Genesee County Jail
1002 S. Saginaw St.
Flint, Michigan  48502

CLERGY GUIDE

Sheriff Robert J. Pickell
Undersheriff Christopher Swanson
Captain Jason Gould, Jail Administrator
Rev. Albert M. Novak, Jail Chaplain

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Section A: INTRODUCTION

The Genesee County Jail is under the direct administration of the elected sheriff. Those responsible for managing and insuring safe custody, respectable living conditions, program services, and the treatment of inmates are the following individuals: undersheriff and corrections administrator. All religious matters are under the authority of the jail chaplain.

The purpose of this guide is to provide information regarding religious programs, policies and procedures, and rules and regulations that govern all religious volunteers.

Religious ministry provides the inmates at the Genesee County Jail with spiritual assistance. These guidelines are presented in an attempt to encourage and support the ongoing efforts of the religious community.

Any questions concerning these guidelines or other religious matters may be directed to:

OFFICE OF THE JAIL CHAPLAIN
GENESEE COUNTY JAIL
1002 S. SAGINAW ST.
FLINT, MI 48502
(810) 238-7102 (Jail Office)
County Line # 3292
Email: al.genesecounty@forgottenman.org
Website: forgottenmangenesee.org
Section B: POSITIONS / TITLES

B.1. JAIL CHAPLAIN

- Commissioned, appointed, and compensated by Forgotten Man Ministries
- Office area provided by the county
- Has direct report to the sheriff
- Has authority in all matters involving the ministry needs of inmates

B.2 ASSOCIATE CHAPLAIN

- Volunteer appointed by Forgotten Man Ministries
- Assists the chaplain with various ministry duties
- Wears a “Red Coat / Vest” with FMM patch
- May minister anywhere in the jail except inside an inmate’s cell
- Approved as volunteer staff in the jail – exempt from general searches
- Must possess/wear Religious Volunteer ID pass while in the jail

B.3 RELIGIOUS VOLUNTEERS

- Must complete approved chaplaincy training course
- Must submit a clergy application form with the sheriff’s office
- Must have lead clergy/pastor approval letter on file with application
- Must wear the Religious Volunteer ID visibly on outermost clothing
- Generally conducts ministry in the multi-purpose room or an approved area

B.4 CLERGY / PASTOR

- Ordained or licensed minister, priest, rabbi, pastor, associate pastor
- Subject to a local congregation, parish, church, synagogue, or assembly
- May be a commissioned cleric, chaplain, or evangelist (with certification)
- Congregation must be legitimate with 25 members or more
- May visit persons associated with their congregations only
- Generally conducts ministry in the multi-purpose room or an approved area
- Must have and wear an ID Pass on outermost clothing
- One clergy pass issued to a church per every 200 members
Section C: CLERGY PASSES

C.1 APPROVED PASSES

- Genesee County “Religious Volunteer” ID Pass (C.2)
- Daily Jail (yellow hand held) Pass – Specified Use (C.3)
- Chaplain’s (yellow clip on) Ministry Pass – Limited Use (C.4)
- Special Visit’s Pass issued by the Sheriff’s Office
- All religious volunteers/clergy must have an approved ID pass to do any ministry in the jail

C.2 RELIGIOUS VOLUNTEER ID PASS

- All county clergy/religious volunteers must obtain and possess an ID Pass
- Received by application through the sheriff’s office
- Clip on pass must be worn on the outermost garment
- Computerized pass is numbered with an expiration date

C.3 DAILY JAIL PASS

- Yellow – (hand held pass)
- Issued and signed by the jail chaplain/sheriff’s office
- Limited/Specified Use - Time & Dates
- Issued to out-county clergy/special ministry purposes

C.4 CHAPLAIN’S MINISTRY PASS

- Bright yellow (clip on) pass to be worn on outermost garment
- Issued by jail chaplain for specific ministry
- Limited ministry use (ex. Friday church service participants)
- Must be returned to chaplain upon ministry completion
Section D: GENERAL RULES

D.1 JURISDICTION AND CONTROL

- All clergy are under authority of the Genesee County Sheriff’s Department
- The GCSD is responsible for the safety of all persons and control of inmates

D.2 RULES VIOLATIONS

- May result in: Suspension or revocation of clergy ministry privileges
- May result in: Arrest/criminal prosecution
- Jail chaplain will investigate all minor clergy infractions
- Jail chaplain and jail administrator will investigate any serious infractions

D.3 DISPUTES

- Chaplain to be informed/apprised of any clergy conflicts
- Will follow normal chain of command until resolved
- Shift commander to be notified when chaplain is unavailable

D.4 LOG BOOKS (Entrance Areas & Floors)

- Religious volunteers must log in and out daily
- Date, name, ministry, arrival time, departure time (etc.)

D.5 RELIGIOUS VOLUNTEER VISITING TIMES

- Between the hours of 9:00 am and 9:00 pm
- Avoid: 11:00 am – 12:30 pm (Lunch)
- Avoid: 3:30 pm – 6:30 pm (Dinner/Shift Change)
D.6 INMATES NOT PERMITTED TO VISIT

- An immediate family member: father, mother, sister, brother, son, daughter, grandfather, grandmother, grandson, granddaughter, step-family member, or any in-law in the immediate family – cousins, nephews, nieces are not included
- Inmates in Restrictive Housing Unit
- Inmates in Intake Housing Unit
- Exceptions approved by the jail chaplain

D.7 INMATE VISITATION DAYS & LEVELS

- Mondays thru Thursdays: Levels 3, 4, & 5
- Fridays (avoid due to pre-planned religious services)
- Saturdays & Sundays: Levels 3, 4, & 5

D.8 CROSS-GENDER MINISTRY

- Individual cross-sex ministry is not permitted for religious volunteers
- Pastors may visit but must be approved by the chaplain
- Pastor (one-on-one) visits must be in plain view of the deputy
- Time limit should not exceed 20 minutes

D.9 SEARCHES

- All religious volunteers must be willing to submit to a search
- Should be under the authority/direction of a shift supervisor
- Red coats (FMM) are exempt from searches - they are volunteer staff
D.10 ENTERING THE JAIL

- Always enter through visitor screening when open

D.11 ENTERING THE JAIL WHEN VISITOR SCREENING IS CLOSED

- Use employee entrance (left side of lobby)
- Press button on wall and inform central control of your presence
- Volunteer will be clicked into the vestibule
- Remain in plain view of the central control deputy
- Staff will be contacted and volunteer will be escorted to metal detector
- This process should take no longer than 10 minutes except for emergent situations

D.12 VOLUNTEER’S PERSONAL ITEMS

- Recommend locking in trunk of car before entering the jail
- May store personal items in entrance area lockers.
- Coats should not to be worn on the floors. Use entry lockers or hang in chaplain’s area on the third floor.
- May take personal Bibles or Holy Books
- May carry a pen, pencil, & note paper
- Cell phones, purses, wallets, keys, etc. to be placed in lockers or left in the library area. These items are not permitted on the floors.

D.13 RELIGIOUS MATERIALS

- May ONLY be distributed with a (pink) approval slip signed by the chaplain
- May not be derisive, scoffing, political, or defamatory in content
D.14 MULTI-PURPOSE ROOM ACTIVITIES

- Schedules are posted on each floor and updated by the jail chaplain
- All programs must be under control at all times and not overly loud
- Physical touching, hugging, kissing, falling down, uncontrolled behavior (perceived or actual) will not be permitted during any activity in the jail.
- May not contain any music, preaching, or teaching that is defamatory, political, or derisive/scoffing in nature
- Any religious volunteer that defames, speaks evil, speaks against, or condemns any other religion, religious teaching, denomination, Bible translation, or religious Holy Book will not be permitted in the jail.
- All scheduled services should begin and MUST end on time
- Exceeding allotted time periods will not be permitted for any reason
- Time issues should be directed to the jail chaplain for resolution

D.15 INMATE MATERIALS

- Inmates may have 4 books/magazines in possession at any given time
- May also possess two Bible translations/Holy Books
- May also possess Bible correspondence study materials
- All books must be soft-covered ONLY
- All materials are subject to search
- Bibles are provided through the Gideons and distributed by the jail chaplain

D.16 NOTE PASSING

- Not permitted for any reason
- Inmates must use normal mailing channels
- Includes: mail, notes, packages, any form of communication except inmate request forms/green cards directed to the jail chaplain
D.17 CONTRABAND

- Anything not approved by the sheriff’s office
- Contraband list includes (not a complete list): postage stamps, pens (retractable, marking & felt tipped), black ink pens, gum, rubber bands, glue, paper clips, food items, any plastic, metal or glass objects, mirrors, rulers, nail files, nail clippers, hair clips, curlers, etc.
- Inmates are permitted blue ink stick pens and wood pencils
- No item may be given to an inmate without written approval of the jail chaplain

Section E: FRIDAY WORSHIP SERVICES

E.1 WORSHIP SERVICES

- Must be controlled at all times without any touching, falling down, or overly loud
- May not contain defamatory, political, derisive/scoffing teaching
- May not teach against any religion, religious group, denomination, Bible translation, religious book, or anyone else’s belief (See D.14)

E.2 FRIDAY SERVICES

- Jail chaplain shall schedule local church groups to conduct worship services
- Roman Catholic Service: 9:15 am – 10:15 am - Liturgy/study
- Muslim Service: 1:30 pm – 2:30 pm - Juma Prayer
- Generic Christian: 6:30 pm – 8:30 pm - Worship Service

E.3 WORSHIP SERVICE PARTICIPANTS

- Local church members (clergy & approved lay persons)
- Representing their church or denomination
- Minimum age of 17 years (chaplain may grant exceptions)
- Recommended 5 to 8 participants (generic Christian)
E.4 GENERIC CHRISTIAN WORSHIP SERVICES PROCEDURE

- Meet in lobby at 6:00 pm (no later than 6:15 pm)
- Services begin at 6:30 pm
- Must be screened in and registered by the jail chaplain
- Participants must wear an ID pass or a Chaplain ministry pass (yellow)
- Must return yellow pass to chaplain or 3rd floor deputy before leaving jail

E.5 TIME LIMIT

- All scheduled worship services should begin and MUST end on time
- Each floor shall conduct two (50-55 minute) services
- All worship services must be concluded and rooms vacated by 8:30 pm

E.6 LOCATION FOR SERVICES

- Designated/assigned multi-purpose rooms
- Rooms may be arranged accordingly
- Approved seasonal ministries may be conducted in other areas of the jail

E.7 MULTI-PURPOSE ROOM SEATING CAPACITY

- Maximum limit of 50 inmates per any service in MPR
- Services may vary in size per inmate interest

E.8 MINISTRY EQUIPMENT AVAILABLE

- Pew Bibles & hymnals are kept in the floor bookcases/cabinets
- White marker boards may be available in each multi-purpose room
- Electronic pianos & overhead projector are available upon request
E.9 MUSICAL INSTRUMENTS / SOUND SYSTEMS

- May be used during worship services
- Must be cleared and checked in by the jail chaplain
- Must be kept at a moderate volume level during the service

Section F: JAIL MARRIAGES

F.1 GENERAL POLICY

- Not permitted because GCJ is a short stay facility
- Marriages may be completed upon release/through MDOC

Section G: SPECIAL PROGRAMS / DIETS

G.1 SPECIAL RELIGIOUS PROGRAMS

- MUST be approved and coordinated by the jail chaplain

G.2 RELIGIOUS DIETS

- Certain religious faiths impose dietary restrictions
- Religious diets will be honored whenever possible and within reason
- Must be approved by a religious leader on a per person basis
- Must be approved by the jail administrator and jail chaplain
Section H: COMMUNION / OTHER RITUALS

H.1 GENERAL CHRISTIAN COMMUNION

- Requests must be in writing to jail chaplain
- Should contain name and phone number of church and minister
- Granted on a per person basis
- May not include any element that contains alcohol
- May not include any element that is prohibited by law or GCJ

H.2 ROMAN CATHOLIC COMMUNION

- Liturgical guidelines to be followed by Catholic overseer
- To be arranged /coordinated through Catholic overseer
- May contain diocesan approved elements
- May not include any element that is prohibited by law or GCJ

H.3 ROMAN CATHOLIC MASS

- Once a month according to availability of a priest
- Catholic overseer shall coordinate and post the schedule

H.4 WATER BAPTISMS

- Generally not performed in the jail
- Exceptions may be granted by the sheriff only
- Generally performed in a local church upon release
Section I: INMATE REQUESTS

I.1 INMATE REQUEST FORMS

- Requests should be in writing to chaplain
- Forwarded through normal departmental channels
- Chaplain will make every effort to respond in a timely manner

I.2 CHAPLAIN GREEN CARDS

- **Return To Chaplain** cards are generally available to all inmates
- Filled out by inmate and placed in chaplain’s box
- Contains specific religious requests
- Chaplain will make every effort to respond in a timely manner

Section J: COUNSELING THE INCARCERATED

J.1 CONFIDENTIAL INFORMATION

- Must keep pastoral confidences in tact
- Must discern in regards to the safety and welfare of everyone
- Confidentiality questions should be directed to jail chaplain

J.2 CHAPLAIN BOXES

- Placed throughout the jail in sally-port areas
- To be used for inmates request forms, green referral cards, and Bible correspondence course materials
Section K: DISTRIBUTION OF RELIGIOUS MATERIALS

K.1 GENERAL POLICY

- Any religious volunteer who distributes any religious item or materials MUST have a pink written approval form from the jail chaplain

K.2 DONATED READING / RELIGIOUS MATERIALS

- Please contact chaplain’s office first at 810-238-7102 for donation guidelines
- Certain books and magazines may be donated to the book cart ministry

K.3 CORRESPONDENCE BIBLE STUDIES

- Non-denominational Forgotten Man Ministries Bible study courses are offered to inmates without charge as long as funding permits
- Inmates may take, without charge, general Bible correspondence courses and continuing advanced courses.

K.4 AWARDS

- Certificates of achievement and other awards are periodically presented to inmates by the jail chaplain as a source of spiritual encouragement
Section L: FORGOTTEN MAN MINISTRIES

- Non-denominational state-wide jail chaplain ministry since 1966
- Provides a privately compensated and fully commissioned chaplain(s) assigned to a county jail
- Is a charitable organization headquartered in Grand Rapids, MI
- Coordinates a full range of religious programming in the jail
- Provides clergy and lay worker jail chaplaincy training classes that are prescribed by the Michigan Sheriff’s Association
- Is privately funded through gifts from local churches, individuals, and businesses
- Gifts are tax-deductible under Sec. 501 (c) (3) of the 1954 Internal Rev. Code
- All gifts are acknowledged with a receipt by the FMM home office

Any further information or questions may be directed to:

**Headquarters:**
Forgotten Man Ministries  
3940 Fruit Ridge N.W.  
Grand Rapids, MI 49544  
(616) 784-4620  
*Website: forgottenman.org*

**Local Ministry Office:**
Forgotten Man Ministries  
Genesee County Jail – Chaplain Al Novak  
1002 S. Saginaw St., Flint, MI 48502  
Office: (810) 238-7102 - Jail Line # 3292  
*Email: al.genesecounty@forgottenman.org*  
*Website: forgottenmangenesee.org*