

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Programs/Chaplaincy	Reference Number: VA01-0007	Revises Previous Effective Date: 8/01/07
Subject: Chaplaincy Report		
Authority: OWENS/SMITH	Effective Date: 7/15/10	Page 1 of 2

I. POLICY:

A record of daily works will be recorded on a monthly Chaplaincy report and at the end of the fiscal year an annual report will be submitted.

II. APPLICABILITY:

All State facilities and Centers.

III. RELATED DIRECTIVES:

NONE.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

Attachment #1 - Chaplaincy Annual Report

VI. PROCEDURE:

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 and a copy forwarded to the State Director of Chaplaincy Services. In facilities where the Intranet System is active, the Chaplain will submit to the facility Operations Analyst a monthly report on Programs Statistic. [See Intranet System Data Entry Specialist for Programs Statistic monthly report forms.]

1. Monthly Reports: (attachment-1) On or before the fifth (5th) of the month, the previous month's reports should be sent to State Director of

Functional Area: Programs/Chaplaincy	Prev. Eff. Date: 8/01/07	Page 2 of 2
	Effective Date: 7/15/10	Reference Number: VA01-0007

Chaplaincy Services after the Warden/ Superintendent (or his/his designee) review the reports.

2. Annual Report: is to be mailed to the State Director of Chaplaincy Services after the Warden/ Superintendent (or his/her designee) review the reports.

VII. RETENTION SCHEDULE:

Attachment One: Annual Report: upon completion, attachment 1 of this SOP will be kept in the State Supervisor's office of Chaplaincy Services files for one year past the year of activities that it reflects, then destroyed.