

Tom Green County Sheriff's Office

Roger Looka
Chief Deputy



Phone 325-655-8111
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Sheriff J. Nick Hanna
222 W. Harris
San Angelo, TX 76903

Dear Jail Ministry Program Volunteer,

As Tom Green County Sheriff, I am very pleased with the current Tom Green County Jail Ministry Program as it serves the inmates in our Jail. I support the program to the fullest.

I believe that the volunteer guidelines currently in place adequately address security and safety concerns in our jail facility. These guidelines are an integral part of our policy manual in administering jail operations and are in compliance with all state and federal guidelines.

Each volunteer will be required to sign a statement that they have read the Through God Comes Justice policy statement as well as the Liability Release prior to engaging in volunteer activities for the Through God Comes Justice Ministry Program. Each volunteer will also be required to take an annual TB test and PREA training as required by the Texas Jail Commission in order to participate in the ministry program. All volunteers are required to follow all rules and regulations as outlined in the policy statement.

Thank you for participating in the jail ministry program. This program cannot operate successfully without our God-called volunteers.

I will continue to support the program and it is my earnest desire to see many lives changed as a result of Christ's love shared through you.



Sheriff J. Nick Hanna

TOM GREEN COUNTY DETENTION FACILITY
VOLUNTEER APPLICATION – BACKGROUND CHECK

Dear Applicant,

We are immensely proud of the volunteer participation in the various programs that are delivered within the Tom Green County Jail. It is, however, necessary to evaluate each volunteer prior to gaining access to the facility.

Prior to completing the application, you should be aware that a background investigation (including criminal history) will be conducted.

Rejected applicants will be advised that their application was disapproved; however, no further information will be released. If you feel your application was denied in error, please contact the Chaplain so he can investigate the issue. Even if your application to go into the jail is denied, we encourage you to still attend the monthly meetings and we can resubmit your application in 12 months. You can also participate in other areas of the ministry including the Pen Pal program.

Accepted applicants will be advised in writing of your acceptance. Once you have completed all requirements to be admitted into the facility (Volunteer Training, PREA Training, TB Test, etc.) and completely understand the rules you have agreed to follow, you will be added to the schedule to go into the Jail to teach.

With this understanding, you are encouraged to complete the following information. Your interest in the volunteer program is appreciated and we look forward to reviewing your application. Please ensure the accuracy of your information.

LAST NAME: _____ FIRST: _____ MI: _____

DOB: _____ DRIVER'S LICENSE #/STATE: _____ SSN: ____ - ____ - ____

ADDRESS: _____

PLACE OF EMPLOYMENT: _____

OCCUPATION/POSITION: _____

HOME/CELL NUMBER: _____ WORK NUMBER: _____

PROGRAM VOLUNTEERING FOR: THROUGH GOD COMES JUSTICE MINISTRIES (JAIL MIN)

CHURCH ATTENDING: _____

EXPLAIN YOUR INTEREST IN THIS VOLUNTEER JAIL PROGRAM: _____

_____/_____/_____
Applicant Signature Date

_____/_____/_____
Approved/Disapproved By Date

TOM GREEN COUNTY SHERIFF'S OFFICE/
THROUGH GOD COMES JUSTICE MINISTRY
VOLUNTEER PROGRAM – LIABILITY RELEASE

Last Name	First	Middle Initial
Address	City	Zip Code
Phone Number	Emergency Contact/Phone Number	

In consideration of being permitted to participate as a volunteer for the Tom Green County Sheriff's Office, I, the undersigned, with the intention of binding the undersigned and the undersigned's heirs, executors, administrators, and assigns, do hereby release and agree not to hold liable Tom Green County, it's officers, agents and employees along with Through God Comes Justice Ministries, Inc., it's officers, agents and employees from any and all claims, demands, actions, causes of action, judgements, costs or damages arising or resulting from property damage, personal injury or death sustained by the undersigned or his/her property while participating as a Tom Green County/Through God Comes Justice Ministries, Inc. volunteer.

I further agree, with the intention of binding the undersigned and the undersigned's heirs, executors, administrators, and assigns, to protect, defend, indemnify and hold harmless Tom Green County, it's officers, agents and employees for any loss, liability, action, claim, award, damage or judgment incurred or suffered by the above county or its officers, agents and employees as a result of any act, omission, negligence or fault (active or passive) by me or caused in whole or in part by me while participating in the Tom Green County/Through God Comes Justice Ministries, Inc. Volunteer Program.

I make the following representations upon which I intend Tom Green County/Through God Comes Justice Ministries, Inc., its officers, agents, and employees to rely:

1. I am aware that at times I may be placed in both foreseeable and unforeseeable positions of danger and I am voluntarily participating in these activities with knowledge of the danger involved and hereby agree to accept any and all risks of injury or death.
2. I understand that any information obtained by me through my position as a Tom Green County/Through God Comes Justice Ministries, Inc. volunteer is confidential and will be used by me only in said capacity as a volunteer.
3. I understand that my participation in the above -named program is a privilege subject to revocation at any time by the program director.

I, the undersigned, have read this release and understand all of its terms. I execute this release voluntarily and with full knowledge of its significance.

Volunteer Signature

Notary

Date

Commission Expires

TOM GREEN COUNTY DETENTION FACILITY
VOLUNTEER GUIDELINES

1. Bibles – are only distributed by and through the Through God Comes Justice Ministry Office unless approved by the Jail Commander.
2. Music – NO instruments may be taken into the Jail. This includes all instruments! Only battery powered CD/tape players or an iPod may be taken in. **NO CELL PHONES ARE ALLOWED IN!**
3. Handouts/Giveaways – no booklets of any kind, no candy, pencils, toys, cards, etc. are allowed to go into the Jail. Only a single sheet of paper with the study/lesson or lyrics are allowed. Nothing with staples, brads, paper clips, or spiral binders.
4. Requirements for Admittance – you must have a picture ID (Driver’s License or Government ID), Ministry Picture Badge, and be on the current month schedule done by the Chaplain’s Office. “I understand that I will not be admitted without the picture badge and if I am not on the Schedule. I will not attempt to enter without the proper ID or if I am not on the Schedule.” Violation of this requirement will result in you being barred from ministering in the Jail, per the Jail Commander.
5. Absolutely, no one will enter the inmate living areas other than going to/from the classroom. All teaching/Bible studies will be conducted in the classroom – NOT in the inmate living area!
6. No drinks, briefcases, purses, bags, cell phones, or pagers are allowed into the Jail.
7. Class Times – All classes are coordinated through the Chaplain’s Office and approved by the Jail. Classes are held 6 days a week but designated to specific programs, times, areas, and on selected days. Be prompt in your arrival time and vacate the Jail at your scheduled time. “I understand that I must always observe these times!”
8. Personal Contact – “I understand my contact with the inmates MUST be kept on a professional program level and that I cannot deliver money or messages to, from, or for any inmate. I am not there to run legal errands or give legal advice. I will share the love of Jesus and that’s it!”
9. Pre-Existing Relationships – I will report to the Ministry Office any relationship within the Jail such as a friend or relative that is incarcerated. I will treat each inmate the same, not showing favoritism or prejudice and protect the integrity of the program.
10. Messages – “I may only deliver church-related messages. I am NOT allowed to make personal calls or visits to any family member or friend of an inmate. I will not be the go-between for legal, probation, or parole matters.”

11. Other DON'TS – “I UNDERSTAND THE FOLLOWING:

- DON'T Start Late
- DON'T Discuss inmate guilt or innocence
- DON'T Discuss other inmate circumstances
- DON'T Discuss staff members or other volunteers with the inmates/staff
- DON'T Give out your address or phone number
- DON'T Give or accept gifts or favors
- DON'T Carry contraband or messages
- DON'T Discuss conditions of confinement
- DON'T Use profane language or tell inappropriate jokes
- DON'T Wear provocative, see through/transparent clothing, shorts, sleeveless tops
- DON'T Wear spandex or tight form fitting clothing, skirts/dresses must be below the knee
- DON'T Wear anything depicting security threat groups, alcohol/drugs, lewd/vulgar lang.
- DON'T Give an inmate anything other than class materials (single sheet handout)
- DON'T “Preach At” an inmate - try to help establish a healthy respect for himself/herself
- DON'T Ask an inmate about his/her crime
- DON'T Make promises you can't keep
- DON'T Visit or call the inmates family or friends
- DON'T Take sides against authorities
- DON'T Be manipulated or “conned” by the inmates
- DON'T Run errands, deliver messages, or make phone calls for inmates
- DON'T Stress church denomination, church doctrine, or personal beliefs
Stress the Bible, Christ, and His Lordship!
- DON'T Add inmates by name to your church prayer lists, just put “inmates of the TGCJ”

12. Other DO'S – “I UNDERSTAND THE FOLLOWING:

- DO'S **Know Jesus Christ as your personal Lord and Savior!**
- DO'S Be yourself!
- DO'S Be a good listener – but don't let one inmate dominate the conversation
- DO'S Follow ALL established rules and guidelines
- DO'S Seek help when needed (admit you don't know everything, ask questions)
- DO'S Be courteous and cooperative
- DO'S Share personal testimonies – reports of victory and answered prayers
- DO'S Be willing to learn
- DO'S Be flexible!

13. Only 2 volunteers at a time are allowed to go into the classroom to teach.
14. Nothing can be taken into the classroom except materials to teach with a single sheet study/lesson handout- NO staples, paper clips, etc.
15. A pen or pencil can be taken in but **MUST** be brought out with you. **DO NOT LOAN YOUR PEN TO THE INMATES!**
16. Courtesy will be shown to Jailers at all times. No questioning their rules and regulations – **WE ARE THE GUESTS!** You may be the only witness that a Jailer will see, so remember who you represent at all times!
17. No handouts- gum, candy, pencils, pens, laminated bookmarks, stationery, cardstock, etc. Nothing goes in except a single sheet with your study/lesson on it.
18. We must be flexible! The day may come when we arrive to teach only to be told that today we cannot have class. It is our responsibility to be gracious and leave, but please contact the Ministry Office and let us know.
19. **All volunteers must sign in prior to going into the Jail to teach! You MUST also pick up a Jail lanyard and “Man Down” button before going in.**
20. Any questions/concerns regarding the Ministry or inmate/staff inquiries please contact the Ministry Office 325-703-2378 or Chaplain Dennis at 325-212-9577. **PLEASE DO NOT CALL THE JAIL WITH ANY QUESTIONS.**

I understand all the rules and agree to abide by them. Further, I understand that I must treat all inmates equally and fairly, without regard to race, sex, national origin, religious preference, or physical disability.

I understand that failure to abide by these rules will result in disciplinary action, including suspension of volunteering, up to termination of being a volunteer with the program. In view of this, I further agree to be tolerant of other programs and viewpoints which may not be of my own persuasion. I will likewise keep my program efforts from conflicting with those rights.

Acknowledged by me on this _____ day of _____, 20____.

Volunteer Signature

Chaplain

Date

Date

THROUGH GOD COMES JUSTICE MINISTRIES, INC.
VOLUNTEER AGREEMENT

I, _____ agree to abide by the following rules.

I understand that I will be regulated by Through God Comes Justice Ministries, Inc./Tom Green County Rules and Regulations and will be expected to conduct myself in the same professional manner as a staff member; I will be expected to assume the responsibilities as listed:

I agree I will:

1. Be punctual, reliable and aware of the need to offer friendship and assistance to fellow volunteers and staff members.
2. Notify the Ministry Office at 325-703-2378 or 325-212-9577 as soon as possible if unable to report for the assigned teaching schedule.
3. Keep all client data confidential. Events that occur within the Jail are extremely confidential and will not be discussed outside the Jail or Ministry.
4. Request assistance from the Ministry Office if I have any questions pertaining to my duties, responsibilities or if I am unsure of a procedure.
5. Make suggestions! They are welcomed as a means of improving our program.

The Tom Green County Sheriff's Office/Through God comes Justice Ministries, Inc. Agrees to:

1. Provide volunteers with an orientation course as well as adequate program training including monthly in-service meetings to stay informed of rule changes.
2. Review volunteer performances on a regular basis, keep account of volunteer hours and provide a letter of recommendation when requested.

I understand my participation in the Through God Comes Justice Ministries, Inc. Volunteer Program may be terminated at any time for the good of the ministry or the Volunteer.

Volunteer Signature

Chaplain

Date

Date

COMMITMENT TO DUTY

1. People will judge Christians and the Ministry by our appearance. We should present a well-groomed appearance that will indicate self-pride and that will foster a favorable impression on the people we talk to. We do not want to come across with the impression that we think we are above them, but we do not want them to think they are not worthy enough to bring out the best in us.
2. If any problem arises during your time with the inmates or with the Jail Staff, notify the Ministry Office as soon as possible.
3. All volunteers will be required to attend future In-Service training sessions as new services are added, and rules are adapted to fit the current needs of the Jail. Training sessions (volunteer meetings) are held the last Monday of the month (except May, November, & December) at 7:00pm. November & December meetings are held on the 3rd Monday of the month at 7:00pm. Each approved volunteer will get a notification on Remind in advance, also an alert will be posted on our Facebook page, should you not receive notification be sure to contact the office to get specific information on the location of the meeting since it changes monthly. Volunteers may not miss more than 3 meetings per year to remain in good standings and active with the Ministry.
4. We must remember that without the permission of the Sheriff/Jail Commander this Ministry would not be in existence. Never be argumentative with any Jailer regardless of your personal convictions. Attempting to settle a conflict or difference of opinion is not your responsibility. If you have conflicts, notify the Ministry Office within 24 hours so the issue/concern can be resolved before resentments set in.

CONFIDENTIALITY

As a volunteer, you will deal with very sensitive issues and people at their most vulnerable. We are not there to judge or to comment to anyone regarding their lifestyle or living conditions. Some of the people we work with have not learned skills that could give them the ability to make better choices in life. We have not walked in their shoes and have no right to judge or criticize them to their face or others.

We are not to discuss the inmates – charges, attitudes, responses, etc. Not only do we have no right to discuss another person's business, but we also don't know what information when innocently divulged could destroy our credibility as a Christian witness. We must be careful about sharing information with others not in the Ministry. Please remember that you could be the person being judged someday, so treat others the way you would want to be treated!

LIABILITY

When you are asked to deliver a message or take a note from the inmate **DO NOT DO IT!** Politely request that they send it through the inner official mail. Then, if anything harmful or illegal is being passed you will not be suspected of wrongdoing.

Although most people appreciate what we do, we must be prepared for those who will try to use the Ministry. Rules and policies have been established to protect you and the Ministry

Confidentiality is perhaps the most fundamental principle in working in this type of ministry. Inmates have the right to expect the information shared with Christians will not be shared with others inappropriately or without his/her knowledge or consent. However, confidentiality is not absolute, and it is essential that volunteers be made aware of the exceptions.

Exception includes:

- If an inmate poses a danger to self or others – possible suicide or criminal activity.
- If an inmate discloses information about physical, emotional, or sexual abuse to self or others.

These exceptions should always be discussed with the **Chaplain** immediately upon receiving knowledge of possible activity!

COMPLIMENTS

Compliments are one of the fastest and easiest ways to make someone feel better about themselves. There is an additional bonus to complimenting others — it makes you feel good to say something nice to someone. Here are several ways to praise someone...

Wow Way to go Super You're special Outstanding Excellent Great Good Neat
Well done Remarkable I knew you could do it I'm proud of you Fantastic Super star
Nice work Looking good You're on top of it Beautiful Now you're flying You're catching on
Now you've got it You're incredible Bravo You're fantastic Hooray for you You're on target
You are on your way How nice How smart Good job That's incredible You rock
Dynamite You're unique Nothing can stop you now Good for you You're a winner Remarkable job
Beautiful work Spectacular You're spectacular Great discovery You're so smart
You've figured it out Fantastic job Hip, hip, hooray Bingo Magnificent Marvelous
Terrific You're very important Phenomenal You're sensational Super work Creative job
Super job Exceptional performance You're wonderful You're a real trooper You are responsible
You're exciting You learned it right What an imagination What a good listener You are fun
You're growing up You tried hard You care Beautiful sharing Outstanding performance
You're a good friend I trust you You're important You make me happy You belong
You've got a friend You make me laugh You brighten my day I respect you You mean the world to me
That's correct You're a joy You are a treasure You are perfect Awesome
A+ job You're A-OK I'm proud of you You made my day That's the best Amazing
I believe in you...no matter what You are a winner!

MINISTRY VOLUNTEER RULES AND RESPONSIBILITIES

- ___ I will obey ALL written orders and directions of the Jail Staff in order to maintain security at all times and understand that any person entering/leaving the Tom Green County Detention Facility are subject to search. Possession of alcohol, weapons, or controlled substances is a felony and will be aggressively prosecuted.
- ___ I understand that state law requires me to report criminal activity known to me in such cases as escape plans and threats to the personal safety of employees, volunteers, and anyone else.
- ___ I understand the Ministry is interdenominational; therefore, I will limit my Bible study to a spiritual realm through Biblical scriptures ONLY and not discuss my church doctrine/denomination/beliefs and will NEVER criticize other faiths or beliefs. Praying with the inmates is vital; however, there will be NO laying on of hands or speaking in tongues while in the Jail.
- ___ I will conduct my duties as a volunteer according to the Ministry training guidelines and understand I will not be placed on the approved volunteer list until ALL my training is complete to include my TB test or equivalent x-ray, and PREA training. I also understand I must attend at least eight of the monthly In-Service meetings annually to remain in good standings with the ministry.
- ___ I understand I am not allowed to give any contraband to or receive any contraband from an inmate at any time – the only authorized handout is a single sheet of paper with study material only. I cannot lend them a pen without possible disciplinary action against the inmate and my removal from the facility.
- ___ All personal belongings will be left in the lockers prior to entering the Jail. No purses, cell phones, bags, money, drinks, etc. will be allowed to enter the Jail. **The ONLY authorized items are: Ministry badge, Jail lanyard, “Man Down” button, sign-in sheet, single page handout, music device, and pen/pencil.**
- ___ I will report the results of my Bible study by using the sign-in sheets provided; to include my name, study location, and date of my study, along with decisions, dedications, Chaplain visit requests, and inmate prayer requests.
- ___ **I will drop off my sign-in sheet in the Ministry mailbox, turn in the Jail lanyard, “Man Down” button in the vestibule, and pick up my Driver’s License/Government ID before leaving the Jail.**
- ___ I will report changes to my address and phone number to the Ministry Office to keep the volunteer database up to date. Also, I will NEVER share my address or phone number with an inmate.

Volunteer Signature

Chaplain

Date

Date

TOM GREEN COUNTY DETENTION FACILITY
VOLUNTEER APPLICATION

LAST NAME: _____ FIRST: _____ MI: _____

DATE: _____ SEX: M/F _____ RACE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

HOME/CELL NUMBER: _____ WORK NUMBER: _____

CHURCH ATTENDING: _____ CHURCH NUMBER: _____

WHY DO YOU WANT TO MINISTER TO INMATES? _____

IF YOU WERE TO DIE TONIGHT, WHY SHOULD GOD LET YOU ENTER INTO HEAVEN?

WRITE YOUR TESTIMONY IN THE SPACE BELOW:

Volunteer Signature

Chaplain

Date

Date