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| <b>DATE:</b>             | NOVEMBER 22, 2019   |
| <b>NUMBER:</b>           | W.7   |
| <b>SUBJECT:</b>          | RELIGIOUS HEAD COVERINGS  |
| <b>RELATED SECTIONS:</b> | <a href="#">W.1</a> , <a href="#">W.3</a> , <a href="#">W.5</a> , Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) |

## PURPOSE

To balance the need for institutional safety and security with an inmate's religious practice of keeping their head covered.

## POLICY

The Sheriff's Department recognizes an inmate's right to exercise religious beliefs while in custody. Inmates may profess a religious belief that requires that their head be covered as a component of their religious practices. Therefore, when an inmate professes such a religious belief, staff shall make all reasonable efforts to allow the inmate to keep their head covered, except where institutional safety and security concerns dictate otherwise.

## PROCEDURE

### I. RELIGIOUS HEAD COVERINGS AT INTAKE

- A. During intake, an inmate's religious head covering shall be removed and searched as required for contraband.
  - 1. Staff shall make every reasonable effort to ensure that it is done in a manner that keeps the inmate out of view from other inmates and uninvolved staff.
  - 2. To ensure modesty is maintained when an inmate's religious head covering is removed, staff requesting removal of the religious head covering shall be the same gender as the inmate.
  - 3. Only the necessary number of staff needed to ensure security shall be present while the inmate's head is uncovered.
- B. Inmate(s) shall not be permitted to retain their personal religious head coverings in housing.
  - 1. After ensuring the inmate's hair and religious head covering are free of contraband, weapons and drugs, the personal religious head covering will be placed in the inmate's property bag, unless it is needed for evidentiary purposes.
  - 2. The deputy will provide the inmate with a jail-issued religious head covering. The inmate shall be allowed to wear the jail-issued religious head covering before leaving the private area.

- C. Staff shall take an additional booking photograph of the inmate wearing the jail issued religious head covering. A new wristband shall be made utilizing the photograph of the inmate wearing the jail-issued religious head covering.

## II. RELIGIOUS HEAD COVERINGS WITHIN THE FACILITY

- A. Staff shall permit inmates to wear religious head coverings within the facility. This includes but is not limited to: inside housing units/modules or while in route to religious services, court, medical, visits, educational programs, etc.
- B. Prior to leaving the module or housing unit, inmates wearing religious head coverings will have their identity verified by staff of the same gender as the inmate and the religious head covering will be searched in the manner aforementioned. Religious head coverings are subject to search at any time by staff of the same gender as the inmate for security reasons.

## III. INMATES REQUESTING A RELIGIOUS HEAD COVERING

- A. Inmates requesting a head covering for religious purposes that did not have one at the time of booking shall submit an Inmate Request (J-21) form to the facility chaplain.
- B. The religious services coordinator shall issue the head covering to the inmate and document it in the Jail Information Management System (JIMS) under the "Religious" event type, noting the item issued. The religious services coordinator shall notify the administrative sergeant at the facility in which the inmate is housed of the issuance.