



JAIL CLEARANCE APPLICATION PROCESS

(Please allow 10 business days for processing)

REQUIRED DOCUMENTATION:

- ✓ Completed Jail Clearance Application
- ✓ Signed Conduct Agreement
- ✓ Signed Oath of Confidentiality
- ✓ Supplemental Materials

BASIC QUALIFICATIONS

- ❖ No arrests within the past five years. (All felony convictions years will be reviewed on a case by case basis and subject to final approval of Administrative Personnel)
- ❖ No active probation, parole, court ordered supervision, OR respondents in anti harassment, no contact or restraining orders.
- ❖ AA/NA volunteers must be clean/sober for a minimum of three years.
- ❖ Applications that are incomplete or missing required documentation will not be processed.

Note: All clearances are reviewed annually. Files are inactivated after one year of no participation, and destroyed after two.