action based upon the outcome of the investigations and in accordance with the PREA standards, and refer for prosecution those who perpetrate prohibited conduct.

DEFINITIONS

Sexual abuse includes-

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse by a staff member, contractor, or volunteer includes-

- (1) Sexual touching by a staff member, contractor, or volunteer;
- (2) Any attempt, threatened, or requested sexual touching by a staff member, contractor, or volunteer;
- (3) Indecent exposure by a staff member, contractor, or volunteer; and
- (4) Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment includes –

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

REPORTING REQUIREMENTS

All CCSO employees, contractors and volunteers are required to immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in the Collin County Detention Facility. If the first responder is not a detention officer, the responder shall be requested to request the victim not take any action that could destroy evidence, and then notify the detention staff.

ACKNOWLEDGEMENT

My signature acknowledges that I have received training on the above information. I understand the information presented to me today and agree to comply with the provisions.

Print Name:	Signature:	Date:
Volunteer/Contractor Coordinator:	Signature:	Date: