

Walker State Prison Mentor Message #68

(April 10, 2020)

Badge & Documents Renewal and Important Policy Reminders

This Mentor Message includes two important notes and a review of Mentor Message 58. Please be sure to read both notes and the review.

1. [Badge & Documents Renewal](#)
2. [Important Policy Reminders](#)
3. [\(Review\) Document Renewal Process and Documents](#)

1. Badge & Documents Renewal

As some of you may already be aware, beginning this year, the GDC began issuing volunteers badges which do not expire for 5 years. While this is a blessing, there are still documents that need to be renewed annually. Currently, the GDC document renewal packet includes the following items:

- Volunteer ID (Badge) Renewal Confirmation
- PREA Education and Acknowledgement Statement***
- GCIC Consent Form***
- Volunteer Services Evaluation***

While the Volunteer ID (Badge) Renewal Confirmation need only be submitted at least 30 days before the expiration date of your badge, each of the starred items above will still need to be submitted EVERY YEAR at least 30 days before the MONTH listed on your badge's expiration date.

While we understand this may cause some confusion, you are not responsible for remembering what to submit and when; the Mentor Administrator will remind you what is required at the appropriate times. However, your cooperation will ensure that this new process runs as smoothly as possible. Moving forward, you will continue to receive emails from me every year at the time when you will need to begin this process, and I will continue to keep track of which documents you need to submit and when. Please make sure to carefully read the instructions of my document renewal emails to make sure you are submitting the correct documents.

Failure to submit the necessary documents on time may result in being denied entry by the State of Georgia into the Walker State Prison facility.

Instructions on how to submit documents as per Mentor Message #58 have are included at the bottom of this message along with the documents themselves.

2. Important Policy Reminders

Recently, several policy questions have been raised that relate to questions covered in the initial mentor orientation training. By the grace of God, with several hundred mentors having been trained over the course of our ministry's lifetime, we have had very few issues with severe policy violation by our volunteers. This is not only a testament to God's providence but also to the character of our mentors and the Spirits work in them.

That being said, our ministry can only persist if we follow the rules set out by the Georgia Department of Corrections. While the rules may seem too many or burdensome at times, we, as followers of Christ, are exhorted to be "subject to the governing authorities, for there is no authority except that which God has established" (Romans 13:1). **The staff at Walker SP have shown us a great deal of favor over the years, and we know that, especially at Walker SP, it is sometimes easy to forget that we are stepping onto prison grounds at all. However, this does not mean we should—or can afford to—become lax with the rules.**

Instead, the perpetuation of mentoring at Walker SP depends on, beyond God's sustaining hand, our following of the rules.

With that in mind, here are some reminders based on feedback we have received in the recent weeks before the suspension of mentoring was in place:

- 1. You must NOT walk out of the prison with anything you did not carry with you upon your entrance.** If you need to copy materials for mentoring, contact your Group Leader or the Mentor Ministry Facilitator (metanoia mentoring@pcanet.org).
- 2. You must NOT leave any Bibles, books, etc. with your mentee without first going through the official book donation process; however, you MAY bring in and leave up to 20 pages of copied study material that is necessary for your mentoring session.**
Mentors must donate all materials to the Chaplain's library for a mentee's use. Mentors must contact their Group Leader in order to obtain permission to donate any study material.
- 3. You must NOT give out your personal address to your mentee.** While you may not fear your mentee's possession of your personal information, there is no guarantee it will not fall into the hands of someone else with more sinister motivations.
- 4. As of 2/20/20, you may NOT use JPay to communicate with any individual prisoner under any circumstances unless you are on their visitation list.** Mentors may only be added to visitation list of a FORMER mentee who has transferred to another GDC facility. This is a privilege initiated by the prisoner, handled by the state, and evaluated on a case-by-case basis. For communication with current mentees outside of standard mentoring times, please resort to "old-fashioned" mail.
- 5. You are highly encouraged to use your church's mailing address as the return address on any correspondence via mail you have with your mentee.** If you run into any issues with this, please let your Group Leader and the Mentor Ministry Facilitator (metanoia mentoring@pcanet.org) know.

We are, truly, so grateful for each of you and for your response to the call to love the prisoner. It is our deepest hope that you do not see these reminders as chastisement but rather gentle

encouragement to carry on doing what is necessary in order that the gospel might continue to be spread at Walker SP.

3. (Review) Document Renewal Process and Documents

Below is a review of the process to renew your required GDC Volunteer documentation. Included below the process are the individual forms for your awareness.

- 1) Mentors complete the required documents for renewal at their appointed times
 - a. **NOTE: All renewal due dates are managed by the Mentor Administrator and will be communicated to the mentor beginning well in advance of their required submission dates; please pay attention to the Mentor Administrator communications regarding document renewal*
 - b. **NOTE: Mentors who have failed to renew their documents within 90 days following their renewal date will be required to re-take the volunteer training before a new badge is issued*
 - c. Mentors submit a Volunteer ID Renewal Confirmation document no later than 4 weeks before the expiration date listed on their Volunteer ID (Badge)
 - d. Mentors submit, no later than 4 weeks before the anniversary date listed on their badge, the following documents every year:
 - i. GDC Sexual Abuse & Sexual Harassment Prison Rape Elimination Act (PREA) Education Acknowledgement Statement
 1. **NOTE: Mentor should put "Metanoia Mentor Ministry" where it asks for Agency / Company Name*
 - ii. GCIC Consent Form
 - iii. Volunteer Services Evaluation
- 2) Mentors send the documents, together, to the Chaplain's office through one of the following methods:
 - a. (Recommended) Hand delivery to the Chaplain's mailbox in the security bunker
 - b. Mail; Attn: Chaplain / Walker State Prison / PO Box 98 / Rock Spring, GA / 30739
 - c. Fax; (706) 764-3613
- 3) Mentors notify the Mentor Administrator that they have sent in their documents
- 4) (Badge renewal only) After submitting their badge renewal documents, mentors will receive a new locator card in the mail at their home address
 - a. Mentors fill out any paperwork include with their new locator card

- b. Mentors place their old badge, and any other documents which they may have had to sign, in the envelope provided
 - c. Mentors place said envelope in the Personnel mailbox in the security bunker
- 5) (Badge renewal only) Mentors notify the Mentor Administrator and their respective group leader upon receiving their new badge with the new expiration date



Volunteer ID Renewal Confirmation

Name: _____

Badge number: _____

Expiration date: _____

Facility: _____

Email: _____

Phone Number: _____

I, _____, acknowledge that my volunteer ID will expire in the following month and wish to continue volunteering with GDC. If my badge is expired past 90 days, I will register and attend an upcoming training before my paperwork will be processed. All fields on the GCIC and PREA have been filled out and will be submitted along with this form.

Signature: _____ Date: _____

PLEASE CHECK ONE OF THE FOLLOWING OPTIONS FOR YOUR ID BADGE:

- I will call Central Office in Forsyth to pick up my badge
- Please mail my badge to the address listed on my GCIC form

I hereby approve the renewal for the above-named volunteer:

Chaplain Signature: _____ Date: _____

**GEORGIA DEPARTMENT OF CORRECTIONS
SEXUAL ABUSE/SEXUAL HARASSMENT
PRISON RAPE ELIMINATION ACT (PREA) EDUCATION
ACKNOWLEDGEMENT STATEMENT**

Employee Type (Check one):

Employee

Contractor/Volunteer

I have received the appropriate training for my employee status in accordance with SOP 208.06, *Sexually Abusive Behavior Prevention and Intervention Program*. I understand the Department's zero-tolerance for sexual abuse of offenders. I understand that I am not to engage in any behavior of a sexual nature with an offender and to report to a nearby supervisor if I witness such conduct or if someone reports such conduct to me. I further understand that my authorization to enter, visit, or work at a correctional institution where there are offenders is based on my agreement to comply with the Department's policy on sexual abuse, and sexual harassment. I also understand that any violation of the policy will result in disciplinary action, including termination, or that I will be banned from entering any correctional institution. Finally, I understand that that engaging in sexual contact with an offender is a felony offense punishable by imprisonment of not less than one, nor more than 25 years, and a fine of \$100,000, or both (O.C.G.A. §16-6-5.1.) I further understand that under O.C.G.A. §16-6-5.1, an offender cannot consent to sexual activity with staff, contractors, or volunteers.

This is to acknowledge I understand the Department's policy on Zero Tolerance of Sexual Abuse and Sexual Harassment of offenders. As a condition of employment I will abide by the terms and conditions of this policy.

Agency/ Company Name

Signature

Date

Typed or printed name

VOLUNTEER SERVICES
GCIC/NCIC CONSENT FORM

I, _____, hereby authorize the Georgia Department of Corrections to receive any criminal or driver's license history information, at any time, pertaining to me which may be in the files of any state or local criminal justice agency.

Full Name Printed: _____

Address: _____

City Zip Code Place of Birth

Weight Height Hair Eyes

Sex Race DOB SSN

Applicant's Signature Date

Approved/Disapproved (circle one) Comments: _____

Appointing Authority's Signature Date

Institution/Center/Office Date

For Ex-offenders ONLY: Approved/Disapproved by Regional Director

Signature Date

(To be placed in personnel file at Facility)

Retention Schedule: Upon completion, this form will become part of the volunteer's personnel file to be maintained locally two (2) years past termination of the volunteer services.

Volunteer Services Evaluation

Name:

Date:

Location:

1. What was your average attendance for the previous year? (Please rate 1-5 accordingly):

1 = 1-5 visits: 2 = 5-10 visits: 3 = 11-20 visits: 4 = 21-30 visits: 5 = 40+ visits

2. What was your biggest obstacle working in the institution?
-

Please rate how easy/difficult it was to volunteer in the institution

1 = very difficult 2 = difficult 3 = okay 4 = easy 5 = very easy

3. What changes do you feel, if made, would strengthen your volunteer program?
-

Is this program adequately supervised by GDC staff?

1 = not at all 2 = somewhat supervised 3 = moderately supervised

4 = supervised 5 = very supervised

4. Cooperation/support from your supervisor?

1 = not at all 2 = somewhat 3 = no opinion 4 = okay 5 = very well

5. Rate your effectiveness (1 = not effective; 5 = Very Effective)
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6. Will you continue to work in a GDC facility?

YES NO

Retention Schedule: Upon completion, this form will become part of the volunteer's personnel file to be maintained locally two (2) years past termination of the volunteer services.