



**MEMPHIS UNION MISSION**  
*"Rebuilding lives since 1945"*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dear Mr. \_\_\_\_\_:

Thank you for your recent inquiry. Memphis Union Mission offers a long-term, Bible-based alcohol and drug recovery program which uses material designed for use in a correctional setting. Our program is offered without charge to our clients. It is the aim of the Mission to serve our clients, helping them overcome life issues through Biblical means which will prepare them to transition back to a free society. It is the Mission's aim to serve the courts who refer clients to us by enforcing restrictions and reporting regularly on their progress.

If you make application to our recovery program, **you must be a non-smoker**, and agree to remain free from alcohol and illegal drugs. You must also agree not to abuse prescription medications of any kind. You will not be allowed to work or look for a job until you have graduated from the *Therapy Phase*. No sex offenders will be allowed into the Mission's **Transitional Program** due to its proximity to schools.

There are four phases to our *Iron-On-Iron Program*. The *Intake Phase* is normally a one week adjustment period to see if you are able to cooperate and abide by the house rules. The *Orientation Phase* is called our **Awareness Program** normally lasting thirty days, and is located at our Men's Emergency Shelter. Your day will include chores, bible study and you must complete the first step of Moral Reconciliation Therapy™ ("MRT") before transfer to **Calvary Colony** which is our *Therapy Phase*. There you will complete all twelve steps of MRT. You will be assigned a counselor and will be required to attend various classes and perform assigned chores. You must complete no less than six months.

Only after graduating from these phases will you be eligible for the Mission's **Transitional Program** which is the *Work Phase*. There you will adjust to a working environment and you must exhibit financial responsibility. In order to maintain your eligibility in the **Transitional Program** you must comply with all house rules. Normally you will be in the **Transitional Program** for at least one year.

If you desire to make application to the Memphis Union Mission *Iron-On-Iron Program* you must submit a fully completed application which will determine your eligibility. **You must complete all of the information listed below AND return it in one package to me.**

- ▶ Iron-On-Iron Intake Application (provided)
- ▶ 10 page autobiography of your life
- ▶ Copies of your medical and mental health records
- ▶ Waiver of employment for nine months
- ▶ Memorandum of Understanding With Referring Agency

**I am available for interviews on Friday & Saturday after 1:00 p.m.**

**NOTE:** You must make arrangements with me for a phone interview within ten days after you send in your package. My phone number is (901) 526-8434 ext. 1004.

If we determine that you are eligible to enter the program you will be permitted to come to the Mission's Men's Emergency Shelter located at 383 Poplar Avenue; Memphis, TN. There you must test free from nicotine, alcohol and illegal drugs. If you pass these tests you will enter the program. However, if you fail any subsequent nicotine, alcohol or illegal drug tests, you will be immediately dismissed and the proper authorities will be notified that you failed to comply with the Mission's program requirements.

**Please do not apply** to the Mission's *Iron-On-Iron Program* if you have no desire to be in a Biblically based program requiring mandatory attendance to classes and chapel services.

**Please do not apply** to the Mission's *Iron-On-Iron Program* if you are not willing to comply with the program rules or chore assignments.

**Please do not apply** to the Mission's *Iron-On-Iron Program* if you are not willing to refrain from the use of tobacco of any kind, alcohol, or illegal drugs.

**Please do not apply** to the Mission's *Iron-On-Iron Program* if you are not willing to complete nine months of the program prior to looking for employment.

Sincerely,

**P.S.** Please, **DO NOT ATTEMPT TO RETURN** the application **UNTIL** you have gathered **ALL** the information requested.

**Jody Johnson, Pastor**  
**Director of Intake and Pre-Awareness**

Memorandum of Understanding  
With Referring Agency



This Memorandum of Understanding is between Memphis Union Mission located at 383 Poplar Avenue; Memphis, TN and:

**Referring agency name:** \_\_\_\_\_

**Whose address is:** \_\_\_\_\_

Memphis Union Mission agrees to enroll

**Name of client:** \_\_\_\_\_

in its *Iron On Iron Recovery Program*. And, client agrees to complete all required phases of the program, committing to no less than nine months of uninterrupted enrollment.

Upon completion of all *Iron On Iron Recovery Program* requirements clients will receive:

1. Moral Recognition© Certificate
2. *Iron On Iron Recovery Program* Certificate
3. Opportunity to enroll in the optional Wright Transitional House, a residential facility with supportive services.

**Referring agency agrees to provide:**

1. A completed *Iron-On-Iron* Intake Application. This application can be found at: <http://www.memphisunionmission.org/how-we-can-help/men.htm>
2. A completed and signed discipline procedures statement: This statement may be found at: [http://www.memphisunionmission.org/files/DisciplineProcedures\\_001.pdf](http://www.memphisunionmission.org/files/DisciplineProcedures_001.pdf)
3. 10 page autobiography of client's life.
4. Copies of clients medical and mental health records.
5. Waiver of employment for client of nine months.
6. Memorandum of Understanding With Referring Agency.
7. Transportation of the client to 383 Poplar Ave.; Memphis, TN.
8. Transportation of the client back to referring agency in the event the client is dismissed for failure to complete the program.

**Must be completed by referring agency.**

**Check Appropriate Box:**

- Client may not graduate on or before: (Minimum of 9 months)  
**(Fill in date)** \_\_\_\_\_,
- Client may receive off premises passes.
- Client may not receive off premises passes.  
If client relapses or is dismissed for any reason please notify:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax number: \_\_\_\_\_

**For referring agency:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_,

**For Memphis Union Mission:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_,

**Client:** By signing below, client agrees to abide by all admission requirements, program rules, policies, chores, attendance at all classes, chapel services and to refrain from the use of tobacco, alcohol, illegal drugs, or the abuse of prescription drugs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_,

Please attach this form to the client's *Iron-On-Iron* application.

# Iron-on-Iron Recovery Program

PO Box 330 • 383 Poplar Avenue

Memphis, TN 38101-0330

Telephone 901/526-8434 ext. 1004 • Fax 901/526-0532



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## INTAKE APPLICATION

The Iron-on-Iron program is a long-term, Christ-centered residential recovery program for addicted men who truly desire to change. The program is conducted on three different sites in the Memphis area. Its purpose is to give men an opportunity to leave addictive lifestyles for healthy, functional relationships with God, themselves and others. Its focus is on applied Christianity for the healing of the total person, recovery from life-controlling substances and preparation for successful living. Residents receive a unique blend of Christian discipleship, chapel services, class work, work therapy, recreational therapy, vocational development, individual, group and family counseling. GED and tutorial services are provided for residents lacking high school diplomas.

- **Candidates for admission must thoroughly complete this application and mail/fax it to the Intake Counselor.**
- **Candidates are responsible for contacting the Intake Counselor with questions regarding their intake status.**

Candidates are not accepted for admission until after completion of a face-to-face interview with the Intake Counselor. Those who provide false or misleading information may be denied admission. All candidates must resolve all outside issues (debts, business matters, court appointments, etc.) before they arrive. It will be at least 60 days before you will be allowed to visit your home. Communication by mail is encouraged. Residents may not receive phone calls. Outgoing calls are restricted to emergency or clinical reasons and may only be made in the presence of counselors. Residents may be eligible to participate in the family visitation program only when they complete the Awareness Phase of the program (normally eight weeks after admission.) Visitors will be limited to legally married spouses and immediate family members. All exceptions require the pre-approval of staff. No outside work is allowed. Personal vehicles are not allowed until the final stage of this program. **NO USE OR POSSESSION OF ANY TOBACCO PRODUCTS IS ALLOWED BY PROGRAM RESIDENTS.**

**Requirements for admission:** Candidates for admission to the Iron-on-Iron Program must:

- Be male between ages 21-55, requesting admission themselves, admitting their addiction problem, and sincerely willing to change.
- Agree to abide by all guidelines, fully participate in all aspects of the Christian program, and refrain from any activity staff deems contrary to recovery or Christian growth. Violation of the guidelines may result in disciplinary measures and possible dismissal.
- Be fully detoxified and 72 hours away from their last use of drugs or alcohol of any kind.
- Be willing and able to commit to an uninterrupted one year program consisting of a minimum seven months residency followed by mandatory aftercare participation that may require up to an additional five months of residency. Those with child support or legal issues must provide written releases from appropriate parties assuring unhindered one-year program.
- Be physically able to perform work assignments such as shop, landscaping, farm, housekeeping, kitchen, or warehouse.
- Be medically able to fully participate in a program that does not provide medical care, dental care, or assistance with medications. All candidates must arrange for outside sponsorship before they arrive. Residents will take TB and HIV tests at admission and furnish results upon request.
- Be mentally stable and capable of functioning in a therapeutic community environment with classroom and group activities. The program is not equipped to care for the dual diagnosed individual or those on anti-

- depressant, mood stabilizing or anti-psychotic medications.
- Be willing to refrain from the pursuit of romantic relationships other than with a legally married spouse while in the program.
- Pay a program services fee of \$42.00 per week if he is receiving income of any type. Those with no personal income of any kind will not be charged unless income status changes.

**What residents may have:** Residents are allowed to have those items staff deems conducive to recovery and Christian growth. Residents are not allowed to have more than \$20.00 in their possession and should make arrangements for off-premise staff storage of cash and valuable before arrival. Residents may arrange for their supporters to send them a maximum of one money order (not cash) per week for amounts under \$20.00 for miscellaneous items, snacks, etc. Residents are not allowed to have radios, tape players, CD players; phones; paging devices; facial or body jewelry; or non-approved medications. Non-perishable snack items may be allowed but must be kept in sealed one-gallon Ziplock bag. Below is a list of permissible items. Candidates should bring as many of these items as possible, but not exceed limits. Excess items will not be stored.

- 2 suits; 1 sport coat;
- 8 pairs of pants;
- 8 shirts;
- 8 undershirts/T-shirts;
- 8 underwear;
- 8 pairs of socks;
- 4 pairs of shoes;
- 1 overcoat;
- 2 jackets;
- 3 sweaters;
- 1 laundry bag;
- 1 book bag;
- 1 alarm clock;
- Bible; pens; pencils; paper; notebooks;
- Personal hygiene items (not containing alcohol);
- Laundry detergent;
- 1 one-gallon Ziplock bag for snacks, miscellaneous personal effects or recreational items that are conducive to recovery and Christian growth.

#### **PLEASE NOTE**

Memphis Union Mission is not a hospital or mental health facility nor does it provide these services to our clientele. Memphis Union Mission pastors are not licensed or certified in psychiatry, psychology or social work. Our pastors are ministers of the Gospel, empowered by the Holy Spirit of God to teach the inspired Word of God to clients in order to effect positive, permanent godly behavior and to apply the Word of God to every area of their lives. (1 Peter 4:3; 2 Timothy 2:15; Philippians 4:13.)



# Iron-on-Iron Intake Application

This form must be completed by the candidate for admission.

FOR  
OFFICE  
USE  
ONLY

## PERSONAL DATA

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

S.S. No. \_\_\_\_\_ Religious/Denominational Preference \_\_\_\_\_

Occupational Background \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Telephone Number \_\_\_\_\_

Why do you want admission to the Iron-on-Iron program? \_\_\_\_\_

List your addictions:  Alcohol  Gambling  Sex  Self-Abuse

Drugs:  Cocaine  Marijuana  Heroin  L.S.D.  Opium  Sedatives

Inhalants  Psychotropic Medications  Prescription Medicines

Amphetamines  Meth-Amphetamines  Tobacco Products

Have you ever been in the Iron-on-Iron program before? \_\_\_\_\_ If so, when? \_\_\_\_\_

Who referred you to Memphis Union Mission \_\_\_\_\_

Have you ever been treated for an alcohol or drug addiction before?  Yes  No

If so, where, when and how long did you stay in each? \_\_\_\_\_

Phone number where you may be reached during the day (include Area Code) \_\_\_\_\_

Marital Status:  Co-habitation  Divorced  Married  Separated  Single  Widowed

Number of children \_\_\_\_\_

## HEALTH ISSUES

List physical disabilities:  Heart Disease  Type 1 Diabetes  Type 2 Diabetes

Seizures  Epilepsy

Others: \_\_\_\_\_

Have you tested positive for any of these communicable diseases:

Tuberculosis  H.I.V.  Hepatitis of any kind

List any medications you are supposed to be taking and their purpose \_\_\_\_\_

Do you have any other medical problems? If yes, explain: \_\_\_\_\_

Do you have any type of health insurance?  Yes  No

**MENTAL HEALTH ISSUES**

List any mental health treatment (give diagnosis, if known) and any medications prescribed: \_\_\_\_\_

List dates of any suicidal actions in the last five years: \_\_\_\_\_

List any family or relationship problems you are currently experiencing: \_\_\_\_\_

Do you have homosexual tendencies?  Yes  No

**JUSTICE SYSTEM**

Probation/Parole Officer's name and telephone (if applicable) \_\_\_\_\_

List any court cases pending: \_\_\_\_\_

List your record of criminal charges, jail or prison time (if applicable): \_\_\_\_\_

Have you ever been accused of child molestation?  Yes  No

Are you a sexual offender?  Yes  No

If yes, what city are you registered in? \_\_\_\_\_

Have you ever been convicted of a violent crime?  Yes  No

Are you required to pay child support?  Yes  No

Are your payments current? (Explain) \_\_\_\_\_

**EDUCATION**

Education: Highest grade level completed: \_\_\_\_\_.

If you did not graduate from high school, do you have a G.E.D.?  Yes  No

List colleges or vocational schools and degrees attained \_\_\_\_\_

**FINANCIAL**

List the monthly amount and source of any income you have (Disability, SSI, etc.)

**Please Note:** Participants in our programs are prohibited from personally receiving unemployment or food stamp benefits.

Who will finance your medical needs? \_\_\_\_\_ Phone Number \_\_\_\_\_

**Answer the following questions either yes or no.**

Do you agree to comply with all the requirements for admission as listed on page 1 and 2 of this application?  Yes  No

Are you able to and do you commit to one year of uninterrupted program at Memphis Union Mission? If no, why? \_\_\_\_\_  
\_\_\_\_\_

If applicable, have you obtained written permission from any legal supervision you may have (child support, probation, etc.) granting you permission for an unhindered one year program?  Yes  No

Do you commit to refrain from the pursuit of romantic relationships other than with your legally married spouse while in the program?  Yes  No

Are you physically and mentally able to fully participate in all aspects of this program including work assignments?  Yes  No

I have read and personally completed the three pages of this application, and I agree to the terms and conditions which it contains for my admission to the Iron-on-Iron Recovery Program. Falsifying information given on this application may be grounds for dismissal from our programs.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**In the space below or on an additional sheet of paper give a brief history of your alcohol or drug abuse problem. Please write legibly.**

**Candidates for admission must thoroughly complete this application and mail/fax it to the intake counselor. Candidates are responsible for contacting the intake counselor with questions regarding their intake status.**

# DISCIPLINE PROCEDURES



## PLACING A CLIENT ON DISCIPLINE

Every drug and alcohol program has a set of rules to which clients are expected to adhere. Memphis Union Mission has designated five rules for which there are strict guidelines for immediate dismissal from our programs. These are:

- Continued use of drugs or alcohol after entry into our programs.
- Tampering with the integrity of our drug testing procedure.
- Theft of property
- Threats or acts of violence.
- Failure to comply with requirements for passes.

Clients who break these rules will be dismissed from the Iron-on-Iron program for a period of one year. This one-year period may be ameliorated by clients who step forward and confess breaking these rules. In such cases the waiting period for readmission to our programs will be six months.

There are other infractions which are of a more minor nature, but those rules are just as important to the smooth operation of our programs. Repeated violations of these rules are grounds for the discipline of our clients short of dismissal from the program.

For the purposes of the discipline of clients there will be two classifications of incidents which require written reports to be included in clients files.

1. **RED STRIKES.** These are limited to reported violations of the Mission's tobacco-free policy whether they were the result of client's own admission of wrong-doing or whether they were discovered in the tests used by the mission to determine the presence of nicotine in a person. A report of these incidents is to be included in a client's file on a red or pink sheet of paper. Red strikes become part of the client's permanent file, and cannot be removed.
2. **YELLOW STRIKES.** These include any other violations of mission rules which require a written report by a pastor or supervisor. A report of an incident of this nature is to be included in the client's file on a yellow sheet of paper. If any rule violations are not reported over a period of 30 days, a yellow strike will be removed from the record of that client. If a client has more than one yellow strike, the oldest yellow strike will be removed after thirty days of the most recent rule violation. After an additional thirty days of good behavior in which the client has not violated any rule, the next yellow strike will be removed.

Suspension from Memphis Union Mission programs and placing an individual on discipline is made necessary when either of the following conditions are met:

1. If there are in the client's file three (3) active strikes of any kind, or
2. When three (3) red strikes have been placed in the client's file

Clients sent to 383 Poplar Avenue will be in the discipline program (orange and black band) for a minimum of 14 days.

## DOCUMENTATION

All incidents which become part of a client's file must be written up on an incident report form and signed by a pastor or a supervisor. A blank incident report form is attached to these instructions.

A cover sheet listing violations of rules which require write-ups will be placed as the top sheet of the files of clients sent to 383 Poplar Avenue for discipline. A blank cover sheet is attached to these instructions.

Using this documentation it should be easy for staff to be aware of clients who are in danger of coming under discipline so that these clients can be warned of their status.

## ONE TIME ONLY

Clients will be sent for discipline only one time.

If they are reinstated in their program and accumulate more than two (2) additional active strikes of any kind or one (1) more red strike, the client will be dismissed from our programs. There will be a waiting period of one year from the date of dismissal before they will be considered for re-admission to our programs.

# **EXPECTATIONS FOR CLIENTS ON DISCIPLINE**

1. Clients on discipline at Memphis Union Mission are suspended from participation in the drug and alcohol programs of Memphis Union Mission and will live and eat with the transient population at 383 Poplar Avenue. On entry into the discipline program clients will be issued an orange and black wrist band to designate them as being in this phase of their program.
  - A. Prior to being transported to 383 Poplar, most of their personal belongings will be placed in a safe place of storage.
  - B. A bare minimum of personal hygiene supplies and clothing will be brought to 383 Poplar.
  - C. While on discipline, clients will either purchase a locker, if one is available, or they will be responsible for the security of what belongings they have brought with them.
2. Unless it is required in their work assignments, clients on discipline will not be allowed in areas designated for alcohol and drug clients (e.g.: lunchroom, rooms 1, 2, and 4, or non-smoking patio).
3. Clients on discipline will not be allowed to leave the premises of Memphis Union Mission for any reason other than approved appointments.
4. Clients on discipline will not be allowed to make telephone calls which are not approved by the transient pastor, nor are they allowed to use the mission's pay telephone.
5. Clients on discipline will not be allowed to receive visitors.
6. While on discipline clients will be expected to meet goals in the following areas:

- A. Compliance with mission rules.
  - 1. A serious violation of mission rules (e.g., smoking, drug use, theft and violence) will result in immediate dismissal from all Memphis Union Mission programs.
  - 2. In enforcing mission rules, supervisors, at their discretion, may use progressive discipline, including verbal warnings.
  - 3. The issuing of a written violation by a pastor or a supervisor will result in immediate dismissal from our programs.
- B. Work ethic.
  - 1. Clients on discipline will be given specific work assignments which they are expected to accomplish with excellence.
  - 2. Failure to accomplish their work assignments on a timely basis will result in immediate dismissal.
  - 3. Supervisors are expected to provide guidance as to what constitutes acceptable levels of work.
- C. Spiritual development.
  - 1. Clients on discipline will attend all chapel services as well as the Awareness Program Bible study.
  - 2. Before they are released back into the regular programs of the mission, clients on discipline will be expected to complete all 60 assignments in *“Living Your Christian Values”* by Ralph W. Neighbour Jr.
  - 3. Clients will meet at least twice a week with their designated mission pastor to discuss what they have learned in this course.
- D. Curriculum.
  - 1. Before they are released back into the regular programs of the mission, clients on discipline will be expected to re-do Step 1 of Moral Reconciliation Therapy™.

- 7. A copy of these expectations will be carried by clients on discipline at all times.
- 8. Before being reinstated to Memphis Union Mission drug and alcohol programs, clients on discipline must test negative for nicotine, cocaine, THC, opiates and alcohol.

I have read these expectations and I understand them. I will abide by them

\_\_\_\_\_ Date \_\_\_\_\_  
 Client Signature

# TOBACCO-FREE POLICY

On June 30, 2005, Memphis Union Mission was designated as being tobacco free. This means that the use of any tobacco product (cigars, cigarettes, smokeless tobacco, etc) by anyone, is prohibited on most properties owned or controlled by Memphis Union Mission. It also means that in order for anyone to join the alcohol and drug program it will be necessary to test negative for the use of nicotine.

1. The only place on property owned or controlled by Memphis Union Mission Inc., where smoking is permitted will be the “Transient Patio” at 383 Poplar Avenue. Smoking anywhere else on Memphis Union Mission property will not be permitted.
2. Memphis Union Mission has limited tolerance for those who continue to smoke after joining our drug and alcohol program. Each program pastor has resources approved by the American Lung Association and American Cancer Society and other tobacco free advocacy organizations which will enable clients of Memphis Union Mission to live smoke-free.
3. Clients in the drug and alcohol program who continue to smoke after being admitted to that program will come under a unique disciplinary procedure. Those who violate the non-smoking policy will be assessed “strikes”. One strike is assessed in each of the following violations.
  - A. Being observed smoking by a pastor or building supervisor. Those who are written up for this violation will be exempt from random nicotine tests for a period of 5 days..
  - B. Testing positive for nicotine on a random or scheduled tests. Those who are observed smoking after these tests will be charged with an additional strike.
  - C. Program members who are taking medication or being supplied with patches from a physician for purposes of smoking cessation are excused from random nicotine tests as long as they are under that doctor’s care. If they are observed smoking, they will be assessed a strike.
  - D. Program members who are using over-the-counter products or patches to assist in smoking cessation will be excused from random nicotine tests for the duration of that program plus five days. It will be the client’s responsibility to inform their pastor that they are starting a smoking cessation program. The pastor should be given copies of the user instructions for that program. Those observed smoking during this period will be assessed a strike. There will be no extensions or repetitions for this exemption.
4. Those program members who have accumulated three strikes for smoking will be suspended from the mission’s alcohol and drug programs, placed on discipline and given two weeks to become tobacco free. At the end of this 14 day period they will be tested for nicotine. Passing this test will place them back in the program they were in before discipline. Failure to pass this test will result in their dismissal from Memphis Union Mission programs. Clients are given only one chance to pass through the discipline phase of Memphis Union Mission programs.
5. Clients who have come through discipline and receive one additional strike for smoking violations will be immediately dismissed from Memphis Union Mission programs.
6. As clients progress through the alcohol and drug program going to another location must first test negative for nicotine before being allowed to graduate. Failure to pass this test will be counted as a strike. Clients will not be allowed to graduate until they test negative for nicotine.

I have read and understand the tobacco-free policy

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

# Penal System Counselor Recommendation



At Memphis Union Mission we usually have a short interview with a potential client before we accept him into our program. Since that it impossible with clients in the penal system, we have designed this questionnaire which will allow us to get to know our potential clients better so that we can make an informed decision on their case.

Thank you for the time you spend in answering these questions.

Client's Name \_\_\_\_\_ Counselor's Name \_\_\_\_\_

How long have you known this man? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is he a sexual offender?  Yes  No

Has he attended drug and alcohol classes while imprisoned?  Yes  No

How does he respond to discipline?

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Please give us some details regarding the circumstances of imprisonment

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How would you rate his prognosis for recovery?  Poor  Good  Excellent

Is there anything else that we should know about this man?

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(Please use back of sheet if necessary)

When you have completed this please mail or fax to me at the following address:

Jody Johnson  
Memphis Union Mission  
PO Box 330  
Memphis, TN 38101-0330  
Telephone 901/526-8434, extension 1004  
Fax 901/526-0532



Date: \_\_\_\_\_

**Memphis Union Mission  
Release of Information**

To Whom it May Concern:

I hereby authorize Memphis Union Mission to secure information from and/or release information to any person, corporation, society, organization, governmental agency, institutions, or any other entity regarding my case records and/or my circumstances.

I also hereby authorize any person, corporation, society, organization, governmental agency, institutions, or any other entity to release to Memphis Union Mission any information regarding my case records and/or my circumstances.

My case information will remain available indefinitely to the person (s) or agency (ies) indicated above.

A photostat or faxed copy of this release shall be as valid as the original.

**By Client:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidates for admission must sign this Release of Information form and send it to the Records Department at the prison in order to have their medical, mental and criminal records released.**