

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Chaplaincy Report

Policy Number: 106.07

Effective Date: 2/18/2021

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Chaplaincy Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

The purpose of this SOP is to provide the procedure on recording daily works for the monthly Chaplaincy report. These reports will then be compiled at the end of the fiscal year to develop and submit the annual report.

II. Authority:

- A. United States Constitution: First and Fourteenth Amendments;
- B. Americans with Disabilities Act; and
- C. ACA Standard: 5-ACI-7F-05 (ref. 4-4517).

III. Definitions:

None.

IV. Statement of Policy and Applicable Procedures:

- A. The activities of the Chaplain will be recorded on the monthly report to be submitted to the Warden or Deputy Warden of Care and Treatment/ Superintendent or Assistant Superintendent. The report will contain activities under three categories: Worship Services, Religious Education/Pastoral Care and Program activities. These activities will be recorded. A copy shall be forwarded to the State Director of Chaplaincy Services. In addition, Chaplains in facilities with an active Intranet System will submit to the Facility Operations Analyst a monthly report on Programs Statistics. (See Intranet System Data Entry Specialist for Programs Statistic monthly report forms.)
 - 1. Chaplaincy Annual Report (Attachment 1): One month after the fiscal year has concluded, an Annual Report is to be mailed to the State Director of Chaplaincy Services after the Warden/ Superintendent or their designee, reviews the reports.

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2. Chaplaincy Monthly Attendance Report (Attachment 2): On or before the fifth (5th) of the month, the previous month's reports should be sent to State Director of Chaplaincy Services after the Warden/ Superintendent (or his/her designee) reviews the reports.

V. Attachments:

Attachment 1: Chaplaincy Annual Report

Attachment 2: Chaplaincy Monthly Attendance Report

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1 and 2 shall be maintained in the State Supervisor's Office of Chaplaincy Services files for one (1) year past the year of activities that is reflected and shall then be destroyed.