



Schoharie County Correctional Facility

Ronald R. Stevens
Sheriff
Duane F. Tillapaugh
Undersheriff
Roger L. Butler
Jail Administrator

157 Steadman Way
PO Box 159
Howes Cave, NY
12092
(518) 295-2264

CIVILIAN VOLUNTEER APPLICATION

Any person who is not employed by the Schoharie County Sheriff's Office and wishes to gain admission to the facility for purposes of involvement in volunteer programming (religious programs, substance rehabilitation programs, etc.) must review and fully complete this application.

Full Name (printed) _____ Date of Birth _____

Mailing Address _____

Physical Address _____

Home Phone _____ Cell Phone _____

Employer _____ Work Phone _____

Employer Address _____

What program(s) are you interested in? _____

Have you ever been arrested and/or charged with a crime? Yes No

If yes, for what crime? _____

When and where did the arrest/charge occur? _____

Have you ever been denied access to a correctional facility? Yes No

If yes, when, where, and why? _____

Are you under Parole or Probation supervision? _____

If yes, name of Parole/Probation Officer _____

List any qualifications you possess for the program(s) you are interested in _____

Reference 1 Name _____ Phone Number _____

Reference 2 Name _____ Phone Number _____

I hereby affirm, to the best of my ability and knowledge, that the information listed above is accurate and complete. I agree to submit to a criminal history and background investigation that will be reviewed by the Schoharie County Sheriff's Office.

Applicant Signature _____ Date _____

Witnessing/Receiving Officer _____ Badge # _____

NOTICE TO CIVILIAN VOLUNTEERS APPLICANTS

Civilian volunteers provide an important and valued serviced to this facility. However, the correctional setting is unique in the risks, liabilities, and responsibilities associated with all staff and inmates. As such, the facility provides mandatory annual training for approved volunteers that must be adhered to for the safety of all individuals involved. Any deviation from the protocols and procedures or any prolonged absences from your participation in programming may result in revocation of your volunteer status. Regular participation in programming will keep you up to date with all changes in the facility. Any volunteer not participating for 6 months or more may be removed from the active volunteer list. If you have any questions or concerns regarding this policy, please speak to a Sergeant or the Jail Administrator.

All civilian volunteer applicants shall read and sign affirmation to the following:

1. You are expected to follow all orders and directions from sworn staff immediately. These orders are given for your safety or for the safety of others. If you have questions or concerns related to any orders given, you may address them with a Sergeant or the Jail Administrator after resolution of the incident occurring.
2. This facility has a "No Hostage" policy. This means that in the case of a hostage situation, no egress from the building will be authorized. The facility will immediately be locked down and security measures will be enacted immediately.
3. In case of emergency, Duress buttons can be used to signal for assistance.
4. In accordance with Federal PREA (Prison Rape Elimination Act) standards, as well as facility policy, all sworn staff, civilian volunteers, and inmates are made aware that the facility has a ZERO TOLERANCE policy for any form of sexual harassment, sexual abuse, or sexual misconduct. Any violations of this policy must be immediately reported to a Sergeant or the Jail Administrator. In New York State, no inmate may consent to any form of romantic or sexual activity.
5. No sworn staff, civilian staff, or volunteer will be permitted to have any form of unauthorized or unofficial contact with an inmate at any time.
6. At no time will any civilian volunteer have physical contact with an inmate. All interactions between inmates and civilian volunteers will be within view of facility recording devices.
7. At no time will any civilian volunteer, sworn staff, or civilian staff give, sell, trade, nor receive anything to or from an inmate or an inmate's friends or family. Any attempts of such must be reported immediately to a Sergeant or the Jail Administrator. Any deviation from this policy may result in a criminal investigation and/or immediate termination.

I have read the rules listed above. I understand and agree to adhere to these rules without exception.

Name _____ Date _____

Signature _____

Witnessing Officer _____ Badge # _____

APPLICATION REVIEW

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