

**DATE:** DECEMBER 18, 2019  
**NUMBER:** W.1  
**SUBJECT:** RELIGIOUS SERVICES COORDINATOR AND FACILITY CHAPLAINS  
**RELATED SECTIONS:** [W.3](#), [W.5](#)

### PURPOSE

To ensure a reasonable opportunity for inmates to express their religious faith while in custody. Chaplains shall ensure that inmates of all faiths are able to worship and express their religious beliefs in a manner that is consistent with safety and security needs of the facility.

### POLICY

All inmates shall be afforded religious services and programs where practical. The religious services coordinator, facility commander and the Reentry Services Division (RSD) manager shall coordinate these services and programs.

### PROCEDURE

- I. Facility chaplain(s) shall plan, direct and supervise all aspects of the religious programs. They shall have physical access to all areas of the facilities to minister to inmates, unless such access compromises security.
  - A. The religious services coordinator will assign a facility chaplain(s) at each facility. The facility chaplain shall supervise the religious service volunteers assigned to each detention facility.
  - B. All religious service volunteers shall meet the qualifications of specialized training and endorsement by the appropriate religious certifying body.
  - C. The facility chaplain(s) shall:
    1. Facilitate religious services and other religious programs.
    2. Facilitate pastoral care and maintain close relationships with the religious community.
    3. Assess religious needs of inmates and make appropriate referrals.
  - D. Personal items needed for religious worship or expression.
    1. All inmate requests to possess, in their housing units, specific items of personal property that are necessary for religious worship or expression shall be forwarded to the facility chaplain.

2. The RSD manager may approve such requests after consulting with the facility commander or designee to determine whether granting the request would result in significant safety and security concerns. All denials shall be in writing. Inmates shall use the grievance procedure to grieve any denials of requests for religious items.
  3. If the approved request is for an item that is already among the “give away” materials stored in the facility chaplain's office, the item will be provided to the inmate. If it is not, the inmate must arrange to have the item provided to the facility chaplain, who will arrange to have a religious service volunteer transfer the item to the inmate. No items may be accepted at detention facility information windows for delivery to inmates.
  4. Nothing in this section is intended to prevent an inmate from obtaining religious reading materials in the same manner than inmates may obtain any other reading materials pursuant to Detention Services Bureau Policies and Procedures P.3.
- E. If the facility chaplain is unavailable for an unusual length of time (i.e., vacation, long-term illness, etc.), the request shall be sent to the religious services coordinator.

## II. Selection and Training of Detention Religious Service Volunteers

- A. All religious service volunteers are selected based on qualifications evaluated by the religious services coordinator.
- B. Credentials for potential religious service volunteers shall be checked by the religious services coordinator and their background check shall be done by the reentry services administrative deputy.
- C. The religious services coordinator provides each newly appointed religious service volunteer an overall orientation of their duties and responsibilities. Training coordinators at each facility shall also arrange the non-sworn staff training for them.

## III. All religious service volunteers provide their services on a volunteer basis to the detention facilities; therefore, they qualify for meals while attending to their pastoral duties in the detention facilities.