**Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Community Mentoring Ministry

Walker State F&CB Prison

**Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor / Mentee Accountability Agreement**

1. I understand that as a mentor / mentee I join a team that seeks to emphasize common areas of the Christian faith pertaining to salvation and spiritual growth rather than issues that may cause division and confusion. The mentoring ministry at Walker State Prison (WSP) is inter-denominational. We are Christians first and will: in the essentials pursue unity, in the non-essentials seek liberty, and in all things practice love.
2. As mentor, I agree to abide by the rules governing the engagement of certified volunteers in State facilities, the specific WSP rules, and the guidelines set forth by the mentoring ministry leadership team.
3. As a mentee, I agree to abide by State rules governing incarcerated persons, the specific WSP policies and procedures, and the guidelines set forward by the mentoring ministry leadership team.
4. We recognize there is real possibility for lapses in judgment or misinterpretation of policies. We recognize that strong friendships may develop such that we might overlook or wrongly interpret rules, or act in ways that on the “outside” would be normally accepted behaviors. As such I will be mutually accountable and:
	1. Will not ask my mentoring partner to violate any rules and regulations;
	2. Will challenge my mentoring partner if I have any concern that his requests or actions may violate rules and regulations;
	3. Understand there is no harm is asking if I have any doubts as to the best course of action to take;
	4. Will resolve any questions about WSP rules and regulations through the ministry team coordinator and/or the WSP Chaplain’s office.
5. I will notify my ministry team coordinator or the WSP Chaplain’s office of changes in my schedule that would prevent me from participating in our periodic mentoring team meetings.
6. I understand that my participation is voluntary and that if at any time I am unwilling or unable to follow the Community Mentoring Ministry team guidelines that I will resign / withdraw from this mentoring effort.
7. A set of general rules about which we will be cautious include:
	1. Mentors will bring only essential items into the facility – official ID, car keys, pen / pencil, and only materials needed for the mentoring session.
	2. Personal effects are to be left in locked vehicles and stowed away from view.
	3. No knives, firearms, pepper spray or item that can be used as a weapon shall be carried into WSP or be received by a mentee. No firearms may be brought onto the premises even if locked in car.
	4. Cell phones shall not be brought into the facility.
	5. No musical instrument, camera, recorder, digital data transfer material or any other form of communications device may be brought into WSP or be received by a mentee without permission.
	6. Chewing gum, mints and candy are not permitted.
	7. Money may not be exchanged inside the facility or added to a mentee’s account.
	8. Mentor dress is casual. Full-length trousers are required. There shall be no tight revealing apparel, or open-toed shoes. Hats, scarves, gloves, multiple clothing layers and heavy coats are to be avoided.
	9. Mentors and mentees cannot pass anything to / from each other apart from the materials needed to facilitate the mentoring class on the date of meeting. Copied sheets, up to 20 pages may be given to mentee for purposes of mentoring. Any exchange of other items must be handled through the Chaplain’s office. Books and workbooks used for mentoring must be pre-approved by the Chaplain and submitted according to the policies enforce at the time.

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* 1. If a mentor must carry medication, limit the amount to what would be needed within a two-hour period and declare all medications to the checkpoint corrections officer. Under no circumstances are any medications or drugs to be provided to any inmate at any time.
	2. Mentors aren’t allowed anywhere else in the facility but where they are brought for the program.
	3. If at any time a corrections officer issues an order all mentors and mentees must comply immediately.
	4. Mentors and mentees will hold shared information in confidence, and not gossip or talk about other mentees or mentors behind their backs.
	5. Mentors do not give / and mentees will not request:
		1. Legal advice
		2. Gifts in person or through the mail
		3. Personal information such as home address, phone numbers, etc.
		4. Anything from the outside
	6. A mentor may not send or carry messages, written or verbal, to a mentee’s friends or family. AS A RULE, THERE ARE TO BE NO DUAL RELATIONSHIPS WITH MENTEE FAMILIES.
	7. A mentor may not bring anything out that he did not have with him when he first entered. That includes books, cards, or letters. Books are to be transmitted through the Chaplain and letters are to be mailed.
	8. No mentee may receive books, cards or letters brought in to the prison. All must be handled through their appropriate channels. Papers germane to the lessons may be left with a mentee but extreme judgment and caution is to be exercised. If there are questions, ask. If in any doubt, pass items through the Chaplain.
	9. Churches will establish mail boxes for mentors to facilitate the smooth and timely transmission of letters and cards to / from mentees.
	10. No mentor shall enter into any business arrangement with a mentee.
	11. A mentor will not perform any personal services for mentees or members of their families. Prior to release it may be incumbent to work with a mentee on finding a church or receiving assistance with finding work on the outside. Before making any contacts along these lines there must be discussion with the Chaplain’s office and the mentor ministry team leaders.
	12. JPAY may be used between mentor and mentee only. Photos may not be sent. No stamps may be added to a mentee’s account apart from the one return postage stamp permitted to reply to a mentor’s email.
1. A mentor will not become involved in a mentee’s case by contacting parole or probation officials, State officials, or anyone else without the expressed permission of the Chaplain’s office.
2. Mentees are responsible for advising mentors of all current WSP visitation policies.
3. We know that every possible situation we may encounter is not written herein. Therefore, we will make every attempt to uphold the spirit as well as the letter of this agreement. Failure to comply could cause one or the other of us to be dismissed from the program and even jeopardize the entire program. We will seek to honor God in all we do for the benefit of each other and for future classes of mentors and mentees.

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Mentor: Signature Mentee: Signature

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Mentor: Printed Name Mentee: Printed Name

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Date Date

**Revised 12/4/2017**