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JOHN Q. HAMM
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ADMINISTRATIVE REGULATION
NUMBER 460

OPR: CHAPLAIN SERVICES

FAITH/CHARACTER-BASED PROGRAMS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for Faith/Character-Based Programs.

II. POLICY

It is the policy of the ADOC to provide rehabilitating programs through Chaplain Services for the purpose of establishing rehabilitative courses with an emphasis on both faith and character development.

III. DEFINITIONS AND ACRONYMS

- A. **Administrative Review Committee for the Faith/Character-Based Programs (ARC)**: A committee that provides counsel to the Faith/Character-Based Program. This committee is comprised of: Chaplain (chair), classification personnel, coordinator (volunteer), and other personnel as designated by the Warden.
- B. **Faith/Character-Based Coordinator**: Chaplain's designee approved by the Warden as a Chaplaincy Volunteer who has completed the Level III Volunteer Training (per AR 461, *Chaplain Services*) to manage the day-to-day program operations in Faith/Character-Based Residential Housing Unit Programs, Institute for Faith/Character-Based Studies, and Faith/Character-Based Re-Entry Program.
- C. **Faith/Character-Based Programs**: Rehabilitative programs designed to develop life skills, personal growth, and accountability with outcomes of positive personal, family, institutional, and community relationships.

- D. **Faith/Character-Based Re-Entry Programs**: Programs designed to assist inmates in transitioning from ADOC incarceration to the community.
- E. **Faith/Character-Based Residential Housing Unit**: A living area designated to house inmates who have met criteria to participate in faith/character-based programs. In addition to ADOC regulations, this program utilizes an additional set of community rules designed to provide structure, order, and harmony within the housing unit.
- F. **Family Day**: An incentive event for the residents of the Faith/Character-Based Residential Housing Unit that is an additional visit with inmates' families to foster family relationships and positive behavior. Outside food is permitted in accordance with facility SOPs or community rules.
- G. **Inmate Council (IC)**: Inmates are selected from the Faith/Character-Based Residential Housing Unit and approved by the Chaplain to participate. The council members assume leadership responsibilities in the Faith/Character-Based Residential Housing Unit for an established period of time.
- H. **Institute for Faith/Character-Based Studies**: Curricula in various areas that provide inmates with spiritual, multi-religious, or academic subject matter.

IV. **RESPONSIBILITIES**

- A. The Warden is responsible for:
 - 1. Developing his/her facility Standard Operational Procedures (SOPs), as necessary, for the implementation of this AR.
 - 2. Appointing staff members to serve on the ARC.
 - 3. Approving the Faith/Character-Based Programs.
 - 4. Approving all Level II and Level III volunteers participating in the Faith/Character-Based Programs according to AR 461, *Chaplain Services*.
 - 5. Designating the living area for the Faith/Character-Based Residential Housing Unit Programs.
- B. Pastoral Programs Supervisor is responsible for:
 - 1. Monitoring and cataloging Faith/Character-Based Program curriculum.
 - 2. Serving as a liaison and resource for facilities.

C. The ARC is responsible for:

1. Meeting periodically with the Inmate Council.
2. Reviewing inmate applications for acceptance into the Faith/Character-Based Residential Housing Unit Program.
3. Providing input for directions and decisions within the Faith/Character-Based Residential Housing Unit Programs.

D. The Chaplain is responsible for:

1. Administering and developing the Faith/Character-Based Programs.
2. Setting the vision for the Faith/Character-Based Programs. This vision must be the guiding component that influences program growth.
3. Developing, managing, and executing these Faith/Character-Based Programs at his/her assigned facility.
4. Providing to the facility classification unit the Faith/Character-Based Program participants' records, including, but not limited to, certificates, diplomas, degrees, and transcripts for ADOC Central Records and other requesting agencies according to the standardized method of reporting.
5. Maintaining a database for Faith/Character-Based Programs, including: the participants; their behavioral progress; educational advancements (certificates, diplomas, and degrees); program transcripts; and program curricula.
6. Determining Faith/Character-Based Program time frames for inmate participants.
7. Establishing the criteria, with the Warden's approval, for inmates to enter the Faith/Character-Based Residential Housing Unit Programs.
8. Recruiting volunteers, as available, for the Faith/Character-Based Programs.
9. Establishing the facility criteria for an inmate to enter the Faith/Character-Based Programs and the Faith/Character-Based Residential Housing Unit Program.

E. The Faith/Character-Based Coordinator is responsible for:

1. Collaborating with the Chaplain on the administration of the Faith/Character-Based Residential Housing Unit Program.

2. Assisting the Chaplain with evaluating each inmate, as needed, in the Faith/Character-Based Residential Housing Unit Program and preparing ADOC Form 460-C, *Faith/Character-Based Residential Housing Unit: Behavioral Report*.
- F. Classification personnel at the facility shall be responsible for ensuring relevant Faith/Character-Based Program information is recorded in the inmate database and facility inmate files.
- G. All ADOC employees shall be responsible for complying with the guidelines set forth in this AR.
- H. The Inmate Council is responsible for:
1. Implementing community rules of the Faith/Character-Based Residential Housing Unit.
 2. Documenting rule violations and reporting to the ARC.
 3. Collaborating with the Faith/Character-Based Coordinator regarding classes.

V. PROCEDURES

- A. Faith/Character-Based Residential Housing Unit Program:
1. Program Coordination:
 - a. Major facilities shall provide a Faith/Character-Based Residential Housing Unit Program. All other facilities may provide Faith/Character-Based Programs with the Warden's approval as resources permit.
 - b. To be considered for Faith/Character-Based Program participation, an inmate must meet criteria designated by the Warden and the Chaplain. The minimum criteria include, but are not limited to:
 - (1) Ninety (90) days or more clear disciplinary record.
 - (2) Ninety (90) days in the current facility general population; or transfer from another facility's Faith/Character-Based Residential Housing Unit Program.
 - (3) Based on the unique mission of the facility, additional criteria may be formulated within the facility's Faith/Character-Based Program SOP or community rules to meet the needs of the Faith/Character-Based Program.

- (4) Submission of a completed and signed ADOC Form 460-A, *Faith/Character-Based Residential Housing Unit: Application and Agreement*.
 - c. Placement shall be based on facility bed space needs.
 - d. The Chaplain shall maintain a waiting list of inmates to fill beds as vacancies become available.
 - e. The ARC may approve or disapprove an inmate's application for entrance into the Faith/Character-Based Residential Housing Unit Program according to the Faith/Character-Based Program criteria set forth by this AR and the facility's Faith/Character-Based Residential Housing Unit Programs SOP or community rules.
2. Program Function:
- a. An inmate's duration within the Faith/Character-Based Residential Housing Unit Program shall be determined by participation, behavior record, and performance of assigned job functions as documented in accordance with ADOC Form 460-C, *Faith/Character-Based Residential Housing Unit: Behavioral Report*.
 - b. Long-term residents are used for stabilizing the Faith/Character-Based Residential Housing Unit Program. They serve as a peer group for behavioral normalization and residential mentoring. The long-term residents will assume additional responsibilities and participate in educational courses as set forth by facility Faith/Character-Based Residential Housing Unit Program SOP or community rules.
 - c. The long-term residents can also be used to expand the Faith/Character-Based Residential Housing Unit Program into other areas of the facility.
 - d. Graduations are permitted for residents who complete the Faith/Character-Based Residential Housing Unit Program.
 - e. The Faith/Character-Based Residential Housing Unit Program structure may include classes, seminars, workshops, and programs that promote rehabilitation with an emphasis on faith/character development.
 - f. The Warden/Designee shall approve the Faith/Character-Based Residential Housing Unit Program community rules. The rules shall reflect a higher standard of behavior and interpersonal relationships. The community rules shall not conflict with ADOC ARs, policies, and procedures and facility policies, rules, and regulations.

- g. An inmate who is approved for entry into the Faith/Character-Based Residential Housing Unit Program must agree to participate in classes, groups, and events and other stipulations set forth in the facility Faith/Character-Based Program SOP or community rules. This agreement shall be affirmed by the inmate signing the ADOC Form 460-A, *Faith/Character-Based Residential Housing Unit: Application and Agreement*.
- h. Faith/Character-Based Program participants shall adhere to the facility rules and regulations as well as the facility Faith/Character-Based Residential Housing Unit Program SOP or community rules.
- i. An inmate shall be removed from the Faith/Character-Based Residential Housing Unit Program if the inmate refuses to participate in classes, groups, or events of the Faith/Character-Based Program or if the inmate's behavior is detrimental to the objectives of the Faith/Character-Based Program.
- j. An inmate who has been removed from the Faith/Character-Based Residential Housing Unit Program may re-apply once they have met the criteria in the facility Faith/Character-Based Program SOP or community rules for reentry into the Faith/Character-Based Program.
- k. An Inmate Council shall be established consisting of the Faith/Character-Based Coordinator and inmates from the Faith/Character-Based Residential Housing Unit. The number of inmates on the Inmate Council shall be dictated by the facility Faith/Character-Based Program SOP or community rules. The Warden/Designee, Chaplain, and Faith/Character-Based Coordinator shall provide authoritative oversight and have final decision-making authority.
- l. The Inmate Council shall administer the sanctions for violations of the community rules.
- m. An inmate assigned a facility job shall also be assigned a Faith/Character-Based Residential Housing Unit Program job function consistent with community rules.
- n. Residents shall be able to participate in periodic (at least once a year) family day events. Outside food is permitted in accordance with facility SOPs.

B. Institute for Faith//Character-Based Studies:

- 1. Program Coordination:

- a. Facilities may provide Institute for Faith/Character-Based Studies Programs.
 - b. The Institute for Faith/Character-Based Studies Programs are standardized studies that may differ from religious practices described in AR 462, *Religious Program Services*.
 - c. Characteristics of Institute for Faith/Character-Based Studies Programming:
 - (1) Participation is open to all inmates regardless of religious/non-religious preference. The Institute for Faith/Character-Based Studies Program requires inmates to complete ADOC Form 460-B, *Faith/Character-Based Programs: Covenant and Agreement*.
 - (2) The Institute for Faith/Character-Based Studies Program curriculum is academic in nature and informational in presentation compared to a devotional venue.
 - (3) The Chaplain maintains records of inmates that have completed Institute for Faith/Character-Based Studies courses.
 - (4) Outcomes are reported to the facility Classification Division for placement in the inmate's file.
 - (5) Schools, colleges, and universities may provide teachers with curriculum, accreditation, and other resources to support the Institute for Faith/Character-Based Studies Program.
 - (6) The Institute for Faith/Character-Based Studies Program curricula are multi-religious and equitably standardized.
 - (7) The Institute for Faith/Character-Based Studies Program curricula comply with Central Records' recordkeeping format for participating inmates.
 - d. The criteria for an inmate to participate in the Institute for Faith/Character-Based Studies Program shall be approved by the Chaplain.
2. Program Function:
- a. The Institute for Faith/Character-Based Studies Program shall be focused on positive growth and development.

- b. The Institute for Faith/Character-Based Studies Program shall be designed in a graduated format, so an inmate begins at an entry level and progresses to an advanced level.
- c. Graduations are permitted for students who complete a track of study set forth in the facility Institute for Faith/Character-Based Studies Program SOP or community rules.
- d. The inmate must meet the requirements of the specific curriculum provider.
- e. An inmate shall be removed from the Institute for Faith/Character-Based Studies Program if the inmate's behavior is detrimental to the objectives of the Institute for Faith/Character-Based Studies Program.

C. Faith/Character-Based Re-Entry Program:

1. Program Coordination:

- a. Facilities may provide Faith/Character-Based Re-Entry Programs that include faith- or community-based organizations who assist inmates transitioning into society.
- b. Faith/Character-Based Re-Entry Programs may assist in creating re-entry plans for inmates.

2. Program Function:

- a. Participation is open to all inmates regardless of religious preferences. ADOC Form 460-A, *Faith/Character-Based Programs: Covenant and Agreement*, must be completed to participate in Faith/Character-Based Re-Entry Programs.
- b. Faith/Character-Based Re-Entry Program participation does not guarantee release or parole.
- c. The Chaplain may direct mentoring programs to create relationships and accountability for inmates for transitioning into local communities.
- d. Faith/Character-Based Re-Entry Programs do not substitute for ADOC Facility Re-Entry and Pre-Release Programs.
- e. Graduations are permitted.

D. Miscellaneous:

1. An inmate shall not be refused participation in the above Faith/Character-Based Programs on the basis of beliefs, religion, philosophical, or political affiliation.
2. Participation in the above Faith/Character-Based Programs is not a right and is voluntary.
3. Reasonable accommodations shall be made to enable those with disabilities to perform the requirements of the above Faith/Character-Based Programs.

VI. **DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. **ANNEXES AND FORMS**

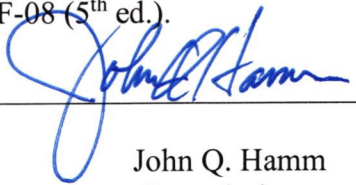
- A. ADOC Form 460-A, *Faith/Character-Based Residential Housing Unit: Application and Agreement*.
- B. ADOC Form 460-B, *Faith/Character-Based Programs: Covenant and Agreement*.
- C. ADOC Form 460-D, *Faith/Character-Based Residential Housing Unit: Behavioral Report*.

VIII. **SUPERSEDES**

This Administrative Regulation supersedes AR 460, *Faith/Character Based Programs*, dated May 1, 2019, and any changes.

IX. **PERFORMANCE**

- A. Ala. Code 1975 § 14-1-1.1 *et seq.*
- B. American Correctional Association, Performance-Based Standards & Expected Practices for Adult Correctional Institutions 5-ACI-7F-01, 5-ACI-7F-012, 5-ACI-7F-03, 5-ACI-7F-04, 5-ACI-7F-07, & 5-ACI-7F-08 (5th ed.).



John Q. Hamm
Commissioner



FAITH/CHARACTER-BASED RESIDENTIAL HOUSING UNIT: APPLICATION AND AGREEMENT

Purpose Statement: The purpose of the Faith/Character-Based Residential Housing Unit is to provide a safe, secure, and healthy community environment in which residents can receive encouragement, not only to face their problems, but also to find the support needed to solve them once and for all by means of a Faith/Character-Based Program, based on spiritual principles and concepts. This Faith/Character-Based Program helps residents (physically, mentally, and spiritually) get out of prison and stay out! It also teaches life skills, job skills, and communication skills. The Faith/Character-Based community provides a new approach to "prison programs" marked by dedication, discipline, opportunity, ownership, and integrity.

Vision/Goal Statement: Residents of the Faith/Character-Based Residential Housing Unit should be people who have made a sincere commitment to change. They are individuals who recognize their need for help, who want to stop being a part of society's problems, and who want to become a part of the solution. Residents should not be conflict starters, but peacemakers instead. Residents should not see themselves as takers, but givers, doing unto others as they would have done unto them. They should seek to become responsible citizens who understand the value of "community," and the role they play in the overall health of that environment. They should seek to become residents of high standards in personal ethics, moral practice, and an established reputation of integrity.

Last Name: _____ First Name: _____ MI: _____ AIS # _____

Race: _____ Sex: _____ Bed#: _____ Institutional Job: _____

Date Arrived at Facility: _____ / _____ / _____ Date of Last Disciplinary: _____ / _____ / _____
(MM/DD/YYYY) (MM/DD/YYYY)

Do you have a G.E.D. or High School Diploma (circle one)? Yes No Attending ABE _____

Were you in a Faith/Character-Based Residential Housing Unit before (circle one)? Yes No
If you circled Yes to the above, at what facility? _____ When: _____ / _____ / _____
(MM/DD/YYYY)

Explain your reason for wanting to move from your current housing unit to the Faith/Character-Based Residential Housing Unit:

I am choosing, of my own freewill, to enter the Faith/Character Based Programs. If I am selected as a resident/program participant, I understand I shall abide by the facility rules, regulations, SOPs, and community rules. I also understand that "write up" consequences from violations of facility rules, regulations, SOPs, and community rules can include expulsion from the Faith/Character-Based Program.

I further agree to attend all my required Faith/Character-Based Program classes, groups, and events and work toward obtaining my G.E.D (if I do not already have it). Moreover, I acknowledge that I may leave the Faith/Character-Based Programs at any time, according to my own free will and personal choice, as I would so choose.

Date: _____ / _____ / _____

By my signature, I affirm that I voluntarily agree to be a part of the Faith/Character Based Initiatives and abide by the program rules.

Administrative Review Committee for the Faith/Character-Based Program Use Only

Comments:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Coordinator/Director	/ / Date	Chaplain	/ / Date	Captain	/ / Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Classification	/ / Date	Warden	/ / Date	Warden's Designee	/ / Date



ALABAMA DEPARTMENT OF CORRECTIONS

**FAITH/CHARACTER-BASED PROGRAMS:
COVENANT AND AGREEMENT**

Name: _____

AIS #: _____

Check the Faith/Character-Based Programs in which you are volunteering to participate.

- ☐ Faith/Character-Based Residential Housing Unit Program.
- ☐ Institute for Faith/Character-Based Studies.
- ☐ Faith/Character-Based Re-Entry Program.

I have read and understand the rules of eligibility to participate and remain in the Faith/Character-Based Programs. I understand that there are various religious- and character-based curricula involving spiritual education, addiction recovery, general education, restorative justice, social skills, job training skills, and life skills.

(Inmate's Signature)

Date

Please note that these are broad examples of what may be offered yet not limited to only these categories.

By signing and initializing this covenant and agreement form:

Initial

- ☐ I affirm my commitment to participate in classes, events, activities, and community requirements.
- ☐ I understand that my lack or refusal to participate shall result in removal from the Faith/Character-Based Programs.
- ☐ I understand the rules and there will be an orientation phase for the Faith/Character-Based Programs.
- ☐ I acknowledge my voluntary decision and desire to participate in the Faith/Character-Based Programs.

(Inmate's Signature)

Date

Faith/Character-Based Coordinator

Date

Chaplain

Date



Alabama Department of Corrections

**FAITH/CHARACTER-BASED RESIDENTIAL HOUSING UNIT:
BEHAVIORAL REPORT**

Name: _____ AIS #: _____

Date Entered: _____ Date Exited: _____

**1. Basic Faith/Character-Based Housing Unit
Requirements:**

Circle the appropriate behavior:

- | | | | |
|--|------|------|-----------|
| a. Attending weekly religious or other activities.
NOTE: A minimum of two (2) activities per week. | Poor | Good | Excellent |
| b. Completing the required classes per semester.
NOTE: A minimum of three (3) classes per semester. | Poor | Good | Excellent |
| c. Maintaining Faith/Character-Based Housing Unit job assignments and other responsibilities. | Poor | Good | Excellent |

2. Ability to follow rules:

Poor Good Excellent

See attached sheet for violations.

3. Ability to get along with others:

Poor Good Excellent

Mediation and Counseling forms.

See attached sheet(s).

4. Ability to submit to authority:

Poor Good Excellent

Comments:

5. Additional Comments:

Faith/Character-Based Coordinator

Chaplain