

LANCASTER COUNTY CORRECTIONAL CENTER  
Volunteer Staff Program

To ensure compliance with [6VAC15-40-270](#) (copy available upon request), please provide the following information, which may be shared with other for legitimate purposes.<sup>1</sup> Please discuss with the sheriff or his designee any concern you have about how this information is shared with others.

Name \_\_\_\_\_ Race \_\_\_\_\_ Sex M F

Date of Birth \_\_\_\_\_ Soc. Sec. Number \_\_\_\_\_

Address \_\_\_\_\_

Tel. Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

I agree to the following terms and conditions as a volunteer who provides services and programs to inmate at the Lancaster County Correctional Center:

1. To follow all of the jail operational policies and procedures;
2. To refrain from delivering by any means, from or to inmates, any communication not directly related to the offered program or service;
3. To surrender for inspection any item brought into the facility;
4. To refrain from discussing legal matters or the subject inmate's incarceration status with the inmate, unless such discussion is related directly to the program or service;
5. To promptly report any unusual incident, request or concern involving any inmate, volunteer or program;
6. To execute separately the county's waiver of liability (see [LCSO 122](#)).

Signature \_\_\_\_\_

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For Staff Use

The above named person IS / IS NOT approved to serve as a volunteer staff member to provide programs and services to inmates.

Sheriff of Lancaster County \_\_\_\_\_ Date \_\_\_\_\_

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<sup>1</sup> Personal identifying information (name, race, sex, date of birth and social security number) will be used to conduct a criminal history records check. Both personal identifying information and public access information (address, telephone number, e-mail address) will be use to maintain records within the policies of this agency as required by local, stare or federal law. Dissemination of personal identifying information and public access information is limited to requests form other criminal justice agencies, or to confirm information already on file with any other governmental authority.