

## To: Prospective AA Charlotte County Jail Volunteers

### Re: Charlotte County Jail – Application Process

As provided by: Elizabeth Rominger (Support Services Specialist – CCJ) – 04-17-15

**Step 1** ---- The updated 5 page volunteer application will need to be completed and notarized (in 2 places).

**Step 2** ---- Once you have completed your volunteer application and have it notarized, return the completed application to either the Corrections Committee Chairperson, Alternate Chairperson or Volunteer Coordinator (see below). We will personally submit it to the jail personnel.

**Step 3** ---- After we notify you that we have dropped off your application at CCJ, wait at least 5 days and then go to the **Sheriff's Headquarters Bldg., (7474 Utilities Rd., Punta Gorda, FL)** to get finger prints taken.

Hours are: **Monday through Friday between 8:00 am – 4:00 pm.**

Please tell them you are there to get finger printed because you will be an AA volunteer at the jail. You do NOT need a finger printing card and you are not applying for a badge. Any problems, please call or text Betty while you at the finger printing location.

**Step 4** ---- Once the jail has received the finger print results, your application is sent through the Chain of Command for approval or denial. **Note:** (Process can take up to two (2) weeks)

**Step 5** ---- If application is approved, we will contact you. At that time, we will let you know where and when you are to go for your video training session. If your application is denied, you will be contacted and advised that you have been denied access to the jail.

**Step 6** ---- Once you have completed your video training we will be able to put you on the schedule to go into CC Jail and conduct AA volunteer meetings.

Please **DO NOT** contact any CC Jail personnel directly. Please contact us by phone/email/text (info below) if you have any questions regarding volunteering, training, and especially the application approval/denial process.

Thank you for your interest and willingness to become an AA Charlotte County Jail volunteer.

JJ Armstrong  
Corrections Committee Chairperson  
[jarms1045@gmail.com](mailto:jarms1045@gmail.com)  
Cell (and text) (301) 481-1327

Betty Mittel  
Volunteer Coordinator  
[coconut.cottage.pg@gmail.com](mailto:coconut.cottage.pg@gmail.com)  
Cell (and text) 352-255-3150

Bob M  
Alternate Corrections Committee Chairperson  
[bobM41597@hotmail.com](mailto:bobM41597@hotmail.com)  
Cell: 586-222-1519



## VOLUNTEER APPLICATION

## CHARLOTTE COUNTY SHERIFF'S OFFICE

7474 Utilities Road  
Punta Gorda, FL 33982Phone: (941) 639-2101  
Fax: (941) 205-5640  
Human Resources: (941) 575-5369

Please type or printed legibly in ink. All questions must be answered. If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

## 1. Full Name:

Last Name	First	Middle	Nickname
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Residence Address (Not P.O. Box)

City	County	State	ZIP Code
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Telephone Number (Home)	(Other)	Email address
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2. Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

## 3. Place of Birth:

City	County	State	Country (if not United States)
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4. Have you attended the Civilian Police Academy? ☐ Yes ☐ No5. Have you ever filed an application with us? ☐ Yes ☐ No Date \_\_\_\_\_6. Have you ever been arrested, charged or convicted of any criminal violation, regardless of whether the record was sealed or expunged, or you pled nolle contendere or it was dismissed? ☐ Yes ☐ No  
If yes, details: \_\_\_\_\_7. Have you ever been convicted of a crime? ☐ Yes ☐ No8. Have you or any member of your family ever been incarcerated in a Charlotte County Jail facility? ☐ Yes ☐ No

If yes to question #7 or #8, list all such matters below. (\*Member of family means son, daughter, spouse, parents, brothers, sisters, in-laws, uncles, aunts, by present or former marriage.)

Name	Place & Department	Charge	Court & Place	Disposition



9. Have you ever had any moving violations/points in the past three years? ☐ Yes ☐ No  
Have you ever had your license suspended? ☐ Yes ☐ No

10. Do you now, or have you ever used, possessed, supplied, or sold any narcotic or controlled substance such as, but not limited to, marijuana, hashish, cocaine, LSD, amphetamines, heroin, steroid or any drug of a similar nature?  
☐ Yes ☐ No

If yes, please complete the following:

- a. Drug: \_\_\_\_\_  
b. Circumstances: \_\_\_\_\_  
c. Last time used / possessed / supplied / sold: \_\_\_\_\_

11. Please provide name and address of next of kin or other person to be contacted in case of emergency:

Name			
Address			
City	County	State	Zip Code
Home Phone Number		Business Phone	

## 12. Acknowledgement

The information provided in this application form is true, correct and complete. If I am accepted as a volunteer at CCSO, I understand that any misstatements or omission of fact on this application form may keep me from entering or volunteering in the jail or any other sheriff's office facility. I understand that I will be fingerprinted and a criminal check will be conducted. I further understand that the use of drugs or alcohol is not permitted during the performance of my services at the Charlotte County Sheriff's Office, and I shall not report for assignment or volunteer my services while under the influence of drugs or alcohol, nor will I use them during my assignment with the Sheriff's Office. I agree to conform to the rules, regulations and policies of the Sheriff's Office and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn or added to by the Sheriff's Office, at its discretion, at any time and without any prior notice to me.

FURTHERMORE, if accepted as a volunteer:

Volunteer acknowledges that CCSO has a policy prohibiting sexual harassment and has made its employees aware of its policy. Therefore, sexual advances, or sexual remarks, requests for sexual favors and other verbal or physical conduct of a sexual nature toward or in the presence of volunteers, employees, vendors, interns will not be condoned or permitted by CCSO.

Volunteer acknowledges that CCSO is a DRUG FREE WORKPLACE and that the volunteer will not engage in the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance in the performance of their volunteering.

Volunteer's Signature

Date

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Signature of person taking acknowledgment

Printed Name

Title or Rank

*Charlotte County Sheriff's Office is an equal opportunity employer. We welcome and encourage diversity in the workplace.*

**PERSONAL INQUIRY WAIVER**  
**Authority for Release of Information**

TO: Concerned Person or  
Authorized Representative of  
Any Organization, Institution  
or Repository of Records

APPLICANT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

I respectfully request and authorize you to furnish the Charlotte County Sheriff's Office any and all information that you may have concerning my work record, school record, military record, reputation, and financial and credit status. Please include any and all medical, physical and mental records or reports including all information of a confidential or privileged nature, and photostats of same, if requested. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the Charlotte County Sheriff's Office.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information, requested above.

Sign in the presence of a notary.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

**AFFIDAVIT**  
(Must be notarized)

STATE OF FLORIDA  
COUNTY OF CHARLOTTE

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
by \_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Signature of person taking acknowledgment

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title or Rank



**CHARLOTTE COUNTY SHERIFF'S OFFICE  
IDENTIFICATION CARD REQUEST INFORMATION**

PLEASE PRINT

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

REASON FOR REQUEST ( PLEASE CHECK ONE ):

☐ NEW      ☐ CHANGE      ☐ LOST

PLEASE CHECK APPROPRIATE BOX

- |  |   |
|--|---|
| <input type="checkbox"/> MEMBER (EMPLOYEE)                     | <input type="checkbox"/> RESERVE / AUX MEMBER                               |
| <input type="checkbox"/> VOLUNTEER _____                       | <input type="checkbox"/> RSVP VOLUNTEER                                     |
| <input type="checkbox"/> EXPLORER POST 29                      | * <input type="checkbox"/> SPECIAL DEPUTY - State Reason For Request: _____ |
| <input type="checkbox"/> PARKING ENFORCEMENT                   | <input type="checkbox"/> COMMUNITY OBSERVER                                 |
| <input type="checkbox"/> INTERNS                               | <input type="checkbox"/> PART-TIME MEMBER                                   |
| <input type="checkbox"/> PROBATION OFFICER                     | <input type="checkbox"/> STATE ATTORNEY'S                                   |
| <input type="checkbox"/> SUB- _____                            | <input type="checkbox"/> JANITORIAL SERVICE WORKERS                         |
| <input type="checkbox"/> NEIGHBORHOOD WATCH: GROUP NAME: _____ | <input type="checkbox"/> PROJECT LIFESAVER                                  |
| <input type="checkbox"/> CIVILIAN POLICE ACADEMY               | <input type="checkbox"/> OTHER  |

PERSONAL INFORMATION FOR IDENTIFICATION CARD

SOCIAL SECURITY NUMBER: _____	WEIGHT: _____
DATE OF BIRTH: _____ PAYROLL ID#: _____ RADIO # _____	HEIGHT: _____
SIGNATURE OF REQUESTER: _____	EYE COLOR: _____
DATE: _____	HAIR COLOR: _____
DRIVER'S LICENSE: _____ STATE: _____	BLOOD TYPE: _____

\* SHERIFF'S APPROVAL \_\_\_\_\_

ID Card Number begins with Letter assigned to above Groups

HR Form - Original filed in Human Resources

CHARLOTTE COUNTY SHERIFF'S OFFICE

VOLUNTEER SERVICE AGREEMENT

I, \_\_\_\_\_ understand and agree that if I am accepted as a volunteer participant while performing volunteer services for the Charlotte County Sheriff's Office aka CCSO:

1. I will not be an employee of CCSO, I have not been promised nor do I expect, nor will I be entitled to any compensation for my services nor will I be entitled to any benefits from CCSO; and,
2. I am offering my services freely and without coercion, direct or implied, from CCSO; and
3. I am not otherwise employed by CCSO to perform the same services as those for which I will be volunteering my services; and,
4. If I am volunteering services to the Charlotte County Sheriff's Office I will be required to comply with all rules and regulations that might apply to anyone working at or for the Charlotte County Sheriff's Office.

I understand and agree that no particular schedule or hours of service are guaranteed for volunteer work I will perform for CCSO, that CCSO may determine at any time that it no longer needs such volunteer services performed, and that I may decide at any time to end my volunteer activities for CCSO.  
I further understand that CCSO assumes no responsibility or liability for my safety or for the consequences of my activities.

\_\_\_\_\_  
(Volunteer Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer's Name-Printed

\_\_\_\_\_  
Witness by

\_\_\_\_\_  
Payroll ID

Note: Section 3(e)(4)(A) of the FLSA and 29 C.F.R. §§ 553.101 and 553.103, volunteers of a public agency