

COMMUNITY, COUNSELING, AND CORRECTIONAL SERVICES, INC.
WATCH-East PROGRAM
Volunteer Application

Disability Accommodation: If you have a health problem, injury, or physical or mental disability and are needing assistance or accommodation in entering any of our facilities, please contact: **Mike Nephew, Program Administrator: (406) 377-6001 ext. 2110 or via email: mnephew@cccscorp.com**

LISTED BELOW ARE SOME OF THE REQUIREMENTS AND REGULATIONS OF THIS PROGRAM AS APPLIED TO POTENTIAL VISITORS.

1. We require you enclose a photocopy of your ID when you submit this application. Failure to produce a picture identification or falsification of identification could result in denial of attending meetings. All potential visitors may be subject to a Reference and Criminal Background check.
2. You are required to attend an orientation of the program rules and regulations. An ID badge will be made for you and going forward each time you enter the facility for volunteer services the Security staff will issue your personal Volunteer badge which expires after 1 year to date of your orientation.
3. The following items are not allowed on the WATCH-East premises; alcohol and/or drugs, tobacco and tobacco paraphernalia, ammunition, firearms or any other type of weapon, any item deemed to be a risk to safety and security. Pets or livestock is not allowed excluding animals certified to assist the handicapped.
4. Purses, wallets, handbags, backpacks, cell phones, camera's or other types of audio and/or visual recording devices and other carry in items will not be allowed in the facility. WATCH-East is not responsible for lost, stolen or damaged items.
5. Visitors will not be allowed to bring food/drink into the building. No baked goods, fast food, restaurant items, fruit, vegetables, pop, water, etc... (Coffee/water is provided during the meetings)
6. All visitors must be at least 18 years of age,
7. All visitors are responsible for following facility rules, any violation will result in immediate termination of future attendance. Visitors are not allowed to pass any object, paper without the approval of the Security staff on duty. There is no touch of any sort, hug/side hug/pat on back, etc. We must comply with PREA (Prison Rape Elimination Act 2003) standards which makes inappropriate touch of any family member subject to prosecution by authorities. It is mandatory to report any PREA misconduct disclosed to you by an offender.
8. It is the responsibility of the visitor to respect the confidentiality of the visitors, staff and the family members (offenders). This applies to the reception and parking lot areas, prior to visiting, as well. If the visitor neglects this responsibility, the visitor will be terminated from attending any future meetings.
9. You may attend visitation following Sunday visitation protocol
10. Material may be brought in for your class, however it must be cleared in advance by the Shift Supervisor and all material must leave with you.
11. Other reasons for visitation termination, denial and/or suspension are as deemed reasonably necessary to preserve the security of the facility and maintain reasonable order in the meeting room.
12. You are asked to arrive no earlier than 5 minutes to the hour of scheduled class. **Please call (406)377-6001 ext. 2115 with any further inquiry.**
13. Visitors may not enter the facility, proceed to the visiting room or leave the visiting room without staff escort.
14. ANY VISITOR ARRIVING AT THE CENTER SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, OR ATTEMPTING TO PASS CONTRABAND WILL BE ASKED TO LEAVE AND WILL HAVE FUTURE VISITATION PRIVILEGES TERMINATED. LOCAL LAW ENFORCEMENT WILL BE CONTACTED FOR SUSPECTED VIOLATIONS OF STATE, FEDERAL, CITY AND COUNTY LAWS.

I AGREE TO ABIDE BY ALL THE ABOVE RULES AND REGULATIONS AS APPLIED TO MY VISITING PRIVILEGES AT THE COMMUNITY, COUNSELING, & CORRECTIONS, INC., WATCH-East PROGRAM.

 APPLICANT'S SIGNATURE

 DATE

 PROCESSING STAFF SIGNATURE

 DATE

 Approved

 Denied