

# St. Clair County Sheriff's Department

## Policy and Procedure

### Clearance for Inmate Human Service Providers

It is the policy of the St. Clair County Sheriff's Department to encourage rehabilitation by facilitating linking of inmates with local human services, self-help groups and clergy. To this end local human service providers are allowed access to the jail to provide services to inmates within the perimeters which are laid out in the "Agreement for Provision of Human Services". See **Attachment A**

**Step 1.** The sponsoring agency/fellowship/congregation sends a formal request, on letterhead stationary, requesting the individual be admitted to the jail and in what capacity. This letter must contain the following information:

Staff name, credentials, licenses held (if applicable), in what capacity they will be working at the jail, their supervisor's/sponsor's name and process to access them, and amount of time employed/active at the agency/fellowship/congregation. The agency must also accept full responsibility for their conduct and agree to inform the jail in writing when the individual is no longer in their employ. At this time an "Application for Clearance, Inmate Human Services" and "Agreement for Provision of Human Services" forms will be sent to the individual identified. See **Attachment B**

**Step 2.** After both the letter and the application are received the Jail Human Service Coordinator (HSC) will contact the individual and schedule an appointment to provide original documents which would speak to the appropriateness of providing the specific human service applied for. Minimally this will include a driver's license, professional license (if applicable), and/or original certifications. These documents will be copied and the originals will be returned. Photo and fingerprints will be taken

At this time the individual and the HSC will set an appointment with the Corporal for a tour of the jail and briefing on jail conduct. If the individual must reschedule this appointment, it is the responsibility of the individual to contact the jail staff member directly.

**Step 3.** The Records Department will run/check and comment on Criminal History, Lein Driving Record, and Incident file. This will be returned to the HSC within two weeks. See **Attachment C**

**Step 4.** The assigned Corporal will conduct a background investigation and contact references. The Corporal will complete "Check Sheet for Security Clearances: Corporals" and return this to the HSC within two weeks. See **Attachment D**

**Step 5.** The HSC will evaluate the application as to appropriateness of credentialing and licensure for the requested contact, current employment, and may make further investigation. A recommendation shall be made and the entire packet will be forwarded to the Captain or Sargent within two weeks. See **Attachment E**

**Step 6.** The Captain or Sargent reviews the findings and informs the HSC of his decision to approve or deny applicant's jail security clearance.

**Step 7.** The HSC contacts the individual and the agency with the clearance decision.

**Step 8.** The applicant's clearance file will be returned to records for I.D. card lamination and filing.