

Religious Services Policy & Procedure Manual

This manual is designed as an instrument to organize and coordinate all religious activities in keeping with Administrative Regulations, Administrative Directives, and Administrative Memoranda within the Arkansas Department of Correction. It is to provide effective implementation and consistency in fulfilling the mission of the Department of Correction regarding Religious Services and a guide for productive religious ministry within the correctional setting. Supervision is under the leadership of the Administrator of Religious Services.

The Policy and Procedures Manual provided by the Chaplaincy Department meets my approval for distribution.

Wendy Kelley

Director

11/7/18

Date

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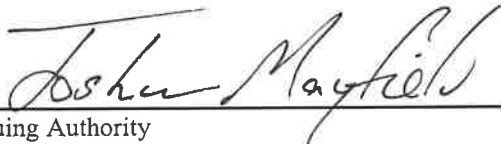
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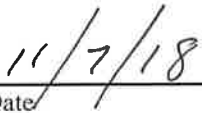
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Issuing Authority



Date



Arkansas Department of Correction
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Pine Bluff, Arkansas 71611-8707
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www.adc.arkansas.gov

POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 105

SUBJECT: Statement of Intent

REVISED: 07/01/13

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

This manual is designed as an instrument to organize and coordinate all religious activities in keeping with Administrative Regulations, Administrative Directives, and Administrative Memoranda within the Arkansas Department of Correction. It is to provide effective implementation and consistency in fulfilling the mission of the Department of Correction regarding Religious Services and guide productive religious ministry within the correctional setting. Supervision is under the leadership of the Administrator of Religious Services.

Ref:



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 115

SUBJECT: Purpose of Religious Services

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

It is the purpose of the Religious Services within the Department of Correction to provide for the religious needs of the committed offenders and the staff members within the Department.

Ref: 2-CO-5E-01



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 120

SUBJECT: Policy of Religious Services

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

It is the policy of the Arkansas Department of Correction to provide those incarcerated in its care the greatest amount of freedom and opportunity for pursuing individual religious beliefs and practices as is consistent with safety of inmates and staff, the good order of the institution and accepted correctional practices. All religious activities - worship services, meetings, counseling, visiting - must comply with institution schedules and guidelines.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 125

SUBJECT: Goal of Religious Services

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The goal of the Religious Services of the Arkansas Department of Correction is to provide spiritual and moral guidance to every inmate who desires assistance, and to the staff who desire or require assistance.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 130

SUBJECT: Objectives of Religious Services

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The objectives of the Religious Services are:

- a. To provide a religious program administered by a Chaplain of the Department for all committed offenders who desire it.
- b. To allow worship opportunities for committed offenders with an openness to, a recognition of, and respect for, religious differences. All religious worship opportunities are to be led by approved free world volunteers with the goal of meeting the spiritual needs of the inmates.
- c. To provide counseling in religious, moral and personal realms as requested by inmates or staff.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 205

SUBJECT: Positions

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/80

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

A. Administrator of Religious Services

The Administrator of Religious Services is responsible for all religious programming within the Department of Correction. This is accomplished through the planning and evaluation of programs and services, the supervision of Chaplains, Interns, Religious Activity Coordinators, Certified Religious Assistants, and administering the religious program and activities. The Administrator of Religious Services is under the supervision of the Deputy Director over Religious Services.

B. Islamic Coordinator

The Islamic Coordinator is responsible for ensuring that Islamic inmates are afforded worship and growth opportunities within the Department of Correction within the bounds of the safety and security of the institutions. This is accomplished through the oversight and evaluation of Islamic programs and services, the recruitment and training of Islamic volunteers, and traveling on a regular schedule to the various units to counsel with inmates, lead Jumu'ah Prayer, Taleem classes, etc. The Islamic Coordinator works under the leadership of the Administrator of Religious Services.

C. Senior Chaplain

The Senior Chaplain is assigned at a unit that has two or more Chaplains. The Senior Chaplain is responsible for the religious program, activities, and personnel assigned to the Chapel under the direction of the Unit Warden and the Administrator of Religious Services.

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D. Unit Chaplain

The Unit Chaplain is a Chaplain whose duties do not include supervision of other state paid chaplains and who is responsible for the religious program and activities under the direction of the Unit Warden and Administrator of Religious Services.

E. Chaplain

The Chaplain is assigned to a unit under the supervision of a Senior Chaplain, Unit Warden, and Administrator of Religious Services.

F. Denominationally Endorsed Chaplains working in A.D.C.

The Denominational Chaplain is a Chaplain who is an endorsed representative of a denomination and governed by their policies regarding vacation, sick leave, and honoraria. The Denominational Chaplain shall receive time off for only the holidays recognized by the Arkansas Department of Correction.

The Denominational Chaplain shall meet the criteria set forth for state employed Chaplains and shall function within the structure of the Department and unit policy provided that such policies are not contrary to the policies of his/her denomination.

The Denominational Chaplain's duties and responsibilities within the unit shall be to provide non-sectarian religious ministry to inmates and staff at the unit. This shall include, but shall not be limited to worship services, religious group activities, religious and moral education and study, and pastoral counseling.

There is to be no emphasis on denominationalism within the unit, but the Denominational Chaplain must maintain an active relationship with his/her own local church and denomination.

The Denominational Chaplain's work schedule shall be such as to help meet the needs of the unit as approved by the Unit/Senior Chaplain and Administrator of Religious Services.

Absences from the unit shall be determined by the Denominational Chaplain and coordinated with the Unit/Senior Chaplain and Administrator of Religious Services.

The Denominational Chaplain shall attend such denominational and professional conferences and/or conventions as will enhance unit services and Ecclesiastical endorsement.

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The Denominational Chaplain shall be available for emergencies. When absent from the unit, the Denominational Chaplain will advise the Unit/Senior Chaplain or Administrator of Religious Services how to be reached in case of emergency.

With prior approval of Administrator of Religious Services, the Denominational Chaplain will be provided a state vehicle, or paid the approval rate for use of personal vehicle when conducting Department of Correction business away from the unit.

There will be a six months probationary period for denominationally endorsed Chaplains serving as a Denominational Chaplain in the Arkansas Department of Correction. This probationary period establishes a time for the Administrator of Religious Services to evaluate and assist in the adjustment period associated with working in the Correctional Chaplaincy. There will be a monthly evaluation while the Denominational Chaplain is on probation and semi-annually after the probation ends. The Senior Chaplain may assist in these evaluations. The Administrator of Religious Services may extend this probationary period by giving a written notice of extension to the Denominational Chaplain with a copy to the Denominational Representative, Deputy Director, Health and Correctional Programs, Senior Chaplain and Unit Warden.

The services of the Denominationally employed Chaplain, who cannot adjust due to his/her inability to cope with the various duties that are required in a correctional setting may be terminated by the Deputy Director, Health and Correctional Programs upon recommendation of the Administrator of Religious Services without the right of appeal or hearing. The Administrator of Religious Services should submit the reasons, in writing, for the recommendation for termination of services to the Deputy Director for Health and Correctional Programs, the Denominationally employed person serving as Chaplain with the Arkansas Department of Correction whose services are being terminated, and to the Denominational representative.

When there has been documented evidence of a serious violation or continued disregard for policy and procedure of the Arkansas Department of Correction, the Administrator of Religious Services will discuss disciplinary procedures with the Denominational representative. These disciplinary procedures may begin with oral reprimand, written reprimand, suspension of services, or termination of services depending upon the seriousness of the action.

Prior to service, the person must furnish a copy of a valid driver's license, social security card, date of birth, legal name for NCIC Background check by A.D.C., and submit to drug testing.

By signing below, the Denominational Chaplain candidate acknowledges that they have read, understand and agree to adhere to the totality of the policy and procedure regarding Denominationally endorsed chaplains. Also, by signing below, the Denominational Representative, Administrator of Religious Services and Deputy

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Director of Health and Community Programs acknowledge their approval for the Denominational Chaplain candidate to serve as a Denominational Chaplain.

_____ Date
Denominational Representative

_____ Date
Denominational Chaplain

_____ Date
Deputy Director, Health & Corr. Programs

_____ Date
Administrator of Religious Services

Name, address, telephone # of Denomination/convention:

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G. Denominationally Sponsored Intern/Trainee

(1) Chaplain Intern

- (a) Intern must be approved by the Senior/Unit Chaplain, Warden and the Administrator of Religious Services.
- (b) Intern must have denominational sponsorship.
- (c) Intern must complete an application form and agreement.
- (d) Intern must obey all department and unit regulations and policies.
- (e) Intern is responsible to the Unit/Senior Chaplain where training is given, to the Administrator of Religious Services, and to the sponsoring denomination.
- (g) Intern may be dismissed from the program because of failure to comply with the above or for unsatisfactory progress.

(2) Student Trainee

- (a) A college student pursuing religious vocational or Criminal Justice studies in an accredited institution, spending up to sixteen hours per for a period of time to be agreed upon by the supervising chaplain, the student, and any designated sponsor at the student's school to become exposed to religious ministry. The student may receive academic credit from his/her accredited institution at the sole discretion of that institution.
- (b) Student trainee must be approved by the Unit/Senior Chaplain, Warden/Center Supervisor, and the Administrator of Religious Services.
- (c) Student trainee must have denominational sponsorship.
- (d) Student trainee must complete an application form and agreement.
- (e) Student trainee must obey all department and unit regulations and policies.
- (f) Student trainee is responsible to the Unit/Senior Chaplain where training is given, to the Administrator of Religious Services, and the sponsoring denomination. Student trainee should send the Administrator of Religious Services a copy of his/her transcript or document of courses completed and grade(s) earned each semester.

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- (g) Student trainee may be dismissed from the program because of failure to comply with the above or for unsatisfactory progress.
- (3) Student
- (a) This program is designed to give a student an opportunity for training and exposure to religious ministry in a correctional setting with a view to the student's becoming a Chaplain. Term is one year with an extension of six months, optional.
 - (b) Student must be approved by the Unit/Senior Chaplain, Warden and the Administrator of Religious Services.
 - (c) Student must have denominational sponsorship.
 - (d) Student must complete an application form and agreement.
 - (e) Student must obey all department and unit regulations and policies.
 - (f) Student is responsible to the Unit/Senior Chaplain where training is given, to the Administrator of Religious Services, and the sponsoring denomination.
 - (g) Student may be dismissed from the program because of failure to comply with the above or for unsatisfactory progress or performance detrimental to the unit chaplaincy mission.

H. Volunteer Chaplain

- (a) The Volunteer Chaplain will be an approved volunteer of his/her denomination or religious entity and governed by the policies of the Arkansas Department of Correction regarding vacation, sick leave, and honoraria.

The Volunteer Chaplain shall function within the structure of the Department and unit policy.

The Volunteer Chaplain must be ordained or endorsed by a denomination or religious entity, and must have at least two years of ministerial service with his/her denomination or religious entity. The Volunteer Chaplain should have at least forty (40) hours of training in correctional ministry.

The Volunteer Chaplain's duties and responsibilities within the unit shall be to provide nonsectarian religious ministry to inmates and staff

at the unit. This shall include, but not be limited to worship services, religious group activities, religious and moral education, and pastoral counseling.

There is to be no emphasis on denominationalism within the unit, but the Volunteer Chaplain must maintain an active relationship with his/her own local church, mosque, or synagogue.

The Volunteer Chaplain's work schedule shall be such as to help meet the needs of the unit as approved by the Senior/Unit Chaplain and Administrator of Religious Services.

Absences from the unit shall be determined by the Volunteer Chaplain and coordinated with the Senior/Unit Chaplain and Administrator of Religious Services.

The Volunteer Chaplain shall attend such denominational/religious and professional conferences and/or conventions as will enhance unit services and Ecclesiastical endorsement.

The Volunteer Chaplain shall be available for emergencies. When absent from the Unit, the Volunteer Chaplain will advise the Senior/Unit Chaplain or Administrator of Religious Services how to be reached in case of an emergency.

With prior approval of the Administrator of Religious Services, the Volunteer Chaplain will be provided a state vehicle, or paid the approved rate for use of personal vehicle when conducting Department of Correction business away from the unit.

There will be an evaluation of the Volunteer Chaplain semi-annually. The Senior/Unit Chaplain will do the evaluation.

The services of the Volunteer Chaplain, who cannot adjust due to his/her inability to cope with the various duties that are required in a correctional setting, may be terminated by the Administrator or Religious Services upon the recommendation of the Senior/Unit Chaplain. A copy of the termination letter will be sent to the Denominational representative endorsing the volunteer Chaplain. When there has been documented evidence of a serious violation or continued disregard of policy and procedure of the Department AD, the Administrator of Religious Services will discuss disciplinary procedures which may begin with oral reprimand, written reprimand, suspension of services, or termination of services, depending upon the seriousness of the action.

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The Volunteer Chaplain will need to furnish a copy of a valid driver's license, social security card, date of birth, legal name for NCIC background check by ADC, and submit to drug testing.

By signing below, the Volunteer Chaplain candidate acknowledges that they have read, understand and agree to adhere to the totality of the policy and procedure regarding Volunteer Chaplains. Also, by signing below, the Denominational Representative, Administrator of Religious Services and Deputy Director of Health and Community Programs acknowledge their approval for the Volunteer Chaplain candidate to serve as a Volunteer Chaplain.

_____	_____
Denominational Representative	Date
_____	_____
Senior/Unit Chaplain	Date
_____	_____
Volunteer Chaplain	Date
_____	_____
Deputy Director, Health & Corr. Programs	Date
_____	_____
Administrator of Religious Services	Date

Name, Address, Telephone # or Denominational Headquarter:

Ref: ACA 4 – 4409; AR 883; 2-CO-5E-02



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 210

SUBJECT: Qualifications

REVISED: 07/01/13

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- a. The Chaplain must have an adequate knowledge of psychological, theological and sociological principles and practices.
- b. The Chaplain must have the ability to interview, obtain, provide and record information including in the electronic Offender Management System.
- c. The Chaplain must have the ability to schedule, organize and conduct religious services and training workshops.
- d. The Chaplain must have denominational ecclesiastical endorsement. A condition of continued employment is the maintenance of that endorsement.
- e. Specific educational and experience qualifications are documented within the records of the Department of Correction.

Ref: ACA 4-4409, 4-4402



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 215

SUBJECT: Duties and Responsibilities

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. The Chaplain is to offer general pastoral care for all committed offenders and staff as approved by the Unit Warden/Center Supervisor, or designee, and the Administrator of Religious Services.
2. The Chaplain, or, if necessary, an assigned designee, is to conduct general worship services for committed offenders. The chaplain should conduct at least one general worship service per month unless permission is requested and granted by the Administrator of Religious Services.
3. The Chaplain may coordinate workshops, seminars and lectures in specified areas of interest as approved by the Unit Warden/Center Supervisor, and the Administrator of Religious Services.
4. The Chaplain may serve as a spiritual and moral counselor with those who have difficulties or personal problems while in the Department of Correction.
5. The Unit/Senior Chaplain is to ensure the visitation of each barracks in the unit weekly, visitation to the infirmary at least once weekly, and visitation to every cell in segregation/isolation weekly.
 - a. When the chaplain is visiting the segregation/isolation area he/she must conduct themselves in a professional manner at all times.
 - b. The chaplain must offer to minister by prayer and counseling to each inmate housed in segregation/isolation. Should the inmate refuse to see the chaplain, the chaplain must leave that cell immediately without comment.

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- c. While there is no time limit on each visit, the chaplain should be conscious of the work of the correctional officers, knowing there are other duties the officer must perform. It is recommended that the chaplain limit his time to no more than fifteen (15) minutes per visit at each cell.
 - d. After the Chaplain has visited all the cells, he/she should leave the segregation/isolation area immediately.
 - e. Should hostilities ensue, the chaplain should leave the cell area immediately and go to the office/entrance area of the segregation/isolation area.
6. The Chaplain is not denied access to any section of the Unit. An inmate may have access to a Chaplain regardless of the area assigned. Security and Construction protocols must be followed.
7. The Chaplain is to stand mainline at least one time per week during chow call and record the activity by signing the Mainline Log. The Chaplain should attempt to ensure that a support chaplain or badged volunteer will stand mainline at least once during times of a week long (or longer) absence by the Chaplain.

Ref: ACA 4-4401, 4-4402, 4-4405, 4-4406, 4-4407; AR 802, AR883



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 220

SUBJECT: The Function of the Chaplain

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

A. As a supervisor

1. The Chaplain will schedule and supervise all approved religious activities. The Chaplain will recommend religious activities to the Warden/Center Supervisor, or designee, and the Administrator of Religious Services. The Chaplain will coordinate religious activities with other Treatment Services at the unit.
2. The Chaplain will select free world representatives to conduct worship services, activities, meetings and counseling with the approval of the unit Warden/Center Supervisor and the Administrator of Religious Services.

B. As a pastor/minister

The primary role of the Chaplain is to perform pastoral care for committed offenders and staff which includes but is not limited to the areas of spiritual, moral and personal counseling, preaching, leadership and personal witness.

C. As a teacher

The Chaplain is a teacher. As a teacher, the Chaplain is a minister of religious education with the goal of the spiritual and moral growth of inmates and staff. This implies being a guide and role model.

D. As a counselor

The Chaplain is a counselor. By training, experience and desire, the Chaplain must be ready to listen to and help committed offenders and staff work through problems. The Chaplain will fulfill these functions with those individuals involved in personal crisis - grief, guilt, domestic problems, anxiety, etc.

- E. As an administrator
 - 1. The Chaplain is administrator of the total religious program at the Unit/Center and functions as a Division Head. The Chaplain must be able to identify, organize and utilize adequate resources to meet the religious needs of the committed offenders.
 - 2. The Chaplain must be aware of the different religious beliefs and practices and work in fairness to all.
 - 3. In the role of administrator, the Chaplain plans programs, develops policies, directs a staff of volunteers and maintains records of the Religious Division at the Unit/Center of assignment.
 - 4. The Chaplain will maintain a resource list for inmates being released within Arkansas in coordination with the Administrator of Religious Services and the Unit staff such as Pre-Release staff and IROs.

- F. As a public relations representative in the community
 - 1. The Chaplain is a public relations representative for the Arkansas Department of Correction. Before information is released to the public media, the Chaplain should discuss the matter with the Assistant to the Director/Public Information Officer.
 - 2. The Chaplain will maintain close faith group ties. The Chaplain must be a member of a local church, synagogue, masjid, etc. and be active within that faith group.
 - 3. The Chaplain should attend religious meetings in the community such as Ministerial Alliance, pastor's conferences, etc.
 - 4. The Chaplain will offer consultation to community clergy regarding ministry to parishioners in the prison facility. Inmates are to be encouraged to maintain or establish contact with their home congregation.
 - 5. The Chaplain should seek opportunities to speak to various religious groups in the community.

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6. The Chaplain is to foster good relations between the inmates and their families.
7. The Chaplain shall attend such denominational and professional conferences and/or conventions as will enhance the religious program of the Unit/Center.

Ref: ACA 4-4404, 4-4407



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 225

SUBJECT: Professional Identity

REVISED: 06/01/13

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- a. The Chaplain must be trained to handle the tasks, difficulties and intensities involved in a correctional setting. The Chaplain must be growing and practicing within his/her religious profession.
- b. Although the Chaplain is a representative of a particular faith tradition and should maintain a close relationship to that entity, the Chaplain must be aware that ministry within the Department of Correction must be of an unbiased nature. The Chaplain must not attempt to proselytize (attempt to persuade another individual to convert to one's belief system) members of other faith groups.
- c. The Chaplain should associate with professional Chaplains' organizations such as the American Correctional Chaplains Association (ACCA), SSCA, etc.
- d. The Chaplain is to give careful consideration to the need for continuing education.
- e. The Chaplain is required to have at least forty (40) hours of in-service training per year. (In-Service training is provided by the Arkansas Department of Correction Training Academy, Chaplaincy Services and through Seminars/Conferences that will enhance the Chaplain's ministry ability and that are pre-approved by the Administrator of Religious Services).

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 230

SUBJECT: Chaplain Awareness

REVISED: 07/01/15

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/91

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. The Chaplain should be knowledgeable of rules and regulations and have a commitment to respect these rules and regulations in his environment. The Chaplain's desire for ministry should not be compromised by failure to comply with department rules and regulations.
- B. The Chaplain should become familiar with Department and Unit rules, i.e., Administrative Regulations, Administrative Directives, Administrative Memoranda, Religious Services Manual, Unit Operating Procedures and Warden's Directives. The Chaplain's actions should be consistent with the intent of these rules and regulations.
- C. The Chaplain should balance confidentiality with prudence. Prudence advises caution when sharing information. The Chaplain should have an understanding at the beginning of counseling with all committed offenders and staff that the Chaplain reserves the right to release information shared during a counseling session to avoid a foreseeable danger to the inmate, another person, or the security of the unit. Inmates and/or staff must be aware that these issues will be discussed with administration.
- D. The Chaplain may face allegations of sexual misconduct, harassment, favoritism, neglect of duty, or some other allegations; therefore, the Chaplain should be alert to matters of conduct and avoid compromising situations. (Recommended books: Games Criminals Play, by Brad Allen and Diane Bost, Religion In Prison by Harry R. Dammer, Ph.D., Prison Ministry by Lennie Spitale)

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- E. The Chaplain should avoid conversation that would undermine or negate professionalism in dealing with inmates and staff.
- F. The Chaplain should be aware that prudence calls for caution when faced with the responsibility of writing a disciplinary. If at all possible, refer the matter immediately to the officer in charge of security.
- G. The Chaplain should act with caution when such terms as "green money", sex, favor, or security comes up in a conversation.
- H. The Chaplain must not be involved in hobby craft activities not approved by Hobby Craft Supervisor.
- I. The Chaplain must not accept gifts of any money or monetary value for performing duties in his/her role with the Arkansas Department of Correction.
- J. The Chaplain must not use state property for any purpose outside the mission and business of the Arkansas Department of Correction.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 235 **SUBJECT:** The Chaplain and Legal Issues

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/91

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

It is an ever-present possibility that some form of litigation will be brought against our Chaplains. Each Chaplain needs to take precautionary steps to help reduce the possibility.

- A. Become familiar with past and current legal cases involving religious issues and inmate rights.
- B. Become familiar with changes in policy and procedure of the Arkansas Department of Correction.
- C. There are experts in the field who publish helpful material related to religious issues and how it might affect our religious programs.
- D. Read the newspaper and professional magazines for updated information.
- E. Attend conferences, seminars, and training sessions on these issues.
- F. Discuss with the Warden or Administrator of Religious Services any kind of legal actions that directly or indirectly involve a Chaplain.
- G. Discuss the issue with other Chaplains. The issue may have been acted on in previous litigation.
- H. The Department of Correction has legal counsel available.

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- I. Document all incidents and happenings that may need to be verified at a later date. This would include policies, memos, and any other proof that reflects you followed written policy and procedures.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 240 **SUBJECT:** Continuing Education and Professional Growth

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The Chaplain will be allowed forty (40) hours annually to attend religious and/or professional conferences/seminars approved by the Administrator of Religious Services. In addition, the Chaplain will be permitted to attend local denominational or ministerial meetings that will enhance institutional services, particularly recruiting volunteers, building bridges of understanding in the community, denominational endorsement, and continuing education, upon the approval of the Administrator of Religious Services.

Ref: ACA 4-4048



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 245 **SUBJECT:** Staff Meeting

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/80

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The Administrator of Religious Services will conduct monthly staff meetings with Senior Chaplains and Unit Chaplains under his/her direct supervision, and will ensure minutes of the meeting are forwarded to all staff, and a copy maintained on file.

All supervisory staff will conduct staff meetings on a regular basis. Completed copies of minutes will be forwarded to each employee and to the Administrator of Religious Services.

The Senior/Unit Chaplain or his designee is to attend the Unit Wardens staff meeting, and present information regarding religious services at the unit.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 250

SUBJECT: Monthly and Annual Reports

REVISED: 06/01/13

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/80

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The Senior/Unit Chaplain is required to provide a monthly report to the Administrator of Religious Services with a copy to their Warden, if requested. The Administrator of Religious Services will prepare an annual report to include a summary of services provided within the past year, current status of Religious Services within the system, and accomplishments.

The Monthly Board Report Form shall contain a summary of services provided, current status of religious services at each unit, and notable events since the last report.

The Senior/Unit Chaplain is responsible for ensuring that accurate information is forwarded by the second (2nd) day of the month to the Administrator of Religious Services. All significant incidents or activities must be included in the report.

This information is maintained in the Administrator's Office and is used for budget development, program development, research and development of the annual report.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 260

SUBJECT: Orientation and In-Service Training

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

All employees employed within Religious Services will be issued an Employee Handbook and Religious Services Policy and Procedures Manual. They are required to review each prior to beginning work and are responsible for adhering to the policies, procedures and regulations contained in each manual. All questions should be directed to the employee's direct supervisor.

All full time employees who have contact with inmates are required to complete the Non-Security Officers training provided by the Training Academy, within the first ninety (90) days of employment, unless properly prepared by previous training or experience and waived by the Administrator of Religious Services. This training will familiarize employees with security rules and procedures, departmental regulations, and first aid intervention. No Chaplain may supervise a group of inmates without security present until this training has been completed.

The unit Senior Chaplain/Administrator of Religious Services will ensure each employee is familiar with the unit's policies regarding lay-ins, security procedures, working hours, dress code, etc.

Each Chaplain is required to complete forty (40) hours of in-service training yearly.

Religious Services employees will utilize training offered at the Training Academy and through the Office of Personnel and Management, and other channels when approved and funded.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 265 **SUBJECT:** Chaplain Personnel File In Administrator's Office

REVISED: 06/01/13 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Informal files will be maintained for each employee within the Religious Services Department. These files are maintained in addition to the official personnel file, kept in Human Resources.

The Chaplain's personnel file is initiated by the Administrator's office when an employee begins work with the Religious Services Department.

The Chaplain's personnel file will include documentation of employee performance, duties, correspondence, training documentation, etc.

When employing new personnel, the following information will be entered into the file:

1. A copy of the employee's application, resume, education degrees or attainments, licensure, etc.
2. Signed verification of receipt of the Employee Handbook, Religious Services Manual, and acknowledgement by the employee of their responsibility to review and adhere to administrative regulations and directives.
3. Documentation of all pre-service and orientation training.
4. A signed copy acknowledging review of performance evaluation standards with established weight values for each standard area.

The following information will be maintained in the Chaplain's personnel file, and provided primarily by the immediate supervisor:

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1. Copies of leave requests;
2. Memorandums from the employee or supervisor regarding work duties, performance, problems, commendations, and material for review of performance, etc;
3. Verification of completed training;
4. Copies of all counseling sessions with employee;
5. Regular review of performance by the supervisor; and
6. Other pertinent information.

Each Chaplain's personnel file is accessible for review by the employee at any time by contacting the Administrator of Religious Services secretary. Documents cannot be removed from this file without approval of the Administrator of Religious Services.

At times, it is helpful to document problem areas with employees which are not severe enough to warrant permanent placement of documentation in the official personnel files. Supervisors may place copies of memorandums to employees which detail problems and expectations for review after a reasonable period of time. These memorandums should indicate "cc" Chaplain's Personnel file" if they are to be placed in the Chaplain's personnel file. If improvement is not noted in these problem areas, then a formal entry in the official personnel file, kept in Human Resources, may be warranted.

Employees who have reason to object to material that has been placed in the personnel file, in the Administrator's office, may request the documents be removed or amended through their immediate supervisor, and then through their chain of command if the employee is not satisfied with the response.

When employees terminate employment with the Department of Correction, only information from the official personnel file, kept in Human Resources will be released, after a proper release of information has been received.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 275

SUBJECT: Housing Allowance For Chaplains

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 08/03/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The Director has stated that "Inasmuch as the Chaplaincy Services Chaplains of the Arkansas Department of Correction receive cash salaries and are not furnished rent-free parsonages, it is the Department's judgment that 25%, their cash salary should be considered as housing allowance in lieu of the rent-free parsonage."

The Arkansas Legislature approved exemption for housing allowance following the federal guidelines.

Ref: IRS Publication #17 and #517 – Memorandum from Director



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 280

SUBJECT: Confidential Communications

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 04/01/97

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The Chaplain and approved Religious Volunteer should balance confidentiality with prudence. Prudence advises caution when sharing information. The Chaplain and approved Religious Volunteer should have an understanding at the beginning of all counseling sessions, with committed offenders, or staff, that the Chaplain and approved Religious Volunteer reserves the right to release confidential information to security/administration in order to avoid a suicide, violence against someone else, an escape, a prison rape, or any threat to security of the institution.

Ref: ACA Standard 4-4066; Arkansas Rule of Evidence #505



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 305 **SUBJECT:** Criteria For Religious Programs and Services

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. Definition: Religion is the belief in a Deity to which one pays homage and gives adoration, praise and honor by following the precepts of that Deity. The definition of "denomination" is defined as a religious group or sect. This would define denomination in the religious sense as separate groups within a common religion.
- B. Discussion: The National Advisory Commission on Justice Standards and Goals (NATIONAL STANDARD 26 (6), (1973), lists several factors which support the findings of a religious foundation for a particular practice and which support finding a bona fide religion:
- (1) The existence of a formally organized worship of shared believers by a recognizable and cohesive group in society.
 - (2) The existence of a substantial body of literature supporting the religion.
 - (3) A loose and informal association of persons who share common ethical, moral or intellectual views.
 - (4) The sincerity and conviction with which the relevant beliefs are held.

An individual is viewed as sincere when the individual recognizes and follows precepts, principles and practices of the teachings of the chosen religious convictions.

Note: If the asserted belief is philosophical rather than religious, and merely a matter of personal preference, and not one of a deeply held religious

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conviction, it is not entitled to First Amendment Protection. However, if it is a sincerely held religious belief, it may be entitled to First Amendment protection. Any questions should be referred to the chaplain's supervisor.

Ref: ACA 4-4517; AR 883



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 310

SUBJECT: Criteria In Determining Freeworld Groups
Permitted Into Unit/Center

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. In keeping with the applicable ARs, ADs, Unit SOPs and other policies of the Department of Correction, the Unit/Senior Chaplain, under the direction of the Warden and the Administrator of Religious Services, will select freeworld groups which will be permitted to conduct worship services in the unit.
- B. The Chaplain will take into consideration the religious background preferences of the inmates at the Unit/Center and the needs of the population as groups are selected to minister to the inmates.
- C. The free world groups will conduct themselves so as to appeal to the broad spectrum of religious life without discussing the distinctives of denominational and non-denominational doctrines or practices.
- D. No religious service will be held unless an approved freeworld sponsor is present and in charge. If the time comes for the service to be held and the free world sponsor is not present, the service will not be allowed to begin and the inmates will be sent back to the barracks. However, the Chaplain present may conduct the service in their stead if the service is not classified as a sectarian/denominational service.

Exception:

Jumu'ah Prayer Quran 2:255

The Unit Chaplain supervises Jumu'ah Prayer (non-sectarian services) at the Unit when the Islamic Coordinator or approved free world Muslim Volunteer is not present in the service. The

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ritual of Jumu'ah Prayer will be observed followed by a recorded Kutbah. (See policy #545).

- E. The times to meet will be strictly adhered to in accordance with unit schedule.
- F. If an inmate member of a religious group has a complaint or request involving the religious group service, he must present the statement to the Chaplain. The Chaplain will discuss the matter with the free world sponsor.
- G. There will be no free world services on a state observed holiday unless prior approval is given by the Administrator of Religious Services or Unit Warden or designee, with the exception of Jumu'ah Prayer on Fridays.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 315 **SUBJECT:** Criteria For Inmates Family Members To Be Permitted Into Unit/Center For Involvement In Religious Activities At The Unit/Center

REVISED: 06/01/13 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 10/21/92

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. Any program or event that is to be considered for family participation must be sponsored by staff of the Department of Correction, or an agency providing services under agreement with the Department of Correction.
- B. The sponsor must write a proposal for the program or event at least 30 days in advance of the intended date. The proposal should include the date, time of day, location, expected attendance, demands on the Unit, and an explanation of the purpose or need for the program or event.
- C. The proposal should be forwarded by the Warden, along with a recommendation, to the Deputy Director, Health and Correctional Programs, with copy to the Administrator of Religious Services, who will present it to the Management Team for approval. If a program or event has been approved for repeated cycles, or as an annual event, the proposal still must be submitted each cycle or year.
- D. Only those family members on the inmate's visitation list will be allowed to participate in special programs or events. The number of individuals from a particular family may be limited, as decided upon by the sponsor and the Unit Warden/Center Supervisor. Any exceptions must be approved by the Warden/Center Supervisor.
- E. Generally, events of this type will be seen as special visits, and will fall under such rules of Administrative Regulation or Visitation as apply. Any event or program may be cancelled or interrupted by the Warden/Center Supervisor when the security

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of the unit or safety of those participating is believed to be jeopardized. Individuals may be asked to leave who are disruptive of the event or program, or are abusing the privilege.

- F. Events and programs of this type should be kept in balance so that opportunities for participation are as open to as many inmates as possible.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 405

SUBJECT: Criteria For Selecting Volunteers

REVISED: 07/01/15

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. A strong belief in God and in unselfish commitment to uplift the moral and spiritual life of inmates and staff.
- B. All volunteers must be members of and provide written sponsorship from their own local church, synagogue, masjid, etc.
- C. Prospective volunteers may visit the unit once to visit with the Senior/Unit Chaplain prior to entering the Religious Volunteer training process.
- D. A limit (cap) of one Certified Religious Assistant (CRA) to 20 inmates ratio at a Unit is the formula for approving CRA volunteers for each unit.
- E. The Unit/Senior Chaplains are responsible for record keeping of all CRA volunteers which includes, but is not limited to the following information:

- Approved CRA Application;
- Date of Completion of Unit Training;
- Date of NCIC;
- Name of Parent Unit and Non-Parent Unit the CRA visits on a regular basis;
- Date of last annual review by Unit Chaplain;
- Non-Security Class completion certificate;
- Signed Hostage statement;
- Yearly agreement to serve; and
- Signed Sexual Harassment/Misconduct sheet (read and understand).

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The parent Unit/Senior Chaplain will forward to the Administrator of Religious Services a copy of the approved CRA Application and a copy of Non-Security training completion certificate.

- F. All religious volunteers entering the unit must sign the hostage statement and submit to drug testing.
- E. Arkansas Department of Correction employees may not serve as CRA or RCV.
- F. Parolees/discharged felons must make a written request to the Unit/Senior Chaplain at the unit where the person desires to serve. Such requests may be made only after a minimum of 12 months from parole date or discharge date, and evidence that they have established themselves as respectable, productive, law abiding citizens in their communities. The person need not be allowed to enter the unit as a religious volunteer if there is indication of drug use/trafficking, or unsavory reputation in the community.
- I. Parolee must have a letter of recommendation from his/her parole officer sent to the Unit Chaplain's office at least two weeks prior to first entrance into the unit. Parolee/discharged felon must be approved by the unit warden prior to entering the unit.
- J. Any person who has participated as a volunteer at any time within the last eighteen (18) months shall not be placed on any inmate's visitation list unless they are immediate family members and were so prior to their work as a volunteer or the inmate's incarceration. Waivers can be granted by wardens if volunteers left in good standing.
- K. The volunteer is invited into the unit to provide specific services. The volunteer must not interfere with the custodial responsibilities of the Administration. If a situation arises where there is concern about the proper course of action to be taken, the volunteer will need to consult with the Unit Chaplain in keeping with the chain of command.
- L. All visitors, approved religious volunteers, and other employees that enter the unit to go to the chapel, must first sign in at the PBX upon entry and sign out as they leave the unit, approved religious volunteers should be able to clear the metal detector or other search upon arrival and departure from the unit.
- M. All RCV's and CRA's will agree to serve a one-year term from January through December.
- N. Close to the end of the one-year agreement, each of the RCV's and CRA's will evaluate his commitment with the Chaplain.

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If both the approved volunteer and the Chaplain feel that his work is satisfactory, the volunteer may commit himself for another period of one year of service.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 410

SUBJECT: Certified Religious Assistant (CRA)

REVISED: 07/01/15

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- (1) A person selected, approved and trained to go into areas approved by Unit Warden without escort to minister one-on-one to inmates and staff on a nondenominational basis. This person may lead in group workshop or give religious instruction to inmate groups with security present as approved by Unit Chaplain and Unit Warden/Center Supervisor.
- (2) Procedures for selection and training of CRA
 - (a) A volunteer who wishes to be considered for a CRA position with ADC and who meets ADC criteria (see AD 13-05, AR 881) must contact the Senior or Unit Chaplain and provide information for an NCIC check to be completed at the unit where they wish to volunteer. If Unit Administration does not grant admittance to the candidate they are not eligible to become a badged ADC volunteer. Persons under 21 years of age are not eligible to serve as a CRA. If entry is granted the Chaplain is to notify the volunteer and arrange a preliminary meeting and tour of the unit.
 - (b) Following a preliminary meeting and tour of the unit with the Senior/Unit Chaplain, the candidate will be paired by the chaplain with an established CRA or Chaplain who will function as their mentor through the training process. The Chaplain is to have the mentorship phase of training approved by the Unit Warden/Center Supervisor and the Administrator of Chaplaincy.

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- (c) The responsibility of the mentoring CRA/Chaplain is to arrange times when the candidate may come into the unit with them to do barracks visitation, provide support and care, and learn the other functions of the religious volunteers.
- (d) When the candidate has accrued 40 hours of volunteer time under the supervision of his or her mentor they may be interviewed by the chaplain in view of applying for CRA status. Their mentor will also complete an evaluation at that time. The Senior or Unit Chaplain may choose to recommend more supervised time for the candidate, notify the candidate that they will not be accepted as a CRA at this unit, or accept the candidate's application to present to the Unit Warden. An application is not approved without the signatures of both the Senior/Unit Chaplain and the Unit/Center Supervisor or Warden. The application will be kept on file at the unit by the Chaplain. Should an application be rejected, the reason for denial will be documented.
- (e) Once a candidate's application is presented to and approved by the Unit Warden/Center Supervisor, the candidate will be required to fill out all additional paperwork and complete a drug test administered at the unit by the appropriate staff member. Upon completion of a clear drug test and all necessary paperwork the candidate may be enrolled in the 16 hour training course required by ADC. The Unit/Senior Chaplain will notify the Administrator of Religious Services that the volunteer has completed the required training at the unit and is ready for the ADC Non-Security training by sending the completed paperwork.
- (f) Exceptions to this process are allowable only through joint approval of the Administrator of Chaplaincy and the Unit Warden/Center Supervisor.
- (g) For the Muslim volunteer, the Islamic Coordinator will be responsible for a portion of the training and the Unit Chaplain will be responsible for the remainder of the training.
- (h) The volunteer's ID badge will be made at the ADC Training Academy during Non-Security training. The ID badge will be issued on the last day of training. Issuance of the ID badge signifies approval of the Administrator of Religious Services for service as a CRA at a specific unit.
- (i) If the approved volunteer at one unit desires to go to a unit other than their parent unit, a written request must be given to the parent unit Senior/Unit Chaplain. If the parent unit Senior/Unit Chaplain approves, they will forward the request to the receiving unit's

Senior/Unit Chaplain. Only with Chaplain approval at both the parent and receiving units and approval of the Warden/Center Supervisor of the unit to be visited will a CRA visit units aside from their parent unit. The CRA remains responsible for their 8 hour per month time commitment at the parent unit regardless of hours served elsewhere.

- (j) For a CRA to change their parent unit approval must be given by the Senior/Unit Chaplain of the original parent unit, the Senior/Unit Chaplain of the potential new parent unit, the Administrator of Chaplaincy Services, and the Warden/Center Supervisor (or designee) of the potential new parent unit.
 - (k) Each Unit Warden/Center Supervisor, or designee, must approve each religious volunteer entering their unit.
 - (l) The CRA will be required to attend a minimum of three hours training quarterly at their parent unit, which is conducted by the Unit/Senior Chaplain. Failure to meet this requirement could result in oral or written counseling, suspension, or the termination of services as a CRA.
 - (m) The CRA must submit to random drug tests.
- (3) Policy and Procedure for CRA Volunteers
- (a) The CRA must limit contacts and interaction with inmates to those that are necessary for professionally carrying out the religious mission (i.e., no personal or social contacts, no carrying of messages within or outside the unit. The CRA is prohibited from visiting or making personal or social contact in the homes of the inmate's family unless he/she is a relative of said inmate.
 - (b) CRAs are not authorized to present information pertaining to an inmate who is under consideration for parole or transfer to the Parole Board unless requested by the Board.
 - (c) A CRA is not to appear before the Parole Board on behalf of an inmate unless approval is obtained from the Parole Board and the Administrator of Religious Services.
 - (d) A CRA is to wear the I.D. badge only in the unit.
 - (e) The CRA must be punctual. If a delay or cancellation is unavoidable, the Unit Chaplain is to be notified as soon as possible.

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- (f) The CRA shall not bring anything into the unit or take anything out of the unit without prior approval of Unit Warden/Center Supervisor and the Senior/Unit Chaplain (i.e., messages (either verbally or written), food, literature, stationery and stamps, envelopes, cameras, photographs etc.).
- (g) A person cannot serve as a Certified Religious Assistant while on an inmate's visitation list unless the inmate is an immediate family member. Even given that situation, the CRA cannot serve as a CRA at the unit where the inmate resides.
- (h) The CRA is not to bring any person to the unit without prior approval of Unit Warden/Center Supervisor and Unit/Senior Chaplain.
- (i) No tape recording, videotaping or photographing is allowed without permission of Unit Warden/Center Supervisor. Any individuals and items are subject to security inspection.
- (j) The only phone calls a CRA may make on behalf of an inmate are those required by policy: a call to a family member in the event of verification of a report of hospitalization or death of a family member. The CRA may make these calls in the event that the Chaplain is unable to do so promptly and at the Chaplain's direction. If the CRA makes such a call they are to make documentation of the call. The CRA should not contact prospective employers and should not assist in business deals or in any other way work for the inmate on the outside.
- (k) The CRA must abide by the rules and regulations of the unit.
- (l) The CRA must restrict activities to agreed times and areas that have been approved by the Unit Warden/Center Supervisor.
- (m) Because this is a prison setting, restrictions must be placed on confidential communications. The CRA must report any threats of violence toward the inmate himself, or others, any plan for an escape, or an allegation of rape or other activities that would endanger security, safety, or health of the unit and its staff and inmates. The CRA should report this to the Unit/Senior Chaplain or security immediately. This is to ensure the safe operation of each unit.
- (n) The CRA must not attempt to persuade an inmate or staff to convert to the CRA's own belief system.
- (o) The CRA must show respect for divergent religious beliefs and customs (i.e., if nothing can be said positive it is better to remain silent).

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- (p) The CRA must have proper identification visible at all times while in the unit/center.
 - (q) Purses and briefcases will not be permitted into the unit.
 - (r) Leaving a sponsoring church, Mosque, Synagogue may constitute in termination as CRA. After 90 days, the volunteer may apply for CRA status as a member of a new church, Mosque or Synagogue.
 - (s) CRA should have at least twelve (12) hours of in-service training per year.
 - (t) A CRA may be tasked by the Chaplain to make a hospital visit to an inmate who has been admitted to a non-ADC medical facility in the Chaplain's stead at a time when the Chaplain is unable to make the visit. The Chaplain must arrange clearance for the visit through ADC Transportation and should document that they have done so. In this event, the Chaplain should not place a burden of excessive travel on the CRA and should remember that while they may request that the CRA make the visit, they cannot require it.
- (4) Guidelines for CRA Volunteers
- (a) The CRA should avoid discussion of conditions of confinement, administration, staff or grievances or disciplinary actions with an inmate. This should be referred to the Unit Chaplain.
 - (b) The CRA should avoid any appearance of favoritism (i.e., spending more time with certain inmates, giving money to certain inmates, developing a romantic interest in certain inmates).
 - (c) The CRA should emphasize personal responsibility to the inmate for individual behavior and spiritual life.
 - (d) The CRA should be in a positive frame of mind so as not to reinforce depression, hopelessness and despair.
 - (e) The CRA must avoid creating dependency to and from the inmate by becoming emotionally involved in the problems of the inmate or having the inmate become emotionally involved in his/her problems. Counsel, encourage and discuss possible options without trying to "fix" things.

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- (f) The greatest ministry of the CRA is the ministry of presence. It is not necessary to "do" something to help, but rather having a listening ear and being a channel of God's love toward the inmate.
- (g) If a CRA is absent from his/her parent unit for a period of one year, this CRA must attend the Non-Security training prior to resuming his/her CRA status.
- (h) A CRA must agree to provide at least eight (8) hours of service per month at their parent unit.
- (i) CRAs are not to be in a unit on state recognized holidays unless they have the approval of Unit Warden and Senior/Unit Chaplain.
- (j) CRAs should not conduct an official Pastoral Visit.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 415

SUBJECT: Regular Citizen Volunteer (RCV)

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. One who provides services to the Department once a month or more frequently. The RCV is a person selected, approved and trained to go only into approved areas under the direction of the Unit/Senior Chaplain as approved by Unit Warden without escort.
2. Those wishing to become RCVs must follow the processes and meet the requirements established for CRA training (policy 410), but only 10 hours of mentored training time at the unit are required. Those hours may all be done in the intended area(s) of assignment for the RCV, but the RCV candidate should be given a general orientation to the unit during their initial tour.
3. Each RCV must also continue with training at least three hours per quarter.
4. Each RCV must obey department and unit regulations and policies.
5. RCVs must have proper identification visible at all times while at the Unit/Center.
6. RCVs must not attempt to proselyte members of other faith groups.
7. RCVs must not use a religious clearance to make a personal visit.
8. All religious literature intended for inmates must be given to the Unit/Senior Chaplain. No gifts for individual inmates will be accepted and will be considered illegal contraband.

Religious Services Policy & Procedure Manual

9. Purses and briefcases will not be permitted, and should remain in the RCV's vehicle.
10. When an RCV leaves their sponsoring denomination/religion, this will constitute termination as an RCV. After 90 days, the person may apply for RCV status as a member of their new sponsoring denomination/religion.
11. A person cannot serve as an RCV at his/her Parent Unit while on an inmate's visitation list. Should an RCV's immediate family member be incarcerated, the Unit/Senior Chaplain and Administrator of Religious Services should be notified as soon as possible.
12. All RCVs are subject to drug testing, searches, and other rules applicable to employees and visitors who enter ADC facilities.
13. The RCV who wishes to become a CRA must complete 30 additional mentor-supervised shadow hours (after their requirement of 10) doing the activities that are CRA specific. This process must be authorized by the Unit/Senior Chaplain and the Unit Warden/Center Supervisor.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 416

SUBJECT: Volunteer Training Mentors

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 07/01/15

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Volunteer Training Mentor Definition, Functions, and Parameters:

1. A badged religious volunteer in good standing or Chaplain who is assigned the duty by the Senior/Unit Chaplain of mentoring a religious volunteer in training.
2. These are the duties and responsibilities of the Volunteer Training Mentor, which shall begin on the date of assignment by the Senior/Unit Chaplain and will conclude at the time when the trainee is enrolled in the 16 hour training class or dismissed.
 - (a) Complete the “Expectations of Religious Volunteer Candidates” form with the candidate, then give the form to the Senior/Unit Chaplain to be filed.
 - (b) Schedule times to meet the candidate at the unit so they may accompany the mentoring CRA or Chaplain as they perform their duties.
 - (c) Ensure that the appropriate signed gate clearance form is prepared and ready for the candidate’s arrival prior to their visits.
 - (d) When in the unit, ensure that the candidate understands that Chapel staff and volunteers will always defer to unit security, striving to make their job easier, not harder. Part of this process is to instruct the candidate in the distinct “dos and don’ts” of the specific unit.

Religious Services Policy & Procedure Manual

- (e) If the candidate desires the CRA badge, lead them in visiting the barracks and recreation areas, taking care not to interfere with any programs or activities that may be in session.
- (f) If the candidate desires the RCV badge, lead the candidate in the functions of the setting in which they intend to serve.
- (g) Sign the log books at control booths of areas visited. The candidate should also sign.
- (h) Apprise the Senior/Unit Chaplain of any concerns or issues that may arise with the candidate immediately and be prepared to fill out an evaluation of the candidate after they have met the 40 or 10 hour requirement.

Expectations of Religious Volunteer Candidates

1. The candidate must understand that he/she is under the supervision of the CRA or Chaplain whom they are shadowing, and submit to their leadership while in the unit.
2. Never argue with a Correctional Officer. *One of the quickest ways to destroy your testimony within the unit is to undermine a member of Security Staff. This not only wrecks your rapport with Security, it places you in an extremely unhealthy light with inmates. In the event that you object to something said or done by a C.O., refer the matter to the Chaplain. A candidate who argues with a C.O. may be dismissed immediately by the chaplain.*
3. Be ready to listen to, pray with, and offer encouragement to all inmates, regardless of their beliefs.
4. Avoid doctrinal disputes.
5. Do not make any promises. Do not offer or agree to perform any administrative tasks such as arranging phone calls, locating contacts, getting reading material, etc. These tasks are outside the scope of your responsibility.
6. Never bring anything in or take anything out for any inmate.
7. Strongly recommended reading for all volunteers: *Prison Ministry* by Lennie Spitale, available through Amazon.com, Lifeway, Family Christian Stores, and Barnes & Noble, among others.

I have read and do understand the expectations and requirements of a **CRA or RCV candidate** in the ADC and I willingly submit to them and the leadership of my mentor and the Senior or Unit Chaplain.

Printed name: _____ Signature: _____

Date: _____

I have read and do understand the responsibilities of a **Volunteer Mentor** in ADC Religious Services Policy and Procedure Manual, Policy 416, and agree to serve as the mentor for the candidate named above.

Printed name: _____ Signature: _____

Date: _____

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 420

SUBJECT: Occasional Citizen Volunteer (OCV)

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. One who provides a one time or occasional volunteer service to the Department. The OCV may conduct a service in the Chapel area. The OCV must be under escort at all times. OCV must be at least twenty-one (21) years old and approved by the Unit Warden.
2. Procedures for Occasional Citizen Volunteer Visitors (Free world Services).
 - (a) Confirm dates for services as soon as possible.
 - (b) The Chaplain must have complete names of all people who will enter the unit. If the list is not received one week in advance, the invitation may be canceled.
 - (c) The number of outside guests will be limited to twenty-five persons. All persons must be twenty-one (21) years or older, but exceptions may be granted by the Warden
 - (d) Any parolee must have a letter sent to the Chaplain's office from the Parole Officer two weeks prior to entrance into the unit. Discharged inmates must have a letter of request in the Chaplain's office two weeks in advance of the visit and must be approved by the Warden.
 - (e) OCVs must not use a religious clearance to make a personal visit.
 - (f) The sponsoring denomination and group leader will be responsible for identification and conduct of all members of the group.

Religious Services Policy & Procedure Manual

- (g) The OCVs may not leave the area designated for the service or function of which they are an approved participant.
- (h) Each OCV must obey unit regulations and policies.
- (i) All religious materials intended for inmates must be given to the Unit/Senior Chaplain. No other gifts for individual inmates will be accepted.
- (j) All equipment is subject to inspection.
- (k) Purses and briefcases will not be permitted.
- (l) OCVs must not attempt to proselytize members of other faith groups.
- (m) The OCV must have proper identification at all times while at the Unit/Center.
- (n) On the date of the scheduled service, the group must arrive together at least 30 minutes prior to scheduled service. This will give time to check into the institution and get set up in the chapel for the program. The service will be limited to one hour.
- (o) Caution is encouraged as to how many free world people come to the front of the pulpit during the alter service. No women are to lay hands on the men for prayer and no men are to lay hands on women for prayer. All other physical contact with inmate(s) should be avoided.
- (p) No notes, addresses or any messages are to be passed to the inmates or received from the inmates.
- (q) The OCV may not provide services to inmates housed in Maximum Security areas (e.g., Administrative Segregation, Isolation, Super Max) without approval from the Warden.
- (r) All OCVs are subject to drug testing, searches, and other rules applicable to employees and visitors who enter ADC facilities.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 425

SUBJECT: Spiritual Advisor of Record (For Death Row Inmates Only)

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. If an inmate desires to have a Spiritual Advisor of Record, i.e., Pastor, Imam, Rabbi, etc., a written request must be submitted to the Unit Chaplain requesting a certain person to become his/her Spiritual Advisor of record. The Unit Chaplain will verify this person's credentials based upon but not limited to the following areas:
 - a. This person must be acting in a ministerial capacity of a religious entity;
 - b. this person's religious entity must send a letter at least 7 days prior to the first requested visit stating that this person has been approved as qualified and authorized to provide spiritual counseling to the inmate and that this person has the understanding of the precepts of the religion represented to be an inmate's Spiritual Advisor;
 - c. this person must not be on the inmate's visitation list; and this person must furnish the Unit Chaplain a valid driver's license number, date of birth and social security number and fill out a religious volunteer application and submit to the Unit Chaplain for approval of the Warden.
2. The Unit Chaplain shall make recommendation to warden/designee. The Administrator of Religious Services should be notified.
3. The inmate shall be notified of warden/designee's approval or disapproval of the requested person to be the inmate's spiritual advisor.

Religious Services Policy & Procedure Manual

4. The inmate must agree in writing to each visit by the Spiritual Advisor. This will be a one-on-one visit.
5. Spiritual advisor visits will be scheduled Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m. There will be one visit per month for the inmate and the length of the visit is not to exceed 1-1/2 hours. To schedule a visit, this person must contact the Unit Chaplain at least 72 hours prior to requested visit.
6. Spiritual advisor visit will occur in a space designated by the Warden.
7. The spiritual advisor is not to bring another person in without prior approval of the Unit Chaplain and the warden/designee.
8. The Chaplain will lay-in the inmate for the visit.
9. The spiritual advisor will be received by the Unit Chaplain/designee.
10. All normal security procedures will be followed.
11. The spiritual advisor is not to bring any item, including religious materials, in for the inmates or take any item out for the inmates without prior approval of the Senior/Unit Chaplain.
12. The Spiritual Advisor's visit is for religious contact only.
13. Spiritual Advisor upon set Execution date:
 - a. A Chaplain employed by the Arkansas Department of Correction, or Certified Religious Assistant, if qualified, may serve in the capacity of Spiritual Advisor to an inmate who will be executed.
 - b. If requested by the inmate, visits from the Spiritual Advisor shall be allowed each day for five days prior to the date of the execution.
 - c. The Spiritual Advisor may be allowed to visit on the day of execution.
 - d. The Spiritual Advisor visits will be allowed at any time except during specified events.
 - e. The Spiritual Advisor may escort the condemned to the death chamber entrance as determined by security needs.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 430 **SUBJECT:** Religious Activities Coordinator for Unit/Center

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/15/91

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. Purpose: To give guidance and assistance to the Warden/Center Supervisor in providing a religious program to help meet the needs of inmates and staff.
2. Procedure: The Administrator of Religious Services shall recommend to the Warden/Center Supervisor a volunteer to assume this position of leadership. Following is the criteria for selection:
 - a. A strong belief in God.
 - b. A reasonable understanding of basic religious document.
 - c. A strong devotion to the cause of God.
 - d. A strong desire to uplift the moral and religious life of inmates.
 - e. A reasonable understanding of personality structure.
 - f. Ability to give support and counseling.
 - g. Must be a member of local church/synagogue, mosque, etc., and provide written proof of sponsorship from the local church/synagogue/mosque.
 - h. The Administrator may consult with local ministerial organizations for recruitment purposes.

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3. Training: the Religious Activities Coordinator must complete CRA training, and work under the guidelines of a CRA plus the requirements of a Religious Activity Coordinator. When CRA badge is issued, it shall read Religious Activities Coordinator of the Unit/Center.
4. Responsibilities: To coordinate the religious program for the Unit/Center under the direction of Administrator of Religious Services and with the general approval of Unit Warden/Center Supervisor or designee. In consultation with Administrator of Religious Services, the Religious Activities Coordinator will select volunteers that would be needed to meet the basic needs of inmates and then make recommendation to the Unit Warden/Center Supervisor or designee for approval. The Religious Activities Coordinator and approved volunteers must not defame others nor create division among inmates and staff.
5. Termination: This agreement will need to be renewed on or before January 1 of each year. Renewal will be upon approval of Warden and Administrator of Religious Services. The Religious Activities Coordinator may resign position by notifying the Unit Warden/Center Supervisor and/or Administrator of Religious Services. The Unit Warden/Center Supervisor and/or the Administrator of Religious Services may terminate the Religious Activities Coordinator for unbecoming conduct, breaking unit rules and regulations or other activities that would be detrimental to the religious program. All ID badges must be returned to the Administrator of Religious Services upon ceasing to be a volunteer for that Unit/Center.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 440 **SUBJECT:** Conduct of Approved Religious Volunteers

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/90

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. Chaplains within the Department of Correction are responsible for supervising religious volunteers. After any allegation of rule violation or inappropriate behavior of the religious volunteer is made known to the Chaplain, the Chaplain must take appropriate action. The allegations and/or inappropriate behavior of the religious volunteer must be investigated, documented, and the Administrator of Religious Services notified.
- B. The Unit/Senior Chaplain may counsel with the religious volunteer, or place him on suspension and notify the Administrator of Religious Services. The Administrator of Religious Services must approve any disciplinary action taken.
- C. The following are guidelines for volunteer behavior, and are not to be considered all inclusive.
 - 1. The religious volunteer must encourage respect for authority, and support the good order of the institution.
 - 2. The religious volunteer must encourage racial and religious tolerance among the inmates.
 - 3. The volunteer must obey and support department rules and regulations.
 - 4. The religious volunteer may bring in items for inmate's use or consumption only with prior authorization from the Unit/Senior Chaplain and in compliance with unit security procedures.

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5. The religious volunteer may take out items for an inmate only with prior authorization from the Unit/Senior Chaplain and in compliance with unit security procedures.
 6. The religious volunteer is expected to model beliefs and values consistent with his/her teaching both inside the Department and in the community.
 7. The religious volunteer must maintain sponsorship from an ecclesiastical authority.
- D. Procedures for regulating conduct of religious volunteers (in the Department of Correction).
1. The Warden may bar a religious volunteer from entering the unit for security reasons.
 2. The religious volunteer who has demonstrated gross violations of Department rules and regulations may not be given advanced notice but may be barred from the unit immediately, placed on suspension, and the Administrator of Religious Services notified, for further action.
 3. For lesser violations, the Chaplain may suspend the religious volunteer and consult with the Administrator of Religious Services for further action.
 4. The Administrator of Religious Services will consult with the religious volunteer involved and the Unit/Senior Chaplain at the unit where violation occurred to determine whether immediate termination is necessary, or see if the religious volunteer is willing to correct the problem.
 5. The religious volunteer has ten (10) working days to present a written appeal of suspension or termination to the Administrator of Religious Services. If the volunteer is terminated, he/she can submit a new application after one year.
 5. When a religious volunteer is barred by the Warden, suspended by the Chaplain, or terminated by the Administrator of Religious Services, the religious volunteer will be barred, suspended, or terminated at all other units/centers. This is to be documented and enforced.
 7. If the religious volunteer has been given an ID badge, it must be turned in to the Warden or Chaplain at the time of being barred, suspended, or terminated. Refusal to return badge can result in permanent suspension from the CRA program.

Ref: AR 881



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 445 **SUBJECT:** Volunteers Ministering In Segregated Areas

REVISED: 06/01/13 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 11/19/03

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Note: This specific policy includes Death Row, Isolation areas, Administrative Segregation, Protective Custody, SPU, EARU Maximum Security Unit, and Varner Super-Max in its definition of Segregated Areas.

In order for a Certified Religious Assistant to be qualified to minister in the segregated areas of the Units of the Arkansas Department of Correction they must:

1. Have gone through all the initial CRA training and have current badge.
2. Have been in the system as a CRA for a period of two (2) years.
3. Have the pre-approval of the Senior/Unit Chaplain, Warden, and the Administrator of Religious Services.
4. Attend the eight (8) hours special training held periodically and conducted by the Chaplaincy services of the ADC.
5. Be faithful to their Unit and in good standing with the Chaplain.
6. Have at least twelve (12) hours of in-service training yearly. (The Chaplain in their quarterly meetings can provide this.)
7. Each Unit can only have five (5) CRA's at a time approved to work in segregated areas..
8. The number of CRAs approved to work in Death Row must be approved by the Warden of the Varner Unit.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 505 **SUBJECT:** Worship

REVISED: 10/01/18 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Worship opportunities will be provided on a non-sectarian basis subject to space and security considerations. Participation in religious activities is voluntary. Confrontation, agitation or disconcerting will not be tolerated. Participation in some activities may be restricted where canon law or the tenets of the religion demand such restriction. Any restrictions imposed must be registered with and approved by the Administrator of Religious Services prior to enforcement.

- A. The Unit/Senior Chaplain, in keeping with policy and procedures, will schedule, organize and be responsible for worship/learning opportunities for inmates and staff. (No free world services will be scheduled on state observed holidays unless prior approval is given by the Administrator of Religious Services and the Unit Warden).
- B. The Islamic Coordinator will work with Unit/Senior Chaplains, in keeping with policy and procedures, in scheduling and organizing and is responsible for Islamic worship/learning opportunities.
- C. In segregated areas (punitive, protective custody mental health, administrative and medical).
 - 1. Punitive – There will be no corporate worship services held in punitive Restrictive Housing. A departmental Chaplain must make rounds in punitive at least once per week. An inmate may request a Chaplain's visit by sending a written request. (AR 836, 839)

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2. Worship gatherings may be provided in non-punitive Restrictive Housing areas no more often than one time per week, as authorized by unit administration.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 510 **SUBJECT:** Denominational/Sectarian Studies/Worship

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. Denominational/sectarian worship/study classes may be provided at the discretion of the unit Warden/Center Supervisor, the Unit/Senior Chaplain and the Administrator of Religious Services.
- B. Periodic denominational/sectarian events may be scheduled to enrich the worship life of the inmates in accordance with Department and Unit Policy.
- C. The denominational/sectarian services are intended to meet the needs of a particular faith group, usually attended only by members of that group. A minimum of three (3) inmates (with a valid religious preference on file) are required to schedule specific denominational/sectarian services.
- D. All Denominational /sectarian services must be under the direction of a documented authority of that specific denomination/sect.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 515

SUBJECT: Revival

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. Revival – Revivals may be led by a pastor, evangelist, etc.
- B. Revival services may be scheduled periodically by the Unit/Senior Chaplain with the approval of the Warden/supervisor.
- C. Orientation of volunteer(s) assisting with the revival is necessary in order to familiarize the volunteer(s) with Unit Policy. This is done by the Unit/Senior Chaplain or his/her designee.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 520

SUBJECT: Baptism

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. Criteria to be used in determining the qualifications of the ministers who will baptize inmates.
1. All ministers must be approved by the Unit/Senior Chaplain before coming into the unit.
 2. All those who wish to be permitted to baptize inmates must have a letter of sponsorship from an ecclesiastical authority, stating that they are authorized to baptize inmates housed in the Arkansas Department of Correction.
 3. The minister must not criticize other religions or religious practices nor create division among adherents to other religious beliefs. If the minister violates this policy, he/she will be admonished. If he/she persists, he/she will be escorted from the Unit and removed from the list of approved ministers who are allowed to baptize.
 4. The minister must visit and counsel with the inmate prior to baptism.
- B. Criteria for follow-up on baptized inmates.
1. The minister who baptized the inmate(s) should remain in contact with the inmate(s).
 2. The contact may be accomplished through letters, church bulletins, visits, etc.
- C. Criteria for Candidate for Baptism.
1. If an inmate wishes to be baptized, the inmate should inform the Unit/Senior Chaplain at least two weeks prior to baptism.

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2. If an inmate wishes for someone other than a Chaplain to baptize him/her, he/she should indicate in writing the minister of choice for the baptism.
3. Water baptism services will be held monthly (subject to change by Unit/Senior Chaplain).

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 525 **SUBJECT:** Communion

REVISED: 09/01/16 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 10/22/90

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Inmate Communion - Conducted in accordance with AD 90-15.

- A. **POLICY:** It shall be the policy of the Department to allow ordained Ministers of recognized religions who provide certification/documentation of their authority as ordained Ministers to perform inmate Communion. Some religious doctrine requires the use of Communion wine that contains alcohol while some religious doctrines do not use Communion wine that contains alcohol. The Department shall strive to meet the religious doctrine of the Minister performing Communion within the following procedures.
- B. Communion with wine containing alcohol because of religious doctrine, shall observe the following:
1. The minister must notify the Unit Chaplain in writing two weeks prior to the initial visit. Intention to bring Communion wine must be noted in the correspondence. After the initial visit is approved, future visits will be scheduled by making telephone contact with the Unit/Senior Chaplain.
 2. The Unit/Senior Chaplain shall coordinate the requested visit.
 3. The Unit/Senior Chaplain shall notify the minister of approval/disapproval of the visit. The Administrator of Religious Services shall be kept advised of all approvals/disapprovals. Notice will also be furnished to Warden/Center Supervisors.

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4. Quantity of Communion wine to be admitted:
 - a. If only the minister consumes the Communion wine, two ounces, maximum, will be permitted into the facility.
 - b. If the inmate also consumes Communion wine, one-half ounce per communing inmate is the maximum limit in addition to the minister's two ounces.
 - c. All communion must be consumed in the classroom, chapel, or where the communion is observed or removed from the unit by the volunteer minister upon his/her exit from the Unit. No part of the communion set may be taken to the barracks.
 - d. No Communion wine shall be stored on prison property. Any unused Communion wine must be removed from prison property by the minister.
- C. When a minister, because of religious doctrine, takes communion in their course of ministry, but uses Communion wine without alcohol the following must be observed.
 1. A certified minister of that denomination may schedule a time for communion with the Unit/Senior Chaplain.
 2. The minister shall notify the Unit/Senior Chaplain in writing two weeks prior to the event.
 - a. Only the quantity of communion elements necessary for the observance should be brought into the facility.
 - b. All communion must be consumed in the classroom, chapel, or where the communion is observed or removed from the unit by the volunteer minister upon his/her exit from the Unit. No part of the communion set may be taken to the barracks.
 - c. Whether the intention of the minister is to utilize pre-packaged communion sets or separate elements, the exact and specific elements the minister brings in must be approved in writing by the facility Warden/Center Supervisor.
 - d. After the initial visit is approved, future visits will be scheduled by making telephone contact with the Unit/Senior Chaplain.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 530

SUBJECT: Lay Witness

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Lay Witness Missions - led by qualified lay person volunteers.

Ref:



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 535

SUBJECT: Seminars

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Seminars - target a special area of study led by qualified resource persons.

Ref:



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 540

SUBJECT: Special Holy Days

REVISED: 06/01/10

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Special Holy Day events may be scheduled upon request of Inmate of that religion, as qualified freeworld resource persons are available.

It will be the responsibility of the inmate to produce documents from his/her religion to document particular needs for Holy Days.

It will be the responsibility of the freeworld resource person to provide the particular needs.

It will be the responsibility of the inmate to make arrangements with the supervisor to be excused from his work responsibilities during the Holy Days. If the inmate requires a lay in for a Special Holy Day, the inmate's supervisor must make a request to classification to lay-in the inmate. The supervisor can check with the chaplain if he has any questions about the Special Holy Day(s).

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 545

SUBJECT: Jumu'ah

REVISED: 09/01/11

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Jumu'ah Prayer is held Fridays by the Islamic Coordinator or approved free world volunteer. (See exception under policy 310 and 605)

Procedures:

- I. That the Islamic Coordinator select inmate(s) at each unit that is knowledgeable of the required prayer ritual and submit the name of the inmate, in writing, to the Unit Warden for approval.
 - A. This inmate would be responsible for leading the Jumu'ah Prayer (Thuhr) (salat in Arabic). This inmate will read the Quranic selection provided by the Islamic Coordinator. The inmate will not bring a Khutbah. A Khutbah recorded by the Islamic Coordinator or a Free World ADC volunteer will be shown following the prayer. No other recording will be shown instead of the aforementioned recording.
 - B. This task must not be permitted to constitute authority over other inmates.
 - C. The Unit Warden may remove this inmate for reason.
 - D. The Islamic Coordinator will establish standard operating procedures for the inmate prayer leader and submit the standard operating procedures to the Administrator of Religious Services for

approval. It must be made clear to this inmate what the functions and responsibilities will be.

- E. Violation of these standard operating procedures by the inmate may result in cancellation of the services and suspension of the arrangement.
 - F. The Unit/Senior Chaplain will report violation of standard operating procedures to the Islamic Coordinator with copy to the Administrator of Religious Services.
 - G. The Islamic Coordinator will meet with the violators to clear up misunderstanding and to ensure policy and procedures will be followed.
- II. When the Islamic Coordinator or approved free world Muslim Volunteer is in charge, a Khutbah (sermon) or discussion may be held. In the absence of the Islamic Coordinator or approved free world Muslim volunteer, a recorded Khutbah (made by the Islamic Coordinator or approved free word Muslim volunteer) will be shown following Jumu'ah Prayer. A security officer is to be present during the service.
- III. The Unit Chaplain will continue to recruit freeworld Muslim Volunteers to be in charge of Muslim Services at the units.
- IV. Prior to Jumu''ah Prayer the inmate should have already had a bath/shower the Friday prior to Jumu''ah (between midnight and noon, work schedule notwithstanding). (Hadith, book 13, Chapter 2: Sec. 4)
- V. To maintain continuity between units and annual time changes, Jumu''ah prayer will be held at 1:00 p.m., each Friday.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 550

SUBJECT: Ramadan, E'id-Ul-Fitr, E'id-Ul-Adha

REVISED: 10/01/18

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Ramadan and the two high holy days of Muslim observances.

1. Definitions

a. Ramadan

The Fast of Ramadan is observed during the ninth lunar month, Ramadan, and is a time when Muslims spend the daylight hours in fasting and eat only before dawn and after sunset.

On the morning following completion of the Fast of Ramadan, an approved free world volunteer may lead the Eid Prayer for a period not to exceed one hour between the hours of 8:00 - 10:00 a.m. The unit may furnish refreshments, i.e., punch and sweet rolls.

b. Eid-ul-Fitr (the Festival of Fast-breaking) celebrates the completion of 29-30 days of fasting by the Muslims. A feast to be connected with the observance of Eid-ul-Fitr should be held within 4 days following the end of Ramadan. (Hadith:Book15-Ch.25:Sec.103)

c. Eid-ul-Adha (Festival of Sacrifice). This is the second high holy day and is the third and last of the three major Muslim observances. It is to be held on the 10th, 11th, 12th, or 13th, of Thul-Hijjah (12th month of Lunar Calendar). The exact date is to be determined by Islamic Coordinator.

2. Procedures for Muslims observing Ramadan.

Religious Services Policy & Procedure Manual

- a. Date and Time

The dates and times for Ramadan will be recommended by the Islamic Coordinator to the Administrator of Religious Services and upon approval of the Administrator of Religious Services, the dates and times will be forwarded to the Unit/Senior Chaplains for approval of the Unit Warden.
- b. Place

Upon the approval of the Warden, a place may be provided for the Muslim participants to gather as a group with an approved free world sponsor present and in charge to observe the breaking of the fast in the evening during the observance of Ramadan.
- c. Participants in Ramadan

Islamic inmates in the unit/center may observe Ramadan. The only exception to be made for placing a name on the approved list, after it is submitted to the Unit Chaplain, will be those inmates who are transferred to the unit from another unit during the observance. The inmate must be on the approved Ramadan list of the losing unit before the inmate can be placed on the gaining unit Ramadan list. If the inmate comes from Intake after being processed into the ADC, a written request requesting placement on the Ramadan list must be submitted to the Unit/Senior Chaplain who will contact the Islamic Coordinator for approval.
- d. Implementation
 1. Notices giving the beginning date and the ending date of Ramadan should be posted on barracks bulletin boards throughout the unit at least twenty (20) days before Ramadan is scheduled to begin.
 2. The kitchen staff will prepare the approved food items for Ramadan participants in keeping with unit policy for feeding other inmates who miss the scheduled evening meal. The feeding schedule may be adjusted to accommodate the inmate participants with the evening being equivalent in calories/nutrition as the noon meal.
 3. Those in segregated areas may observe Ramadan under their conditions of confinement. While in punitive isolation, provisions will be made for Muslim inmates to observe the fast of Ramadan, eating only before dawn and after sunset. If possible, these inmates should be served by officers rather than inmates.
 4. Inmate participants in Ramadan will go about their assigned jobs as usual.

3. Procedures for Muslims observing the feast of the two high holy days.
 - a. The dates of observance of Eid-ul-Fitr and Eid-ul-Adha shall be recommended by the Islamic Coordinator to the Administrator of Religious Services, who will inform the Unit/Senior Chaplains and who will then submit the proposed dates of observance to the Unit Warden for approval/disapproval.
 - b. The time frame for observing the feast of the two high holy days shall be in the evening from 7:30 - 9:00 p.m. Any necessary changes shall be arranged between Islamic Coordinator, Unit/Senior Chaplain, and Unit Warden with notification to the Administrator of Religious Services.
 - c. The place for the two feasts shall be approved by the Unit Warden.
 - d. Only those inmates completing Ramadan will be allowed to participate in each of the feasts.
 - e. Those inmates in segregated areas may observe the E'ids under their conditions of confinement.
 - f. If an inmate has observed the full Ramadan fast and is scheduled to work during the hours of the Eid prayer service or during either of the two feasts, the inmate may be laid in for the prayer service and the two feasts.
 - g. The Unit/Senior Chaplain shall prepare a list of inmates who will be participating in both of the feasts. This list shall be in the Unit Warden/Supervisors hand at least three days prior to each of the feasts.
 - h. The Unit Warden may approve the food items be catered with the cost to be borne by the Muslim Community.
 - i. In the case in which the Unit Warden feels that there are particular problems with costs, logistics, or security, and upon the Warden's request, the meal will be entirely provided by the unit kitchen in the manner that the evening meals are provided for Ramadan.
 - j. If the food is catered, the inmates may make a donation to pay for the catering. The inmates' designated checks made payable to the Unit Chapel Fund are given to the Senior/Unit Chaplain. The Unit/Senior Chaplain will then submit the checks to the Unit business office. A requisition may be submitted through the Administrator of Religious Services to obtain payment for the approved vendor. Receipts from the approved vendor will be turned in to the Administrator of Religious Services.
 - k. All food provided for the feasts will either be provided entirely by the units, or approved vendors. (Approved Vendor: Commercial Outlet inspected by the Health Department).

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 560

SUBJECT: Jewish Services

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Jewish events may be scheduled upon request of Jewish inmates, as qualified resource persons are available. The Jewish calendar will be followed.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 570

SUBJECT: Death Row

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 03/29/04

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

A. Chaplain Visits: The Chaplain will make routine rounds in the Death Row area and be available upon request.

Certified Religious Assistants (CRA), properly trained and approved by the Warden and the Administrator of Chaplaincy Services), may be allowed into death row to counsel with inmates on a one-to-one basis at the cell. An officer must be present at all times when a CRA or volunteer is in the death row area.

1. Religious services for Death Row inmates will be conducted in the VSM Visitation Area, however the groups will be limited to three (3) inmates who are not on Punitive Status. One (1) officer must be present during Death Row group services. The officer must be positioned where he/she can observe the services.
2. A baptismal service may be conducted by the Unit/Senior Chaplain. If an inmate requests a specific minister of his/her faith/religion to baptize him/her, the Chaplain will make proper notifications to allow the minister to baptize the inmate. The Senior/Unit Chaplain and two (2) correctional officers must be present during the baptismal service.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 575 **SUBJECT:** Maximum Security and Level 4 Inmates in VSM

REVISED: 10/01/18 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 07/16/14

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. Certified Religious Assistants (CRA), properly trained and approved by the Warden and the Administrator of Chaplaincy Services), may be allowed into Maximum Security and Level 4 Inmates in VSM to counsel with inmates on a one-to-one basis at the cell. An officer must be present at all times when a CRA or volunteer is in the Maximum Security and Level Four VSM areas.
2. A video system (where applicable) will be utilized to broadcast the worship services from the chapel. If a free-world minister/priest does the service, the minister/priest and his/her assistant may be allowed to deliver a communion service after the worship service has concluded in the chapel.
3. There will be no corporate worship services held in Restrictive Housing areas. An inmate may make written request for a Chaplain visit.

Ref:



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 605 **SUBJECT:** Religious Services

REVISED: **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. No religious service will be held unless the approved free world sponsor is present and in charge. No inmate shall conduct a religious service/teaching.
- B. The Unit Chaplain/designee must approve, beforehand, inmates who will have participatory roles in religious services under the supervision and guidance of a Chaplain of ADC, CRA or RCV.
- C. The person responsible for the religious orthodoxy of the service must be present and in control. This will ensure that good order shall be kept by the inmates.

Exception: Jumu'ah Prayer Quran 2:255
The Unit Chaplain supervises Jumu'ah Prayer at the unit when the Islamic Coordinator or approved free world Muslim Volunteer is not present. A security Officer is to be present in the service. The ritual of Jumu'ah Prayer will be observed within a time frame of 20 minutes. (See policy #545). If recorded Khutbah, it may be shown following Jumu'ah Prayer.

- D. A security officer should be present but cannot be in charge of the religious service.
- E. The unit warden may refuse ex-offenders conducting a religious service.
- F. The ADC need not employ a Chaplain representing every faith with at least one adherent (Johnson Bey v. Love, 863 F-2d 1308 7th Cir. 1988).

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G. Jumu'ah services will be held even if it falls on a state holiday.

Ref: AR 881, AR 883



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 610 **SUBJECT:** Changing Religious Affiliation or Preference

REVISED: 09/01/16 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. An inmate may request a change of religious affiliation by submitting a change of religious affiliation form to the Chaplain.
- B. Any religion that is detrimental to the security and good order of the unit will not be recognized by the Arkansas Department of Correction. In such situations, the inmates' designation will be listed as "other".
- C. The Chaplain shall acknowledge the change of religious affiliation request and submit a copy of the approved religious affiliation form to Records Supervisor to be placed in the inmate's records file and in eOMIS. If the religion requires and if the inmate requests a religious diet, it will be provided within the provision of AD 06-18.

If an inmate abuses the Special Religious Diet, disciplinary action may result and removal from the Special Diet list will result. Abuse includes, but is not limited to, refusal to eat the Special Religious Diet food, eating foods from the regular diet line, and purchasing commissary items not allowed on the Special Religious Diet. Such abuse will result in forfeiture of any religious diet for a period of twelve (12) months. The decision to remove an inmate rests with the Unit/Senior Chaplain and Warden.

Ref: AD 06-18, 15-08

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RELIGIOUS AFFILIATION UPDATE

INMATE'S NAME _____ ADC # _____

UNIT _____

I, THE UNDERSIGNED, OF MY OWN FREE WILL, DO HEREBY STATE THAT MY RELIGIOUS AFFILIATION BE CHANGED FROM

_____ TO _____, WHICH I

HEREBY STATE, IS MY RELIGIOUS AFFILIATION AS OF NOW.

This religion **does** { } **does not** { } require a Special Religious Diet. The specific dietary requirements (ex. pork free) are as follows:

I FORMALLY REQUEST THAT A COPY OF THIS UPDATE BE PLACED IN MY INSTITUTIONAL JACKET AND THAT ALL NECESSARY RECORDS INDICATING MY RELIGIOUS AFFILIATION BE CORRECTED ACCORDINGLY.

I acknowledge that if I abuse this Religious Diet, disciplinary action may result and that I will be removed from the Special Diet list. Abuse includes, but is not limited to, refusal to eat the Special Religious Diet food, eating foods from the regular diet line, and/or purchasing commissary items not allowed on the Special Religious Diet. Such abuse will result in my forfeiture of any religious diet for a period of twelve (12) months. The decision to remove me rests with the Chaplain and Warden.

Inmate's Signature

Date

Chaplain acknowledgment of receipt

Date

Cc: Records
Inmate
Chaplain's File



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 615 **SUBJECT:** Marriages of Inmates

REVISED: 09/01/16 **REVIEWED:** 10/01/18

DATE OF ORIGINATION: 05/01/89

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Inmates incarcerated within the Arkansas Department of Correction are permitted to marry when such action is consistent with the laws of the state of Arkansas and follows the procedures set. (Check with the local county clerk's office to verify these laws and procedures.) While inmates retain the right to marry, this right must be exercised in a manner that is consistent with the good order of the institution, and planned and reported in such a manner that records accurately reflect the change in the inmate's marital status.

- A. Any inmate requesting marriage while assigned to a Unit/Center Supervisor which does not have the services of a Chaplain or Religious Services Coordinator shall submit a written request to the Unit Warden/Center Supervisor at least ninety (90) days prior to the proposed marriage. The Director has the authority to waive the 90-day waiting period. The request shall include the name, address, and age of the prospective marriage partner and the proposed date of the marriage.
- B. An inmate assigned to a county on Act 309 shall submit a written request to the Administrator of Religious Services, including the name, address and age of the prospective marriage partner. When the written request is received by the Administrator of Religious Services, the Administrator will send a letter of explanation of procedures to the inmate along with a counseling booklet for the inmate and prospective marriage partner. When booklets are completed, the inmate will return the completed booklets to the Administrator who will then send a letter of approval including the approximate date that the wedding can be held.
- C. The Unit Warden/Center Supervisor or his/her designee may adjust the proposed date, time, and attendance of the ceremony as deemed necessary to maintain

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- Unit/Center security and orderly operations. The inmate shall be advised of any changes in ceremony plans, and may appeal such changes through established inmate grievance procedures. The ceremony should be held on the date requested by the inmate unless there are compelling reasons for a change of the date.
- D. The Chaplain should conduct a pre-marital counseling meeting with both the inmate and the intended spouse to allow for clarification of any issue regarding the impending marriage.
 - E. All financial obligations for any activity listed herein, not specifically stated to the contrary, shall be borne by the inmate or other private sources.
 - F. All legal requirements for the marriage must be met in a timely manner. Transportation and proper security for inmate to obtain marriage license at the nearest county seat will be arranged by the Unit Warden/Center Supervisor at his/her convenience. The inmate must pay in advance ten (10) working days the license fee; (if the county will accept a check), current mileage rate per mile for transportation to and from the courthouse; and \$15 per hour for transportation officer(s); before the marriage can take place.)
 - G. The marriage ceremony shall be supervised by the Unit/Senior Chaplain. The ceremony may not be performed by a state paid chaplain or anyone with a current ADC volunteer badge, as this creates potential for conflict of interest scenarios and accusations thereof, but may be performed by anyone authorized by law to conduct marriages. Verification of the official's credentials may be required.
 - H. The marriage ceremony shall take place at the time approved by the Unit Warden/Center Supervisor, in a secure area.
 - I. Class I-A or I-B inmates may opt to marry while on furlough. Any inmate marrying while on Furlough must still provide proper notification so records may correctly reflect the inmate's marital status and next of kin.
 - J. Free world guests are not to exceed six (6) in number excluding the couple marrying and the person conducting the ceremony. All guests over twelve (12) years of age must be on the inmate's visitation list.
 - K. The department security regulations concerning photographs and authorized items shall apply to marriage ceremony participants.
 - L. Any inmate involved is responsible to notify the unit records office of change of marital status giving name, address and telephone number of marriage partner.
 - M. No reception or visitation will be permitted following the ceremony.
 - N. In the event that inmates of different Units/Centers wish to marry, each inmate shall submit a request to the appropriate Unit Warden/Center Supervisor.

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- Marriage ceremony arrangements, preparations and any necessary transportation shall be by mutual agreement of the Unit Wardens/Center Supervisors or their designees. The marriage ceremony shall be subject to the same limitations and conditions as those imposed on an inmate to non-inmate marriage ceremony. Inmates at the same Unit/Center will not be allowed to marry each other, although transfers will be made when within policy.
- O. The inmate will wear clean pressed whites for the marriage ceremony.
 - Q. Fiancée and visitors' dress must be appropriate for the occasion. (i.e., no shorts, hats, mini-skirts/dresses or see through clothing) Provocative clothing will not be allowed.
 - R. Wedding Ring
 - a. The value of the inmate's wedding ring must not exceed \$50.
 - b. If the value of the ring exceeds \$50, the couple may exchange rings at the ceremony, but the free world spouse must take the inmate's wedding ring out of the Unit/Center as that person leaves from the wedding ceremony.
 - c. If the inmate keeps the wedding ring at the Unit/Center he must sign an inmate personal property record (F-841-1) stating whether the ring is gold colored, or silver colored, etc., and that the value of the ring is \$50 or less. The Chaplain may assist the inmate with the completion of the form. The pink copy will go to the inmate, the yellow copy will go to the inmate permanent record file, and the white copy will go to the Unit/Center property officer.
 - d. If the spouse takes the wedding ring out of the Unit/Center after the wedding ceremony, the spouse must first sign a statement to that effect with a copy going to the inmate's permanent record file.
 - S. Upon request of inmate, a copy of this memorandum shall be made available to the inmate.
 - T. If the inmate requests "Covenant Marriage" then the guidelines set by the legislature is in effect. Covenant Marriage, Act 1486 of 2001.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 625

SUBJECT: Religious Articles/Literature

REVISED: 10/01/18

REVIEWED: 10/01/18

DATE OF ORIGINATION: 07/01/98

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

A. Medal/Insignia

1. Inmates may have one religious medal that may not exceed 1-1/2 inches in length or diameter, no thicker than 1/8th of an inch, nor exceed \$50 in value. This article must be recognized as desirable by the denomination and acceptable by security, and listed on inmate's personal property list or it may be considered contraband. The religious medal/emblem is to be suspended from the inmate's ID card chain and worn inside the uniform shirt. Any questionable medal/emblem must be approved by a committee convened by the Administrator of Religious Services. A new religious medal/emblem will be mailed directly from a commercial source with a copy of the invoice included.

B. Individual Prayer Mat/Rug

1. The inmate may only have one prayer rug in their possession. Each prayer rug will have its own identifiable marking consisting of, but not limited to, the inmate's ADC number for property control by the UPCO. This prayer rug shall become property of the approved inmate. There shall be no swapping, selling, or other use of this prayer rug.
2. The individual prayer mat/rug is to be used for individual prayer time in cell or by the individual inmate's bed in barracks. When not in use for religious purposes, the item must be stored in the inmate's locker box.
3. The prayer mat/rug must not threaten the good order and security of departmental operations. The item is subject to security inspection by staff at anytime.

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4. Inmates who are housed in Ad-Seg, Punitive or a SuperMax Barracks are subject to the rules of their conditions of confinement.

C. Special Religious Headdress

1. Inmate may wear special religious headdress during religious service. The headdress must not threaten the good order and security of departmental operations. The headdress must be recognized by the inmate's denominational/mosque/synagogue/tribe as being essential to a particular sect's religious belief. The headdress is to be worn in religious service only and kept in inmate's locker when not in use.

D. Prayer/Meditation for Religious Worship

1. The Prayer/meditation beads must be recognized by the inmate's denomination, Mosque, Synagogue, or Tribe as being essential to a particular sect or religious belief. The beads must not threaten the good order and security of the Arkansas Department of Correction. When the beads are not being used, they are to be kept in the inmate's locker box or in pocket of inmate's trousers. The length shall not exceed 26 inches.
2. The beads are not to be worn as a necklace or bracelet. The beads are to be white or brown in color, made of plastic or wood.
3. Wiccan worship items that are allowed include: The "Book of Shadows", small bell (not to exceed 1-1/2" tall), chalice (not to exceed 6" tall, made of a non-hazardous material, and less than \$50 value), and a religious text. The Chalice may be purchased from the Commissary as the plastic coffee cup meets all the requirements. The items must not threaten the good order and security of the Arkansas Department of Corrections, and when they are not being used must be kept in the inmate's locker box.
4. Pagan worship: The Rune Set and Tarot cards, if donated to the chapel, will be stored in the Chaplain's office for authorized solitary inmate worship in an area designated by the Chaplain. As with other religions, corporate worship can only be held if a "Free World" sponsor is available. If the Runes or Tarot cards are used in corporate worship, they will be returned to the Chaplain, or, if brought in by the volunteer, they must be removed when said volunteer leaves the unit. Possession of Runes or Tarot cards is prohibited outside of the designated chapel area.
5. Documented Native American inmates may possess any or all of the following articles: an eagle feather, a ceremonial headdress, a ceremonial headband. These articles may not be used or worn in a manner not in keeping with general policy on Religious Articles.

E. Religious Literature

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1. Religious Materials which display a Security Threat Group (STG) symbol will be handled in the following manner:
 - a. If the material is educational concerning a religion that displays an STG symbol, and
 - b. If the inmate has no gang affiliation, and
 - c. If the symbol is the only reason for denial, then the material should be allowed.
2. Religious texts and other publications must come from a Commercial/Charitable Outlet, be unaltered, and otherwise meet Department policies.
3. Religious Literature in the form of newsletters, bulletins, and other religious group related correspondence sent from family members will be allowed.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 630

SUBJECT: Diet

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

An inmate may abstain from those food items served to the general population, which are prohibited by the religion of the inmate. The inmate may receive approved substitute food items.

The Chaplain, in cooperation with the Unit Warden/Center Supervisor and Administrator of Religious Services, shall arrange opportunities for the observance of occasional or annual religious requirements or practices of a religious faith. This may include fasting, diet and worship. Food for such observances will be obtained, served and eaten in accordance with unit policies. The approved free world sponsor must initiate a request for specific observance of a religious holy day.

A. Special Religious Diet

1. Chaplaincy Services can list inmates whose stated religion bars them from consumption of pork as Pork Free.
2. Chaplaincy Services can request that Food Services provide an inmate the pre-packaged Common Fare meals if the inmate's stated religion deems the ADC general population meal provisions unacceptable.
3. Any dietary accommodation requested by an inmate that is approved and established through Chaplaincy Services will not be subject to additions or deletions for a period of twelve (12) months. The Chaplain shall advise inmates who desire the Special Religious Diet accordingly.

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4. The Chaplain will ensure that the religious basis of the request is valid prior to approval.
5. Release from a special religious diet may be requested through the Chaplain's office.
6. Abuse of the special diet request may result in removal from the special diet list. Abuse of the special diet request includes but is not limited to refusal to restrict commissary purchases and meals served by food service to the special religious diet. Such abuse will result in forfeiture of any religious diet for a period of twelve (12) months.
7. The complete request or release will be approved by the Chaplain and forwarded to the Food Services Supervisor with a copy placed in the inmate's record.
8. Upon transfer to another unit, it is the responsibility of the inmate to advise the receiving unit of the Special Religious Diet form in the inmate record so that a copy can be sent to the Food Services Supervisor.

Ref: ACA 4-4284, 4-4286, 4-4405; AR 883, 600; AD 13-83



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 635

SUBJECT: Telephone Calls

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

In an emergency situation, an inmate may be given the opportunity for a collect telephone call to a person who agrees to pay for the call. If a collect call is not possible, and after verifying the immediate family emergency and determining and verifying the circumstances causing the need, the Chaplain may use discretion and authorize a long-distance call.

The call should be allowed in the privacy of the Chaplains office with strict security guidelines and the Chaplain present monitoring the call.

Only in the instance of an immediate family emergency or related unusual situation will the Chaplain call someone for the inmate. The Chaplain may call the family, sheriff, funeral director, doctor, etc., to get information in order to verify the emergency situation.

No three-way calls are allowed

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 640

SUBJECT: Emergency Furlough

REVISED: 10/01/18

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Emergency Furlough (Critical Illness/Funeral Visit) for Inmates

A Chaplain should handle emergency messages to inmates where possible. The Warden looks to the Chaplain to take the initiative in these matters.

An inmate, upon receiving the news of critical illness/death of a family member may experience stress which could cause a violent action. It is essential that the Chaplain attempt to minimize the stress.

Following are some suggestions that might help the Chaplain to accomplish the above.

- A. In conjunction with Unit Warden, develop a handout leaflet that would outline the procedure for the inmate and family to follow in the event there is a need for an emergency furlough. This leaflet could be handed out during inmate orientation.
- B. Always keep an emergency furlough application handy (by the phone) to assist in obtaining the required information needed to verify for emergency visit.
- C. Basic procedures for the Chaplain when an emergency message is received:
 1. Respond in a caring way to the feelings of the person providing the information (usually a family member; sometimes a sheriff will call).
 2. Diligently get the necessary information to complete the emergency furlough application form, i.e., name, address, telephone number of person calling in the information. If it is a person other than family member, be sure to get

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name, address and telephone number of an immediate family member. In case of death, get name, address and telephone number of the funeral home handling the burial. In case of critical illness, get name, address and telephone number of the attending physician.

3. Explain to the caller the necessary procedures for approval/disapproval of emergency furlough and assure the caller that you will see if the inmate can make the visit. DO NOT MAKE ANY PROMISES.
4. Verify that an emergency exists. For a death, call the designated funeral home director. For a critical illness, call the attending physician in charge of the family member, or have a family member to instruct the physician to call the Chaplain. He must give his medical diagnosis/opinion as to whether it is a critical illness.
5. Determine classification and job assignment. (Later, when it is verified, you may need to notify inmate's job supervisor.)
6. Make contact with inmate concerned (preferably in Chaplain's office) and discuss with him procedural requirements and terms and conditions (if Warden approved).
7. Have inmate sign request form for emergency furlough and give his ADC number.
8. If needed, assist the inmate in calling a family member, in keeping with AR 867.
9. The Department of Correction employees are not permitted to escort or transport inmates on an emergency furlough. Inmates serving a Life or Life Without Parole sentence require two escorting officers. Specific requirements of inmates serving lesser sentences are at the discretion of the Unit Warden/Center Supervisor.
10. The completed emergency furlough application will then be taken to Warden/designee for approval/disapproval.
11. Upon the Warden/designee's approval/disapproval of emergency visit by the inmate, see that the Records Department gets the original copy of application, and again contact the sheriff's office in the county where the visit will take place, giving the conditions for approval/disapproval.
12. Notify the family of the Warden/designee's decision. Instruct the family (and the inmate) that all costs incurred by an inmate while on emergency furlough will be the responsibility of the inmate and/or family.

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13. Notify the inmate, in person, of the Warden/designee's decision.
14. Notify Records of the name of the officer to pick up the inmate, time to pick up, and the time to return. Records will prepare necessary paperwork for the actual emergency furlough.
15. When an inmate on Act 309 goes on emergency furlough, the County Sheriff that is responsible for the inmate on Act 309 will verify that an emergency exists, i.e., terminal illness or death of a family member, and then contact the Deputy Director for Institutional Services/designee at the Arkansas Department of Correction, Central Office, Pine Bluff, Telephone 267-6999, regarding requests and approval of an emergency furlough for the inmate. The Pine Bluff Unit Chaplain will assist with furlough application preparation for Act 309 inmates.
16. Immediate family: Inmate's father, mother, sisters, brothers, spouse, children, grandparents, grandchildren, aunts, uncles, mother-in-law, father-in-law, and any other person whose relationship with the inmate has been verified as that of a parent/guardian. (see AR 813).
17. Inmates who are Class I-A and I-B may be released to an approved relative/associate on emergency furloughs for such occasions as the critical illness and/or death of the inmate's immediate family. Such emergency furloughs shall not exceed three days (72) hours in duration and may be granted by the Unit Warden/Center Supervisor in accordance with AR 812.

Ref: AR 807, 812, 813



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 645

SUBJECT: Notifying Next of Kin

REVISED: 07/01/15

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/90

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. When an inmate is seriously ill or injured, the determination is to be made by the provider at the unit where the inmate is housed.
- B. Procedure:
 - 1. When an inmate becomes seriously ill, injured, or dies within the unit, the Warden/designee shall be notified by the HSA/designee at the unit where the inmate is housed.
 - 2. The Warden/designee shall notify the Senior/Unit Chaplain immediately, who will be responsible for notifying next of kin. In the event that the Senior/Unit Chaplain is not available, the Warden/designee shall assign an individual to contact the next of kin.
 - 3. The Senior/Unit Chaplain or assigned individual will make every attempt possible to verify next of kin prior to attempting any contact. The emergency contact information can be found on eomis, in the inmate's official jacket located in the Records office, by checking inmate's visitation list either on eomis or in the inmate's official jacket, or having an officer check for names of a possible contact person in the inmate's personal effects.
 - 4. If no contact can be made using any of the above methods, the chaplain may contact any local police, deputy, sheriff, or state trooper that could be helpful in contacting a relative.

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5. When someone has been notified, or not notified in a responsible time, the Unit Chaplain or assigned person is to notify the Warden/designee and the Department of Correction Administrator of Medical/Dental Services that notification of next of kin has been completed or incomplete.
6. The Unit Chaplain should display a notice on each barrack's bulletin board urging inmates to update their emergency contact lists if any change occurs in contact information (forms may be kept at the hall desk and in the Chaplain's Office).
7. The Senior/Unit Chaplain or on-call Chaplain at the Ouachita River Correctional Facility will be the contact person for inmates in the Ouachita River Correctional Unit Hospital. In the event that no ORCU Chaplain is available at a time when contact with next of kin must be made, the on-duty Chaplain at the inmate's parent unit and/or the Administrator of Chaplaincy Services may be called to help.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 650

SUBJECT: Execution

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 11/17/88

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

When an inmate is executed in the Arkansas Department of Correction, the following procedures will be followed by the Religious Division:

- A. The Administrator of Religious Services and a minister/spiritual advisor, if requested by the inmate, will minister to the inmate before and during the hours immediately preceding the execution, and will accompany the inmate to the execution chamber. The Chaplain and/or minister are not required to witness the execution.
- B. The Senior Chaplain at the Cummins Unit will act as liaison to the inmate's family.
- C. No statements will be made to the press. Refer reporters to the Public Information Officer.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 655

SUBJECT: Burial/Cremation

REVISED: 09/30/10

REVIEWED: 10/01/18

DATE OF ORIGINATION: 11/17/89

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. When an inmate dies and it is clearly determined that the body will not be claimed by the family or a responsible person, the Department is responsible for burial/cremation.
- B. The Medical Services Administrator will maintain contact with the funeral home responsible for the burial/cremation of the inmate as to the availability of the body. Once the body/remains are released, if the body is to be buried, the funeral home will contact the Administrator of Religious Services to set funeral arrangements. If the body is cremated, the remains will be dealt with by the funeral home in charge of the remains. If the family wishes to claim the remains, they may do so through the funeral home in charge.
- C. The Unit Chaplain who has custody of the inmate will determine the inmate's religious preference at time of death. If the body is to be buried, the Unit Chaplain, in coordination with the Administrator of Religious Services, will arrange for a Chaplain or qualified person to conduct the funeral service. The service must be conducted so as to be meaningful and comforting to family members and friends present. If no freeworld religious official can be secured, and if the chaplain may legally conduct the service, and if any family intending to be present does not object, the Unit/Senior Chaplain or another chaplain approved by the Administrator of Religious Services may conduct the service. If no freeworld religious official or other chaplain is available, the Administrator of Religious Services will be available to conduct the service.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 660

SUBJECT: Inmate Name Change

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 04/15/91

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. The Department of Correction shall allow persons who have legally changed their names for religious purposes after incarceration to receive services and information by utilizing their AKAs in accordance with AD 08-08.
- B. AKA - A person's name which has been legally changed by the appropriate courts for religious purposes after incarceration.
- C. When an inmate legally changes his name, the Warden/Center Supervisor shall be responsible for advising the appropriate supervisors. Since this is a legal procedure, application for change of name for religious purposes after incarceration may be discussed with the inmate attorney.

Ref: AR 825



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 665

SUBJECT: Pastoral Visits (Non-Death Row Inmates)

REVISED: 06/01/13

REVIEWED: 10/01/18

DATE OF ORIGINATION: 06/20/02

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. Only a free world minister who is the pastor or bona fide staff member of a church, synagogue, or Mosque, may conduct a pastoral visit.
 - a. this person must not be on the inmate's visitation list.
 - b. this person must furnish the Unit Chaplain a valid driver's license, date of birth and Social Security number and fill out a religious volunteer application for the Warden's approval.
2. A request for a pastoral visit must be made at least 72 hours in advance of the visit.
3. The inmate must request the visit.
4. The visit may not be longer than 1-1/2 hours, and scheduled from Monday through Friday (not on a holiday) between the hours of 8:00 a.m. – 3:00 p.m. and only 1 per month.
5. A Chaplain or his designee must be present at the time of the visit in order to supervise the visit, in a place designated by the Warden.
6. A gate pass should be made and distributed at least 24 hours prior to the visit.
7. The inmate requesting the pastoral visit must be a documented adherent of the religious group or sect that the Pastoral Visitor represents or his/her family must be associated with the religious group or sect.
8. This visit is for religious contact and not for parole plans, clemency assistance, job applications, etc.
9. The Pastoral visit is "One-on-One" and the pastor is not to bring another person in without prior approval of the Unit Chaplain and the warden/designee.
10. The Chaplain will lay-in the inmate for the visit.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 670

SUBJECT: Choir Engagements

REVISED: 06/01/13

REVIEWED: 10/01/18

DATE OF ORIGINATION: 12/09/92

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The appropriate deputy or assistant director may authorize the unit/center to have a traveling choir. The warden/center supervisor may permit public appearance of the choir whenever such engagement does not unduly burden the overall mission and security of departmental operations. There may be up to 16 inmate members in the traveling choir. The group shall be composed of Class I inmates. The unit warden/center supervisor must approve the inmates to become members of the traveling choir.

Ref: AR 883



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 675

SUBJECT: Chapel Band / Music Team

REVISED:

REVIEWED:

DATE OF ORIGINATION: 10/01/2018

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The Chaplain(s) may permit inmates to participate in a Chapel Band / Music Team for the purpose of providing appropriate music and accompaniment during worship gatherings. The music performed by the Chapel Band / Music Team is intended to enhance the other elements of the worship gathering, never to subvert or overwhelm them. The designated Chaplain is fully responsible for the selection of inmate participants, for the oversight of their conduct during practices and worship gatherings, and for the removal of inmates who do not meet the standard for participation.

- A. Participation in the Chapel Band or Music Team is not the right of any inmate. It is a privilege bestowed by the overseeing Chaplain.
- B. Inmates who are not Class I may not participate in the Chapel Band or Music Team.
- C. The overseeing Chaplain may revoke an inmate's privilege to participate when the Chaplain discerns that the inmate's conduct, demeanor, speech, or attitude is detrimental to the group or to the goal of enhancing the worship gathering.
- D. The Chapel Band / Music Team performs and practices at the discretion of the overseeing Chaplain and always defers to free world guest when those guests prefer to provide music themselves or prefer not to include music in the service.
- F. Each unit chapel shall maintain unit policy guiding specific management practices for its Chapel Band or Music Team.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 680

SUBJECT: Inmates Holding Ordinations/Licenses

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/02

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

An inmate, who is ordained/licensed by his/her religion/denomination forfeits all rights to any ministry related functions until released from the Arkansas Department of Correction. The inmate shall not perform marriages, ordinations, or conduct any religious rite or service.

Ref: Religious Services Policy and Procedure Manual, Policy Number 605, A.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 690

SUBJECT: Principles and Applications for Life Program (PAL)

REVISED: 11/05/12

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/01

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

PURPOSE: The PAL Program is an attempt to create better morale among the inmates, reduce disciplinary actions, and prepare the inmate to be a productive citizen.

The PAL Program focuses on incarcerated individuals as holistic individuals who have psychological, educational, physical, and spiritual needs. The PAL Program seeks to address, through educational and group sessions, all of these elements from a faith based perspective.

1. Four (4) Core Courses will be offered.
2. The Administrator of Religious Services will formulate policies that will allow for worship, study, and restoration.
3. The programming will be carried out by the Chaplain(s) and utilizing volunteers from the community.
4. Requirements for the PAL Program. The requirements will be such as to accommodate all inmates.
 - a. This is a voluntary program and the inmate must request to be in the program.
 - b. The inmate must have his/her initial sixty (60) day assignment completed.
 - c. To be considered, the inmate must have at least thirty (30) days completed on any major disciplinary judgment.
 - d. Acceptance into the PAL program depends upon conditions of confinement (i.e., ADSEG, PC, Punitive, etc.)
 - e. The program will accept all classes of inmates. (With the goal of providing them the tools needed to improve behavior and improve their class.)

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- f. All students must demonstrate a teachable spirit and show evidence of discipline in daily interaction with officers, instructors, and fellow inmates; display evidence they have learned principles relating to authority, interpersonal relationships, and spiritual growth.
 - g. Regular daily attendance and participation in classes and presentations is mandatory. Anyone not seated for class at the stated scheduled time will receive an unexcused absence. Excused absences will be allowed for sickness (must have infirmary script), court, or any other time when absence is required by the unit administration.
 - h. A Certificate of Graduation will be presented upon satisfactory completion of the program.
5. The PAL Program will be an open-ended program and will be ongoing. When an inmate is dropped from the program, another inmate may immediately be placed in the program.
 - a. Advertisement will be placed in the barracks. The inmate must request an application in writing from the Unit/Senior Chaplain. Upon receiving the written request, the PAL Program Coordinator or Unit/Senior Chaplain will review the Inmate's record and determine if the inmate meets the initial requirements to be eligible for an interview. The Pal Program Coordinator or Unit/Senior Chaplain will interview the inmate, and if the inmate is deemed to be qualified for the program, the Program Coordinator or Unit/Senior Chaplain will allow the inmate to officially make application to the PAL Program. The Unit/Senior Chaplain will present to the appropriate party(ies) a list of those inmates who have been interviewed and have been deemed qualified by the Unit/Senior Chaplain. Upon responsible party(ies) approval, the list will be presented to the Classification officer who will then assign them to the program. The Chaplain will become (one of) his/her supervisor(s) for the duration of the class. Upon completion of the program or the termination of an inmate from the program, the Chaplain will recommend the inmate for reassignment to the Classification Officer.
6. Dismissal and Discipline:
 - a. Any inmate not showing evidence of progress toward meeting the requirements listed may be dismissed and returned to appropriate population at the discretion of the PAL Coordinator or Chaplain. Inmates may also be dismissed for the following:
 - i. Violation of Unit Policy
 - ii. Four (4) unexcused absences from class.
 - iii. Demonstration of disruptive or divisive behavior.
 - iv. Conduct and attitude that would tend to undermine the mission and goals of the PAL Program.
7. Television Policy: Television viewing is discouraged but allowed with programming being restricted to the following for those groups assigned to a PAL Barracks.

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- a. Monday through Friday: restricted to recordings approved by the PAL Program Coordinator/Chaplain.
- b. Weekends and holiday viewing are restricted to news and sports programming. Sunday morning religious programming may be allowed as approved by the PAL Program Coordinator/Chaplain.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 705

SUBJECT: Literature

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/84

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

The Chaplain may receive religious literature for distribution according to the following criteria:

- A. The religious materials must not advocate violence or religious/racial discrimination.
- B. The religious materials must not be detrimental to the inmate's rehabilitation process or threaten the security of the institution. Reference AR 864.
- C. Each inmate who wishes to have religious books, publications or materials must comply with the general rules of the Unit/Center regarding the receiving, retention and accumulation of personal religious property.
- D. When an inmate is in punitive isolation, religious material may be permitted in accordance with unit policy.

Ref: ACA 4-4405; AR 864



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 710

SUBJECT: Audio-Visual Equipment and Material

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/85

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. The Unit Chaplain may approve and receive religious audio/visual equipment/materials for unit use in the chapel facility in keeping with the stated criteria.
 - 1. The religious audio-visual materials must not advocate violence or racial/religious discrimination. Religious cassette/video using the technique of debate regarding religious beliefs is not to be permitted in the unit.
 - 2. The religious audio-visual materials need to emphasize the positive aspects of the particular religious belief.
 - 3. The religious audio-visual materials must be positive rather than detrimental to inmates' rehabilitation process.
 - 4. The religious audio-visual materials must not threaten security and good order of the institution (AR 864).
 - 5. No Religious cassette/video is to be in any inmate's possession outside of the chapel facility at any time for any reason.
- B. All audio-visual equipment/materials purchased or donated for the unit Chapel are to be used only for religious purposes.
- C. All audio-visual equipment/materials whether purchased or donated become the sole property of the Religious Services, ADC.

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- D. The Unit/Senior Chaplain, or designee, will be responsible for all equipment/material maintenance and replacement when/where possible.

Ref: ACA 4-4405



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 715

SUBJECT: Religious Media

REVISED:

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/89

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

- A. Religious media are not to be purchased with state funds, nor are they to be reproduced on state duplicating equipment unless a prior arrangement has been made to reimburse the state.
- B. Religious media provided by charitable and religious organizations and those purchased by their denomination or any other source are subject to the review process as outlined in Administrative Regulation 864 and the Religious Services Manual.
- C. Based on Section IV, B. of AR 864 and the Religious Services Manual, the Administrator of Religious Services may request specimen copies of any materials, regardless of the medium, if the Administrator has cause to believe that those materials meet the criteria for rejection.
- D. The Unit Warden/Center Supervisor having concerns about materials being provided or presented for inmate viewing or listening, may request that the review procedures of AR 864 be invoked, or request the Administrator of Religious Services to inspect said material to determine if a review is warranted.
- E. Any Chaplain having concern about religious media may request the Administrator of Religious Services to determine if a review is warranted.
- F. Unit/Senior Chaplains who either bring in or allow the entrance of religious media are responsible for ensuring that the materials are used in a manner consistent with Administrative Regulations and rules of the institution.

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- G. No Religious Media are to be rejected solely because they conflict with another belief system. However, if the Religious Media defames another religious belief system, it may be rejected.
- H. All Chaplains and approved Volunteers are asked to emphasize the positive aspects of their own belief systems rather than differences or conflicts from belief system of other persons.
- I. Any Chaplain or approved Religious Volunteer who uses religion/Religious Media to cloak efforts to discourage respect for authority and the good order of the institution, or to encourage racial or religious hatred/discord may be barred from the units and may face disciplinary action.
- J. The Administrator of Religious Services has the discretion to inspect any material used by individuals employed as Chaplains or providing religiously oriented volunteer services to the Arkansas Department of Correction.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 725

SUBJECT: Satellite Dish for Religious Programming

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 08/01/02

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

1. Upon the approval of the Deputy Director over Religious Services, Administrator of Religious Services, Unit/Center Warden/Supervisor, and appropriate Deputy Director, a satellite dish may be donated with the injunction it becomes the property of the state.
2. The satellite dish may be used to provide religious programming for ALL approved religions.
3. The satellite dish may not be dominated by any one religious group, including the donating party.
4. The state will be responsible for all upkeep of the satellite system.
5. When the satellite dish has served its usefulness, upon the approval of the Deputy Director of Health and Correctional Programs, and Administrator of Religious Services, the state may dispose of the dish through proper channels.

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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 805

SUBJECT: Donations

REVISED: 06/01/13

REVIEWED: 10/01/18

DATE OF ORIGINATION: 01/01/81

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

Donations of monies received by the Chaplains for use in their ministry at the unit will be forwarded to the Administrator of Religious Services for deposit in the individual Unit Chapel Fund. Unit/Senior Chaplains may submit a signed requisition requesting to purchase needed items from their Unit Chapel Fund to the Administrator of Religious Services for approval prior to the purchase of any items.

The requisition request must meet the following criteria:

- a. The request must be intended for ministry to staff and/or inmates.
- b. or the request must be intended for training, conference expenses, etc.;
- c. or the request must be intended for needed items/supplies for training, conference expenses, etc.

Donations of property will become ADC property. For tax credit to the donor, a description and reasonable value figure will be forwarded to the Administrator of Religious Services who will provide the information to the Assistant Director for Administrative Services for official documentation.

Approved and donated religious materials may be distributed to the inmates by the Chaplain/designee.

1. The Unit/Senior Chaplain may accept donated items under the value of \$250.00 (i.e., pens, pencils, paper, envelopes, and general office supplies).
2. The Unit/Senior Chaplain may accept donated items over the value of \$250.00 only with written approval of the Administrator of Religious Services.

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- a. Any item donated with a fair market value of \$500.00 must be catalogued and reported the Business Office within three (3) days with a copy being sent to the Warden/Superintendent Assistant Warden and Administrator of Religious Services.
 - b. Any computer donated from an individual or business must have the approval of the Administrator of Religious Services and be sent to the Administrator of Information Systems for examination of components, modems, and be sure the computer has totally been cleaned of illegal outside information and viruses.
3. The Chaplain should report monthly to the Administrator of Religious Services a list of all donated items and funds received from their perspective Unit.
 4. The Chaplain should send bi-annually a catalogued list of all office equipment in the Chaplain's office and Chapel area.
 5. The Chaplain may not do away with, or move to a location outside of the chapel area, any office equipment, sound equipment, musical instruments, office furniture, etc. without the express written consent from the Administrator of Religious Services. Any tagged items removed from service must be removed from inventory.
 6. A copy of any correspondence with the Administrator of Religious Services in receiving donated items, or disposing of Chapel items, equipment, etc. must be sent to the Warden/Superintendent and the Assistant Warden of the Unit.
 7. Holiday Donations to the Inmate Population from Church/Organizations.

The following items were approved by the Management Team to be received by inmates during the holiday season:

1. Money may be posted to an inmate's account (Permitted only if each inmate assigned to your unit is posted the same amount by an outside church or organization).
2. All fruit items that are donated from an outside source meant for distribution to the inmate population must be approved in writing by the Warden/Center Supervisor.
3. Any food item provided by an outside church/organization during holiday events must be consumed at the event with the exception of sealed items that are available at the pen store. No food item that cannot be purchased at the pen store is to be taken to the barracks. Such events will be open to all inmates assigned to your unit. (Maximum Security/Segregation inmates can have donated items delivered to them; however, Punitive Isolation inmates cannot receive any donated items.) All food brought in is subject to approval by the Warden.

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4. White socks, other clothing items and cosmetics in clear containers, with the Warden's approval, may be donated by church/organizations to be issued by the Chaplain. (Provided this can be done for every inmate in the facility, and not distributed on a preferential basis.)

These limitations apply to all units with the exception of the Work Release Centers. Work Release Centers will be permitted to manage this activity as they have done in the past.



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POLICY AND PROCEDURE – RELIGIOUS SERVICES

NUMBER: 806

SUBJECT: Expense Reimbursement

REVISED: 09/01/16

REVIEWED: 10/01/18

DATE OF ORIGINATION: 07/01/14

ISSUING AUTHORITY: Joshua K. Mayfield, Administrator of Religious Services

While ADC Chaplaincy Services receives funding from charitable donations and fulfills a mission unique to any other unit at Arkansas Department of Correction, it remains governed by statutory requirements of the State of Arkansas.

Accordingly, the ADC and State policy regarding Expense Reimbursement has been prescribed for ADC Chaplaincy Services as follows:

1. Responsibility and Accountability for Travel Authorizations and Disbursement
 - a. Approval of Travel requests for the Chaplaincy Services Unit shall be required from the Deputy Director over Religious Services or an appropriately designated Travel Administrator.
 - b. Special authorization justifying the benefit to the State must be given in writing by the ADC Director for travel-related requests involving meals without overnight travel.
2. Standard Reimbursements for State Employees and Officials
 - a. Officials and employees may be paid travel expenses when required to travel away from their “official station” on state business. “Official station” is the geographic location or “address” where the employee normally reports for duty and/or spends the majority of his/her productive time and must be designated as such in writing by the employer. An employee’s “residence” shall be the city or town in which the individual has an abode or dwelling place. An employee whose resident city is a location other than his/her “official station” shall not be allowed

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mileage to travel between them except as provided for in Rule 3, of the State of Arkansas Travel Regulations.

- b. All employee travel reimbursement claims must be submitted on Form TR-1 for payment to the individual traveler. *One employee may not include on his travel payment request the expenses of another employee.*
 - c. No expenses for meals will be allowed within the city or town of the employee's "official station" unless approved by the agency Director as a "special authorization" under ACA 19-4-903.
3. Limits for Meals and Lodging

Please note that travel reimbursement is NOT a per diem, and is to be claimed for ACTUAL EXPENSES FOR MEALS AND LODGING NOT TO EXCEED THE MAXIMUM ALLOWABLE RATES AS LISTED IN THE FEDERAL TRAVEL DIRECTORY PLUS APPLICABLE SALES TAX. The sales tax rate must be stated on Travel Reimbursement (TR-1) forms or equivalent for lodging. The maximum allowance for meals INCLUDES taxes and up to 15% tip reimbursement as provided in ACA 19-4-925(b). Lodging rates per the Federal Travel Directory EXCLUDE room tax and should be exceeded only by the room tax amount unless special authorization is given in writing by the travel administrator of the agency justifying the need to exceed the standard reimbursement rate.

4. Meals

- a. Meal reimbursement is allowed only in connection with overnight travel, whether in state or out of state unless "special authorization", under ACA 19-4-903, is given in writing by the agency Director. The maximum full day meal allowance, including sales tax and up to 15% gratuity, can't exceed the federal per diem rate depending on the destination location. PLEASE NOTE: The "IE" allowances as stated in the Federal Travel
- b. The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. If travel covers a two day period, then meal reimbursement is up to 75% of the daily allowance for each day. For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the destination location(s).

5. Lodging

Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single room rate must be noted on the receipt. The maximum daily allowance will be limited to the federal per diem rate depending on the location for both in state and out of state travel. Room taxes are not included in the federal per diem rate and may be claimed for reimbursement. Lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax may not be paid without a letter of authorization by the travel

administrator of the agency and must include a justification as to why it was in the best interest of the State to exceed the standard reimbursement rate.

6. Transportation

Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile; whichever method serves the requirements of the State most economically and advantageously. Reimbursement for out of state travel will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage when driven. The agency head or travel administrator should determine which method of calculating map mileage is the most suitable method for his/her agency thus ensuring consistency within the agency and avoiding any confusion for the traveler. Travelers by commercial air shall utilize coach accommodations, except in those instances where first class accommodations would be more economical for the State. Instances where first class fare is utilized will require detailed justification and must be approved by the travel administrator. Commercial airline tickets should be purchased at least 14 days prior to travel if possible. Airline tickets purchased with less than a 14 day advance shall be explained in writing to the head of the agency and approved by him/her in writing prior to purchase. Agencies may pay or reimburse the traveler for checked baggage fees for the first bag only. Fees for additional bags must be paid by the traveler and are not eligible for reimbursement.

7. Reimbursement for Use of Privately Owned Vehicle

- a. Private vehicle mileage shall be reimbursed and computed, using map mileage (whether paper-based or electronic), between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less. Mileage reimbursement for official use of a private motor vehicle may be claimed, listed separately on the TR-1, within the vicinity of any locale.
- b. When privately owned motor vehicles are used for travel on official business, the traveler may claim reimbursement at the rate per mile established by the Chief Fiscal Officer of the State in effect during the time the travel occurred. The shortest major highway route (map mileage whether paper based or electronic), will determine the maximum mileage allowed.
- c. The State will reimburse for official miles driven only. The State assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the operator of the vehicle while on official business for the State.

8. Miscellaneous Expenses

Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate

justification when necessary to the performance of official duties. Receipts are required. Non travel-related reimbursements should be claimed on form TR-2.

9. Items Not Reimbursable

- a. Except for those provisions enumerated in ACA 19-4-904, expenses for personal entertainment, flowers, valet service, laundry, alcoholic beverages, cleaning, movies or other similar services are not reimbursable. Communication expenses shall be allowed only when necessary for the transaction of official business and properly receipted.
- b. Expenses for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees (“employees” will not mean volunteers) are not reimbursable.
- c. Petty cash funds cannot be used to make travel advances or reimbursements. If the agency has a petty cash fund, incidental expenses incurred by the traveler such as postage and procurement of minor supplies essential to the performance of state business may be reimbursed from petty cash funds upon presentation of proper receipts. If the agency has no petty cash funds, such items may be reimbursed using the TR-1 form with proper and sufficient documentation.

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