

Memorandum

TO: Major Morsbach

FROM: Personnel and Training

TITLE: Facility Clearances

I _____ understand that due to the Criminal Justice Information Service (CJIS) policies, will not be allowed full access to the Bell County Jail Facilities. My access is limited to areas that do not contain CJIS system materials.

My primary facility access shall be limited to specific areas within the housing units, and I will always be escorted by Sheriff's Office staff members between the public entrance(s) and my assigned classroom area.

I also understand that as a volunteer I will adhere to all rules and regulations set fourth by the Jail Division Commander and his staff. Failure to do so could result in my clearance being withdrawn and/or revoked permanently.

Signature of Volunteer