

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	23.1	8
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Authority/References KRS 196.035, 197.020, 197.270, 197.275 ACA 4-4182, 4-4319, 4-4512 through 4-4521, 2CO-5E-01, 2CO-5E-02 CPP 10.2,14.3, 17.1, 26.1 501 KAR 6:080	Subject <p style="text-align: center;">RELIGIOUS PROGRAMS</p>	

I. DEFINITIONS

"Chaplain" means a correctional employee or approved volunteer authorized to provide religious counsel, instruction, and advice to inmates and to provide a system of services or religious volunteers, ecclesiastical visitors, and guests for inmates.

"Institutional Religious Center" or "IRC" means the designated area where religious services are conducted.

"Religion Reference Manual" means the "Kentucky Department of Corrections Religion Reference Manual," incorporated by reference in 501 KAR 6:080

"Religious items" means items associated with a particular religious faith .

"Religious practice" means outwardly observable manifestations of religious beliefs including:

- (a) Participating in congregations and meetings;
- (b) Engaging in rituals and ceremonies;
- (c) Praying, chanting, singing;
- (d) Wearing special items of clothing, jewelry, hairstyles, or beards;
- (e) Adhering to special diets, and
- (f) Participating in special activities characteristic of a particular religion or adherents of a particular religion.

II. POLICY and PROCEDURES

A. The Department of Corrections shall ensure that an inmate has the opportunity to participate in practices of his religious faith in accordance with the Religion Reference Manual.

1. These practices shall include religious publications, religious symbols, congregational religious services, individual and group counseling, and religious study classes.

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2. Religious practices shall be limited only by documentation showing a threat to the safety of persons involved in an activity or that the activity itself disrupts order in the institution.
- B. Each institution shall provide a chaplain who plans, directs, and coordinates all aspects of the religious program including approval and training of both lay and clergy volunteers from faiths represented by the inmate population. In an institution with an average daily population of five hundred (500) or more inmates there shall be a least one (1) full-time chaplain. In an institution with less than five hundred (500) inmates, adequate religious staffing shall be available.
 - C. If the chaplaincy staff or volunteers do not include a religious leader of an inmate's faith, the chaplain shall assist the inmate in contacting a person who has the appropriate credentials from the faith judicatory. That person may minister to the inmate under the supervision of the chaplain.
 - D. The chaplain shall develop and maintain communications with faith communities to facilitate donations of equipment or materials for use in religious programs. The chaplain shall seek approval for a donation or activity with a faith community from the Deputy Warden and Warden.
 - E. The Director of Operations or his designee shall have final authority over publications, services, volunteers, and other operations of religious services to ensure that each institution adheres to the same procedures and shall ensure that inmates are not subjected to coercion, harassment or ridicule due to religious affiliation. An inmate shall not have special services or receive certain literature, religious icons, or other religious items at one institution but not at another.
 - F. Chaplain's Responsibilities

The chaplain shall:

 1. Assure equal status and protection for all religions listed in the Religion Reference Manual;
 2. Coordinate scheduling of all religious programs;
 3. Have access to all areas of the institution and visit special management program areas as required by CPP 10.2;
 4. Develop and maintain close relationships with community religious resources;
 5. Supervise all chaplaincy students; and
 6. Coordinate and supervise all religious volunteers in accordance with CPP 26.1.

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G. Religious Programming

1. The provisions in the Religion Reference Manual notwithstanding, the following religious practices and activities shall not be authorized:
 - a. Animal sacrifice;
 - b. Language or behavior that may reasonably be construed as a threat to safety, security, or the orderly running of the institution;
 - c. Nudity;
 - d. Self mutilation;
 - e. Use, display, or possession of a weapon or an item that may appear to be a weapon;
 - f. Paramilitary exercises;
 - g. Self-defense training;
 - h. Sexual acts;
 - i. Profanity;
 - j. Consumption of alcohol;
 - k. Ingestion of illegal substances;
 - l. Proselytizing;
 - m. Inscription;
 - n. Disparagement of other religions;
 - o. Use of candles or open flames inside any building;
 - p. Tobacco products.
2. The institution shall provide space and equipment adequate for the conduct and administration of each religious program in accordance with the Religion Reference Manual .
 - a. In an institution that uses a common worship area; adequate space shall be provided for religious emblems and other items used during worship.

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- b. The institution shall maintain a basic library of religious reading materials, which shall include required literature of faiths represented by the inmate population.
- c. Congregant worship items shall be stored in the IRC.

3. Services and Ceremonies

- a. Each institution shall provide religious services pursuant to this policy.
- b. A specific religious service and ceremony may be provided based upon the inmate's stated religious preference.

4. Religious Headwear

- a. In order to achieve uniformity, an inmate who has expressed a religious preference listed below may wear the following religious headwear in the institution as follows:

Jewish	yarmulke	white
Muslim	kufi	white
Native American	headband	solid color only (blue, red, green, white, yellow, or black) (no beading, graphics or other ornamentation permitted)
Rastafarian	crown	multi-colored (red, yellow, black and green) no bills or graphics
Bobo Ashanti	turban (45in x 45in)	White or off-white

A headband shall be worn only in a circle covering the forehead, but not the crown of the head. An inmate may have three (3) items of religious headwear.

- b. Ceremonial Headwear

An inmate who has expressed one of the following religious preferences may wear the following ceremonial headwear in the IRC only. It shall not be worn to and from the chapel or in any other area of the institution:

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Moorish Science Temple of American	fez	red
Odinist/Asatru	hlath (hlat)	brown with one or more embroidered runes

The authorized hlath shall contain embroidered runes. Plain headbands without runes shall not be authorized. An inmate may have one (1) item of ceremonial headwear.

c. Religious attire for women

- (1) A female inmate who has identified a religious preference of Muslim, Jewish, Native American, or Rastafarian, or who is of the orthodox Christian tradition may wear the following scarves and head wraps:

Jewish	Scarf (45in x 45in)	White or off-white
MST of A	Scarf (45in x 45in)	White or off-white
Muslim	Hijab	White or off-white
Nation of Islam	Scarf (45in x 45in)	White or off-white
Rastafarian	Scarf (45in x 45in)	White or off-white
Orthodox Christian	Scarf (45in x 45in)	White or off-white
Native American	Headband	Multi-colored

- (2) An inmate may have three (3) scarves or head wraps.

- (3) A female inmate who has identified a religious preference of the Pentecostal or Amish traditions may elect to wear the uniform dress as specified in CPP 17.1. If the dress option is chosen, the dress shall be worn for all activities to include gymnasium and recreation.

5. Religious Objects and Literature

The institution shall permit an inmate to possess items identified in the Religion Reference Manual as personal religious items. Items essential for faith practice shall be purchased through an authorized vendor at the inmate's expense. The Director of Operations shall issue an authorized vendor list annually and update as needed. All requests for items from an unauthorized vendor shall be submitted to the Director of Operations for review. Once reviewed and a decision made, the Director of Operations shall advise all parties in writing

6. Religious Diets

The department shall, to the extent it is feasible and within appropriate institutional resources, provide each inmate with the opportunity to satisfy

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the minimum dietary requirements deemed essential by the Religion Reference Manual.

7. Religious Funding

- a. An IRC fund, apart from the institutional budget, may be established for the religious program and may be used for the following:
 - (1) Purchase of religious literature, music, and other materials;
 - (2) Purchase of equipment, including sound and music equipment, for operation and maintenance of the program; or
 - (3) Funding social events or supplying refreshments for special events.
- b. Any inmate may donate to the IRC fund.
- c. A donation by a private citizen and community group may be accepted into the fund.
- d. Any request for an expenditure of IRC funds shall be submitted by the chaplain to the Warden or his designee for final approval.
- e. A requisition shall describe the purchase or expenditure and a brief justification.
- f. A separate checking account requiring signatures of any two (2) of the following shall be maintained for the IRC fund:
 - (1) Chaplain;
 - (2) Warden; or
 - (3) Deputy Warden.
- g. Inmate Faith Groups

An inmate faith group shall not engage in any fund raising activity.
- h. A ceremonial meal shall not be funded by the IRC fund, a private citizen, an inmate donation, or a community group.

8. New Religious Components

If a request is made for a religious service not represented at the institution, the Chaplain shall review the request with the Warden or designee.

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- a. If the request is in compliance with the Religion Reference Manual it shall be implemented.
 - b. If the request is for a religion or religious practice that is not represented in the Religion Reference Manual, then the following process shall be used:
 - 1. The inmate shall submit in writing to the Chaplain the request and include the history of the religion or practice and include any necessary personal religious items and congregational items for practice. The request shall also include any religious holidays and meals.
 - 2. The Chaplain shall review the request and submit in writing their recommendation along with the original request to the Deputy Warden.
 - 3. The Deputy Warden shall review and submit in writing their recommendation along with all documentation to the Director of Operations.
 - 4. The Director of Operations shall review all documentation submitted. Once a decision is made, the Director of Operations shall notify all parties in writing. If the decision shall affect the Religion Reference Manual and Corrections Policy and Procedure, the revisions shall be made during the next review period.
9. Inmate Responsibilities
- a. Upon entry into the correctional system, an inmate's stated religious preference shall be recorded in the KOMS.
 - b. After six (6) months, an inmate may change his religious preference by contacting the institutional Chaplain.
 - c. The inmate shall seek a job or program assignment that does not conflict with his beliefs and practices.
 - d. An inmate request for a special service or ceremony shall be made at least forty-five (45) days prior to the requested date. This request shall be made in writing to the chaplain and shall include a statement of the reason for the request. The chaplain shall review the request with the Warden or designee. In order to ensure consistency of religious programming, the special request shall then be referred to the Director of Operations for appropriate action.

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- e. If an inmate changes his religious preference, the inmate shall surrender all sacred items related to the former religious preference listed in CPP 17.1 and the Religion Reference Manual.
- f. Institutional staff may use a Religious Meal Sign-up sheet to determine inmate participation in religious ceremonial meals and activities. Failure to sign up in accordance with posted sign-up sheet requirements shall result in non-participation for that meal or activity.

10. Clergy Communications

All clergy (chaplains and clergy volunteers) shall be advised that communication with an inmate that presents safety and security concerns within an institution shall not be confidential.

III. STAFF MEETINGS AND TRAINING

A staff meeting or training session for the chaplains and religious staff shall be coordinated by the office of the Director of Operations.