

## Ministry/Volunteer Application KCSO/ Corrections Division

Contact Information	
Name:	
Date of Birth:	
Sex/Race:	
Street Address:	
City/State/Zip Code:	
Work Phone:	
Home Phone:	
E-Mail Address:	
Emergency Contact: (Name and Phone#)	
Organization:	

### Additional Questions:

1) Do you have any friends or relatives in custody here? Y / N

If yes, please list: \_\_\_\_\_

2) Have you been arrested in the last 3 years? Y / N

By submitting and signing this application, you are affirming that all of the information provided is both true and accurate. I also understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by myself on this application may result in my immediate dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Our Policy

It is the policy of the Kankakee County Sheriff's Department to provide equal opportunities without regard to race, religion, gender, sexual preference, age, or disability.

# JEROME COMBS DETENTION CENTER

## Volunteers and Contractual Personnel Regulations

1. Volunteers and contractual personnel shall not give anything to an inmate unless authorized by the Chief of Corrections or his designee in writing.
2. Volunteer and contractual personnel shall not provide 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 relations with inmates, regardless of consensual status, are prohibited and subject to administrative and criminal sanctions.
5. Volunteer and contractual personnel shall abide by the rules and regulations of the facility and Kankakee County Sheriff's Department.
6. Volunteers and contractual personnel shall be properly dressed when entering JCDC.
7. No food, newspapers, or any other outside items shall be allowed into the facility unless prior approval is given by the Chief of Corrections or his designee.
8. If any volunteer or contractual personnel have questions as to conduct, within the facility, he/she shall contact the Chief of Corrections, or his designee.
9. Any problem with an inmate shall be reported to a JCDC staff member, Director of Inmate Programs or Chief of Corrections.
10. Volunteers and contractual personnel will shall not smoke or consume alcohol in the facility, nor shall they introduce or give any tobacco or alcohol products to an inmate(s).
11. There shall be no proselytizing (converting inmates from one belief to another) for any specific churches or denominations.
12. Volunteers and contractual personnel shall not accept telephone calls from inmates at their personal residence.
13. No electronic devices will be allowed inside JCDC.

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**I have been informed of Kankakee County Sheriff's Department and Jerome Combs Detention Center's zero tolerance policy regarding: sexual assault, sexual harassment, "consensual sex" with correctional staff, and inmate-inmate sexual assault incorporated into the Prison Rape Elimination Act (PREA) adopted by the US Congress on September 4, 2003. I will abide by all policies, directives, rules and regulations including those in reference to confidentiality of records and other privileged information, and the following law regarding contraband:**

**I understand that if I have questions, at any time, regarding this policy, I will consult with the Chief of Corrections or designee. Please read the policy carefully to ensure that you understand the policy before signing this document.**

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

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**Applicant Name (Print)**

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**Signature**

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**Date**

# Jerome Combs Detention Center Visitor Orientation Signoff List/ Statement of Understanding

I \_\_\_\_\_ hereby understand and agree to the following information. (Check each section)

— I have received the Visitor’s Policy and Procedures.

— I have received and signed the Kankakee County Sheriff’s Office Waiver.

— I have received the Jerome Combs Detention Center’s Policy and Procedures regarding:

- Mission Statement
- Injured Staff
- Confidentiality of Records
- Harassment
- Code of Ethics
- Smoking
- Drug- Free Workplace
- Fire and Emergency

— I understand that I must receive a Visitor/Volunteer ID and display it on my person at all times while visiting the Jerome Combs Detention Center.

— I have received a copy of excerpts from the Jerome Combs Detention Center Inmate Handbook.

**I have received information regarding the Prison Rape Elimination Act (PREA)**

— I understand that I must comply with all officer request while in this facility.

— I understand should I fail to comply with the above information, I may have my status as a visitor/volunteer terminated. Also, the organization I represent may be contacted concerning this termination.

\_\_\_\_\_  
Visitor/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



# Recap

- 1) If you have a question about anything, ask the Program Director before you do it.
- 2) Do not bring in unauthorized items for the inmate population. For example, pencils used to be allowed to be brought in, and now they are not allowed due to a policy change. If you would like something approved (i.e. prayer books, handouts, etc.) you must get approval from the Programs Director.
- 3) When visiting the housing units, please be aware of your surroundings and do not put yourself in a dangerous situation. Communication with the officer on duty is key.
- 4) If you brought in something that was approved by the Programs Director, but the officer does not let you bring it in, do not become argumentative with the officer. Simply send some communication to the Programs Director so that the situation can have a remedy for your future visits.
- 5) Always remember that this is a detention center, so the safety of all parties comes before anything else. There will be times that you will not be permitted into the facility or asked to leave the housing unit areas. (i.e. bad weather, full lockdown, emergency situations, etc.)
- 6) Do not take anything from an inmate out of the facility. This includes mail, notes, legal work, or presents of any kind.
- 7) Last but not least, I hope that you all have an enjoyable, heartfelt experience while meeting with the detainees at this facility. If you ever have any questions, feel free to contact me. By email usually gets a faster response as I am in and out of my office on most days.

## JCDC Ministry Schedule 2017

### Religious Services/ Visitation

- Monday, Tuesday: 7:00- 9:00 P.M.
- Thursday: 9:00- 11:00 A.M.
- Friday: 1:00- 2:30 P.M.  
7:00- 9:00 PM
- Saturday: 1:00- 2:30 P.M.
- Sunday: 8:30- 10:30 A.M.  
3:00- 4:30 P.M.