

POLICY AND PROCEDURE
RELIGIOUS SERVICES

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SUBJECT: STATEMENT OF INTENT

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.

Date of Last Review: 4/06/ 1/07/ 1/08/; 2/08/ 1/09/ _____;
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SUBJECT: PURPOSE 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.

Date of Last Review 4/06/ 1/07 2/08; 1/09 / ____ / ____ ;
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SUBJECT: POLICY 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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/_____/_____;
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SUBJECT: GOAL 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 also requires assistance from the Chaplain.

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SUBJECT: OBJECTIVES OF RELIGIOUS SERVICES

The objectives of the Religious Services are:

- a. To provide a religious program administered by a Chaplain of the Department or his designee 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 to meet 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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SUBJECT: POSITIONS

A. Administrator of Religious Services

The Administrator of Religious Services is responsible for the religious program within the Department of Correction. This is accomplished through planning and evaluation of programs and services, supervising Chaplains, Interns, Religious Activity Coordinator, Certified Religious Assistant, and administering the religious program and activities. The Administrator of Religious Services is under the supervision of the Deputy Director of Health and Correctional Programs.

B. Senior Chaplain

The Chaplain is assigned to be Senior Chaplain 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.

C. Unit Chaplain

The Chaplain who is assigned to a unit and is responsible for the religious program and activities under the direction of the Unit Warden and Administrator of Religious Services.

D. Chaplain

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

E. Denominational employed Chaplains working in A.D.C.

The Chaplain will be an employee of said denomination and governed by their policies regarding vacation, sick leave, and honoraria. The Chaplain shall observe only the holidays as recognized by the Arkansas Department of Correction.

The 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 said denomination.

The 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 not limited to worship services, religious group activities, religious and moral education, Bible study, and pastoral counseling.

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

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

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

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

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

With prior approval of Administrator of Religious Services/designee, the Chaplain will be provided a correction 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 denominational employed Chaplains serving as Chaplain in the Arkansas Department of Correction. This probationary period establishes a time for the Administrator of Religious Services to evaluate and help this person adjust to the position of Chaplain. There will be a monthly evaluation while on probation and semi-annually after probation. 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 employed Chaplain with a copy to the Denominational Representative, Deputy Director, Health and

Correctional Programs, Senior Chaplain and Unit Warden.

The services of the Denominational 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 during the probationary period without the right of appeal or hearing. The Administrator of Religious Services must submit the reasons, in writing, for the recommendation for termination of services to the Deputy Director, Health and Correctional Programs, the Denomination 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 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 to written reprimand, to suspension of services, to the termination of services depending upon the seriousness of the action.

The person will need to furnish valid driver's license number, social security number, date of birth, legal name for NCIC with A.D.C. and submit to drug testing.

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

Name, address, telephone # of Denomination/convention:

F. Denominational Sponsored Intern/Trainee

(1) Chaplain Intern

- (a) One who has an accredited college degree and at least two years of graduate study in an accredited seminary. An intern must have at least one year as a pastor of a local church or equivalent. The resident intern is learning to minister non-denominationally in an institution. The intern is given a specific amount of time (one year or less) to complete training.
- (b) Intern must be approved by the Unit/Center Chaplain, Warden and the Administrator of Religious Services.
- (c) Intern must have denominational sponsorship.
- (d) Intern must complete an application form and agreement.
- (e) Intern must obey all unit regulations and policies.
- (f) Intern is responsible to the Unit 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 studies in an accredited institution, spending up to sixteen hours per week to become exposed to religious ministry. The student may receive academic credit from the institution.
- (b) Student trainee must be approved by the Unit/Center Chaplain, Warden, 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 unit regulations and policies .

- (f) Student trainee is responsible to the Unit 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 course and grade taken each semester.
- (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 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/Center 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 unit regulations and policies.
- (f) Student is responsible to the Unit 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.

F. VOLUNTEER CHAPLAIN

- (a) The Chaplain will be endorsed volunteer of said denomination and governed by the policies of the Arkansas Department of Correction regarding vacation, sick leave, and honoraria. The Chaplain shall observe only the holidays as recognized by the Arkansas Department of Correction.

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

The volunteer Chaplain must be ordained or endorsed by a denomination, and must have at least two years of ministerial service with said denomination.

The 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 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 Chaplain must maintain an active relationship with his/her own local church, mosque, or synagogue.

The 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 or designee.

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

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

The Chaplain shall be available for emergencies. When absent from the Unit, the 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 Chaplain will be provided a correctional 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 AD, the Administrator of Religious

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SUBJECT: QUALIFICATIONS

- 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.
- 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. Reference M019.

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SUBJECT: DUTIES AND RESPONSIBILITIES

- a. 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 approval of the Administrator of Religious Services.
2. The Chaplain is to conduct general worship services for committed offenders. The Chaplain will schedule, organize and be responsible for group worship services, including occasional special services.
3. The Chaplain may coordinate workshops, seminars and lectures in specified areas of interest as approved by the Unit Warden/Center Supervisor.
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 Chaplain is to visit each barracks in the unit weekly, visit the infirmary daily, and visit every cell in segregation/isolation weekly.
6. The Chaplain is not denied access to any section of the Unit. If an inmate or staff is assigned to a certain area, he/she may have access to a Chaplain. Security and Construction protocols must be met.

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SUBJECT: THE FUNCTION OF THE CHAPLAIN

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 selects free world representatives to conduct worship services, activities, meetings and counseling with the approval of the unit Warden/Center Supervisor.

B. As a pastor/Minister

The primary role of the Chaplain is to be a minister performing pastoral care for committed offenders and staff. Ministry is that of shepherd, preacher, spiritual leader and personal witness.

C. As a teacher

The Chaplain is a teacher. As a teacher, the Chaplain is a minister of religious education for spiritual and moral growth. 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.

F. As a public relations representative in the community

1. The Chaplain is a public relations representative for the Arkansas Department of Correction. Contacts with community groups should interpret the religious program of the Unit/Center. Before information is released to the public media, the Chaplain should discuss the matter with the Assistant to the Director, Public Information, per Administrative Regulations 009, 010, 011.
2. The Chaplain will maintain close faith group ties. The Chaplain must be a member of a local church, synagogue or masjid and be active in its services.
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.
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 unit services and denominational

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SUBJECT: PROFESSIONAL IDENTITY

- a. The Chaplain must be trained in the religious profession to handle the tasks, difficulties and intensities involved in correctional setting. The Chaplain must be growing and practicing in the religious profession.
- b. Although the Chaplain is a representative of a particular group and should maintain a close relationship to that group, the Chaplain must be fully 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; ACCC, 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, or any pre-approved, by the Administrator of Religious Services, Seminar/Conference that will enhance the Chaplain's ministry ability).

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SUBJECT: CHAPLAIN AWARENESS

- 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 setting aside 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 with information shared. The Chaplain should have an understanding at the beginning of counseling with committed offender or staff that the Chaplain reserves the right to release confidential information to avoid a foreseeable danger to the inmate/including suicide or rape, to another person, and to security of the unit. These must be discussed with the administration.
- D. The Chaplain may face allegations of sexual misconduct, harassment, favoritism, neglect of duty, or some other allegations; therefore, he should be alert to matters of conduct and not be found in a compromising situation. (Recommended book: Games Criminals Play by Brad Allen and Diane Bost.)
- 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 should not be involved in hobby craft activities not approved by Hobby Craft Supervisor.

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SUBJECT: THE CHAPLAIN AND LEGAL ISSUES

It is an ever-present possibility that some form of litigation will be brought against the Chaplain. The 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 the religious program.
- D. Read the newspaper and professional magazines for updated information.
- E. Attend conferences, seminars, and training sessions on these issues to become more familiar with the issues.
- F. Discuss with the Warden/designee or Administrator of Religious Services of any kind of legal actions that involves, directly or indirectly, the 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.
- I. Document all incidents and happenings that may need to be verified at a later date. This would include operations policy, memos, and any other proof that reflects the following of written policy and procedures.

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SUBJECT: CONTINUING EDUCATION AND PROFESSIONAL GROWTH

The Chaplain will be allowed forty (40) hours annually for continuing education and personal growth to attend religious and/or professional conferences/seminars.

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.

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SUBJECT: STAFF MEETING

The Administrator 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, including Deputy Director, and a copy maintained on file.

All supervisory staff will conduct staff meeting on a regular basis. Completed copies of minutes to be forwarded to each employee and to the administrator.

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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SUBJECT: MONTHLY AND ANNUAL REPORTS

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 annual report includes a summary of services provided within the past year, current status of Religious Services within the system and accomplishments since the last report.

This information will be completed on the Monthly Board Report Form.

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

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

Date of Last Review: 6/06/ 1/07/ 2/08; 1/09/_____/_____;
_____/_____/_____;_____/_____/_____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 260

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: ORIENTATION AND IN-SERVICE TRAINING

All employees employed within Religious Services will be issued an Employees Handbook and Religious Services Policy and Procedures Manual. They are required to review each manual 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. This training will familiarize employees with security rules and procedures, departmental regulations, and first aid intervention. The Administrator may waive all or part of this training.

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 and maintain documentation of this training with a copy to the Administrator of Religious Services to be placed in the Chaplain's personnel file.

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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/_____/_____;
_____/_____/_____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 265

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: CHAPLAIN PERSONNEL FILE IN ADMINISTRATOR'S OFFICE

Informal files will be maintained for each employee within the Religious Services Department. These files are maintained in addition to the master personnel file, kept in the Personnel Office. 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., which is not included in the master personnel file in the Personnel Office.

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 Personnel Handbook, Religious Services Manual, and acknowledgement by the employee of their responsibility to review and adhere to administrative regulations.
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:

1. Copies of leave request.
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.

6. Other pertinent information.

Each Chaplain's personnel file is accessible for review by the employee at any time by contacting the administrator's secretary.

Documents cannot be removed from this file without discussion with and approval of the Administrator.

At times, it is helpful to document problem areas with employees which are not severe enough to warrant permanent placement of documentation in the master personnel files, kept in the Personnel Office. 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 master personnel file, kept in the Personnel Office, 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, the unit personnel file, kept in the Personnel Office, is not referenced when information is requested concerning the employee. Information will be provided from the master personnel file, kept in the Personnel Office, only after proper release of information has been received.

If an employee wishes to place documents in their unit personnel file, kept in the Personnel Office, this request is made through their immediate supervisor. Non-supervisor staff are not allowed to place documents in the unit personnel file, kept in the Personnel Office, or to have access to the file.

The unit personnel file, kept in the Personnel Office, will be reviewed by the immediate supervisor prior to completion of a performance evaluation. Unit personnel files, kept in the Personnel Office, for terminated employees will remain with the Administrator.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 08/01/82

Policy No.: 270

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: MILITARY LEAVE

State law allows 15 days of paid military leave per calendar year for annual training requirements.

Once the statutorily authorized amount of military leave has been utilized, any additional leave for training purposes shall, upon agreement between supervisor and employee, be charged to either annual leave or leave without pay. This should be stated on the employee's leave request form as to whether it will be annual leave or leave without pay.

1. 15 days (working) of paid military leave per calendar year. This may be used at one time or incrementally one or more days. If the scheduled training is on a work day, that day is applied toward the 15 day leave.
2. If the 15-day leave is used up prior to the end of the calendar year, one must choose either annual leave or leave without pay.
3. Military orders must accompany the leave request sent to the Administrator of Chaplaincy Services to be forwarded to Personnel.
4. Continuing education leave cannot be used for military leave.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/____/____;
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____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 08/03/81

Policy No.: 275

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: HOUSING ALLOWANCE FOR CHAPLAINS

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 judgement that 25% of 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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

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

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 04/01/97

Policy No.: 280

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: CONFIDENTIAL COMMUNICATIONS

The Chaplain and approved Religious Volunteer should balance confidentiality with prudence. Prudence advises caution with information shared. The Chaplain and approved Religious Volunteer should have an understanding at the beginning of counseling with committed offender, 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, or a prison rape.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/_____/_____;
_____/_____/_____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref: ACA Standard 4-4066, Arkansas court rules #505

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 305

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: CRITERIA FOR RELIGIOUS PROGRAMS AND SERVICES

Criteria to be used in determining a bona fide religious denomination or sect.

A. Definition: Religion is the belief in a Deity to which one pays homage and gives to this Deity adoration, praise and follows 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 the findings of a bona fide religion:

- (1) The existence of a formally organized worship of shared belief 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.

- (5) The participation by anyone in a belief and/or practice that would cause a deviation from the policy and practices of the Department of Correction are hereby prohibited.
- (6) Any belief or practice that is causing a threat to the order and security of the Department of Correction will not be permitted.

- (7) If the asserted belief is 1) "philosophical and personal rather than religious, 2) "merely a matter of personal preference, 3) "not one of deeply religious conviction, shared by an original group," it is not entitled to First Amendment Protection.

Fiedler v. Marumsco Christian School, 631 F.2d 1144 (4th Cir. 1980).

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
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Ref: ACA 4-4405; AR 883

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 310

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: CRITERIA IN DETERMINING FREEWORLD GROUPS PERMITTED INTO UNIT/CENTER

- A. In keeping with the applicable ARs, ADs, Unit SOPs and other policies of the Department of Correction, the Unit 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 preference and need 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 the approved 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 group will be sent back to the barracks. However, the Chaplain present may conduct the service in their stead.

Exception:

Jumu'ah Prayer Quran 2:255

The Unit Chaplain supervise 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 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 holiday unless prior approval is given by the Administrator of Religious Services or Unit Warden or designee, with the exception of Jum'ah Prayer on Fridays.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref: ACA 4-4406, 4-4407; AR 881

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 10/21/92

Policy No.: 315

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: CRITERIA FOR INMATES FAMILY MEMBERS TO BE PERMITTED INTO
UNIT/CENTER FOR INVOLVEMENT IN RELIGIOUS ACTIVITIES AT
THE UNIT/CENTER

- 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 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 as notification.
- 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 of 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 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 all inmates as possible.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/_____/_____;
_____/_____/_____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref: ACA 4-4390, 4-4392; AR 865;

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 405

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: CRITERIA FOR SELECTING VOLUNTEERS

- 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 a bona fide member and have sponsorship of their own local church, synagogue or masjid.
- C. Prospective volunteer may visit the unit one time, and must visit with the Unit Chaplain before making application.
- D. A limit (cap) of one Certified Religious Assistant (CRA) to 20 inmates ratio at a Unit become the formula for approving CRA volunteers for the parent unit.
- E. The Unit/Senior Chaplain be responsible for record keeping of all CRA volunteers which includes, but 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 regular basis

Date of last annual review by Unit Chaplain

Non-Security Class completion certificate

Signed Hostage statement

Yearly agreement to serve.

Signed Sexual Harassment/Misconduct sheet (read and understand)

The parent Unit 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.
- G. Arkansas Department of Correction employees may not serve as CRA or RCV
- H. Parolee/discharged felons must make a written request to Unit Chaplain at the unit where the person desires to serve. Such request may be made only after a minimum of 12 months from parole date or discharge date, and showing 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 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 Iris Scanner 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.

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.

Date of Last Review: 06/06/ 1/07/ 2/08; 1/09/_____/_____;
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Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 410

Supersedes:

Page 1 of 5

Issuing Authority: _____

SUBJECT: CERTIFIED RELIGIOUS ASSISTANT

- (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 as approved by Unit Chaplain and Unit Warden/Center Supervisor.
- (2) Procedures for selection and training of CRA
 - (a) A person over 18 years of age desiring to do religious volunteer work in ADC should contact the Chaplain at the unit where he/she desires to serve as a Certified Religious Assistant (CRA). (Although it is not required, it would be good for this person to have already served in a unit as a Regular Citizen Volunteer prior to becoming a CRA, if not, the person may only visit in the unit one time prior to required training). The Chaplain will provide this person with an application form to be filled out completely by the volunteer. A letter of approval from this person's church, mosque, or synagogue must accompany the application when it is returned to the Senior/Unit Chaplain of the unit to which applying.
 - (b) The Senior/Unit Chaplain will screen the applicants through NCIC check, interviews and other means necessary to determine if the applicant may be recommended to serve as a religious volunteer in ADC.

The application will then be approved by the Chaplain and Unit Warden/Center Supervisor. The signatures of the parent Unit Chaplain and the Unit/Warden Center Supervisor must be on the approved application. The parent Unit Chaplain will keep the approved application on file at the unit.

- (c) The volunteer will receive two days of training (or eight (8) hours equivalent of two days) in addition to ADC non-security personnel under the direction of the Administrator of Religious Services. At this time, the volunteer will be drug tested at the unit.
- (d) The Unit Chaplain will schedule the first two days training at the unit at least three weeks prior to the next scheduled non-security training session as listed by the Administrator announcement sent to the unit/center. At the completion of the eight (8) hour training at the unit, the Unit Chaplain will notify the Administrator of Religious Services in writing that the volunteer has completed the eight (8) hour training at the unit and is ready for the ADC Non Security training.
- (e) The Unit Chaplain will notify the applicant, at least 14 days prior, of the date, time, and location for the next training session.
- (f) For the Muslim volunteer, the Islamic Coordinator will be responsible for one day of the two-day, or four (4) hours of the eight (8) hours training and the Unit Chaplain will be responsible for one of the two days or four (4) hours of the eight (8) hours training at the unit.
- (g) The volunteer's ID badge will be made at the Administration Building East after completion of the necessary training at the unit and the Training Academy. The ID badge will be given on the last day of training. Upon issuing the ID badge, the Administrator of Religious Services is giving approval to the volunteer to serve as CRA.
- (h) If the approved volunteer at one unit desires to go to another unit, other than the one chosen and approved, a written request must be given to the Unit Chaplain where the volunteer is serving, listing the Other unit where he desires to do volunteer service. The sending Unit Chaplain would then get in touch with the Unit Chaplain at the unit requested (receiving Unit Chaplain) to make sure the Unit Warden/Center Supervisor, or designee, has approved this volunteer's coming into his unit.
- (i) Remember that each Unit Warden/Center Supervisor, or designee, must approve each religious volunteer coming into that unit.

(j) The CRA will be required to attend a minimum of three (3) hours training quarterly conducted by Unit Chaplain.

(k) 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 from within or outside the unit).

(b) CRAs are not authorized to present information pertaining to an inmate who is under consideration for parole or transfer to the Post Prison Transfer Board unless requested by the Board.

(c) 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) 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.

(f) The CRA must take nothing into the unit or out of the unit without prior approval of Unit Warden/Center Supervisor and the Unit Chaplain (i.e. messages, food, literature, stationery and stamps, envelopes, etc.).

(g) A person cannot serve as a Certified Religious Assistant while on an inmate's visitation list.

(h) The CRA is not to bring any person to the unit without prior approval of Unit Warden/Center Supervisor and Unit Chaplain.

(i) No tape recording, video taping or photographing is allowed without permission of Unit Warden/Center Supervisor. All equipment will be subject to security inspection.

(j) The CRA should not make phone calls for an inmate, nor approve the inmate making a phone call, should not contact family members or prospective employers, 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, toward others, plan for an escape, or an allegation of rape or other activities that would endanger security, safety, and health of the unit and its staff and inmates. The CRA should report this to the Unit Chaplain or security immediately. This is to ensure the safe operation of this unit.
- (n) The CRA must not attempt to persuade an inmate or staff to convert to 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).
- (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 without prior approval of security.
- (r) When a CRA leaves his sponsoring church, Mosque, Synagogue, this will constitute termination as CRA. After 90 days, he may apply for CRA status as a member of the new church, Mosque, Synagogue.
- (s) CRA should have at least twelve (12) hours of in-service training per year.

(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 mode so as not to reinforce depression, hopelessness and despair.
- (e) The CRA must avoid creating dependency to and from the inmate by taking on the problems of the inmate or having the inmate taking on the CRA's problem. Counsel, encourage and discuss possible options without trying to "fix" things.
- (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 their parent unit for a period of one year, this CRA must go through the Non-Security training before going back into any unit.
- (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 holidays unless they have the approval of Unit Warden and Senior Unit Chaplains.
- (j) CRA's cannot be a spiritual advisor, except for those inmates who are to be executed.

Date of Last Review: 04/06/10/06/ 1/07; 2/08/_3/08; 1/09;
 ____/____/____; ____/____/____; ____/____/____; ____/____/____;
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Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 415

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: REGULAR CITIZEN VOLUNTEER (RCV)

1. One who provides services to the Department once a month or more frequently. The RCV may go only to the Chapel area unless under escort.
2. Those wishing to become RCVs must complete an application form available through the Unit Chaplain's office. A letter of endorsement from the applicant's church, synagogue or masjid must accompany the application form, and will remain on file in the Chaplain's office.
3. The Unit Chaplain will interview the applicant.
4. The Unit Chaplain will recommend to the Unit Warden for approval or disapproval of the application.
5. Each applicant must be at least twenty-one years old.
6. The prospective RCV may visit unit on a one-time basis.
7. Each RCV must attend the ADC Non-Security Class.
8. Each RCV must also continue with training at least three hours per quarter.
9. Each RCV must obey unit regulations and policies.
10. RCVs must have proper identification visible at all times while at the Unit/Center.
11. RCVs must not attempt to proselytize members of other faith groups.
12. RCVs must not use a religious clearance to make a personal visit.
13. All religious literature intended for inmates must be given to the Unit Chaplain. No other gifts for individual inmates will be accepted.

14. Purses and briefcases will not be permitted, unless permitted by Security.
15. All notes, addresses or messages are to be cleared by the Unit Chaplain.
16. When an RCV leaves his sponsoring denomination/religion, this will constitute termination as RCV. After 90 days, he may apply for RCV status as a member of his new sponsoring denomination/religion.
17. A person cannot serve as a RCV while on an inmate's visitation list.

Date of Last Review: 04/06/10/06/ 1/07; 2/08/;1/09/_____;
_____/_____/_____ ; ____/____/____; ____/____/____; ____/____/____;
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POLICY AND PROCEDURE
RELIGIOUS SERVICES

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Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: OCCASIONAL CITIZEN VOLUNTEER (OCV)

1. One who provides a one time or occasional volunteer service to the Department. OCV may conduct a service in the Chapel area. OCV must be under escort at all times. OCV must be at least eighteen years old or 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 eighteen years or older. Exceptions subject to Warden's approval.
 - (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. An ex-confined felon must be approved by the Warden before he can enter the unit.
 - (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.
 - (g) The OCVs may not leave the Chapel area.
 - (h) Each OCV must obey unit regulations and policies.

- (i) All religious materials intended for inmates must be given to the Unit 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, unless permitted by Security.
- (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 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 rostrum 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. It is better the OCV refrain from physical contact with the inmate.
- (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.

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POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/81

Policy No.: 425

Supersedes:

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SUBJECT: SPIRITUAL ADVISOR OF RECORD

1. If an inmate desires to have a Spiritual Advisor of record, i.e., Pastor, Imam, Rabbi, 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 the church/masjid/synagogue;
 - b. this person's church/masjid/synagogue must send a letter at least 7 days prior to 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; this person must fill out a religious volunteer application and submit to the Unit Chaplain for approval;
 - c. this person must not be related to inmate.
 - d. this person must furnish the Unit Chaplain a valid driver's license number, date of birth and social security number.
2. The Unit Chaplain shall make recommendation to warden/designee. 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.
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 be made at the chapel facility if one is available with the following exceptions:
 - a. inmates assigned to segregated areas will be visited in regular prison visiting room under supervision of a security officer;
 - b. Spiritual advisors of opposite sex from the inmate will visit the inmate in the regular prison visiting room under supervision of a security officer.
 - c. The Warden may designate another site for the visit.
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 Chaplain.
12. A Spiritual Advisor may not be on the inmate's visitation list.
13. The Spiritual Advisor's visit is for religious contact; it is not for parole plans, job applications, etc.
14. Spiritual Advisor For Execution
 1. 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.
 2. 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.
 3. The Spiritual Advisor may be allowed to visit on the day of execution.

4. The Spiritual Advisor visits will be allowed at any time except during specified events.
5. 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

Effective Date: 01/15/91

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SUBJECT: RELIGIOUS ACTIVITIES COORDINATOR FOR UNIT/CENTER

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 bona fide member of local church and a written sponsorship of that local church.
 - h. The Administrator may consult with local ministerial organization.
3. Training: Religious Activities Coordinator must complete CRA training, and work under the guideline 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. Religious Activities Coordinator may resign position by notifying the Unit Warden/Center Supervisor and/or Administrator of Religious Services. Unit Warden/Center Supervisor and/or 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
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Effective Date: 01/01/90

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SUBJECT: CONDUCT OF APPROVED RELIGIOUS VOLUNTEERS

- 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 Administrator of Religious Services notified.
- B. The 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 Chaplain and in compliance with unit security procedures.
 5. The religious volunteer may take out items for an inmate only with prior authorization from 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.

5. The religious volunteer must maintain sponsorship from the volunteer's denominational group.
- 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 Administrator of Religious Services notified.
 3. For lesser violations, the Chaplain may suspend the religious volunteer and consult with Administrator of Religious Services for further action.
 4. The Administrator of Religious Services will consult with the religious volunteer involved and the 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 working days to present a written appeal of suspension to the Administrator of Religious Services.
 6. There is no appeal for a religious volunteer who has been terminated. After one year, the volunteer can submit a new application.
 6. 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.
 8. 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.

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Ref: AR 881;

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

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SUBJECT: WORSHIP

Worship opportunities will be provided on a non-sectarian basis subject to space and security considerations. Participation in religious activities shall be voluntary, but without confrontation, agitation or disconcerting. Participation in some activities may be restricted, also where canon law or the tenets of the religion demand such restriction. Any restrictions imposed must be registered with the Administrator of Religious Services and have prior approval.

- A. The Unit 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 holidays unless prior approval is given by the Administrator of Religious Services and Unit Warden).
- B. The Islamic Coordinator shall work with Unit Chaplains in keeping with policy and procedures, in scheduling, organizing and is responsible for worship/learning opportunities.
- C. In segregated areas (punitive, protective custody mental health, administrative and medical).
 - 1. Punitive - no worship services. 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)
 - 2. Mental health - weekly worship may be held in accordance with unit policy.
 - 3. Administrative Segregation - no worship services. Inmate may make written request for Chaplain visit.
 - 4. Protective Custody - Chaplain may hold weekly worship service.

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Effective Date: 01/01/84

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SUBJECT: DENOMINATIONAL/SECTARIAN STUDIES

- A. Denominational/sectarian worship/study classes may be provided at the discretion of the unit Warden/Center Supervisor, the Chaplain and The Administrator of Religious Services.
- B. Periodic events may be scheduled to enrich the worship life of the inmates.
- C. The Denominational 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 services.

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Effective Date: 01/01/81

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SUBJECT: REVIVAL

Revival - lead by a pastor, evangelist, etc.

Revival services may be scheduled periodically by the Senior/Unit Chaplain with the approval of the Warden/supervisor.

Orientation is necessary in order to familiarize the volunteer with Unit Policy. This is done by the Chaplain or his/her designee.

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Effective Date: 01/01/81

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SUBJECT: BAPTISM

1. Criteria to be used in determining the qualifications of the ministers who will baptize inmates.
 - a. All ministers must be approved by the Unit Chaplain before coming into the unit.
 - b. All those who will baptize must have a letter of sponsorship from their denomination/sect as to being a bona fide minister of such denomination/sect, and authorized to baptize men and women in the Department of Correction into fellowship of that church.
 - c. The minister must not criticize other members nor create division among other members of the religious program. If this occurs, the minister will be admonished, then if he persists, he will be removed from the list of the Chaplains' approved ministers who will baptize.
 - d. The minister will visit and counsel with the inmate two weeks prior to baptism.
 - e. The minister must have proper credentials and identification at all times while in the Unit/Center.
2. Criteria for follow-up on baptized inmates.
 - a. The minister who baptized the inmate is to keep in touch with the inmate personally.
 - b. The church should maintain contact through letters, church bulletins, visits, etc., with the inmate for spiritual growth.
3. Criteria for Candidate for Baptism.
 - a. The inmate must inform the Chaplain in charge of baptism at least two weeks prior to baptism.
 - b. The inmate must choose who will baptize him and inform the Chaplain in charge of baptism no later than two weeks prior to baptism.

- c. Water baptism services will be held monthly (subject to change by Unit Chaplain).

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POLICY AND PROCEDURE
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Effective Date: 10/22/90

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SUBJECT: COMMUNION

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

1. POLICY: It shall be the policy of the Department to allow duly ordained ministers to perform inmate Communion, using Communion wine, if it is within their religious doctrine and is done within the following procedures.

2. EXPLANATION:

When a minister must, because of religious doctrine, use Communion wine in the course of ministry, the following must be observed:

- a. The minister shall 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 Chaplain.
- b. The Unit Chaplain shall coordinate the requested visit.
- c. The Unit Chaplain shall notify the minister of approval/disapproval of the visit. If disapproved, the Unit Chaplain will state reason. The Administrator of Religious Services shall be kept advised of all approvals and disapprovals. Notice will also be furnished to Warden/Center Supervisors.
- d. Quantity of Communion wine to be admitted:
 - (1) If only the minister consumes the Communion wine, two ounces, maximum, will be permitted into the facility.
 - (2) If the inmate also consumes Communion wine, one-half ounce per communing inmate is the maximum limit.

- e. No Communion wine shall be stored on prison property. Any unused Communion wine must be removed from prison property by the minister.

DEFINITIONS: As used in this document, the following definitions shall apply:

Minister: A duly ordained and authenticated representative of a legitimate religious practice.

- 3. When a minister, because of religious doctrine, takes communion in their course of ministry, the following must be observed.
 - a. If the inmate's denomination dictates that communion is a valid part of that denominations worship. The minister of that said denomination may schedule a time for communion with Senior/Unit Chaplain.
 - b. The minister shall notify the Senior/Unit Chaplain in writing two weeks prior to the event.
 - c. Only pre-packaged communion sets may be used. (These may be purchased at any Christian Bookstore).
 - d. Only enough pre-packaged communion sets for inmates and ministers may be approved to be brought in the unit.
 - e. All communion must be consumed in the classroom, chapel, or where the communion is observed. No part of the communion set may be taken to the barracks.

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SUBJECT: LAY WITNESS

Lay Witness Missions - led by qualified lay person volunteers.

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SUBJECT: SEMINARS

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

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SUBJECT: AFTERCARE PROGRAMS/MINISTRIES FOR INMATES

A designated person of a religious ministry that recruits for aftercare program/ministries for inmate, i.e., halfway house, will coordinate each request for interviewing an inmate through the unit Institutional Parole Offices (IPO). The request must be made at least 24 hours prior to visit. This person will not be able to obtain a CRA badge.

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SUBJECT: SPECIAL HOLY DAYS

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

It will be the inmate's responsibility to produce documents from his/her religion to document particulars for Holy Days.

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SUBJECT: JUMU'AH

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 Kutbah. A recorded Kutbah will be shown following the prayer.
 - B. This task would not be associated with authority over other inmates.
 - C. The Unit Warden may remove this inmate for reason.
 - D. The Islamic Coordinator will write out policy and procedure for the inmate and submit to Administrator of Religious Services for approval. It must be made clear to this inmate what the function and responsibility will be.
 - E. Violation of these policy and procedures by inmate may result in cancellation of the services and suspension of this arrangement.
 - F. The Unit Chaplain will report violation of policy and 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 make sure policy and procedures will be followed.
- II. When the Islamic Coordinator or approved free world Muslim Volunteer is in charge there can be a Khutba (sermon) or discussion. In the absence of the Islamic Coordinator or

approved free world Muslim volunteer, a recorded Khutba will be shown following Jumu'ah Prayer. A security officer is to be present in the service.

- III. The Unit Chaplain will continue to recruit "free world" Muslim Volunteers to be in charge of Muslim Services at the Unit. When the Islamic Coordinator/or free world sponsor is not present the Chaplain will serve as supervisor of the service.
- 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 not withstanding). (Hadith, book 13, Chapter 2: Sec. 4)
- V. To maintain continuity between units and annual time changes, Ju'mah prayer will be held at 1:00 p.m., every Friday.

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SUBJECT: RAMADAN, E'ID-UL-FITR, E'ID-UL-ADHA

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.

The morning following completion of the Fast of Ramadan, an approved free world voluntary shall 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). Exact date determined by Islamic Coordinator.

2. Procedures for Muslims observing Ramadan.

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 Administrator of Religious Services, the dates and times will be forwarded to the Unit Chaplains for approval of the Unit Warden.

b. Place

Upon approval of Warden, a place may be provided for the Muslim participants to gather as a group with

approved free world sponsor present and in charge for breaking of fast in the evening during observance of Ramadan.

c. Participants in Ramadan

Islamic inmates in the unit/center may observe the 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 coming into the unit from another unit. If the inmate comes from the Diagnostic Unit after having been processed into the ADC, a written request to be placed on the Ramadan list must be submitted to the Islamic Coordinator. If the inmate is transferred from a unit other than Diagnostic Unit, the inmate must be on the approved list of the losing unit before the inmate can be placed on the gaining unit Ramadan list. The inmate will make a written request to the Unit Chaplain.

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 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 not 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 Unit Chaplain and to be approved by the Unit Warden.

- b. The time frame shall be in the evening from 7:30 - 9:00 p.m., and the date set by Islamic Coordinator. Any necessary changes shall be arranged between Islamic Coordinator, Unit Chaplain, and Unit Warden.
- 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 Eids 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 will be on lay-in for the prayer service and the two feasts
- g. The Unit 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 case the Unit Warden feels that there are particular problems with costs, logistics, or security, 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 inmate may make a donation to pay for the catering. The inmates designated check is given to the Senior/Unit Chaplain, the intern gives the check(s) to his respective business office so they may write a check to the approved vendor. Receipts 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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SUBJECT: JEWISH SERVICES

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

Date of Last Review: 4/06/1/07/2/08; 1/09/_____/_____;
_____/_____/_____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 3/29/04

Policy No.: 570

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: Death Row, Maximum Security and Level Four (4) inmates
in VSM

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

1. Certified Religious Assistants (CRA), one who is properly trained and approved by the Warden and the Administrator of Chaplaincy Services), may be allowed into death row and Maximum Security areas 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 and Maximum Security area.
2. Religious services may be conducted, in the common room (office) however groups will be limited to three (3) inmates who are not on Administrative Segregation or Protective Custody. Inmates attending group services will be handcuffed in front with leg irons. Two (2) officers must be present on death row during group services. One officer must be positioned where he/she can observe the services.
3. 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.
4. A baptismal service may be conducted by the Unit Chaplain, however if the inmate request 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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

POLICY AND PROCEDURES
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 605

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: 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 (non-sectarian services) 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 Kutbah, it may be shown following Jumu'ah Prayer.

- D. A security officer may 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).
- G. Jum'ah services will be held even if it falls on a state holiday.

Date of Last Review: 6/06/ 1/07/ 10/07/; 2/08/; 1/09/ _____;
_____/_____/_____; _____/_____/_____; _____/_____/_____; _____/_____/_____;
_____/_____/_____; _____/_____/_____; _____/_____/_____; _____/_____/_____;

Ref: AR 883, AR 881;

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date:
Supersedes: 01/01/84
Issuing Authority: _____

Policy No.:610
Page 1 of 2

SUBJECT: CHANGING RELIGIOUS AFFILIATION OR PREFERENCE

- A. An inmate may request a change of religious affiliation by submitting a change of religious affiliation form to the Chaplain.
- B. An inmate may change the designation of "none" to a specific faith, sect or denomination at anytime with the understanding that he/she will demonstrate sincerity through the practice of the new religion by attendance and participation in the religious activities. 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 Chaplain and Warden.

Date of Last Review: 8/06/ 9/8/06 / 9/06/ 1/07; 2/08/08/08/1/09;
_____/_____/_____; ____/_____/_____; ____/_____/_____; ____/_____/_____;
_____/_____/____;

Ref: AD 06-18

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's Signature

Date

(Rel Aff Update)

Cc: Records
Inmate
Chaplain's File

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 05/01/89

Policy No.: 615

Supersedes:

Page 1 of 3

Issuing Authority: _____

SUBJECT: Marriages of Inmates

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.

1. Any inmate requesting marriage while assigned to a Unit/Center Supervisor or to a county on ACT 309 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.
2. 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 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.
3. 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.
4. Any required blood work of an inmate will be drawn by departmental medical personnel and shall be forwarded to a private or non-departmental source for testing at no cost to the department, as coordinated by the Chaplain and the inmate.
5. All financial obligations for any activity listed herein, not specifically stated to the contrary, shall be borne by the inmate or other private sources.

6. 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.)
7. The marriage ceremony shall be supervised by the Unit Chaplain. The ceremony may be performed by the chaplain or anyone authorized by law to conduct marriages. Verification of the official's credentials may be required.
8. The marriage ceremony shall take place at the time approved by the Unit Warden/Center Supervisor, in a secure area.

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.

9. Free world guest are not to exceed six in number excluding the couple marring and the person conducting the ceremony. All guests over 12 years of age must be on the inmate's visitation list.
10. The department security regulations concerning photographs and authorized items shall apply to marriage ceremony participants.
11. Any inmate involved is responsible to notify unit records office of change of marital status giving name, address and telephone number of marriage partner
12. No reception or visitation will be permitted following the ceremony.
13. 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. 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.

14. The inmate will wear clean pressed whites for the marriage ceremony.
15. 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.
16. Wedding Ring
 - a. The value of the inmate's wedding ring must not be over \$50.
 - b. If the value of the ring is more than \$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 values at under \$50. The Chaplain will assist the inmate in doing this if requested. 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.
17. Upon request of inmate, a copy of this memorandum shall be made available to the inmate.
18. If the inmate request "Covenant Marriage" then the guidelines set by the legislature is in effect. Covenant Marriage, Act 1486 of 2001.

Date of Last Review: 4/06/ 1/07/ 3/07/; 2/08/ 1/09/____; _____/_____/_____; _____/_____/_____; _____/_____/_____; _____/_____/_____; _____/_____/_____; _____/_____/_____; _____/_____/_____;

POLICY AND PROCEDURES
RELIGIOUS SERVICES

Effective Date: 07/01/98
Supersedes: 01/01/84
Issuing Authority: _____

Policy No.: 625
Page 1 of 2

SUBJECT: RELIGIOUS ARTICLES

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.

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 in length.
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.

Review: 8/06/ 1/07/ 6/07/; 10/07/; 2/08/; 1/09/;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref: ACA 4-4405, AR 883, AR 841,

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 630

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: DIET

An inmate may abstain from those food items served to the general population, which are prohibited by the religion of the inmate. The inmate will receive approved substitute food items, which will not violate his/her religious restrictions.

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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/_____/_____;
_____/_____/_____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

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

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 635

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: TELEPHONE CALLS

In an emergency situation, an inmate may make a collect telephone call to a person who agrees to pay for the call. After learning the circumstances and the need, the Chaplain may use his discretion and authorize the call.

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

Only in rare instances of extreme emergency will the Chaplain call someone for the inmate. He may call the family, sheriff, funeral director, doctor, etc., to get information.

The call should be made only in case of a hospitalization or death of an immediate family member.

No three-way calls are allowed

Date of Last Review: 4/06/ 1/07/ 2/08; 9/08 /; 1/09/; _____;
_____/_____/_____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 640

Supersedes:

Page 1 of 3

Issuing Authority: _____

SUBJECT: EMERGENCY FURLOUGH

Emergency Furlough (Critical Illness/Funeral Visit) for Inmates
It is the best procedure for the Chaplain to handle emergency messages to inmates. 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 will usually move into an extreme stress syndrome.

It becomes necessary for the Chaplain to exert every effort to minimize the stress for the inmate and to help assure the security and good order of the institution.

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 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.
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.
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 pickup, 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., terminally ill 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.
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).

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;

Ref: AR 813, AR 807

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/90

Policy No.: 645

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: NOTIFYING NEXT OF KIN

A. When an inmate is seriously ill or injured, the determination is to be made by the medical officer of the Department of Correction.

B. Procedure:

1. When an inmate becomes seriously ill, injured, or dies within the unit, the Warden/designee shall be notified by the medical officer of the Department of Correction.
2. The Warden/designee shall notify the Unit Chaplain immediately, who will be responsible for notifying next of kin.
3. In the event that the Unit Chaplain is not available, the Warden/designee shall assign an individual to contact the next of kin.
4. The Unit Chaplain or assigned individual shall verify next of kin prior to making contact. This will help avoid error. This can be done by Checking emergency contact person listed in inmate's official jacket in Records, by checking inmate's visitation list, and as a third possibility, have an officer check for names of a possible contact person in the inmate's personal effects.
5. In the event the Chaplain or assigned individual is unable to contact the next of kin, the local police, deputy, sheriff, or state trooper may be requested to assist in contacting the next of kin.
6. When the next of kin has been notified, or not notified in a responsible time, the Unit Chaplain or assigned person is to notify the Warden/designee and the medical officer of the Department of Correction that notification of next of kin has been completed or incomplete.
7. The Unit Chaplain shall keep a notice on each barrack's bulletin board urging inmates to update/and/or change

the emergency contact person (forms may be kept at the hall desk and the Chaplain's Office).

8. The Unit Chaplain at the Diagnostic Unit will be the contact person for inmates in the Diagnostic Unit Hospital. In the event that this Chaplain is not available, the Warden/designee may assign another individual or contact the Unit Chaplain where the inmate is assigned to assist in contacting next of kin.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
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Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 11/17/88

Policy No.: 650

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: EXECUTION

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

- A. 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 Cummins will act as liaison to the inmate's family and the victim's family.
- C. No statements will be made to the press. Refer reporters to Assistant to the Director, Public & Legislative Affairs.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
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Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 11/17/89

Policy No.: 655

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: BURIAL

- 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.
- B. The Medical Services Administrator will make funeral arrangements and coordinate plans with the Administrator of Religious Services.
- C. The Unit Chaplain who has custody of the inmate will determine the inmate's religious preference at time of death. 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.
- D. A memorial service may be conducted for deceased inmates and staff. The Unit Chaplain shall make recommendation to Unit Warden/Center Supervisor for approval. Upon approval, the Unit Chaplain shall coordinate the service.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
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Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 04/15/91

Policy No.: 660

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: INMATE NAME CHANGE

- 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.
- B. AKA - A person's name which has been legally changed by the appropriate courts for religious purposes after incarceration.
- C. Upon an inmate legally changing his name, the Warden/Center Supervisor shall be responsible for advising the appropriate supervisors.
- D. This being a legal procedure, application for change of name for religious purposes after incarceration may be discussed with the inmate attorney.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
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Ref: AR 825

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 06/20/02

Policy No.: 665

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: PASTORAL VISITS

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.
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 hour.
5. Only upon the approval of the Unit Warden, and the Unit Chaplain may the pastoral visit involve more than one inmate at a time.
6. A Chaplain or his designee must be present at the time of the visit in order to supervise the visit.
7. A gate pass should be made and distributed at least 24 hours prior to the visit.
8. The inmate or his/her family must be associated with the church, synagogue, or mosque before a representative of that congregations staff can make a pastoral visit.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
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Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 12/09/92

Policy No.: 670

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: CHOIR ENGAGEMENTS

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 and inmates who have held Class II status for at least 60 days. The unit warden/center supervisor must approve the inmates to become members of the traveling choir.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
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Ref: AR 883;

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/02

Policy No.: 680

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: INMATE ORIENTATION

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

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____;
____/____/____; ____/____/____; ____/____/____; ____/____/____;
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Ref: Religious Services Manual, Policy Number 605, A.

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/01

Policy No.:690

Supersedes:

Page 1 of 3

Issuing Authority: _____

SUBJECT: Principles and Applications for Life Program (PAL)

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 men as holistic individuals who have psychological, educational, physical, and spiritual needs. The PAL Program seeks to address through educational and group sessions, the spiritual element of a person's life.

1. Various classes will be offered which address practical issues of daily living.
2. The Administrator of Religious Services will formulate policies that will allow for Christian (Catholic and non-Catholic), Islamic, and Jewish faith groups for worship, study, and restoration.
3. The programming will be carried out utilizing volunteers from the community.
4. Restorative programming with housing for that group may be utilized providing that:
 - a. There are enough inmates interested in such programming.
 - b. There are enough qualified volunteers to coordinate, supervise, and teach the curriculum.
 - c. Such programming does not interfere or compromise safety, administration, and security and be restorative in nature by utilizing religious curriculum that furthers good citizenship, ethics, learning good habits and behaviors, stresses non-violence, and positive relationships.
5. 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) days completed.
 - c. The inmate must have at least fifteen (15) days completed on any disciplinary judgment.
 - d. Acceptance into the PAL program depends upon conditions of confinement (i.e., ADSEG, PC, Punitive, etc.)

- e. The course will accept all class of inmates. (With the hope of causing them to pull their class up.)
 - f. All students will demonstrate a teachable spirit and show evidence of discipline in daily interaction with officers, instructors, and fellow inmates; evidence practice of learned principles relating to authority, interpersonal relationships, and spiritual growth.
 - g. Regular daily attendance and participation in classes and presentations is compulsory. Students will attend all scheduled classes; class attendance 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. Certificate of Graduation will be presented upon satisfactory completion of all workbooks and memorization required by instructors.
6. The PAL Program will be an open-ended program and on going. When an inmate is dropped from the program, another inmate may enter the program at this point to fill the empty space.
- a. Advertisement will be placed in the barracks. The inmate must request from the Chaplain an application. The Chaplain will interview the inmate, and if qualified for the program, the Chaplain will allow the inmate to make application to the PAL Program. The Chaplain will present to the Warden and list of those inmates who have applied for the PAL Program. The Warden upon the Chaplains recommendation will choose the number of inmates to fill the proposed barracks or current program. This chosen list will be given to the Classification Officer who will assign the inmate to the PAL Program, and the Chaplain will become his/her supervisor for the duration of the class. Upon completion of the program or the termination of an inmate in the program, the Chaplain will then recommend the inmate for reassignment to the Classification Officer.
7. 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:
 - 1) Violation of Unit Policy
 - 2) Four (4) unexcused absences from class.
 - 3) Demonstration of disruptive or divisive behavior.

4) Conduct and attitude that would tend to undermine the mission and goals of the PAL Program.

8. Television Policy: Television viewing is allowed and programming is restricted to the following for those groups assigned to a PAL Barracks.

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

Date of Last Review: 4/06/ 1/07/ 10/07/; 2/08/; 1/09/; _____;
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POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/84

Policy No.: 705

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: LITERATURE

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.

Date of Last Review: 4/06/11/06/ 1/07/; 2/08/; 1/09/; _____;
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Ref: ACA 4-4405; AR 864

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/85

Policy No.: 710

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: AUDIO-VISUAL EQUIPMENT AND MATERIAL

- A. The Unit Chaplain is to approve and receive religious audio/visual equipment/materials for use in unit chapel facility in keeping with the stated criteria.
1. The religious audio-visual materials must not advocate violence or racial discrimination.
 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. Religious cassette/video is not to be in inmate's possession.
 6. Religious cassette/video using the technique of debate regarding religious beliefs is not to be permitted in the unit.
- 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.
- D. The Unit Chaplain, or designee, will be responsible for all equipment/material maintenance and replacement when/where possible.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
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Ref: ACA 4-4405

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/89

Policy No.: 715

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: RELIGIOUS MEDIA

- 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 ADC Chaplains with funds provided 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 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 review is warranted.
- E. Any Chaplain having concern about religious media may request the Administrator of Religious Services to determine if review is warranted.
- F. Chaplains and approved Religious Volunteers who bring in or use religious media are responsible for ensuring that the materials are selected and used in a manner consistent with Administrative Regulations and rules of the institution.
- G. No Religious Media are to be rejected solely because they conflict with another belief system (it may be in conflict; but it is not to defame.)
- 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 will face disciplinary action.

J. The Administrator of Religious Services/designee has the discretion to inspect any material used by individuals employed in or providing volunteer services to the religious program of Religious Services of ADC.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____;
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Ref: ACA 4-4405; AR 864

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 08/01/02

Policy No.: 725

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: SATELLITE DISH FOR RELIGIOUS PROGRAMMING

1. Upon the approval of the Deputy Director of Health and Correctional Programs, Administrator of Religious Services, Unit/Center Warden/Supervisor, 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 up keep 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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
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Ref:

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/81

Policy No.: 800

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: DONATIONS

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 Chaplain's fund. Chaplains may submit a signed requisition requesting a check from their Chaplain's fund to the Administrator of Religious service for approval prior to purchase of any items.

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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; _____/_____;
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Ref: ACA 4-4409; AR 216

POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 03/13/03

Policy No: 805

Supersedes:

Page 1 of 2

Issuing Authority: _____

SUBJECT: DONATED ITEMS FOR CHAPEL USE

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

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____;
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POLICY AND PROCEDURE
RELIGIOUS SERVICES

Effective Date: 01/01/04

Policy No.: 810

Supersedes:

Page 1 of 1

Issuing Authority: _____

SUBJECT: 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 the outside church or organization).
2. Food and fruit items may be provided by the outside church/organization during holiday events, but must be consumed at the event with the exception of sealed items that are available at the pen store. No food/fruit items that cannot be purchased at the pen store are to be taken to the barracks. Such events will be open to all inmates assigned to your unit. (Maximum Security/Segregation inmates can be taken to them; however, Punitive Isolation inmates cannot receive any.) All food brought in is subject to approval by the Warden.
3. White socks 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 everybody attending a function, or in the facility, and not 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.

Date of Last Review: 4/06/ 1/07/ 2/08; 1/09/; ____/____/____;
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