

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 1 of 9
			SUPERSEDES:	4410.1F April 30, 2013	
			OPI:	PROGRAMS	
			REVIEW DATE:	October 10, 2017	
			Approving Authority	Thomas Faust Director	
SUBJECT:		RELIGIOUS PROGRAMS			
	NUMBER:	4410.1G			
	Attachments:	Attachment A- Three Year 2016 to 2018 Religious Calendar			

SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout the policy.</i>
<i>Attachment A</i>	<i>Three year DOC Religious Calendar 2016-2018 was added.</i>

APPROVED:



Thomas Faust, Director

10/10/2016

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 2 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

1. **PURPOSE AND SCOPE.** To establish a uniform policy for administration of religious programs within the DC Department of Corrections (DOC).

2. **POLICY**
 - a. It is DOC policy to provide inmates with the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judicatory and limited only by approved operational concerns.
 - b. Inmates in segregation shall have access to religious guidance.
 - c. Inmates shall have the opportunity to participate in practices of their religious faith except if it poses a threat to inmate safety or disrupts the safety, security or order in the facility.

3. **APPLICABILITY**
 - a. This policy shall apply to DOC employees, volunteers and inmates.
 - b. The DOC Supervisory Chaplain shall plan, coordinate, direct and supervise all aspects of religious programs. DOC shall retain employees with the minimum qualifications of clinical pastoral education or equivalent specialized training, and endorsement by the appropriate religious-certifying body.
 - c. Inmates may not place religious volunteers on their telephone lists or use the Inmate Telephone System to contact religious volunteers.
 - d. Religious volunteers shall not visit inmates socially pursuant to ¶ 13b. of this directive.

4. **PROGRAM OBJECTIVES.** The expected results of this program statement are:
 - a. DOC shall provide ministerial services, religious counseling and pastoral care to CDF inmates and when appropriate to the inmate's family.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 3 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

5. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

6. DIRECTIVES AFFECTED

a. Directives Rescinded

PP 4410.1F Religious Programs (4/30/2013)

b. Directives Referenced

- 1) PP 2120.3 Food Service Program
- 2) PP 3040.6 Personnel Security and Suitability Investigations
- 3) PP 3700.2 Employee Training and Staff Development
- 4) PP 4080.2 Video Visitation Center/Special Visits
- 5) PP 4050.1 Inmate Property
- 6) PP 4352.1 Inmate/Offender Deaths
- 7) PP 4070.4 Inmate Correspondence and Incoming Publications
- 8) PM 6000.1 Medical Management

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 4 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

7. AUTHORITY

- a. DC Code § 24-211.02, Powers; Promulgation of Rules
- b. U.S. Const. amend. I.
- c. Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA), 42 U.S.C. §§ 2000cc–cc-5. (2006).
- d. District Personnel Manual, Chapter 35, § 4000, Utilization of Voluntary Services

8. STANDARDS REFERENCED

- a. American Correctional Association (ACA) Standards, 4th Edition: 4-ALDF -5A-01, 4-ALDF-5A-02, 4-ALDF- 5C-17 through 4-ALDF-5C-24 and 4-ALDF-6B-02.

9. RELIGIOUS VOLUNTEERS

- a. DOC shall recruit and provide overall program oversight and supervision for religious volunteers from faiths represented in the inmate population.
- b. The DOC Supervisory Chaplain in coordination with the Warden or designee, shall develop and maintain communications with faith communities, and consistent with DC government regulations and DOC ethics policy, may accept donations to be used in inmate religious programs that have been approved by the Donations Management Section of the District of Columbia Office of Partnerships and Grants.

10. INTAKE SCREENING

- a. During the initial intake interview, Case Managers shall query the inmate regarding a religious preference and shall enter this information in the Jail and Community Corrections System (JACCS).
- b. DOC does not require inmates to profess a religious affiliation at intake

11. RELIGIOUS AFFILIATIONS

- a. The inmate may at any time, submit a request to the Chaplain to designate a religious affiliation. An inmate's request to change their religious affiliations will be reviewed by the Chaplain and may be denied if it is determined that the inmate's request is for reasons other than religious belief or is insincere. The change of religious affiliations will not be conducted ten (10) calendar days prior to or during a Holy Day observance.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 5 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

- b. To maintain the security and orderly running of the institution, and to prevent abuse or disrespect by inmates, the Chaplain shall monitor patterns of changes in the inmate's declarations of religious preference.
- c. The Office of Chaplaincy Services shall ensure the designation is entered into JACCS.
- d. The Chaplain's office shall obtain a weekly printout of religious preferences to ensure participation in designated religious services/programs. The printout shall contain the inmate's name, DCDC number, housing unit, cell number and the identified religious preference.

12. PROHIBITED RELIGIOUS PRACTICES AND/OR RITUALS. DOC shall not allow any religious group to meet or practice doctrine and/or rituals that include or advocate:

- a. Domestic and/or foreign terrorism, or promotes any type of violence.
- b. Language or behaviors that could reasonably be construed as a threat to safety, security, or the orderly running of the institution;
- c. Nudity;
- d. Self-mutilation;
- e. Use, display, or possession of weapons or what appears to be a weapon (e.g., paper sword);
- f. Paramilitary exercises;
- g. Self-defense training;
- h. Sexual acts;
- i. Profanity;
- j. Consumption of alcohol (except for use of small quantities of Sacramental Wine for Catholic Mass to be provided by the DOC Chaplain);
- k. Ingestion of illegal substances and contraband;
- l. Use of verbal or physical intimidation or pressure to attempt to convert an individual from one faith or belief to another;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 6 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

- m. Use of encoded/scrambled language; and
- n. Belittling or mocking other religions.

13. RELIGIOUS PROGRAM ACTIVITIES

a. *Religious Activity Schedules*

- 1) Under the general supervision of the Warden, the Supervisory Chaplain shall schedule and direct the institution's religious activities.
- 2) The Supervisory Chaplain shall post current program schedules in English and Spanish on bulletin boards clearly visible to the inmate population.
- 3) The Supervisory Chaplain shall review the religious schedule monthly and make changes as necessary.

b. *Pastoral Visits*

- 1) If requested by an inmate, the Supervisory Chaplain or designee shall facilitate arrangements for pastoral visits by a clergy person or representative of the inmate's faith.
- 2) The Supervisory Chaplain or designee shall request an NCIC check and documentation of such clergy person's or faith group representative's credentials.
- 3) Pastoral visits are conducted as contact visits (comparable to legal visits). Pastoral visits shall not be counted as social visits. Pastoral visits shall ordinarily take place in the designated Visiting Hall during regular visiting hours.

c. *Places of Worship*

- 1) DOC shall provide adequate space to allow eligible inmates to participate in regularly scheduled group worship services.
- 2) The DOC Office of Chaplaincy Services shall have physical access to inmate housing units in order to minister to inmates individually.
- 3) Subject to approved security limitations, DOC shall allow inmates to, individually in their cell, practice religious rites established by the tenets of their faith.

d. *Security*

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 7 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

- 1) During an institutional emergency that includes, but is not be limited to, a facility lock down, food strike, physical plant emergency, etc., the Warden shall determine the appropriate level of religious program participation.

2) *Religious Use of Wine*

- a) Inmates may be permitted to receive small amounts of wine (no more than 1 oz.) as part of a religious ritual only when administered by the DOC Chaplain. Because wine is considered a contraband substance, it can be dispensed only under strict control and supervision of the DOC Chaplain.
- b) Wine will be secured in an appropriate area of the chapel. The Chaplain will inform staff of procedures for storing, and securing wine

- 3) DOC corrections officers shall conduct routine security checks during religious services that are not distracting or intrusive.

e. *Holy Day Observances*

- 1) The DOC Office of Chaplaincy Services shall coordinate activities associated with special religious observances and holidays for each faith group.
- 2) The Chaplain shall develop a Religious Holy Day Calendar (Attachment A) to ensure that inmates have the opportunity to observe specific Holy Days as designated by the tenets of the inmate's respective faith.

f. *Religious Clothing*

- 1) The DOC Office of Chaplaincy Services shall advise management regarding apparel, symbols, and/or materials used by the specific religious groups.
- 2) Items may include but not be limited to headdress (i.e. kufi, yarmulke, etc.), prayer rugs, shawls, softbound Bibles and Korans and religious reading material.
- 3) A headdress color is restricted to white. Any headdress other than white shall be considered contraband and confiscated by staff. The yarmulke shall be worn like a scarf over the head and tied under the chin during religious services only. Headdress worn to cover the face shall be considered contraband and confiscated by staff.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 8 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

- 4) Headdresses shall be removed for security reasons (i.e., searches, contraband, etc.)
- g. *Religious Publications and Materials.* Inmates may purchase soft bound religious books and subscribe to prepaid religious publications pursuant to PP 4070.4, *Inmate Correspondence and Incoming Publications.*
- h. *Religious Diets*
- 1) The DOC Office of Chaplaincy Services shall consult with faith groups represented in the inmate population and approve diets specific to religious dietary laws.
 - 2) The Office of Chaplaincy Services shall coordinate provisions for inmate religious groups to have appropriate ceremonial or commemorative meals. The religious/special diets shall be similar to meals served to other inmates of the same faith group.
 - 3) DOC shall restrict the religious diet program to inmates identified by the religious preference reflected in the inmate's institutional file and/or JACCS.
 - 4) DOC shall approve public religious fasts that are regulated by religious law or custom for the faith group. Each fast shall have a specific start and ending time. Upon conclusion of the fast, DOC shall provide a meal that is nutritionally equivalent to the missed meal.
- i. *Crisis Intervention*
- 1) The DOC Office of Chaplaincy Services may provide authorized emergency telephone calls and individual counseling to inmates and/or their families in personal crisis and emergency situations. All telephone calls shall be logged in the JACCS system.
 - 2) This DOC Office of Chaplaincy Services shall verify the crisis prior to notifying the affected inmate and shall maintain a logbook detailing the crisis, date of the crisis, the inmate, DCDC number and the action taken.
 - 3) Pursuant to PP 4352.1, *Inmate/Offender Deaths*, and PM 6000.1, *Medical Management*, the Office of Chaplaincy Services shall notify inmates and/or their families of serious illness or death of either inmates or their family members.
 - 4) The Office of Chaplaincy Services shall coordinate appropriate religious rituals at the time of an inmate's serious illness or death. This may include contacting the district morgue to make notification of the inmate's religious affiliation.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 10, 2016	Page 9 of 9
		SUPERSEDES:	4410.1F April 30, 2013	
		REVIEW DATE:	October 10, 2017	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1G			
Attachments:	Attachment A - Three Year 2016 to 2018 Religious Calendar			

DOC/PP4410.G/10/10/2016

Department of Religious and Volunteer Services
Religious Calendar 2016 thru 2018

PP 4410.1
Attachment A



2016 Date	2017 Date	2018 date	Holy Day	Faith Group(s)	Work Prohibited?	Dietary Considerations	Religious Services, Items Required
1/25/2016	1/25/2017	1/25/2018	Drew Ali's Birthday	Moorish Science Temple	Yes	Meal authorized from the regular menu day or evening; Chicken (no pork) products.	Special meeting or service may be held in conjunction with or separate from meal.
2/26/2016	2/26/2017	2/26/2018	Savior's Day	Nation of Islam	Yes	Meal authorized from the regular menu day or evening (no pork) products.	Special meeting or observance. (If requested by the Nation of Islam Volunteer) may change the date of this observance in order for the volunteer to provide information from the National meeting.
3/4/2016	3/23/2017	3/9/2018	Fast of Esther (begins at sundown on the day preceding)	Jewish	Yes	Breakfast meal given before sunrise. Dinner meal given after the sun goes down. (Kosher meals)	Jewish inmates may hold a special worship or prayer on this date.
3/24/16	3/12/2017	3/1/18	Purim (begins at sundown on the day preceding.	Jewish	Yes	No special food is required. (kosher meal)	Jewish inmates may hold a special worship/prayer service on this date; day or evening.
4/23/16 Thru 4/30/16	4/11/17 Thru 4/18/17	3/31/18 Thru 4/7/18	Passover begins at sundown and proceeds eights days.	Jewish	Yes for the entire 8 days of Passover.	Matzo may be provided in the place of bread. Inmates may have grape juice and walnuts if available.	Prayers should be allowed to take place around sundown.
2/10/16	3/1/17	2/14/18	Ash Wednesday	Christian/Catholic	No	No Dietary Requirements	Palm Ashes
3/25/16	4/14/17	3/30/18	Good Friday	Christian/Catholic	No	Meatless	Christian/Catholic Service should be held.
3/27/16	4/16/17	4/1/18	Easter	Christians	Yes	No Dietary Requirements	Easter services will be provided on Sunday.
3/23/16	4/11/17	3/31/18	Lord's Evening Meal	Jehovah's Witnesses	Yes	An approved Jehovah's Witness elder may pass matzo and grape juice during service.	Group service will be held at the Jehovah's Witness appointed hour for worship.

Department of Religious and Volunteer Services
Religious Calendar 2016 thru 2018

PP 4410.1
Attachment A



5/1/16	5/1/17	5/1/18	Beltane (May Day)	Wicca	Yes	None	Group service or meeting must be held during the day. Department of Religious Services must be present during service.
6/12/16 6/13/16	5/31/17 6/1/17	5/20/18 5/21/18	Shavuot (begins at sundown) Festivals of Weeks	Jewish	Yes	At least one dairy product may be provided by the inmate's request.	A worship service may be held on each of these days at the time provided.
5/20/16	5/10/17	4/30/18	Vesak (Buddha Day)	Buddhist	Yes	Celebratory meal offered from the regular menu. (Extra food).	A worship service may be provided.
6/20/16	6/21/17	6/21/18	Summer Solstice	Native American	Yes	No Dietary Requirements	Special service may be given.
6/20/16	6/21/17	6/21/18	Summer Solstice	Asatru	Yes	No Dietary Requirements	Special service may be given and combined with celebratory meal.
6/6/16 Thru 7/5/16	5/27/17 Thru 6/24/17	5/16/18 Thru 6/14/18	Ramadan (Muslims, MST, Nation of Islam. Month of fasting)	Islam/ Nation of Islam/ Moorish Science Temple.	No	Muslim, Nation of Islam, Moorish Science Temple, and inmates will fast during daylight hours. Morning meals will be served before sunrise, evening meals will be served after sunset. Extra portion should be given to each Ramadan Worshipper. No pork products will be given to these inmates.	Friday morning Jumah services and Friday evening Dars services will take place during the Ramadan season of fast.
7/23/16	7/23/17	7/23/18	Haile Selassie's Birthday	Rastafarian	Yes	None	Special service may be given.
7/5/16	6/25/17	6/15/18	Eid-ul-Fitr	Islam/ Nation of Islam/ Moorish Science Temple	Yes	Special feast may be provided for the Muslim, NOI, and MST Inmates following the last day of Ramadan.	A special prayer service can be held on this date prior to the noon day hour in the units. The meal may be served on this date also.
8/5/16	8/5/17	8/5/18	Jamaican Independence	Rastafarian	Yes	None	Service may be held.

Department of Religious and Volunteer Services
Religious Calendar 2016 thru 2018

PP 4410.1
Attachment A



			Day				
8/17/16	8/17/17	8/17/18	Marcus Garvey's Birthday	Rastafarian	No	None	Service may be held.
10/3/16 10/4/16	9/21/17 9/22/17	9/10/18 9/11/18	Rosh Hashanah (Begins at sundown on the day preceding 2 days.	Jewish	Yes	Kosher meal	Worship or prayer service may be held.
10/5/16	9/24/17	9/12/18	Fast of Gedaliah (Falls on the Sabbath; fast still observed)	Jewish	Yes	Breakfast should be given before sun rise. Extra food should be given for breakfast. Dinner meal should be given after sundown with extra food.	Jewish inmate may hold special worship or prayer on this date.
9/2/16	8/23/17	8/12/18	Eid-ul-Adha	Islam/ Nation of Islam/ Moorish Science Temple	Yes	Special feast/meal from Aramark menu.	Prayer for each group maybe held separately before the noon day hour.
10/12/16	9/30/17	9/19/18	Yom Kippur (Begins at sundown on the preceding day)	Jewish	Yes	Jews fast the entire day, eating nothing until sunset. They should be given extra food after	Prayer/ worship service may be held during the day or evening.
10/17/16 Thru 10/23/16	10/5/17 Thru 10/11/17	9/24/18 Thru 9/30/18	Sukkoth (begins at sundown on the preceding day)	Jewish	Yes	No special meals.	AM or PM services may be given during this time.
10/31/16	10/31/17	10/31/18	Samhain	Wicca	Yes	No dietary considerations.	Day or Evening services may be held.
11/2/16	11/2/17	11/2/18	Haille Selaisse's Coronation	Rastafarian	Yes	None	Celebration or service may be held.

Department of Religious and Volunteer Services
Religious Calendar 2016 thru 2018

PP 4410.1
Attachment A



12/25/16 Thru 1/1/16	12/13/17 Thru 12/20/17	12/3/18 Thru 12/10/18	Hanukah (Begins at sundown on the day preceding the 8 days).	Jewish	No	None	Menorah candles are lit each night of Hanukah for 8 nights.
12/8/16	12/8/17	12/8/18	Bodhi (Enlightenment) Day	Buddhist	No	None	A worship service may be held anytime of the day or evening.
12/21/16	12/21/17	12/21/18	Yule (Winter Solstice)	Asatru	Yes	Normal menu	Worship service may be combined with the meal.
12/21/16	12/21/17	12/21/18	Winter Solstice	Native American	Yes	No dietary requirements.	Worship service may be combined with the meal.
12/25/16	12/25/17	12/25/18	Christmas	Christians/Catholic	Yes	No Dietary Requirements	Both Christmas Eve and Christmas Day services can be held at the wardens discretion.