



FORSYTH COUNTY LAW ENFORCEMENT DETENTION CENTER  
201 North Church Street, Winston Salem, NC 27101  
Phone: 336-917-7600



FORSYTH JAIL AND PRISON MINISTRIES  
FOR  
FORSYTH COUNTY LAW  
ENFORCEMENT DETENTION CENTER

## HANDBOOK FOR VOLUNTEERS IN CHRISTIAN PROGRAMS

2022 Edition



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**FORSYTH COUNTY SHERIFF'S OFFICE  
OFFICE OF THE PEOPLE**

*Sheriff Bobby F. Kimbrough, Jr.*

Dear Detention Center Volunteer Citizens:

Our partners, the Forsyth Jail and Prison Ministries, have prepared this volunteer handbook to help you become familiar with the rules, regulations and information concerning the Detention Center's Volunteer Citizen Program. The information provided in this handbook represents our efforts to be open to the community, while maintaining the security requirements necessary for the safe and secure operation of the facility.

It is the Detention Center's policy to promote community involvement by establishing a Volunteer Citizen Program, comprised of approved adult citizens who are willing, able and qualified to provide volunteer service work in the Detention Center. We recognize the commitment and enthusiasm of our volunteers, and we encourage the use of volunteers to enhance and extend inmate programs and services which address the needs of the inmate population.

Thank you for making a significant contribution and giving back to the community. I deeply appreciate your service and commitment.

Sincerely,

Major Robert W. Whitaker  
Detention Administrator  
Forsyth County Law Enforcement and Detention Center

201 North Church Street  
Winston Salem NC 27101  
Phone 336-917-7600

**COMMON SENSE FOR VOLUNTEERS**

The Forsyth County Law Enforcement Detention Center (Jail) is a maximum-security facility. During your time serving as a volunteer here, there will always be a person available to assist you. It is a safe environment but there are some "common sense" rules listed below that we ask you to follow.

- § *Dress neatly and appropriately for the work performed. Clothing should in no way be considered "provocative." Open toed shoes are not allowed.*
- § *Never give an inmate anything without first receiving permission by asking an official. Do not take any items from an inmate, including letters or notes to family or friends.*
- § *Do not make promises to agree to perform special favors. Avoid any involvement with inmates other than that which is in conjunction with the purpose of your visit.*
- § *Do not give your home address and phone number to the inmates.*
- § *Do not leave your group or assigned area except under supervision.*
- § *Show respect for the facility, its officials and the inmates.*
- § *Listening - be a good listener in order to understand an inmate's situation or the requirements of the facility.*
- § *Balance - show empathy but guard against over-identification.*
- § *Acceptance - even though their values may be different than yours, accept the inmates with out condoning or condemning their behavior.*
- § *Dependability - an essential part of a strong volunteer, who is committed to serving God in the Jail.*
- § *Ask for help - you are a part of a team! If you have any doubts about your role or a particular situation, discuss the matter with your group coordinator, a chaplain, or a jail official.*

## Important Reminders

### **FCLEDC Holidays**

Generally, the following holidays are observed by the county. All programs in the facility will be canceled. Please call our office if you have any questions concerning cancellations:

- |                   |                                  |
|-------------------|----------------------------------|
| -New Years Day    | -Martin Luther King Jr. Birthday |
| -Good Friday      | -Memorial Day                    |
| -Independence Day | -Labor Day                       |
| -Thanksgiving     | -Christmas                       |

In the event of inclement weather, please consult WXII—TV 12 for information concerning the cancellation of programs.

### **Arriving on time**

Please remember to arrive at least 20 minutes before the start of your program. The FCLEDC can only provide an escort for you at that time.

### **Forsyth Jail and Prison Ministries provides:**

#### **Programs:**

- Worship and musical services, Bible studies, devotions
- Personal, marriage and family counseling
- Aftercare referral and counseling for ex-offenders and their families

#### **Needs:**

- Prayer and Bibles
- Mentors for inmates
- Personal care items - deodorant, toothpaste, shampoo, and soap
- Opportunities to speak at your church about the work of the ministry
- Financial gifts – the ministry does not receive any government funds

## **Forsyth Jail and Prison Ministries Handbook for Volunteers in Christian Programs**

2022 Edition

### **Mission Statement**

The Forsyth Jail and Prison Ministries uses Christ's love and forgiveness to transform lives and break the cycle of crime and punishment.

### **Our Purpose**

Through Christ's love and compassion, we are taught not to condemn, but to love. It is not only our civic duty to serve, but our calling as Christians to help imprisoned men and women find Jesus Christ through study, through counseling, through worship and through actions. Founded in 1977, the Forsyth Jail and Prison Ministry has helped thousands of incarcerated men and women discover the true meaning of Christianity, and what it means to live as a Christian. Only through the help of hundreds of volunteers does this program work.

### **Our Core Values**

We are committed to:

1. Always doing what is right (I Peter 3:17)
2. Authentic relationships and teamwork (Ecclesiastes 4:9-10)
3. Attention to quality and detail in all we do (Colossians 3:23)
4. Honoring human dignity (Matthew 25:35-36)
5. Glorifying God in all we do (I Corinthians 10:31)

*I was naked and you clothes Me; I was sick and you visited Me; I was in prison and you came to Me.*

*Matthew 25:36*

## General

### Access of Christian Community

Within the Forsyth County Law Enforcement Detention Center (hereafter referred to as "FCLEDC") the Forsyth Jail and Prison Ministries (hereafter referred to as "FJPM") will offer a range of Christian religious services to inmates that satisfy the beliefs of Christian faith groups confined within the facility. Access to participate in Christian programs (hereafter referred to as "programs") and ministerial visitation will be allowed on a fair and equitable basis, according to approved policies and procedures, without regard to race, employment status, color, creed, denomination or national origin. No church/group/volunteer will be granted any special privileges, priorities, or accommodations not available to others. Only Christian services and programs of an interdenominational character are offered. The FJPM does not offer instruction, programs or services of an exclusively denominational nature. Christian volunteers (hereafter referred to as "volunteers") and programs within the facility are not allowed to endorse, focus, or promote the specifics of a particular church, denominational creed, belief system, religious order, or church dogma.

### Relating to Other Faith Groups

It is the intention and purpose of the FJPM to serve all of the FCLEDC staff and inmates equally and fairly without regard to race, color, national origin, sexual, or religious orientation. Programs by other non-Christian faith groups are regularly scheduled by the Programs Manager.

## Ministerial Visitations

### General

Admittance into the facility for such a visit requires the presentation of a valid DMV identification card or valid driver's license, and must be at least twenty-one (21) years of age.

Status as a registered clergy member entitles a minister to visit with inmates with whom they have a pastoral relationship. It does not include privileges to visit personal or family relations.

### Schedule

Registered ordained clergy and licensed ministers who are associated with a church, Christian group, or other religious order are eligible to receive a non-contact visit with a member of their congregation incarcerated in the FCLEDC. These do not count towards the inmate's two (2) visits per week limit. Clergy are allowed a thirty (30) minute daily visit in the regular visitation rooms during the following times: **Daily (except Friday): 8:00-9:00am, 11:00am-12:30pm, and 3:00-5:30pm. Ministers are allowed a maximum of 5 ministerial visits per week.**

*\*Note: Inmate count is at 3:30 daily, length of count varies. All activities cease during this time. As a result ministerial visits may be affected.*

### Eligibility and Approval

Ordained clergy, licensed ministers, or religious leaders who are associated with a church, Christian group, or other religious order can visit by providing three (3) of the four (4) elements of proof verifying your status to the FJPM **EACH YEAR:**

- Written documentation of ordination
- Written documentation of holding a church ministry staff position
- Written documentation of a ministry license
- Written documentation of representing a church/religious order

This information may be faxed to 336-759-0554; emailed to [brooke@forsythjpm.org](mailto:brooke@forsythjpm.org); or delivered to the FJPM office on Craft Drive.

## Hygiene Items and Reading Materials

### Hygiene Items

Personal hygiene items are collected from churches, community groups, and individuals to be given to the inmates. These items include soap, shampoo, deodorant, toothpaste, toothbrushes and lotion. Supplies are screened for contraband before entering the facility by the FJPM staff. Articles designated for particular individual inmates will not be accepted. The following articles are considered contraband and prohibited in the FCLEDC:

- glass containers
- aerosol cans
- razors and razor blades
- liquid products with alcohol as an ingredients

### Reading/Study Materials

Outside persons may supply new Bibles along with both new and used reading materials by donating them to the FJPM. The chaplains will administer the distribution and use of such materials. Only soft cover books can be used. Books with spiral or ring binders are prohibited. Staples are allowed only in professional publications. The following materials are considered contraband and prohibited in the FCLEDC:

- Obscene pictures and depictions of human nudity
- Racist or "hate" materials or pictures
- Materials that incite violence, rape, criminal actions or abuse
- Materials that compromise the safety, security, general health or proper order of the facility

## Inmate Baptisms and Marriage Ceremonies

Inmates are not permitted to be baptized during their incarceration in the FCLEDC. The FJPM understands that often inmates in the FCLEDC seek to be married during their incarceration. However, after serious consideration of this issue, the FJPM adopted a policy against chaplains officiating over the marriage ceremony of inmates who are incarcerated in the facility.

## Volunteers for Christian Programs

### Requirements

Any person who desires to participate as a volunteer in any Christian program within the facility must be approved by the proper FCLEDC officials.

### General Requirements

1. Must be an adult legal U.S. citizen or resident (21 years or older).
2. Undergo and pass a thorough computerized criminal record and background investigation as determined by the FCLEDC
3. **Provide a picture ID to the FCLEDC (Note: The name on your ID must match the name on your application.)**
4. Agree to abide by the facility's rules and policies

### Process of Approval

After an applicant fully satisfies all religious requirements of a volunteer the FJPM will submit the application to the Programs Manager. The Programs Manager will verify the applicant's satisfaction of the General Requirements. The FCLEDC Captain of Security must be fully satisfied that the candidate meets all requirements (general and religious) before approving the candidate and authorizing his/her name to be placed on the church/religious order's list of thirty (30) approved volunteers.

Each church/religious order involved in Christian programs will be allowed a maximum of thirty (30) volunteers. The FJPM will work in coordination with the Programs Manager to maintain an accurate list of each church's authorized volunteers. A copy of these lists will be kept at the Front Desk in the Public Lobby. The FCLEDC and FJPM will review the list of authorized volunteers on a quarterly basis.

Applications can be received by the FJPM and processed by the FCLEDC at any time during the year. They will be activated and added to a church/religious order's list **only** at the time of quarterly trainings.

## **Volunteers for Christian Programs-continued**

### **Volunteer Training**

Each new volunteer for Christian programs is required to participate in a training seminar led by the FCLEDC Programs staff and FJPM chaplains. These seminars are presented at various times each year in preparation for the volunteer orientation months of January, April, July, and October. Information in the initial training seminar will focus on 3 areas: (1) maintaining and improving the quality of programs, (2) facility rules/security matters, and (3) volunteer opportunities. Updated volunteer information will be included in the areas of: Duties; Guidelines; General and Religious Requirements; Grounds for Disciplinary Action; Procedure for Disciplinary Action; Reasons for Written Warning, Suspension, and Dismissal; Appeal Process of Disciplinary Action; Job descriptions; and the Acts 2 program.

**Current volunteers must be trained within 12 months of their last training to remain on the approved jail volunteer list.** Each volunteer will be provided with a copy of the "FJPM Handbook for Volunteers in Christian Programs."

### **Quality of Programs - Expectations/Evaluation Standards**

All Christian programs will be of the highest quality while reflecting and respecting the diverse needs of the staff and inmates in the FCLEDC. These Christian-based programs must have their high quality reflected in a variety of areas: content knowledge, presentation, theological-Scriptural foundation, appropriateness of the program, pace of program, questions and dialogue, follow up assignments, appropriateness and relevance, inmate interest and participation, and a volunteer's temperament and interaction with facility. Regardless of the quality of a program no volunteer or group will be allowed to interfere with the security needs (for both staff and inmates) that are of critical importance to the proper and safe operation of the FCLEDC. Protection must be afforded to staff and inmates from any actions that tend to create an unsafe, hostile, or judgmental environment by polarizing, excluding, threatening, or traumatizing certain individuals.

## **2. Suspension**

This is a one time deferral of the participation of a volunteer/group in Christian programs within the facility that is the result of a critical incident involving a serious violation of facility policy. The meeting will review the incident of violation, identify all persons directly involved, describe the policies in question, and warn the volunteer(s) that their future participation in Christian programs in the FCLEDC is under an investigative review. The period of suspension shall last for thirty (30) days, and the volunteer will be sent a letter that will review the incident of violation, identify all persons involved, describe the policies in question, summarize the meeting that was held, warn the volunteer(s) of the consequences of future violations. Copies of this letter will be sent to the volunteer(s) involved, the leadership person or body of the church/group responsible for all volunteer actions, the proper FCLEDC officials, and the proper FJPM officials. The letter will be signed by the Director of the FCLEDC and the Senior Chaplain of the FJPM.

## **3. Dismissal**

This is a permanent revocation of the volunteer/group's privileges in Christian programs within the facility that is the result of a grave incident involving a dangerous violation of facility policy. This decision will be communicated in a letter which will review the incident of violation, identify all person(s) directly involved, describe the policies in question, summarize the meeting that was held, and explain the decision involving the revocation of privileges. The letter will be signed by the Director of the FCLEDC and the Senior Chaplain of the FJPM.

### **J. Reasons for Written Warning, Suspension, and Dismissal**

1. Submitting false, misleading or incomplete information on an application or otherwise making false or misleading statements at any time
2. Undue familiarity with and/or victimization of inmates, FCLEDC staff, or families
3. Failure to cooperate with FCLEDC staff or FJPM chaplains, which includes: violating facility rules, regulations, policies, and procedures
5. Failure to observe specific program requirements and policies as a volunteer
6. Breach of confidentiality
7. Conduct unbecoming a volunteer, including erratic or unreliable attendance or failure to maintain expected program quality
8. Any other reason deemed appropriate by the Director of the FCLEDC

## Types of Disciplinary Action Against Volunteers

The Director of the FCLEDC working in conjunction with the Captain of Security, the Programs Manager, and the FJPM Senior Chaplain may issue a written reprimand, a suspension, or total dismissal of a church/group or individual volunteer from participation in Christian programs at the FCLEDC. The volunteers/group involved in such an incident will be temporarily suspended from entering the facility until a decision is made concerning their eligibility.

Each of the following three (3) actions shall only be made after a face-to-face meeting with the individual volunteer(s) directly involved in a policy violation is held with the Captain of Security, the Programs Manager, and the FJPM Senior Chaplain. Every effort will be made to hold such a meeting as soon as possible after the occurrence of an incident. It will be scheduled by the Senior Chaplain and conducted within fourteen (14) days after the report of an incident. The meeting can also include other persons who play an appropriate role in the resolution of the matter if prior consent is given by the Captain of Security, the Programs Manager, and the FJPM Senior Chaplain. Notice will be sent by letter to the individual/group of a decision regarding their participation within seven (7) days after the face-to-face meeting. Copies of this letter will be sent to the church/group coordinator, the leadership person or body of the church/religious order, the proper FCLEDC officials, the Chaplain in the Sheriff's Department, and the proper FJPM officials. The letter will be signed by the Director of the FCLEDC and the Senior Chaplain of the FJPM.

### 1. Written Reprimand

This is a one time warning that occurs as the result of a significant incident of policy violation. Communicated in a letter, the warning will review the incident of violation, identify all persons directly involved, describe the policies in question, summarize the face-to-face meeting that was held, and list the consequences of future violations.

## Church Responsibility

Each church/religious order's coordinator bears responsibility for the screening of its volunteers to ensure that all participants in FJPM programs are committed, prepared, cooperative, and willing to adhere to all the policies and guidelines. Programs are to be instructive, nurturing, helpful, inclusive, unimposing, inspirational, and growth-enhancing. Each group of church volunteers will have a coordinator who is the contact person for communications with the FJPM and the FCLEDC. The coordinator provides assistance in communication, program supervision, volunteer recruitment, adherence to all policies and guidelines, and general support. In order to maintain the quality of programs, fairness, and equal access to ministry opportunities in the facility, church/group coordinators are prohibited from being employees of the Sheriff's Department/FCLEDC or from having an active working relationship with the facility.

## Program Categories - Acts 2

Volunteers function in a specific program category. Various activities of Christian programs in the FCLEDC are based on Acts 2:37-47: "And they devoted themselves to the apostles' teaching and fellowship, to the breaking of the bread and the prayers . . . And day by day, attending the temple together . . ." The four (4) activities emphasized (teaching, fellowship, prayers, and worship) together compose a healthy, holistic, and balanced Christian program for inmates. Every Christian program comes under one of these categories:

- Teaching - Bible study, instruction of new believers, discipleship, jail-prison survival/life skills
- Fellowship - Evangelism/outreach events, movie and discussion groups
- Prayer - Prayer meetings, instruction of prayer, spiritual growth and training
- Worship - Sunday morning and afternoon services, Lord's Supper, Mass, musical concerts, and revival events

## Elements of Successful Worship Service

There are four key elements to a successful worship service: (1) **planning**, (2) **participation**, (3) **preaching**, and (4) **prayer**.

### Planning

Worship services must be properly planned and purposely prepared. This means that the coordinator must coordinate the volunteers who will attend and participate in the worship service. Prior thought should be given to who will perform each specific function during the service, and each volunteer should be assigned a specific role to perform during the service. This all should be done at least a week prior to the date of the worship service and confirmed the day before the service. Coordinators should also assign a back-up person for each task in case of an emergency.

*Prior planning prevents poor performance.*

Keys for effective worship planning:

- ◇ Communicate with volunteers ahead of time and assign roles
- ◇ Ensure that you have musicians and/or recorded music
- ◇ Arrive at least 15 minutes before the start of the worship service

### Participation

The worship service should be participatory in nature. There should be some intentionality regarding providing opportunities for the inmates to be active participants in the worship service. "Passive worship assumes that worship is something that somebody else does to you or for you" (Webber, 1992, p. 17). The worship service should be designed to encourage participation from the inmates. Hymnals and/or song sheets should be employed to make sure everyone has access to the words of the songs that are sung during worship. The worship leader may also solicit testimonies or prayer requests so that the congregation is not merely an audience watching a production.

## Mentoring of Volunteers

Each volunteer will work under the general guidance of a church/group coordinator. Volunteers who have served on fewer than three (3) occasions must work under the direct supervision of and be accompanied at all times by an experienced volunteer who is knowledgeable of the policies and procedures. Chaplains will provide this guidance for beginning volunteers with no previous experience in the FCLEDC.

### Procedure for Disciplinary Action Against Volunteers

The Captain of Security, the Shift Commander, the Programs Manager, and the Senior Chaplain will receive a written report from any FCLEDC staff person and/or a chaplain setting forth the circumstances of an incident which violated one or more institutional regulations, policies and procedures described in articles 1-10, "Reasons for Written Warning, Suspension, and Dismissal of Volunteers" (p. 14). They will review the report and determine what, if any, of three (3) actions should be taken to address the matter (Written Warning, Suspension, and Dismissal of Volunteers).



## Materials for Use-continued

Volunteers are allowed to bring guitars, bongos, soft cover books and devotional materials. Books must be approved by FLDEC staff prior to distribution. Any items not listed above require special permission before they may be admitted into the FLDEC. The volunteer must obtain this permission by calling the FJPM office at least two days before the scheduled program. Materials for use in celebration of Lord's Supper and Mass will be permitted following permission through the Chaplain's office.

## CD/DVD POLICY

1. Volunteer donates CD/DVD to the Jail at the Front Desk in the Public Lobby, marking it to be given to Program Manager.
2. The volunteer signs a release form acknowledging the donation.
3. CD/DVD becomes the property of the Forsyth County Jail.
4. CD/DVD is given to a designated staff member, who screens it for appropriate content—this process may take up to 60 days.
5. If rejected, the CD/DVD is disposed of by the facility.
6. If approved, the CD/DVD is registered in the inventory and placed in a collection, which is stored at the Front Desk in the Public Lobby.
7. CD/DVD is signed out to the volunteer to use during a program and **MUST BE RETURNED AND SIGNED BACK IN THAT SAME DAY BEFORE THE VOLUNTEER LEAVES THE FACILITY.**
8. CD/DVD may be signed out each time volunteer comes to the jail, but must be returned to the inventory at the end of each session.

## Gender Restrictions

Male volunteers are only allowed to participate in programs with female inmates if accompanied by a female volunteer. Female volunteers are only allowed to participate in programs with male inmates if accompanied by a male volunteer. This policy applies to all Christian programs except worship monitored by a chaplain in the chapel area of Programs Room 4B.

Additionally, volunteers should not be spectators. Each volunteer should have an assigned role and should perform some function during the worship service e.g. handing out materials, praying, singing, preaching, etc.

Keys for increasing participation:

- ◇ Utilize hymnals or provide song sheets to encourage congregational singing
- ◇ Provide opportunities for the inmates to share testimonies and/or prayer requests
- ◇ Ensure that each volunteer has a role and is not merely a spectator

## Preaching

The sermon is the central aspect of the worship service. It should be planned carefully and presented creatively. The jail is not the place for "practice preaching." Because the needs of the men and women are so deep and diverse, there is a strong need for a seasoned pastor or preacher to present the gospel message.

It is important to note that this is not a Bible study. It is a worship service, and the expectation is that there will be a preacher. Teaching is designed to INFORM; preaching is designed to IMPACT. The purpose of preaching is to elicit a response for salvation, spiritual growth, or a commitment to Christian service. Therefore, great attention must be placed on the preaching aspect of the worship service.

Keys for powerful preaching:

- ◇ **Punctuality** – start on time, end on time; keep the message between 20-30 minutes
- ◇ **Relevance** – ensure that the message connects with the inmates in their social context
- ◇ **Exegesis** – the message must be biblically sound and rooted in scripture
- ◇ **Appearance** – dress appropriately so that your attire does not distract
- ◇ **Clarity** – keep the message simple and easy to understand
- ◇ **HEAT** – deliver the message with fire, passion, and creativity

Prayer

Prayer is last on this list but should be first on your list of priorities. Prayer is a key aspect of any worship service, but is especially important for the men and women worshipping at the jail. Many of them come from broken environments and are in need of healing. Many will have come to a place of repentance and commitment during the worship service and will need prayer to seal that commitment.

Prayer should be an integral part of the preparation process and should also play a prominent role in the execution of the service. In addition to having specific time designated for prayer at the beginning of the service, volunteers should also be praying to themselves throughout the service. Finally, each worship service should include time at the end of the service for an altar call and special prayer. This can be done corporately or on a one-on-one basis. We recommend having the last 10 minutes of the service devoted to prayer.

Keys for incorporating prayer:

- ◇ Volunteers should pray together before the service
- ◇ Include some form of corporate prayer in the worship service
- ◇ Solicit prayer requests and pray for the specific needs of the inmates
- ◇ Allot enough time at the end of the service for special prayer

Utilizing these four elements: planning, participation, preaching, and prayer, will ensure that you have a powerful worship service that impacts the lives of the inmates.

**Sample Worship Service**

Opening Prayer & Introductions	2 minutes
Scripture Reading	3 minutes
Musical Selections	10 minutes
Testimony Time	10 minutes
Musical Selection(s)	5 minutes
Sermon	20 minutes
Altar Call/Prayer Time	10 minutes

Entering the Facility

Volunteers must bring car keys, driver’s license, and identification cards for storage at the Front Desk of the Public Lobby upon entering the facility. Paper, writing utensils and personal religious texts may accompany volunteers into the facility. Various personal items can be stored in lockers using two case quarters — 50¢. Cell phones or other electronic personal data devices (including smart watches), notes or letters, personal hygiene items or articles of clothing for inmates are not permitted. Hats may not be worn to the floors and must be left in your car or in a locker. All volunteers who enter the facility are subject to a thorough search of their person and belongings.

Admittance of volunteers is dependent upon each person presenting a valid DMV identification card or driver’s license, and being at least twenty-one (21) years of age. The identification card will be returned when the volunteer leaves the facility. A visitor badge will be issued to each volunteer. It must be plainly displayed at all times while in the FCLEDC and returned to the Front Desk before leaving the facility. Volunteers will be escorted to the appropriate area.

Control room officers in the housing units will be notified before programs begin. A FCLEDC official or chaplain will escort volunteers to the housing areas and will monitor programs on an intermittent basis. Volunteers will inform FCLEDC staff of any movements from the assigned program area and will not enter a housing unit.

**Materials for Use**

Volunteers may bring tracts, religious texts, Bibles, books, magazines or similar printed materials into the FCLEDC to be distributed to inmates who are participating in a regularly-scheduled program.

All items must have a soft cover. Such articles must be given to the entire group, not specific individuals. Other supplies and materials may be left for use by a chaplain and will be kept at the Front Desk until thoroughly searched before distribution. Volunteers are not allowed to bring books with spiral or ring binders, papers with staples or paper clips, **ink pens**, tote bags or Bible covers. Flash drives, cassette tapes, memory cards, and video tapes are also NOT allowed.

### **Undue Familiarity-continued**

Inmates may not place volunteers or contractors on their visiting lists or use the Inmate Telephone System to contact volunteers or contractors. If a specific program need exists, the Coordinator may facilitate a requisition.

The participation in programs with family members, close friends, or other inmates with whom volunteers have some involvement in a legal matter is not permitted. **If a volunteer is aware that a family member or close associate is housed in the FCLEDC, s/he is not permitted to participate in any program.** Volunteers will provide services only to inmates, FCLEDC staff, and families who express a desire for such participation. No one will be compelled or coerced to seek or receive services. Volunteers are prohibited from providing legal advice to inmates. Volunteers will refrain from criticizing facility policy or procedures in the presence of inmates.

### **Victimization**

With security being the primary concern of the FCLEDC environment, special care must be exercised in dealing with inmates and FCLEDC staff by volunteers at all times. Inmates and FCLEDC staff will not be subjected to any form of abuse, intimidation, coercion, forced indoctrination, demanding compliance, proselytizing, manipulation, intolerance, condemnation, or degradation by volunteers. The facility has inmates and FCLEDC staff with a wide range of diversity. This diversity will be respected by all volunteers operating within the FCLEDC. The facility is an environment where legal, civil, and personal rights are very sensitive issues and closely monitored. As a result volunteers are prohibited from subjecting inmates and FCLEDC staff to any form of victimization.

### **Sexual Harassment**

The FCLEDC seeks to maintain a productive working environment void of any form of sexual harassment. Sexual harassment involving volunteers will not be tolerated. If any unwelcome sexual advance is made, explicitly or implicitly, (some examples: the requesting of sexual favors, verbal or physical contact of a sexual nature, flirtations,

### **Guidelines For Volunteers**

The primary role of every Christian volunteer in the FCLEDC is to provide spiritual help, guidance, and direction to inmates during regularly-scheduled programs. Under unusual circumstances a Shift Commander may postpone, shorten or cancel Christian programs or services and limit the number of volunteers allowed to enter the Detention Center to protect the health, welfare or safety of inmates, staff, volunteers or visitors or to prevent a threat to the safety or security of the institution.

### **Confidentiality**

Volunteers will maintain the complete confidentiality of all parties they deal with in a ministry capacity. Information should be held in strict confidence and used for the spiritual benefit of the persons involved.

There are two exceptions to this policy:

1. a threat of harm from the individual to him/herself; and,
2. a threat to the safety of inmates, FCLEDC staff, volunteers, chaplains, or visitors. Any such instance will be reported immediately to the appropriate FCLEDC officials.

Volunteers may not disclose information learned during any program or meeting about an inmate, FCLEDC staff member, family member, or the facility to any outside group.

### **Undue Familiarity**

A portion of training that each volunteer receives is in the area of relationship boundaries with inmates, FCLEDC staff, volunteers, and families, concerning "undue familiarity." This will include an understanding of the critical importance of maintaining appropriate boundaries between their personal lives and their service in the facility. In general this means that with regard to individual and financial matters volunteers will not become personally involved with inmates, or family members. The exchange of money on a personal level is not allowed. All volunteers are prohibited from passing notes, letters, contraband or unauthorized property to, from, or between inmates, and the physical act of hugging. As a general rule, volunteers are prohibited from seeing inmates during regular visitation sessions.