



Virginia Department of Corrections

Offender Management and Programs

Operating Procedure 841.3

Offender Religious Programs

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

The content owner reviewed this operating procedure in December 2020 and necessary changes are being drafted.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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DEFINITIONS

Clergy - A member of the community who is commissioned, licensed, ordained, endorsed, or otherwise accepted as a religious authority by the individual's religious organization, e.g., Minister, Priest, Rabbi, Imam, Medicine Man, etc.; this individual must not be a family member or relative of the offender

Common Fare - An appropriate religious diet for offenders whose religious dietary needs cannot be met by the Master Menu; the Common Fare menu meets or exceeds minimum daily nutritional requirements.

Community Corrections Facility - A residential facility operated by the Department of Corrections to provide Community Corrections Alternative Programs

Ex-offender - An individual previously under the control and supervision of the Virginia Department of Corrections, or a corrections agency in another state

Facility Chaplain - An individual who has been approved by the Facility Unit Head to coordinate religious activities within a correctional facility; facility Chaplains are not employees of the Department of Corrections and in most cases are employees of GraceInside as provided for in the Contract with the DOC.

Faith Review Committee - A panel of representative Department of Corrections staff who serve in an advisory and decision making capacity regarding religious accommodations as it relates to, and impacts on, security and legitimate penological interests of the DOC

Lay Chaplain - A volunteer that has significant contact with offenders for the purposes of supervising and directing religious activities of their specific religion, in cooperation with or as a supplement to DOC facility Chaplain provided religious activities. Additional volunteer functions might include clerical, librarian, and other duties as mutually agreed to with the Chaplain.

Master Pass List - A list of authorized individual offender movements issued daily by a designated official of the institution

Offender - An inmate, probationer, parolee or post release supervisee, or other person placed under the supervision (conditional release) or investigation of the Department of Corrections

Sealed Religious Diet - A religious diet available to those inmates whose religious dietary needs cannot be met by the Master Menu or the Common Fare diet menu

Religious Activity - A regularly scheduled religious occurrence where offenders are provided the opportunity to gather together in order to practice their religion through a religious service, study session, ritual, ceremony, celebration, meeting, and/or any other religious practice, or any combination of such practices

Religious Organization - An organization unaffiliated with the Department of Corrections whose primary mission is to promote or foster religious study, fellowship, worship, or practice. A Religious Organization should be an association of persons with a verifiable physical location and point-of-contact. Indicators of an organization's primary mission may be evaluated based on the organization's status as a non-profit, registration or affiliation with known religious sects, the offering of regular religious services, the existence of formal religious doctrines, or other factors that indicate a desire to promote positive personal growth via religious practice.

Religious Program - The provision of religious activities, communal and individual religious items, special religious diets, holy day observances, special religious events, and other religious accommodations provided within a correctional facility

Religious Volunteer - A member of the community who is recognized by a faith group and who has been approved, in accordance with Operating Procedure 027.1, *Volunteer and Internship Programs*, to conduct specific religious activities on a volunteer basis

Special Group Service - A religious service, study session, ritual, ceremony, celebration, meeting, and/or any other religious practice that is provided during an authorized Holy Day Observance or special religious event approved by the Facility Unit Head

PURPOSE

This operating procedure establishes protocols to provide reasonable opportunities for offenders incarcerated in Department of Corrections facilities to voluntarily pursue religious beliefs and practices subject to concerns regarding facility security, safety, order, space, and resources. The Department of Corrections will give no preference to the activities of one religious denomination, faith, or sect over another.

PROCEDURE

- I. Department of Corrections (DOC) Recognized Religions
 - A. The DOC has recognized specific religions that are allowed to meet in DOC facilities without further review and approval of the Faith Review Committee and the Chief of Corrections Operations and in accordance with this operating procedure.
 1. The religions currently recognized are listed on Attachment 1, *Religions Approved to Operate in DOC Facilities*.
 2. This recognition is not a judgment on the validity of any religion or of the sincerity of its followers and it confers no rights or privileges to offenders who practice these religions that are not available to all other offenders in DOC facilities.
 3. DOC staff, facility Chaplains, and religious volunteers will not discriminate against or give preferential treatment to any offender based on the offender's religious beliefs or practices nor will they coerce offenders to join or participate in the activities of a particular religion. (2-CO-5E-02)
 - B. Offenders may request approval for a religion, not currently recognized by the DOC, by submitting a [Request for Recognition of a Religion](#) 841_F2 to the Facility Unit Head.
 1. The *Request for Recognition of a Religion* must be complete, as well documented as possible, and include any relevant supporting documentation.
 2. An outside sponsor, clergy, or representative of a religious organization is not required prior to request for the recognition of a religion.
 - C. The Facility Unit Head will review the *Request for Recognition of a Religion* to ensure that the *Request* is complete and to confirm that the requested religion is not currently approved on the *Religions Approved to Operate in DOC Facilities*.
 1. The Facility Unit Head will document their recommendation on the *Request* and, when applicable, provide additional information for consideration by the Faith Review Committee.
 2. The Facility Unit Head will forward the *Request* and all supporting documentation provided by the offender to the Faith Review Committee for further review.
 - D. Faith Review Committee members will review the *Request for Recognition of a Religion* and all supporting documentation and make recommendations to the Chief of Corrections Operations on approval or disapproval of the religion, requested holydays, religious items, and other requested religious accommodations.
 - E. The Chief of Corrections Operations, based on the information presented, will make the final decision to approve or disapprove the religion and the Faith Review Committee recommendations on holydays, religious items, and other requested religious accommodations.
 - F. The Faith Review Committee chair or designee will document all decisions made on the *Request for Recognition of a Religion* and will forward a copy of the completed [Request for Recognition of a Religion](#) 841_F2 to the Facility Unit Head and the offender.
- II. Faith Review Committee
 - A. The Faith Review Committee is comprised of DOC employees appointed by the Chief of Corrections Operations. Ad hoc committee members may be included, as needed, to provide expertise on specific

religions.

- B. The Faith Review Committee ensures statewide consistency for holy days, religious items, and other requested religious accommodations based on legitimate security and operational concerns.
- C. The Faith Review Committee reviews referrals from Facility Unit Heads on requested religious items and practices, and determines whether a requested holy day, religious item, or accommodation should or should not be approved in accordance with DOC operating procedures.
 - 1. The Committee will meet no more often than quarterly, but may review referrals from facilities more often on an as-needed basis.
 - 2. Committee recommendations are referred to the Chief of Corrections Operations and the Corrections Operations Administrator for review and approval prior to notifying facilities of changes.

III. Facility Religious Program

- A. The Facility Unit Head will designate appropriate space to include adequate office space, storage space, and an area for a Religious Library and appropriate equipment for the provision and administration of the religious program at their facility. (5-ACI-7F-07; 4-4520; 2-CO-5E-01)
 - 1. The facility Chaplains should be provided with a computer, telephone line, printer/copier access, and all standard office supplies in order to carry out their duties.
 - 2. Facility staff should make available the space and equipment needed to conduct scheduled religious activities such as a computer and LED projector as authorized by the Operations Support Manager.
- B. The facility Chaplain (in consultation with and approval of the Facility Unit Head) will plan, direct, and coordinate all aspects of the facility's religious program to include approval and training of both Lay Chaplains and clergy volunteers from religions represented by the offender population. (5-ACI-7F-03; 4-4514; 2-CO-5E-01, 2-CO-5E-02)
- C. Offenders are not allowed to hold formal religious meetings or group prayers without staff authorization, approval, and required supervision.
 - 1. This does not prohibit informal religious discussions in leisure areas such as dayrooms or recreation yards as long as the group does not disrupt other offenders authorized to use the same area.
 - 2. Personal prayers should not interfere with institutional count, movement times, and other security operations.
 - 3. Facility staff and work supervisors must make accommodations to allow offenders to perform their personal prayers individually during scheduled breaks. Group prayers are not authorized during work, school, or program breaks.
- D. The Facility Unit Head will authorize and approve special visits between offenders and clergy in accordance with Operating Procedure 851.1, *Visiting Privileges*. (2-CO-5E-01)
 - 1. Counseling by the facility Chaplain or other clergy is confidential, but may be subject to reasonable and respectful observation as necessary, and in accordance with the security level and nature of the facility. Each facility should provide an appropriate location for confidential religious counseling as needed. (2-CO-5E-02)
 - 2. Offenders under full or partial facility lockdown and offenders assigned to housing statuses that require restricted offender movement for safety and security concerns may have access to approved clergy on an individual basis, and/or via closed circuit televisions in cells where applicable, unless otherwise prohibited based on legitimate safety and security concerns, consistent with the mission of the facility.
- E. Any outside religious group or organization representing a recognized religion can request a special religious event in a facility i.e., classes, revivals, interfaith spiritual retreats, concerts, and other special programs.
 - 1. The request for a religious event (one day or multiple day events) at a facility must be submitted to the

facility Chaplain who will review the request and confirm that the associated religion is approved to operate in DOC facilities.

2. The facility Chaplain will consult with the Facility Unit Head or designee to schedule the event based on available space and time, security needs, and staff supervision; the Facility Unit Head will approve the scheduling of days and times for special religious events.
3. Special religious events should be opened up to the entire offender population at the Facility Unit Head's and facility Chaplain's discretion.
4. Sign up lists and other methods that provide equal access may be used to limit numbers of offenders allowed to attend the event based on limited space and supervision resources at the facility.

IV. Offender Participation in Religious Activities

A. Offenders have a constitutional right to practice their religion and must be allowed to practice their religion either individually or as a group through participation in scheduled religious activities, unless the religious practice or activity presents a threat to the safety of others involved or disrupts facility order. (5-ACI-7F-05; 4-4517; 4-ACRS-5A-22; 2-CO-5E-01)

1. The facility must balance these rights with available space and time, security needs, and staff supervision to ensure that all offenders are provided equal access to facility resources in order to practice their religion.
2. Institutions will use the master pass list provided in VACORIS to control access to religious activities.
 - a. Field Units, Work Centers, and Community Corrections Facilities are not required to use the master pass list when the offender is not exiting the building.
 - b. When a master pass list is not used, facility staff must ensure that all offenders are provided equal access to religious activities in accordance with this operating procedure.
3. Religious activities may be suspended by the Facility Unit Head based upon legitimate concerns regarding security, safety, or facility order.
 - a. The suspension of a religious activity must be documented on an *Internal Incident Report*; see Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.
 - b. Any suspension of a religious activity must be reported to the Operations Support Manager, Regional Administrator, Regional Operations Chief, and the Chief of Corrections Operations.
 - c. The Facility Unit Head should provide the reason for the suspension and the date that the religious activity is scheduled to resume.
4. Memos and notices relevant to volunteers and religious activities should be readily available to Front Entry staff to facilitate volunteer entry to the facility.

B. All facilities will maintain a current list of the religious activities scheduled at the facility similar to Attachment 2, *Request to Attend Religious Activities - Sample*.

1. The minimum number of offenders required to establish, maintain, and hold a religious activity at a facility for a recognized religion is two.
2. Each recognized religion with the minimum number of offenders must be provided one religious activity of one and one-half hours in length; the Facility Unit Head will approve the scheduling of days and times for religious activities.
3. Religious activities must be scheduled equally for all recognized religions. The frequency (i.e. weekly, bi-weekly, monthly) of a religious activity is based on the total number of facility religious activities, available space and time, security needs, and staff supervision.
 - a. If facility space, time, security needs, and staff supervision allow, the Muslim religious activity should be held on Friday between the hours of 1:00 and 3:00 p.m.
 - b. If facility space, time, security needs, and staff supervision allow, Jewish and Messianic Jewish religious activities should be held on Friday.

- i. The religious activity should be scheduled to occur close to sunset consistent with security requirements.
 - ii. Commissary funds or donations, approved by the Facility Unit Head, may be utilized to procure matzo and kosher grape juice.
 4. The religious activity can include a service, group prayer, ritual, ceremony, celebration, study group, meeting, or any combination of these religious practices.
 5. The *Request to Attend Religious Activities* will not be used to approve or deny religious items, including religious publications.
- C. During all facility orientations, offenders will be allowed to complete the facility specific *Request to Attend Religious Activities* in order to designate the religious activity they wish to attend. (2-CO-5E-01, 2-CO-5E-02)
 1. Offenders can only choose one religious activity from the *Request to Attend Religious Activities*, and the offender will only be allowed to attend that religious activity until the next quarterly open enrollment period or a facility transfer.
 2. Each calendar quarter, an open enrollment period of two weeks will be provided to allow offenders the opportunity to choose a religious activity or change their religious activity by submitting a new *Request to Attend Religious Activities*.
 - a. Offenders must be allowed to submit the *Request* to change their religious activity at the next open enrollment period regardless of their reception date at the facility.
 - b. Offenders making no changes to their religious activity do not need to submit the *Request*.
 3. Once an offender has designated a religious activity to attend, the offender will be added to the master pass list, when required for offender movement.
 - a. An offender's attendance and/or participation in a religious activity must be voluntary at all times.
 - i. An offender cannot be removed from the master pass list or any other list controlling access to a religious activity or otherwise penalized to include disciplinary action for not attending a religious activity.
 - ii. Offenders who choose to attend will be required to stay until the religious activity has concluded.
 - iii. Offenders who engage in inappropriate or disruptive behavior will be removed from the religious activity and are subject to disciplinary action.
 - b. An offender will only be removed from the master pass list or other movement list if voluntarily requested through submission of an [Offender Request](#) 801_F3, submission of a new *Request to Attend Religious Activities* during the next quarterly open enrollment, or the offender transfers to a new facility.
 - c. An offender may be suspended from a religious activity for inappropriate or disruptive behavior with approval of the Facility Unit Head.
 - i. The suspension of an offender must be documented on an *Internal Incident Report*; see Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.
 - ii. The suspension must be temporary and should expire at the next quarterly enrollment period.
 - d. A religious activity may be cancelled when only one offender attends the activity and there is no clergy or volunteer present. If two offenders attend the religious activity and/or there is clergy or a volunteer present for the religious activity then the activity will not be cancelled.
 - e. Facility staff must make reasonable accommodations to allow offenders participating in work, school, and mandatory program assignments to attend their religious activity.
 - i. Work supervisors should employ the least restrictive means available to permit an offender's absence from their assigned work site when the essential duties and responsibilities of the job will continue to be satisfied and the safety, security, and operational needs of the facility will continue to be met.

- ii. When an accommodation cannot be made because there are no alternatives that permit offender participation in mandatory school and/or program assignment and their religious activity, the offender will not be excused from their assignment to attend the religious activity.
 - iii. Facility staff must document the alternatives considered and the reason an accommodation could not be granted.
 4. Offenders will not be placed on a waiting list to attend a religious activity.
 - a. When the number of offenders selecting the same religious activity exceeds room capacity, the facility will schedule an additional religious activity on the facility's *Request to Attend Religious Activities*.
 - b. An outside sponsor, clergy, or representative of a religious organization is not required for establishment of an additional religious activity.
 - c. Each religious activity will be scheduled at the same frequency as all other religious activities.
 - d. When multiple religious activities are scheduled for the same religion to accommodate the number of participating offenders, facility staff will assign offenders to the religious activity with available space.
 5. Offenders who choose not to complete a *Request to Attend Religious Activities* are not penalized.
 - a. The offender will not be allowed to submit a *Request* or to attend scheduled religious activities until a *Request* is submitted during the next open enrollment period.
 - b. Until such time, the offender may practice their faith privately/individually through prayer, meditation, reading, reflection, etc.
 - D. Offenders may request a religious activity for any recognized religion that is not offered at the facility as listed on the facility's *Request to Attend Religious Activities*. (2-CO-5E-01)
 1. The offender must submit an [Offender Request](#) 801_F3 to the facility Chaplain or other designated staff member who will monitor and track all religious activity requests.
 2. Once the minimum number of two *Offender Requests* are received, the religious activity will be provided time and space to meet at the same frequency as all other religious activities.
 3. An outside sponsor, clergy, or representative of a religious organization is not required for establishment of a new religious activity at a facility.
 4. Religious activities for religions not recognized by the DOC will not be approved. Offenders may apply for recognition in accordance with this operating procedure.
 - E. A religious activity should be discontinued and removed from the facility's *Request to Attend Religious Activities*, at the next quarterly enrollment period when the minimum number of two offenders is not maintained.
 - F. Religious activity sign-in sheets are essential to record offender attendance at all religious activities for the management of facility space and to provide supporting documentation for the cancellation and discontinuation of religious activities.
 1. The facility Chaplain and/or other designated staff should ensure that religious activity sign-in sheets are present at all religious activities.
 2. Religious Activity sign-in sheets will be kept on file by the Chaplain or other designated facility staff for accountability purposes.
 - G. The offender population must be notified when religious activities are added, changed, or discontinued. The facility will determine how pass lists are to be managed for additional services until the *Request to Attend Religious Activities* can be updated.
- V. Facility Chaplain
- A. The Constitution of Virginia prohibits the use of General Fund revenues to support religion; therefore, all

facility Chaplains are employed by GraceInside or are DOC approved volunteers.

1. The facility Chaplain or a volunteer Chaplain is available, to the greatest extent possible, to serve as an advocate for equitable accommodation of all religious faiths and to assure equal status and protection for all religions in the facility. (5-ACI-7F-01; 4-4512; 2-CO-5E-01)
 - a. Facility Chaplains and volunteer Chaplains should be qualified based on one unit of clinical pastoral education or equivalent specialized training and endorsement by the Denominational Endorsing Agent/Officer. (5-ACI-7F-01; 4-4512)
 - b. Within the limited resources of GraceInside and available volunteers, each facility strives to provide the following Chaplain access: (5-ACI-7F-02; 4-4513)
 - i. In facilities with an average daily population of 500 or more offenders, there is a full-time Chaplain (or Chaplains) or the equivalent of full time coverage.
 - ii. In facilities with less than 500 offenders, there is adequate religious staffing.
 - c. Facility Chaplains are subject to all work policies, laws, guidelines, rules, and regulations that apply to DOC employees, including confidentiality and security procedures, unless otherwise stated in this operating procedure.
 - i. Facility Chaplains, Muslim Imams, and all other religious representatives that accompany the Imam must sign in and out on the [Chaplain/ Imam Sign -In Sheet](#) 841_F20.
 - ii. The [Chaplain/ Imam Sign -In Sheet](#) 841_F20 will be stored in a binder located at the facility's perimeter access point for volunteers.
 - iii. All other volunteers and religious workers (other than those who accompany the Imams) must sign in and out on the facility provided volunteer log located at the perimeter access point.
2. When a religious leader of a recognized religion is not represented through chaplaincy staff or volunteers, the facility Chaplain should assist offenders in contacting a person who has the appropriate credentials from the faith judicatory. (5-ACI-7F-06; 4-4519)
 - a. The individual contacted will minister to the offender under the supervision of the Chaplain.
 - b. If the facility Chaplain is unable to locate or obtain the services of a qualified representative from an offender's religion, the facility Chaplain or other designated staff will assist the offender with obtaining religious texts, study materials, etc. for their religion.
 - c. All recognized religious representatives should be available to all offenders within limitations of time, space, and supervision resources at the facility.
3. Facility Chaplains maintain primary oversight of the facility's religious program and the day-to-day operations of religious activities within the facility.
 - a. Facilities should ensure there is a secondary point of contact for religious activities (generally the Institutional Program Manager (IPM) or Volunteer Coordinator).
 - b. The IPM, in consultation with the Facility Unit Head or designee, will allocate time and space for all religious activities.
 - c. The Volunteer Coordinator in consultation with the Facility Unit Head has responsibility for all volunteer terminations.
 - d. Concerns and complaints regarding the facility religious program, religious activities, or other religious accommodations should be resolved within the following limits:
 - i. For facility Chaplains, five business days
 - ii. For IPM/Volunteer Coordinator, seven business days
 - iii. For Facility Unit Head, ten business days
4. Offender clerical staff may be provided to facility Chaplains. Non-offender staff, such as Lay Chaplains must handle all confidential material. (5-ACI-7F-07; 4-4520)
 - a. Offender clerical staff must be under the supervision of the facility Chaplain, other staff member, or an experienced volunteer at all times while in the Chaplain's office.
 - b. Offender clerical staff must not have access to telephones or to computers with internet

connections.

5. The facility Chaplain will review all digital video discs (DVD's) for use in the facility religious program and submit them to the IPM or equivalent designated by the Facility Unit Head for approval in accordance with Operating Procedure 841.1, *Offender Programs and Services*.
- B. Chaplains have physical access to all areas of the facility and are encouraged to make regular rounds in all housing areas in order to minister to staff and offenders. (5-ACI-7F-02; 4-4513; 2-CO-5E-01)
 - C. The facility Chaplain or designated staff should develop and maintain close relationships with community religious resources. The facility Chaplain, in cooperation with the Facility Unit Head or designee, should develop and maintain communications with faith communities and should coordinate the donations of equipment or materials for use in the facility's religious program based on guidance from the Operations Support Manager. (5-ACI-7F-04, 5-ACI-7F-08; 4-4516, 4-4521; 2-CO-5E-01)
 - D. Facility Chaplains, due to the nature of their work, may have to interact with offenders in ways that are unique and different from employees.
 1. Facility Chaplains are approved to conduct routine and emergency visits to offenders in non-DOC hospitals. Facility Chaplains visiting offenders in hospitals must:
 - a. Always carry their DOC identification card and proof of clergy status as required by the hospital
 - b. Comply with all hospital rules and regulations such as visiting hours, emergency room and intensive care unit access, etc.
 - c. Be aware of the duties and responsibilities of security and medical staff and comply with their instructions
 - d. Document their hospital visits and notify their facility point-of-contact that such visits have taken place
 2. Facility Chaplains may be authorized to interact with offenders on supervision (probation/parole) or ex-offenders in non-supervised (direct release) correctional status to facilitate their re-entry into the community.
 - a. All interactions should be professional and transitional in nature. Such activities include, but are not limited to, the following:
 - i. Inviting offenders or ex-offenders to their place of worship for services, study groups, pastoral counseling, potential membership, etc.
 - ii. Providing transportation, clothing, food, and other such assistance
 - iii. Assisting with obtaining housing, education, vocational training, or job placement
 - b. Prior to this interaction, facility Chaplains must submit a [Request for Chaplain Interaction with an Offender or Ex-Offender](#) 841_F4 for approval by the Facility Unit Head at the facility where they serve.
 - i. Normally a facility Chaplain should only assist offenders and ex-offenders who were incarcerated at the facility where they serve.
 - (a) Facility Chaplains may be approved to assist offenders who were incarcerated at other facilities. For example, the facility Chaplain works at a halfway house or step-down facility and wishes to provide services for an offender or ex-offender that was released from a different facility.
 - (b) In such cases, the facility Chaplain will submit the *Request for Chaplain Interaction with an Offender or Ex-Offender* to their Facility Unit Head, but will note on the *Request* that the offender or ex-offender was released from a different facility. The facility Chaplain should include their justification for providing services to this offender or ex-offender.
 - ii. A facility Chaplain who wishes to assist a released offender on active supervision (probation, parole, etc.) must also receive approval of the Chief P&P Officer of the offender's P&P District so that the supervising P&P Officer can be notified.
 - c. The *Request for Chaplain Interaction with an Offender or Ex-Offender* will be maintained at the

facility when the request is being made prior to the offender's release.

- i. If the offender has been released and the offender is in community release status, the *Request for Chaplain Interaction with an Offender or Ex-Offender* will be maintained in the P&P Office.
 - ii. If there is no probation or parole supervision involved (and the ex-offender is already living in the community), the *Request for Chaplain Interaction with an Offender or Ex-Offender* will be placed in the facility Chaplain's personal files at the facility.
 - iii. Facility Chaplains should keep a copy of all *Requests for Chaplain Interaction with an Offender or Ex-Offender* in their personal files for documentation.
- d. Facility Chaplains approved to interact with offenders on supervision (probation/parole) or ex-offenders in non-supervised (direct release) correctional status must review Operating Procedure 135.2, *Rules of Conduct Governing Employees Relationships with Offenders*, to be aware of fraternization and their obligation to avoid even the appearance of impropriety.
- i. Fraternization includes but is not limited to the following prohibited activities:
 - (a) Providing money or financial assistance to offenders or ex-offenders out of their personal funds
 - (b) Providing legal assistance (hiring or paying lawyers, contacting victims, etc.) to or for offenders or ex-offender
 - (c) Allowing offenders or ex-offenders to live in their personal home or residence
 - (d) Hiring offenders or ex-offenders as personal employees, i.e. housekeeper, grounds keeper, maintenance or repair duties, etc.
 - (e) Serving as a conduit for information and/or contraband (letters, pictures, property, etc.) between offenders and ex-offenders and currently incarcerated offenders
 - (f) Crossing the line from professional to personal (overly friendly/familiar, romantic, or sexual) relationships with offenders and ex-offenders
 - (g) Associating with offenders or ex-offenders in a manner that may compromise their ability to maintain professional boundaries
 - ii. Any violation for fraternization will be dealt with in accordance with the law and applicable DOC operating procedures to include termination of services and being barred from entry into the facility.

VI. Supervision of Religious Activities

A. Religious activities are normally conducted by approved clergy or volunteers.

1. If a religious activity has no available clergy or volunteer, offenders may meet under the general supervision of a trained and authorized staff member as approved by the Facility Unit Head.
2. Offenders may be authorized by the facility Chaplain or other facility staff to lead religious activities but such offenders have no authority over any other offenders. (5-ACI-3A-08; 4-4182)
 - a. No offender will be recognized by the DOC as a spiritual leader, pastor, rabbi, imam, or any other type of clergy.
 - b. Offender religious leaders should be rotated on a regular basis (if possible) to prevent abuses.
 - c. No offender will be allowed to handle or have access to confidential material concerning another offender.

B. All religious activities must be visually observed as indicated below to ensure the safety of the offender population and orderly operations of the facility.

1. Security Level 4 and Security Level 5 institutions must have in-room supervision by DOC staff (Security Staff or Counselor) or a contracted facility Chaplain (when available) at all times.
2. Security Level 3 institutions must have in-room supervision by DOC staff, contracted or volunteer Chaplain, or an experienced volunteer such as a Lay Chaplain.
3. Security Level W, Security Level 1, Security Level 2, and Community Facilities - Facility Unit Heads will determine the level of supervision for religious activities required to maintain safety of the

offender population and orderly operations of the facility.

- C. A religious activity may be canceled for facility emergencies, lockdowns, and if there is no staff available to provide required supervision.
1. Facilities are not required to reschedule a religious activity when the activity has been cancelled due to a facility emergency, lockdown, or shortage of staff.
 2. Facilities will not habitually cancel religious activities due to shortage of staff.

VII. Requirements and Restrictions for Religious Practices

- A. Some aspects of an accepted religious practice may be limited, restricted, or denied by the Facility Unit Head based upon legitimate concerns regarding security, safety, facility order, space, or resources. (5-ACI-7F-05; 4-4517; 4-ACRS-5A-22; 2-CO-5E-01)

1. Restricting use of alcohol and other drugs in religious activities:
 - a. As part of a scheduled religious activity, authorized clergy may bring into the facility a maximum of one fluid ounce of wine per participant in a transparent/translucent plastic container to administer communion.
 - i. The wine may be served through the intinction method (i.e., dipping a wafer in wine) or direct consumption at the clergy's discretion.
 - ii. A maximum of one fluid ounce of wine only may be served for direct consumption and should be served to individual offenders in individual disposable paper or plastic cups (for hygiene and sanitation reasons).
 - iii. Offenders must consume the wine during the religious activity, and the cups must be properly disposed of at the end of the activity.
 - iv. The Clergy must remove the container and any remaining wine from facility grounds at the conclusion of the religious activity.
 - b. All Clergy who administer communion by wine in a facility must have a limited background investigation completed, provide a copy of their commission, license, ordination, or endorsement from a religious authority or leader of their religious organization, and be approved by the Facility Unit Head.
 - c. In order to administer wine for communion during a religious activity, the Clergy must submit a written request to the Facility Unit Head or Chief of Security for approval at least one week in advance of the planned religious activity.
 - d. Any time wine is present in a facility for offenders to take communion, a security staff member must escort the Clergy with the wine.
 - e. Groups that allow substitutes for wine may allow offenders to consume grape juice or fruit flavored mixes in the communion service.
 - f. As needed for participation in the communion service, necessary items such as bread, wafers, grape juice, and fruit flavored mixes will be purchased by the facility using commissary funds or these items may be donated with approval of the Facility Unit Head and in accordance with this operating procedure. Wine will not be purchased by facility staff or with facility funds.
2. Limiting Access to and Staff Monitoring of the Tefillin (phylacteries)
 - a. This Jewish prayer item must be stored in the Shift Commander's office to be available to offenders on request.
 - b. Only those offenders who have attended Jewish services at least twice per month (or possess Jewish literature if services not available) for at least six months are eligible to use the Tefillin.
 - c. The Tefillin may be used six days a week (not on the Sabbath (Saturday)) for a maximum of 30 minutes and must be returned immediately after use.
 - i. The Tefillin must be used under staff observation in a designated area near the Shift Commander's office and cannot be taken to an offender's housing area.

- ii. Access to Tefillin will not be permitted for offenders assigned to a housing status that requires restricted offender movement for safety and security concerns and the offender cannot physically access the Shift Commander's office.
 - iii. Access to Tefillin will not be permitted during institutional lockdown.
 3. Restricting access to and use of candles to those events designated by the Chief of Corrections Operations or as approved by the Facility Unit Head or Chief of Security in accordance with Addendum 2, *DOC Religious Guidance - Open Flame Candles*
 4. Restricting access to and use of the Native American Ceremonial Pipe to no more than once per month and during approved holy day observances in accordance with Addendum 3, *DOC Religious Guidance - Native American Ceremonial Pipe Ritual*
- B. Offenders are prohibited from making monetary donations to GraceInside (the contracted organization that hires, supervises, and compensates the facility Chaplains) and to churches or ministries in the community for which the facility Chaplain serves as a minister, pastor, priest, director, etc., as this is a conflict of interest.

VIII. Communal and Individual Religious Items

- A. Offenders are limited to the communal and individual religious items approved by the Faith Review Committee and listed on Attachment 3, *Approved Religious Items*. (2-CO-5E-01)
 1. Communal and individual religious items must comply with all DOC operating procedures governing contraband, alteration, and approval. Violations may result in disciplinary action and/or confiscation of property.
 2. All individual religious items approved for offender possession, other than publications, must be purchased from the facility commissary. Any approved individual religious item that is not regularly stocked by the commissary will be provided through the special order process in Operating Procedure 801.6, *Offender Services*.
 3. Offenders may request a religious item that is not listed on the *Approved Religious Items* be approved by submitting a [Religious Item/Holy Day Observance Request](#) 841_F1 to the Facility Unit Head or designee
 - a. The Facility Unit Head or designee will research the item, and recommend approval, approval with restrictions, or disapproval and forward the *Religious Item/Holy Day Observance Request* to the Faith Review Committee for review.
 - b. If the religious item was reviewed by the Faith Review Committee within the last 12 months, a new review is not required. The Operations Support Manager may document the committee's previous decision on the [Religious Item/Holy Day Observance Request](#) 841_F1 without further committee review.
 - c. If the requested item is approved, the *Approved Religious Items* will be updated to allow the religious item for all offenders.
- B. In the course of searching or examining offender religious items, employees must remain cognizant that consecrated or blessed items, or items that are considered sacred should be treated with respect and appropriate care. All religious items are subject to respectful search.
 1. Any offender who does not wish to have a religious item(s) searched and/or x-rayed will be allowed to mail the item home or have the item disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
 2. Newly received offenders, including out-of-state intakes, must agree to have their religious item(s) searched and/or x-rayed. If the offender does not wish to have the item(s) searched, the offender will be allowed to mail the item home or have the item disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
 3. The search and examination of religious publications will be consistent with Operating Procedure

803.2, *Incoming Publications*, and specific guidance from the Chief of Corrections Operations. (2-CO-5E-01)

C. Donated Communal and Individual Religious Items

1. All donations of religious items, equipment, and materials must be approved, accepted, and documented in accordance with Operating Procedure 220.1, *Gifts and Donations*.
2. GraceInside and their subcontractors, Religious Organizations, and other Community groups may donate communal religious items for use in religious activities and individual religious items for distribution to offenders provided the donated item(s) are listed on Attachment 3, *Approved Religious Items*.
 - a. Donated religious items must comply with the restrictions imposed by the Faith Review Committee as indicated on the *Approved Religious Items* to include size, color, material, etc.
 - b. Organizations that wish to donate communal or individual religious items that are not listed on the *Approved Religious Items* must submit a written request on organization letterhead to the Operations Support Manager for review by the Faith Review Committee and approval by the Chief of Corrections Operations, when required.
 - i. The written request must include the type and quantity of items for donation as well as a physical description such as the size, color, material, etc.
 - ii. Items of negligible monetary value such as pamphlets, newsletters, etc. are not subject to prior approval but are subject to DOC operating procedures governing searches, offender property, and contraband.
3. GraceInside and their sub-contractors i.e., Muslim Chaplin Services are authorized to donate individual religious item(s) to specific offenders provided the donated item(s) is listed on the *Approved Religious Items*, and comply with established restrictions on size, color, material, etc.
 - a. The offender must request the religious item(s) directly from GraceInside or their subcontractors.
 - b. The offender must complete and submit a [Personal Property Request - Add/Drop](#) 802_F1 to serve as notification that the religious item(s) was requested and to ensure the item is added to the offender's personal property inventory.
 - c. An offender's failure to complete and submit the [Personal Property Request - Add/Drop](#) 802_F1 may result in the religious item being returned to the sender.
 - d. The facility property officer should consult with the facility Chaplain for any additional information regarding the donation, prior to returning donated religious items to the sender.
4. Individual religious items donated by Religious Organizations or other Community groups for offenders must be donated to the DOC to be distributed by the facility Chaplain.
 - a. Donations to a specific offender are prohibited. Offenders may request a donated religious item(s) by contacting the facility chaplain who, based on item availability, will provide the offender with the item(s) on a first come, first served basis.
 - b. Any donated individual religious item that the Chaplain issues to an offender must be routed through the facility property officer so that the item(s) can be added to the offender's personal property inventory in VACORIS in accordance with Operating Procedure 802.1, *Offender Property*.
5. Donated communal religious items will become the property of DOC.
 - a. Communal religious items must be strictly controlled and stored in a secure area of the facility. Communal religious items are only available for use during an approved religious activity when applicable.
 - b. The facility Chaplain must receive prior written authorization from the Facility Unit Head for any publications (books, texts, magazines, CD's, etc.) donated to the facility for religious activities; see Operating Procedure 803.2, *Incoming Publications*, for additional guidance on publications.
 - c. Operating Procedure 841.1, *Offender Programs and Services*, provides specific guidance on digital

video discs (DVD's) donated for religious activities.

D. Any request for an exception to the donation requirements of this operating procedure must be submitted in writing to the Operations Support Manager.

IX. Holy Day Observances (2-CO-5E-01)

A. It is recognized that although each offender has the right to observe the holy days for their religion, the availability of facility resources (space, time, security needs, and staff supervision) does not allow for a group observance of every possible holy day at every facility.

1. To ensure consistent observances within the DOC, holy day observances that are approved for DOC facilities without further review or approval are listed on Attachment 4, *Master Religious Calendar*.
 - a. The *Master Religious Calendar* serves as a guide for the observation of approved holy days and for the planning of holy day observances to allow the greatest access and offender participation possible.
 - b. The *Master Religious Calendar* provides the date of the observance, the recognized religions eligible to participate, any work prohibitions, special menu requirements, dietary considerations, and guidance on the provision of a special group service and group meals.
 - c. Participation in holy day observances is limited to those offenders who indicated on their facility *Request to Attend Religious Activities* that they wish to participate in religious activities for a religion that is eligible to participate in the observance.
 - d. As each holy day observance approaches, a memorandum may be issued from the Chief of Corrections Operations announcing the dates of the observance, the recognized religions that are eligible to participate, and any additional guidance for the observance.
 - i. Chief of Corrections Operations memorandums will override the *Master Religious Calendar*.
 - ii. The offender population will be provided with information on holy day observance to include any facility-specific information and any deviation from routine facility operations.
 - e. There will be no sincerity requirement established for offenders wishing to participate in holy day observances e. g., possession of religious items, religious activity attendance, etc.
2. The IPM or other executive level staff member designated by the Facility Unit Head is responsible for the management of all holy day observances at the facility.
 - a. Offenders who are eligible and wish to participate in the holy day observance must submit an [Offender Request](#) 801_F3 at least 30 days prior to the start of the observance in order to sign-up for participation.
 - b. To ensure there is adequate time to order the amount of Kosher for Passover food items required for the number of inmates and probationers/parolees who sign-up to participate in the Passover observance, participants will be required to sign-up during the fourth quarter of the current year in order to participate in the observance the following year.
 - c. The IPM or designated staff member will review the offender's request, determine if the offender is eligible, and document their decision on the request form within seven days; a copy of the request form must be returned to the offender as a receipt of their request and notification of the decision.
 - i. Offenders who did not indicate that they wish to participate in religious activities for a religion eligible to participate will not be approved.
 - ii. A holy day observance is not required at facilities that do not have at least two eligible offenders who submitted a request to participate in the holy day observance.
 - d. The IPM or designated staff member will prepare and, as necessary, update a single list of all offenders who are approved to participate in the holy day observance and will ensure that a copy of the list is posted in the offender housing units 21 days prior to the start of the observance.
 - e. A copy of the list and each updated version will be distributed to appropriate staff, and this list will serve as the only official list used to verify an offender's approval to participate.
3. Offenders who transfer from one institution to another while participating in a holy day observance

- may request to participate at the receiving institution, if the observance is available there.
- a. The receiving facility may confirm the offender's participation with the sending facility but access to religious fasting and group meals will not be withheld pending confirmation; the receiving facility must allow immediate participation.
 - b. The offender will be added to the master pass list and any other list used to control offender movement to attend and participate in all aspects of the holy day observance.
4. Facility staff must ensure that all inmates and probationers/parolees, regardless of housing status, are aware of upcoming holy day observances.
- a. When necessary, staff must directly contact any inmate assigned to a housing status with restricted movement, i.e., restorative housing, medical, etc. to provide them with the opportunity to submit an [Offender Request](#) 801_F3 to participate in the fast and receive the fasting meals.
 - b. Staff should also directly contact any inmate assigned to an off-site hospital and provide them with the opportunity to submit an [Offender Request](#) 801_F3 to participate in the fast and receive the fasting meals should they return to their assigned facility during the holy day observance.
5. If the number of offenders exceeds the space available for the holy day observance, then multiple services will be provided so that each offender will have equal access.
- B. Islam (Sunni Muslim, Shiite Muslim), Nation of Islam (NOI), and Moorish Science Temple of America (MSTA) are eligible to participate in Muslim holy day observances.
1. The Chief of Corrections Operations will issue a memorandum prior to the holy day observances of Ramadan/Month of Fasting, the Eid-ul-Fitr feast, and the Eid-ul-Adha feast.
 2. Islam (Sunni Muslim, Shiite Muslim) should observe these holy days and participate in special group services (worship services, study sessions) and group meals separately from the NOI and MSTA to the extent possible within space and time, security needs, and staff supervision.
 - a. Group meals will be served at a separate time and/or area from general offender population.
 - b. Due to the separate and distinct belief systems of NOI and MSTA, separate special group services, group meals, etc. should be provided.
 - i. When available space and time, security needs, and staff supervision require, NOI and MSTA may conduct joint group services, group meals, etc.
 - ii. Due to differences in belief systems, a shared group meal is preferable to joint services and/or study sessions.
 3. The observance of Ramadan or the NOI Month of Fasting should not interfere with regular work, school, or program assignments.
 - a. Offenders should observe their prescribed times of prayer and spiritual reading individually before or after their scheduled work, school, and program assignments.
 - b. Facility staff and work supervisors must allow offenders to perform their personal prayers individually during scheduled work breaks; group prayers are not authorized during work, school, or program breaks.
 4. Offenders participating in the holy day observance are permitted to fast during the daylight hours, but are not required to fast in order to remain on the list for participation in the observance. Offenders who choose to eat commissary food items or who seek a meal tray between dawn and sunset will not be removed from participation or otherwise penalized.
 5. Offenders participating in the observance of Ramadan/Month of Fasting will be provided the opportunity to take their medications before dawn or after sunset through special pill calls or self-medication. Offenders should consult with the medical staff and must take all responsibility for the possible consequences of taking medications at intervals not recommended by the medical staff.
 6. Offenders are not exempt from random drug testing during the observance of Ramadan or the NOI Month of Fasting.

- a. Randomly selected offenders who are fasting during daylight hours should be tested during those times when they are allowed to eat and drink i.e., before dawn and after sunset.
 - b. All other drug-testing regulations apply.
- C. Jews, Messianic Jews, and Yahwists (House of Yahweh, Philadelphia Church of God, etc.) holy day observances.
1. Holy day observances for Jews and Messianic Jews include Fast of Esther, Purim, Rosh Hashanah, Fast of Gedaliah, Yom Kippur, Passover, Sukkoth, Shavuot, and Chanukah.
 2. Holy day observances for House of Yahweh, Yahwists, Philadelphia Church of God, and African Hebrew-Israelite include Feast of Trumpets (Rosh Hashanah), Day of Atonement (Yom Kippur), Passover, Feast of Tabernacles (Sukkoth), and Pentecost (Shavuot).
 3. The Chief of Corrections Operations will issue a memorandum prior to the holy day observances of Passover.
 4. Jews should observe these holy days and participate in special group services (worship services, study sessions) and group meals separately from Messianic Jews, Yahwists, Philadelphia Church of God, and African Hebrew-Israelite to the extent possible within limitations on space, time, security needs, and staff supervision.
 - a. Group meals will be served at a separate time and/or area from the general offender population.
 - b. Due to the separate and distinct belief systems of Messianic Jews, Yahwists, Philadelphia Church of God, and African Hebrew-Israelite, separate special group services, group meals, etc. should be provided.
 - i. When available space and time, security needs, and staff supervision require, Messianic Jews, Yahwists, and Philadelphia Church of God may conduct joint group services, group meals, etc.
 - ii. Due to differences in belief systems, a shared group meal is preferable to joint services and/or study sessions.
 5. Offenders participating in a holy day observance that includes fasting are permitted to fast during the daylight hours, but are not required to fast in order to remain on the list for participation in the observance. Offenders who choose to eat commissary food items or who seek a meal tray between dawn and sunset will not be removed from participation or otherwise penalized.
 6. Messianic Jews are also generally approved to participate in Christian holy day observances as these groups have both Jewish and Christian elements. Messianic Jews may observe the Christian holy days in conjunction with the Christians. Separate observances are not required.
- D. Roman Catholic, Greek Orthodox, Protestant denominations, Church of Jesus Christ of Latter Day Saints (Mormons), and Messianic Jews are eligible to participate in the Christian holy day observances of Easter and Christmas.
1. It is recognized that there will be staffing shortages and heavy visitation but all Facility Unit Heads must allow special group services on these holy days.
 2. Separate special group services should be provided for each of these recognized religions, where offender participation, time, space, security needs, and staff supervision permit.
 3. An interdenominational group service for Easter may be held as either a sunrise service, afternoon service, or evening service as determined by the Facility Unit Head and the facility Chaplain in consideration of visitation and staffing issues.
 4. An interdenominational group services for Christmas may be held either Christmas Eve or Christmas Day. Both Christmas Eve and Christmas Day services may be held at the Facility Unit Head's discretion depending on space, time, security needs, staff supervision, and facility Chaplain or religious volunteer availability.
- E. Offenders may request a new holy day observance for a recognized religion by submitting a [*Religious Item/Holy Day Observance Request*](#) 841_F1 to the Facility Unit Head or designee.

1. The Facility Unit Head or designee will review the request, and recommend approval, approval with restrictions, or disapproval and forward the *Religious Item/Holy Day Observance Request* to the Faith Review Committee.
2. If the holy day observance was reviewed by the Faith Review Committee within the last 12 months, a new review is not required. The Operations Support Manager may document the committee's previous decision on the [Religious Item/Holy Day Observance Request](#) 841_F1 without further committee review.
3. If the requested holy day is approved, the *Master Religious Calendar* will be updated to allow for religious observance in facilities.

X. Religious Diets (2-CO-5E-01)

A. Common Fare Diet

1. Common Fare is a religious diet offered at institutions designated by the Chief of Corrections Operations and is intended to accommodate any inmate whose religious dietary needs cannot be met by the Master Menu; see Food Service Manual, Chapter 4, *Religious Diets and Special Menus*.
2. Offenders who wish to participate must submit a [Religious Diet Request](#) 841_F25 to their Counselor who will prepare the *Institutional Classification Authority Hearing Notification* in VACORIS.
 - a. The counselor will review Attachment 5, *Sample Common Fare Menu*, and the [Common Fare Agreement](#) 841_F8 with the prospective offender and have the offender sign the [Common Fare Agreement](#) 841_F8.
 - i. The signed *Religious Diet Request* and *Common Fare Agreement* should be scanned into VACORIS with a copy provided to the offender.
 - ii. The Common Fare diet will not be provided to an offender that refuses to sign the *Common Fare Agreement*.
 - b. Prior to the offender receiving Common Fare, the Institutional Classification Authority (ICA) and the Facility Unit Head or designee must approve the offender for Common Fare as provided in Operating Procedure 830.1, *Institution Classification Management*. The ICA will ensure that the ICA hearing is thoroughly documented in VACORIS
 - c. The Counselor or other designated staff will monitor VACORIS for approval of the Common Fare request.
 - i. In Common Fare institutions, upon receipt of approval for an inmate's participation in Common Fare, the Food Operations Director/Manager will be notified, and the inmate will begin receiving Common Fare meals no later than 15 working days after approval.
 - ii. The Food Operations Director/Manager must notify the Regional Food Operations Director weekly of the number of new approvals for Common Fare.
 - iii. In other institutions, the offender must wait for transfer to an institution that offers the Common Fare diet.
 - iv. An offender who is approved for Common Fare and transfers into an institution that offers the Common Fare diet should begin receiving Common Fare meals as soon as practical, no later than seven days after arrival at the institution.
 - v. All offenders will be provided a copy of the *Institutional Classification Authority Hearing* report as notification that their request was approved or disapproved.
3. Offenders on Common Fare are authorized one tray per meal service; any offender who picks up more than one meal tray will be subject to a disciplinary offense in accordance with the Operating Procedure 861.1, *Offender Discipline, Institutions*.
 - a. Any inmate on Common Fare, who is observed or detected picking up or eating from a non-common fare meal tray, or trading or possessing unauthorized food items from the main line will be assessed the cost of the Common Fare meal (currently \$.70 per meal); see Food Service Manual, Chapter 4, *Religious Diets and Special Menus* and the signed *Common Fare Agreement*.

- b. Institutional staff should notify the Food Operations Director/Manager or designee so that the cost of the Common Fare meal can be assessed when:
 - i. An offender is observed or detected picking up or eating more than one tray per institutional meal service
 - ii. An offender is observed or detected picking up or eating from a non-Common Fare meal tray
 - iii. An offender is detected or observed eating, trading, or possessing unauthorized food items from the main line.
4. Offenders will not be removed from Common Fare unless the offender must be temporarily transferred to an institution that does not provide Common Fare in order to receive necessary medical or mental health treatment that cannot be provided at their current facility.
5. Participation in Common Fare is voluntary; to be voluntarily removed from Common Fare the inmate must submit a written request to their counselor.
 - a. The withdrawal should be documented by ICA action for review and approval by the Facility Unit Head or designee.
 - b. A copy of the offender's written request must be scanned into VACORIS with the ICA action for removal.
 - c. Any inmate who voluntarily withdraws from Common Fare can reapply by submitting a new *Religious Diet Request 841_F25* to their Counselor.

B. Sealed Religious Diet

1. The Sealed Religious diet provides inmates with an appropriate religious diet that meets or exceeds the minimum daily nutritional requirements.
2. Participation in the Sealed Religious diet is voluntary; inmates who wish to participate must submit a *Religious Diet Request 841_F25* to their Counselor who will prepare the *Institutional Classification Authority Hearing Notification* in VACORIS.
3. The Counselor will review the Sealed Religious Diet Menu and the *Sealed Religious Diet Agreement 841_F24* with the prospective inmate and will have the inmate sign the *Sealed Religious Diet Agreement*.
 - a. The signed *Religious Diet Request* and *Sealed Religious Diet Agreement* should be scanned into VACORIS with a copy provided to the inmate.
 - b. The Sealed Religious diet will not be provided to an inmate that refuses to sign the *Sealed Religious Diet Agreement*.
 - c. Prior to the inmate receiving the Sealed Religious diet, the ICA and the Facility Unit Head or designee must approve the inmate for the Sealed Religious diet as provided in Operating Procedure 830.1, *Institution Classification Management*. The ICA will ensure that the ICA hearing is thoroughly documented in VACORIS.
 - d. The Counselor or other designated staff will monitor VACORIS for approval of the Sealed Religious diet request.
 - e. Upon receipt of approval for an inmate's participation in the Sealed Religious diet, the Food Operations Director/Manager will be notified, and the inmate will begin receiving Sealed Religious diet meals no later than 45 working days in institutions that offer the Sealed Religious diet.
 - i. The Food Operations Director/Manager must notify the Regional Food Operations Director weekly of the number of new approvals for the Sealed Religious diet.
 - ii. In other institutions, the inmate must wait for transfer to an institution that offers the Sealed Religious diet.
 - iii. An inmate who is approved for the Sealed Religious diet and transfers into an institution that offers the Sealed Religious diet should begin receiving the Sealed Religious diet meals no later than seven days after transfer.
4. Inmates on the Sealed Religious diet are authorized one tray per meal service; any inmate who picks

up more than one meal tray will be subject to a disciplinary offense in accordance with the Operating Procedure 861.1, *Offender Discipline, Institutions*.

- a. In accordance with Food Service Manual, Chapter 4, *Religious Diets and Special Menus*, and the signed *Sealed Religious Diet Agreement*, inmates will be assessed the cost of a Sealed Religious diet meal (currently \$3.25 per meal) for the following:
 - i. The inmate is observed or detected picking up or eating from a non-Sealed Religious diet meal.
 - ii. The inmate is observed or detected eating, trading, or possessing unauthorized food items from the main line.
 - iii. Inmates will not be assessed the cost of the Sealed Religious diet meal if they fail to pick up or eat the meal.
 - b. Institutional staff should notify the Food Operations Director/Manager or designee so that the cost of the meal can be assessed.
5. Inmates may withdrawal or staff may remove an inmate from the Sealed Religious Diet for taking Common Fare or regular trays every day for 14 consecutive days.
- a. Any inmate that requests to be voluntarily removed from the Sealed Religious diet must submit a written request to their counselor to be scanned into VACORIS with the ICA action for removal.
 - b. Any inmate who chooses to take Common Fare or regular trays every day for 14 consecutive days and is removed from the Sealed Religious diet must be provided with written notification of the removal; and the inmate may appeal the removal through the *Offender Grievance Procedure*.
 - c. Inmates removed from the Sealed Religious diet must be allowed to choose between Common Fare and the regular meal plan.
 - d. The inmate's withdrawal or removal should be documented by ICA action with review and approval by the Facility Unit Head or designee.
 - e. Any inmate who voluntarily withdraws, or is removed from the Sealed Religious diet can reapply by submitting a new *Religious Diet Request* 841_F25 to their Counselor.

REFERENCES

Food Service Manual, Chapter 4, *Religious Diets and Special Menus*

Operating Procedure 027.1, *Volunteer and Internship Programs*

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*

Operating Procedure 135.2, *Rules of Conduct Governing Employees Relationships with Offenders*

Operating Procedure 220.1, *Gifts and Donations*

Operating Procedure 801.6, *Offender Services*

Operating Procedure 802.1, *Offender Property*

Operating Procedure 803.2, *Incoming Publications*

Operating Procedure 830.1, *Institution Classification Management*

Operating Procedure 841.1, *Offender Programs and Services*

Operating Procedure 851.1, *Visiting Privileges*

Operating Procedure 861.1, *Offender Discipline, Institutions*

ATTACHMENTS

Attachment 1, *Religions Approved to Operate in DOC Facilities*

Attachment 2, *Request to Attend Religious Activities - Sample*

Attachment 3, *Approved Religious Items*

Attachment 4, *Master Religious Calendar*

Attachment 5, *Sample Common Fare Menu*

FORM CITATIONS

[Offender Request](#) 801_F3

[Personal Property Request - Add/Drop](#) 802_F1

[Religious Item/Holy Day Observance Request](#) 841_F1

[Request for Recognition of a Religion](#) 841_F2

[Request for Chaplain Interaction with an Offender or Ex-Offender](#) 841_F4

[Common Fare Agreement](#) 841_F8

[Chaplain/ Imam Sign -In Sheet](#) 841_F20

[Sealed Religious Diet Agreement](#) 841_F24

[Religious Diet Request](#) 841_F25