



SPECIAL EVENT VISITOR FACILITY ACCESS AGREEMENT

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Individuals may participate in as many as four volunteer-led events during a 12-month period of time without completing a volunteer application packet and enrolling in the Texas Juvenile Justice Department (TJJD) volunteer program. Participation is not guaranteed and is subject to approval by the community relations coordinator and the facility superintendent. This agreement must be completed and submitted to the location listed below at least two working days prior to the first scheduled activity/event, or by noon on the Thursday before a weekend activity. While a new form is not required for the 2nd, 3rd, or 4th visits to this same facility, you are expected to report any changes in your criminal history to the community relations coordinator before your next visit. You may complete an electronic version of this form and email it to the coordinator, if you do not have access to a scanner or fax machine. Your email will constitute an e-signature for the form.

Mailing Instructions				
TJJD Facility Mailing Address	City	State	Zip	
Community Relations Coordinator/Chaplain Fidel F. Garcia	Office Phone #	Fax #		
Community Relations Coordinator's/Chaplain's Email fidel.garcia@tjtd.texas.gov				
Personal Information				
Full Name (Last, First, Middle)		Suffix (e.g., Jr.)	Other Names Used	
Address	Apt. #	City, State	Zip	Phone #
Driver's License State and Number		Date of Birth	Email Address	
Additional Information				
What organization are you affiliated with?				
Describe the event or activity in which you wish to be involved (include date and time).				
Are you interested in enrolling in the TJJD volunteer program?				
Agreement (please indicate your agreement to the following regulations by initialing each statement)				
<input type="checkbox"/> I understand that while I am visiting the facility, I will at all times remain within eyesight of the staff and/or registered volunteer who is supervising the activity.				
<input type="checkbox"/> I will abide by the rules and regulations of TJJD.				
<input type="checkbox"/> I understand and agree that neither TJJD nor the State of Texas will be liable for injuries sustained by me.				
<input type="checkbox"/> I will respect the privacy of every youth committed to TJJD by not sharing any information about a youth with anyone outside of TJJD. The discussion of such information, even between volunteers and employees, must be in the line of service, impersonal and discreet.				
<input type="checkbox"/> I understand that security personnel will search me and my personal possessions when entering a secure TJJD facility to maintain a safe, rehabilitative environment. I understand that if I refuse to be searched or refuse consent to search my personal property, I will be subject to immediate removal from the facility.				
<input type="checkbox"/> I assume full responsibility for any personal item that I bring into a TJJD facility.				
<input type="checkbox"/> I will leave my vehicle keys with security personnel as I enter the facility.				
<input type="checkbox"/> I will not bring anything considered as contraband into the TJJD facility, including knives and other weapons, cell phones, cameras and other recording devices, alcohol, tobacco, illegal substances, and pornography.				
<input type="checkbox"/> I will not have a weapon in my possession while on the premises of a TJJD facility, regardless of whether or not I am licensed to carry a concealed handgun (this includes my vehicle parked at a TJJD facility).				
<input type="checkbox"/> I will not give or exchange personal information, including phone numbers, email or home addresses, and any other personal information, with any youth in a TJJD facility unless I have prior approval from the facility administrator or designee.				



SPECIAL EVENT VISITOR FACILITY ACCESS AGREEMENT

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

- I will not give or exchange money or goods (including food), regardless of value, with a youth unless authorized by the community relations coordinator.
- I will comply with the schedule and conditions concerning the purpose and nature of the event I am attending.
- I will not bring in or use any religious materials intended for youth unless they have been pre-approved by the facility chaplain.
- I am aware that all sexual conduct with TJJD youth is strictly prohibited and will not be tolerated.
- I will not enter a youth's bedroom or sleeping area without a TJJD staff's permission and will not use bathrooms designated only for youth.

Certification of Criminal History Information (please Initial each statement)

I hereby certify that each of the following statements are true, as indicated by my initials below, and understand that giving a dishonest response may disqualify me from ever becoming enrolled in the TJJD volunteer program.

- I am **not currently** the subject of any criminal investigation;
- There are **no current criminal charges pending** against me;
- I have **never been convicted** of any criminal offense (felony or class A or B misdemeanor) involving a **juvenile/child** victim or the direct endangerment of a juvenile/child;
- I have **not been convicted of any felony offense** (or an equivalent offense under the Uniform Code of Military Justice) within the past 15 years;
- I have never been convicted of a **sex offense**; and am **not legally required to register** as a sex offender.
- I have **never been convicted** of a capital offense, **murder, aggravated kidnapping, aggravated robbery, burglary, trafficking of persons, or compelling prostitution.**
- I will notify the facility's community relations coordinator before my next visit if I am **arrested for or charged with any violation of the law**, regardless of the severity or disposition.

-OR-

- I am **unable to answer one or more of the statements above as being true**, and I am requesting an appointment to discuss my criminal history with the community relations coordinator.

BY SIGNING THIS DOCUMENT, I ATTEST THAT EACH OF MY RESPONSES ON THIS FORM IS TRUE AND ACCURATE.

Signature: X Date: _____

TJJD Office Use Only:

- Date of 1st Event:
- Date of 2nd Event:
- Date of 3rd Event:
- Date of 4th Event: