



**REQUEST FOR CHAPLAIN INTERACTION WITH AN OFFENDER OR EX-OFFENDER**

Chaplains may interact with offenders and ex-offenders in certain circumstances to facilitate re-entry. Examples include inviting ex-offenders to worship services or study groups, providing pastoral counseling, or assisting ex-offenders with securing transportation, housing, job training or placement, etc. These activities must be approved in advance and shall be PROFESSIONAL AND TEMPORARY.

Please fill out this application and submit it to the Unit Head at the facility where you serve as Chaplain. (If the ex-offender was released from a different facility, please note this and give the reason/justification for assisting him/her.) Additionally, if the ex-offender is on any form of post-release supervision (probation, parole, etc.), this form should also be submitted to the Chief of the Probation and Parole District in which the ex-offender is being supervised. You *must* receive approval from the Facility Unit Head (and also from the Chief P&P Officer – when applicable) before assisting the offender. Approval applies only for contact listed below.

Note: It is the responsibility of the Chaplain to obtain signatures from the Facility Unit Head and, when applicable, the Chief P&P Officer. The Facility Unit Head shall ensure that a copy of this form is placed in the offender’s Institutional Criminal Record (if he/she is still incarcerated). The Chief P&P Officer shall ensure that a copy of this form is placed in the ex-offender’s P&P case supervision file if he/she is in community supervision status. If neither of the above is true, the Chaplain will keep the form in his/her personal files. The Chaplain should also in all cases keep a copy of this form in his/her personal files for documentation.

**I am requesting permission to assist an offender or ex-offender to facilitate his or her re-entry. I am aware of Code of Virginia and of Department Of Corrections limitations on interaction with offenders and ex-offenders and have read DOC Operating Procedure 130.1, *Rules of Conduct Governing Employees Relationships with Offenders*.**

Offender Name: \_\_\_\_\_ Number: \_\_\_\_\_

Current Status:

Incarcerated at: \_\_\_\_\_ Release Date: \_\_\_\_\_

Community Supervision in District: \_\_\_\_\_  
Supervising P&P Officer: \_\_\_\_\_

Released to Community, No Supervision

Chaplain’s Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Nature of Interaction(s)/Assistance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Duration of Interaction(s)/Assistance: \_\_\_\_\_

Chaplain’s Signature: \_\_\_\_\_

Facility Unit Head Action  Approved  Disapproved Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Probation and Parole Officer Action  Approved  Disapproved Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_