

Winnebago County Juvenile Detention Center Volunteer Rules

Orientation and Training

- 1) Please arrive 10 minutes before your scheduled start time. If you need to cancel for the day, please contact the shift supervisor to provide advances notification.
- 2) While in the Winnebago County Juvenile Detention Center, please remember to wear you identification badge.
- 3) If you have any concerns or questions, please ask the Shift Supervisor, Assistant Superintendent or Superintendent.
- 4) All volunteers are required to participate in a PREA Volunteer Orientation and review additional policies provided by the Volunteer Coordinator.
- 5) Please remember to address appropriately.
- 6) Volunteers should not give out personal information to any minor, such as phone numbers, addresses, emails or any other social media account information.

Safety and Security

- 1) Valuables such as purses, wallets, cell phones, backpacks, brief cases, shall be places in the lockers in the lobby area. Pockets must also be cleared of any items and places in the lockers as well. Sunglasses, hats, scarves, coats and other outer garments must be placed in the lockers.
- 2) No outside gifts are allowed to be given to the minors.

Resources

- 1) Due to safety and security reason, pens and pencils will not be allowed to be brought into the Winnebago County Juvenile Detention Center but will be provided by the Center.
- 2) Any outside resources must receive prior approval from the Assistant Superintendent or Superintendent before being brought into the facility.

Confidentiality

- 1) Resident participation in programs is voluntary.
- 2) Volunteers cannot discuss anyone or publicize any details of cases, nor give any legal advice. Please do not speak to the minors about news events occurring while they are in Juvenile Detention. The minors are not allowed to watch the local news in the event they may know someone spoken about during the broadcast.
- 3) Please do not send letters for the minors or bring them into the facility. All mail must be delivered through the U.S. Postal Service.

I have read and understand the rules of the Winnebago County Juvenile Detention Center. I hereby agree to adhere to the above listed rules and policies.

Name (please print)

Date

Signature of Volunteer/Contractor

Date