

**Central Jersey Fugitive Safe Surrender**

**Volunteer Application attached (3 pages)**

**Applications MUST BE SUBMITTED by Wednesday September 29, 2010  
Code of Ethics must be signed to complete application process**

*Please return registration form via US mail, hand delivery or fax to:*

**FIRST BAPTIST CHURCH at LINCOLN GARDENS  
630 Franklin Blvd  
Somerset, New Jersey 08873  
Attn: Chandra Hayslett**

**FAX (732) 828-6688**

**For questions or concerns: [lpickens@andromeda.rutgers.edu](mailto:lpickens@andromeda.rutgers.edu)  
(973) 353-3403**

**(732) 839-2432**  
**[chayslett@fbcsonerset.com](mailto:chayslett@fbcsonerset.com)**



## Fugitive Safe Surrender Program

November 3-6, 2010

Volunteer Application (PLEASE PRINT)

**DO NOT APPLY IF YOU HAVE OUTSTANDING WARRANTS**

Name: \_\_\_\_\_

Phone: (home/work/cell) \_\_\_\_\_ 2<sup>nd</sup> Phone (h/w/c) \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

T shirt size (circle one):    L        XL        2XL

Fugitive Safe Surrender Volunteers **MUST attend one** of four training sessions at the First Baptist Church at Lincoln Gardens 771 Somerset Street Somerset, New Jersey

Training Sessions 2010: Monday, October 18th, Somerset; Tuesday, October 19, Middlesex; Wednesday October 27, Monmouth & Thursday October 28<sup>th</sup>, Mercer.  
All sessions begin at 6PM

### **VOLUNTEERS NEEDED:**

**Wednesday through Saturday, November 3 -6, 2010 from 7:00 am - 8:00 pm**  
**@ First Baptist Church at Lincoln Gardens**

*Please indicate the times you are available on the appropriate day(s) below.*

<u>Day</u>	<u>7am-11 am</u>	<u>12noon - 4pm</u>	<u>4pm – closing</u>
<b>Wednesday, November 3rd</b>			
<b>Thursday November 4<sup>th</sup></b>			
<b>Friday, November 5<sup>th</sup></b>			
<b>Saturday, November 6<sup>th</sup></b>			

Limitations (i.e. mobility)    Y        N    Explain: \_\_\_\_\_

Do you speak any languages besides English? \_\_\_\_ What language(s)? \_\_\_\_\_

## ***Volunteer Roles/Duties***

**Please circle all volunteer duties that interest you at surrender site and please commit volunteering at either the church or court site (not both)**

***Church site duties:***

***Spiritual Guidance:*** provide support to those fugitives who surrender and need to be in Chapel or Sanctuary.

***Registration and Survey Completion:*** Assist people with completing surveys and guiding them to service providers

***Hospitality/Greeters:*** Greet people outside who are waiting in line helping them to understand the process.

***Floater/Runners:*** Monitor the hallways/corridors of the church and may be asked to work between both locations.

***Surrender Escorts:*** Escort the fugitives to shuttle bus and assist members of their families. Try to insure no fugitives are wandering around unescorted.

***Parking/Premises Security:*** Assist law enforcement and security with monitoring cars in the parking lot. Under the direction of the Volunteer Security Director, assist to secure areas throughout the building.

***Food Service:*** Set up designated eating areas, and serve the food being provided to the fugitives, staff and volunteer and supplement work of Salvation Army

***Housekeeping:*** Keep the facilities clean, inside and outside, and monitor the restrooms at the church and courthouse at the school.

***Maintenance:*** Set up and break down stations and rooms within the building, and transport equipment throughout the building.

***Social Service Support***—assists those who are waiting with access to services.

***Court Site/School Duties:*** ***ONLY Fugitives are allowed in the courthouse site.***

*Make sure that all fugitives that arrive at court site have numbered wristbands.*

*Listen for numbers called to insure that paper work and fugitive are together Paper work and fugitive should happen together at all times.*

*Work to maintain order and respect for the court. Volunteers and fugitives alike are to conduct themselves with dignity and respect the court process. There can be no loud talking, cell phones, ipods, radios, leaving and re-entering the court site and or other distracting behavior.*

*Try to monitor the timelines for fugitive processing to provide best guess estimates on how long it takes for fugitives to be processed.*

***Please be willing to be flexible.***

***Volunteer duties are subject to change based on the needs of the program and the number of volunteers needed to perform duties in each location***

## **Code of Ethics for Volunteers**

- ***I will be responsible for arriving on time, and being regular and consistent in attendance.***
- ***I do not have any outstanding warrants.***
- ***I will contact the appropriate individual should I not be able to fulfill my volunteer obligations.***
- ***I will encourage positive attitudes by maintaining a positive attitude while participating in the program.***
- ***I will pay attention to procedures and will follow instructions.***
- ***I will agree to keep any and all information confidential concerning any information, records, or proceedings I may witness, or persons I may see.***
- ***I will treat everyone involved in Fugitive Safe Surrender with dignity and respect, especially those who are surrendering and their families.***
- ***I will resign my duties as a volunteer if I am found to violate the Code of Ethics***

**Volunteer:**

**Name (Printed):** \_\_\_\_\_

**Signature** \_\_\_\_\_