



**R.L. (Butch) Conway, Sheriff**

# Gwinnett County Sheriff's Office

2900 University Parkway  
(770) 619-6500 Fax (770) 822-3115  
Lawrenceville, GA 30043

**Bill Walsh**  
*Chief Deputy/Administration*  
**Lou Solis**  
*Chief Deputy/Operations*  
**Don Pinkard**  
*Jail Administrator*

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## **RULES AND REGULATIONS FOR ALL VOLUNTEERS**

### **A VOLUNTEER IS EXPECTED TO:**

- Be Ethical
- Be a Good Listener
- Be Empathetic, Not Gullible
- Be Respectful
- Be Genuine
- Be Patient
- Be Trustworthy
- Be Objective

A good volunteer does not let an inmate manipulate them into violating the rules and regulations set forth.

### **ELIGIBILITY**

Persons of good character, at least twenty-one (21) years of age and sufficiently mature to handle the responsibilities involved are eligible to become volunteers.

The service to be provided must meet a need that has been identified by the Jail staff.

The Jail Administrator will have final approval on all applications.

## **RULES AND REGULATIONS**

1. Do not volunteer your services in this facility if you are on an inmate's visitation list, or if you are a relative of an inmate in this facility. Notify the deputy if you realize that you know an individual in the unit or group.
2. Do not bring ANYTHING into this facility for an inmate other than the program materials that you provide. The program materials must NOT contain paperclips or staples. Volunteers are to reject any request to bring in cigarettes, money, magazines, stamps, etc. Do not take letters or messages in or out of this facility. Report any request of this type to a staff member. This is to include Bibles to hand out to inmates. Leave Bibles at the front desk for individual inmates.
3. Do not bring unauthorized visitors with you. They will be refused admission.
4. Do not discuss with the inmates the criminal justice system, any policies and procedures of this facility, politics, or any other matter not pertinent to your purpose as a volunteer. Do not get involved in discussions about an inmate's guilt or innocence.
5. You are to be escorted at all times while you are in the facility. There may be times when you will have to wait awhile for internal security to escort you in or out of the facility. If this happens, please be patient. Do not make any comments directed at the staff.
6. You must wear a volunteer badge on your lapel at all times.
7. You may bring in a CD player to provide music to your services, but no devices for recording purposes are to be brought into this facility.
8. Your service is to last no longer than one and one-half (1 ½) hours. If the unit deputy requests that you terminate your service at any time, you are to do so immediately, without question.
9. Male volunteers are to provide services to male inmates and female volunteers to female inmates only.
10. Exercise common sense and dress appropriately. No shorts or halter tops will be allowed into this facility.
11. Do not give or receive gifts. This includes leaving money on an inmate's account.
12. Do not show favoritism to any inmate.
13. Do not give anyone your personal address or telephone number.
14. Report any unusual or threatening situations to the staff immediately.
15. Avoid physical contact with the inmates other than a handshake.
16. Do not come into the facility with a weapon or anything which could be used as a weapon.
17. Do not come into this facility under the influence of drugs or alcohol.
18. Do not bring cameras into the facility.
19. Report any problems that you have to the Inmate Services Coordinator.
20. Any information that you receive relating to security infractions should immediately be reported to a staff member.
21. You may be asked to submit to a routine search at the reception desk before entering. Volunteers need to leave all materials not essential to their program in their vehicles. Vehicles need to be locked with the keys removed. This institution cannot accept any responsibility for items left in vehicles. No briefcases or musical instruments will be permitted without permission of the Inmate Service Coordinator.
22. All scheduled volunteers activities should begin no later than 8:00 PM. The program must end by 9:00 PM. This will eliminate conflicts with operational activities at the Jail. All volunteers should check in with the deputy in the reception lobby at least ten (10) minutes prior to their start time.

## **REASONS FOR SUSPENSION**

- Failure to comply with institutional or departmental rules and regulations
- Failure to keep time commitments or related tardiness.
- Any indication of drug or alcohol use that affects your service.
- Any conviction of a crime, other than minor traffic violations.
- Willfully, or through negligence, allowing an inmate to violate a law or commit any infraction of departmental, or facility, rules and regulations.
- Lack of inmate interest.
- Infrequent visits to the Jail.
- Failure to comply with any of the rules and regulations stated on page 2 of 3.

## **CONTACT PERSON**

Should you not be able to come and provide the services that you have agreed to, we ask that you please contact one of the following individuals.

D/S A. Booker	770-619-6482
D/S I. Soto	770-619-6470
Lt. I. Nichols	770-619-6485
Cpl. J. Baird	770-619-6485

Please leave a message with the following information:

- Your name
- Date and time of call
- Nature of the call
- Call back number

Should we have any questions we will call you back, and we will notify the unit that you are unable to come.

Due to the continued growth of the Department – limits may be set on the number of times you may come into the facility in a given period of time. We will notify you of any modification to the above phone list or changes to contact personnel.