

<b>DATE:</b>	MAY 11, 2022
<b>NUMBER:</b>	W.3
<b>SUBJECT:</b>	COMMUNITY CLERGY VISITS
<b>RELATED SECTIONS:</b>	<a href="#">W.1</a> , <a href="#">W.5</a> ; CAC TITLE 15, SEC. 1070 & 1072

## PURPOSE

To ensure the availability of clergy and religious counseling as an essential aspect of incarceration.

## POLICY

Representatives of recognized religious groups should provide all incarcerated persons the opportunity to obtain pastoral counseling. The supervising correctional counselor will coordinate all community clergy visits.

## PROCEDURE

- I. Methods for incarcerated persons to obtain pastoral counseling from ministers or religious leaders not otherwise provided by our Reentry Services Division (RSD) are as follows:
  - A. When a religious leader of an incarcerated person's faith is not represented through the facility chaplain(s) or volunteers, an effort will be made by the appointed representative to obtain someone from that faith who is credentialed.
  - B. Telephone or write pastors directly.
  - C. Speak to a facility chaplain while they are in the facility making rounds or at services.
  - D. Submit a Request (J-21) form to the facility chaplain.
- II. Community clergy professional visiting procedures:
  - A. Community clergy are permitted to visit their parishioners who are in custody. Facility chaplains will make contact with newly committed incarcerated persons, if requested by family or the incarcerated person.
  - B. Community clergy are permitted entry to the facility for pastoral care if they:
    1. Possess a state driver's license, state identification card or a U.S. passport.
    2. Possess the original Pastoral Invitation letter, issued by RSD. No copies of this letter will be accepted for entry.
    3. Military chaplains must be in uniform and possess a military identification card. Military chaplains are exempt from the Pastoral Invitation letter requirement.

- C. A telephone visit may be authorized by the watch commander if there is a question about a community clergy member's status.

### III. Security Regulations

- A. No article of any kind may be exchanged with incarcerated persons.
- B. Religious material is available through the facility chaplain. If community clergy representatives desire to provide religious items to an incarcerated person, they must be routed through the RSD counseling office. The facility chaplain will distribute any printed material to the incarcerated person after it has been inspected and approved by RSD staff. RSD staff will provide any other religious items to the facility commander for approval pursuant to Detentions Policy and Procedure W.9.
- C. Community clergy representatives are expected to dress and conduct themselves in an appropriate manner. Activity such as proselytizing, or any involvement in the legal or administrative processes of an incarcerated person, is prohibited. The hours for community clergy visits will be 0700-2100 hours.
- D. Community clergy shall not be permitted contact visits with blood relatives.
- E. Community clergy must submit a Visitor Security Clearance Request (J-23) form to the RSD manager/designee for processing pursuant to Detentions Policy and Procedure I.71.
- F. If the community clergy member is approved, a Pastoral Invitation letter will be sent to the community clergy member.
  - 1. The letter will be for five visits only.
  - 2. The RSD manager/designee may authorize additional visits.