



LUBBOCK COUNTY SHERIFF'S OFFICE

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 LUBBOCK, TX 79408
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KELLY S. ROWE
 Sheriff

Mike Reed
 Chief Deputy LE

Cody Scott
 Chief Deputy Detention

CONTRACT EMPLOYEES AND PROGRAM VOLUNTEERS

PUBLIC TRUST APPLICATION

The Lubbock County Sheriff's Office conducts background investigations to establish that contract employees and program volunteers are eligible for public trust positions and eligible for entry into the secured areas within the Lubbock County Detention Center. Giving the Lubbock County Detention Center this information is voluntary. However, your application may not be processed or completed in a timely manner if you don't provide information on each item we request. This may effect your employment or volunteer status.

1. A criminal history check will be completed on each program volunteer and contract services employee application.
2. Program volunteers and contract service applicants may be denied for any of the following:
 - A. Any **FELONY CONVICTION** or **DEFERRED ADJUDICATION** within the past 7 years
 - B. Any **CLASS "B" misdemeanor** or higher **CONVICTION** or **DEFERRED ADJUDICATION** within the past 5 years
 - C. An individual who is a registered sex offender
 - D. An individual who has been incarcerated in the Lubbock County Detention Center or another correctional facility within the past 5 years
 - E. An individual who has pending criminal charges
 - F. An individual who is currently on probation or parole
 - G. An individual who has been removed as A program or contract volunteer
 - H. If an individual **volunteer** has a family member incarcerated in the facility, approval will be temporarily postponed. Current access into the facility will be suspended until the family member has been released.

Please select which position you are submitting an application for approval:

		FOR OFFICE USE ONLY		
		signature of supervising staff	recommend	
			approval	denial
Religious Services	<input type="checkbox"/>			
Education services	<input type="checkbox"/>			
Re-entry, Internship	<input type="checkbox"/>			
Contract Services	<input type="checkbox"/>			

Please provide a copy of your Driver's License and Social Security Card. If you do not provide a copy of both items, your application will not be processed.

E-Mail Address	
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Authority to Release Information
 I hereby authorize the Lubbock County Sheriff's Office and its authorized representatives bearing this

release, or a copy therefore, within one year of its date, to obtain any information in your files pertaining to my employment, criminal history and personal history.
I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records or related personnel, both individually and collectively, from or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment and criminal history background concerning me in connection with this application. Should there be any questions to the validity of this release, you may contact me as indicated below.

Date: _____

Full Name: _____
(last) (first) (middle)

Current Physical Address: _____
(street) (city) (state) (zip)

Home phone number: () _____ Work phone number: () _____

Additional phone number (cell, pager): _____

Social security number _____ - _____

Applicant's **notarized** signature: _____

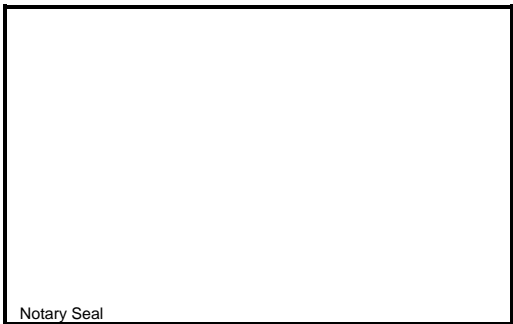
Sworn to and signed before me, on the _____ day of _____,

in and for the _____ County, in the state of _____

Signature of Notary Public: _____

Printed name of Notary Public: _____

My commission expires: _____



Full name	You may use initials as your name, if they are used on your state (ID). If you have no middle name enter "NMN"
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Last Name		First Name		Middle Name		
date of birth mm/dd/yyyy		Place of birth (city, county, state)				
Other Names Used		(last)	(first)	(Middle)		
Telephone Numbers						
Work		Home		Mobile		
()		()		()		
Driver's license Number and state		hair color	eye color	height	weight	
Social Security Number		-				
		-				
Emergency contact		name		address	phone	
Have you ever been convicted of a crime? Check One					yes	no
Charge	Date	County	Misd/felony	disposition		
Have you have charges pending? Check One					yes	no
Charge	Date	County	Misd/felony	disposition		
Are you currently on Parole or Probation? Check One					yes	no
Charge	Date	County	Misd/felony	disposition		
Do you currently have any family members incarcerated in the Lubbock County Detention Center? Check One					yes	no
Charge	Date	County	Misd/felony	disposition		

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List the places where you have lived, beginning with the most recent and working back 7 years. All periods must be accounted for in your list. Be sure to indicate the actual physical location of your residence: **Do not use a P.O. Box as an address.**

Month/Year	Street Address	Apt #	City	State	ZIP Code

List your employment beginning with the present and working back 7 years. List full time work, part time work, self-employment and all periods of unemployment. The entire 7 year period must be accounted for without breaks.

Month/Year	Employer	Position/Title	Supervisor's Name		
Employer's Address		City	State	ZIP	Telephone #
Month/Year	Employer	Position/Title	Supervisor's Name		
Employer's Address		City	State	ZIP	Telephone #
Month/Year	Employer	Position/Title	Supervisor's Name		
Employer's Address		City	State	ZIP	Telephone #
Month/Year	Employer	Position/Title	Supervisor's Name		
Employer's Address		City	State	ZIP	Telephone #

Month/Year	Employer	Position/Title	Supervisor's Name
Employer's Address	City	State	ZIP
			Telephone #
Attach additional sheets if necessary			

List 3 people who know you well and live within the United States. They should be good friends, peers, colleagues etc., whose combined association with you includes as well as possible the last 7 years. Do not list your spouse, former spouse, or other relatives.

Name of Reference	Years known	Telephone Number
Reference's Address	City	State ZIP
Name of Reference	Years known	Telephone Number
Reference's Address	City	State ZIP
Name of Reference	Years known	Telephone Number
Reference's Address	City	State ZIP

List full name, correct code and other requested information for each of your relatives, living or deceased as specified below.

(1) Mother	(3) Stepmother	(5) Foster Parent	(7) Stepchild	(9) Sister
(2) Father	(4) Stepfather	(6) child (include Adopted)	(8) Brother	(10) Adopted siblings
Relatives Full Name	Code	D.O.B	Current Street Address	State
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Relatives Full Name	Code	D.O.B	Current Street Address	State
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Relatives Full Name	Code	D.O.B	Current Street Address	State

Attach additional sheets if necessary

Church Affiliation, if Application is for Clergy Volunteer:						
Name of Church		Pastor		Phone Number		
Church Address				City	State	Zip
Education Reference, If Application is for Education Volunteer:						
Name of Organization		Person of Contact		Phone Number		
Organization Address				City	State	Zip
Re-entry or internship Reference, If Application is for Re-entry Volunteer or internship:						
Name of Organization		Person of Contact		Phone Number		
Organization Address				City	State	Zip
Contract Services, If Application is for Contract Services:						
Name of Organization		Person of Contact		Phone Number		
Organization Address				City	State	Zip
Please check all which applies for dates you are best available for Clergy, Education, Rehabilitation, or Contract Services:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

LUBBOCK COUNTY SHERIFF'S OFFICE DETENTION FACILITY RULES AND REGULATIONS FOR PROGRAM VOLUNTEERS AND CONTRACT SERVICES EMPLOYEES

The Lubbock County Detention Center is a
MAXIMUM SECURITY FACILITY

1. All volunteers and contract staff will adhere to the rules and regulations set forth by this agency. Violations of the rules and regulations may result in the immediate removal from the facility, future denial of access into the Detention Facility and/or placed into custody.
2. All program volunteers and contract services applicants are required to complete a Public Trust Application (attached) given to you by the appropriate supervisor or coordinator.
3. The following are the coordinators and contract supervisors. If you have any questions you may contact one of the following:
 - A. Chaplain: (806) 775-7059
 - B. Education: (806) 775-7064
 - C. Re-entry, LPC Supervisor: (806) 775-7206
 - D. Medical contract supervisor: (806)775-7105 or 775-7107
 - E. Commissary contract supervisor: (806)775-7103
 - F. Food Service contract supervisor: (806)775-7101
4. When an application is approved or denied, the applicant will be notified by the appropriate supervisor.
5. If approved the applicant will be required to attend an orientation given by the Programs Department and attend a Security Training Class given by the Office of Professional and Ethical standards. You will be notified by your coordinator or supervisor when to attend either of these trainings.
6. All programs volunteers and contract staff must be screened for tuberculosis once a year, which is required by State Law. The detention facility will provide the TB test at no expense to the applicant. You will be notified by either a coordinator or supervisor for the TB test.
7. The following items are considered contraband within the secured perimeter of the detention facility, but not limited to the following:
 - A. Electronic devices of any type: Cell Phones (personal), iPad, iPod, etc.
 - B. Unauthorized reading material: Maxim, Low Rider, etc.
 - C. Knives
 - D. Pepper Spray
 - E. Fingernail Clippers and fingernail files
 - F. Purses
 - G. Totes

- H. Backpacks, satchels, etc... (If these are approved, only clear or see through will be permitted into the secured perimeter)
 - I. Briefcases (If this item pertains to your employment the briefcase has to be approved and is subject to search before entering the secured perimeter), if the briefcase does not pertain to your employment, it will be secured by you, either in the lockers provided in the main lobby or secured in your vehicle.
 - J. Tobacco products of any kind
8. You or your possessions may be subject to a pat down or search by detention staff, upon your arrival or departure of the secured perimeter, or entry and exit from a housing pod within the detention facility at any time.
9. It is a violation of law to possess contraband within the detention facility (PC 38.11). This is a Felony of the Third Degree, which carries a penalty of imprisonment in the Texas Department of Corrections of not more than 10 years and not less than 2 years and a fine not to exceed \$10,000.00.
10. It is a violation of law to give contraband to an inmate (PC 38.114). This is a Class "B" Misdemeanor which carries a penalty of confinement in jail not to exceed 180 days and a fine not to exceed \$2,000.00 or both.
11. Sexual contact, sexual intercourse or deviate sexual intercourse is prohibited between you and the inmates. It is a violation to have a relationship with an inmate (PC 39.04). This is a State Jail Felony, which carries a penalty of confinement in jail of not more than 2 years or less than 180 days and a fine not to exceed \$10,000.00.
12. All contract staff and volunteers are in a position of public trust, you are not to engage in any activities where a conflict of interest may exist.
13. Do not bring or give inmates anything from outside the facility which includes the following and similar items:
- A. Makeup of any kind
 - B. Perfume of any kind
 - C. Lotion of any kind
 - D. Tobacco of any kind
 - E. Food of any kind
 - F. Candy of any kind
 - G. Gum of any kind
 - H. Medications (RX or OTC)
 - I. Glasses (Reading, Sunglasses or RX) unless approved by Administration or Medical
 - J. Newspapers
 - K. Magazines
 - L. Postage Stamps
 - M. Envelopes
 - N. Publications of any kind
 - O. Clothing
 - P. Alcohol
 - Q. Writing materials i.e. Paper, pens, pencils etc.
14. Contract staff and volunteers are not allowed to make phone calls for inmates.
15. Contract staff and volunteers are not allowed to accept either collect calls or make three way calls for inmates.
16. Contract staff and volunteers are not allowed to contact an inmate's family members, friends, ministers or attorney at the inmate's request.
17. If a family member or friend should become incarcerated within the Lubbock County Detention Center, each contract employee and volunteer must immediately notify your coordinator or supervisor by reporting it in writing, including the following information. (Name, relationship, and area of confinement).

18. Dress Code: Dress in a manner appropriate for your position

- A. Shirt and shoes must be worn at all times. No open toed shoes.
- B. Halter tops, T-shirts (underwear type), tank tops, fishnet shirts or see through fabrics are not allowed
- C. Shirts and blouses with an open midriff and shorts are not allowed
- D. Shirts or other articles of clothing with pictures or language which may be considered offensive are not allowed
- E. Slacks and pants shall be worn at or above the waist
- F. Dresses and skirts shall meet the tips of the person's fingers while extended by their side.
- G. Clothing which is too tight or revealing is not allowed.
- H. Clothing which has been modified in a revealing manner is not allowed.
- I. One set of stud earrings and up to two rings are allowed.
- J. Piercings other than ears are not allowed i.e. Eyebrow, lip, nose, etc.

19. Never disclose personal family matters or information to the inmates

20. Never disclose information or make comments, whether positive or negative concerning other staff, officers, or inmates while in the presence of other inmates or other noninvolved personnel

21. There shall never be non - professional physical contact between contract staff, volunteers, inmates and their families

22. Contract staff or volunteers will not take part in any non - professional activities with inmates or their families

23. Contract staff and volunteers will not to give legal advice concerning legal matters

24. Contract staff and volunteers will never recommend an attorney or a bonding company to any inmate

25. Contract staff and volunteers should never disclose personal information such as residence address, phone numbers, vehicle information, or personal activities (hobbies and vacations) to inmates

26. Contract staff and volunteers will not discuss matters of business or personal in nature with any inmate, unless it is part of your duties and it is the inmate's information you are discussing.

27. Contract staff and volunteers will not place monies on an inmate's trust fund accounts. This includes from a church family or friends of an inmate.

28. If asked, Contract staff and volunteers will forward any questions regarding marital information to the Chaplain.

29. Contract staff or volunteers are not allowed to do favors for the inmates and you are not allowed to accept favors or items from inmates.

30. Contract staff and volunteers are not allowed to give anything to the inmate without prior approval of detention facility Administration.

31. All Contract staff and volunteers assigned to the detention facility shall keep all communications with inmates on a professional level. Any Contract staff or Volunteers who communicates any of the above mentioned information will be subject to disciplinary actions for a breach of security.

32. Infractions of any of the preceding rules may result in your being escorted from the facility or criminal charges filed against you.

Hostage policy

It is the policy of the Lubbock County Sheriff's Office, no door will be opened in the event a staff member, contract employee, program volunteer or visitor is taken hostage. However, the Lubbock County Sheriff's Office will ensure every effort will be taken to defuse the situation and to regain the hostage's freedom.

I have read and fully understand the rules, regulations and hostage policy presented to me.

Signature	date
Printed Name	
Name of company/organization	

SEXUAL ASSAULT AND SEXUAL MISCONDUCT ACKNOWLEDGEMENT FORM

The Lubbock County Sheriff's Office has a ZERO TOLERANCE for any Sexual Abuse, Sexual Harassment or Sexual Misconduct between Staff, Contract Staff, Program Volunteers or Inmates housed in LCDC.

Sexual contact, sexual intercourse or deviate sexual intercourse is prohibited between you and the inmates. It is a violation to have a relationship with an inmate (PC 39.04). This is a State Jail Felony, which carries a penalty of confinement in jail of not more than 2 years or less than 180 days and a fine not to exceed \$10,000.00.

Any sexual assault, sexual misconduct or any attempted sexual assault or sexual misconduct shall be reported to a supervisor, coordinator or staff member immediately.

All contract staff and program volunteers are governed by the Texas Penal Code and are in a position of public trust. You are not to engage in any activities where a conflict of interest may exist.

All contract staff and program volunteers shall follow the procedure to prohibit sexual misconduct at the Lubbock County detention Center.

Whoever violates a provision of this form shall be prosecuted under Texas State Law.

I have read and understand this form in regards and Sexual Activity, Sexual Relations and Sexual Misconduct between a civilian and an inmate are forbidden. I understand Lubbock County has a zero tolerance. I further understand any violation will result in disbarment from the facility and include the filing of criminal charges.

Signature	date
Printed Name	

LUBBOCK COUNTY PROPERTY RETURN

I _____, understand I am obligated to return my Lubbock County ID Badge, along with any other county property, upon resignation/termination of my employment/volunteer relationship.

Signature	date
Printed Name	

