



outside resources to the fullest extent, meeting the following considerations:

1. The Chaplain shall be selective and seek out qualified representatives to lead sacred literature study sessions, prayer therapy groups, counseling groups and other group religious activities.
2. When a Chaplain is not empowered to conduct religious services according to the tenets of a faith recognized by the institution as a legitimate religion, the Chaplain shall approve a representative of the faith to officiate at worship services for inmates of that religious persuasion.
3. The Chaplain shall perform all family notifications in accordance with PPD 6.40 "Notification to Designated Individuals in Case of Inmate Serious Illness, Injury or Death."
4. The Director of Chaplaincy shall discuss the selection, use and supervision of religious volunteers with the Warden of that institution before new programs are initiated.
5. The activities of visiting faith representatives shall be confined to religious matters. If the visitor wishes to enter another part of the institution or engage in non-religious activities, the Chaplain shall obtain specific approval from the Warden.
6. To develop a more effective program, religious speakers from the community shall be invited periodically to participate in worship services.

**B. Jurisdiction of Chaplain**

1. The Chaplain shall be involved in those matters, which directly relate to the religious portion of the inmate's institutional life and program.
2. The Chaplain shall minister to every inmate regardless of the inmate's religious beliefs or affiliation.
3. If the Chaplain receives a request from an inmate for advice or assistance of non-religious matters, the response should:
  - a. Explain to the inmate that the request does not come under the Chaplain's assigned duties and jurisdiction
  - b. Direct the inmate to the proper institutional official for advice and assistance.
4. The Chaplain, as a confidant, has a dual responsibility to the inmate and to the institution. He must keep pastoral confidences intact and, concurrently, discharge their responsibility for the protection of the institution, its employees and the inmate population. Good judgment shall be the guidance used in determining the proper course to follow in any situation.
5. The Chaplain shall serve as a religious representative for the institution by participating in community affairs.

**C. Chaplain Visits to Various Areas of Institution**

The Chaplain and Chaplain's Assistants shall make regular rounds. Supervisory staff members shall be made aware of the Chaplain's presence in their area and reason for the visit.

1. The Chaplain shall make regular visits to the infirmary to minister to the religious needs of all inmate patients. When notified of the serious illness of an inmate, the Chaplain shall visit the inmate and if requested, notify a religious representative of the inmate's faith.
2. The Chaplain or Chaplain's Assistant shall visit the administrative and disciplinary confinement areas at least once a week.
3. The Chaplain shall make regular visits to the living quarters of the inmates.
4. The Chaplain shall make regular visits to inmate work and recreation areas.

**D. Staff Requirements**

1. All staff employed in the chaplaincy service shall meet all requirements established for the position.
2. The Director of Chaplaincy shall assist the Warden in filling any chaplaincy staff vacancies that occur.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition. Standards

Standards for Adult Correctional Institutions  
Fourth Edition. Standards

Standards for Adult Community Residential Services  
Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services  
Third Edition. Standards

Other

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