

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Professional Development

Policy Number: 106.06

Effective Date: 04/22/2025

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Chaplaincy Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Chaplain(s) will complete standard training requirements and continuing education to keep their skills current, to promote high quality services, and to attain professional advancement. This policy is applicable to all State Facilities and Centers.

II. Authority:

- A. United States Constitution, First and Fourteenth Amendments and Americans with Disabilities Act of 2008;
- B. Ga. Comp. R. & Regs. 125-3-1-.01;
- C. GDC SOP's 227.02 Statewide Grievance Procedures and 220.03 Classification Committee; and
- D. ACA Standard: 5-ACI-7F-01.

III. Definitions:

None.

IV. Statement of Policy and Applicable Procedures:

- A. Qualified chaplain(s) at minimum meet the following requirements including:
 - 1. Clinical pastoral education or equivalent specialized training;
 - 2. Endorsement by the appropriate religious certifying body; and
 - 3. The chaplain assures equal status and protection for all religions.
- B. Chaplain(s) will complete the Departmental Program Development Basic Training during the first six (6) months of employment and:

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4. Be familiar with the objectives of Chaplaincy Services;
 5. Know what documents are available for assistance;
 6. Know basic guidelines of confidentiality;
 7. Be familiar with forms used by Chaplaincy Services;
 8. Be familiar with the grievance procedure;
 9. Be familiar with the role of the Classification Committee;
 10. Be aware of all the program areas and how they interact; and
 11. Know major causes of stress for Chaplains and make preventive plans.
- C. All Chaplains will participate in at least forty (40) hours and not more than eighty (80) hours of training annually.
1. Most religious groups require the Chaplain to offer brief workshops at the seminaries and national assemblies of those religious groups.
 2. The State-wide Chaplain's Annual Meeting should be attended by each Chaplain.
 3. Prior approval from the Warden/Superintendent is necessary before attending these training programs.
- D. Specialized training programs will be conducted at the staff and divisional levels as needed. These programs may be initiated at any level of the organization and will be provided upon request by the Staff Development Section through the Office of Professional Development.

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- E. In-service training may be obtained through the Department's Office of Professional Development, the Merit System, and other agencies and outside resources when approval is granted by the Warden/Superintendent and funds are available.
1. Selected personnel may attend out-of-state conferences and workshops if their training needs cannot be met by programs offered in Georgia and if funds are available to finance training.
 2. Accurate records of in-service training will be maintained by:
 - a. The Deputy Warden of Care and Treatment (or Assistant Superintendent);
 - b. Office of Professional Development, and
 - c. Director of Chaplaincy Services.
 3. The Chaplain(s) is (are) responsible for keeping a log of their training and copying the above listed offices.
- F. Topics of in-service training may include, but are not limited to, the following:
1. Interpretation of diagnostic data;
 2. Pastoral counseling methods;
 3. Mental Illness;
 4. Intellectual disability;
 5. Crisis Intervention;

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6. Group and individual counseling;
7. Assessment;
8. Pastoral counseling of offenders with special needs;
9. Pastoral counseling for sex offenders;
10. Interpersonal relations;
11. Sermon building;
12. Religious therapy;
13. Religious education programs;
14. Reality and religion;
15. Pre-to Post-Release mentoring, services, and programs; and
16. Substance Abuse.

G. Chaplain(s) may participate in work/study programs which are available to the Department or Doctor of Ministry seminary extension programs with the approval of their supervisor and the Director of Chaplaincy Services.

V. **Attachments: None.**

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