

HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE

	SUBJECT:	Services
	P & P #:	J-900
	TITLE:	Religious Services
	EFFECTIVE DATE:	June 27, 2020
	REVIEWED BY:	<i>Andrea King Wessels</i> Andrea King Wessels, Deputy Director
	AUTHORITY:	<i>Jack Kavanagh</i> Jack Kavanagh, Director

POLICY: The Howard County Department of Corrections provides inmates/detainees with the opportunity to participate in religious worship, study and counseling as well as the opportunity to receive and possess religious literature. All religious service activities are coordinated through the Howard County Department of Corrections and are provided by volunteers or religious organizations that volunteer at the Detention Center. Generally, there is one religious volunteer/chaplain who coordinates the volunteers for that religious group and provides the religious oversight. The Department also recognizes that faith based organizations provide many supports and services for those returning to the community and seeks to engage these organizations in reentry services as well.

REFERENCES: Maryland Commission on Correctional Standard(MCCS) – Adult Detention Centers Standard 02 T, .05 D; Performance Based National Detention Standards (PBNDS) 2011 Section 5.5, HCDC Policies H-708 Inmate/Detainee Visiting; J-902 Volunteers and Non-Agency Staff, **H-702 Inmate/Detainee Hygiene, Grooming and Dress Code**, A-033 Protection from Sexual Abuse and Harassment and ICE Detention Operations Manual M-482.

DEFINITIONS: None

PROCEDURES:

I. General

The religious services program supports and contributes to the mission of the Department of Corrections for Howard County. The religious services program enables inmates/detainees to exercise their religious beliefs in a manner which is consistent with and does not interfere with other legitimate institutional interests, such as security, resource allocation, and other programs. As such, all religious activities must be coordinated with the Deputy Director and Security Chief's Office.

A. The Religious Services program operates under the Deputy Director's office. The Deputy Director coordinates with the Chaplain/Religious Coordinators who are recognized by their religious organization. All religious programs are presented through the volunteers to the Department, Chaplains/Religious Coordinator.

The visitor must sign the visitor's registration HCDC Form H-708c attached as Appendix 2 at the time of registration and sign out after the visit.

1. The Department recognizes that faith-based organizations and their volunteers make significant contributions to the correctional process and the operation of the Detention Center.
 2. Faith-based organizations may also provide re-entry support and services.
 3. The Chaplain/Religious Coordinators shall work closely with both treatment and custodial staff of the Detention Center, and report directly to the Deputy Director.
- B. From time-to-time there may be specific programs developed or presented to address the spiritual needs of the population. These programs may be presented by the faith-based groups as proposals for implementation. These programs may be presented to the Deputy Director for review and recommendation to the Director.
- C. Faith-based organizations are also encouraged to assist with other needs of the population.
1. An example is reentry preparation. This may include sitting as members of planning work groups or providing reentry planning and referrals as well as direct services through community. The Detention Center staff work closely with faith-based organizations that provide housing and support for returning offenders, and recognize that there are numerous beneficial programs that do not require that the individual be a member or practice the certain religion.
 2. Other examples of faith-based organizations that provide assistance may be through general support and encouragement, such as visitation programs that conform with institutional policies and approvals.
- D. There shall be no proselytizing of a certain religion, nor shall there be any demeaning of another religion.
- E. An Agreement and Guidelines for Faith-based Organizations Providing Services at HCDC shall be established and signed by the organizations doing work in the Detention Center. The Deputy Director shall be responsible for establishing and updating this agreement as needed.
- F. Religious Meal Observances
1. The Detention Center shall serve inmates/detainees no products that contain pork or pork renderings. Otherwise inmates may select a lacto-ovo diet that is consistent with the requirements of many faiths or receive other religious-specific meals.
 2. The Deputy Director shall establish and update a Religious Meal Observance Schedule which shall indicate the special meals and meal delivery schedules to allow for established religious fasting. The Deputy Director shall seek guidance from local religious leaders and established prison chaplaincy groups to determine the schedule and special meal considerations.

3. The Detention Center as a policy provides celebratory meal items for all inmates/detainees when being provided for a specific religious holiday (example Christmas meal and cookies; Islamic Eid al Fitr (breaking the fast)).

II. Volunteer Selection and Training

- A. Volunteers should be selected carefully based on the identified need of a service, their ability to meet the need, and their readiness to work in the institutional atmosphere. The Religious Coordinator/Chaplain must screen for maturity, a realistic understanding of the inmate/detainee and incarceration, appropriate skill and knowledge, and the willingness to abide by institutional and program regulations.
- B. Volunteers provide their services at the pleasure of the Religious Coordinator/Chaplain for their faith and the Director of Corrections. The Director may determine that an individual volunteer or group of volunteers should be removed from ministering. This decision shall be made if the Director determines that the participation of the volunteer/group undermines the safety and security of the facility or is not in compliance with this or other policies of the Department.
- C. The Training **Manager** shall be responsible for providing volunteer orientation prior to the volunteers beginning their assignment. This training shall cover such issues as general security and program orientation, the volunteers' role, the Coordinator's/Chaplain's role, procedures necessary to effect programs, prohibitions against proselytizing and disparaging religions, and supervision of volunteers. See HCDC Policy J-902 for guidance on orientation and Agreement and Guidelines attached as Appendix 2.
- D. All volunteers must receive PREA training as part of their orientation and as required for PREA standards. See HCDC Policy A-033 for further information.

III. Volunteer Organizations and Services

All Worship Services are conducted by volunteers.

- A. Christian Jail Ministries (CJM) has established a schedule for participating Christian churches/groups.
- B. The Dar Al/Tagwa congregation volunteer coordinator has established a schedule for Muslim services.
- C. The St. Lawrence and St. Matthews Outreach have established a schedule for Catholic worship and immigration support services.
- D. Other services may be established as approved by HCDC Administration and will be announced.

IV. Inmate/Detainee Choice of Religion

Each inmate/detainee shall be allowed to worship and practice the religion of his/her choice consistent with the order and security of the Detention Center. During the intake process the inmate's religion of choice is asked and recorded on the Intake Record.

- A. The religion stated upon Intake shall remain in effect for 60 days. When an inmate/detainee request to change his/her religion of record, after 60 days, the inmate/detainee shall submit a written request on HCDC Form J-900a Inmate/Detainee Request for Change of Religious Preference attached as Appendix 1 to a classification counselor or ICE Liaison Officer. Also, the Chaplain may submit a change request on behalf of the inmate at any time. It must be noted that designating a certain religion may not necessarily allow that the individual be approved to follow tenants of the faith such as diet or practices that are contrary to security requirements. Guidance from officials of certain faiths, such as Jewish has indicated that one must present more than a desire to be of that religion to be considered as such.
- B. The classification counselor shall review the request and forward it to the Classification Supervisor for approval. The review and approval of the request for change of designated religion shall be to ensure that an inmate makes the request free of any intimidation or coercion.
- C. Inmate/detainee participation in religious activity is voluntary and shall not be used as a basis for decisions about an inmate except regarding religious programs.
- D. Restrictions pertaining to religious activities shall be subject only to limitations necessary to maintain order and security of the detention center.
- E. To provide clarity, any individual who indicates a Christian faith (including Protestant faiths and Catholic (Catholic, Roman Catholic, etc.) may attend CJM services and vice versa. The exception shall be for monthly Catholic Mass, which is a mixed gender service, an officer shall present throughout the entire service. To provide order and promote respectfulness, for mass, inmates who have not indicated Catholic faith must sign-up at the previous week's service.

V. Religious Visits

- A. Ministerial visitation of inmates/detainee by regularly recognized clergy shall be accommodated to the maximum extent possible. Also, see HCDC Policy H-708 Inmate/Detainee Visiting.
- B. Clergy visits shall be conducted in the regular non-contact visiting room and Video Visitation. These non-contact visits may be conducted without advance approval, and upon presentation of identification of credentials that demonstrate that the individual meets the requirements to be considered clergy. These visits shall be conducted as space is available in the visiting facilities during normal visiting hours, or as otherwise approved by the shift leader or higher. These visits shall not count against the inmate's/detainee's allowable visits.
- C. The Chaplain/Religious Coordinator or an approved, designated volunteer may be approved to provide one-on-one counseling to inmates/detainees. The volunteer must complete a Release of Information HCDC Form J-900b attached as Appendix 2 with the inmate/detainee. The inmate/detainee is acknowledging the volunteer's duty to advise staff of any information important to personal or institutional safety. The one-on-one counseling shall occur in areas approved by the Shift Leader. The Shift Leader and/or a member of the program staff may also request that the Chaplain/Religious Coordinator, ICE Official for detainees or an approved volunteer

Speak with an inmate/detainee, due to a situation, such as a sick relative or death of a loved one. Volunteers shall advise security personnel immediately if an inmate/detainee expresses concern, or the volunteer believes that the inmate/detainee may be in jeopardy of harming self or others.

- D. Any staff member assigned to the Chapel or designated area for any Religious Service shall complete HCDC Form J-900c Inmate/Detainee Sign-in Sheet attached as Appendix 3 with inmate/detainee signatures indicating his/her participation and shall be forwarded to the Compliance Office.

VI. Religious Observances

The Howard County Department of Corrections allows each inmate/detainee to worship and practice the holiday of his/her choice consistent with the order and security of the Detention Center and in accordance with his/her documented religious preference during the Intake process. Below is a brief list and definitions of holidays and their observances:

Rosh Hashanah – the day that marks the beginning of the Jewish New Year which occurs on the seventh (7th) calendar month.

Yom Kippur – a devoted day to communal repentance for sins committed over the course of the previous year. This observance occurs on the 10th day of Tishri (the seventh (7th) calendar month).

Sukkot – It is observed during the week starting on 15th day of Tishri of the seventh (7th) calendar month, which is the first month of the year in the Jewish calendar.

The Director shall grant ICE detainees their request to observe these holidays.

VII. Inmate/Detainee Marriage

The Howard County Department of Corrections does not permit marriages at the Detention Center. For an inmate to attempt or surreptitiously complete a marriage, even through proxy or through the non-contact visiting is a violation of policy. For ICE detainees, any requests for marriage shall be forwarded to the Director, who shall forward the request to ICE officials for handling. Any ICE approved marriages shall take place outside of this department.

VIII. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: Appendix 1, Inmate/Detainee Request for Change of Religious Preference HCDC Form J-900a.
Appendix 2, Release of Information Authorization, HCDC Form J-900b.
Appendix 3, Religious Inmate/Detainee Sign-in Sheet, HCDC Form J-900c.

RESCISSIONS: HCDC Policy J-900 Religious Services effective **July 1, 2019**.

Howard County Department of Corrections

Inmate/Detainee Request for Change of Religious Preference

Inmate/Detainee Name: _____ # _____ Unit: _____

I am requesting a change of my religious status. I am aware that I cannot change my religion of record until I have been confined at the institution for more than 60 days. This form must be submitted to your Classification Counselor for review. The Chaplain may also submit a change request on behalf of you. Approval of any request for change of religion shall be reviewed and discussed with religious advisors as needed, to ensure that the change is without coercion and to note that a simple declaration as to being a member of a certain faith does not mean that the inmate may be a member of that faith. (An example would be an inmate who decides to change religion to Jewish with the expectation of receiving kosher meals.)

I want to be changed from: _____ to _____

Inmate/Detainee Signature: _____ Date: _____

Counselor Recommendation: _____

Chaplain Recommendation: _____

Counselor/Chaplain Signature Date

Approved Disapproved

 Classification Supervisor Signature Date
 Chaplain Signature

File: Inmate/Detainee Basefile

Howard County Department of Corrections

Release of Information

Date Completed: _____

Inmate/Detainee Name	ID #	Date of Birth	

The above-named person is giving their permission for information to be shared between the religious one-on-one volunteer and the ministry leader and

_____.

The type of information being shared shall pertain to the following topics:

- ___ Progress, Participation and Pastoral Counseling
 - ___ After care
 - ___ Other – Please describe: _____
- _____

This permission expires automatically at the end of one year. Permission for releasing of information can be revoked at any time in writing. Confidentiality will be violated if information indicates there is danger to either self or others. Any individuals in danger and appropriate authorities are contacted and information pertinent to maintain safety is relayed.

Inmate/Detainee Signature	Date

One-on One Volunteer	Date

Chaplain/Religious Coordinator	Date

