

Lewis and Clark County Detention Center

Volunteer Guidelines



In Partnership With
Education and Transition Program
Department of Criminal Justice Services

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Detention Center Operation’s Levy

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Becoming a Volunteer

Eligibility

Any person of good character, at least 18 years of age and sufficiently mature enough to handle the responsibilities involved, are eligible to become volunteers.

If an applicant has a family member or close contact incarcerated in the detention center, they may not provide volunteer services during the duration of that individual's incarceration.

Background Check

All potential volunteers will be required to complete a Programs Volunteer Application Packet and allow Lewis and Clark County Sheriff's Office to complete a background check. Prior criminal history may or may not disqualify a potential volunteer, and will be taken into consideration.

Training

All potential volunteers will be required to complete the Volunteer Orientation prior to providing services in the Detention Center.

Volunteers will be expected to attend an annual training to stay current on all Detention Center policies.

Volunteer Conduct

Confidentiality

Anything personal and/or sensitive in nature is kept confidential. The only exception is when an individual reveals they may be a danger to themselves or others.

Respect

Extend respect to all incarcerated persons, officers, staff, and other volunteers. Discourteous comments, gossip, disparaging or derogatory remarks are not tolerated.

Compassion

Be open and accepting without judgement, acknowledging the pain, hardship, adversity, and suffering that is associated with incarceration. Use positive words and actions that help to strengthen and build up others.

Focus

Stay focused on the program material in a professional manner. Do not promote or advocate for a particular social, religious, or political movement.

Personal Involvement and Advocacy

Be yourself without becoming intimately involved with incarcerated persons. Do not favor one individual over another, and refrain from asking about an incarcerated person's criminal history or current charges. Do not exchange gifts or personal favors while an individual is incarcerated (i.e. calling/writing a friend or relative, putting money on their books, checking on things for them on the outside, etc.), or provide legal advice.

Entering the Facility

Getting Ready to Go In

- Put all items not allowed in the Detention Center in your locker in the public area.
- Check your pockets to ensure you didn't forget to take anything out.
- Your name badge must be visible on your person.

Going In

- Alert officers when you are ready to go in the Detention Center by pressing the silver intercom button.
 - When greeted, provide your name and the program you are representing
- The officers will complete a search (pat search or body scanner).
- You must be escorted by an Officer at all times while inside the facility.
- Please do not attempt to enter the Detention Center if you are not scheduled to do so.

Appropriate Attire

You will not be allowed in the Detention Center if you are not dressed appropriately. Business casual attire is recommended.

- Wear closed-toe shoes
- Do not wear jewelry or items that could be lost or easily grabbed.
- Do not wear items with derogatory or suggestive graphics. If unsure, please ask.
- Avoid shorts, skirts, dresses, tank tops, low cut necklines, transparent, or tight clothing.

Items in the Facility

Program Materials

All program materials must be approved by the Education and Transition Coordinator (“Coordinator”) prior to scheduling a time to go into the Detention Center.

Any items that will be left in the facility with an incarcerated person must be approved first. Detention staff must also be informed when items are left inside the facility as this must be documented.

Please do not provide an incarcerated person with any materials in excess of what is provided to others.

You May Bring In

- Previously approved program materials
- One pen or pencil for your personal use only
- Valid photo identification

Prohibited Items

- Weapons, ammunition, explosives, medication, drugs, keys, etc.
- Any electronics
- Staples, paperclips, spiral-bound notebooks (the Coordinator has a staple-less stapler that Volunteers may use)

Safety

While in the Detention Center, volunteers are encouraged to:

- Be themselves
- Stay alert and aware, maintain situational awareness
- Utilize officers as the main point of contact; always ask questions about unknown situations
- Maintain an environment free from harassment (notify the Coordinator or Detention Staff immediately if they are subject to or witness verbal, physical, environmental, or sexual harassment)

Emergency Situations

- If an incarcerated person becomes hostile:
 - Speak calmly and avoid argumentative words or actions
 - Signal staff using the intercom button if feeling unsafe
- If a fight breaks out:
 - Signal staff immediately
 - Use a firm voice to tell the individuals to “STOP”
 - Stay back and clear, do not attempt to break up the fight or put themselves between individuals
 - Await staff arrival and follow their instructions
- If there is a riot in the facility:
 - Do NOT intervene, or leave the secure location
 - Ensure the door is locked and secure
 - Follow staff directive
- If a volunteer is taken hostage:
 - Do NOT try to escape
 - Be calm and cooperative; stay low-profile
 - Obey hostage takers’ instruction; limit conversation, and try not to negotiate
 - Pay attention to details for documentation

Misconduct

Grievances

As a volunteer in the Detention Center, you deserve to feel physically, mentally, and emotionally, safe, secure, and comfortable. Please inform the appropriate person if this is no longer true for you.

If you have an issue with an incarcerated person, inform an Officer immediately, and document such with the Coordinator.

Please inform the Coordinator for grievances regarding detention staff, or another Volunteer.

To file a grievance against the Coordinator, please inform the CJS Director.

All grievances filed will remain confidential.

Termination

Volunteers may be asked to leave the volunteer program at any time, for any of the reasons below. This list does not represent all scenarios, and is subject to the discretion of the Sheriff, the Detention Captain, or the Coordinator.

- Breach of confidentiality
- Unlawful conduct or breach of facility rules and regulations
- Trafficking contraband
- Not cooperating with staff members
- Not showing support of programs

Criminal Justice Services

Mission Statement

To improve the safety of the citizens of Lewis and Clark County and ensure the equitable and efficient treatment of defendants, offenders, and victims.

Contact Information

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IMPORTANT:

While in the Detention Center, your main point of contact will be the Detention Officers, Corporals, or Sergeants.



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