

Programs Volunteer Application Packet Checklist
(All parts must be completed for application to be considered)

Before turning in, please make sure to have the following completed:

- Volunteer Application Packet (Completely filled out)

- Copy of Driver's License (Attached to packet)

- Signed Authorization to Complete Background Check

The following box is for Lewis and Clark County staff to complete:

- Background Check / CJIN

- Approved by Admin NOT Approved by Admin

- Orientation

- Signed Acknowledgment and Programs Volunteer Agreement

Date: _____ Name: _____

Program: _____



**LEWIS AND CLARK COUNTY DETENTION CENTER
IN PARTNERSHIP WITH
CRIMINAL JUSTICE SERVICES DEPARTMENT
EDUCATION AND TRANSITION PROGRAM**

PROGRAMS VOLUNTEER APPLICATION

- Please fill out this application packet. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
- Please attach a copy of your driver's license or state issued ID, and any other applicable licensing and/or certification information (i.e. clergy certification, counselor's license, etc.).
- After you have completed this packet, please return it to the Education and Transition Coordinator at the Criminal Justice Services Department Office.
221 Breckenridge Avenue, Helena MT 59601
- We review each individual application. However, disqualifications may include:
 - Incarceration in the Lewis and Clark County Detention Center (LCDC) within the past year.
 - Supervision by Probation and Parole.
 - Assaultive felonies.
 - A family member is currently incarcerated at LCDC.
 - Your application is incomplete or not accurate (If unsure of something, please attach an explanation letter).
- A background check will be conducted to verify all information supplied in this packet. This process can take several days.
- If your application is approved, the Education and Transition Coordinator will contact you to invite you to the Volunteer Orientation.
- If you have questions, please contact Alexia Clark, Education and Transition Coordinator at 406-594-5713 or aclark@lccountymt.gov.

Thank you for applying to volunteer at the Lewis and Clark County Detention Center.

**Programs Volunteer Application
Lewis and Clark County Detention Center**

Program I would like to volunteer with: _____

Name: _____
Last, Maiden, First, Middle

Address: _____
Street City State Zip

Phone Number: _____ Optional Phone Number: _____

Email: _____

Race: _____ Sex: M F Date of Birth: _____ Place of Birth: _____

Social Security Number: _____ (Required for criminal history check. This will be kept confidential.)

Have you ever used a different social security number? N Y List the number: _____

1) Employer: _____ Phone Number: _____

2) Have you ever been arrested? N Y If so, which state(s)? _____

Date: _____

Charge: _____

Date: _____

Charge: _____

Date: _____

Charge: _____

3) Have you ever been convicted of a felony? N Y

If yes, please list the charge(s):

4) If volunteering for a dependency program how long have you been sober/clean? _____

5) List all states in which you have held a Driver's License: _____

List current Driver's License number and state: _____

6) Do you know anyone who works at the Lewis and Clark County Detention Center (LCDC)? N Y

Who: _____

Do you know anyone currently incarcerated in LCDC? N Y

Who: _____

Do you know anyone who has been incarcerated in LCDC? N Y

Who: _____

Do you know anyone scheduled for incarceration in LCDC? N Y

Who: _____

7) Personal References:

Name: _____

Address: _____

Relation: _____ Phone: _____

Name: _____

Address: _____

Relation: _____ Phone: _____

I certify that the information I have provided is accurate and complete. I authorize the Lewis and Clark County Sheriff's Office to investigate all the information on this application and my criminal history. In the event I am approved, I agree to abide by the Lewis and Clark County Sheriff's Office rules governing guests authorized to enter the Detention Center.

Applicant Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Upon review, this application has been:

Approved

Denied