

**WARREN COUNTY JUVENILE COURT
MARY HAVEN YOUTH CENTER
AGREEMENT FOR VOLUNTEER PERSONNEL**

Name: _____ **DOB:** _____ **SSN:** _____

As a volunteer, or non-county employee, The Warren County Juvenile Court has granted you limited and unescorted access in the secured areas of the building. You have passed a background check and have been cleared by the Court Administrator for this privilege.

To maintain this privilege, you must comply with the regulations described below. Read this document carefully and sign. This signed document must be returned to the Superintendent of Mary Haven before access will be granted. Attached is a second copy of this agreement for your records. If you have any questions, please do not hesitate to ask.

- All visitors to Mary Haven Youth Center must report to the Mary Haven entrance. You must produce picture identification or county identification, if applicable, upon arrival and sign in on the visitor's log.
- It is best if you leave all personal items in your car. If you cannot then you must secure all personal items in a secure locker located in the sallyport. The only items that are permitted to be brought inside the secure perimeter are those items which directly relate to your visit. (Bibles, books, paperwork).
- Upon entering or exiting the secure perimeter, you may be subjected to a pat-down search. If requested by an officer to submit to a pat-down search, you must comply. Failure to comply with the search will result in denial of access to the facility. You will be escorted out of the secured area and will not be permitted to re-enter.
- When your visit is complete, you need to report back to the main entrance and sign out of the log.
- Upon exiting the facility, obtain your personal items from the secured locker.
- While visiting residents, you are not permitted to bring anything into the facility for the residents without the approval of the Program Supervisor or Superintendent, with the exception of materials directly related to the purpose of your visit.
- You are not permitted to accept items from residents. The only exception to this rule would be letters written expressly to you.
- You are not permitted to carry messages into or out of the facility for residents.
- Lastly, if an ID badge is issued to you from the Warren County Court, is the property of the Court and must be surrendered upon request.

I have read and understand the above regulations. I agree to abide by these regulations at all times. I understand that if I have any questions that I am to ask a youth care worker, or the shift supervisor for clarification. I have no questions at this time.

Signature

Date