

COCHISE COUNTY JAIL
AA VOLUNTEER
PROCESS

If you are interested in taking AA meetings into the Cochise County Jail:

Fill out the following Cochise County Jail Application.

Email to: corrections@aa-cochisecounty.org, Fax to 520-844-9898

Or Mail to:

Carol Cowan

Corrections Chair

PO Box 1251

Tombstone, AZ 85638

It will be submitted to CCSO to have background check completed – this can take as much as 3-4 months. Sometimes it happens quicker but experience has shown it is not a speedy process.

The Corrections Chair will receive notice that you have been approved.

At that time the male or female jail volunteer meeting organizer will be notified & you will be contacted for scheduling by that organizer.

If you have questions, please email:

corrections@aa-cochisecounty.org

**COCHISE COUNTY SHERIFF'S OFFICE
COCHISE COUNTY JAIL
VOLUNTEER
CONSENT TO SEARCH – NOTICE/WARNING**

Any person who takes any item that is not specifically authorized by the Jail Commander or his designee, into or out of the Cochise County Jail or onto grounds adjacent to the Cochise County Jail is subject to prosecution under the provision of the Arizona Revised Statutes. All persons, including employees and visitors, are subject to routine and random searches of their person and/or property when entering or preparing to enter the Cochise County Jail, at established checkpoints, and/or in other particular areas.

I, the undersigned, have read the above notice and understand the meaning of this notice. I realize the threat presented to the safe and secure operation of the Cochise County Jail when contraband and other unauthorized items are taken into or out of the facility. Therefore, I give my consent to have my person, clothing or other property thoroughly searched upon entering or leaving the jail, at any time while on the grounds of the jail, or while in a secure area approaching the grounds of the jail. I consent to be searched by a Sheriff's Office employee at any time. I understand that this consent is required of all volunteers as a condition to provide volunteer services at the Cochise County Jail.

I acknowledge that I have read and fully understand the above, on this _____ day of _____, 20____.

VOLUNTEER SIGNATURE

DATE:

WITNESS SIGNATURE

DATE:

**COCHISE COUNTY SHERIFF'S OFFICE
COCHISE COUNTY JAIL
VOLUNTEER APPLICATION FORM**

Personal Information:

Name _____ Social Security # _____
Address _____
Place of Birth _____ Date of Birth _____ Sex ____ Age ____
Telephone: Home: _____ Work: _____ Cell: _____

Email Address _____

Emergency Contact

Name _____

Relationship _____

Telephone # _____

Personal Health:

Do you have any physical disabilities that may need accommodation?

Employment:

Present Employer _____ Supervisor _____

Address _____

Length of Employment _____

Telephone _____

Personal References:

Name _____ How long known _____

Telephone # _____

Name _____ How long known _____

Telephone # _____

Arrest Record:

Have you ever been arrested? _____ Have you ever been convicted of a crime? _____

Have you ever been incarcerated? _____ If "yes" to any of these questions, please give details.

Volunteer Position Applied for:

Religious

Substance Abuse

Any other – Specify: _____

I hereby certify that all information contained in this application is correct. I give my permission for all references and employers specified in this application to be contacted. I give my permission for any law enforcement agency files pertaining to me to be examined. I realize that any false information contained herein is grounds for this application to be rejected and or my privilege to serve as a volunteer to be subsequently terminated.

VOLUNTEER SIGNATURE

DATE:

**COCHISE COUNTY SHERIFF'S OFFICE
COCHISE COUNTY JAIL
WAIVER OF LIABILITY AND RELEASE – VOLUNTEERS**

CAREFULLY read this authorization to waive liability and release information about you, then sign and date the **RELEASE** in black ink.

To allow the Cochise County Sheriff's Office, to process my application for volunteer service with the Sheriff's Office, I, _____, hereby agree to the following terms and conditions:

1. I assume the risk of any injuries I may sustain in pursuit of my volunteer activities. I release Cochise County from any liability involving my activities as a volunteer, except for injuries caused by the deliberate or unlawful conduct of officers or employees of Cochise County.
2. The term "Background Investigation," as used in this document refers to any and all information and sources of information that are reasonably necessary for the Cochise County Sheriff's Office to determine my fitness as a candidate for volunteer duty with Cochise County.
3. I authorize the Cochise County Sheriff's Office to request criminal history record information about me from criminal justice agencies, and I give my consent for any person having information concerning my criminal history to furnish such information to officers or agents of the Cochise County Sheriff's Office conducting the Background Investigation.
4. I agree that my entry upon facility grounds or my participation in any Cochise County Jail activity is at the authorization of the Sheriff or his designee, and I agree to abide by that decision.
5. I agree to abide by the rules and regulations of the Sheriff's Office, and understand that violation of policies, procedures, rules and regulations may be grounds for dismissal as a volunteer.

I acknowledge that I have read and fully understand the above, on this _____ day of _____, 20_____.

VOLUNTEER SIGNATURE

DATE:

WITNESS SIGNATURE

DATE:

5.0.0 RESPONSIBILITIES AND SECURITY INSTRUCTIONS FOR VOLUNTEERS

5.1.0 Volunteers shall:

- 5.1.1 Abide by all laws and written instructions, and verbal instructions of the staff.
- 5.1.2 Log in and out at the main jail entrance.
- 5.1.3 Wear an official volunteer identification card when performing volunteer services for the jail.
- 5.1.4 The volunteer identification card shall be:
 - 5.1.4.1 Maintained in the possession of the volunteer.
 - 5.1.4.2 Volunteers are not required to pick up or surrender their volunteer identification cards each time they enter or exit of the facility.
 - 5.1.4.3 Valid until revoked.
 - 5.1.4.4 Returned to the Jail Commander upon termination of service.
- 5.1.5 Report their days and hours of service to the Volunteer Coordinator on a monthly basis.
- 5.1.6 Report changes of home phone numbers to the Volunteer Coordinator within ten days.
- 5.1.7 Confine their relationships with inmates to those activities that are officially sanctioned as an integral part of their duties.
 - 5.1.7.1 Unauthorized contact with inmates or their families are prohibited.
- 5.1.8 Notify the Detention Lieutenant if they are cited, arrested, or indicted.

6.0.0 DRESS CODE AND REQUIRED CONDUCT

6.1.0 Volunteers shall not be allowed to carry any property into the jail, to include:

- 6.1.1 Purses, cell phones, jackets, hats, and bags of any kind, food, or beverage of any kind, knives or weapons of any kind.
- 6.1.2 Volunteers are permitted to bring items necessary to conduct a service/program in the Cochise County Jail (ie. Religious volunteers may bring service items).
- 6.1.3 All items carried into the facility SHALL be searched by on-duty personnel.

6.2.0 All clothing shall be worn in accordance with the following:

- 6.2.1 No body hugging clothing of any kind (example: leggings, Speedo's or nylons are to be

worn as an outer garment).

- 6.2.2 An outer clothing, worn in addition to and over the above examples, shall be worn to cover the groin area.
- 6.2.3 Religious attire that does not pose a threat to the safety and security of the facility, to include headwear, shall be allowed in the secure perimeter.
 - 6.2.3.1 Temporary removal of religious headwear may be required to allow proper inspection; inspection must be conducted by an officer of the same sex.
 - 6.2.3.2 Baseball caps, hats and/or cowboy hats are not classified as religious headwear.
- 6.3.0 Dress code for female volunteers:
 - 6.3.1 Shorts not shorter than mid-thigh when seated shall be allowed, no jogging shorts or cut-off's or hip huggers will be allowed.
 - 6.3.2 Skirts and dresses shall be allowed, but no shorter than mid-thigh when seated.
 - 6.3.3 Slits in skirts and dresses shall not extend above mid-thigh when seated.
 - 6.3.4 Undergarments shall be worn.
 - 6.3.5 Tops of clothing shall be no lower than the collarbone in the front and back.
 - 6.3.6 Shoes shall be worn at all times.
 - 6.3.7 No bare midriffs or strapless tops, spaghetti string, tube tops, halter-tops, body suits or swimsuits shall be permitted.
 - 6.3.8 Sheer, see-through or open-netted clothing shall be prohibited.
 - 6.3.9 Spandex type clothing shall be worn with appropriate over-garment.
- 6.4.0 Dress code for male volunteers:
 - 6.4.1 Shorts not shorter than mid-thigh when seated shall be allowed, no jogging shorts or cut-off's or hip huggers will be allowed.
 - 6.4.2 Shirts shall be worn at all times, but no muscle shirts or bare midriff shirts shall be allowed.
 - 6.4.3 Shoes shall be worn at all times.
 - 6.4.4 Sheer, see-through or open netted clothing shall be prohibited.
 - 6.4.5 Spandex style clothing shall be worn with appropriate over-garments.
- 6.5.0 If a volunteer becomes disruptive, the on-duty supervisor may terminate the visit, and suspend the volunteer's authorization to enter the Cochise County Jail.

6.6.0 Volunteers under the influence of any intoxicants shall be denied access to the facility.

6.7.0 Volunteers will address all staff in an acceptable manner.

6.7.1 Any disrespect, misconduct, or disruptive behavior towards the detention staff will result in the volunteer's authorization to enter the facility to be terminated.

7.0.0 DISMISSAL OF VOLUNTEERS

7.1.0 Volunteers may be dismissed with or without cause as determined by the Jail Commander.

7.1.1 Dismissals shall be in writing.

7.1.2 Dismissals may be appealed to the Chief Deputy.

7.2.0 Introduction or attempted introduction of drugs, drug paraphernalia, contraband, or illegal contraband or even the discussion of their introduction will result in suspension of a volunteer's privilege to enter the Cochise County Jail.

7.3.0 Any action, attempted action, or discussion of actions that may jeopardize institutional security will result in the suspension of a volunteer's privilege to enter the Cochise County Jail, to include:

7.3.1 Criminal activity, attempted criminal activity, or discussion of criminal activity.

7.3.2 Any discussion/actions-involving graphic, detailed descriptions/actions of sex/sexual acts.

7.3.3 Any misconduct, attempted misconduct or discussion of misconduct, as described in all previous sections.

8.0.0 DEFINITIONS

8.1.0 **EX-OFFENDER** - Any person convicted in a court of competent jurisdiction of a misdemeanor or felony crime, the punishment for which could have been or was, imprisonment in a county jail, federal penitentiary or a state prison, excluding those persons who have been pardoned by the President of the United States or the Chief Executive of a state.

8.2.0 **VOLUNTEER** - A person, at least 18 years old, who without compensation provides services to the Cochise County Jail.

8.2.1 Volunteers may include off-duty employees and students in internships or practicum's.

8.2.2 Volunteers serve at the pleasure of the Jail Commander and shall complete the required orientation and training prior to delivery of services.

8.2.3 The following are not considered volunteers:

8.2.3.1 Individuals who are visiting an inmate.

8.2.3.2 Guests of the institution, e.g., tour groups and public officials.

8.2.3.3 Individuals who occasionally perform services while accompanied by Sheriff's Office staff, e.g., repairmen and choirs.

8.2.3.4 Attorneys conducting official business.

8.2.3.5 Contract employees.

8.3.0 **VOLUNTEER COORDINATOR** - Staff member designated by the Jail Commander to supervise one or more volunteers.

8.4.0 **VOLUNTEER SERVICES** - Services provided without pay to the Department, which may include any of the following activities:

8.4.1 Job development and placement.

8.4.2 Social education and survival skills instruction.

8.4.3 Education services including remediation, tutoring and English as a second language.

8.4.4 Vocational training instruction.

8.4.5 Family services.

8.4.6 Substance abuse services.

8.4.7 Recreation services.

8.4.8 Guidance, counseling and self-improvement programs.

8.4.9 Arts and crafts programs.

8.4.10 Pastoral services.

8.4.11 Other volunteer services as approved by the Jail Commander.