



SHERIFF PARNELL MCNAMARA
McLennan County

901 Washington Avenue Waco, Texas 76701 • 254-757-5095
www.co.mclennan.tx.us

“Your Safety Comes First”

**Volunteer for Religious Services
Cover Sheet**

DATE:

TIME:

TO:

PHONE:

FAX:

FROM: McLennan County Jail

PHONE: 254-757-2555

FAX: 254-756-0860

RE: Sunday Volunteer for Religious Services

Message: Complete the 2-pg Application and Rules for Religious Services. Return all of the following paperwork to me so I can complete a background check:

1. Original signed 2-pg Application
2. Original signed Rules for Religious Services
3. Copy of your Drivers License
4. Copy of your SS Card
5. Letter from your Church (Pastor, Associate Pastor, Secretary, etc.,) on letterhead stating you are a member of that Church in good standing and you are being recommended for this ministry.
6. Documentation stating you have had a current TB Screening (within the last year) signed by a physician or nurse.

Once you are approved, you will be issued a Photo ID card by the Sheriff's Office at 901 Washington Ave. Your ID will have an expiration date and will expire one year from the date the TB Screening was administered. No visitation will be approved until all of the steps have been completed unless you are on the inmate's personal visiting list.

***Make sure you have read and understand the PREA policy.**

Number of pages including cover sheet: 4

McLENNAN COUNTY JAIL
JAIL PASTOR LIST APPLICATION &
RELIGIOUS SERVICES VOLUNTEER APPLICATION

Please (√) Check the appropriate box:

Please (√) Check the appropriate box:

- Jail Pastor List (Pastor/Associate Pastor of a church)**
 Volunteer for Sunday Religious Services

- New Application**
 Renewal Application

1. FIRST NAME _____ M.I. _____ LAST NAME _____

2. OTHER NAMES YOU HAVE USED _____

3. DATE OF BIRTH _____ TX. DL# _____ SSN _____

4. ADDRESS _____ CITY _____ ZIP _____

5. E-MAIL _____

6. PLACE OF EMPLOYMENT _____

7. TELEPHONE NUMBER: HOME _____ WORK/CELL _____

8. EXPLAIN YOUR INTEREST IN THE SERVICES PROGRAM _____

9. NAME OF CHURCH, MOSQUE, TEMPLE AFFILIATION _____

ADDRESS _____ CITY _____ ZIP CODE _____

PHONE NUMBER _____

CONTACT PERSON _____

YOUR POSITION _____

12. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR A FELONY? YES _____ NO _____

IF YES, PLEASE EXPLAIN _____

13. REFERENCES:

1. NAME _____

ADDRESS _____

PHONE NUMBER _____

2. NAME _____

ADDRESS _____

PHONE NUMBER _____

3. NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

14. IN CASE OF AN EMERGENCY, PLEASE NOTIFY:

NAME _____

ADDRESS _____

PHONE NUMBER _____

I understand and agree that a criminal background check will be conducted on me by the McLennan County Sheriff's Office prior to my being allowed to participate in the Volunteer Religious Services Program and prior to being placed on the Jail Pastor List at the McLennan County Jail. This information obtained in the criminal background check cannot and will not be released to non-law enforcement individuals for any reason. I also agree and consent to the McLennan County Sheriff's Office checking my references identified herein, and consent to and direct such persons to release information requested by the McLennan County Sheriff's Office, and indemnify, release and hold such persons harmless from any claims relating to provision of such information. Any person, vehicle, or equipment entering or leaving the jail property is subject to be searched

I acknowledge that I have received a copy of the McLennan County Sheriff's Office "Prison Rape Elimination Policy" and that I understand it.

Applicant's Signature _____ Date _____

McLennan County Sheriff's Office Use Only

Background Check: Approved Denied Entered in Database: Yes No

Approved/Denied By _____ Date _____

ID Expires _____ (1 yr. from the date the TB was administered)



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RULES FOR JAIL PASTORS & VOLUNTEERS FOR RELIGIOUS SERVICES

Persons who have been approved to provide religious counseling to inmates at the McLennan County Jail shall follow the rules set forth below:

1. No contraband (drugs, weapons, or other non-approved materials or substances) may be brought onto the Jail premises.
2. Do not give or hand the inmate(s) **anything**.
3. Visitation shall be conducted in the designated visiting areas of the Jail.
4. Do not give inmates information such as telephone numbers or addresses of persons outside the Jail unrelated to your religious counseling or instruction.
5. All visitors are subject to searches for contraband when entering or leaving the facility.
6. Information obtained from Jail staff or inmates is highly confidential and should not be discussed outside the facility.
7. Do not interfere with an Officer's duty.
8. Information obtained from the Jail staff or inmates is highly confidential and should not be discussed outside the facility.
9. Dress Code: **Do not dress in revealing or provocative attire. Do not wear excessive jewelry. Hats are not allowed inside the facility.**
10. You must follow the instructions given to you by the Jail staff at all times.
11. Any type of unprofessional and/or romantic relationship with an inmate is **prohibited**.
12. I understand if approved, the religious service provided shall be non-denominational.
13. Specialized or individual counseling may be approved by Jail Administration, but shall be subject to limitations.
14. All volunteers shall:
 - a. Check in at the East Gate and park in the visitor parking
 - b. Assemble in training room and sign roster.
 - c. Be escorted to and from designated areas in the building for religious services.
 - d. Lock your vehicles. Purse or packages are not allowed inside the facility. (All books brought in for the service shall be inspected for contraband by the Jail Staff.)
16. All complaints in regards to the Jail or Jail Staff shall be directed to the Sergeant or Lieutenant on duty. (254-757-2555)
17. In case of an emergency during your visit, all volunteers will be escorted out of the area immediately and services shall be suspended until the situation has been resolved. Depending on the situation and time, services may be canceled completely.
18. **Jail Pastors and Volunteers are not allowed to visit family members using a Pastor/Volunteer ID. You must be on the inmate's visiting list if you are related.**

I understand and agree to abide by the above rules for participating in the volunteer religious services program of the McLennan County Jail.

I further understand failure to follow the above rules will result in my visitation rights being terminated.

(Signature)

(Print Name)

(Date)