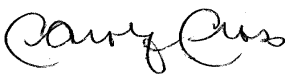
	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 1 of 8
			SUPERSEDES:	4410.1E March 23, 2011	
			OPI:	PROGRAMS	
			REVIEW DATE:	April 30, 2014	
			Approving Authority	Thomas Faust Director	
SUBJECT:		RELIGIOUS PROGRAMS			
NUMBER:		4410.1F			
Attachments:		Attachment A , Attachment A-2			

SUMMARY OF CHANGES:

Section	Change
Page 3, §6	Section #6, "Change Notice CN-12-001, Religious Programs" was rescinded.
Page 3, § 8	Section # 8, ACA Standard 4-ALDF-2A-66 was deleted
Page 5, §12, (j)	Section #12, (j) was revised.
Page 6, §13 (b-3) – Pastoral Visits	"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".
Page 6, §13 (d)	Section #13 (d) was revised in its entirety.
Page 7, §13 (e-2) – Holy Day Observances	"The Chaplain shall develop a yearly religious Holy Day calendar to ensure that inmates have the opportunity to observe specific Holy Days as designated by the tenets of the inmate's respective faith".
Added Attachment A Attachment A-2	Added Attachment A – "Year 2013 Religious Holy Day Calendar" (Table of Contents) Attachment A-2 – "Year 2013 Religious Holy Day Calendar"

APPROVED:

Signature on File

f/ 

Thomas Faust, Director

5/8/2013

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 2 of 8
		SUPERSEDES:	4410.1F March 23, 2011	
		REVIEW DATE:	April 30, 2014	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1F			
Attachments:	Attachment A , Attachment A-2			

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 Director of Chaplaincy Services shall plan, coordinate, direct and supervise all aspects of the religious programs at CDF. 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.

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,

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 3 of 8
		SUPERSEDES:	4410.1F March 23, 2011	
		REVIEW DATE:	April 30, 2014	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1F			
Attachments:	Attachment A , Attachment A-2			

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

PS 4410.1E Religious Programs (3/23/11)

Change Notice CN-12-001, Religious Programs (01/06/12)

b. Directives Referenced

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

7. AUTHORITY

- a. DC Code § 24-211.02, Powers; Promulgation of Rules
- b. District Personnel Manual, Chapter 35, § 4000, Utilization of Voluntary Services

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 4 of 8
		SUPERSEDES:	4410.1F March 23, 2011	
		REVIEW DATE:	April 30, 2014	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1F			
Attachments:	Attachment A , Attachment A-2			

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 Director for Chaplaincy Services, 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 the week prior to or during a Holy Day observance.
- 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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 5 of 8
		SUPERSEDES:	4410.1F March 23, 2011	
		REVIEW DATE:	April 30, 2014	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1F			
Attachments:	Attachment A , Attachment A-2			

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;
- l. Use of verbal or physical intimidation or pressure to attempt to convert an individual from one faith or belief to another;
- m. Use of encoded/scrambled language; and
- n. Belittling or mocking other religions.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 6 of 8
		SUPERSEDES:	4410.1F March 23, 2011	
		REVIEW DATE:	April 30, 2014	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1F			
Attachments:	Attachment A , Attachment A-2			

13. RELIGIOUS PROGRAM ACTIVITIES

a. *Religious Activity Schedules*

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

b. *Pastoral Visits*

- 1) If requested by an inmate, the Chaplain shall facilitate arrangements for pastoral visits by a clergy person or representative of the inmate's faith.
- 2) The Chaplain 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*

- 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,

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 7 of 8
		SUPERSEDES:	4410.1F March 23, 2011	
		REVIEW DATE:	April 30, 2014	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1F			
Attachments:	Attachment A , Attachment A-2			

it can be dispensed only under strict control and supervision of the DOC Chaplain. 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 observances and holidays for each faith group housed in CDF.
- 2) The Chaplain shall develop a Yearly 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. 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.
- 4) Headdress's 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 PS 4070.4, *Inmate Correspondence and Incoming Publications.*

h. *Religious Diets*

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	April 30, 2013	Page 8 of 8
		SUPERSEDES:	4410.1F March 23, 2011	
		REVIEW DATE:	April 30, 2014	
SUBJECT:	RELIGIOUS PROGRAMS			
NUMBER:	4410.1F			
Attachments:	Attachment A , Attachment A-2			

- 1) The DOC Office of Chaplaincy Services shall consult with faith groups represented in the CDF 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.
- 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. *Crises 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 crises 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 PS 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.

Attachment

Attachment A – Year 2013 Religious Holy Day Calendar (Table of Contents)

Attachment A-2 – Yearly 2013 Religious Holy Day Calendar