



# The Jail Ministry of Otsego County

## **POLICY AND PROCEDURE MANUAL FOR IN JAIL MINISTRY**

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JMOC  
P.O. Box 1023  
Cooperstown, NY 13326  
[www.jmoonline.org](http://www.jmoonline.org)  
(607) 282-2521

## **MISSION STATEMENT**

The mission of JMOC is to assist the inmates of correctional facilities in Otsego County and their families in entering into or coming to a deeper relationship with Jesus Christ, receiving thereby His assurance of eternal life and the transforming power of His Spirit to live improved and more purposeful lives in this world.

*2 Corinthians 5:20 says "We are therefore Christ's ambassadors, as though God were making his appeal through us." We are not the Holy Spirit. He is the one who convicts inmates of their sin. We are not their lawyers. They are the appointed advocates in the justice system. We are an ambassador for Christ who is privileged to bring others to Jesus Christ with integrity and respect."*

## **WHY WE DO WHAT WE DO**

One of the strongest reasons to minister to inmates comes from Jesus himself in Matthew 25:31-46. *In this passage, Jesus makes a comparison to a shepherd separating his flock, just as he will separate all of us at the end of days. The criteria for those who are blessed, those who enter the kingdom, is surprisingly not what we would think. There's no mention of going to church regularly, reading your Bible, or all of the usual events we associate with being a Christian. What Jesus does mention is how they've given food to the hungry, drink to the thirsty, housing for strangers, clothing for the poor, care for the sick, and, lastly, visitation for the prisoner. And Jesus pounds this point home further when tells the other group, those who are cursed who have eternal fire prepared for them, that they did not do any of these. Both groups, however, are shocked at the fact that Jesus identifies with these needy people, saying "when you've done this for one of the least of these, you've done this for me."*

## **CORE VALUES**

The day-to-day work of JMOC is greatly determined by the spiritual and moral values held by all those persons committed to the success of the ministry. The Steering Committee discussed the values that form the basis of JMOC and which motivate the actions and behavior of all participants. These values are as follows:

Jesus Christ is the way to eternal salvation, the author of all that is true and honorable, and the one who empowers people to lead transformed lives.

JMOC volunteers believe that like themselves, inmates are created in God's image and are cherished by Him.

JMOC volunteers believe that through them Jesus ministers to the whole person in progressing toward goals of spiritual, emotional, psychological, social and material well-being.

JMOC volunteers seek to minister to inmates and their families by forming authentic personal relationships with them, even as the Lord ministers to each of us in love on a personal level.

The Gospel of Jesus teaches forgiveness, compassion and healing love as foundational in ministering to people in need.

JMOC volunteers see forgiveness, compassion, and healing love as critical components to minister to inmates.

JMOC volunteers are careful to maintain the highest standards of integrity and confidentiality in their dealings with inmates and their families.

JMOC volunteers will offer the love and message of the Christian Gospel as a means to draw near to Jesus and live a purposeful life freely and without coercion.

Those who volunteer to work with JMOC have come to this commitment through prayer and a sense of calling from the Lord.

JMOC volunteers will honor their commitments to the ministry by their prayers, preparation and timely presence.

## **POLICIES AND PROCEDURES**

As a program component of the jail facility, our first priority is the safety and security of the facility, its inmates, and the staff and volunteers within. With that in mind, these policies and procedures will govern our behavior inside the jail.

## **GENERAL REGULATIONS**

All volunteers must submit a JMOC application, a Sheriff Department Civilian Staff Application, and a Pastoral Reference Form. The Chaplain and JMOC Board reserve the right to deny any application to volunteer. Volunteers will be asked to commit to a minimum of six months, at which time they may ask to further volunteer or decline.

No one under 18 is allowed to volunteer.

Ex-offenders who wish to volunteer must have at least one year out of jail and be involved in a local church.

At all times, volunteers will show respect for authority and immediately obey any instructions from the jail staff. Volunteers will respect the time given for services and arrive and leave on time.

It is not required that volunteers get a TB test from their local medical provider, but rather recommended for those who volunteer in jail over 30 hours per month.

If a volunteer has a close relative that is incarcerated in the particular unit they minister in, notify the Chaplain about that relationship.

Volunteers must have proper identification (driver's license, photo ID) to show before entering.

## **DRESS CODE**

**GENERAL RULE:** dress casual, but more modest than usual. The type of personal attire worn does not only affect our Christian witness, but is a factor in the respect of the inmates and the institutional officers. Women entering a men's unit should be especially cautious in their dress and actions so as to not attract unnecessary attention. The same cautions apply to the male entering a women's unit.

Be aware of the amount of metal on you (i.e. rivets, buttons, belts). You will be processed through a metal detector so the less you have, the quicker it will go.

Personal item can be left in your vehicle.

No shorts

No tank tops

No see through fabrics

No hats

No shoes with steel toes

No t-shirts with writing

No tight form-fitting jeans

No skirts that don't cover your legs

No low-cut tops or plunging necklines

Limit jewelry to wedding rings and watches only

No Cell phones, pagers, or purses

## INTERACTION WITH INMATES

**GENERAL RULE:** nothing in, nothing out, when in doubt, leave it out.

Volunteers are not allowed to pass materials to inmates that have not been approved by the Chaplain ahead of time. Absolutely no publications with staples will be allowed – you must remove all staples before bringing it in the jail or have a Corrections Officer approve it first. Approved materials are Bible Study sheets and corresponding tracts/handouts, song sheets, prayer request slips, sign-in sheets, Bibles, Daily Bread Bible studies and greeting cards and other materials in our ministry team locker at the facility.

A pen may be circulated to fill prayer request slips and sign-in roster, but *it must be returned*. Inmates are generally responsible to supply their own pen.

Volunteers can introduce themselves by their first name, as well as the church they attend, and if need be, job occupation. Last names, phone numbers, addresses, and job locations should be kept private. Volunteers may give out the ministry P.O. Box address JMOC P.O. Box 1023 Cooperstown, NY 13326. Please do not give out the Chaplain's phone number to inmates.

Volunteers will not ask the inmate about his/her crimes. Please let the inmate volunteer that information.

Volunteers will not pass anything between inmates, verbal or written.

Volunteers will not make unauthorized public statements regarding inmates. Please be prudent when sharing for "prayer requests." Only share a name if given permission by the inmate.

Volunteers cannot contact family members of inmates at the inmates' request. However, family members may initiate contact with the Chaplain via the JMOC website, [www.jmoconline.org](http://www.jmoconline.org).

Volunteers should not receive anything from inmates, especially personal sentiments. Politely decline the offer, leave it with the inmate, or read it in front of them. If in question, ask the officer in charge.

Volunteers will limit physical touching to hand-shakes only. The church tradition and Biblical model of "laying on of hands" can be used but the volunteer must be sensitive to the inmate.

Volunteers are strongly encouraged to wash their hands after leaving the facility and/or use hand sanitizer before entering and prior to leaving the facility.

Volunteers can visit an inmate during regular visiting hours. Inmates are only allowed two visits per week, including volunteers. Please try to save those visits for the inmate's family.

## SENSITIVE INFORMATION

If an inmate requests a "personal favor," firmly and politely decline. Inform the Director of repeated requests from the same person. Examples of a "personal favor" would be items to be brought in to the jail, a phone call to a relative, speaking to another inmate, lawyer, or officer on their behalf.

If an inmate mentions one of the following subjects (however insignificant it may seem at the time), immediately notify the Sergeant, or an available Correction Officer and then the Chaplain:

- Indicates he/she may harm themselves or indicates a desire to end their life
- Indicates that a person (spouse, children) is in eminent danger on the outside
- Indicates he/she is in physical danger or expresses a desire to hurt another person
- Any conversation that "raises a flag" (i.e. mentions committing a crime) or makes you feel uncomfortable; please talk it over with the Chaplain as soon as possible.

### **SOME THINGS YOU CAN DO:**

1. Do pray before and after entering the institution.
2. Do share your witness with the guards and jail personnel when possible but do not distract them.
3. Do show respect for authority and immediately obey any instructions from staff.
4. Do be yourself; do be honest (while withholding private information).
5. Do be consistent. Arrive on time and leave on time.
6. Do remember and repeat names.

### **THE MESSAGE**

As Paul stated in his letter to the Corinthians, he didn't come with fancy words or great wisdom, but stuck to the truth about God's love. Our goal should be the same. For the sake of unity, we should avoid "high theology" and "Christianese." By "Christianese" we are referring to common "churchy language" that most inmates would not understand. Ex: "Are you *on fire* for the Lord?" Although it may be humorous to think of this as meaning spontaneous combustion, it can be confusing to others. We should also avoid bringing up the discrepancies that our particular denomination holds to. We should stick to the sample message sequence below and, if tangent issues arise, we can choose whether or not to address them. In addition, we are careful *not to criticize* other belief systems. Let the truth of the Gospel speak for itself.

### **THE GOOD NEWS**

1. God Loves You (Jeremiah 29:10-14, Romans 8:28-39, Father's Love Letter)
2. Coming Home (Luke 15:11-32)
3. Our Sin (John 8:1-11, Romans 7:14-25)
4. His Cross (Isaiah 52:13-53)
5. Jesus is the Way (John 14:6, Ephesians 2:8-9, 4 Spiritual Laws)
6. Our Response (Luke 18:18-30, Luke 19:1-10)

### **GROW IN CHRIST**

1. The New Life (2 Corinthians 5:14-21, Romans 6:1-14)
2. God's Word (2 Timothy 3:14-17, Psalm 119:9-11, James 1:22-25)
3. Obedience to Christ (John 14:15-24, Luke 6:46-49, Romans 13:1-7)
4. Prayer (Matthew 6:5-13)
5. Fellowship & Accountability (Acts 2:42-47, Hebrews 10:24-25, James 5:13-20)

### **FREEDOM THROUGH CHRIST**

1. Freedom from Habitual Sin (John 4:1-30; Isaiah 55:1-3)
2. Freedom from Temptation (Hebrews 12:1-3, Mark 9:43-47, 1 Corinthians 6:18-20)
3. Freedom from Worry (Philippians 4:4-9, Psalm 23)
4. Freedom from Hopelessness (2 Corinthians 4: 8-18, Isaiah 40:28-31)
5. Freedom from Un-forgiveness (Matthew 18:21-35)

### **In addition to this sequence, we have seven SEASONAL STUDIES:**

- Easter I: The Penitent Thief (Luke 23:32-43)
- Easter II: Witnesses To The Resurrection (Luke 24:1-12)
- Easter III: The Road To Emmaus (Luke 24:13-35) CHRISTMAS:
- Christmas I: Luke investigative witness (Luke 1:1-4)
- Christmas II: Gabriel, heavenly witness (Luke 1:26-38)

- Christmas III: Angels & Shepherds, joyful witnesses (Luke 2:1-20)
- Christmas IV: Simeon & Anna, patient witnesses (Luke 2:22-40)

### **A Word about the “Free on the Inside Bible “**

We freely make available to all inmates a “Free on the Inside” New King James Version Bible. This Bible is published by the International Bible Society in cooperation with Prison Fellowship Incorporated. It is an effective tool being used in prison ministry because it is filled with all kinds of helps for inmates. Some inmates have Life Recovery Study Bibles (NLT) which we give out to inmates who have successfully completed our Christ – centered 12 Step Program entitled “12 Steps a Spiritual Kindergarten.”

### **Other Ministry Materials**

JMOC has a locker located in the hallway leading to the metal detector and inside of the facility. In this locker is a supply of “Free on the Inside Bibles,” Bible Study books, Bible correspondence courses, books for men and women, “Daily Bread” and a wide variety of materials to be used by anyone on the ministry team. There is a combination lock on the doors and the combination can be obtained thru any team member or by calling or emailing the Chaplain at: 315-858-3131 or coopercountry@ymail.com.

### **JAIL FACILITY INFORMATION**



The above picture is that of the Public Safety Building of Otsego County in Cooperstown, New York. It houses the offices of the Sheriff’s Department and the County’s jail. Through its door pass a steady file, mostly men but some women, who will spend time incarcerated as they await sentencing or serve time locally.

The Otsego County Correctional Facility is located at 172 County Highway 33 West in Cooperstown, New York 13326. Directions to the jail can be obtained by clicking on the compass on the lower left corner of the jail ministry home page. The phone number of this facility is (607) 547-4252.

The county jail moved to this facility in the fall of 1991. It is registered with the state as a 100 bed facility. For the most part this facility is self sufficient with a kitchen, laundry and medical clinic.

### **Programs offered at this facility:**

- Active educational program where inmates can earn their G.E.D.
- Active chemical dependency program
- Active mental health program
- Active daily exercise program
- Active religious program

**Commissary:**

The jail provides a weekly commissary store for the inmates and orders are posted every Thursday morning. All items can be purchased at a discounted price. The inmate needs money in their account to order commissary. Money may be mailed or dropped off at the jail.

**Items that can be purchased are:**

- Games
- Hygiene items
- Food products
- Writing supplies

**Visitation schedule for family and friends:**

Each inmate is allowed two hours of visitation per week. The jail offers a time and place for visitation with family and friends two days a week on Saturday and Sunday. The times are 9:00 - 11:00 a.m., 1:00 - 4:00 p.m. and 6:00 - 8:00 p.m.

All Visitors must produce positive identification prior to being allowed into the visit. The facility policy is only identification that is or cannot be altered such as a New York State Driver's License or DMV identification, Military ID or identifications of this type. Any identification that appears to be altered will be refused.

**During the visitation the facility will accept only the following items from visitors.**

- Unopened mail that was delivered to the inmate's home address.
- Money
- One set of clothing for trial at the County Court level.

**Visitation schedule for Clergy:**

The jail offers a time and place for visitation with Clergy on Fridays between the hours of 8:00 - 11:00 a.m. and 1:00 - 4:00 p.m. Clergy visits do not affect the two hour a week jail visitation policy. Before Clergy can visit an inmate they must contact the jail ministry office at (607) 282-2521 or by filling out the request form on the *contact us* section of the jail ministry website in order to get clearance with the Sheriff's Department.

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