

## Application and Rules of Conduct for Kairos Weekend Closing At Ross Correctional Institution (RCI)

Updated August, 2012

1. **You must have a state-approved driver's license or photo ID with you at check in.** The staff will retain it while you are inside the institution.
2. Keep everything else to a minimum.
  - a. Only one car key (and only if necessary—No electronic openers).
  - b. No key rings with a large number of keys on it.
  - c. No knives of any kind (including the small ones attached to a key ring).
  - d. No cell phones, beepers or other electronic devices.
  - e. No money (purses and wallets will not be needed)
  - f. Keep jewelry to a bare minimum (it makes getting through the metal detector more difficult).
  - g. Nothing in your coat pockets (The Staff will examine coat pockets).
  - h. If you have any question about an item it is better not to take it with you.
3. Dress appropriate for the occasion:
  - a. No blue clothing (residents are in blue).
  - b. No shorts.
  - c. No open toed shoes (including sandals).
  - d. No large logo or advertising on clothing.
4. Keep the noise level down in the check-in area. The staff is charged with security of Guests, Staff and Inmates. Their job is specific and nothing and no person will be permitted in who has the potential of creating disruption to the operation of RCI. Staff must be heard and they must be able to hear responses to their questions and directions. Follow all Staff directions without question.
5. If you have medical implants, pacemakers or similar devices, inform the Staff prior to entering the metal detector. If you must carry medication, it must be logged in.
6. Use restrooms prior to checking into the institution. Facilities are available in the waiting area. After you are checked in, do not go back out to use the restroom. Additional restrooms are available in the closing room.
7. When you get to the closing room please follow the direction of team members. They will have a specific seating chart to follow. Because of security, no women will be allowed to sit on the end of any row. Join in the singing when the musicians start to play. This will set a mood of praise and worship so we will be ready to greet our new brothers when they enter. After dismissal, quietly remain in your seats and listen for your number to be called. Exit promptly. Team members can visit with you in the parking lot after all have exited.
8. No physical contact is allowed between closing attendees and residents.
9. Please remember that any instructions given by staff must be followed at once, without question.
10. No one will be admitted if they are not on the closing list. A completed **Closing Application**, signed by a Kairos volunteer must be returned to get on the approved list for a closing.
11. Your Kairos team contact will let you know the final date to get on the list. Because of limited space, it is on a first come, first served basis.
12. Your Kairos team contact will tell you what time you need to be at RCI to get checked in. Current schedule is for entry at 4:30 pm.
13. Kairos has developed a good relationship with RCI, and it will take all of us to continue to maintain and build this relationship. Please remember that we are guests of RCI and that everyone attending the closing is a representative of Kairos, but more importantly a representative of Christ.

***Please take this page with you to the closing and review it as a reminder before entering RCI.***

No one who is on a visitor list at RCI will be allowed to attend KAIROS closings.

(Please keep page one of application as a reminder)

## **Application to Attend Kairos Weekend Closing at RCI**

Updated August, 2012

**Please return completely filled out**

**Kairos Closing I am requesting to attend: Sunday, \_\_\_\_\_ (insert date)**

**Name:**

**First:** \_\_\_\_\_

**Middle:** \_\_\_\_\_

**Last:** \_\_\_\_\_

**Address:**

**Number and Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Drivers License or ID Number:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

**Evening Phone Number:** \_\_\_\_\_

**e-mail, if applicable:** \_\_\_\_\_

**No one who is on a visitor list at RCI will be allowed to attend KAIROS closings.**

**Are you on the visitor list of any inmate at Ross Correctional Institution?** \_\_\_\_\_

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

(By signing this you are giving permission for RCI to do a background check. You also are agreeing to abide by the guidelines on page one of this application.)

***Return completed form to an RCI Kairos Weekend team member.***

***Signature of Kairos Volunteer*** \_\_\_\_\_

***If you don't know a team member, return form to KAIROS Institutional Liaison***

***Mike Shumate, 315 North Washington St., Greenfield, Ohio 45123***