

### *Job Description:*

The primary duty of the Chaplain's/Spiritual Counselors is that of a correctional officer and must perform the duties of the chaplain/spiritual counselor less than 50% of their work time to ensure he/she is not working out of their job class. The Chaplain/Spiritual Counselor will not normally be allowed to conduct or provide services while on duty unless authorized to do so by the appropriate supervisor. Services will normally be conducted during days off or hours when the officer is not assigned to his/her shift. No request for services will be denied, but may be referred to an agency or individual which can best meet the request for assistance or services. All approved requests must be addressed or acted upon within a 24 hour period. All requests and services, to include action taken will be documented in a log book and maintained by the chaplain/spiritual counselor.

### *Contact Information:*

*Leo Brown, Agency Chaplain*

*Division I Institutions*

(405) 962-6107 (Office)

E-mail: [leo.brown@doc.state.ok.us](mailto:leo.brown@doc.state.ok.us)

*Ken Skidmore, HR Manager/Critical*

*Incident Coordinator*

*Central Personnel Unit*

(405) 425-7160 (Office)

E-mail: [ken.skidmore@doc.state.ok.us](mailto:ken.skidmore@doc.state.ok.us)

*Integris Employee Assistance Program*

*(DOC Provider)*

(800) 677-2729

*Oklahoma Department  
of Corrections*

*Correctional Officer  
Chaplaincy Program  
for Employees*





Corrections is a field with a lifestyle all of its own. Correctional staff is comprised of a unique group of individuals who have particular challenges that others may not experience, for example, shift work, rotations, stressful environment, working double shifts, etc. Correctional staff members now can have one of their own to turn to in times of adversity, sickness or death, someone from whom they can garner hope and understanding. Someone they can go to for referral services to agencies or entities that can help them and their families.

### **Purpose:**

Provides spiritual counseling, needs and services to fellow correctional officers and other employees and their families.

- Makes referrals and coordinate services in conjunction with the Employee Assistance Program and appropriate agencies that can best meet the needs of the employees and their families.
- Visits fellow employees in the hospital or home during illness.
- Provides support and encouragement to better the employee's situation.
- Attends or conducts funerals of correctional employees upon request.
- Maintains strict confidentiality.

### **Qualifications:**

Applicant must have a good working relationship with co-workers, supervisors and upper management personnel. It is preferred the individual(s) possess appropriate licensure to provide spiritual counseling, as well as sacraments to others. Possesses and practices a good work ethic, morals, and values and has a good attitude. Must be honest, trustworthy, and reliable, respects all faiths and denominations, has good interpersonal communications skills and has not received any formal disciplinary action within the last 24 months. Willing to travel and be accessible 24 hours a day, seven days a week. Must be a correctional officer and wears a symbol consistent with their faith on the lapel which symbolizes the position of correctional officer chaplain/spiritual counselor.

### **Selection Process:**

Interested applicants must submit a written request for consideration to the appropriate facility head. A panel consisting of the facility head or designee, Agency Chaplain and Volunteer Coordinator or designee and a representative from Employee Assistance will conduct an interview with the applicant. Upon a favorable recommendation, a confirmation interview may be conducted by the appropriate Deputy Director. Upon approval from the Deputy Director, the applicant must complete an orientation session prior to providing services to employees or their families.

### **Confidentiality:**

Strict confidentiality must be maintained to safeguard the relationship between the employee and Chaplain/Spiritual Counselor.

### **Compensation:**

The Correctional Officer Chaplain/Spiritual Counselors position is voluntary. This position is not an authorized Full-Time Employee approved by the Office of Personnel Management. Upon conducting approved activities for employees, the chaplain/spiritual counselor will be compensated for his time through overtime payment and travel expenses. The Chaplain/Spiritual Counselor will be authorized to drive a state vehicle during the course of his/her official duties as described above. A cellular telephone or pager will be provided, as well as business cards.