

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
<b>Policy Name:</b> Chaplaincy Services		
<b>Policy Number:</b> 106.04	<b>Effective Date:</b> 10/27/2017	<b>Page Number:</b> 1 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Inmate Services Division	<b>Access Listing:</b> Level II: Required Offender Access

**I. Introduction and Summary:**

The Chaplain's office will establish worship and Chaplaincy Services in connection with population needs. Georgia Department of Corrections Facilities shall provide space and equipment adequate for conducting and for the administration of religious programs. The Deputy Warden of Care and Treatment or Assistant Superintendent at each facility is responsible for coordinating the agency's religious program and will make available non-offender clerical staff capable of processing privileged information.

**II. Authority:**

- A. United States Constitution: First and Fourteenth Amendments;
- B. Americans with Disabilities Act.
- C. GDC Board Rules: 125-3-1-.01 thru 125-3-1-.03;
- D. GDC Standard Operating Procedures (SOPs): 106.05 New Offender Orientation for Religious Programs and 106.11 Religious Accommodations; and
- E. ACA Standards: 2-CO-5E-02 and 4-4520.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

- A. Facility Space and Administration of Religious Programs:
  - 1. Facilities will provide space and equipment adequate for the conduct and administration of all religious programs.
  - 2. The Deputy Warden of Care and Treatment/Assistant Superintendent will be responsible for coordinating the agency's religious program and will make available non-offender clerical staff capable of processing privileged information.

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**B. Identifying Religious Preferences:**

1. Offenders shall identify religious preferences during the Diagnostic Intake process.
2. Offenders may request to change their religious preference once every six (6) months. To request a change, offenders shall complete a Request to Designate/Change Religious Preference Form found in SOP 106.05, New Offender Orientation for Religious Programs, Attachment 1, in the presence of the Facility Chaplain (the form may be forwarded to the offender's Counselor when the Chaplain is not available).
3. Offenders that would like to change their religious designation more than once in a six (6) month period, must submit a Religious Accommodations Request pursuant to SOP 106.11, Religious Accommodations.
4. An offender under age eighteen (18) may select or change his or her religious preference without the consent of a parent or legal guardian.

**C. Interfaith Worship:**

1. General chapel worship services will be conducted weekly by the Chaplain(s) or their designee. The following specific religious services will be provided as needed:
  - a. A Roman Catholic priest will conduct Catholic services.
  - b. An Imam will conduct Islamic services.
  - c. A Jewish Rabbi will conduct Jewish services.
2. The Chaplain(s) will be aware of all other group needs. When a religious leader of an offender's faith is not represented through the chaplaincy staff or volunteers, the chaplain or designated staff member will assist the offender in contacting a person who has the appropriate credentials from the faith judicatory.

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**D. Access to Worship:**

1. Worship services will be available to offenders according to their management level.
2. Opportunities for worship will be discussed in the new Offender Orientation Program (see SOP 106.05, New Offender Orientation for Religious Programs).
3. Worship services will be announced on the public-address system of the facility, where available, or through other appropriate means.
4. The needs of the facility to maintain order and security are taken into consideration when planning program delivery, i.e. providing in cell worship services and religious material.
5. Opportunities for participation in special rituals and services will be provided, but must be requested in accordance with SOP 106.11, Religious Accommodations.
6. GDC will ensure that all offenders, including juveniles, are not subjected to coercion, harassment, or ridicule due to their religious affiliation.

**E. Chaplain Responsibilities:**

Chaplain(s) shall assume responsibility and accountability for the religious programs and maintain close relationships with community religious resources through the following means:

1. Coordinate all religious activities.
2. Conduct religious services on a weekly basis.
3. Provide requested pastoral counseling to offenders primarily and to staff as appropriate.
4. Provide moral and religious instructions.

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5. Provide and facilitate Pre-Service Orientation training in cooperation with the Facility Training Officer for correctional staff regarding religious practices and facility religious programming.
6. Provide training for all GDC staff during orientation on the main campus of Tift College.
7. Facilitate and coordinate, as appropriate, Pre/Post-Release services/programs (i.e. ministry, mentoring, housing, job referrals, substance abuse referrals, educational referrals, governmental aid referrals) for offenders who meet the criteria for such services through Chaplaincy and Aftercare.
8. Facilitate and coordinate recruitment, training, and certifying of both lay and clergy volunteers from the various faith groups represented within the offender population.

**F. Religious Literature:**

1. Offenders shall have access to approved religious publications.
2. The Chaplain(s) shall assist reviews of religious literature entering the facility for general distribution to assure compliance with departmental publications and regulations.

**G. Activities of the Chaplain(s):**

1. Chaplain(s) shall regularly visit living areas, training programs, medical section, and isolation on a regular basis;
2. Chaplains shall describe the conditions and circumstances under which the clergy's privileged communications exist and when it does not exist in a correctional setting;
3. Preparation and delivery of the sermon at the weekly worship service;
4. Plan and publicize religious activities and programs;

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5. Provide individual pastoral counseling;
6. Lead at least one offender growth group and more if possible;
7. Minister to staff as appropriate;
8. Initiate and cultivate teamwork with facility staff;
9. Enlist, train and supervise volunteers; and
10. Encourage marriage and family growth programs for offenders.

**V.     Attachments:** None.

**VI.    Record Retention of Forms Relevant to this Policy:** None.