

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-14	Policy # 14.7
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-5F-01 through 08, 3-JDF-5F-01 through 03, 3-JDF-5F-04, 05, 06 DJJ 9.2, 14.3, 14.8	
Chapter 14: VICTIM, VOLUNTEER, & CHAPLAINCY SERVICES	Effective Date: 7/25/18 Scheduled Review Date: 7/25/19	
Subject: RELIGIOUS PROGRAMS AND CHAPLAINCY SERVICES	Replaces: 8/1/17 Operations and Compliance Division	
Attachments: A – Informed Consent B – Attendance Log C – Religious Special Request D- Volunteer Religious Services Accountability Log E- Regional Chaplain Visitation Log	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

All DJJ facilities shall recognize a youth's right to observe the requirements of his/her religion as deemed essential by the respective religious judicatories or national offices of that religious group. Although the facility may plan and coordinate religious activity, no particular religious faith shall be endorsed or required, and the youth's participation is voluntary.

II. DEFINITIONS:

Chaplain: A person educated and clinically trained to provide pastoral care in an institutional setting. Chaplains are professionally trained through Clinical Pastoral Education (C.P.E.) and are well-versed in the areas of spirituality, psychology, sociology, ethics, and public speaking.

Faith-Based Religious Volunteer/Service Provider: A DJJ approved volunteer who provides services to a facility or Community Services Office (CSO) with no monetary or material gain and provides religious services for the pastoral needs of the youth in DJJ custody.

Pastoral Care: Includes individual religious counseling, leadership of group sessions, and religious education of institutionalized persons and staff, as well as the more traditional ministerial duties of prayer, worship, leadership, and administration of the sacraments.

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Chaplain Intern: A volunteer enrolled or having graduated from a School of Theology who works as a trainee to gain practical or clinical experience, to satisfy legal or other requirements for being licensed or accepted professionally.

III. PROCEDURES:

- A. The Office of Chaplaincy Services will work with facilities and community services to develop a holistic and socially responsible environmental approach to spiritual instruction to youth who desire such services.
- B. Each DJJ facility shall ensure that the opportunity for religious belief and practice is afforded to youth without fear of discrimination, penalty, coercion, harassment, ridicule, or intimidation.
- C. A youth's opportunity to participate in religious belief or practice will be balanced against the necessity of maintaining a safe and secure facility. Supportive evidence reasonably available to the administration, including known past occurrences in the facilities that resulted in harm, should be considered when evaluating a youth's request for religious service.
- D. The Director of Chaplaincy Services will oversee the coordination of religious protocol, practices, and processes for the Department.
- E. The Office of Chaplaincy Services shall:
 - 1. Coordinate with Intake to ensure that upon a youth's admission to a secure facility, trained intake staff will confirm youth's religious preference during the intake interview. This information will be immediately documented in the JTS demographics module;
 - 2. Monitor facilities and programs to verify that youth are not subjected to discrimination, coercion, harassment, or ridicule because of their religious affiliations in DJJ facilities;
 - 3. Maintain a tracking system of all religious accommodation requests;
 - 4. Document youth-related services in JTS case notes;
 - 5. Verify that facility staff members are trained on DJJ's policy regarding youth and religious preferences;
 - 6. Educate visiting faith-based service providers on DJJ religious policy and guidelines;

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7. Establish conditions and circumstances under which clergy privileged communications exists and circumstances under which it does not exist (Attachment A, Informed Consent, will be provided to the youth followed with a case note documenting that youth received notification of their rights regarding confidentiality and the limitations of confidentiality.); and
8. Provide religious counseling services to staff and youth upon request. The facility chaplain has access to all areas of the facility.

IV. RELIGIOUS PROGRAMS

- A. The local Volunteer Coordinator in consultation with Chaplaincy Services will coordinate, manage, and schedule all religious programs and activities at the facility.
- B. The Office of Chaplaincy Services will develop and maintain close relationships with religious resources in the community.
- C. Each facility will establish a religious program in consultation with Chaplaincy Services that considers the needs of the youth population.
- D. Information concerning Chaplaincy Services will be provided to all new intakes during the orientation process in accordance with DJJ 17.2, Youth and Parent Orientation.
- E. Facilities may utilize the services of religious volunteers, chaplains, and/or chaplain interns. Persons utilized in these capacities will receive training appropriate to their responsibilities and are subject to the security clearance requirements of DJJ 14.3, Citizen and Volunteer Involvement, and DJJ 14.6, Interns.
- F. Youth will not be denied access to religious services when in confinement unless the youth presents an imminent threat to others, or the request for religious services disrupts the safety and security of the facility.
- G. The facility Director in coordination with the Regional Chaplain will provide documentation that pastoral care and/or authorized religious materials are made available to youth in isolation.
- H. Approved religious programs and activities will be planned and organized with security considerations including adequate supervision, appropriate space, equipment, supplies, and approved volunteer or staff level.

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- I. The Office of Chaplaincy Services, in cooperation with the facility Director will review and approve donations for religious related equipment or materials for use in religious programs.
- J. Religious programs will be conducted by approved volunteers.
- K. Youth who participate in religious programs will be documented by signing the Attendance Log (Attachment B). The Volunteer Coordinator will maintain documentation of participation in religious programs in a central file.
 - 1. Volunteers must document every visit on the Volunteer Religious Services Accountability Log (Attachment D).
- L. Out-of-room alternative activities will be provided for those youth who choose not to participate in religious services.
- M. All visiting religious representatives on the youth visitation list must have proper credentials or provide a character reference from a credentialed religious representative, and is subject to DJJ security clearance (DJJ 8.22, Searches and Contraband Control).
- N. Visitation from a personal clergy member is permitted in accordance with DJJ 15.5, Youth Visitation.
- O. If youth request assistance in obtaining a faith based service, the Director of Chaplaincy Services or the Regional Chaplains will provide assistance to the youth in locating a religious leader.
- P. Any volunteer minister, pastor, or religious counselor providing services in DJJ facilities must comply with confidentiality of youth information in accordance with DJJ 5.1, Records Management, DJJ 5.2, Case Records, DJJ 5.4, Education Records, and DJJ 5.5, Health Records.
- Q. Youth will have access to religious publications and materials in accordance with DJJ 15.4, Viewing, Listening, and Reading Materials.
- R. Religious diets will be provided and approved in accordance with DJJ 9.2, Menu Planning and Meal Serving.
- S. Articles required for worship by a particular faith may be allowed. Each facility will establish procedures for the storage and safekeeping of such items that allow the youth access to the item when needed for religious activities. All items are subject to safety and security review prior to approval.

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T. Youth's rights to religious services:

All requests that relate to religion will be balanced against the security interests of the facility. When a religious request is considered to create a security issue or that may cause a disruption to the normal operation of the facility the Director or designee will submit the request to the Director of Chaplaincy Services who will review and forward the request to the Office of Legal Services.

U. The Juvenile Detention Counselor (JDC) will submit the Religious Special Request (Attachment C) to the Director of Chaplaincy Services within 3 business days of receipt of the written and signed request from the youth. Within 5 business days the Director of Chaplaincy Services will:

1. Consult with the Office of Legal Services, as necessary, regarding the religious request and make the determination of whether to accept or deny the religious request;
2. Notify the facility Director of the decision; and
3. Document the acceptance or denial in JTS case notes.

V. The facility's Student Handbook will include information about accessing religious services, including:

1. How a youth may change religious designation; and
2. How a youth may possess items and/or publications essential to the practice of the particular religious faith.

W. Quality Assurance

1. Regional Chaplains will fill out the Regional Chaplain Visitation Log for all pastoral contacts (Attachment E).
2. Regional Chaplains will submit a report of the previous month's activities to the Director of Chaplaincy Services on a monthly basis.

V. LOCAL OPERATING PROCEDURES REQUIRED: NO