



# SPECIAL EVENT VISITOR ACCESS AGREEMENT

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

Guests may participate in up to four volunteer-led events during a 12-month period-of-time statewide without enrolling in the Texas Juvenile Justice Department (TJJD) volunteer program. Participation is not guaranteed and is subject to a criminal history review and approval by the facility superintendent. This agreement must be completed and submitted to the location listed below at least 10 business days prior to the scheduled activity/event. A new form **is required** for each subsequent visit in a TJJD activity/event. You are expected to report any changes in your criminal history to the community relations coordinator before your next visit. If you do not have access to a scanner or fax machine, you may complete an electronic version of this form and email it to the coordinator. Your email will constitute an e-signature for the form.

Mailing Instructions				
TJJD Facility Mailing Address <b>1027 PVT Road 2261</b>		City <b>Giddings</b>	State <b>TX</b>	Zip Code <b>78942</b>
Community Relations Coordinator <b>Janet Sheelar</b>		Office Phone # <b>979-542-4632</b>	Fax # <b>979-542-3886</b>	
Community Relations Coordinator's Email <b>janet.sheelar@tjtd.texas.gov</b>				
Personal Information				
Last Name	First Name	Middle Name	Suffix (e.g., Jr.)	Maiden Name
Other Names or Spellings Used (previous marriage, surname, alias, etc.)		Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic		Social Security Number
Race <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other				
Address		Apt. #	City, State	Zip Code Phone #
Driver's License State and Number		Date of Birth	Email Address	
Additional Information				
What event are you attending?				Date of event:
Check which visit this application is for (within the last 12 months): <input type="checkbox"/> 1 <sup>st</sup> visit <input type="checkbox"/> 2 <sup>nd</sup> visit <input type="checkbox"/> 3 <sup>rd</sup> visit <input type="checkbox"/> 4 <sup>th</sup> visit				
Are you interested in enrolling in the TJJD volunteer program? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Agreement (please indicate your understanding of and agreement to the following by initialing each statement)				
<input type="checkbox"/> While I am visiting the facility, I will at all times remain within eyesight of the staff and/or registered volunteer who is supervising the activity. <input type="checkbox"/> I will abide by the rules and regulations of TJJD. <input type="checkbox"/> Neither TJJD nor the State of Texas will be liable for injuries sustained by me. <input type="checkbox"/> I will respect the privacy of every youth committed to TJJD by not sharing any information about a youth with anyone outside of TJJD. The discussion of such information, even between volunteers and employees, will be in the line of service and will be impersonal and discreet. <input type="checkbox"/> Security personnel will search me and my personal possessions when entering a secure TJJD facility to maintain a safe, rehabilitative environment. If I refuse to be searched or refuse consent to search my personal property, I will be subject to immediate removal from the facility. <input type="checkbox"/> I assume full responsibility for any personal item that I bring into a TJJD facility. <input type="checkbox"/> I will leave my vehicle keys with security personnel as I enter the facility. <input type="checkbox"/> I will not bring anything considered as contraband into the TJJD facility, including knives and other weapons, cell phones, cameras and other recording devices, alcohol, tobacco, illegal substances, and pornography.				



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- I will not have a weapon in my possession while on the premises of a TJJD facility, regardless of whether or not I am licensed to carry a handgun (this includes in my vehicle parked at a TJJD facility).
- I will not give or exchange personal information, including phone numbers, email or home addresses, and any other personal information, with any youth in a TJJD facility unless I have prior approval from the facility administrator or designee.
- I will not give or exchange money or goods (including food), regardless of value, with a youth unless authorized by the community relations coordinator.
- I will comply with the schedule and conditions concerning the purpose and nature of the event I am attending.
- I will not bring in or use any religious materials intended for youth unless they have been pre-approved by the facility chaplain.
- I am aware that all sexual conduct with TJJD youth is strictly prohibited and will not be tolerated.
- I will not enter a youth's bedroom or sleeping area without a TJJD staff's permission and will not use bathrooms designated only for youth.

### Certification of Criminal History Information (please initial each statement)

*I hereby certify that each of the following statements is true, as indicated by my initials below, and I understand that giving a dishonest response may disqualify me from all events with TJJD youth and the TJJD volunteer program.*

- I am **not currently the subject** of any criminal investigation.
- There are **no current criminal charges pending** against me.
- I have **never been convicted** of any criminal offense (felony or class A or B misdemeanor) **involving a juvenile/child** victim or the direct endangerment of a juvenile/child.
- I have **not been convicted of any felony offense** (or an equivalent offense under the Uniform Code of Military Justice) within the past 15 years.
- I have **never been convicted of a sex offense**; and I am **not legally required to register** as a sex offender.
- I have **never been convicted of a capital offense, murder, aggravated kidnapping, aggravated robbery, burglary, trafficking of persons, or compelling prostitution.**
- I will notify the facility's community relations coordinator before my next visit if I am **arrested for or charged with** any violation of the law, regardless of the severity or disposition.

### **-OR-**

*I understand that giving a dishonest response may disqualify me from all events with TJJD youth and the TJJD volunteer program.*

- I am **unable to answer one or more of the statements above as being true**, and I am requesting an appointment to discuss my criminal history with the community relations coordinator.

**I certify that the above information is correct. I understand that by signing this form I am giving TJJD permission to complete a criminal history check using the information I provided above. I also understand that if I have any concerns regarding the results of the criminal history check, I should contact the TJJD Volunteer Services Office at 512-490-7090.**

**Signature:**   X   **Date:** \_\_\_\_\_

**NOTE:** With few exceptions, you are entitled upon request: (1) to be informed about the information the agency collects about you; and (2) to receive and review the collected information. Sections 552.021 and 552.023, Government Code. You are also entitled to request, in accordance with the agency's procedures, that incorrect information that the agency has collected about you be corrected. Section 559.004, Government Code.

### **TJJD Office Use Only:**

The Facility Community Relations Coordinator may attach supporting documentation explaining his/her recommendation.

Facility Community Relations Coordinator Recommendation:  Approved  Denied  Documentation attached

Facility Community Relations Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Superintendent Decision:  Approved  Denied Signature: \_\_\_\_\_

Date: \_\_\_\_\_