



PHOENIX REBORN
UNSHACKLING THE PAST
FOR A BRIGHTER FUTURE

Merritt E. Adams
Executive Director/Chaplain

For the

Racine County Jail

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To: Pastors/Clergy/Volunteers

From: Chaplain Merritt Adams

RE: Clearance to Enter The Racine County Jail

Instructions

Attached is an application for clearance to enter the Racine County Jail. This form is used in a variety of volunteer situations.

Please fill out the form in its **entirety** and either drop it off, mail it, or fax it to me at 262-636-3470 to my attention at the Phoenix ReBorn at the address listed below. **All completed and signed forms must be returned.** Once I receive it I will schedule an orientation to expose you to what working in a jail is about. Please allow three to four weeks for application to be processed. I will either notify you by phone or you may call me at 636-3803 or cell **880-2627** in reference for clearance to enter the jail. You may also email me at; merritta@racineco.com, and is the best way to communicate with me. I can email a copy of the form if you have MS Word 97 or above and Outlook. IF in recovery you will need to be clean and sober and off paper for at least two years and be able to document this. You also must be off probation or parole for at least five years and if you have committed a violent crime 7 years.

Please *include* a **photocopy** of your driver's license, and a letter of reference from your pastor, employer, or other such individual who will attest to your character. If you are a pastor, I will need a copy of your ordination, license, or certification turned in with this application.

Once your application is approved I will call you and set up an appointment so we discuss what area of ministry you would like to get involved in, and what your time availability is. We will then set up an orientation and schedule for you. It will take 3-4 weeks to process your application. If you do not hear from me within one month please contact me to follow up. Conservative BUSINESS casual dress is required.

You need only return the pages you have written on. Please keep this page for your records.

Once you have been cleared for being a volunteer, you will then need to successfully complete a **federally** mandated PREA test (Prison Rape Elimination Act) of which there is a cost of \$59.00 of which the Chaplaincy will pay half if you become a Chaplaincy Volunteer. *Do not take this test until I have told you that you should.*

in His service,

Merritt Adams CSAC, ICS
Executive Director/Chaplain



Christopher Schmalzing
County Sheriff

Chaplain Merritt Adams, CSAC, ICS, BC 717 Wisconsin Ave, Racine, WI 53403
Phone: 262-880-2627 Email: merritta@racineco.com Website: racinecounty.com/chaplain

DATE:

Racine County Jail Special Programs Application Form

Last Name	First Name	Middle Name
→		

Date Of Birth	Social Security Number **	Height	Weight	Hair Color	Eye Color	Race
→						

Home Street Address	Apartment Number
→	

City	State	Zip Code
→		

Home Telephone Number	Work Telephone Number	Pager or Cell Phone Number	E-mail

Agency Street Address	Agency Sub Address
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Agency City	Agency State	Agency Zip Code
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Sponsoring Agency (Grace Church, AA, RSVP or organization that supports your activities etc.)

Agency Telephone Number	Agency Fax	E-mail	Agency ID
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Sponsor or Programs Coordinator's Last Name	Sponsor's First Name	Your Sponsor's Title or Position
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Your Title or Position with this Agency or Program (Instructor, Volunteer, Staff, etc.)	Addressed How? (Mr., Ms., Fr., Dr., etc.)
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Sponsor or Coordinator Work Phone Number	Sponsor or Coordinator Home Phone Number	Sponsor or Coordinator Cell or Pager #
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Are You An Ordained Minister?	Yes / No	Religious Denomination
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Do you have any special training, skills or experience for the volunteer position you are applying for?

Do you have any medical conditions that require special equipment or needs including metal body parts? YES or NO (Please explain to Chaplain)

****This form must be returned with a copy of your driver's license and a letter of recommendation.****

Have you ever been arrested/convicted for a felony/misdemeanor? Yes / No. (circle) If so when?
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Please make a copy of your driver's license and send it with this application, also the letter of reference.**Required
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RETURN TO CHAPLAIN
You must also complete the PREA testing!