



**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 and attach all relevant documentation.
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.).
- If you are currently under supervision by Probation and Parole, a letter of support from the supervising officer is required (letter must state level of compliance and a recommendation for volunteer approval).
- After you have completed this packet, please return it to the Education and Transition Coordinator at the Lewis & Clark County Detention Center:
221 Breckenridge Avenue, 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.
 - Assaultive felonies.
 - A family member currently incarcerated at the LCDC.
- 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: _____

If volunteering for a recovery program: how long have you been clean/sober? _____

Name: _____
Last, Maiden, First, Middle

Address: _____
Street City State Zip

Phone Number: _____ Email: _____

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

List all states in which you have held a Driver License: _____

List current Driver License number and state: _____

Employer: _____ Phone Number: _____

Have you ever been arrested? (circle one) Y N

Date: _____ State: _____

Charge(s): _____

Date: _____ State: _____

Charge(s): _____

Date: _____ State: _____

Charge(s): _____

Have you ever been **convicted** of a felony? Y N

If yes, please list the charge(s): _____

Are you currently on probation or parole? Y N

If yes, who is your PO? _____

Phone: _____ Email: _____

Do you know anyone currently employed at the LCDC? Y N

Name: _____

Do you know anyone *currently* incarcerated at the LCDC? Y N

Name: _____

Do you know anyone who was *previously* incarcerated at the LCDC? Y N

Name: _____

Personal References:

Name: _____

Address: _____

Relation: _____ Phone: _____

Name: _____

Address: _____

Relation: _____ Phone: _____

AUTHORIZATION TO COMPLETE BACKGROUND CHECK:

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:** _____