



ST. JOHNS COUNTY DETENTION CENTER

CITIZEN VOLUNTEER APPLICATION ADDENDUM

Please read and follow the steps listed below. The steps are designed to eliminate as much travel time as possible and expedite the process as quickly as possible.

AA/NA VOLUNTEERS

1. Obtain and fill out application completely (Volunteer Application SJSO-155).
2. Make arrangements to have interview with the Programs Deputy at (904) 209-1453.
3. Return the application to the Programs Deputy at the Detention Center. Applications will be processed and you will be contacted about a jail orientation and tour at which time you will be photographed for an ID Badge.
4. Please allow for a minimum of five (5) working days for processing.

CLERGY VOLUNTEERS

1. Obtain and fill out application completely (Volunteer Application SJSO-155).
2. Please contact the Programs Deputy at (904) 209-1453 to make arrangements to have an interview with the Jail Chaplain.
3. Return the application to the Programs Deputy at the Detention Center. Applications will be processed and you will be contacted about a jail orientation and tour at which time you will be photographed for an ID Badge.

****NOTE: ALL APPLICATIONS MUST BE SIGNED BY THE INTERVIEWER.**

**SHOULD YOU HAVE ANY QUESTIONS,
PLEASE CONTACT THE PROGRAMS DEPUTY AT (904)209-1453**

ST. JOHNS COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION

CITIZEN VOLUNTEER RULES AND REGULATIONS

The Citizen Volunteer

1. Must have an approved application on file.
2. Must have a Sheriff's Office Citizens Volunteer Picture ID Badge.
 - a. This badge will be picked up and left at the Main Control Room of the Detention Center. At no time will this badge leave the facility.
3. No cell phones, tablets, laptops, or electronic communication devices will be allowed in the Detention Center.

Interactions with Prisoners

1. Volunteers shall not become involved in any way, socially with prisoners in the Detention Center.
2. Volunteers shall not accept loans, gifts, gratuities or other favors from prisoners.
3. Volunteers shall not touch, hold hands, or physically console inmates in any fashion.
4. Volunteers shall not compromise Detention Center security as a result of communications or interactions with prisoners.
5. Volunteers shall not loan money or other property to prisoners nor grant special unauthorized favors.
6. If you have reason to believe that a prisoner has information of value that he/she wishes to divulge, refer him/her to the Lieutenant or Sergeant.
7. It is prohibited to discuss personal business or Detention Center problems with prisoners. Due caution should be exercised by volunteers at all times as to what they talk about; and who can overhear.
8. No Volunteer shall mail any material for prisoners outside of the facility mail service.
9. Any Volunteer who enters the Detention Center while intoxicated will be subject to dismissal from the Volunteer program.
10. All prisoners will be treated impartially, regardless of race, religion, creed or nature of crime.
11. Our success in effectively running the Corrections Division will be determined to a considerable extent by the treatment of the prisoners, by their morale and willingness to cooperate in an admittedly difficult environment. It is the responsibility of each volunteer to report disciplinary infractions and to report safety or security violations.
12. Dress Code: Proper attire must be worn by all (male and female) volunteers conducting services to the inmates of the St. Johns County Detention Center. It is the intent of the Detention Center to allow services, however, a dress code must be established as follows: **No shorts, halter/tank tops, mini-skirts. No see-through clothing. Printed "T-shirts" must be in good taste.**

Bringing Unauthorized Items Into The Detention Center

1. Volunteers shall not carry out or bring in letters, notes, books, food or messages for prisoners except as authorized by the Correction Staff.
2. No firearms, pocket knives, self defense sprays, or weapons shall be allowed inside of the Detention Center.



ST. JOHNS COUNTY
SHERIFF'S OFFICE

ROBERT A. HARDWICK, SHERIFF

4015 LEWIS SPEEDWAY, ST. AUGUSTINE, FL 32084 | 904.824.8304 | www.SJSO.org

**VOLUNTEER PROGRAM
RULES AND REGULATIONS**

The following Inmate Rules are listed for your awareness.

Inmate Behavior/Conduct:

1. Attitude towards both inmates and staff is extremely important. Inmates are expected to conduct themselves in such a manner as to command the respect of fellow inmates and the Detention Center staff.
2. Profanity is prohibited and will not be tolerated.
3. Defacing the walls, posting of pictures or drawing on the walls of this facility is absolutely prohibited.
4. Smoking is prohibited in this facility. The St. Johns County Detention Center is a nonsmoking facility.
5. Inmates must send or receive all mail through the facility mailing system. Inmates are cautioned against any attempt to smuggle mail out of the facility, or other subterfuge, to violate mail procedures.

I have read and understand these rules and regulations. I also understand that noncompliance with these rules could result in my dismissal from the Volunteer Program.

Signature

Date

