



Department of Public Safety

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Dear Valued Partner,

I want to thank you for donating your time and resources to the Greenville County Juvenile Detention Facility. You are a blessing to our juveniles, our officers, and our county.

To keep everyone safe and maximize the experience for our juveniles the following are volunteer guidelines which must be followed. Please review the following and sign your acceptance and acknowledgement of the guidelines on the second page.

If you have any questions, please contact me.

Thank you for serving and helping transform lives.

Mark Caligaris

Volunteer Guidelines:

Ethics/Standards of Conduct:

- **Be a positive role model:** Offer support, encouragement with a positive attitude while being firm, objective, and consistent. Many of our juveniles suffer from feelings of depression, isolation, guilt, low self-esteem, anger, fear, rejection and loneliness and come from dysfunctional homes where discipline, manners, and basic life skills are not taught.
- **Serve with juvenile's best interest at heart:** We are trying to transform lives. Ask yourself what do I want the juvenile to learn from my session. Make sure it is something that will encourage and support them.
- **Topics should be relevant and understandable to our juveniles:** Share your Testimony and real life examples. Show you care. Be energetic, direct, and easy to understand.
Be fun!
- **DO NOT try to convert anyone to your religion:** Speak favorably about your faith; never talk against another faith. Avoid talking about politics, Avoid talking about race

PREA: Prison Rape Elimination Act

Our facility has a zero tolerance policy for the occurrence of sexual assault, rape, inappropriate touching, sexual harassment, and indecent exposure.

- If a juvenile ever discloses an allegation or complaint of sexual harassment, abuse or assault, you must immediately notify any detention supervisor.
- You are a mandatory reporter responsible and obligated to report any incident of such nature.

Confidentiality:

- **DO NOT share your personal information such as your address or phone number with the juveniles:**
 - All correspondence with juveniles should be directed through the Volunteer Program Coordinator, Juvenile Detention Facility, 108 McGee Street, Greenville, SC 29601.
- **DO NOT ask the juveniles why they are here:** If a juvenile wants to tell you something about their situation; great however, you need to steer away from their crime. What a juvenile is charged with is no concern of yours. If you happen to know what a juvenile is charged with, do not discuss it.
- **Photographing juveniles is prohibited**
- **DO NOT share conversations with or about juveniles with non-DJJ personnel, who do not have a need to know.**

Safety and Security:

- **The Officers are in charge: Obey them at ALL times.**
 - Check with them on any movement of the juveniles.
For example: personal prayer, games, distributing snacks, and selection of teams...
 - Check with officers regarding extending your time if you are running long.
- **Should an altercation arise, DO NOT get involved.**
 - Remain calm and remove yourself from the situation
- **No personal items are allowed in the building:** All purses, cell phones, money, medicine... should be left in your locked car or placed in the lockers in the entryway to the building. Your car keys should be locked in a locker in the entry way or in your pocket and not removed along with an identification card or driver's license. **You are required to walk through the metal detector each time you enter the facility.**
- **No personal favors for the juveniles:** Please tell them you are ONLY allowed to teach the subject matter approved by the Juvenile Facility and cannot do anything beyond that. If a juvenile states a need refer them to an officer.
- **Materials to be distributed MUST be PRE-APPROVED by the Volunteer Coordinator and/or the Sergeant on Duty:** (Food, Literature, Donations...). You are not allowed to bring in anything that has not been approved.

Contraband:

Includes any item not officially authorized by the Assistant County Administrator for the Department of Public Safety, Deputy Director, Jail Administrator or their designee.

- Any item authorized by which has been modified for another use, or any item brought into the facility by other than proper channels.
 - Some examples but not limited to: weapons, firearms, knives, clubs, drugs, alcohol, medicine, tools, money, cigarettes, cigars, lighters, vapor cigarettes, cell phones, pocketbooks, bookbags...
- Any item(s) that could be fashioned into a weapon or escape tool, any item(s) beyond the approved limit and any items not specifically authorized.

Note: Introducing contraband into the Greenville County Juvenile Detention Facility is a FELONY criminal offense.

Detention Facility Behavior:

- **Appropriate dress is required:** Wear casual clothes. Nothing tight, revealing or low cut, messaging should be upbeat and positive, shorts/skirts need to be no more than 3 inches above the knee
- **NO open toed shoes, see through garments, tank tops, spaghetti straps, flip flops, or slippers.**
- **Hand your identification to the control room officer upon entering and return your visitor badge back to the control room officer upon leaving.** Your name will be checked against the approved volunteer list. If you are not on the list, you will be asked to leave.
- **Please greet all Officers as they enter and thank them when they leave.**
- **An Officer must be present with the juveniles at all times:** You should never be left alone with the juveniles. If you are left alone, please notify the control room officer right away.
- **If you are going to cancel or be late call the control room at (864) 467-2436.**

By signing below, you are verifying you have reviewed the volunteer guidelines and agree to adhere to them.

Volunteer (Print Name)

Name of Group (If Applicable)

Volunteer Signature

Date

_____ **Volunteer Coordinator**

Revised 9/2016