

**ORIENTATION/SECURITY
HANDBOOK
FOR
VOLUNTEERS & CONTRACT STAFF**

**LAKE COUNTY SHERIFF'S OFFICE
ADULT CORRECTIONAL DIVISION**



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Introduction

Inmate programs and services are vital to the operation of the Lake County Sheriff's Adult Correctional Division. The Lake County Jail and the Community Based Program are operated under the principles and dynamics of Direct Supervision. Inmates can attend inmate programs and services as a reward for appropriate behavior. Most inmate programs are staffed by volunteers or contracted staff from local agencies.

Your safety and the security of the facility are the top priorities of the inmate programs and services division. Therefore, strict guidelines and procedures have been established to ensure your safety and the security of the facility. Your adherence to these guidelines and procedures is absolutely necessary and any deviance from them will result in the possibility of not being authorized into the facility.

Authorized Access Process

The first step in working at Lake County Jail as a volunteer or contract staff is the Authorized Access Process. During this process you will complete a Secure Perimeter Access Request Form. This form will ask you for personal information, which will be used by the Inmate Programs Manager to complete a thorough computer-based background check. Some of the established criteria for approval are no active warrants, no recent arrests or incarcerations, not on probation or parole, and a valid driver's license if you are planning on driving to the facility. After the background check is completed, the results are forwarded to the Security Committee for review. Once

approved by the Security Committee, the individual's name and last four digits of their social security number are added to the Approved Roster for inmate programs or contracted staff. The Jail Reception Desk has a copy of these rosters and you cannot enter the facility without your name being on the Roster. Should you have any questions about the Authorized Access Process, contact either the Director of Security or Inmate Programs Manager Mary Turley.

Jail Policy

Community volunteers and contracted staff work in the correctional division in approved program areas. They are required to pass a criminal background check, participate in orientation and follow all rules and regulations of the institution. The Security Committee reserves the right to deny access to the facility for security reasons, to any person who does not satisfactorily pass the criminal background check, does not participate in orientation or does not follow all rules and regulations.

Volunteers & contracted staff are recruited from organizations and services throughout the Lake County area without regard to race, sex, creed, national origin or religion. Persons with physical disabilities are encouraged to participate in inmate programs. Volunteers & contracted staff are responsible for reading, understanding and adhering to all information contained in this Handbook.

Jail Procedures

Contract staff and volunteers are to report to the facility at least fifteen minutes prior to the start of their program. They must check in at Jail Reception and present the officer with a valid Photo-ID. They are to secure their personal belongings in their vehicle or in a locker provided at jail reception. They are subject to search, prior to entering the secure perimeter of the facility.

Once your access is verified by the jail reception officer, you will be allowed access to the facility. Volunteers are to go directly to their assigned program location without making any unapproved stops (except the bathroom).

If you are going to a program room for your activity, you will use the administrative elevator and proceed to the assigned floor. Push the central control button to gain access to the program room. Once you are secure inside the program room, the pod officer will let the inmates into the program room.

If you are going to the library for your program, you will use the administrative elevator and proceed through door #218, #217 and #223. Transport officers will bring the inmates to the library. Contract staff & volunteers arrive first and leave last; they never leave inmates alone in a room unsupervised.

Volunteers & contract staff must have prior approval from Command or the Program Manager before any program materials will be authorized to be brought into the facility. Items which could be used as weapons (such as scissors, knives or glass) are never allowed into the jail.

Protocol

Volunteers & contract staff will not discuss any security procedures or security equipment with or in the presence of inmates.

Do not reveal or discuss personal information involving yourself or another staff member. This would include any information about friends or relatives or another staff member and would include information involving the outside activities of themselves or another staff member. For example, do not give inmates, either directly or indirectly:

- Home or cell telephone numbers;
- Employer's phone number;
- Relatives or friends phone numbers;
- Home addresses;
- Places you commonly frequent;
- Access to any personal nor facility keys;
- Any other information construed as personal.

Normally, we refer to inmates by Mr. or Ms. and their last name. Do not use a nickname or refer to an inmate by using any name that is meant to belittle the inmate. Likewise, inmates should refer to you by Mr. or Ms or title and your last name.

Do not carry nor deliver any mail or messages (verbal or written) inside or outside the facility for any inmate. Do not make phone calls for inmates. Let inmates know that you cannot do any favors for them per jail rules.

Do not discuss with an inmate the ability of an attorney, judge or criminal justice professional. This would include recommending any criminal justice professional.

Do not discuss with private attorneys, public defenders, probation officers or any member from an outside agency, any information concerning a current or ex-inmate without verbal or written approval from a command officer.

Do not give any legal advice to inmates.

Monetary transactions with inmates are never allowed. Do not put money on an inmate's account nor lend money to him or his family.

Do not question or discuss with an inmate or ex-inmate his/her criminal case; this would also include discussing an inmate's criminal case with someone else.

Do not affix your name or signature on any document for an inmate without command approval. Do not give letters of recommendation nor appear in court for an inmate.

Do not speak to the media or correspond with the media about matters involving an inmate, an inmate's case, or an inmate's conduct. Confidentiality implies that any information about an inmate will not be divulged outside this facility.

Do not use profanity while directing, instructing, or speaking to inmates. This would include crude, insulting, degrading, or offensive language.

Do not place your hands on an inmate or allow inmates to place their hands on you. This does not include an acceptable handshake or simple pat on the back. Hugging is not permitted.

Do not give any item to an inmate, which is considered contraband or is not permitted according to policy.

You must notify the inmate programs manager if you discover that you have a relative or acquaintance in custody. Volunteers and contract staff may not participate in inmate programs while they have a relative or acquaintance in the Jail or Community-based Corrections Center. Further, they may not visit a relative or acquaintance in jail without the expressed permission of jail administration.

Should an inmate tell a volunteer or contract staff that he is going to harm himself or someone else or is planning to escape, the volunteer must inform a member of the correctional staff immediately.

A volunteer or contract staff member who reports for duty under the influence of drugs or alcohol or is suspected of being in an intoxicated state, will not be permitted to enter the facility.

If a volunteer or contract staff member ever feels threatened or intimidated by an inmate, they must report it immediately to the Programs Manager or other command staff.

Contracted staff and Volunteers must adhere to, and follow, all the established policies, procedures and protocols contained in this handbook.

Facility Contraband Items

For security reasons, the jail does not allow inmates to receive anything from the outside except letters from family. Volunteers and contract staff may not give any items to inmates unless they are pre-approved.

For security reasons, certain items are not allowed to be carried into the secure perimeter of the facility by staff or volunteers. A partial list follows: Knives of any kind, fingernail clippers, pepper spray, cigarettes, matches, medicines, drugs, food, gum, candy, cameras, recording devices, cell phones, pop cans, coats, hats, purses, keys, bags (except see-through ones).

Emergencies

Working with inmates always requires deliberate observation of their behavior. Everyone working in the jail has a responsibility to help maintain order and discipline. When you work with inmates in a program, you are the person in charge and must hold inmates accountable for their behavior. You should read the Inmate Handbook and hold inmates accountable for their actions. A gentle reminder may be all that is required, or you can ask the inmate to leave the program area or classroom. Report any serious inmate behavior problems so that necessary action can be taken by correctional staff.

If there is an emergency, situation, in the area where you are working you must notify a member of the correctional staff. This can be done by pushing a central control call button or using the telephone and calling extension 4098 or 4099.

If there is an emergency, situation, outside of your area you will be notified by central control or a member of the correctional staff. It is very important that you follow the instructions of the staff during these situations.

Some General Qualifications for Contract Staff & Jail Volunteers

Patience, a sense of humor, the ability to work with others, a willingness to accept security requirements, willingness to follow rules, be at least 21 years old, member of community agency or faith-based group, a concern for others, responsible, and honest.

Contacts and Telephone Numbers

William R. Kinville, Chief of Corrections.....847-377-4093
William C. Thornton, Deputy Chief of Corrections...377-4254
Lieutenant Nick Kalfas, Director of Security.....377-4059
Mary Turley, Inmate Programs Manager.....377-4088

Receipt of Handbook / Statement of Understanding

I acknowledge receipt of Jail Handbook, which I have read, and agree to follow all jail rules and procedures. I further understand that I am a guest in this detention facility and agree to immediately follow the directions of all correctional staff, and ask questions later, if necessary.

I understand the inherent risks and working conditions associated with entering an adult correctional facility. I will only enter areas of the jail to which I am authorized and assigned.

I understand that I am subject to search, always, while in the Lake County Jail and understand that a warrants check, criminal background check and other security checks will be performed before I am approved and at random times while I am a jail volunteer or contact staff.

I understand that it is a felony to bring contraband into a penal institution and that the Lake County Sheriff's Office will prosecute anyone caught bringing contraband into the Jail.

Printed Name: _____

Signature: _____ Date: _____