



# **SHERIFF**

## **Tillamook County Sheriff's Office**

5995 Long Prairie Rd. Tillamook, OR 97141

### **GUIDELINES FOR JAIL VOLUNTEERS**

#### **MEETING TIMES**

All programs have a scheduled meeting time. The meeting will begin at the set time or as close to that time as possible. Group materials **must** have prior approval of the jail commander or designee.

Check your pockets before entering the jail. Anything you do not require for your meeting needs to remain in your vehicle. The only things you should enter the facility with on your person are:

- 1) Proper attire
- 2) Pen or pencil if required during the meeting
- 3) Approved material pertaining to the meeting .....held in your hands and ready for inspection (no bags or backpacks please).

You are expected to wrap up any conversations and be ready to leave; soon after staff advises you that the meeting conclusion is near.

\*Special requests must be pre-approved by a supervisor.

\*One-on-One meetings will be held in the visitation area (safety and security purposes) and **must** be scheduled 24 hours in advance. Please call in before 3:30 pm.

**All persons entering and leaving the facility are subject to search at any time.**

**You may be refused entrance for a program if a family member, significant other, or close friend is incarcerated in the facility.**

All leaders will be of the same gender as the program members.

**\*\*CANCELLATIONS MAY OCCUR AT ANY TIME FOR THE SAFETY AND SECURITY OF THE FACILITY\*\***

#### **CONTRABAND**

CONTRABAND: Anything not issued or sold through the jail commissary or approved by jail staff. Also anything issued that is altered from its original form.



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### **SUPPLYING CONTRABAND**

Supplying contraband (ORS 162.185)

1. A person commits the crime of supplying contraband if:
  - a. He knowingly introduces any contraband into a correctional facility, juvenile training school, state hospital; or
  - b. Being confined in a correctional facility, juvenile training school, or state hospital he knowingly makes, obtains or possesses any type of contraband.
2. Supplying contraband is a class C felony.

### **MAXIMUM PRISON TERMS FOR FELONIES**

ORS 161.605

The maximum term of an indeterminate sentence of imprisonment for a felony is as follows:

- 1) 20 years, for a class A felony
- 2) 10 years, for a class B felony
- 3) 5 years, for a class C felony
- 4) Unclassified felonies are decided by what is provided in the statute defining the crime.

### **DISTURBANCES**

In case of a disturbance during the meeting, the following steps should be taken:

- 1) Disturbances can be: disruptive behavior, arguments, fights and or harassing behavior.
- 2) Separate yourself from inmates if possible, try to place yourself in a safe area.
- 3) Push the emergency button or instruct someone to do so.
- 4) Follow the directions of the staff immediately.
- 5) DO NOT try to handle the situation.



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### **BASIC *DO NOT* LIST**

**\*\*DO NOT GIVE THEM SMOKES, CHEW, OR ANY TOBACCO!**

**\*\* DO NOT EXCHANGE PERSONAL INFORMATION.**

**\*\* DO NOT GIVE THEM TREATS, GIFTS, FOOD ITEMS OR  
INCENTIVES.**

**\*\* DO NOT BRING IN PURSES, CELL PHONE OR BAGS.**

**\*\*DO NOT BRING MATERIALS WITH STAPLES OR ANY KIND  
OF METAL ATTACHMENTS.**

**\*\*DO NOT HAVE BODILY CONTACT WITH INMATES, SUCH AS  
HUGGING OR FIST BUMPING. A proper handshake is permitted.**

**\*\*NOTHING MAY BE GIVEN TO AN INMATE WITHOUT PRIOR  
APPROVAL OF THE STAFF IN IMMEDIATE CHARGE. Items for  
approval may include pamphlets or books pertaining to the program.**

**\*\*DO NOT DISCUSS AN INMATE'S CHARGES OR CASE, AS  
YOU MAY BECOME PART OF THE CASE.**



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**I have read and understand the guidelines for volunteering at the Tillamook County Corrections Facility.**

**I also understand that any violation of these guidelines will be terms for immediate termination from the volunteer list.**

\_\_\_\_\_  
**Signature of Volunteer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Volunteer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Staff Supervisor**

\_\_\_\_\_  
**Date**