

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.

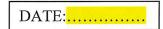
in His service,

Merritt Adams CSAC, ICS Executive Director/Chaplain

Merritt & Adams



Christopher Schmaling County Sheriff



Racine County Jail Special Programs Application Form

Last Name	First Na	me			Midd	e Name	
Date Of Birth	Social Security Number **	Height	Weight	Hair Color	Eye Color	Race	
Home Street Address					Apartment N	<u>umber</u>	
City	State				Zip Code		
Home Telephone Number	Work Telephone Number	r Page	r or Cell Phone N	umber	E-mail	1	
Agency Street Address					Agency Su	b Address	
Agency City		Agency St	<u>ate</u>		Agency	Zip Code	
Sponsoring Agency (Gra Agency Telephone Number	ce Church, AA, RSVP or organization th Agency Fax	at supports your ac E-mail	ctivites etc.)			Agency ID	
Sponsor or Programs Coord	onsor or Programs Coordinator's Last Name Sponsor's First Name				Your Sponsor's Title or Position		
Your Title or Position with	this Agency or Program (Instructor, V	olunteer, Staff, etc	<u>r)</u>	Address	ed How? (Mr., N	Ms., Fr., Dr., etc.)	
Sponsor or Coordinator Wo	rk Phone Number Spon	sor or Coordinator	Home Phone Nur	nber Sp	onsor or Coordin	ator Cell or Pager #	
Are You An Ord	dained Minister?	es / No	Religious De	nomination			
Do you having any special to	raining, skills or experience for the volun	teer position you a	re applying for?				
	nedical conditions that re NO (Please explain to Ch		l equipmen	t or needs in	ncluding m	etal body	

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?

Please make a copy of your driver's license and send it with this application, also the letter of reference.**Required

RETURN TO CHAPLAIN
You must also complete the PREA testing!