



Request to Interact with a Probationer/Parolee or Ex-Inmate

Chaplains may interact with CCAP probationers/parolees and ex-inmates in certain circumstances to facilitate re-entry such as inviting probationers/parolees and ex-inmates to worship services or study groups, providing pastoral counseling, or assisting ex-inmates with securing transportation, housing, job training or placement, etc. These activities must be approved in advance and must be **Professional** and **Temporary**.

Fill out this application and submit it to the Facility Unit Head at the facility where you serve as Chaplain. If the inmate or CCAP probationer/parolee was released from a different facility, please note this and give the reason/justification for assisting the ex-inmate or probationer/parolee. Additionally, you will submit this form to the Chief P&P Officer of a probationer's/parolee's supervising district. You **must** receive approval from the Facility Unit Head and the Chief P&P Officer, when applicable, before assisting the inmate or probationer/parolee. Approval applies only for contact listed below.

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 or designee will maintain a copy of this form at the facility, if the inmate or CCAP probationer/parolee is still in a facility. The Chief P&P Officer or designee will place a copy in the probationer/parolee case file. If neither of the above is true, the Chaplain will keep the form in their personal files. The Chaplain should keep a copy of this form for all cases in their personal files for documentation.

I am requesting permission to assist a probationer/parolee or ex-inmate to facilitate re-entry. I am aware of the Code of Virginia and the DOC limitations on interaction with probationers/parolees and ex-inmates and have read Operating Procedure 135.2, Rules of Conduct Governing Employees Relationships with Inmates and Probationers/Parolees.

Name (Inmate, Probationer/Parolee): _____ DOC Number: _____

Current Status:

Incarcerated or Housed 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 P&P Officer Action Approved Disapproved Comments: _____

Signature: _____ Date: _____

