



# Office of Sheriff County of Ontario Corrections Division

3045 County Complex Drive  
Canandaigua, New York 14424  
(585) 396-1800 (315) 781-1200

Philip C. Povero  
Sheriff

David C. Tillman  
Undersheriff

Alice C. Haskins  
Chief Correction  
Officer

## Obtaining Fingerprints for OCSO Volunteer Applicants

Electronic Transmittal of Fingerprints to the NYS Division of Criminal Justice Services and the FBI

Instructions for Fingerprinting at an L-1 Enrollment Services Live Scan Location  
(Bring this completed form with you in addition to your appointment confirmation)\*

1. **OCSO ORI Number NY0340000** (you will need this number to get fingerprinted)

2. **Fingerprint Reason:** (circle the position you are applying for)

Volunteer      Clergy

3. **You need to make an appointment with the state's vendor, L-1**, by going to the [www.L1enrollment.com](http://www.L1enrollment.com) website or calling their toll free call center at: (877) 472-6915. Appointment scheduling via the website is available 24/7/365. Appointment scheduling vial the call center is available 9am to 9pm Monday through Saturday. Methods of payment are listed below. **For expediency and efficiency, the OCSO recommends using the website.**

**\*When scheduling an appointment through the L-1 website, print out the confirmation page and bring it with you to your appointment. Volunteer and clergy only pay \$10.75 (L1 fee).**

4. **You will report to the fingerprinting location as scheduled and bring 2 forms of identification, at least one of which must have a photo.** Other forms that are acceptable are driver's license, US Passport, Social Security Card, etc. If you did not make payment online you need to bring your payment to the appointment.

5. Once fingerprinted you will be given two receipts. **One copy of your receipt must be returned to the OCSO.** The other copy you may retain for your records.



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## PROVIDER'S RELEASE OF LIABILITY

I, \_\_\_\_\_, BEING DULY SWORN, DEPOSE AND SAY:

1. I REQUEST PERMISSION TO ENTER THE ONTARIO COUNTY CORRECTIONAL FACILITY. I HAVE NOT BEEN ASKED TO ENTER THE JAIL BY THE SHERIFF OF ONTARIO COUNTY, ANY OF HIS AGENTS, OR ANY AGENTS OF THE COUNTY OF ONTARIO.
2. I UNDERSTAND THAT THERE IS A POSSIBILITY OF INJURY TO MY PERSON OR PROPERTY WHILE IN SAID FACILITY.
3. I WAIVE ANY CLAIM I MAY HAVE AS A RESULT OF ANY INJURY TO MY PERSON OR PROPERTY BY REASON OF MY BEING IN OR SUSTAINED WHILE BEING IN THE ONTARIO COUNTY CORRECTIONAL FACILITY, INCLUDING ANY INJURY WHICH MIGHT BE SUSTAINED WHILE ENGAGED IN ATHLETIC ACTIVITIES WITHIN THE INSTITUTION. I ASSUME THE RISK OF ANY INJURY AND AGREE TO HOLD HARMLESS THE COUNTY OF ONTARIO, THE ONTARIO COUNTY SHERIFF, AND ANY OF THEIR AGENTS FOR ANY INJURY WHICH I OR MY PROPERTY MIGHT RECEIVE WHILE IN THE JAIL.
4. I UNDERSTAND THAT THERE IS ALWAYS A POTENTIAL DANGER OF BEING TAKEN HOSTAGE BY INMATES OF A MAXIMUM SECURITY FACILITY SUCH AS THE ONTARIO COUNTY CORRECTIONAL FACILITY AND THAT THE POLICY OF THE ONTARIO COUNTY SHERIFF'S DEPARTMENT IS NOT TO RECOGNIZE THE HOSTAGES AS A BASIS OF BARGAINING WITH ANY INMATE.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
WITNESS SIGNATURE

Sworn before me this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.



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## QUESTIONS FOR REFERENCES

**Volunteer Name:**

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**Name of Reference:**

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**Date Contacted:**

---

**Officer Name:**

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1) How long have you known this person?

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2) How well do you know this person?

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3) Is your relationship casual/personal?

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4) Has he/she ever been in trouble to the best of your knowledge?

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5) Do you feel that Volunteer status should be granted for this person?

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6) Do you consider the applicant to be a good citizen?

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7) Would you like to add any comments about this person that may be valuable for consideration for approval?

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## VOLUNTEER QUESTIONNAIRE

PLEASE PRINT OR TYPE ALL INFORMATION CLEARLY IN BLACK INK

- I. Legal Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_  
Cellular Telephone #: \_\_\_\_\_  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: \_\_\_\_\_  
Alias/Maiden Name: \_\_\_\_\_
- II. Current Employer: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Previous Employer \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_



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**III.** Have you ever been arrested or now have charges pending?  Yes  No  
If Yes, explain:

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**IV.** Are you now, or have you ever been on Probation or Parole?  Yes  No  
If Yes, explain:

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**V.** Do you now have, or have you ever had any friends or family in a Correctional Facility?  Yes  No

**VI.** What activity are you interested in becoming a Volunteer For?

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**VII.** What Education or experiences do you have that would make you a good Volunteer?

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**VIII.** Why do you wish to become a Volunteer at The Ontario County Correctional Facility?

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**IX.** Who may we contact in the event of an Emergency?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Work #: \_\_\_\_\_



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**X.** List three (3) character references of individuals that you have known for at least five years and *are not* related to:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

**XI.** Provide copies of the following documents: (OCSO request):

Passport     Photo Identification     Course Credentials     Certificates

Birth Certificate     Social Security Card     Marriage License

Other: \_\_\_\_\_

**XII.** You will be required to provide two (2) Passport size photographs prior to being accepted as a Volunteer. This may be done at 74 Ontario Street, Canandaigua, NY, by calling the Civil Division at 585-394-4560 for photograph times (or at Wegman's Food Market at charge).

**XIII.** I understand that failure to respond truthfully to these questions will result in my termination as a Volunteer. I also understand that since 9-11-01, a Criminal History Background check will be conducted.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date



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**FOR SHERIFF'S STAFF USE ONLY:**

1. Volunteer Approved.....  Yes  No

2. References contacted:

Ref #1: \_\_\_\_\_

Ref #2: \_\_\_\_\_

Ref #3: \_\_\_\_\_

3. eJusticeNY Check Completed: \_\_\_\_\_  
Officer performing eJusticeNY check Date

4. Record Check Completed: \_\_\_\_\_  
Officer performing Records check Date



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## **RULES AND REGULATIONS** **GOVERNING PERSONS WORKING WITH INMATES**

- 1) All programs and personnel, whether they are full time, part time, or volunteer, will be approved and coordinated through the Corrections Lieutenant of Programs. The following information will be required; program description, set of goals, lists of supplies regularly brought into the facility, and the types of persons your program would serve. Any changes you wish to make to your program must be approved through this office beforehand.
- 2) All personnel working with inmates must familiarize themselves with the procedures, rules and regulations of this facility. This document is provided for that purpose. If, at anytime you have questions or concerns, they should be addressed to the Corrections Lieutenant of Programs, Corrections Sergeant, or designated Educational/Program Officer.
- 3) Any person working with inmates must sign in and out through the jail reception/lobby area each time they report for a program.
- 4) It is important that you arrive and leave at the time you are scheduled. If you are unable to keep your appointment, please inform the Correctional facility immediately.
- 5) Any confidential information regarding inmates must be obtained through the Corrections Lieutenant of Programs. This information will not be removed from the premises, nor discussed outside the facility. All correspondence regarding inmates, with agencies [Probation, Lawyers, Mental Health] will be cleared through this office. There will be NO arrangements, press releases, interviews, speaking engagements, or other publicity concerning inmates or jail matters without prior approval.
- 6) You will not be allowed to bring any unnecessary items [purse, coat]. There are lockers located in the lobby in which you are to place those items until you are ready to leave. All items brought into this facility by you are subject to search. It is your responsibility to be sure you leave with the items you came in with.
- 7) Programs will take place in secure, authorized areas ONLY. Inmates are not to be left alone, or allowed to leave the person[s] he/she is working with. YOU are to be in charge of your program. Officers will check in to ensure your safety, and to see that there is no trouble. Any incident, or problem is to be reported immediately. Any inmate not actively participating will be removed from the program.
- 8) Personnel will not exchange gifts, gratuities, or personal information [addresses, phone numbers] with inmates. NO contacts will be made, or messages delivered for inmates without prior approval. Promises and favors are STRICTLY prohibited.
- 9) Jail personnel cannot be responsible for lost, stolen, or ruined items. We suggest the use of the non-returnable books. The inmate will be solely responsible to lending agencies for items on loan. Inmates are not to remove items from the program room, unless both you and the officer have granted permission.
- 10) If you intend to leave items with the inmates, you must have prior approval, and the items must be receipted [through reception]. Items should be distributed one per interested inmate ONLY. Do not leave a supply of extra materials, as they will be destroyed.

- 11) Inmates are not to pass items to other inmates while in your program, nor should they expect you to do so. For the safety and security of all, it is necessary to limit the flow of items within our facility. Inmates should not have any personal items outside of their housing area.
- 12) Inmates involved in programs are responsible for leaving the room in as clean a state as when they entered. Food and drinks are also prohibited during programs. This facility does not allow "coffee breaks" to inmates involved in programs. Such a practice could be construed as bribery.
- 13) Program personnel will not have access to the housing areas.
- 14) Taking pictures within the jail is prohibited, unless special permission is granted by the Chief Correction Officer.

## NEW YORK STATE PENAL LAW

### *Article 205.25 (Promoting prison contraband in the 2<sup>nd</sup> degree).*

A person is guilty of promoting prison contraband in the 2<sup>nd</sup> degree when

1. He/she knowingly and unlawfully introduces any contraband into a detention facility; or
2. Being a person confined in a detention facility, he/she knowingly and unlawfully makes, obtains, or possesses any contraband.

Promoting prison contraband is a class "A" misdemeanor, which is punishable by a sentence of imprisonment affixed by the court system up to, but not to exceed one year.

Contraband includes, but is not limited to:

- cigarettes
- tobacco
- rolling papers
- drugs
- candy
- alcohol

Our aim is to assist you in making your program the best it can be. Our duty is to the safety, security, and good order of the facility. Please help us to help you. Remember that any violation or problem with you or your program can result in immediate termination. In some cases, criminal charges could be brought against you as well. Please, if you ever have any questions or concerns, feel free to contact the Corrections Lieutenant of Programs, Shift Sergeant, or a designated Educational/Program Officer.

**I have read and these rules and fully understand them.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Date



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## *Volunteer Handbook*

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***Security must be the main concern of ALL persons who provide services to the incarcerated. While you are already well versed and even expert in your Program area, it is necessary that you now become well acquainted with various security considerations.***

***Listed below are some main security concerns in a Correctional Facility. Each one is explained briefly. This information is meant to supplement orientation provided to you by staff, and not to be a substitute for it.***

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### **INFORMATION**

Never give personal information to inmates. They need to know you are here to present to them. They do not need to know for example, where you live, your home telephone number, the number of persons in your household, your income, marital status, or any other personal information. If an inmate asks you for such information, politely inform the inmate that you do not discuss your personal business. Then, if the inmate persists, inform a Staff Member.

### **NOTHING IN – NOTHING OUT**

This is an easy way to remember that you may not bring anything in for an inmate or take anything out of the facility for an inmate unless it has received prior approval from the Chief Correction Officer. For example:

<p><b>Chewing Gum</b> <b>Retractable Pens</b> <b>Mechanical Pencils/Regular Pencils</b> <b>Paper</b> <b>Food</b> <b>Paper Clips</b> <b>Tape</b> <b>Rubber bands</b> <b>Folders</b></p>
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- While you may consider these to be “innocent items,” many of them are considered to be contraband in a Correctional Facility. Many of these can be manufactured into dangerous weapons.
- If an inmate asks you to bring in weapons, drugs, alcohol, tobacco products, lighters or matches – “JUST SAY NO,” and immediately notify an Officer.
- You may be asked to bring in or take out messages, make telephone calls, or contact various persons. This is also prohibited unless prior approval is obtained.
- While it may be necessary for you to use items in your program that are considered contraband, they will have already been cleared for your use. Refer to section below entitled “Tools.”

### **TOOLS**

Any items that are needed to conduct your program are considered to be tools.

- ❖ All tools must be safeguarded and accounted for at the beginning and at the end of each session. The most common means of such accounting are sign out and inventory sheets.
- ❖ Prior to starting your program, a Staff person will look over your tools and supplies with you to ensure that only appropriate materials enter the facility.
- ❖ It is necessary that you ensure the inmates use all tools properly and, if they refuse to, that staff is notified.
- ❖ If you discover any tools missing, either during the program or during your inventory, notify staff immediately.
- ❖ If you have questions regarding tool, or would like to bring in additional tools once the program has started, discuss the issue with the Shift Supervisor.

### **RELIABILITY**

Since you have volunteered, it is important that you follow through and present your program as scheduled. This is necessary to ensure consistency as well as to provide a good example for inmates to follow.

- ✓ If you are unable to be present when scheduled, call the facility and notify the Receptionist or Shift Supervisor as early as possible.

### **EXPECTATIONS**

The inmates are expected to follow the rules and regulations of the facility while attending your program. One of your major responsibilities will be to conduct orderly sessions. Inmates who cause disruptions or refuse to follow your instructions will be removed as soon as you notify staff.

**NOTE**

Intercom buttons are located in each program area. You can summon assistance by pushing the button. (Instruction will be provided during your orientation).

**ASK FIRST**

Always keep in mind that this is a Correctional Facility with security and safety being the primary concerns. Whenever in doubt – ASK FIRST.

*Now that basic concerns have been addressed, we want to remind you that your efforts are appreciated. We have learned that the real benefit to inmates is as much the caring example you provide as sharing your time and knowledge. Programs provide inmates with enhanced skills while your commitment provides them with an example to follow.*