

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.07	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-2A-66, 5A-01, 5C-17, 5C-18, 5C-19, 5C-20, 5C-21, 5C-22, 5C-23 MJS 1072	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Inmate Services and Programs	SUBJECT: Religious Programming	

- I. **PURPOSE:** To establish policy and procedure for developing and operating inmate religious programs.

- II. **POLICY:** Inmates have a constitutional right to participate in practices of their religious faith that are deemed essential by the faith's judicatory, limited only by documentation showing threat to the safety of persons involved in such activity or that the activity itself disrupts the order in the facility. The Detention and Corrections Division (D&C) shall provide adequate space and equipment to conduct and administer facility religious programs. Inmates who do not wish to participate in religious counseling or services will not be exposed to such activities. Non-inmate clerical staff shall work in conjunction with the Religious Services Program to process confidential material.

- III. **PROCEDURE:**
 - A. **CHAPLAIN:**
 1. Full-time chaplains in cooperation with the facility's commanding officer or his/her designee shall plan, direct, and supervise all aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented by the inmate population. A full-time Chaplain is not necessarily a county employee but may include contracted organizations as designated by the Inmate Services' Lieutenant.
 - a. Chaplains shall have physical access to all areas of the facility to minister to inmates and staff.
 - b. Chaplains will ensure that the various religious needs of the inmates are met and that services and counseling are available on a voluntary basis.
 - c. Staff supervision of the chaplains is the responsibility of the Inmate Services' operations sergeant.
 - d. Religious programs will not be based on race, national origin, color, creed, sex, economic status, or political belief.

2. The facility chaplains shall meet two minimum qualifications:
 - a. Possess a clinical pastoral education or equivalent specialized training.
 - b. Be endorsed by an appropriate religious certifying body.
3. Legitimate religious practices will be determined by the supervising chaplain after a review of the literature stating the religious principles that support the practices. The supervising chaplain will determine the religious needs of inmates through announcements, interviews, sign-up sheets, request slips, etc., provide liaison with the various denominations as necessary, and supervise religious volunteers in providing services and counseling as needed.
4. The supervising chaplain will ensure the maintenance of statistics as to the number of inmates who attend or request religious services each day.
5. The supervising chaplain will provide the Inmate Services' operations sergeant with an updated schedule of religious activities and approved visiting lists, which will be distributed to the custody staff on a monthly basis.
6. All religions will be accorded equal status and protection. Provisions will be made for inmate access to appropriate facilities, clergy or spiritual advisors, publications and religious symbols, and other requirements of the various faiths, subject only to limitations necessary to maintain order and security. Requests for special religious diets must be approved by the supervising chaplain, subject to review by the facility's commanding officer.
7. Religious volunteers will be screened and trained to the same degree as all other volunteers and will wear the appropriate identifying badge while working in the facility.
8. Religious counseling/services will be held in the individual housing units and chapel, although specific locations will vary depending on the number of inmates and their classifications.
9. Regular services to meet the diverse spiritual needs of the inmates will be provided. Community resources will be utilized to augment the delivery of appropriate religious services on special occasions or as needed. Volunteers will assist the chaplains in providing services to the numerous religious denominations in the area.
10. When a religious leader of an inmate's faith is not represented through the chaplaincy staff or volunteers, the supervising chaplain shall assist the inmate in contacting such a person. That person shall have the appropriate credentials from the faith judicatory and may minister to the inmate under the supervising chaplain's supervision.
11. Videotaped Chapel Services from The Cornerstone Church, Livermore, CA will be made available for all inmates viewing at scheduled times (refer to daily Inmate Services' Calendar). Inmates housed in restrictive housing units who request to see the religious video may do so in the multi-purpose room if their pod television is unavailable (SRJ only).
12. Many outside clergy also have professional counseling degrees in family problems, etc., and are willing to volunteer their services to inmates. The supervising chaplain will coordinate this one-on-one counseling program, which will require contact visiting in available space to be determined by the on-duty watch sergeants and/or on-duty watch commander.

13. Sufficient space shall be available for worship/religious services, individual counseling, group counseling and/or religious studies and chaplaincy offices. Equipment, office supplies, and secretarial help shall be adequate to meet the needs of the religious program. Volunteers are acceptable as clerical support staff. Religious study classes will be provided on a regular basis. This program will depend on lay-volunteers to lead the discussions and will be held in contact visiting areas or multi-purpose rooms, to be determined by the security sergeants. Volunteers with housing unit access will be so designated on the schedule.
14. Special activities of a para-religious nature (for example: seminar student training, musical groups, recreational or entertainment programs, social activities, etc.), may be scheduled. These activities will be conducted after review by the supervising chaplain, Inmate Services' lieutenant, Inmates Services' operations sergeant, and the facility's commanding officer.
15. Chaplains will make arrangements to see most outside visitors in the non-secure areas of the facility with the exception of clergy, who may conduct their business in the Chaplain's Office.
16. The supervising chaplain, in cooperation with the Inmate Services' lieutenant and the facility's commanding officer, will develop and maintain communication with faith communities and approve donations of equipment or materials for use in religious programs.

B. VISITING CLERGY:

1. Clergy with validated identification, who arrive at the facility to visit a parishioner by appointment and/or upon approval of the Inmate Services' lieutenant or his/her designee, should be allowed reasonable access, and a one-time site clearance, subject to the security needs and schedule of the facility.
2. Clergy who are allowed to visit with a site clearance, will have a non-contact visit, and are restricted to visiting one individual on a one-time basis. He/she will be informed of the regular clearance process.
3. Clergy interested in providing services, instruction, and/or counseling to inmates in the facility will be referred to the supervising chaplain.
4. Visiting clergy and regular religious volunteers will provide the facility's supervising chaplain with the number of inmates who attended services, for tracking purposes.