



LUBBOCK COUNTY COMMUNITY CORRECTIONS FACILITY

Val Monteilh, CCF Director

3501 North Holly Avenue, Lubbock, Texas • (806) 765-3300 • Fax (806) 765-3399

Volunteer Application

Name: _____ DL#: _____

Address: _____
(Street)

(City, State, Zip Code)

Telephone: _____

Date: _____

Employment History:

Occupation: _____

Place of Employment: _____

Telephone: _____

May we contact your supervisor: Yes No Circle one

Supervisor's name and telephone: _____

How long have you lived in this area? _____

Have you ever been convicted of a crime other than traffic tickets under \$50.00, or are you under indictment? Yes No Circle one

If yes, please list when, where, and the nature of the offense:

(This information will be verified through a Criminal History check)

Are you currently on probation and/or on parole: Yes No Circle one

Do you currently have any family or friends who are under supervision by this department?

Yes No Circle one

Do you speak any other languages: Yes No Circle one _____

Please list two references:

Name: _____

Address: _____

Daytime phone: _____

Name: _____

Address: _____

Daytime phone: _____

*****Please attach a copy of your driver's license to this application*** Updated 07/07/15**



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PLEDGE FOR MAINTAINING CONFIDENTIALITY

I hereby state that I fully agree to maintain confidentiality of all records and information, both written and verbal, which pertain to residents with Community Corrections Facility.

Signature

Date



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VOLUNTEER/INTERN CONTRACT

I, _____, understand that as a volunteer, I must follow all Lubbock County Community Corrections Facility (LCCF/CRTC) policies and procedures.

I will not represent myself as an employee of LCCF/CRTC.

I will honor my time commitment by working as agreed and will report the number of hours volunteered each month by the 1st of the following month to my supervising staff member.

I understand that LCCF/CRTC has the authority to dismiss a volunteer for unacceptable behavior as directed in the policies and procedures manual and further explained in the Volunteer and Intern Handbook.

I understand that I am legally responsible for my professional behavior and will not hold LCCF/CRTC liable for damages or injuries incurred while I volunteer.

I understand that any information regarding any person under the supervision of LCCF/CRTC is not to be divulged or discussed under any circumstances.

I have authorized release of any information regarding either my educational background and/or my employment history in connection with my duties as a volunteer.

Volunteer Signature

Date

Signature



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CODE OF ETHICS, HARASSMENT AND NOTIFICATION

STAFF MEMBERS SHALL NOT:

1. Exchange personal gifts or engage in any business barter with residents, their family or friends.
2. Accept any form of bribe or unlawful inducement
3. Perform duties under the influence of intoxicants or consume intoxicants while on duty.
4. Violate or disobey established rules, regulations or lawful orders from a supervisor.
5. Discriminate against any resident on the basis of race, religion, creed, gender, national origin or other individual characteristic.
6. Employ corporal punishment or unnecessary physical force.
7. Subject residents to any form of physical, verbal or mental abuse.
8. Demean or intentionally humiliate residents.
9. Bring any type of weapon(s) or item(s) declared as contraband into the facility without proper authorization.
10. Engage in critical discussion of staff members or residents in the presence of other residents.
11. Divulge confidential information without proper authorization.
12. Withhold information, which in so doing, threatens the security of the facility, its staff, residents, visitor, or the community.
13. Endanger the wellbeing of self or others through intent or neglect.
14. Inquire about, disclose or discuss details of resident's crime(s) other than as may be absolutely necessary in performing official duties.
15. Engage in any kind of social contact with residents except as a part of a staff member's approved Job Duties and as authorized by supervisory staff.

LIMITATIONS OF CORRECTIVE ACTIONS [CJAD Standards 163.39 (g) (2)]

Specific limits on corrective actions and summary punishment shall be established and strictly adhered to in an effort to reduce the potential of staff participating in abusive behavior towards participants. Limits shall include:

- A. no physical contact by staff shall be made on a participant;
- B. no profanity, sexual or racial comments shall be directed by staff at participants;
- C. program participants shall not be utilized to impose corrective actions on other participants;
- D. the severity of the corrective action imposed shall be commensurate with the participant's program status;
- E. the severity of the corrective action shall be commensurate with the severity of the infraction;
- and,
- F. the duration of corrective action shall be limited to the minimum time necessary to achieve effectiveness.

ZERO TOLERANCE:

In accordance with the Prison Rape Elimination Act (PREA) of 2003 (Public Law 108-79), LCCRTC's residential program shall maintain a ZERO TOLERANCE STANDARD for the incidence of sexual

assault, keeping as a top priority the prevention of resident sexual assault, the reduction of sexual assault incidents, and punishment of persons engaged in sexual assault on residential clients (by fellow residential clients and staff).

TEXAS PENAL CODE 39.04 Violations of the Civil Rights of Person in Custody; Improper Sexual Activity with Person in Custody

- (a) An official of a correctional facility, an employee of a correctional facility, a person other than an employee who works for compensation at a correctional facility, a volunteer at a correctional facility, or a peace officer commits an offense if the person intentionally:
 - (1) denies or impedes a person in custody in the exercise or enjoyment of any right, privilege, or immunity knowing his conduct is unlawful; or
 - (2) engages in sexual contact, sexual intercourse, or deviate sexual intercourse with an individual in custody.
- (b) An offense under Subsection (a) (1) is a Class A misdemeanor. An offense under Subsection (a) (2) is a **state jail felony**.

LUBBOCK CSCD/CRTC POLICY AND PROCEDURE I-2 Harassment in the Workplace.

- A. The Lubbock-Crosby County CSCD strongly endorses the promotion and maintenance of a working environment that is free from unlawful harassment, intimidation, coercion, or discrimination. Therefore the department will not tolerate actions or words, even when done or stated without malice, that involve comments, teasing, joking or name calling directed at an individual's sex, race, ethnicity, age, religion, sexual orientation, gender, stereotype or any other legally protected characteristic.
- B. With respect to sexual harassment, the department prohibits comments, innuendos, jokes, unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature in which:
 - 1. submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
 - 2. submission to or rejection of such conduct is used as the basis for decision affecting an individual's employment;
 - 3. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- C. Employees who become aware of incidents of harassment, even if they are not the victim of harassment, have an obligation to report such incidents to their supervisor. Employees who are victims of harassment or discrimination shall use the Discipline and Grievance Procedures outlined in this manual (Chapter 8). If the complaint involves the employee's supervisor or another person higher in the department's organization (including the CRTC Director), the employee will report the incident to the next higher supervisor or administrator. If the incident involves the CSCD Director, the report may be made directly to the Grievance Committee, as outlined in Chapter 8 of the CSCD/CRTC manual.

I have read the above code, policy, standards and law and understand that I am responsible to uphold them.

Volunteer/Intern Signature

DATE

Supervisor Signature

DATE