

**Panola County Detention Center
Carthage, Texas**

To: All Religious Volunteers

Subject: Regulations pertaining to Security and Conduct in the Panola County Detention Center

The volunteer work that you are performing is being accomplished inside the walls of the Panola County Detention Center. There are strict rules and regulations, which must be adhered to by all persons performing a service within this facility.

Some of the inmates which you will be in contact with represent different and perhaps, unusual personalities and drives, and perhaps some might attempt to take advantage of civilians in an attempt to make unauthorized contacts, to send messages without approval, and perhaps to arrange loans or gifts of money or anything that would be considered contraband material by the staff of this institution. Very frequently, they will attempt to use civilians who might not suspect anything irregular about a particular request. We feel that it is only proper to bring your attention to the fact that attempts of this kind will be made, and for this reason, we are listing some of our regulations pertaining to such activity.

1. The presence of any kind of intoxication, spirituous or malt liquors, including wines or beers of whatever alcoholic content is strictly prohibited. The presence of any kind of narcotics, drugs, hallucinogens, barbiturates, or paraphernalia pertaining thereto on the grounds of this facility, or any part thereof is strictly prohibited.
2. The members of your organization will refrain from discussing personal affairs with any inmate and not allow inmates to be overly familiar with you.
3. Do not strike or lay hands on an inmate unless it be in defense of yourself.
4. Do not convey any messages into the institution to an inmate, or outside the institution for an inmate, either written or oral.
5. Do not at any time have in your possession while in the Panola County Jail any firearms, knives or weapons of any type.
6. No instruments of any kind will be allowed in the facility.

It is against the law to introduce or attempt to introduce into this institution, or take or attempt to take or send from this institution any article without the knowledge or consent of the Sheriff or his duly authorized representative.

I have read and understand the above rules and regulations.

Date:

Subject: Authorization for National Crime Investigation Center Check

As a volunteer at the Panola County Detention Center, Carthage, Texas, I understand that prior to being allowed entrance into this institution, it is necessary that the National Crime Investigation Center (NCIC) check be satisfactorily completed on me. I understand that this check will be used to help in determining my suitability for assisting in the voluntary programs inside this detention facility and that if I refuse to supply the information requested, I will not be allowed to enter the Panola County Detention Center, Carthage, Texas. I understand that the information obtained from the NCIC will be treated confidentially and will be retained only for purposes of my status as a volunteer at this facility.

I voluntarily provide the following information so that such a check can be initiated.

Name: _____
(Last) (First) (Middle) (Maiden)

Social Security Number: _____

Sex: _____ Race: _____ Date of Birth: ____ / ____ / ____

Address: _____

If it should be necessary, such optional information as height, weight, color of hair, color of eyes, will be provided upon request.

I certify that the above information is correct. I also agree that during my tenure at this institution, I will abide by the lines of authority, responsibility and accountability as established and communicated by the staff of this institution.

(Signature)

(Date)

(Staff Witness)

(Signature)

**PANOLA COUNTY SHERIFF'S OFFICE
DETENTION DIVISION
APPLICATION FOR RELIGIOUS ACTIVITIES**

PART I: To be completed by applicant – All personal information is for our use for identification and background check only. No information will be given to any inmate or other individuals, nor will it be used in any way to discriminate against any group or individual.

NAME(Full legal name)						
ADDRESS				CITY/STATE		ZIP
HOME PHONE		WORK PHONE		DATE OF BIRTH	DRIVER'S LIC#	SOCIAL SECURITY#
RACE	SEX	HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	TYPE OF ACTIVITY ___ Religious- General Population ___

WAIVER

By my signature, I do hold Panola County and the Panola County Sheriff's Office blameless in the event of any accident or situation in which I may be injured or held hostage. I also understand that visiting privileges for me and the person or persons visited will be revoked for any violation of the Jail rules, regulations, and/or policies.

APPLICANTS SIGNATURE	DATE
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PART II: (To be completed by the applicant's church leader for religious activity applicants)

NAME OF CHURCH	PASTOR'S NAME	
CHURCH ADDRESS	CITY/STATE	TELEPHONE#

PASTOR'S APPROVAL/DISAPPROVAL: ___ APPROVED ___ DISAPPROVED

PASTOR'S SIGNATURE	DATE
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PART III:(To be completed by the Jail Administrator or his designee)

JAIL APPROVAL/DISAPPROVAL ___ APPROVED ___ DISAPPROVED
If not approved, state reason(s): _____ _____ _____

APPROVING AUTHORITY	DATE
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___ Copy of Rules ___ CCH Requested ___ CCH Completed ___ Attn:CCH ___ See notes on back

PANOLA COUNTY SHERIFF'S OFFICE

Office: 903-693-0333
Fax: 903-693-9366



314 W. Wellington
Carthage, Texas 75633

Sheriff Cutter Clinton

To Whom It May Concern

Ref: Church Services

We are implementing a new process for our Volunteer Church Services. We will still have the rotating schedule if all procedures are met. Each member who would like to minister to the inmates will have to fill out the Application for Religious Activities, Authorization for National Crime Investigation Center Check and sign the Rules and Regulations. These three items are included in the packet. They may be dropped off at the Panola County Detention Center for either Lt. McMullen or Sgt. Martinez. These three items will need to be done on everyone with your organization that wishes to minister to the inmates on the Sunday Services. If an organization does not meet these requirements then they will be removed from the rotating church services list. On the church weekend, you will be allowed two persons in to have services with the inmates. Please return items so we can get the list going again.

A handwritten signature in black ink that reads "Clinton".

Sheriff Cutter Clinton

Honesty, Integrity, Service