

| | |
|--|----|
| OP-030112..... | 1 |
| Religious Services..... | 2 |
| I. Definitions | 2 |
| A. Agency Chaplain (2-CO-5E-02)..... | 2 |
| B. Facility Chaplain | 2 |
| C. Community Activities Coordinator..... | 2 |
| D. Minister/Religious Leader/Clergy..... | 3 |
| E. Faith Group Liaison | 3 |
| F. Religious Volunteer | 3 |
| G. Religious Belief..... | 3 |
| II. Religious Activities | 3 |
| A. Space (4-4520)..... | 3 |
| B. Coordination and Management | 4 |
| C. Attendance | 6 |
| III. Religious Needs Assessment (4-4521)..... | 7 |
| A. Record of Religious Preferences..... | 7 |
| B. Religious Needs Assessment..... | 7 |
| IV. Inmate Access to Minister and Religious Services (4-4517)..... | 7 |
| A. Provision Requirements | 7 |
| B. Minister/Religious Leader/Clergy Visits | 7 |
| C. Inmate Orientation | 7 |
| D. Posting of Schedules..... | 8 |
| E. Inmate Restrictions..... | 8 |
| V. Religious Rites/Observances..... | 8 |
| A. Procedures..... | 8 |
| B. Work Restrictions Due to Religious Beliefs | 9 |
| VI. Religious Diets (4-4319, 4-ACRS-4A-03)..... | 10 |
| A. Restricted Meals..... | 10 |
| VII. Foods for Religious Ceremonies..... | 11 |
| A. Ceremonial/Festive Meals | 11 |
| VIII. Religious Advisory Councils (4-4516) | 12 |
| A. Establishment of Councils | 12 |
| B. Referral for Advice..... | 13 |
| IX. Religious Items/Symbols..... | 13 |
| A. Agency Ownership of Religious Items | 13 |
| B. Inmate Ownership and Possession of Religious Items..... | 13 |
| C. Storage of Religious Items | 14 |
| D. Inspection Procedures..... | 14 |
| E. Inmate Transfer of Personal Religious Items/Symbols | 14 |
| F. Process to Accept Donations of Religious Items | 14 |
| G. Process for Inmates to Purchase Religious Items..... | 15 |
| X. Access to the Facility (4-4513)..... | 17 |
| XI. References | 17 |
| XII. Action..... | 17 |
| Attachments..... | 19 |

| | | | |
|---------------------------------------|--|----------------|-----------------------------------|
| Section-03 Facility Operations | OP-030112 | Page: 1 | Effective Date: 04/09/2019 |
| Religious Services | ACA Standards: 2-CO-5E-01, 2-CO-5E-02, 4-4319, 4-4512, 4-4513, 4-4514, 4-4516, 4-4517, 4-4519, 4-4520, 4-4521, 4-ACRS-4A-03, 4-ACRS-5A-22 | | |

Joe M. Allbaugh, Director
Oklahoma Department of Corrections

Signature on File

Religious Services

All inmates remanded to the custody of the Oklahoma Department of Corrections (ODOC) retain the right to choose their religious beliefs and to practice their religion. Religious practices will be allowed in accordance with security needs and must conform to all safety and health requirements. When it is necessary to limit the religious exercise of inmates, ODOC will do so in the least restrictive means.

ODOC recognizes that involvement in religion may promote ethical tenets and communal experiences that are rehabilitative in nature and teach pro-social values and behavior.

Correctional facilities will develop and implement procedures to provide reasonable access and accommodation to the exercise of the religion by inmates. (2-CO-5E-01, 4-4517, 4-ACRS-5A-22)

In carrying out these responsibilities, the agency does not, and may not, endorse a particular religious belief over another and will not endorse either religion or non-religion. ODOC will maintain a neutral position relative to all religious beliefs. All religious activities will be conducted in a manner that is consistent with available resources and requirements of facility security, safety, and health. Inmates will not be discriminated against because of religious beliefs and practices or a lack of religious beliefs or practices. The facility head will ensure the following standards are met.

The term "facility head" will apply to wardens or facility administrators responsible for the housing and supervision of inmates.

I. Definitions

A. Agency Chaplain (2-CO-5E-02)

An employee of ODOC who serves as advisor and facilitator to chaplains and religious volunteers in religious programs issues and activities.

B. Facility Chaplain

Staff employed by ODOC or by contract facilities in which Oklahoma inmates are confined and who are authorized to coordinate religious services for all faiths and ensures that each inmate has reasonable opportunity to practice his/her religion. (4-4512, 4-4513, 4-4514)

C. Community Activities Coordinator

An ODOC community corrections employee or volunteer responsible for coordinating activities and programs available to inmates through resources in the community.

D. Minister/Religious Leader/Clergy

A spiritual leader who is empowered by a particular faith group to administer ordinances and sacraments, perform rites, counsel, instruct and provide worship and religious services. They must be designated by a local religious community or larger religious organization to serve in this capacity. Documentation of such a designation must be provided to the local facility in order to provide religious services or a clergy visit at that facility.

E. Faith Group Liaison

A person designated by a specific faith group or religious organization and recognized by ODOC as an official liaison to the agency. The liaison will coordinate for the provision of services with the facility chaplain or community activities coordinator.

F. Religious Volunteer

A person who volunteers with ODOC to provide religious activities at a facility, either state or private, on a regular or occasional basis without pay in accordance with [OP-090211](#) entitled "Volunteer Program."

G. Religious Belief

Deeply held faith convictions, the exercise or expression of which manifests some central tenet of an inmate's individual religion, or expresses adherence to his/her religious belief, or is fundamental to an inmate's religious faith philosophy. A religious belief is not a personal philosophy.

II. Religious Activities

Activities will be coordinated to meet the religious needs of the inmate population as effectively as possible. The facility head will ensure written goals and objectives for allowing the exercise of religion at the facility are included in the annual program plan.

A. Space (4-4520)

1. Designated Area

The facility head will ensure a designated area is made available for conducting worship services, religious education, and activities. Assignment and availability of the designated area(s) will be at a

reasonable time, place, and manner and in conjunction with other facility activities, events, needs and the current situation.

2. Coordination of Use

Where feasible, if areas are designated solely for religious activities they will be kept free of activities of a non-religious nature. However, at no time will the agency discriminate against a meeting or activity that is non-religious, as long as said activity does not compromise the safety and security of the facility.

3. Religious Items and Symbols

When feasible, areas designated for religious activities will be kept free of religious items or symbols which cannot be removed or covered between services by the different religious groups. Storage space for religious items and symbols will be provided in accordance with this procedure.

4. Outdoor Religious Areas

Unless exempted by the affected regional director, facilities will designate outdoor space for religious activities. In order to maintain the safety of the inmates and of the facility, outdoor religious activities will adhere to [Attachment H](#), entitled, "Rules for Outdoor Religious Activities."

B. Coordination and Management

1. Religious Instruction

All inmates will have access to religious instruction and counseling provided by approved volunteers unless restricted due to security or safety concerns. Access will not be denied as part of inmate disciplinary action when segregation is not required.

2. Responsibility for Scheduling

All scheduling of religious services and religious activities will be developed by the facility chaplain or designated staff and approved by the facility head or designee. Scheduling will be coordinated among the various religions, other facility operations or activities, and within the security needs and constraints of the facility. Whenever possible, an inmate request for a religious group will be accommodated with scheduled group meeting times. If a request is denied the facility chaplain or community activities coordinator will notify the agency chaplain and provide justification.

3. Access by Religious Services Providers

Access to the facility by a faith group liaison and religious volunteers will be allowed to the greatest extent possible when consistent with the security needs of the facility.

- a. Volunteers providing religious services inside institutions must be endorsed in writing, either individually or as a volunteer group, by a local religious community or a larger religious organization. The facility chaplain or community activities coordinator will maintain a record of endorsements for those providing religious services at their facility.
- b. Background investigations and criminal record checks will be completed on all faith group liaisons and religious volunteers in accordance with [OP-090211](#) entitled "Volunteer Services."

5. Use of Derogatory Language

- a. In order to maintain the safety and security of correctional facilities, anyone (volunteer, staff or inmate) providing religious instruction inside a correctional facility is prohibited from using derogatory language when referring to other groups of people or advocating any form of religious, racial or national hatred.
- b. Violation of this prohibition may result in the suspension of those persons from providing religious services by the facility chaplain/designated staff. All suspensions will be reviewed by the facility head, agency chaplain and General Counsel. The agency chaplain will inform the director of Fugitive Apprehension and Investigations of the violation and suspension.

5. Community Corrections Access to Off-Center Religious Activities

Access by inmates assigned to community corrections, to off-center religious activities provided by a faith group liaison or approved religious volunteer, will be allowed in accordance with [OP-031001](#) entitled "Inmate Escorted Leave/Activities."

- a. Community corrections contract facilities must have prior approval from the facility head of the host facility before they restrict an inmate from attending offsite religious activities.
- b. Community corrections centers that restrict an inmate from participating in an offsite religious activity will notify the community corrections chaplain and provide them justification for the decision.

6. Confidential Information Pertaining to Employees/Volunteers

Inmates are not allowed access to any personal information or any materials containing home addresses, social security numbers or other personal information pertaining to any employee or volunteer. Clerical support will be provided by employees for confidential material. (4-4520)

- a. Religious volunteers may provide inmates with organizational addresses or a P.O. box for written correspondence in accordance with [OP-090211](#), [Attachment A](#) entitled "Volunteer Services/Volunteer Code of Conduct."
- b. Exceptions for all facilities may be granted to ministers/religious leaders/clergy through a request to the director. Such requests will include a written justification.

7. Security Staff Access

Facility security staff will have access to all religious areas/services for the purpose of monitoring the activities and to ensure the security requirements of the facility are being maintained.

8. Lists of Faith Group Liaisons

The Religious Services Unit will maintain a current list of all faith group liaisons.

9. Religious Services Monthly Reports

Each facility will report religious activities on a monthly basis using [OP-090211](#), [Attachment D](#) entitled "Volunteer Services/Religious Services Monthly Report." This report will be submitted to the agency chaplain by the fifth day of each month.

C. Attendance

Religious ceremonies and activities are open to all inmates. Attendance will be restricted only under the following circumstances:

1. A religious ceremony or activity that, according to their faith, is restricted to faith group members only. Instances in which inmates who are not members of the faith group wish to participate in these religious ceremonies or activities will be considered on a case-by-case basis by the facility chaplain/volunteer coordinator, outside faith group leaders and the agency chaplain;
2. Disruptive behavior by the inmate; or

3. Security or safety concerns.

Any such restrictions will be documented in an incident report and submitted to the facility chaplain, facility head, and the Religious Services Unit.

III. Religious Needs Assessment (4-4521)

A. Record of Religious Preferences

Each facility head will ensure that a record of the religious preferences of the inmate population is maintained in order to allocate available time, space, and personnel resources to support the religious needs of the population at the facility.

B. Religious Needs Assessment

1. A religious needs assessment will be conducted at least annually by the facility chaplain/community activities coordinator to assess the need and to allocate the available resources to meet that need as much as practicable.
2. The needs assessment will be submitted annually to the facility head and forwarded to the Religious Services Unit.

IV. Inmate Access to Minister and Religious Services (4-4517)

A. Provision Requirements

Each inmate may have access to a minister/religious leader/clergy who can provide worship, counseling, and religious instruction. In the event a minister/religious leader/clergy of the inmate's religion is not available within a reasonable traveling distance of the institution, documented attempts will be made to find acceptable alternative religious resources through the local faith community. (4-4519)

B. Minister/Religious Leader/Clergy Visits

Inmates may have their minister, religious leader or clergy placed on their visiting list or receive special visits from their minister, religious leader or clergy in accordance with [OP-030118](#) entitled "Visitation."

C. Inmate Orientation

The facility head will ensure information regarding the scope and availability of religious activities is made available to all inmates upon reception to the facility through the orientation process in accordance with [OP-060201](#) entitled "Initial Reception of Inmates."

D. Posting of Schedules

Current schedules of all religious/faith based activities will be posted in locations easily accessible to all inmates and reposted when activities are added, deleted or as needed.

E. Inmate Restrictions

No inmate will be allowed to exercise authority over another inmate in religious ceremonies or activities. This restriction will not apply to teaching or facilitating religious activities. The religious ceremonies are also governed by the religion's tradition and rules as to who is certified with the proper credentials to conduct such ceremonies.

V. Religious Rites/Observances

A. Procedures

1. All tenets of an inmate's religious practice that require accommodations by the agency must be supported and verified by the religion's recognized sacred text if there is one, historically established procedures and outside religious authorities if available. ODOC will make every effort to accommodate these religious observances unless there is a facility or agency interest that necessitates restricting the observance.
 - a. When these observances are restricted, reasonable alternatives will be sought.
 - b. If a facility is unable to accommodate these observances, the facility chaplain/community activities coordinator will document, in writing, the correctional interest which necessitated the restriction and the proposed actions of the facility.
 - c. This documentation will be forwarded to the General Counsel and the Religious Services Unit.
2. If an inmate has requested a specific religious accommodation that was denied by the facility head or the facility chaplain, that decision will be reviewed by the agency chaplain and the General Counsel and/or their designees. This religious practice review will be conducted regularly to review all pending requests that were denied at the facility level.

- a. Should this review result in a recommendation to approve the practice, the recommendation will be forwarded to the appropriate regional director prior to implementation.
 - b. Should the religious practice review result in a denial, the inmate may pursue his/her available remedies as provided by [OP-090124](#) entitled "Inmate Grievance Process."
3. Religious observances requiring arrangements other than those commonly recognized religious events that are considered to be traditional tenets of that particular religious practice are subject to the following procedures:
- a. A written request will be made at least 60 days in advance of the event by the religious group, faith group liaison, religious leader or religious volunteer. Any request for a religious work restriction must be made by the inmate.
 - b. The facility chaplain/community activities coordinator will review the request and make recommendation to the facility head at least six weeks in advance of the activity or event.
 - c. The request will state, but will not be limited to: names of volunteers attending, names of religious providers attending, purpose of event, and authority upon which the event is based, etc.
 - d. The facility head will approve/deny the request at least 30 days in advance of the event. The facility head will have the final approval or disapproval on all such requests in writing. Any inmate who disagrees with the decision may pursue his/her available remedies as provided by [OP-090124](#) entitled "Inmate/Offender Grievance Process."

B. Work Restrictions Due to Religious Beliefs

Inmates have certain work or program responsibilities that must be completed each week to the satisfaction of the supervising correctional employee. Each inmate will have certain days of the week in which work is not required. Religious activities will normally be scheduled during what is regarded as "non-working" hours for inmates, such as weekends and after normal working hours, Monday through Friday. Inmates will not normally be excused from normal work duties to attend religious services or activities, except under the following conditions:

1. When it is mandated by the inmate's religion that they abstain from work on a certain day or must participate in a religious service at a specific time which conflicts with their normal work schedule. The Religious Services Unit will maintain a list of "Authorized Religious

Work Restrictions” ([Attachment D](#), attached) which require such accommodations.

2. When it is in the best interest of the facility to hold a religious service or activity during normal work hours.
3. Inmates excused from a work assignment for any reason other than a medical condition must “make up” the missed time and complete all work and program assignments to the satisfaction of the supervising correctional employee.

VI. Religious Diets (4-4319, 4-ACRS-4A-03)

A. Restricted Meals

1. All religious restricted meals will be offered through a common pork-free meal, meat-free meal, Kosher diet, or Halal diet. Inmates that desire to receive a pork-free or meat-free meal must submit a “Request To Staff” form to the facility food service supervisor. Inmates from any religion may request a pork-free or meat-free diet. An inmate who wishes to receive a Kosher or Halal diet must submit a “Kosher/Halal Diet Request Form” ([Attachment C](#), attached) to the facility chaplain or the food service supervisor in community corrections facilities.
2. The facility chaplain will review the “Kosher/Halal Diet Request Form.” Kosher/Halal diet request forms submitted in community corrections facilities will be forwarded to the agency chaplain for review. The chaplain will verify the inmate’s religious faith and that the inmate’s religion mandates a Kosher or Halal diet. The Kosher or Halal diet will be provided only to inmates who demonstrate their religion mandates compliance with a Kosher or Halal diet. The Religious Services Unit will maintain a list of “Religions Authorized to Receive a Kosher or Halal Diet” ([Attachment E](#), attached). Rules for those receiving a Kosher or Halal diet and the consequences for violation of the rules are included on the “Kosher/Halal Diet Request Form” ([Attachment C](#)).
3. Inmates receiving a Kosher or Halal diet may request to be removed from those diets by submitting a “Inmate/Offender Request To Staff” form to the facility chaplain or food service supervisor. Inmates who request to be removed from the Kosher or Halal diet must wait 90 days before they can submit a new “Kosher/Halal Diet Request Form” ([Attachment C](#)) for either diet.
4. Any inmate that desires to receive a Kosher or Halal diet but is not a part of a religion designated in [Attachment E](#) entitled “Religions Authorized to Receive a Kosher/Halal Diet” to receive this accommodation may request an exception to [Attachment E](#). The

inmate can make such a request by submitting a "Inmate/Offender Grievance Process Request to Staff" ([DOC 090124D](#)) to the facility chaplain. The request should contain the justification for the exception including any sacred text or religious tradition that calls for the requested diet and an outside religious authority of the inmate's religion to verify their practice. The facility chaplain and the facility head will review the request and submit it to the agency chaplain with their recommendations. The agency chaplain will seek input from members of the agency religious advisory council and other outside religious authorities then review the request with the General Counsel. If the agency chaplain and the General Counsel recommend granting the exception, the request and the recommendation will be forwarded to the director of Program Services who will review the recommendation and, if approved, forward the request through the director of Population, Programs and Strategic Planning to the agency director for final approval.

5. Inmates must reapply for their religious diet upon transfer to another facility.
6. Violations of the Kosher or Halal diet will be documented using an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)). The documentation will be forwarded to the facility chaplain. The facility chaplain will review the documentation and determine, in accordance with the "Kosher/Halal Diet Request Form" ([Attachment C](#)), if an offense report should be prepared in accordance with OP-060125 entitled, "Inmate/Offender Disciplinary Procedures" for failure to obey written rules.
7. Facility chaplains will maintain a file on all inmates that request a Kosher or Halal diet. The file will include all request forms, incident reports and any other relevant documentation.
8. Protocols for preparation and serving of either the Kosher or Halal menu will be in accordance with [OP-070202, Attachment A](#) entitled "Protocols for Kosher/Halal Menu Preparation and Serving."

VII. Foods for Religious Ceremonies

A. Ceremonial/Festive Meals

1. Menus for approved religious festive meals will be taken from the standard menu served to the rest of the inmate population that day, unless specific food restrictions are required by the faith such as a pork-free meal.
2. No special accommodations will be made for religious feasts and festive meals, except as follows:

- a. Where program space and security level allow, inmates who are celebrating a recognized religious feast or festive meal will be able to eat their meal together as a faith community. The food will be the same as that which is served to the rest of the population for that meal.
- b. Foods that are reported by a specific faith community to have a verifiable religious significance and confirmed by the facility chaplain in consultation with the facility head or designee may be donated by an outside religious organization or purchased by the inmate from an authorized vendor for ceremonial meals.
 - (1) Foods purchased by an individual inmate will be for that inmate's use only. Foods purchased by a religious group will be shared among the specific inmate religious community.
 - (2) The religious significance must be verified by the religion's sacred text and/or outside religious authority. All donations or purchases must be arranged through the facility chaplain and approved by the facility head or designee.
 - (3) The food must be either pre-packaged or professionally prepared under the supervision of someone with a food handler's license.
 - (4) All donations and purchases will be searched prior to distribution to the inmate religious community.
 - (5) The Religious Services Unit will maintain a list of "Authorized Religious Ceremonial Foods" ([Attachment E](#), attached) allowed for each celebration.

VIII. Religious Advisory Councils (4-4516)

A. Establishment of Councils

The Religious Services Unit will designate a religious advisory council consisting of broad-based community religious leaders and practitioners to assist in the religious activities for inmates. Participation by an ODOC employee on the agency religious advisory council must have prior approval of the director of Program Services and will serve on the council as a representative of the agency, not a voting member of the council.

B. Referral for Advice

Questions raised concerning a religious practice will be referred to the facility chaplain/community activities coordinator who will advise the affected facility head. The agency chaplain and the agency religious advisory council will be available as referral resources. All advice rendered will be sent to the General Counsel and the director of Program Services for review prior to being issued.

IX. Religious Items/Symbols

All religious items and symbols will be treated in a manner that reflects sensitivity to the religious beliefs and practices connected to those items or symbols.

A. Agency Ownership of Religious Items

1. ODOC may obtain, through donations, religious items for use by the inmate population. The agency will not use state funds to purchase religious items.
2. These religious items may include, but will not be limited to, those items listed on [Attachment A](#) and [Attachment B](#) (attached) of this procedure.
3. The donation of a religious item may be received under the following conditions:
 - a. If the religious item does not pose a threat to the safety or security of the facility;
 - b. If there is a need for the religious item at the facility; and
 - c. If there is appropriate, secure space to store the religious item in accordance with Section IX. item C. of this procedure.

B. Inmate Ownership and Possession of Religious Items

1. Inmates may receive and retain possession of personal religious items/symbols essential to their stated religious preference.
2. Religious items allowed for individual possession by the inmate in his/her cell or on his/her person are listed on [Attachment B](#), entitled "Allowable Items - Inmate Religious Property Individual Possessions." Religious items allowed for individual ownership but not allowed to be kept in a cell or living area, are listed on [Attachment A](#), entitled "Allowable Items – Inmate Religious Property Communal Use/Restricted Access."

3. Inmates may request to have additional religious property items added to [Attachment A](#) entitled "Allowable Items-Inmate Religious Property Communal Use/Restricted Access" or [Attachment B](#) entitled "Allowable Items-Inmate Religious Property Individual Possession" by submitting a "Inmate/Offender Grievance Process Request to Staff" ([DOC 090124D](#)) to the facility chaplain.
 - a. The request will be reviewed by the facility head and facility chaplain who will forward the request to the Religious Services Unit with their comments. The agency religious advisory council will be available as a resource in making this decision.
 - b. The request and responses will be reviewed by the agency chaplain and forwarded to the General Counsel for review.
 - c. If a change in policy is recommended, the information will be sent to the director of Programs Services, who will review the recommendation and, if approved, will forward it through the director of Population, Programs and Strategic Planning to the agency director for a final decision.

C. Storage of Religious Items

Reasonable, accessible, secure, and separate storage space for group/communal religious items/symbols may be provided upon request, as space allows. Items will be placed in containers or cabinets, marked with the religion's name, and stored in the religious service area or other appropriate area. These items will be removed as needed for the specific group activity. Access to these items will be coordinated with the facility chaplain or community activities coordinator, as applicable.

D. Inspection Procedures

Inspection procedures carried out by correctional officers will be administered in a manner which reflects a respect of and sensitivity to individual religious beliefs, practices, and items/symbols used in the exercise of those religious beliefs and customs.

E. Inmate Transfer of Personal Religious Items/Symbols

Personal religious items/symbols, as defined in [Attachment B](#) entitled "Individual Possessions," essential to an inmate's religious practice, will be retained and transferred in accordance with [OP-030120](#) entitled "Inmate Property."

F. Process to Accept Donations of Religious Items

1. The facility head or designee is authorized to accept donations of

religious items and religious literature from contributors/donors that are intended to be used by inmates during religious practices or distributed to the inmates on behalf of the donors. Donations in value under \$5000 may be accepted by the facility head. The agency director will be notified in writing of the donation. Donations that exceed \$5000 in value may only be accepted by the agency director in accordance with [OP-120101](#) entitled "Fiscal Management Responsibilities." The facility chaplain/community activities coordinator will maintain a permanent record of all donations, noting the date of the donation, item(s), approximate value, donor, location and use of the item(s). (4-4521)

- a. These items will be searched by security staff and handled in an appropriate manner before being allowed into the facility.
- b. Donations may be accepted from any party for use as determined by the agency. However, no donation will be accepted under the condition it be given to a specific inmate.
- c. An exception will be made for religious organizations donating religious property to specific inmates as long as the following conditions are verified by the facility chaplain or other designated staff:
 - (1) The validity of the religious organization is confirmed;
 - (2) The need of the inmate is verified;
 - (3) The donated item is in accordance with [Attachment A](#) or [Attachment B](#); and
 - (4) If the item is available through an authorized vendor, the item it is either purchased through the vendor or is consistent with items that are available from the authorized vendors.

G. Process for Inmates to Purchase Religious Items

1. Inmates may purchase authorized religious items listed in either [Attachment A](#) or [Attachment B](#). Purchases must be made according to the following procedures:
 - a. The Religious Services Unit will maintain a list of "Authorized Religious Vendors" ([Attachment G](#), attached).
 - b. To purchase an authorized item, the inmate must submit an order form and a request for disbursement to the facility chaplain/community activities coordinator, for review and either approval or denial.

- c. If approved, the facility chaplain/community activities coordinator will forward the order, disbursement and a stamped envelope obtained from the inmate to the trust fund officer/designated staff so a check can be issued and the order mailed to the vendor. A log will be maintained of all approved and denied items along with documentation supporting the decision if denied.
 - d. When the item arrives, it will be inspected and searched by a staff member ensuring the item is not damaged, recorded on the inmate's property records, and forwarded to the facility chaplain/community activities coordinator who will log the receipt and forward the item to the inmate. The inmate will sign for the item upon receiving it.
 - e. If the item is not approved, the inmate may appeal the decision through the inmate grievance process as outlined in [OP-090124](#) entitled "Inmate/Offender Grievance Process."
 - f. Inmates may pool their resources to purchase religious items for use by their religious community, either through inmate organizations or by combining disbursements from multiple inmates. No group purchases will be allowed that benefit specific inmates within the religious community. Religious items purchased by a group of inmates will be considered the property of the agency for use by that religious community.
2. Only religious items as authorized by this procedure may be purchased and received by inmates.
 3. Items authorized for use, but not for possession in the living area by an inmate, are to be purchased, stored and inventoried as specified in Section IX. item C of this procedure. The facility chaplain/community activities coordinator will maintain a log of the stored personal items listing the inmate's name, item, date received, dates of use and date of removal with a documented reason, such as transfer of the inmate. The sending facility will notify the receiving facility, upon transfer, to ensure that such property is appropriately placed in the religious property storage area of the receiving facility.
 - a. It is the inmate's responsibility to inform staff when being transferred or discharged so that an item(s) in storage may be sent with the inmate.
 - b. Any religious property stored in this manner and not claimed by the inmate when they are transferred/discharged will be considered community property.

4. Some religious property items may be restricted for security, safety or health reasons if an inmate is moved to a special housing unit.

X. Access to the Facility (4-4513)

Each facility will ensure the facility chaplain/community activities coordinator has access to all areas of the facility except the armory or other areas where security equipment is maintained or stored.

XI. References

Policy Statement No. P-090100 entitled "Provision of Programs"

OP-030118 entitled "Visitation"

OP-030120 entitled "Inmate Property"

OP-031001 entitled "Inmate Escorted Leave/Activities"

OP-060201 entitled "Initial Reception of Inmates"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-090211 entitled "Volunteer Program"

OP-120101 entitled "Fiscal Management Responsibilities"

First Amendment to the United States Constitution

Article 2 Section 5 of the Oklahoma Constitution

XII. Action

The appropriate regional director is responsible for compliance with this procedure.

The director of Population, Programs and Strategic Planning, in conjunction with the General Counsel, are responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-030112 entitled "Religious Programs" dated January 30, 2017

Distribution: Policy and Operations Manual

Agency Website

| <u>Attachments</u> | <u>Title</u> | <u>Location</u> |
|------------------------------|--|---------------------------|
| Attachment A | “Allowable Items – Inmate Religious Property Communal Use/Restricted Access” | Attached |
| Attachment B | “Allowable Items-Inmate Religious Property Individual Possessions” | Attached |
| Attachment C | “Kosher/Halal Diet Request Form” | Attached |
| Attachment D | “Authorized Religious Work Restrictions” | Attached |
| Attachment E | “Religions Authorized to Receive a Kosher/Halal Diet” | Attached |
| Attachment F | “Authorized Religious Ceremonial Foods” | Attached |
| Attachment G | “Authorized Vendors of Religious Property” | Attached |
| Attachment H | “Rules for Outdoor Religious Activities” | Attached |
| Attachment A | “Incident/Staff Report” | OP-050109 |
| Attachment A | “Protocols for Kosher/Halal Menu Preparation and Serving” | OP-070202 |
| Attachment A | “Volunteer Services/Volunteer Code of Conduct” | OP-090211 |
| Attachment D | “Volunteer Services/Religious Services Monthly Report” | OP-090211 |
| <u>Referenced Forms</u> | <u>Title</u> | <u>Location</u> |
| DOC 090124D | “Inmate/Offender Grievance Process-Request to Staff” | OP-090124 |

