

CHARLESTON COUNTY DETENTION CENTER RULES FOR VOLUNTEERS

All volunteers will observe the following rules:

1. Always bring a picture I.D. with you to the facility. You will exchange your identification card for a volunteer pass. No one will be admitted into the secured area of the Detention Center without it.
2. All persons entering the Charleston County Detention Center (and their possessions) are subject to search. It is best to leave your belongings in your vehicle or at home. Possession of cell phones is strictly forbidden.
3. You must have approval for all program-related materials you wish to use as a part of an assignment. Some items may seem harmless, but they can pose a threat to others. For example, objects such as paperclips and staples are considered contraband and are strictly prohibited.
4. Do not do any favors for the inmates. Volunteers need to maintain privacy and confidentiality between themselves and the inmates. Doing favors only places the volunteer in a risky position.
5. Never carry messages into or out of the facility for inmates. Passed messages may mean something other than their stated intent. Absolutely nothing is to be taken out of the building for any inmate.
6. Follow the instructions of the security staff quickly and promptly. Never argue with or question the orders of the staff. Volunteers must terminate their programs at the scheduled time and leave the facility.
7. The Charleston County Detention Center reserves the right to cancel scheduled activities at any time, without notice, if required for the security or orderly operation of the facility.
8. Volunteers under the influence of alcohol or drugs will not be permitted to enter the facility.
9. Volunteers having a personal relationship with an inmate must notify the shift supervisor immediately. The volunteer may be denied entry during the period of the inmate's incarceration.
10. Admittance on scheduled dates and times is at the discretion of the Shift Supervisor. Please be patient if asked to wait. Security operations must take precedence.

11. Civilians are required to be attired in clothing that allows for comfort, but yet maintain a level of professionalism commensurate with their position and job responsibilities. As a general rule, clothing must not be too tight, tattered, frayed or too revealing. The following are specific rules governing the dress code:
- a) No low cut blouses or shirts.
 - b) No sleeveless blouses or shirts
 - c) No shorts
 - d) Jeans are allowed, providing they conform to the general rules discussed above.
 - e) Clothing with logos or slogans that are racially, ethnically, sexually or gender offensive is not allowed.
12. This is a tobacco free facility. Inmates and visitors may not have chewing tobacco, cigarettes, matches, lighters, and smoking paraphernalia in their possession in the secured areas.
13. It is important to understand the inherent danger associated with working in a detention environment. Even though inmates are screened and monitored by staff, the element of risk exists. In the event you do not feel safe, contact an officer and tell that officer that you wish to cancel the program. Do not hesitate to talk with the security staff about any concerns you may have.
14. 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 operation of the facility.

Signature of Volunteer

Date

Signature of Witness

Date