



Berks County Jail System

1287 County Welfare Road
Leesport, Pennsylvania 19533
610-208-4800

Dear Volunteer:

Thank you for your interest in becoming a Volunteer at Berks County Jail System (BJS). All Volunteers (both new & returning) must complete the following process annually to be considered an active Volunteer at BCJS.

1. Submit a BCJS Volunteer application, the PREA criminal history acknowledgement AND the PREA visitor acknowledgement forms. These forms should be filled out in their entirety and either mailed to the address above, Attn: Treatment Department or emailed to me at smorris@countyofberks.com. Note: Emailed paperwork **MUST** be a scanned image, a picture taken of the application and PREA form will not suffice.
2. You must complete the Volunteer Orientation. After submitting your application, call me at 610-208-4800 ext. 4200 to review your clearance and schedule your training. Please allow 2-4 weeks from the time you submit your application for processing before calling to schedule. **You must be scheduled to attend, or you will be turned away at the door.**
3. After you complete orientation, your ID will be issued. ID's will be good for one year from the date of issuance.

If you have any questions regarding this process, please contact me by phone or via email. Thank you in advance for your cooperation.

Sincerely,

Steven Morris
Berks County Jail System
Treatment Department
610-208-4800 (Ext: 4200)