

*Volunteers



MARION COUNTY SHERIFF'S OFFICE

Jail ID Card Application

Type of Application ☐ Heart of Florida ☐ Programs (Specify) _____
☐ Religious ☐ Other: (Specify) _____

Name: _____
(Last) (First) (Middle)

Maiden/Married/AKA Name: _____

Mailing Address: _____
(Number) (Street) (City) (State) (Zip)

Home Phone: _____ Are you a U.S. Citizen? Yes ☐ No ☐

Work Phone: _____ Date of Birth: _____ Sex ☐ Race ☐

Cell Phone: _____ Social Security Number: _____

Emergency Contact Name/Phone Number: _____

****A readable copy of your Driver's License MUST be attached****

GUIDELINES:

1. Maintain a cooperative working relationship with facility staff through compliance with security procedures and decisions of the Bureau Chief or designee.
2. Relationships with individuals incarcerated will be restricted to a professional nature.
3. No items are to be distributed without appropriate approval from the Bureau Chief or designee. Any and all unauthorized items are considered contraband at the jail.
4. No items of value or messages will be accepted or exchanged from inmates or their families.
5. Modest and appropriate attire for the correctional environment is required.
6. Notify facility staff immediately of any unusual occurrences.
7. The JAIL ID card is property of the Marion County Sheriff's Office. I understand I must return my ID immediately if my status is revoked or deemed in-active.
8. A criminal background will be conducted to determine if an ID will be issued. These are completed every two years.

Prison Rape Elimination Act (PREA) Guidelines

PREA is a Federal law created to address the problem of sexual abuse and misconduct in all correctional facilities. PREA applies to federal, state and local institutions. This includes prisons, jails, court holding facilities, police lockups, immigration detention facilities, military holding facilities, and community correctional settings. Additionally, PREA applies across the board to both public and private facilities, as well as adult and juvenile facilities. As a JAIL ID Card holder with the Marion County Sheriff's Office, you are mandated to uphold and be compliant with MCSO's **zero tolerance policy** of all forms of sexual abuse of inmates by: other inmates; staff; practitioners; volunteers; contractors; or individuals having responsibility for the safety, security, care and/or treatment of inmates. You have the **duty to report** incidents where staff, practitioners, volunteers or contractors are sexually involved with or sexually harassing an inmate.

1. Have you ever engaged in sexual abuse or sexual harassment of an inmate in a prison, jail, juvenile facility, or other institution? ☐ YES ☐ NO
If yes, please explain in detail: _____
2. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? ☐ YES ☐ NO
If yes, please explain in detail: _____
3. Have you ever been civilly or administratively adjudicated to have engaged in any activity described above? ☐ YES ☐ NO
If yes, please explain in detail: _____

I have read and understand the guidelines stated above and will abide by these guidelines.

Applicant's Signature _____
Date _____

TO BE COMPLETED BY AN MCSO EMPLOYEE

Employee submitting application: _____ ID# _____

<u>Items to be Completed</u>	<u>Date</u>	<u>Results</u>	<u>Initials/ID#</u>
1. NCIC/FCIC Warrant Check	_____	_____	_____
2. Local Warrant Check	_____	_____	_____
3. Local Arrest	_____	_____	_____
4. Records	_____	_____	_____
5. NCIC/FCIC Criminal History	_____	_____	_____

DIVISION REVIEWED BY:

Lt. B. Peterson/Sgt. K. Phillips/Sgt. T. Donely _____ Date _____

☐ Approved ☐ Denied Major/Captain _____ Date _____

Additional Information: _____

Email Sent to Submitting Employee/HR: _____
Email/Phone Call Made to Applicant/Applicant's Employer: _____
Date: _____ Initials: _____



PREA (Prison Rape Elimination Act) A Guide for Contractors, Volunteers and Vendors

What is PREA?

The federal Prison Rape Elimination Act (PREA) was signed into law September 2003 by President George W. Bush. Its main purpose is to protect the Eighth Amendment rights of federal, state, and local prisoners. PREA makes the prevention of sexual assault of incarcerated persons a top priority with national standards for the detection, prevention and reduction, and punishment of sexual misconduct and sexual assaults in prisons and jails. It also increases accountability for administrators who fail to prevent, reduce and punish such misconduct.

What is a violation of PREA and how will the Sheriff's Office respond?

Sexual contact in any form between staff and inmates is a violation of PREA. This not only applies to inmates in custody, but also to those who may be in transition between custody levels, such as in drug court, under treatment, in transitional housing and/or under Probation, Parole and Post-Prison supervision. It also applies to same sex, as well as opposite sex, encounters. There is no such thing as consensual sex between staff and inmates. Sexual assault/misconduct between inmates is also a PREA violation. The Marion County Sheriff's Office (MCSO) is committed to a **zero tolerance standard** for the sexual misconduct or sexual assault of inmates under its authority. The MCSO will aggressively respond, investigate, and support the prosecution of such misconduct.

How does this apply to me as a volunteer?

As a volunteer, you are in a position of authority and respect similar to a staff member. As such, you can be in violation of PREA and prosecuted for custodial sexual misconduct if you have sexual contact with an inmate. This is a serious offense that can result in prosecution and punishment as a felony. Such punishment carries a substantial prison sentence. In addition to maintaining your own high standards of behavior, you also have an obligation to make notification if you think an inmate is being abused by staff, other inmates, volunteers, or professional visitors. If you fail to report an incident, you may be found to have acted with deliberate indifference toward the victim's health and/or safety.

What do you do if an inmate comes to you as a victim, or with information about a victim?

Maintain your professionalism. Listen and write down the information, then report it to Sheriff's Office staff. You may be asked to write a report or speak with an investigator. If you do not feel safe discussing this with staff on duty, you should contact a supervisor or commander, the volunteer coordinator, or the Sheriff. If you do not feel comfortable or safe discussing this with the Marion County Sheriff's Office, then you may contact the State Attorney's Office, which is not under the authority of the Sheriff's Office.

In conclusion, thank you for considering serving and assisting at the Marion County Sheriff's Office. We look forward to working with you as you contribute your time, service and talents in this endeavor.

Billy Woods, Sheriff



MARION COUNTY

SHERIFF'S OFFICE

PREA STATEMENT/ACKNOWLEDGEMENT

The Marion County Sheriff's Office has a Zero Tolerance policy for any form of sexual misconduct to include staff, contractor, volunteer or visitor on inmate; or inmate on inmate sexual harassment, sexual assault, sexual abuse contact and consensual sex. Any staff member, contractor, volunteer or visitor, who engages in, fails to report or knowingly condones sexual harassment or sexual contact with or between inmates shall be subject to disciplinary action and may be subject to criminal prosecution. The Department shall take a proactive approach regarding the prevention, detection, response and punishment of any type of misconduct.

Sexual Harassment is defined as repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; or by a staff member, contractor, volunteer or visitor and inmate. This includes, but is not limited to demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

I acknowledge that;

- 1) I have not engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution of detention or confinement;
- 2) I have not been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, coercion, or if the victim did not consent or was unable to consent or refuse; or
- 3) I have not been civilly or administratively adjudicated to have engaged in any activity as described above.

Printed Name

Signature

Date

Billy Woods, Sheriff

MCSO Form Rev 01/22/17

Marion County Sheriff's Office

Volunteer (Religious and Program) Orientation Information

Emergency Procedure – In general, if you are present during any jail emergency, such as Fire, Medical, etc. Notify the nearest officer, and follow all instructions given to you.

Contraband – Defined as; any prohibited object or substance inside the jail, on jail property, or in the possession of an inmate which the inmate is not allowed to possess.

- No items from an inmate are to be taken out of the Jail by a volunteer, unless approved by the Program Director or his/her designee.
- No items will be given to any inmates of the jail, unless prior approval is granted by the Program Director or his/her designee.
- When in doubt, ASK.
- Introduction of contraband into a county detention facility is a 3rd degree felony and punishable by imprisonment of up to five years in a state institution.

Security Issues –

- All volunteers WILL sign in and out of the facility.
- All volunteers WILL WEAR their Jail ID tag, at all times, while in the jail.
- Do not become overly familiar with inmates, to include, personal habits, family, charges, etc.
- Do not advise inmates about their court cases.
- Do not offer to make personal calls for an inmate, nor should you allow an inmate to utilize your cell phone.

Dress Code - No shorts, open toe shoes, and revealing and/or low cut shirts allowed to be worn in our facility. Volunteers shall wear dress-down professional attire while in the Marion County Jail.

Miscellaneous Instructions:

- No video and/or audio media will be allowed in the jail, unless prior approval has been made by the Jail's Program Director or his/her designee.
- At no time will any media (video or audio) be permitted for instructional use that contains:
 - ❖ Violence
 - ❖ Sexual content
 - ❖ Nudity
 - ❖ Strong vulgar language
 - ❖ Rated "R"

Reporting Incidents:

- All incidents that involve contact with law enforcement, whether civil or criminal, must be reported immediately to the Program Director.

The Marion County Jail appreciates all its valuable volunteers. Together, with staff, volunteers are able to bring valuable services to inmates while incarcerated. On behalf of the Jail's Program Unit, Thank you. Upon being accepted as a volunteer in the Marion County Jail, All Marion County Jail volunteers (Religious and Program) must confirm that they have read, and understand the above guidelines. A copy of this outline shall be signed and returned to the Program Director and/or Chaplain upon acceptance. Any volunteer that does not agree to, sign, and return this document, will no longer have access to the Marion County Jail.

Printed Name of Volunteer

Signature of Volunteer

Date _____

Circle one - Religious Volunteer..... Program Volunteer