

Volunteer Registration and Agreement

Printed Name: _____

Date of Birth: _____ Height: _____ Weight: _____ Race/Sex: _____

Social Security #: _____ Drivers License #: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Fax: _____ E-mail Address: _____

Have you ever been arrested? Yes No Have you ever been convicted of a felony? Yes No
Are you now or have you ever been on probation or parole? Yes No
If yes to any of the questions above, please explain (include charge, when, where, DOC number, parole or probation officer's name): _____

Aliases: _____

Are you related by blood or marriage to any offender housed in a DPS&C facility? Yes No
If so, whom? (Name, DOC # and location of offender): _____

Are you on the approved visiting/phone list of any offender housed in a DPS&C facility? Yes No
If so, (Name, DOC# and location of offender): _____

Have you or any member of your family been the victim of a crime? Yes No
If yes, what was the crime? _____ Where is/was the offender incarcerated? _____

Have you ever been removed from service at this or any other state or local facility? Yes No
If so, where? _____

Are you currently a volunteer at any other state or local facility? Yes No
If so, where? _____

Sponsoring Organization: _____
Contact Person: _____ Phone Number: _____

NOTE: This form must be submitted to EACH institution where the volunteer desires to serve. The volunteer must be approved by EACH institution prior to service.

As a volunteer with the Department of Public Safety and Corrections (DPS&C), I hereby agree to abide by all policies, procedures, rules and regulations in the conduct of my activity. I will cooperatively serve at the discretion of the Unit Head. I understand that I am required to attend an orientation program and other training that may be necessary in order to be made aware of the policies, procedures, rules and regulations of the DPS&C, especially policies regarding confidentiality, hostage situations and information on sexual assault and sexual misconduct. I also understand that any falsification of the above information, failure to comply with the policies, procedures, rules and regulations could result in my termination as a volunteer and may result in my arrest.

Signature of Volunteer _____

Date _____

Result of Criminal History Check:
Volunteer Approved: _____
Volunteer Not Approved: _____
Checked By: _____

INSTITUTIONS WHERE VOLUNTEER DESIRES TO SERVE

12 August 2011

RULES AND GUIDELINES FOR VOLUNTEERS OR GUESTS

Below are rules meant as a brief summary of what is expected of volunteers or guests entering a Department of Public Safety and Corrections unit. Any problems, questions or concerns should be addressed to the staff contact or appropriate security person. By signature below, the volunteer or guest acknowledges and understands the importance of following these rules and guidelines and that a violation of these or any other unit rule or guidelines may result in immediate and future termination of service and/or removal from the unit.

All visits to the unit must be approved in advance by the Unit Head or designee.

All personal vehicles must be parked in the parking lot at the Front Gate (or other designated area) unless authorized to drive in.

When unattended, the vehicle must be locked with the windows up and the keys removed.

All guests are subject to a search of themselves and vehicle before entering the unit.

All vehicles, including the trunk area, will be checked by the Front Gate Security Officers upon leaving an institution.

Posted speed limits on institutional grounds will be adhered to.

Intoxicating liquors, weapons, drugs, cell phones or any other articles, substances or things that may be considered to endanger security will not be brought into or stored in any part of the unit. This includes a parked, locked vehicle.

No cameras, tape players, recorders, etc. can be brought into the unit without the express permission of the Unit Head or designee.

Nothing, including food items, drinks, metal utensils, religious literature, pamphlets, etc. is to be carried into the unit unless prior approval has been granted by the Unit Head or designee.

No one may enter the unit under the influence of alcohol or other intoxicants. An odor of alcohol is sufficient to deny entry. Medication must be checked at the Front Gate (or designated area) before entering the unit.

Institutional guests are not allowed to wear the following combinations of clothing since offenders wear these combinations: blue jeans and blue chambray shirt; blue jeans and a white tee shirt; blue jeans and sweat shirt; sweat suits or blue jean jackets.

Guests are allowed only in the area or areas where they have been given permission to be.

Unless authorized, no guest will bring anything to an offender, take anything from an offender or assist an offender in passing something to someone else.

Guests SHALL NOT develop nonprofessional relationships with offenders, with an offender's family or with an offender's friends. This includes, but is not limited to, the writing of personal letters and making personal phone calls to offenders, offenders' family or friends.

No money can be given to an offender by anyone for any reason.

Signature of Volunteer or Guest

Date

Organization

Louisiana Department of Public Safety and Corrections
Sexual Assault and Sexual Misconduct with Offenders
Volunteer, Intern and Contractor Acknowledgement

Any sexual activity or relations or attempted sexual activity or relations between a volunteer, intern or contractor and an offender are expressly forbidden. Any violation will result in disbarment from the unit and may include the filing of criminal charges as warranted.

I have read and understand the above.

Name (Print)

Witness (Print)

Signature

Witness Signature

Date

Date