

DATE: MAY 11, 2022
NUMBER: W.1
SUBJECT: RELIGIOUS SERVICES AND FACILITY CHAPLAINS
RELATED SECTIONS: [W.3](#), [W.5](#)

PURPOSE

To ensure a reasonable opportunity for incarcerated persons to express their religious faith while in custody. Chaplains shall ensure that incarcerated persons 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 incarcerated persons shall be afforded religious services and programs where practical. Reentry Services Division (RSD) staff 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 incarcerated persons, unless such access compromises security.
 - A. The supervising correctional counselor 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 incarcerated persons and make appropriate referrals.
 - D. Personal items needed for religious worship or expression.
 1. All requests from incarcerated persons to possess, in their housing units, specific items of personal property that are necessary for religious worship or expression shall be forwarded to the supervising correctional counselor. At the discretion of the supervising correctional counselor, the facility chaplain may handle all requests for religious reading material.

2. The supervising correctional counselor 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. Incarcerated persons 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 available materials stored in the facility, the item will be provided to the incarcerated person. No items may be accepted at detention facility information windows for delivery to incarcerated person.
4. Nothing in this section is intended to prevent an incarcerated person from obtaining religious reading materials in the same manner than incarcerated persons may obtain any other reading materials pursuant to Detention Services Bureau Policies and Procedures P.3.

II. Selection and Training of Detention Religious Service Volunteers

- A. All religious service volunteers are selected based on qualifications evaluated by the facility chaplain and supervising correctional counselor.
- B. Credentials for potential religious service volunteers shall be checked by the supervising correctional counselor and their background check shall be done by RSD sworn staff.
- C. The facility chaplains provide 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.