

Cook County Department of Corrections

Volunteer Code of Conduct

The following generalized rules and regulations are intended as a guide while utilizing on-site facilities of the Cook County Department of Corrections. Volunteers are responsible through their affiliation supervisor to the Cook County Department of Corrections Community Outreach Deputy Director or designee. Violation of any of the rules and regulations, including but not limited to those specified below, may result in the withdrawal of volunteer privileges as well as criminal prosecution. Your signature on the application establishes that the indicated rules and regulations have been reviewed and are understood. Please keep on file.

- Parking is available on Rockwell Street, California Boulevard, and Sacramento Boulevard.
- Upon entering the authorized division, volunteers are required to present valid identification and to sign the log book, indicating their name, group / agency name and time of access. Upon exiting, the volunteer will sign the log book indicating the time of departure.
- The volunteer identification card or division access pass must be prominently displayed at all times. Volunteer access is limited to the division(s) or area(s) for which he/she has received authorization.
- Volunteers are subject to a thorough, physical search upon entrance. All packages, purses, and bags must be placed on the scan ray / x-ray machine for inspection and be searched. There are no exceptions to the search procedures. Search and/or questioning by Correctional Staff may occur at anytime.
- Items secured as contraband are not returnable after seizure.
- All forms of sharp or blunt instruments or anything else that might be used as a weapon are contraband and are prohibited. This includes blades of any type or size, files of any kind, guns, clubs, etc.. Violators will be arrested and prosecuted under the criminal code, 720 ILCS 5/31A-1.1.
- Volunteers possessing unlawful drugs, or any other contraband as defined by statute, will be arrested and prosecuted under the criminal code, 720 ILCS 5/31A-1.1.
- All forms medication are prohibited unless written authorization by the Executive Director/Designee is obtained.
- Pagers, PDA's, cellular phones, cameras or recording (audio/visual) devices are contraband and are not permitted at anytime unless prior authorization is obtained from the Executive Director.

- No items of value can be given to an inmate (e.g. toiletries, food, candy, chewing gum, cigarettes, etc.). A special request can be addressed to the Office of the Assistant Executive Director to bring valued items as part of inmate program.

- Volunteers are not to trade, barter, lend or otherwise engage in any personal transactions with any inmate. Volunteers must not directly or indirectly give to or receive from any inmate or member of the family or friends of an inmate, anything in the nature of a bribe, gift, gratuity or anything that may be considered as unethical or illegal.

- Dress should be both prudent and neat. Volunteers who dress inappropriately will not be permitted to enter the facility. Inappropriate attire includes but is not limited to, shorts, mini skirts or shortcut dresses, low cut shirts, see-through pants or tops, gang-affiliated clothing or representation of gang colors, hats, rolled pant legs and shirts sleeves.

- All information pertaining to an inmate and their case(s) are to be treated as confidential and should not be discussed except in the context of affiliation involvement.

- Volunteers must notify the Office of the Assistant Executive Director if a family member (relative) is in the custody of the Cook County Department of Corrections.

- A volunteer may not participate in any program in which a family member in custody is present.

- Volunteers must notify the Office of the Assistant Executive Director within 24 hours of their involvement in any situation that may jeopardize their volunteer status with the Cook County Department of Corrections.

- Under no circumstances are volunteers permitted to deviate from the program as established through your affiliate at the Cook County Department of Corrections without prior approval of the affiliate and proper notice to the Office of Community Outreach.

- Volunteers will not directly or indirectly discriminate against any individual or group because of race, gender, creed, national origin, religious affiliation, age or disability.

- Volunteers will refrain from the use of abusive or obscene language, threats, and coercion.

- Volunteers will not use their status or program as a forum to incite the inmate population to commit wrongful acts against themselves or others, or violate the department rules and regulations.

- The Cook County Department of Corrections reserves the right to deny/revoke volunteer access.

I acknowledge receipt of the code of conduct for volunteers and I understand that violation of any provisions of the code of conduct by the organization or the volunteers may result in revocation of volunteer privileges and may include criminal prosecution.

Name of Volunteer Organization: _____

Signature of Volunteer: _____ ***Date:*** ____/____/____

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