

POLICY & PROCEDURES

CHAPTER:	5	Inmate Programs	5.9.1
SECTION:	9	Religious Programs	EFFECTIVE DATE: 5 / 29 / 2020
SUBJECT:	1	Religious Programs	
STANDARDS: ACA – 4 – ALDF: 5C-17, 18, 19, 20, 21, 22, 23, 23			
APPROVED:			REVIEW DATE: 5 / 29 / 20
_____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 26 / 20
Rescind: 5.9.1 dated 10/5/05 Cancel:			

I. POLICY

The City of St. Louis Division of Correction will allow inmates to participate in religious practices of their choice. All inmates will have access to religious to programs, materials, diets and other legitimate religious services if it does not compromise the safety and security of inmates, staff and citizens.

II. RESPONSIBILITIES

All Division of Corrections staff members and contracted program service providers are responsible for adhering to the following procedures.

III. DEFINITIONS

1. Division Chaplain: An ordained minister possessing a minimum qualification of clinical pastoral education or equivalent specialized training and appointed by the Superintendent or designee to act as a religious advisor for the division. The Division Chaplain will:
 - A. Minister to inmates regardless of their beliefs or affiliation.
 - B. Provide individual and/or group counseling for inmates.
 - C. Assist in the development of religious services and activities.
 - D. Participate in community affairs when requested by the Superintendent or designee.

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2. Faith Representative: An ordained representative of a recognized religious faith or an individual that the Division Chaplain approves as a representative of a religious faith.
3. Religious Volunteer: A volunteer approved to enter the facility for purposes of providing religious services for the inmate population. Religious volunteers must be screened by the Division Chaplain and approved according procedures found in policy 1.6.1 Volunteer.

IV. PROCEDURES

A. General Information

1. The Superintendent will designate a qualified staff member, contractor, or volunteer to perform the duties of Chaplain for the Division of Corrections.
2. The Division Chaplain will possess minimum qualification of clinical pastoral education or equivalent specialized training, and endorsed by a certified religious institution.
3. The Division Chaplain will have access to all areas of the facility and conduct regular visits to minister to inmates upon request. The chaplain will notify custody staff upon entering inmate housing areas.
4. The Division Chaplain will make recommendations to the Superintendent or designee regarding religious programming and issues effecting the division.
5. The Division Chaplain will provide assistance in resolving issues relating to religious publications, diets, apparel, practices and observations.
6. All religious literature, material and equipment donated or provided by organizations and volunteers for inmates use, must be screened by the Division Chaplain, Chief of Security and approved by the Superintendent of designee...
7. The Division Chaplain will provide inmates with notification of death or serious injury/illness of family members upon the request of Social Service staff.
8. The Division Chaplain will notify the immediate family member or next of kin of an inmate's death or serious injury/illness upon the request of the Superintendent or designee.
9. Religious programs for inmates will be scheduled and conducted in the multipurpose room located in the corridor outside of the housing units of Pods and in the chapel of the main building at MSI. Religious programs will be scheduled and conducted in the multipurpose rooms located in the corridor on the 3rd and 4th floor outside the inmate housing units at CJC.

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10. Religious symbols, insignia and memorabilia of a specific religious faith may be displayed during a religious activity, but will be removed and secured at all other times in a lock cabinet located in or near the program area.
11. Volunteers offering special religious or pastoral qualifications will provide specific evidence and proper credentials of qualifications to perform such services at the time of application (See 1.6.1 Volunteer).
12. Inmates may receive clergy visits from their pastor or ordained minister according to divisional policy (See 5.7.4 Professional Visits).
13. The Division Chaplain in cooperation with the Volunteer Coordinator will develop a relationship with community faith organizations to receive donations of equipment, cash, or materials for use in inmate religious programs. All donations must be approved by the Superintendent or designee before acceptance into the facility (See 1.2.9 Inmate Improvement Program).
23. All news releases, media contact and research projects connected with the Religious Program must have the approval of the Superintendent.

B. Development of Religious Program

1. The Division Chaplain in cooperation with the Volunteer Coordinator will periodically assess the inmate population at the Justice Center and the Medium Security Institution, consult with the Superintendent or designee and develop a plan for religious services appropriate to the needs of the inmate population.
2. The Division Chaplain in cooperation with the Volunteer Coordinator will identify and utilize available community resources offering religious services.
3. All volunteers both lay or clergy offering religious services for inmates must be approved and provided with training by the Division Chaplain. All training efforts will be coordinated with the Division's Training Academy (See 1.6.1 Volunteer).
4. The Division Chaplain will screen all religious literature and material before it is introduced to the inmate population. The Division Chaplain will encourage the use of standardized religious text (i.e. Holy Bible, Holy Koran
5. The Division Chaplain will consider administrative, safety and security concerns of the facility and will review all plans involving volunteers offering religious services with the Chief of Security and receive approval from the Superintendent or designee before actual implementation.
6. Religious services approved for the inmate population will be scheduled by the Division Chaplain in cooperation with the Volunteer Coordinator, placed on the Daily Activity Schedule and posted in the inmate's living area.

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C. Religious Services

1. Inmates will be given an opportunity to designate a religious preference during the initial intake process.
2. Inmates will receive an orientation by the Housing Officer/Unit Caseworker after placement in the living area and advised of procedures for accessing religious programs and services.
 - A. Inmates assigned in the general population may attend religious services according to designated times posted on the Daily Activity Schedule.
 - B. The Division Chaplain will visit inmates assigned in the Medical Infirmary and Special Management Units and response to the inmate's religious request.
7. The Housing Officer/Unit Caseworker may refer inmates to the Division Chaplain for religious counseling. The necessary information will be provided for the chaplain to counsel the inmate appropriately.
8. Inmates may request to see the Division Chaplain by submitting an Inmate Request Form. The Division Chaplain will respond to the request based on the urgency of the situation.
9. The Division Chaplain will refer inmates who request assistance or advice on non-religious matters to the appropriate staff member.
10. If an inmate's religious faith is not offered through the division's religious programs or by the division chaplain, the chaplain in cooperation with Volunteer Coordinator will assist the inmate in contacting a person with the appropriate credentials from a religious institution within the community who may minister to the inmate under the supervision of the Chaplain and/or the Volunteer Coordinator.

D. Requesting Special Religious Services

1. Division of Correction will acknowledge special religious ordinances, ceremonies, religious observations and other practices such as Baptism, Communion, Christmas and Ramadan.
2. Inmates requesting special diets for religious purposes must complete a Special Diet Request Form with the unit caseworker. The unit caseworker will forward the request the Division Chaplain.
3. The Division Chaplain will meet with the inmate

E. Review of Volunteer Programs

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1. The Division Chaplain in cooperation with the Volunteer Coordinator will conduct quarterly reviews of all religious programs to ensure the needs of inmates and the goals of the Division are being met.
2. The Volunteer Coordinator will complete a monthly report of religious programs and submit as directed by the supervisor.
3. The Division Chaplain will conduct an investigation on inmate complaints and upon administrative staff request related to the religious program.
4. The Division Chaplain will monitor the religious program, report problems and related concerns to administrative staff.