

RAPPAHANNOCK REGIONAL JAIL

Programs Department

Receipt of Volunteer Handbook

I, _____, have received a copy of the Volunteer Handbook and I understand that I am expected to follow the rules for volunteers as outlined in the Volunteer Handbook.

All volunteers will observe the following rules:

1. Volunteers should attend programs (or other duties) as scheduled, or give/reasonable notification of any changes to the facility.
2. Admittance on scheduled dates and times is at the discretion of the Watch Commander. Please be patient if asked to wait. Security operations must take precedence. A ten-minute grace period will be given to volunteers conducting programs before the program will be cancelled.
3. All persons and their possessions entering the Rappahannock Regional Jail are subject to search. It is best to leave your belongings in your vehicle, at home, or secured a locker provided in the Public Lobby. Do not bring cash into the facility.
4. This is a tobacco-free facility. Inmates, staff, and visitors may not have chewing tobacco, cigarettes, matches, lighters, or smoking paraphernalia in their possession in the secure area.
5. Nothing is to be taken into the building for an inmate without the prior approval of the Superintendent, Inmate Services Manager, or the Watch Commander.
6. One must have approval for all program-related materials he or she wishes to use as part of an assignment.
7. Absolutely nothing is to be taken out of the building for any inmate.
8. While in the building volunteers are responsible at all times for their personal belongings and equipment.
9. All information about jail operations and inmates is confidential and may not be disclosed by volunteers. Inmates are entitled to their privacy.
10. Volunteers must terminate their programs at the scheduled time and leave the building (unless given permission by the Watch Commander to continue).
11. Volunteers must stop their scheduled activities and leave the building immediately if they are directed to do so by the security staff.
12. The Rappahannock Regional Jail reserves the right to cancel scheduled activities at any time, without notice, if required for security or orderly running of the facility.

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13. Civilians are required to be attired in clothing that allows for comfort but yet maintains a level of professionalism commensurate with their position and job responsibilities. As a general rule, clothing must not be too tight, tattered, frayed, excessively faded or revealing. Refer to Volunteer Handbook for specific rules governing the dress code.
14. Volunteers under the influence of alcohol or drugs will not be permitted to enter the facility and their volunteer status will be immediately terminated.
15. Volunteers must maintain a professional working relationship with the inmate population incarcerated in this facility. Volunteers will not release their personal telephone numbers or addresses to the inmates of this facility.
16. Volunteers must not engage in sending or receiving personal correspondence with inmates incarcerated in this facility (Including Tablet Communication).
17. Volunteers must not engage in receiving personal phone calls from inmates incarcerated in this facility.
18. Volunteers may be terminated at any time without prior notification for violations of the above-listed rules, or for any other conduct, which poses a serious threat to the security, and orderly operations of the RRJ.
19. Volunteers having a personal relationship with an inmate must notify the Inmate Services Manager at once. The volunteer may be denied entry during the period of the inmate's incarceration.
20. Volunteers receive are trained on the standards of PREA and the duties and responsibilities of their role in prevention, detection and response to reported incidents in the Volunteer Handbook as well as the PREA Form.
21. Rappahannock Regional Jail written policy mandates a zero tolerance toward all forms of sexual abuse and sexual harassment.
22. If a current volunteer is going to post bond for an inmate, including a family member, he/she is required to notify the Inmate Services Manager immediately.
23. If there are any problems or questions, contact the Inmate Services Manager as soon as possible

Volunteer Signature

Date