

# MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT Volunteers and Contractual Personnel Rules and Regulation Notice

## STEP 1: Indicate the Respective Service Staff and Facility

**Submit Only One Application per Facility**

**Chaplaincy Services Unit**

- Counselor
- Mentor
- Worship Service Leader
- Family Counselor
- Other \_\_\_\_\_

**Rehabilitative Services Unit**

- Counselor
- AA Counselor
- NA Counselor
- DSPS Instructor
- Licensed Professional \_\_\_\_\_
- Other \_\_\_\_\_

**Facility/Contractor**

- Boot Camp Program
- Pre-Trial Detention Center
- Turner Guilford Knight Correctional Center
- Training and Treatment Center
- Metro West Detention Center
- Women Detention Center

## STEP 2: Please complete the following questions; read and sign the Volunteers and Contractual Personnel Rules and Regulations Notice.

In accordance with Florida Statute 119.071, "General exemption from inspection or copying of public records," a public agency in Florida may request a Social Security Number (SSN) from an individual only when it is specifically authorized by law to do so, or imperative for the performance of that agency's duties and responsibilities.

The decision to provide your SSN is your option. However, declining to provide the SSN may delay the processing of your application/request/documents(s). If you provide your SSN, Miami-Dade Corrections and Rehabilitation Department (MDCR) will use it for identification and verification purposes only.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Driver License/FL State ID #: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ Length of Time: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Pager #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Referred by: \_\_\_\_\_

Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Phone #: \_\_\_\_\_

What service will you perform as a volunteer? \_\_\_\_\_

Number of visits per week: \_\_\_\_\_ On what days? \_\_\_\_\_ At what times? \_\_\_\_\_

Special Skills/Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Languages Spoken: \_\_\_\_\_



# MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT

## Volunteers and Contractual Personnel Rules and Regulation Notice

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Volunteers and individuals contracted to work in a facility within the Miami-Dade Corrections and Rehabilitation Department (MDCR) shall adhere to the following rules and regulations at all times.

1. Volunteers and contractual personnel shall not give anything to an inmate unless authorized by the Facility/Bureau Supervisor in writing.
2. Volunteers and contractual personnel shall give no personal favors to any inmate, including preferential treatment to family members in the facility (nepotism).
3. Volunteers and contractual personnel shall treat inmates with dignity and respect.
4. Sexual conduct with inmates, regardless of consensual status, is prohibited and subject to administrative and criminal sanctions.
5. Volunteers and contractual personnel shall abide by the rules and regulations of the facility and the MDCR.
6. Volunteers and contractual personnel shall be properly dressed when entering a facility.
7. No food, newspapers, or any other outside items shall be allowed into the facility unless prior approval is given by the Facility/Bureau Supervisor.
8. If any volunteer or contractual personnel have any questions as to his or her conduct, within the facility, he or she should contact the Facility/Bureau Supervisor, or the Shift Supervisor/Shift Commander.
9. Any problems with an inmate should be reported to a sworn MDCR staff member, Shift Supervisor/Shift Commander or Facility/Bureau Supervisor.
10. You will be given a tour of the facility. Familiarize yourself with the Shift Supervisor/Shift Commander area, evacuation routes, alarm pull stations, and locations of staff telephones.
11. Volunteers and contractual personnel shall not smoke in the facility, nor shall they introduce or give any tobacco products (cigarettes, cigar, chewing tobacco, marijuana, including lighters, and matches) to an inmate(s).
12. There shall be no proselytizing (converting inmates from one belief to another) for any specific churches or denominations.
13. There shall be no teaching of church ordinances or sacraments without prior approval of the Chaplain's office.
14. Non-staff/volunteers shall not accept telephone calls from inmates at their personal residence or telephone.

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I have been informed, in detail, of all rules and regulations of the facility. I am aware that all the rules and regulations that apply to departmental staff also apply to me. I will abide by all policies, directives; and rules and regulations including those in reference to confidentiality of records and other privileged information, and the following law regarding contraband:

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**FS 951.22** County Detention Facilities: Contraband Articles - (1) It is unlawful, except through regular channels as duly authorized by the sheriff or officer in charge, to introduce into or possess upon the grounds of any county detention facility as defined in s. 951.23 or to give to or receive from any inmate of any such facility wherever said inmate is located at the time or to take or to attempt to take or send there from any of the following articles which are hereby declared to be contraband for the purposes of this act, to wit: Any written or recorded communication; any currency or coin; any article of food or clothing; any tobacco products as defined in s. 210.25(11); any cigarette as defined in s. 210.01(1); any cigar; any intoxicating beverage or beverage which causes or may cause an intoxicating effect; any narcotic, hypnotic, or excitative drug or drug of any kind or nature, including nasal inhalators, sleeping pills, barbiturates, and controlled substances as defined in s. 893.02(4); any firearm or any instrumentality customarily used or which is intended to be used as a dangerous weapon; and any instrumentality of any nature that may be or is intended to be used as an aid in effecting or attempting to effect an escape from a county facility. (2) Whoever violates subsection (1) shall be guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

**I, the undersigned, have read and understand the rules and regulations of MDCR and agree to adhere to them to the fullest.**

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Applicant Signature

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Date