

Rehabilitation Programs Division Chaplaincy Department Manual

Table of Contents

Chapter Twelve

Personnel / Offenders

Policy Number	Date	Policy Title
12.01 (rev. 4 6)	07/16	Offender Volunteer Service
Attachment A	07/16	Offender Volunteer Assignment Description Form
Attachment B	11/13	Offender Led Program/Service Lesson Plan
12.02	07/16	Field Ministry

SUBJECT: OFFENDER VOLUNTEER SERVICE

AUTHORITY: AD-07.30, "Procedures for Religious Programming;" AD-07.35, "Administration of Volunteer Services;" TDCJ *Volunteer Services Plan*; AD-03.02, "Impermissible Offender Conduct;" AD-03.40, "Out-of-Cell Time for General Population Offenders"

POLICY:

General population offenders may volunteer their service in various chaplaincy programs during their out-of-cell, non-programmatic time on weekends, holidays, or non-workdays in accordance with AD-03.40, "Out-of-Cell Time for General Population Offenders". Prison offenders who volunteer their service require staff management and supervision in accordance with specific custody designations. Above all, chaplains are reminded that no offender shall have any supervisory, administrative, or disciplinary authority over other offenders; receive special privileges; or obtain or have access to sensitive information about staff, the general public, other offenders, or the business operations that would jeopardize security. There shall be no privileges as to job assignments, housing, or other conditions of incarceration, and no preferential treatment for volunteer offenders.

TDCJ chaplains shall utilize offenders who volunteer to serve in religious program activities as time, space, availability of supervisory staff, and security concerns permit. Offender volunteer activities shall be in keeping with agency goals, chaplaincy's mission, and sound penological practices for security and orderly operations.

DISCUSSION:

- I. Many religions promote the concept of giving freely of one's time, talents, and service in furtherance of one's faith and church community. Volunteer service by offenders in religious program activities offers offenders the opportunity to further their faith, to mature, to be responsible, and to demonstrate their development of socially appropriate and healthy leadership skills, reinforcing the rehabilitative goals of the agency.
- II. Volunteer service by offenders should be helpful to the chaplain, meaningful for the offenders, and useful in promoting the overall spiritual well-being of the unit, and not of benefit to just a specific individual or class of persons.
- III. Care should be taken in the selection and oversight of offender volunteers.

PROCEDURES:

- I. Any offender may be removed from a volunteer activity for inappropriate behavior such as horseplay or disrespect to staff or public, disciplinary violations, or at the unit chaplain's discretion at any time and for any reason. Offenders may discontinue chaplaincy volunteer service at any time by notifying the unit chaplain. Chaplains shall maintain any necessary documentation.

- II. Offenders who wish to assist with chaplaincy programming activities at a unit should address an I-60 request form to the unit chaplain.
- III. When selecting offenders for volunteer activities, chaplains shall consider such factors as consistent participation in chaplaincy programs; overall behavior and attitude; disciplinary record; medical and educational status; and criminal record. Selections shall be fair and non-discriminatory.
- IV. The chaplain shall provide appropriate instruction to offenders before any volunteer activity, clearly stating the offender's duties, in order to ensure a productive relationship. The chaplain shall maintain a file of Offender Volunteer Service Agreement forms for all offender volunteers (Attachments A).
- V. The chaplain or other appropriate correctional staff shall provide appropriate supervision of offender volunteers.
- VI. Offender sermons or messages shall be written out and submitted 7 days prior to the presentation for review by the unit chaplain. Offenders shall utilize 12.01 Attachment B "Offender Led Program – Message Presenter Form." Sermons or messages shall not disparage the religious beliefs of any offender or compel any offender to make a change of religious preference. Sermons or messages shall not be used to criticize TDCJ policies and procedures, administration, staff, or offenders. Sermons or messages shall not be used to make political or inflammatory statements that might potentially offend or incite the listeners. Chaplains shall retain written presentations for a period of 6 months.



Steven B. Gaddis

RPD Manager IV – Support Services

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Offender Volunteer Assignment Description Form

General Responsibilities and Duties:

I understand that my service to be an offender chapel volunteer has a high level of commitment to chapel activities. Offenders appointed have demonstrated the capability to perform the assigned task. Appointees shall report to the unit chaplain or assigned staff as scheduled. Appointees are responsible for: attendance, participation in religious programs, overall behavior, attitude, and disciplinary records. They are expected to conduct themselves on the unit in a manner that demonstrates religious principles, spiritual leadership, and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Specific Responsibilities and Duties:

- As a **Worship Leader**, I will assist by leading worship and the singing of hymns, religious songs, etc. assigned by the chaplain for the appropriate time in worship services. Assignments shall be appropriate to the service and selected or approved by the chaplain. An approved and authorized free world volunteer may organize and provide directions for for the assigned activity.
- As a **Scripture Reader**, I will assist by reading the assigned religious scripture/text by the chaplain for the appropriate time in worship services. Assignments shall be appropriate to the religious service. An approved and authorized free world volunteer may organize and provide directions for the assigned activity.
- As a **Prayer Leader**, I will assist by Leading pastoral prayer and congregational prayer in regularly scheduled worship services as assigned by the unit chaplain. Prayers shall be appropriate to the service or meeting and selected or approved by the appropriate chaplain. An approved and authorized free world volunteer may organize and provide directions for the assigned activity.
- As a **Choir Conductor**, I will assist by leading the choir under the direction of the unit chaplain or an approved and authorized free world volunteer choir or music director. All music and songs practiced and performed by the choir shall be selected or approved by the chaplain.
- As a **Choir member**, I will assist by performing under the direction of the unit chaplain or an approved and authorized free world volunteer choir or music director. Choir members shall rehearse and perform music approved and assigned to the choir conductor by the chaplain. Rehearsals shall be scheduled at the discretion of the chaplain.
- As a **Musician**, I will assist by performing in religious services or unit programs under the direction of the unit chaplain or an approved and authorized free world volunteer choir or music director. Musicians shall practice music approved by the chaplain. Attend rehearsals scheduled at the direction of the chaplain and in preparation for upcoming ministry functions.
- As a **Chapel Crew Member**, I will assist by sorting greeting cards, religious literature, assisting in chapel library, and set-up for a diversity of religious programs/services. An authorized free world volunteer may organize and provide directions for the assigned activity.
- As a **Sacrament Server**, I will assist by preparing, serving, and clean-up of the sacramental elements appropriate to the religious group.
- As a **Sermon/Message Presenter**, I will assist by delivering a religious lesson in an appropriate religious program that shall be written out on the provided "Offender Led Program – Message Presenter Form" and submitted 7 days prior for review by the unit chaplain or appropriate religious authority. Sermons or messages shall not disparage the religious beliefs of any offender or compel any offender to make a change of religious preference. Sermons or messages shall not be used to criticize TDCJ policies and procedures, administration, staff, or offenders. Sermons or messages shall not be used to make political, inflammatory, or any other statements that may offend or incite the listeners. I will utilize (See 12.01 Attachment B Offender Led Program – Message Presenter Form)

As a _____, I will assist by _____

Anticipated Schedule/Hours: _____ Days: Mon Tue Wed Thurs Fri Sat Sun

Agreement: I understand my duties, responsibilities, which I am under the direct supervision of the unit chaplain or assigned staff, and agree to volunteer for this service. The chaplain or offender volunteer may void this agreement upon notification for just cause.

Volunteer:	Printed Name	Signature	Date:
Chaplain:	Printed Name	Signature	Date:

**Offender-Led Program/Service
Lesson Plan**

This form must be completed and returned to the chaplain for review 7 days prior to the meeting date. Forms shall be submitted for every offender-led service or the service shall be suspended or canceled.

Name and TDCJ # of Offender Presenter:

Name of Program/Service:

Date of Program/Service:

Date lesson plan submitted:

If applicable, list any materials to be utilized such as book/video/cassette/DVD/CD:

- 1.
- 2.
- 3.
- 4.
- 5.

Brief description of your lesson/speaking topic:

The lesson/speaking topic discusses the following point(s):

Questions for discussion (if any):

- 1.
- 2.
- 3.
- 4.

Reviewing Chaplain: _____ Date: _____ APPROVED DENIED

Offender-Led Program/Service

Lesson Plan

This form must be completed and returned to the Chaplain for review 7 days prior to the meeting date. Forms shall be submitted for every offender-led meeting or the meeting may be suspended or canceled.

Name and TDCJ # of Offender Presenter:

Message: (Use if additional space is needed)

Reviewing Chaplain: _____ Date: _____ APPROVED DENIED

SUBJECT: FIELD MINISTRY

AUTHORITY: AD-07.30, "Procedures for Religious Programming"

POLICY:

The Texas Department of Criminal Justice (TDCJ) shall establish procedures for the selection, assignment, and duties of those offenders within TDCJ who are eligible to serve as Field Ministers.

DEFINITIONS:

"Field Ministry Advisory Council" is responsible for the oversight of the Field Ministry Program within the TDCJ.

"Field Ministers" are offenders selected by the Field Ministry Advisory Council (FMAC), and are graduates of the Southwestern Baptist Theological Seminary (SWBTS) College at the Darrington Unit with a Bachelor of Science Degree in Biblical Studies or equivalent from an institute that is accredited by the Council for Higher Education Accreditation.

"TDCJ Field Ministry Coordinator" is a person employed by the TDCJ that is responsible for the coordination of the Field Ministry Program.

PROCEDURES:

I. Field Ministry Advisory Council (FMAC)

A. FMAC Composition:

1. Chairman – Manager, Support Services, Rehabilitation Programs Division or designee;
2. Member – Director of Chaplaincy;
3. Member – Assistant Director of Chaplaincy;
4. Member – Deputy Director, CID;
5. Member – Director from SWBTS College at Darrington Unit, or designee;
6. Member – Darrington Unit Senior Warden or designee; and

TEXAS DEPARTMENT OF CRIMINAL JUSTICE	Policy Number:	12.02 (rev. 1)
Chaplaincy Department	Page:	2 of 8
CHAPLAINCY DEPARTMENT	Date:	April 2017
	Supersedes:	12.02 July 2016

7. Member – TDCJ Field Ministry Coordinator

8. Advisory Member – TDCJ staff or subject matter professionals to present information, offer insight on specific topics, and assist in rendering a decision.

B. The FMAC Chairman shall schedule meetings as necessary.

C. The FMAC will review and make changes to the Field Ministry policy as needed.

D. The FMAC will make recommendations on an as needed basis to the RPD and CID Division Directors.

E. The FMAC is responsible for the following:

1. Review and verify Unit Field Ministry Proposals by late March, annually;

2. Select approved Units to receive Field Ministers by early July, annually;

3. Review concerns impacting status of Field Ministers. (i.e., disciplinary cases, interpersonal relationship concerns, hardship transfers, medical issues, etc.);

4. Removal of Field Ministers;

5. Adjudicate termination of Field Ministry Programming on Units that misuse or fail to use assigned Field Ministers.

II. Offender Eligibility for Field Ministry

A. Offender may not have had a Major Disciplinary or three Minor Disciplinaries within one year of field ministry application date. Offender may not have any disciplinary action for the following codes within four years:

1. *All Level 1 Offenses*

2. *Level II*

5.1 Extortion of Money

5.2 Extortion of Property

5.3 Extortion

20.0 Sexual Misconduct

20.1 Discourteous Conduct of Sexual Nature

20.2 Sexual Fondling

20.3 Engaging with Consensual Sex with Others

TEXAS DEPARTMENT OF CRIMINAL JUSTICE	Policy Number:	12.02 (rev. 1)
Chaplaincy Department	Page:	3 of 8
CHAPLAINCY DEPARTMENT	Date:	April 2017
	Supersedes:	12.02 July 2016

- 25.1 Refusing to attend school/complete assignments
- 25.2 Refusing to attend required treatment program
- 26.0 Recruiting membership to a security threat group
- 30.1 Attempting an inappropriate relationship w/ staff
- 30.2 Establishing an inappropriate relationship w/ staff

- B. Offender must hold a Bachelor of Science Degree in Biblical Studies from SWBTS College at the Darrington Unit or equivalent from an institute that is accredited by the Council for Higher Education Accreditation.
- B. Offender must have approval from the Field Ministry Coordinator and Director of Chaplaincy.

III. Child Victim Restriction

- A. An offender convicted and sentenced for current or prior crimes involving sexual offenses against children or offenses causing bodily injury to a child, during which the child victim was under the age of 17, is restricted from having contact visits with children under the age of 17.
- B. The chief of unit classification shall enter the appropriate administrative denial ("VR") in the offender's record. This restriction is based on the propensity for repeating acts of this nature, and the nature of the intimacy involved in contact visits with children. This restriction is imposed in the interest of visitor safety and the security of the institution, as well as to ensure that criminal acts against children, which are of a sexual or assaultive nature, do not occur during contact visitation.

Note:

- Field Ministers that have a VR code are not allowed to participate in any programs involving children under the age of 17.
- To verify if an offender has a visit restriction use the following steps in mainframe (MENU, enter; UCR (Unit Classification Inquiry), enter; 07 (Current Adjustment Record), TDCJ Number, enter).
- If an offender has a visit restriction, you will see VR under the code column. There will also be more information in the Details Column (for example, Contact Visit Restriction-Children under 17).
- If an offender does not have a visit restriction, there will not be VR under Code Column.

IV. Approval of Field Ministry Applicants

- A. Upon receipt of Field Minister Application (Attachment A) the Field Minister Coordinator will review the application and formulate a recommendation based on the overall qualifications of the applicant.
- B. The Field Minister Coordinator will submit the recommended applicant to the Director of Chaplaincy for approval. Upon approval from the Director of Chaplaincy, the Field Minister Coordinator will forward the applicant's information to the State Classification Committee (SCC) for housing clearance and to Darrington Unit Administration.

V. Assignment of Field Ministers

A. Approval of Units to Receive Field Ministers

1. Approval of units to receive Field Ministers will be determined by the Field Ministry Advisory Council, based on the needs of TDCJ facilities. Formal requests for Field Ministers can also be made to the Field Ministry Advisory Council by the Senior Warden and Unit Chaplain in the form of a written Field Ministry Proposal. This proposal shall include a description of the Unit's ministry need(s), the number of Field Ministers being requested to meet those need(s), and how the Field Ministers will be deployed in meeting the need(s).
2. The Field Ministry Advisory Council will approve or deny all requests for units to receive Field Ministers.
3. Upon approval the Field Ministry Coordinator, or designee, will inform the approved units of designation.

B. Assignment of Field Minister to Approved Unit

1. The Field Minister Coordinator will send the recommended applicant to State Classification Committee (SCC) for clearance. Upon approval from SCC, the Field Minister Coordinator will submit the recommended applicant to the Director of Chaplaincy for final approval. The Director of Chaplaincy will return the final decision to the Field Minister Coordinator.

TEXAS DEPARTMENT OF CRIMINAL JUSTICE	Policy Number:	12.02 (rev. 1)
Chaplaincy Department	Page:	5 of 8
CHAPLAINCY DEPARTMENT	Date:	April 2017
	Supersedes:	12.02 July 2016

VI. Official & Informal Duties

- A. The Field Ministry Advisory Council will determine official responsibilities, duties, and services for Field Ministers in their formal ministry assignment as deemed necessary.
- B. The chaplain, other correctional staff, or designated volunteer(s) shall provide supervision of Field Ministers.
- C. Official Duties

1. Community Service Ministry

Field Ministers may be assigned to unit-community service-oriented ministries including, but not limited to:

- a. Intake/Orientation at Unit of Assignment
- b. Mentoring
- c. Personal Improvement
- d. Re-Entry/Pre-Release
- e. Tutoring

2. Crisis Ministry

Field Ministers may be assigned to crisis ministries for offenders including, but not limited to:

- a. Direct Observation Support (cannot be used in place of Health Services Staff)
- b. Funeral/Memorial Services
- c. Geriatric
- d. Grief Counseling
- e. Hospice
- f. Hospital

3. Counseling Ministry

Field Ministers may be assigned to counseling ministries including, but not limited to:

TEXAS DEPARTMENT OF CRIMINAL JUSTICE Chaplaincy Department CHAPLAINCY DEPARTMENT	Policy Number: Page: Date: Supersedes:	12.02 (rev. 1) 6 of 8 April 2017 12.02 July 2016
--	---	---

- a. Family Reconciliation
 - b. Offender Forgiveness
 - c. Tier-Walking (General Population, Medium Custody, Close Custody, Administrative Segregation)
4. Faith-Based Ministry

Field Ministers may be assigned to faith-based ministries in Chaplaincy religious programming and/or Offender-led ministries including, but not limited to:

- a. Discipleship Classes
 - b. Conducting Prayers
 - c. Preaching
 - d. Worship Service Planning and Conducting (in accordance with CM-12.01)
 - e. Teaching classes, with approval of the chaplain, in the Faith-Based Dorm with volunteer/chaplain present, if housed there
 - f. Teaching classes, with the approval of the chaplain, to Faith-Based Dorm offenders in the chapel (without disrupting other Faith Based programs) with volunteer/chaplain present
5. Graduate Assistants

The SWBTS College at Darrington may retain up to eight graduates per year, as graduate assistants, up to a total of 32 graduates to remain on the Darrington Unit as Field Ministers in support of the educational and internship training programs of the Seminary. These assignments shall be in addition to any Field Ministers assigned to the Darrington Unit at the request of the Unit Warden and Chaplain.

D. Informal Duties

- 1. Unit Senior Wardens and Chaplains may propose other ways of using Field Ministers to the Field Ministry Advisory Council.
- 2. Once assigned to a unit, Field Ministers shall be allowed to propose new ministry activities to the unit chaplain and warden for initial approval. The Field Minister Coordinator will submit the request to the Field Ministry Advisory Council for final approval.

VII. Computer Usage

- A. Under no circumstances shall a Field Minister be permitted to use a computer that has internet access or resides on a network that has internet access.
- B. Under no circumstance shall a Field Minister be authorized a computer system password or provided a computer system password that enables the Field Minister to access any part of the automated information system containing offender data or TDCJ business data that would jeopardize security. Any documented passwords shall be secured in order to prevent access.
- C. Field Ministers' access to offices and workstations with telephones, copy machines, fax machines, two-way radios, typewriters, or computers shall be under direct supervision.
- D. Field Ministers will be permitted to use computers that have been supplied to them as part of the Field Ministry program. Unit Wardens will make determination of proximity, in reference to sight & sound supervision and the physical location for the computers.
- E. Printers and CPUs (towers) must be secured in a locked box.

VIII. Teleconferencing

- A. Field Ministers will occasionally participate in weekly/monthly teleconferences facilitated by the Field Ministry Coordinator and supervised by the Unit Chaplain.

IX. Locker boxes

- A. Field Ministers shall be allowed to possess locker boxes for the purpose of storing theological books and ministry material.

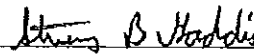
X. Wardens & Chaplains Meeting

- A. A meeting of Wardens and Chaplains for new Field Ministry units shall be held annually in Mid-March.

XI. Removal and Reinstatement of Field Ministers

- A. Field Ministers may be removed from the Field Ministry Program if, at any time, they no longer meet the eligibility as indicated in Section II, Offender Eligibility. Removal can be recommended by the Unit Warden or Unit Chaplain, using the Field Ministry Recommendation Form (Attachment B), however, the removal will be determined by the Field Ministry Advisory Council.

- B. Field Ministers may be reinstated to the Field Ministry Program once they meet the eligibility criteria. When they are eligible, they will be reviewed by the Field Ministry Advisory Council to determine their reentry in to the Field Ministry Program.
- C. Field Ministers who are removed from the program will be transferred to the Darrington Unit upon recommendation of their reinstatement. They will be retrained through the SWBTS College at Darrington before being deployed again.



Steven B. Gaddis
RPD Manager IV -- Support Services