



ORANGEBURG COUNTY SHERIFF'S OFFICE SHERIFF LEROY RAVENELL

Volunteer Victim Advocate Program

The following topics and policies will be covered with each Volunteer Victim Advocate:

- ✓ The Sexual Harassment Policy – County of Orangeburg
- ✓ Safety Policy – County of Orangeburg
- ✓ Violence in the Work Place
- ✓ Orangeburg County Officials
- ✓ Sheriff's Office Chain of Command
- ✓ The use of the chain of command/Training
- ✓ Professional dress and confidentiality of sensitive issues/information
- ✓ Customer Service/presentation
- ✓ Telephone Etiquette
- ✓ Introduction of staff/divisions and locations of Sheriff's Office buildings
- ✓ The General Orders Book
- ✓ Waiver of confidentiality

Office of Training Signature

Date

Volunteer Victim Advocate Signature

Date



**Orangeburg County Sheriff's Office
SHERIFF LEROY RAVENELL**

Volunteer Victim Advocate Application

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT IN BLUE OR BLACK INK ONLY)

Last Name		First Name		Middle Name	
Street Address			City		State
Social Security Number				Date of Birth	
Home Phone Number				Work Phone Number	
Cell Phone Number				Fax Number	
E-mail Address					
Sex:	M	F	Race:	White	Black
				Hispanic	Asian
				Other:	
SC Drivers License #					Exp. Date

Date of Application: _____

Days and Times Available To Report

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



Orangeburg County Sheriff's Office
SHERIFF LEROY RAVENELL

PERSONAL/PROFESSIONAL REFERENCES			
Name	Phone Number	Best Time to Call	Occupation

Education				
School	Name	Address	Course(s) of Study	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional College				
Other (Please specify)				



Orangeburg County Sheriff's Office

SHERIFF LEROY RAVENELL

WORK HISTORY

Start with present or last job. Include any job-related, military service assignments, and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer	Dates Employed	Reason for Leaving
Address	Phone Number (s)	
		May We Contact? Yes / No
Job Title	Supervisor	Pay Rate/Salary Starting: _____ Final: _____
Work Performed		

Employer	Dates Employed	Reason for Leaving
Address	Phone Number (s)	
		May We Contact? Yes / No
Job Title	Supervisor	Pay Rate/Salary Starting: _____ Final: _____
Work Performed		

Signature _____

Date _____



Orangeburg County Sheriff's Office
SHERIFF LEROY RAVENELL

Authorization for Release of Records

In order to determine my suitability for an internship, the *Orangeburg County Sheriff's Office* is conducting a personal background investigation.

I, _____, do hereby authorize any law enforcement agency, military organization, doctors, insurance companies, educational institutions, governmental agencies, banks and credit agencies, former and present employers, and individuals to furnish the Orangeburg County Sheriff's Office any or all available information regarding me, whether or not it is on their records. I hereby release them from any civil or criminal liability whatsoever for issuing it.

Signature

Date: _____

Sworn and Subscribed before me, this

_____ Day of _____.

Notary Public of South Carolina

My Commission Expires: _____



Orangeburg County Sheriff's Office
SHERIFF LEROY RAVENELL

RELEASE OF LIABILITY

Statement of Responsibility

If accepted as a Volunteer Victim Advocate at the Orangeburg County Sheriff's Office, I will hold in strict confidence, all personal, departmental, and Sheriff's Office matters which come to my attention. It is my responsibility to respect and preserve the privacy of those mentioned above as well as any detail involved.

Volunteer Victim Advocates Signature

Date

Volunteer Victim Advocate Confidentiality Statement

As a Volunteer Victim Advocate of the Orangeburg County Sheriff's Office, I am aware of my responsibility to adhere to the policies relating to confidentiality regarding citizen's incident reports, records, and information.

I understand that citizen's records are property of the Sheriff's Office and are maintained for the benefit of the citizen, the Sheriff's Office staff, and the Sheriff's Office.

Information deemed as confidential includes: incident reports, supplemental reports, victim statements, witness statements, criminal histories, and records maintained by the Sheriff's Office in all departments including interoffice memos.

Volunteer Victim Advocate Signature

Date

I hereby release from liability any representative of the Sheriff's Office for any acts performed in good faith and without malice in connection with evaluating my request to serve as an intern of the Orangeburg County Sheriff's Office. I hereby consent to the release of such information pertaining to physical, emotional health and criminal history.

Volunteer Victim Advocate Signature

Date

Witness (Printed Name)

Signature

Date



Orangeburg County Sheriff's Office SHERIFF LEROY RAVENELL

Orangeburg Facts

1,105 square miles; 2nd largest in the state
Population according to 2000 Census - 91,582
First Sheriff – William Thomson appointed in 1772
17 municipalities in Orangeburg County
10 municipalities have local law enforcement
The Orangeburg County Sheriff's Office is led by an elected official. The Sheriff is elected every 4 years. The office of Sheriff does not have term limits.

Terminology Reference

CID – Central Investigation Division
Code 10 – Orangeburg County Sheriff's Office complex on Ellis Avenue
Code 20 – Orangeburg Calhoun Regional Detention Center
Code 30 – North Region building at the Prince of Orange Mall
Code 40 – East Region at the Santee Outlets
Code 100 – The Victims' Services building on Chestnut
CSU – Community Services Unit
DNR – Department of Natural Resources
Field Services – aka – Patrol
SLED – South Carolina Law Enforcement Division