

CACHE COUNTY JAIL

PROGRAMS VOLUNTEER INFORMATION & APPLICATION

Please print or type all information: Date: _____

Name: _____
(last) (first) (middle)

Address: _____

City: _____ State: _____ Zip: _____

_ Program you are assisting

with: _____

****On the back of this page list your places of residence for the last 10 years.****

E-mail Address: _____

Telephone: (home) _____ (business) _____

Social Security: _____ Marital Status: _____

Date of Birth: _____ Place of

Birth: _____ Utah Driver's License

number: _____

Employer: _____

Job Title: _____

Employer Address: _____

Supervisor: _____ Telephone: _____

EMERGENCY CONTACT:

Name _____ Telephone: _____

Name _____ Telephone: _____

Have you ever been arrested? ()YES ()NO If yes, please explain, listing date, charge(s), arresting agency, and disposition. _____

Are you now or have you ever been on parole or probation? ()YES ()NO If yes, please list date, charge, name of parole or probation agent, and supervising agency.

Please circle the level last completed. 1 2 3 4 5 6 7 8 9 10 11 12 HS Grad 1 2 3 4
College Grad Master's Doctorate

Last high school attended: _____

College(s) attended: _____

List the degree(s) that you hold: _____

Name, address and phone number of **three** personal references that are not relatives:

1. _____

2. _____

3. _____

Organizations of which you are now a member: _____

Why do you wish to volunteer at the Cache County Jail? _____

Do you have physical limitations or needs as a volunteer? _____

List your interests, skills and hobbies: _____

The information listed above is true and correct.

Signature: _____

_ Date: _____

CACHE COUNTY

Volunteer Release and Waiver of Liability Form

This Release and Waiver of Liability (the “release”) executed on _____ (date) by _____ (“Volunteer”) releases Cache County, a County existing under the laws of the State of Utah and each of its officials, officers, employees, and agents. The Volunteer desires to provide volunteer services for Cache County and engage in activities related to serving as a volunteer.

Volunteer understands that the scope of Volunteer’s relationship with Cache County is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that Cache County will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer’s services to Cache County. 1.

Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless Cache County and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Cache County. I understand and acknowledge that this Release discharges Cache County from any liability or claim that I may have against Cache County with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Cache County or occurring while I am providing volunteer services. 2.

Insurance: Further I understand that Cache County does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Cache County beyond what may be offered freely by Cache County in the event of injury or medical expenses incurred by me. 3.

Medical Treatment: I hereby Release and forever discharge Cache County from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Cache County. 4.

Assumption of Risk: I understand that the services I provide to Cache County may include activities that may be hazardous to me including inherently dangerous activities. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release Cache County from all liability. 5.

Photographic Release: I grant and convey to Cache County all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Cache County in connection with my providing volunteer services to Cache County. 6. Other: As

a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Utah and that this Release shall be governed by and interpreted in accordance with the laws of the State of Utah. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Signature Date

WAIVER OF LIABILITY / RELEASE OF INFORMATION

Name: _____
Last First Middle Maiden

Date of Birth: ____/____/____

I hereby authorize the Cache County Sheriff's Office and the Cache County Jail to conduct a thorough background investigation in any and all aspects of my life (including but not limited to moral character, personal activities, financial history) medical, military, and police records and to solicit from applicable agencies any information which concerns my past and present status.

The release of any and all information is authorized whether it is a record or not, and I do hereby release all persons, firms, agencies, companies, groups or installations, whomsoever, from any damages because of/or resulting from furnishing such information.

Signature: _____

Date: _____

Subscribed and sworn before me

This _____ **day of** _____ **20** _____

NOTARY PUBLIC, Residing in _____

Commission Expires: _____

Please initial to the left of each rule; by initialing, you are stating that you have thoroughly read the rule.

____ You will be required to submit to a background check before you can be approved to volunteer. ____ Upon entry into the secure part of the facility, you may be subject to a search of your belongings. ____ The following items are NOT allowed into the secure facility, not even into the coat lockers: guns, knives, pepper spray, batons, any weapon, keychain-type pocket knives, phones, pagers, medication, illegal drugs, tobacco products, lighters, matches, food, gum, candy, cameras, recording devices, purses, personal effects such as credit cards or check books.

____ Personal property such as purses, wallets, money, briefcases, bags, pictures, etc. are not allowed in the facility. Coats and keys may be left in a designated area, but may not be taken into the facility. You should leave purses and wallets in your vehicle or at home.

____ You cannot be under the influence of drugs or alcohol. Any and all alcohol must be out of your system.

____ All attire must be conservative and conducive to a corrections atmosphere. You must adhere to the following dress code:

- *Volunteers must be fully clothed. Absolutely NO sleeveless shirts, shorts, capris, or belly shirts.
- *Volunteers must wear closed-toe shoes.
- *Volunteers must wear undergarments.
- *Buttons and zippers must remain fastened.
- *Women – NO cleavage may be exposed. If wearing a skirt, it must be mid-calf, and nylons or stockings must be worn.

____ Only items NECESSARY for your program are allowed into the facility. You may bring in the following items:

- *One pen or pencil for your use
- *Religious books
- *Black and white (no color) copies
- *Administrative paperwork
- *Approved religious materials

____ If a bag is needed, it MUST BE a clear bag and/or a clear container; NO EXCEPTIONS! Briefcases, boxes and cloth bags are not permitted.

____ You may not use foul or abusive language, or make racist comments.

____ Anything you plan to give the inmates, aside from single page black and white handouts, MUST be approved by the Programs Coordinator.

____ No items may be passed for the inmates: i.e., letters, messages, packages, pictures, etc. ____ You should be aware of inmate behavior and actions in the classroom/chapel. Please insist the inmates respect the facility; no feet on the seats, leaning back on chairs, heads on the bench in front of them, writing or carving on wood benches.

____ Please fill out a class roll for every class session. Give it to a Booking deputy as you leave. Label the roll completely.

____ The ONLY physical contact that is allowed with the inmates is a handshake. NO HUGGING! NO EXCEPTIONS!

____ Once the door opens, and inmates leave the classroom, inmates should not linger in the classroom; the staff

cannot watch the classroom and the inmates who have left at the same time.

_____ You may not at any time place money on the account of any inmate.

_____ You may not at any time write to or accept calls from an inmate.

By signing below, I understand and am willing to abide by the rules and guidelines set forth by the Cache County Jail for the Programs Providers.

Printed Name Signature

Program

Date: January 4, 2019

To: Persons Applying to be a Programs Provider

Re: Rules for Programs Providers

To whom it may concern:

The Cache County Jail is proud to be able to provide quality religious, academic and rehabilitative programs for its inmates. In the past, several problems have arisen that have caused concern among the jail staff and administration. In an effort to correct the problems and provide a safe environment for volunteers, this letter is being provided to every person involved in programs at the Cache County Jail.

After reading the letter, initialing each rule, and signing the document, you will return it to Deputy York. Failure to do so will terminate your relationship with the Cache County Jail; you will no longer be able to enter the facility.

Please understand that we are doing this in the interest of the safety and security of both the Cache County Jail and you. While we are charged with maintaining a safe and secure facility, we are also ensuring that you are as safe as possible while serving in the facility.

If you have any questions regarding programs at the Cache County Jail, please feel free to contact Deputy York, Programs Coordinator. The following is his contact information:

Work Phone: 435-755-1222

E-mail: NYork@cachesheriff.org

Thank you for your cooperation in this matter.

Sincerely,

D. Chad Jensen, Sheriff

Deputy York, Programs Coordinator
Cache County Jail

Cache County Sheriff's Office Jail Division



Programs Provider Information Packet

Updated 2-1-2012

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General Information

1. CACHE COUNTY POLICY AND PROCEDURE:

The Cache County Jail has clearly defined policy and procedure. Security is the first and foremost consideration of every action taken or decision made in a correctional setting. Security is something every guest or programs provider must learn to deal with and be aware of. Programs providers may not understand these rules and procedures, but there are reasons why we are mandated to follow procedures. What may seem quite harmless may bring serious consequences to providers, staff and inmates.

2. DEFINITION – PROGRAMS PROVIDER

A programs provider is a volunteer or other agent designated by the Cache County Jail Administration or Programs Coordinator to provide limited supervision to inmates and/or volunteers while they are involved in a specific program function.

3. INTERACTION WITH INVOLVED PERSONS:

Programs providers shall not fraternize with or develop personal relationships with involved persons. Involved persons are: those individuals who are under criminal investigation or indictment, have a reputation within the community or criminal justice system for present involvement in felonious or criminal behavior, are in the custody of or under the supervision of any element of the criminal justice system or any other person identified in this policy which, by their relationship, could compromise the security or integrity of the Cache County Jail, the Cache County Sheriff's Office, the Cache County Attorney's Office, or any other law enforcement entity.

4. PERSONAL CONDUCT AND Demeanor WITH INVOLVED PERSONS:

Programs providers shall not become involved socially with or have regular or continuous association with involved persons other than in the performance of their assignment within Jail Programming. Programs providers shall not engage in any financial or business transaction

of a personal nature with any inmate of the Cache County Jail. Programs providers are expected to recognize potential conflicts and take appropriate action to avoid creating or sustaining a conflict of interest. THIS ALSO INCLUDES POSTING BAIL FOR AN INMATE AND/OR PLACING MONEY IN ANY INMATE ACCOUNTS!

When a programs provider becomes aware that a relative, spouse or close personal acquaintance is incarcerated in the Cache County Jail, or becomes a client of any correctional program, the provider shall forward a memorandum to the Programs Coordinator stating the name of the person incarcerated or in the program, the relationship and any other details that fully explain the situation. The Cache County Jail Administration will determine if a conflict of interest exists and will take appropriate action to prevent or terminate any conflict of interest.

Programs providers shall not accept gifts, gratuities, or other favors from involved persons. Providers will bring questions and/or concerns to the attention of the Programs Coordinator if there is reason to believe that any of the following situations have arisen or might arise:

- Development of inappropriate relationships with offender, incarcerated individuals, their families and/or their friends;
- A conflict of interest and/or any situation from which personal gain may be obtained; or
- Questions arising from personal loyalties, beliefs, or values that might impair professional judgment or independence that will compromise Jail security.

No inmate will be discriminated against for any reason or on the basis of race, color, religion, sex, handicap, national origin, or political affiliation.

Any member who visits a relative, spouse or close personal acquaintance in any correctional facility shall not use their official position to bypass or attempt to bypass the official visiting policy of that institution or that of the Cache County Jail.

5. UNAUTHORIZED ITEMS IN THE JAIL:

Programs providers will not bring any items, personal or otherwise, into the jail unless authorized and/or necessary to perform a program service. Providers will be required to leave tobacco products, matches/lighters and any item that could be a weapon in their vehicle or at home. Coats, keys, cell phones, purses and other non-essential items should be left at home, in a vehicle or in the lockers (providers should bring their own locks). **ONLY CLASS-RELATED ITEMS SHOULD BE BROUGHT INTO THE FACILITY.**

Programs providers will not give contraband to the inmates. Contraband is considered anything that is not pre-approved by the Programs Coordinator or anything that is not purchased through commissary. **STAPLE-FREE HANDOUTS ARE THE ONLY ITEMS THAT DO NOT NEED SPECIFIC APPROVAL FROM THE PROGRAMS COORDINATOR.**

NOTHING IN! NOTHING OUT!

6. DRESS STANDARD:

Programs providers will project a professional personal appearance when providing any program services for the Cache County Jail. An alluring, provocative or sloppy appearance will not be allowed into the facility. All providers will conform to grooming standards that reflect a professional image to the inmate population. A general explanation of intention is described below:

- Providers must be fully clothed. Absolutely NO sleeveless shirts, shorts, capris, or belly shirts.
- No ripped or torn pants or shirts.
- Closed-toe shoes.

7. GUEST PASS:

Guest Passes are obtained at the Booking Counter. All programs providers will wear the guest pass while in the facility. All passes will be clearly visible to Jail Staff while in the secure perimeter of the facility. No pass is transferable to another person.

8. ESCORTS:

Programs providers do not need to be escorted to the Programs Block or other designated instructional areas. Providers will not stop to talk to inmates in any housing area.

Jail Staff is responsible to escort the inmates to and from the housing area to the designated meeting area.

When the program has ended, providers will press the call button to inform Jail Staff. Please wait for an escort to arrive prior to leaving. Do not leave inmates unattended. **DO NOT ALLOW INMATES TO LINGER IN YOUR CLASSROOM OR CHAPEL WHILE OTHERS ARE BEING ESCORTED OUT. CONTROL CANNOT WATCH BOTH GROUPS AT ONCE!**

9. MATERIALS AND EQUIPMENT:

There are some materials and equipment available through the Cache County Jail for use by programs providers;

- TV / VCR in Room 1 and the Chapel
- Overhead Projectors
- Library books – Providers can view the contents for any books that may be useful

Safety and Security will always come first. Some items may not be allowed into the facility. **Please keep what you bring in to a minimum.**

The Cache County Jail is supportive of all aspects of our facility's programming. Any suggestions or alternative procedure to benefit providers and the programs will be considered.

10. CLASSIFICATION OF INMATES:

Whenever possible, inmates shall be afforded the opportunity to participate in Jail Programming. All inmates must be assessed according to the degree of risk relative to the availability of an appropriate program. We do not allow certain classifications to mix; therefore, it may be necessary to offer multiple classes to reach the maximum number of inmates.

11. INMATE MANIPULATION:

The practice of inmate manipulation or inmate games is a serious problem for employees and programs providers. It is also a popular pastime for inmates. Be aware! Many incarcerated individuals are highly skilled in getting what they want. Many will stoop to any level to obtain the smallest favor from you. Inmates will lie, manipulate, and coerce you into doing things that you do not really want to do, or into breaking or bending the rules. Do not become a victim! Victims are selected intentionally and accidentally. Any trait possessed by a provider that inmates can construe as a weakness can result in the individual's selection as a target for manipulation. The stories they tell will be overwhelming, and sadly sometimes true. They will watch you, listen to you and look for weaknesses. Do not be deceived! Many are hard-core criminals. They are professionals. There are also many who are mentally ill with special problems and special needs.

Keeping this in mind, do not lose sight of why you are volunteering at the Cache County Jail. Providers are performing a specific purpose; to be a religious leader, to assist in rehabilitation, or educational development.

Inmate manipulation is not a matter of **if** it happens to you, but **when**. Do not allow yourself to be placed in a compromising situation. Once you start to feel uncomfortable or find yourself condemning the criminal justice system, it is time to terminate the conversation. Say "NO!" Be firm and state the need to return to the original subject. Inmates will actually test you to see if you will say no. When you refuse, this will signal the inmate that you are not going to be manipulated.

Inform the Jail Staff of any information you have obtained or inform staff of why you felt uncomfortable. Cache County Jail Staff are trained in inmate manipulation. Your help in these situations are vital because the next program this inmate attends may be the next attempt for manipulation.

12. EMERGENCY RESPONSES:

An emergency is herein defined as "any unexpected event that poses a threat to life or property requiring a response over and above the jail's daily operating procedures. Without anticipating every conceivable emergency which may arise, it is the purpose of this section to outline basic responses

and actions to be taken by programs providers.

As a general rule, if an emergency arises, programs providers are to remain in their immediate area, when possible, until further direction and order of from Jail Staff. Simply continue your program, if possible.

Because it is not possible to anticipate every emergency which may arise, it may be necessary to determine the appropriate emergency response after the event has started.

Emergency situations demand a planned, systematic and often, rapid response to:

- Protect public, staff and non-involved inmates:
- Contain a deteriorating situation:
 - Prevent or minimize loss of life or personal injury, maximize response options, and:
- Seize opportunities and initiatives which might otherwise be lost.

In planning and responding to an emergency, the following are the priorities in order of consideration:

- Isolation and containment of the situation:
- Protection and safety of the general public;
- Protection and safety of the staff;
- Safety of hostages;
 - Protection and safety of non-involved inmates;
- Protection of Cache County Jail facilities and property; ● Restoring order to the facility;
 - Investigate the causes of the emergency; and
- Take corrective action.

It is the policy of the Cache County Sheriff's Office that emergency plans shall define appropriate actions, conduct and behavior in handling reasonable foreseeable emergencies related to the Cache County Jail.

The responses to emergencies are handled:

1. In a timely manner;
2. With adequate staffing;
3. Utilizing proper equipment;
4. While operating in a rotational, controlled and consistent manner; and 5. Coordinating in an effective efficient manner with other criminal justice or emergency support agencies.

Reactions to an emergency without proper training or planning can result in aggravating rather than resolving the situation. Please keep in mind that some inmates do not have “normal” thinking patterns. Do not panic. Try to keep you composure and assist the inmates in keeping theirs. The best assistance you can give is to keep a panic situation from occurring. Do not leave your area in curiosity to observe any occurrence. This will result in your being a part of the problem, not the solution.

Do not involve yourself in emergency operations unless the emergency is in your immediate area and you are ordered to do so by Jail Staff.

THE “DIRTY DOZEN”

* DON'T GIVE OUT PHONE NUMBERS OR ACCEPT INMATE CALLS

* KNOW CCJ'S CHAIN-OF-COMMAND AND JAIL STAFF / SUPERVISORS

*SET GOALS / BOUNDARIES AND STICK TO

THEM * ALWAYS REMEMBER THAT YOU ARE IN

A JAIL * DO NOT BE MANIPULATED; LEARN TO
SAY NO

* NO PERSONAL FAVORS - NO PERSONAL FAVORS

* DO NOT SINGLE OUT INMATES

* BE FIRM, BUT FAIR

* REMEMBER TO ALWAYS BE PROFESSIONAL * DO
NOT DRIFT INTO PERSONAL CONVERSATIONS *

ASK A LOT OF QUESTIONS

*REMEMBER.....EMPATHY, NEVER SYMPATHY

EXPECTATION OF VOLUNTEERS

Follow all rules and policies

Ask questions before acting

Develop good staff relations

Be SECURITY-MINDED

Be accountable

Set and follow firm boundaries

ESSENTIAL ELEMENTS FOR
VOLUNTEERS

- **JUDGEMENT**
Can apply knowledge and reasoning in both routine and non-routine situations. Can evaluate situations and take appropriate action.
- **PROBLEM SOLVING ABILITIES**
Acts with forethought – reasons out problems and anticipates problems.
- **ABILITY TO FOLLOW RULES AND REGULATION** Can comply with Policy and Procedure, follows directions, and accepts criticism.
- **ADAPTABILITY**
Change in working conditions.
- **INTEGRITY**
Behavior consistent with policies and ethical code of conduct, and ability to not be intimidated or coerced into breaking jail policy.
- **EMOTIONAL SELF CONTROL**
Can maintain composure and perform effectively in stressful situations, and exercises restraint.
- **INMATE INTERACTION**

Can be expected to maintain appropriate social distance from inmates; does not perform inappropriate favors; avoids nurturance to offenders; not concerned with establishing and maintaining social relationships with inmates.

- STABILITY / DEPENDABILITY

Be consistent.

INMATE MANIPULATION

*Compiled by Utah State Prison Inmates housed
at the Cache County Jail – Spring 2005*

- 1) “Can I have _____ because I have no means to get it myself?” In other words, POOR ME!
- 2) Don’t let inmates talk you into doing anything you are not sure about or are not comfortable with. If there are any questions, ask Jail Staff or Deputy Webb.
- 3) DO NOT allow them to run the class; you are the facilitator. Most inmates hate it when volunteers do not control the class. Kick out those who are there to socialize or are disrespectful. Ask Deputy Webb to remove them from the list.
- 4) Be nice, but be careful. Some inmates mistake kindness for weakness.
- 5) Do not bring treats or rewards; it is privilege enough to be able to go to class.
- 6) If you bring any type of bag, keep it closed and DO NOT let it out of your sight for a second. Inmates are very skilled at distracting you while others remove items.
- 7) Do not allow inmates to crowd your personal space. Do not let inmates surround you; deal with them one at a time. 8) DO NOT become personal in class. Keep it professional. 9) Not all inmates

are out to put one over on you. Many are very good-hearted and respectful.

10) If at any time you feel uncomfortable, you can have any inmate removed from class—no questions asked.

SYMPATHY / EMPATHY

Definition:

SYMPATHY – friend, interdependent,
common feelings

EMPATHY – understanding, sensitive,
aware of

EMPATHETIC, not sympathetic
VOLUNTEERS WANTED!

MANIPULATON:

Avoiding the “con” game

-Volunteer Traits
A Self Test

Are you:

- Easily befriended?
- Overly friendly or overly familiar with most people/
- Naïve to intentions or hidden messages?
- Gullible to stories?
- Susceptible to the you/me syndrome
- So sympathetic to others' problems that rules seem secondary?
- Usually timid?

Do you:

- Not know how to handle compliments in a business-like manner?
- Share personal problems?
- Have a trusting nature?
- Believe what you are told without checking on the validity of the information?
- Have a desire to help the underdog?
- Return favor for favor?
- Have difficulty taking command or control?
- Ignore slightly personal or embarrassing remarks and forget instead of directly and immediately addressing them?
- Have difficulty saying no?
- Circumvent minor rules?

Can you:

- Be made to feel obligated?
- Be made to look the other way and pretend not to notice if the rule being violated is "no big thing"?

If you were a corrections employee, would you:

- Go on a first name basis with an inmate?
- Hesitate to report minor rule infractions?
- Feel that kindness is the best control tool?
- Respect inmate requests for total confidentiality?

What would you do if:

1. An inmate of the opposite sex said, “I think you look nice today”?
2. An inmate adjusts his/her clothing in front of you in a suggestive manner?
3. An inmate tells you he/she had a death in the family? (He/She states that he/she had no money to buy stamps and would like you to drop off a card on your way home).
4. An inmate asks you about your personal life and how you handle your personal problems? (He/She indicates that he/she is having problems with his/her spouse, including financial difficulties).
5. An inmate offers you a gift that has been made “especially” for you?
- 6.

An inmate is calling you by your first name?

7. An inmate of the opposite gender is being overly attentive to you?

**Than
k you**

**for
your
service!**