

ACCESS TO CORRECTIONS FACILITIES

Access to adult corrections facilities shall be at the sole discretion of the Sheriff's Office Corrections personnel.

Entry into a corrections facility may place you in danger. Your personal safety is not guaranteed. You may be exposed to offensive language or behavior.

All persons and property entering corrections facilities are subject to search.

You may not bring the following items into corrections facilities:

- **Firearms, ammunition, knives, explosives, combustibles, or weapons of any kind.**
- **Alcohol, drugs, or tobacco.**
- **Cameras, cellular phones, laptops, palm pilots, or electronic devices, without the express permission of Corrections personnel.**

Issuance of access or identification card does not mean that you may access all sections of a facility, enter without an escort, or use the identification card for any purpose other than identifying yourself at corrections facilities. You must display the visitor badge or your jail identification at all times while inside corrections facilities. Corrections personnel may ask you to explain your activities or level of access inside corrections facilities at any time. You must reapply when your access card expires, or your status with your host organization changes. Lost or stolen access cards must be reported to the Main Jail Watch Commander immediately.

Access to facilities and contact with inmates is permitted for official business only. Private practice by professionals for purposes other than those stated on the application is prohibited.

You may not wear clothing that is revealing, offensive or distracting.

You may not exchange property of any kind, including money, food or beverage, with inmates without the express permission of Corrections personnel. If you escort inmates off-site you may not purchase any items for them or on their behalf, make any unauthorized stops, or allow them to communicate with others in person, by phone, or by other means.

You may not have physical contact with inmates other than a handshake.

Any misconduct or violation of corrections facility rules, or failure to comply with the directions of Corrections personnel, shall result in your immediate removal from corrections facilities, denial of future access, and/or arrest and prosecution.



CORRECTIONS ACCESS APPLICATION

Drivers License Photocopy

Instructions:

1. Review Access to Corrections Facilities on the reverse.
2. Complete this application fully in blue or black ink.
3. Your application must be accompanied by a letter from the organization you represent stating the reason for access and, if possible, a copy of your California drivers license.
4. Submit application to: **SCC Jail, Att: Jail Clearance, 259 Water Street, Santa Cruz, 95060.**
5. Criminal history and other records checks will be conducted and orientation attendance will be verified before access is permitted.

Last Name _____ First _____ MI _____ RN, MD, PHD, MA, JD, other:

Date of Birth ____/____/____ License or CA ID# _____ Gender M F

Home Address _____

Home Phone # _____ cell/business _____ Email _____

Purpose: (What will you do in the jail?) _____

Organization name (church, school, etc.) _____ Director/Coordinator _____

Address _____ Phone # _____

I have reviewed and understand Access to Corrections Facilities. I agree to follow the facility rules and instructions from Corrections personnel.

Signature _____ Date _____

FOR OFFICIAL USE ONLY

Category:	SCC Employee Education	Medical Programs	Contractor Religious	Legal Other volunteer	Resource Agency
Facilities:	ALL MJ BL RT Med RT Min	Contact:	Y N Classroom		
ID verified	_____	CII #	_____	Jail View	_____
				Open Access	_____
Approved / Denied (Reason)	_____		Authorized by	_____	
Entered by	_____	Date Issued	_____	Oriented by	_____
				Date	_____
Jail Identification card issued:	Y N	by	_____	Date	_____