

Stanislaus County Sheriff's Department

Bureau of Inmate Services



Jail Pass Application Process

Jail Pass Applicants Guide

This is an electronic identification for official visitors of the Adult Detention facilities. Program related jail pass are process by the Bureau of Inmates Services. Official business related (non-programs) Jail Passes are processed by Jail Administrative Assistant. Official business passes include attorneys, private investigators and notary public.

Process

The process for obtaining a Jail Pass is as follows:

1. Complete the online PREA course (PREA instructions included)
 - a. Please make a note of the date on the certificate of completion
 - b. PREA will need to be completed each year (one year from the date completed)
 - c. If you fail to maintain PREA compliance you will lose active status on your jail pass

2. Fill out the Jail Pass application
 - a. Applicant fills out the top portion of application
 - b. Applicant email the completed application along with the PREA certificate to their supervisor
 - c. The Supervisor completes the blue section of the application
 - d. The Supervisor emails the completed application along with the PREA certificate to InmatePrograms@stanislaussheriff.com
 - i. If an application is submitted by non-supervisors, the background process will take additional time to complete or result in denial

3. All applicants will be subjected to a background check
 - a. Backgrounds take approximately 30 days to complete
 - b. The following are grounds for being denied a jail pass
 - i. Applicants do not fill out application accurately
 - ii. Applicants who have any misdemeanor convictions within the last 5 years or felony convictions within the last 10 years
 - iii. Applicants who are registered sex or arson offenders
 - iv. Applicants with an active warrant
 - v. Applicant has known family or friends in custody could result in denial
 - vi. The overall totality of the background check could result in being denied

4. After Background is completed we will contact you by phone or email in order to schedule an appointment with you to complete your paperwork
 - a. If you were denied you will receive an email notifying you
 - i. We cannot provide you the reason of denial

PREA Guide

The Prison Rape Elimination Act (PREA) was passed in 2003 with unanimous support from both parties in Congress. The purpose of the act was to “provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.”

All Custodial Personnel, Contractors, and Volunteers must be certified annually that they have been trained to be a mandated reporter.

The Bureau of Inmate Services accepts the *National Institute of Corrections* online course and offers you this Guide as to how to enroll.

You will need to renew your Certificate yearly.

INSTRUCTIONS:

1. Go to: NIC.Learn.com
2. Scroll down to “NIC PREA LEARNING CENTER”
 - a. Click “PREA Learning Center”
3. Sign Up
 - a. Fill out the application form-Note: Choose your Email as your Username.
 - i. Be sure to:
 1. check *E Learning*
 2. Set your User Name choosing *Email option*.
 3. Job title is *Chaplain* or *Volunteer*
 4. Leave Department Name *blank*.
4. Under Training Courses select “Your Role: Responding to Sexual Abuse”
5. Click “click here to launch the course...”
6. Follow the on screen instructions.
 - a. The course takes 3 hours to complete
 - b. You can stop and come back to where you left off as many times as you need
 - c. You will need to complete the “Post Assessment” at the end
7. When you pass the Test copy the verification page.
 - a. You may take the test multiple times until you achieve a passing score
8. An Email will be sent to you the next day with a link to receive your *Certificate*.

9. Please send your Certificate and a copy of the verification page containing your score to InmatePrograms@stanislaussheriff.com

Responsibility in regards to PREA

The Course for *Certification* goes far beyond your *reporting* responsibility. You are only responsible to confidentially notify the Deputy on duty. You may end your visit or meeting early without addressing why. If an inmate comes to you, you are to immediately refer him or her to the Deputy on duty. Use your training.

An inmate may report any allegation of a sexual assault or harassment to anyone. Any sexual assault allegation, suspicion, or violation of this policy will be documented promptly. All employees, contractors, and volunteers have an obligation to notify the On-Duty Shift Sergeant immediately.

If you have any questions regarding the new online PREA class feel free to contact the Inmate Programs Department Deputy Maderos at InmatePrograms@stanislaussheriff.com.



Stanislaus Sheriff Detention Center Official Facility Access Volunteer Application

Last Name First Name Maiden Name Middle Name

Street City State Zip

Area Code Cell or Business Phone Date of Birth Driver License #

Email Address is the Department's Primary Means of Contacting You

Associates in custody? Yes ___ No ___ If Yes, Who?
(Family / Friends)

Name Stanislaus Booking #

Representing Agency / Business *Supervisor Email to: InmatePrograms@stanislaussheriff.com*

Name of Agency / Business Area Code Phone

Street City State Zip

Name of Supervisor Area Code Phone

In 300 words or less: Why does this Applicant need a Pass? How often will they need to enter in one years time?

FOR OFFICE ONLY

PREA CERTIFICATION DATE _____ Date Received _____

RAP Complete Yes ___ No ___ Notes _____

Denied by _____ Approved by _____

ACCESS EXPIRES _____ ACCESS REVOKED _____