

MEMORANDUM OF UNDERSTANDING

The parties of this Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into between:

Rev. Adam D. Perry,
 Sr. Chaplain,
 Hempstead County Sheriff’s Office
 401 South Washington,
 Hope, AR 71801
 W: (870) 568-7987 C: (785) 969-2456
 TheHopeConneXion@gmail.com

and possible future SST member

Full Name:	
Endorsing Organization:	
Cell Phone:	
Business Phone:	
Mailing Address:	
Email:	
Position? Chaplain / SSS / LSS	

Purpose:

The Purpose of this document is to create an MOU between the Sr. Chaplain and potential \ continuing SST Members, to effectively communicate the definitions and guidelines in which the Spiritual Support Mission of the Sheriff is fulfilled. This document is a living document and may be adjusted from time to time to more accurately meet the needs of spiritual support to the inmates of Hempstead County Jail and its staff.

In support of the Sheriff’s mission; there are three primary goals of this Spiritual Support Team:

- 1) Provide Ecumenical Religious Support Programs for the inmates and their personal spiritual needs.
- 2) Provide connection to the local community (to inmates) through various agencies and organizations working within the SST by providing much needed services.
- 3) To assist providing life and spiritual skills that lessens the likelihood of re-offending upon completion of programs.

Name: _____

Date Received: _____

File # _____

Definitions

1. *Spiritual Support Team (SST)* ~ All Persons whose membership's primary function is to work within the spiritual support / chaplaincy program of the sheriff in Hempstead County Detention Center.
2. *Senior Chaplain (SC)* ~ The individual that oversees and directs the SST (Chaplains / Spiritual Support Specialists / and Lay Spiritual Support). This individual will be required to go through additional training to act as a liaison between the Sheriff's department and the SST to better understand Detention Center Operations.
3. *Detention Center Director* ~ The individual that is tasked with the day-to-day operations of the Hempstead County Detention Center
4. *Chaplain* ~ A member of Clergy that is fully supported by an incorporated existing congregation in Hempstead County, Arkansas that has been approved either by the Sheriff or the Senior Chaplain and that voluntarily provides Spiritual Support to the inmates of Hempstead County Jail. They may endorse Associate Chaplains, Spiritual Support Specialists or Lay Spiritual Support.
5. *Associate Chaplains* ~ Clergy Members that fall under the authority of Chaplains and thus are approved through the Chaplain of their congregation.
6. *Spiritual Support Specialists (SSS)* ~ Individuals that are not members of clergy, but maintain either licensure, or specialized training that support the SST. They are approved / appointed by either the Sheriff or the Senior Chaplain.
7. *Lay Spiritual Support (LSS)* ~ Individuals that are neither clergy nor have advanced specialized training. These individuals are under direct supervision of a Chaplain who sponsors these individuals to the SC.

Detention Center Conduct / Rules for SST

1. All SST members serve at the pleasure of the Sheriff of Hempstead County. The SST only exists because of their authority. It is a privilege to be Chaplains and Spiritual Support for the Hempstead County Detention Center and this privilege can be revoked at any time for any reason deemed fit by either the Sheriff, the Senior Chaplain, or the Detention Center Director (or their staff).
2. Any issues or questions involving scheduling, supporting, or implementing ministerial, services, should be made through the Senior Chaplain as the PRIMARY point of contact. Contacting the Detention Center Director about anything except the safety of the inmates / SST members will be directed to the Senior Chaplain.
3. Everything you do, including private counseling is recorded for the safety of the inmates and the safety of the SST member. There is no such thing as assumed privacy in any detention or law enforcement center.
4. At no time are male SST members to be alone with female inmates without a female guard present. At no time are female SST members to be alone with male inmates without a male guard present!
5. Do not give any items (cigarettes, food items, lighters, drinks, etc.) to any inmate unless it has been approved in writing from the SC & the Detention Center Director.

Name: _____

Date Received: _____

File # _____

6. No SST member should ever make a phone call or a visitation on the behalf or request of any inmate ever! You could be unwittingly retraumatizing their victim.
7. Prohibited Items are (but not limited to):
 - 7.1. No Personal Electronics are permitted in the Detention Center, this includes (but is not limited to): cell phones, laptops, cameras (data storage devices and cameras are only permitted for one time use upon approval on a case-by-case basis.) Please leave in your car.
 - 7.2. No Monies or valuable items. Please leave them in your car.
 - 7.3. Pens (other than for your personal use) leave no pens behind; they are contraband and can get inmates (and you) into legal issues.
 - 7.4. No weapons, or anything that can be fashioned into one, this includes (and is not limited to): pocketknives, pepper spray, tasers, firearms, razor blades, wire, nails, paperclips, etc.
 - 7.5. **Anything** other than spiritual / religious materials that you intend to leave behind. (without staples please!)
8. As far as religious / spiritual materials, only printed materials may be given to inmates. Appropriate items would be religious texts, devotionals, or addiction recovery materials, but they must:
 - 8.1. Not be political
 - 8.2. Their sole purpose must not be to attack directly or be divisive against other faiths
 - 8.3. Contain absolutely ZERO hate speech
 - 8.4. Not Hardback Books! (only softback allowed)
9. **Security**
 - 9.1. The SST must submit to the Detention Center Staff and Officers in Charge (OIC) in all matters related to the physical security of the center.
 - 9.1.1. This includes but is not limited to, non-evasive pat downs, respectful inspection of personal property and religious materials entering the detention center.
 - 9.2. SST Members should avoid all inmate movements and move aside as the officers and inmates pass.
 - 9.3. In the event of physical and or verbal altercations (fights), the SST Members are to extricate themselves as expediently as possible.
 - 9.4. All Potential SST Members are subject to fingerprinting and criminal history / background checks before approval to be part of the SST.
 - 9.4.1. **Potential SST members with Background Issues (misdemeanors, felonies, etc.) will be considered on a case-by-case basis. Persons with a Sex Crime Felony NEED NOT APPLY for they are not eligible to volunteer in this program.**
10. **Contraband**
 - 10.1. If you bring, attempt to bring, or assist another to bring into the jail any weapon, tool, narcotic, or other contraband, you will be prosecuted as provided by the law. As well as forfeit all future privileges to do ministry or religious support in the detention center, in perpetuity; for both you and the ministry / chaplain / congregation / organization you represent.

Name: _____

Date Received: _____

File # _____

11. Emergency Procedure

11.1. If there is an emergency in the Hempstead County Detention Center, you will be informed by staff over the speaker system as to what you are to do. Follow the orders of the officers and keep calm at all times. In case the building must be cleared, you will take nothing with you and follow the officer’s orders.

12. Privileged Communications

- 12.1. Any communication between SST members (Chaplains, Spiritual Support Specialists, Lay Spiritual Support), and an inmate of Hempstead County Jail, should be considered privileged. Inasmuch that the individual SST member reasonably believes that information received in this communication (talk, written, etc.) has nothing to do with future illegal acts to be committed. All discussion of previous crimes, illegal acts, no matter how heinous should be held in confidence.
- 12.2. The Hempstead County Prosecutors will all SST members to maintain confidence.
- 12.3. Any **future** or **planned** illegal acts should and must be reported to the Senior Chaplain, the Detention Center Director, one of the Inspectors of Hempstead County Sheriff’s Department.

13. Scheduling of Spiritual Support

13.1. Scheduling of Spiritual Support must be organized through the Senior Chaplain. This is necessary not to be a hindrance on current detention center operations. The Senior Chaplain will work with the Detention Center Staff to best utilize their assets along with the SST assets to provide religious and spiritual support to the inmates of Hempstead County.

14. Approval to be on SST

- 14.1. The Senior Chaplain position is appointed and approved solely by the Sheriff of Hempstead County. The SC must undergo a background check, fingerprinting, and additional jailer training along with periodic training required by the Sheriff.
- 14.2. The Chaplain positions are Clergy who are approved after being endorsed by their ecclesial organization (church board, etc.) applying to be SST Members, undergoing a background check, and fingerprinting. These individuals are approved by the Senior Chaplain.
- 14.3. The Associate Chaplain positions are clergy, who are approved after being endorsed by Chaplains, undergoing criminal background checks, and fingerprinting. These individuals fall under the responsibility of their Chaplains. Final approval is still with the Senior Chaplain.
- 14.4. The Spiritual Support Specialists are approved after being endorsed by Chaplains, undergoing criminal background checks, and fingerprinting. These individuals fall under the responsibility of their Chaplains. Final approval is still with the Senior Chaplain.
- 14.5. The Lay Spiritual Support are approved after being endorsed by Chaplains, undergoing criminal background checks, and fingerprinting. These individuals fall under the responsibility of their Chaplains. Final approval is still with the Senior Chaplain.

By signing this document, you are stating that you understand and are in full agreement with this Memorandum of Understanding and will abide by the contents of this MOU. By signing this document, you only are stating that you agree with the definitions, rules, and regulations in this

Name: _____

Date Received: _____

File # _____

MEMORANDUM OF UNDERSTANDING (CONT.)

document, it does not mean that you are approved to be a member of the SST. All addendums will need to be signed by both parties.

X _____
Signature of SST Member Printed Name & Date

X _____
Signature of Sr. Chaplain Printed Name & Date

Name: _____

Date Received: _____

File # _____