

DMV Check: _____

Record Check: _____

Assignment Date: _____

Contra Costa County Probation Department Volunteer Application Form

(Please Print or Type)

Name: _____
(Last) (First) (Middle)

AKA: _____ Social Security #: _____ DOB: _____
(Maiden or other name you have gone by)

Address: _____
(Street) (City) (Zip code)

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

How long have you lived at current address: _____

If less than 5 years, list prior address: _____

Do you currently have any health problems or allergies we need to aware of in case of emergency? If so, please describe: _____

Who do we contact in case of emergency? Name: _____

Primary phone number: _____ Secondary number: _____

California Driver's license # _____ Expiration date: _____

Or California ID #: _____

Do you own a car? Yes No

License plate #: _____ Make/model: _____

Insurance carrier and Policy #: _____

Have you ever been arrested or detained? Yes No

Have you ever been convicted of any criminal charges? Yes No

Have you ever been placed on Probation/Parole? Yes No

If you answered yes to any of the previous three questions, please describe (in detail) all case and circumstances, including date and place of occurrence, arresting agency & sentencing:

Do you know any youth that are currently or have previously been detained in Contra Costa County Juvenile Hall? If so, please provide name(s) and their relation to you:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Occupation: _____ Employer: _____

Work days/hours: _____ Name of Supervisor: _____

Supervisor's Phone #: _____

Do you have any previous experience as a volunteer? Yes No

Do you have any experience working with "at-risk" youth? Yes No

If you answered yes to either or both questions above, please describe your experience, for how long, the name of the organization and any supervising references we may contact:

Briefly explain why you would like to volunteer for Contra Costa Probation, the purpose or goal for you volunteerism, how long you intend to volunteer, and how often: _____

Are you associated with a company or organization providing services to youth at Juvenile Hall?

Yes No If yes, name of company/organization: _____

- I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misstatements of material facts will subject me to disqualification.
- I understand, by submitting this application, I am authorizing inquiries to be made concerning my suitability as a volunteer. This will include a check for any past criminal record. The information requested in this application, which may be subsequently obtained, will be used only for the purpose of determining my appropriateness as a volunteer. All information will remain confidential.
- If approved, I understand that it is my responsibility to report any changes to information I have provided within this application to Probation personnel within 48 hours.

Signature of Applicant

Date

Contra Costa County Probation Department
Juvenile Hall Rules Declaration for Volunteers & Support Staff

- No sharing of cell phones, tablets, laptops, or other electronic devices with the residents, unless specifically approved by the Department and in the official capacity of your job at Juvenile Hall.
- Cannot take pictures of any residents or any areas inside Juvenile Hall.
- Not to discuss personal information such as address, telephone numbers, etc. with the residents.
- Do not conduct yourself in any manner that promotes the development of continuation of an emotional relationship with a resident.
- Volunteers or support staff members associated with outside agencies are not to solicit business from the residents upon their release, unless your work with the residents is to specifically address their needs with that agency, such as a transitional counseling.
- Not to deliver any messages or articles to and from or for any resident.
- Not to criticize the Probation Department or the actions of any member of the Department in front of a resident.
- Not to loan money or any personal items to any resident.
- Not to offer any gift(s) to any resident.
- Not to mail any letters, packages, etc. for any resident.
- I understand that Juvenile Hall is “No Hostage Facility”, meaning anyone taken hostage by a resident(s) will not be bartered for an escape.
- I agree to gain entry to Juvenile Hall or the only for the purpose of my volunteerism or in my official capacity, and only during my approved days and times.
- I have read and understand the Contra Costa County Probation Department Juvenile Hall policies #418 Non-Discriminations & Sexual Harassment, #420 regarding Transgender Youth at Juvenile Hall and policy #421 regarding Sexual Abuse Prevention, Detection and Response. I understand it is the Probation Department’s expectation that I report any incidents of discrimination, sexual harassments or abuse immediately to the Building Supervisor.
- Probation staff members are required to report any incidents of known child abuse or when it is reasonably suspected. By volunteering or being a support staff at a Probation facility with at risk youth, you may come across information which would lead you to believe that a youth has been victimized. If you are not a mandated reporter, you are required to report this to the Building Supervisor immediately and before leaving the facility.

- As a volunteer or support staff, you will be working with residents who may sometimes share sensitive information about themselves or their families. It is the Department's expectation that any of this information be held in strictly confidential manner.
- For volunteers, any changes to the personal information submitted to the Building Supervisor within 7 days.
- I agree to notify the Building Supervisor as soon as I become aware that anyone I know is in custody at the Contra Costa County Juvenile Hall or the Orin Allen Youth Rehabilitation Facility.
- The Probation Director of Juvenile Hall has the authority to revoke any volunteer access to Juvenile Hall.
- I understand that any violations of this agreement can result in being terminated as a volunteer or support staff person at the Contra Costa County Juvenile Hall.

By signing, I agree to the above rules for volunteering or being a support staff person of the Contra Costa County Probation Department Juvenile Hall:

Print Name

Department/Organization

Signature of Volunteer or Support Staff

Date

This volunteer or support staff member has had an orientation regarding safety & security at Juvenile Hall.

Print Name of Institutional Supervisor II

Signature of Institutional Supervisor II

Date

Contra Costa County Probation Department

John A. Davis Juvenile Hall
202 Glacier Drive, Martinez, CA 94553
(925) 957-2700

Todd Billeci
County Probation Officer



Release and Waiver

I fully recognize that individuals must clearly demonstrate their personal and professional fitness to serve in a volunteer position with the Contra Costa County Probation Department. I further recognize that the Contra Costa County Probation Department has an obligation to take every reasonable effort to insure that any person they are allowing to volunteer with them will conform to the very highest standards.

I understand that I will undergo a background investigation as a result of my application to be a volunteer. This investigation may include, but is not limited to, contacting persons and/or organizations that have information regarding my fitness, a criminal background check and Department of Motor Vehicle check.

I understand that I will be given no feedback regarding my background investigation and I will be notified regarding whether or not I have been approved or not approved to be a volunteer.

Therefore, I exonerate, release and discharge the Contra Costa County Probation Department, it's officers, agents, or assigns, now and in the future, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents or assigns, for their refusals to make available any and all information contained in this investigation, including but not limited to the identity of any person or organization providing the information as well as the substance of any such information supplied, even where such information has been the basis for not being accepted as a volunteer.

I knowingly and voluntarily waive my rights to inspect, view or obtain any access to the background investigation or background investigation report or to otherwise discover the contents of this investigation and all documents related to the investigation.

I have had adequate time to review this form; I understand the meaning and purpose. I have read this advisement, understand its implications and have received a copy of it.

Volunteer's Printed Name: _____

Date: _____

Volunteer's Signature: _____

Date: _____

Probation Department

John A. Davis Juvenile Hall
202 Glacier Drive
Martinez, California 94553-4898
(925) 957-2700 Phone
(925) 957-2715 Fax



Todd Billeci
CHIEF PROBATION OFFICER

Use of CLETS Criminal Justice Information and
Department of Motor Vehicles Record Information

As employee/volunteer of Contra Costa County Probation Department, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the need-to-know and the right to know. Misuse of such information may adversely affect an individual(s) civil rights and violates the law and/or CLETS policy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 111105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe penalties for misuse of public record and CLETS information. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code Sections 11142 and 13303 states:

“Any person authorized by law to receive a record or information obtained from a record, who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.”

Any employee/volunteer who is responsible for CLETS, or who has access to CLETS, and is found to have misused CLETS information is subject to immediate dismissal from employment or volunteerism. Violations of the law may result in criminal and/or civil action.

I have read the above and understand the policy regarding misuse of all CLETS accessible information.

Print Name

Signature of Volunteer

Date