

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Programs/Chaplaincy	Reference Number: VA01-0006	Revises Previous Effective Date: 08/01/07
Subject: Professional Development		
Authority: OWENS/SMITH	Effective Date: 7/15/10	Page 1 of <div style="text-align: center;">3</div>

I. POLICY:

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.

II. APPLICABILITY:

All State facilities and Centers.

III. RELATED DIRECTIVES:

- A. United States Constitution, First and Fourteenth Amendments.
- B. GDC Board Rule: 125-3-1-.01.
- C. ACA Standard 3-4454.
- D. Americans with Disabilities Act.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

NONE.

VI. PROCEDURE:

- A. Chaplain (s) will complete the Departmental Program Development Basic Training during the first six (6) months of employment and:
 - 1. Be familiar with objectives of Chaplaincy Services.

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2. Know what documents are available for assistance.
 3. Know basic guidelines of confidentiality.
 4. Be familiar with forms used by Chaplaincy Services.
 5. Be familiar with the grievance procedure.
 6. Be familiar with the role of the Classification Committee.
 7. Be aware of all the program areas and how they interact.
 8. Know major causes of stress for Chaplains and make preventive plans.
- B. All Chaplains will participate in at least 40 hours and not more than 80 hours training each year. Most religious groups require the Chaplain to offer brief workshops at their seminaries and national assemblies. The State-wide Chaplain's Annual Meeting should be attended by each Chaplain. Prior approval from the Warden/Superintendent is necessary before attending these training programs.
- C. 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 either through the Central Training Office or Divisional Training Offices.
- D. Approval to attend conferences and workshops sponsored by agencies other than the Department's must be granted by the Assistant Superintendent or Deputy Warden of Care and Treatment and the Warden/Superintendent and Director of Training if funds are used by the participant to attend programs.
- E. In-service training may be obtained through the Department's Staff Development and Training Section, the Merit System, other agencies and outside resources when approval is granted by the Superintendent and funds are available.

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- F. 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.
- G. Accurate records of in-service training of those participating will be maintained by the Assistant Superintendent or Deputy Warden of Care and Treatment, Staff Development and Director of Chaplaincy Services. The Chaplain (s) is responsible for keeping a log of their training and copying the above listed offices.
- H. 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. Mental Retardation.
 5. Crisis Intervention.
 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.
 16. Substance Abuse

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