



OTSEGO COUNTY OFFICE OF THE SHERIFF

172 County Highway 33W
Cooperstown, New York 13326

RICHARD J. DEVLIN, JR
SHERIFF



CAMERON S. ALLISON
UNDERSHERIFF

Otsego County Correctional Facility – Civilian Volunteer Application:

Any person, who is not employed by the Otsego County Sheriff's Office, wishing to gain admission to this Facility for purposes of involvement in volunteer programming such as religious programs, alcoholics anonymous, or other volunteer program must review & complete both pages of this application in person:

Full Name (printed): _____

Mailing Address: _____

Physical Address: _____

Date of Birth: _____

Home Phone: _____

Cell Phone: _____

Business Phone: _____

Employment Info: _____ #: _____.

O.C.C.F. Program(s) interested in: _____.

Have you ever been arrested or charged with a crime: ___ Yes ___ No

If yes, for what crime(s), when, where: _____.

Have you ever been denied access to any Correctional facility? ___ Yes ___ No

If yes: Where, when & why? _____.

Are you under Parole or Probation supervision? _____ **Name of PO:** _____.

What are your qualifications for the program you wish to be involved with? _____

Reference 1: Name & Phone #: _____.

Reference 2: Name & Phone #: _____.

*I hereby affirm, to the best of my ability and knowledge, that the above information is accurate and complete, and agree to submit to a criminal history & background investigation to be reviewed by the Otsego County Sheriff's Office. * PHOTOCOPY OF VALID NYSDL REQUIRED WITH THIS FORM **

Date: ___/___/___

Applicant Signature: _____

Receiving / Witnessing Officer _____ **#:** _____

Investigator: _____ **Date:** _____ **Approved:** _____ **Denied:** _____

Notice to Civilian Volunteers & Applicants:

Civilian Volunteers provide an important and valued service to this facility. However, this setting is unique in the risks, liabilities, and responsibilities associated to its staff and inmates. As such, the facility offers mandatory annual training for the approved volunteers that must be adhered to for the safety of all involved. Any deviation from the protocols and procedures enacted or prolonged absences from your participation in programming here may result in revocation of those privileges. Regular participation in programming will assist you keeping updated on any facility changes or safety precautions enacted; as well as facilitate our safe management of non-sworn personnel admitted to this facility. Any volunteer not participating within a 6 month period may be removed from the "Active" list. If you have any questions or concerns, please speak to a Shift Sergeant or facility Administration immediately before taking any action. Thank you.

All Civilian Volunteers and Applicants shall read, and sign affirmation to the following:

- 1) You are expected to follow all orders and directions from sworn staff immediately for your own safety. If you have questions or concerns related to those orders, you may address them with a Shift Sergeant or Administration after the incident is resolved.
- 2) This facility has a "No Hostage" policy, which very simply states, that if there is a hostage situation, no egress will be authorized. Facility will be locked down with security measures enacted immediately. Duress Alarms are available to all staff and will be issued by an Officer.
- 3) Chemical agents are utilized in this facility when necessary and you may be exposed to those chemical agents while inside the facility. If you have any medical conditions of concern, those need to be brought to the attention of a Shift Sergeant prior to entry. Staff members are trained in the proper protocols for decontamination and treatment of exposed individuals.
- 4) In accordance with federal PREA standards and Facility Policies, all sworn staff, inmates, and civilians are made aware that this facility has a Zero Tolerance policy for any form of sexual harassment, sexual abuse or misconduct. Any instances related to this policy must be immediately reported to a Shift Sergeant or Administration. In NYS, no inmate may consent to any form of romantic or sexual relationship or activity. No sworn staff, civilian staff, or volunteer admitted to this facility may have any form of unauthorized, unofficial contact with an inmate whether in the form of physical contact or a form of correspondence.
- 5) At no time will any civilian employee, contractor, or volunteer have any physical contact with an inmate other than a normal handshake, nor will they be allowed to be out of view of sworn Corrections staff and facility video recording devices.
- 6) At no time will any employee, volunteer or contractor give, sell, trade, nor receive anything to or from an inmate or their friends or family that has not been expressly authorized by the Sheriff or Jail Administration. Any attempts of such shall be reported immediately. Any deviation from this may result in a criminal investigation and / or immediate termination.

I have read, understand, and agree to abide to the above listed rules without exception:

Date: ____ / ____ / _____

*** PHOTOCOPY OF VALID NYSDL REQUIRED WITH THIS FORM ***

Name (printed): _____

Signature: _____

Officer Witness: _____

Badge#: _____

2014

Administration 607-547-4270	Civil Division 607-547-4271	Pistol Permits 607-547-6451	Criminal Division 607-547-4273	Corrections Division 607-547-4252	Fax Number 607-547-6413
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