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December 7, 2015

**ADMINISTRATIVE REGULATION
NUMBER**

461

OPR: CHAPLAIN SERVICES

CHAPLAIN SERVICES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies and procedures for conducting the Chaplain Services.

II. POLICY

It is the policy of the ADOC to provide inmates of all ADOC recognized faith groups with reasonable opportunities to pursue their religious beliefs and practices consistent with institutional security, safety, health, and orderliness.

III DEFINITION(S) AND ACRONYM(S)

- A. **Assistant Chaplain:** A non-state employee recommended by the Institutional Chaplain, with the Warden’s approval, who has been endorsed by their own religious community who assists the Institutional Chaplain with the religious and Faith/Character Based Programs. An Assistant Chaplain must have successfully completed the Level I, II, and III Volunteer Training.
- B. **Faith/Character Based Program (FCBP):** These are programs designated to help inmates develop life skills, personal growth, spiritual growth and accountability with outcomes of positive personal, family, institutional, and community relationships.
- C. **Free-World Sponsor:** An organization or individual(s) approved by the Institutional Chaplain and the Warden to bring ministry items for a religious program and/or food for a specific religious Sacred Day.

- D. **Identification Card:** Any current valid photographic government issued identification.
- E. **Inmate Request for Religious Assistance (IRRA):** An inmate form used to make a request for the recognition of a new religion, practice, and/or a new religious item not currently recognized by the ADOC.
- F. **Institutional Chaplain:** A state employee who has been endorsed or ordained by their own religious tradition who plans, directs, and coordinates all aspects of religious and Faith/Character Based Programs, including approval and training of lay, community, and cleric volunteers to accommodate the needs of the inmate population. For those institutions that do not have an assigned Institutional Chaplain, the Warden shall designate a Volunteer Chaplain, or state employee, to do Institutional Chaplain functions, to facilitate institutional religious needs.
- G. **Pastoral Programs Supervisor:** A state employee who is responsible for overseeing the religious programs conducted within the ADOC. Also serves as an administrative consultant and liaison for religious and Faith/Character Based Programs between the ADOC and Federal, State, and community agencies.
- H. **Pastoral Visit:** A ministerial visit requested by an inmate or the inmate's pastor upon NCIC background clearance and approval from the Warden/designee. The minister shall comply with AR 303, *Visitation*.
- I. **Recognized Religion:** A religion or practice approved and identified within AR 462, *Religious Program Services*.
- J. **Regional Chaplain:** An Institutional Chaplain who has demonstrated positive leadership in Chaplaincy Services with the predisposition to oversee and understand regulations with an expertise for maintaining continuity of the religious and Faith/Character Based Programs.
- K. **Religious Activities Review Committee (RARC):** A committee composed of the Associate Commissioner of Programs, Pastoral Programs Supervisor, and Regional Chaplains for the purpose of reviewing and developing ADOC policies and procedures for religious and Faith/Character Based programs.
- L. **Religious Program:** An activity or program conducted by or under the supervision of the Institutional Chaplain that is designated for worship, religious education, spiritual guidance, counseling, and Faith/Character Based Programs.
- M. **Volunteer:** An individual from the community who volunteers their time to assist with the institutional religious and Faith/Character Based Programs.

The volunteer must have successfully completed volunteer training, as defined in the training manual.

- N. **Volunteer Chaplain:** A non-state employee who functions as an Institutional Chaplain.

IV. **RESPONSIBILITIES**

- A. The Associate Commissioner of Programs is responsible for:
1. Ensuring inmates have the opportunity to practice their recognized religion;
 2. Providing oversight for the Pastoral Program Supervisor;
 3. Chairing the Religious Activities Review Committee;
 4. Designating the Regional Chaplains; and
 5. Assisting with the selection of the Institutional Chaplain.
- B. The Pastoral Programs Supervisor is responsible for:
1. Performing tasks assigned by the Associate Commissioner of Programs;
 2. Maintaining data on religious groups, RARC decisions, and institutional reports;
 3. Serving as the Vice-Chairperson and facilitator of the RARC;
 4. Serving as the liaison to the faith/character based entities;
 5. Facilitating ecumenical training, training curriculums, workshops, clinical pastoral education (CPE), continuing education units (CEUs) with the RARC for Chaplains, Assistant Chaplains, Volunteer Chaplains, and volunteers;
 6. Collaborating with the ADOC Training Division and the Academy for employee training on Faith/Character Based Programs and religious issues;
 7. Maintaining training records for Chaplains, Assistant Chaplains, and Volunteer Chaplains;
 8. Meeting with Regional Chaplains as needed to maintain consistency of Chaplain Services;

9. Recommending chaplains to the position of Regional Chaplains and RARC members to the Associate Commissioner of Programs;
10. Recommending applicants to the position of Institutional Chaplains to the Warden based upon the State Personnel Departmental Personnel procedures;
11. Creating the Chaplain Service monthly report format; and
12. Disseminating RARC decisions to all institutions.

C. The Warden/Designee is responsible for:

1. Designating an area(s) for religious services to be conducted;
2. Selecting an Institutional Chaplain after conferring with the Associate Commissioner of Programs and Pastoral Programs Supervisor;
3. Where a state chaplain is not assigned to an institution, the Warden shall confer with the Regional Chaplain and Pastoral Programs Supervisor who shall recommend to the Associate Commissioner of Programs a Volunteer Chaplain;
4. Approving Religious Volunteers/free-world sponsors for entry into their institution by completing their portion of the most recent forms approved for use by the Religious Activities Review Committee;
5. Completing their portion of ADOC Form 461-B, *Inmate Request For Religious Assistance*; and
6. Monitoring the Chaplain Service programming according to the standards established by ARs and RARC to ensure programs comply with established guidelines.

D. The RARC is responsible for:

1. Processing and responding to ADOC Form 461-B, *Inmate Request For Religious Assistance*, and
2. Developing and editing administrative regulations and other policies involving chaplaincy related duties.

E. The Regional Chaplain is responsible for:

1. Assisting the Institutional Chaplains or Volunteer Chaplain at the following institutions:
 - a. **Region 01** - Bibb County CF, Donaldson CF, Hamilton A&I Facility, Hamilton CBF, Birmingham CBF, Limestone CF, Decatur CBF;
 - b. **Region 02** - St. Clair CF, Kilby CF, Tutwiler PFW, Montgomery Women's Facility, State Cattle Ranch, Central Office, and Alabama Corrections Training Academy;
 - c. **Region 03** - Holman CF, Fountain CF, JO Davis CF, Atmore CWC, Camden CWC, Mobile CBF, and, Loxley CBF;
 - d. **Region 04** - Easterling CF, Ventress CF, Bullock CF, Elba CBF, Red Eagle HF; and
 - e. **Region 05** - Draper CF, Staton CF, Elmore CF, Alex City CBF, Frank Lee CBF, and Childersburg CBF.
2. Actively participating on the RARC by:
 - a. Assisting the Warden in selecting a Volunteer Chaplain;
 - b. Providing specialized training to Institutional Chaplains as needed;
 - c. Assisting institutions within their region in following the established regulations; and
 - d. Notifying the Pastoral Program Supervisor of Religious Volunteers being barred or suspended from an institution.

F. The Institutional Chaplain is responsible for:

1. Planning, directing and coordinating the institutional religious programs and the Faith/Character Based Programs in accordance with the ARs and Warden's approval;
2. Ministering to inmates, employees, and/or their families;
3. Acting as an advocate for the dignity of all inmate religious practices according to AR 462, *Religious Program Services*;
4. Making a good faith effort to have adequate volunteer staff available to implement religious and Faith/Character Based Programs;

5. Processing and maintaining data on inmates participating in religious programs and Faith/Character Based Programs;
6. Completing the Chaplain's portion of Inmate Request for Religious Assistance (IRRA);
7. Advising the Warden and staff about spiritual, moral welfare on ethical and social concerns of inmates and employees;
8. Notifying inmates, in a timely manner, when family members are seriously ill, have been in an accident, or have died;
9. Notifying the next-of-kin in cases of a death of an inmate as directed by the Warden in accordance with AR 311, *Homicide, Suicide, Execution, Accidental and Natural Death Reporting: Investigations, Autopsies and Disposition of Dead Bodies*;
10. Notifying the next-of-kin in cases of serious injury or illness of an inmate as directed by the Warden in accordance with AR 408, *Emergency Notification Death or Critical Illness of Inmate*;
11. Providing the monthly activities/calendars of the religious programs and Faith/Character Based Programs;
12. Submitting a Chaplain's Report of all religious programs and Faith/Character Based Programs to the Associate Commissioner of Programs, the Warden and Pastoral Programs Supervisor by the tenth (10th) of each month;
13. Conducting institutional orientation, Level I and Level II Training for volunteer staff;
14. Developing and maintaining a close relationship with community religious resources;
15. Ensuring new inmates are provided with information on religious programs available at the institution;
16. Visiting inmates in Death Row, Disciplinary Segregation, Administrative Segregation, Infirmary, and Special Management areas, if applicable, to ensure his/her religious needs are met within the guidelines of these areas;
17. Identifying authorized vendors for inmates to purchase religious items and literature;

18. Volunteer Discipline: If an active volunteer violates the ADOC policies, the Chaplain shall collaborate with the Warden who will determine the appropriate progressive discipline to remedy the violation;
 19. Notifying the Regional Chaplain of Religious Volunteers that are suspended or barred from an institution;
 20. Reviewing and approving inmate religious material coming through the mail in accordance with AR 448, *Inmate Mail*;
 21. Complying with AR 407, *Inmate Marriage*;
 22. Coordinating clergy/pastoral visits when requested by an inmate or outside clergy in accordance with AR 303, *Visitation*; and
 23. Maintaining ecclesiastical endorsement or denominational affiliation. Chaplains are granted up to five days per year of duty time for this purpose.
- G. ADOC employees are responsible for following the guidelines established by this administrative regulation.
- H. The inmate is responsible for knowing and following the procedures established by this administrative regulation.

V. PROCEDURES

- A. Inmate Religious Declaration:
1. An inmate shall complete ADOC Form 461-A, *Inmate Religious Declaration*, at departmental intake to participate in scheduled religious sacred days/sacred events and possess religious items.
 2. An inmate may request an ADOC Form 461-A, *Inmate Religious Declaration*, from the Institutional Chaplain or Volunteer Chaplain and may submit a new form every six (6) months. The inmate's electronic record shall be updated to reflect the change.
 3. To declare an adherence to a specific religion does not limit a person from attending other religious services open to everyone.
- B. An Institutional Chaplain shall:
1. Be provided with office space, religious service space, and support services necessary for carrying out chaplain services;

2. Have physical access to all areas of the institution to minister to the inmates and staff, unless an institutional emergency exists; and
3. Receive donations of equipment and materials from organizations, institutions or ministries for use in chaplain service programs in accordance with ADOC Property Manual.

C. Religious Activities:

1. Inmates ordering congregate religious items (e.g. oils, media materials, religious emblems, etc.) must complete and sign ADOC Form 461-C, *Inmate Religious Property Disclaimer/Release*. Personal ownership of congregate items is prohibited. Materials belong to Chaplaincy programs at that specific institution and for that particular faith group.
2. Inmates may not persuade or coerce another inmate from his/her position of faith against his/her will. Nothing in this provision shall prohibit free sharing of his/her religious faith with another inmate.

D. Religious Activity Area(s):

1. Each institution shall designate an area(s) appropriate for conducting requested religious services/activities. Religious activity area(s) shall be subject to reasonable and respectable observations and inspections as necessary to maintain safety, security, and orderliness.
2. The Chaplain shall schedule the use of these areas as follows:
 - a. These areas shall not be restricted on the basis of race, religious affiliation, national origin, disability, or political belief;
 - b. These areas shall be scheduled on the basis of recognized religious beliefs (e.g., privacy of confessional, etc.) offering equal status and protection, keeping in mind the size of the congregation; and
 - c. These areas shall be scheduled with security and other institutional activities in mind.

E. Inmate's Request for Religious Assistance Procedure:

1. The inmate shall complete ADOC Form 461-B, *Inmate Request for Religious Assistance*. This form is available at the Institutional Chaplain's office. For those institutions that do not have an assigned Institutional Chaplain, the forms are available at the Warden/Designee's office.

2. The inmate shall complete the form with valid documentation to support his/ her request for religious assistance and submit the form to the Institutional Chaplain or Volunteer Chaplain.
3. The Institutional Chaplain or Volunteer Chaplain shall review the request and determine its validity by conferring with ADOC administrative regulations and RARC decisions. The Institutional Chaplain or Volunteer Chaplain shall complete the appropriate section on the ADOC Form 461-A, *Inmate Religious Declaration*, and submit the request for the Warden's recommendation.
4. The Warden shall review the request and respond in accordance with established ADOC administrative regulations.
5. The Warden shall return the form to the Institutional Chaplain.
6. The Institutional Chaplain shall forward the form to the Regional Chaplain.
7. The Regional Chaplain shall submit the form to the RARC.

F. Provision of Religious Items:

1. The Religious Activities Review Committee shall approve items used for religious activities in accordance with AR 462.
2. The inmate will purchase religious items from authorized vendors, or may receive items from approved religious organizations.
3. The Chaplain or the Warden/Designee shall coordinate the reception of all religious items.

G. Storage of Religious Items: As institutional space allows, the Chaplain shall allow for storage for religious congregate items, objects and symbols.

H. Copyright of media: The Institutional Chaplain or Volunteer Chaplain shall ensure the use of media does not violate copyright laws.

I. Mental Health Referrals: When family members are seriously ill, have been in an accident, or have died.

1. Refer inmate to Mental Health; and
2. Advise inmate that mental health services are available.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

- A. ADOC Form 461-A, *Inmate Religious Declaration*.
- B. ADOC Form 461-B, *Inmate Request For Religious Assistance*.
- C. ADOC Form 461-C, *Inmate Religious Property Disclaimer/Release*.

VIII. SUPERCEDES

This Administrative Regulation supercedes AR 313, *Chaplain Services and Religious Activities*, dated January 10, 1995 and any changes.

IX. PERFORMANCE

- A. American Correctional Association (ACA), Standards for Adult Correctional Institutions, Fourth Edition, 4-4512, 4-4514, 4-4515, 4-4516, 4-4517, 4-4518, 4-4519, 4-4520, 4-4287
- B. Alabama State Personnel Department, Personnel Procedures Manual
- C. ADOC AR 303, *Visitation*
- D. ADOC AR 311, *Homicide, Suicide, Execution, Accidental and Natural Death Reporting: Investigations, Autopsies and Disposition of Dead Bodies*
- E. ADOC AR 403, *Procedures for Inmate Rule Violations*
- F. ADOC AR 407, *Marriage of Inmate Personnel*
- G. ADOC AR 408, *Emergency Notification Death or Critical Illness of Inmate*
- H. ADOC AR 448, *Inmate Mail*
- I. ADOC AR 462, *Religious Program Services*
- J. ADOC AR 460, *Faith/Character Base Programs*


Jefferson S. Dunn
Commissioner

Alabama Department of Corrections

INMATE RELIGIOUS DECLARATION

1. **General Information:** a. Name: _____
b. Race: _____ c. Sex: _____ d. AIS#: _____
e. DOB: _____ f. Date Arrived: _____

2.a. **Religious Preference (check one):**

- | | |
|--|--|
| <input type="checkbox"/> Buddhism | <input type="checkbox"/> Nation of Islam |
| <input type="checkbox"/> Catholicism | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Hinduism | <input type="checkbox"/> Odinism/Asatru |
| <input type="checkbox"/> Jehovah Witness | <input type="checkbox"/> Orthodox Islam |
| <input type="checkbox"/> Judaism | <input type="checkbox"/> Protestantism |
| <input type="checkbox"/> Moorish Science Temple | <input type="checkbox"/> Rastafarianism |
| <input type="checkbox"/> Nation of Gods and Earth (Five Percent
(5%) Nation of Gods | <input type="checkbox"/> Wiccan |
| <input type="checkbox"/> Other (****)
(Specify) _____ | |

2.b. With this religious declaration, I _____ am declaring my
sincere interest as a practitioner of the same. (Print Name)

3. I am a member of: _____
and have been for _____ years(s) . (Name of Religious Community)

4. My pastor / spiritual guide is _____ from _____
(Printed Name) (City or Town)

5. Before incarceration, I attended (circle your answer):
Religious Instruction: annually monthly weekly occasionally Never

(Inmate's Signature) (Date)

RELIGIOUS DECLARATION CHANGE

Any religious declaration change may be made every six (6) months. The change is made according to my own free will. This declaration does not preclude an inmate from attending other religious services. Upon declaration change previous religious paraphernalia shall be handled in accordance with AR 338, *Inmate Property* and AR 306, *Disposal of Contraband*.

I hereby change my religious preference from _____ to _____

(Inmate's Signature) (Date)

(Chaplain's Printed Name) (Chaplain's Signature) (Date)

Distribution: Inmate
Institutional Classification
Institutional Chaplain or Volunteer Chaplain

ADOC Form 461-A – December 7, 2015

INMATE REQUEST FOR RELIGIOUS ASSISTANCE (continued)
Chaplain's Recommendation

_____ I recommend approval or partial approval of this request. The religious belief(s), practice(s), and/or religion is/are legitimate based on the following explanation and authoritative source(s):

_____ This request is currently approved in ADOC policies and procedures.

_____ I recommend denial of this request. The religious belief(s), practice(s), and/or religion is/are not legitimate based on the following explanation and authoritative source(s). This request violates departmental policies. (Explanation can be based on compelling institutional or governmental interest.):

_____ After my review and research due to limited knowledge of the addressed issue(s), I recommend this request be submitted to the Regional Chaplain for further review.

(Chaplain's Printed Name)

(Chaplain's Signature)

(Date)

INMATE REQUEST FOR RELIGIOUS ASSISTANCE (continued)
Warden's Recommendation

_____ I recommend approval or partial approval of this request based on the following explanation:

_____ I recommend denial of this request based on the following explanation and authoritative source(s):

_____ I recommend this request be submitted to the Regional Chaplain.

(Warden's Printed Name)

(Warden's Signature)

(Date)

Regional Chaplain's Recommendation

_____ I recommend approval or partial approval of this request based on the following explanation (Additional explanation may be attached):

_____ I recommend denial of this request. The religious belief(s), practice(s), and/or religion is/are not legitimate based on the following explanation and authoritative source(s) (Explanation can be based on compelling institutional or governmental interest.):

_____ I recommend this request be submitted to the RARC.

(Regional Chaplain's Printed Name)

(Regional Chaplain's Signature)

(Date)

**INMATE CONGREGATE RELIGIOUS PROPERTY
DISCLAIMER/RELEASE**

1. Certain religious items or resources may only be approved for congregate use and shall become the property of the institution. Congregate religious items shall be kept by the Chaplain of the institution for the general benefit of the congregation. These items shall remain at the institution where they were initially received, regardless of the number of congregation members at that institution. **Congregate religious item(s) shall not transfer with any inmate.**
2. Congregate religious item(s) may be purchased from an authorized vendor using inmate’s ITF account. Congregate religious item(s) shall come to the institution in care of the Chaplain (“C/O Chaplain”). Any inmate or inmates who purchase a congregate religious item(s) using funds out of his/her ITF account **shall not** have any ownership rights to that property and **shall not** be entitled to reimbursement of any monies utilized to obtain the congregate religious item(s).
3. Congregate religious item(s) may be donated from a legitimate religious leader or religious organization, and shall come to the institution in care of the Chaplain (“C/O Chaplain”).
4. The religious item(s) or resource(s) must be released to the Chaplain for equitable distribution and storage according to administrative regulations and institutional standard operating procedures.
5. An inmate purchasing congregate religious item(s) must release the property prior to the purchase or approval for donation at the institution. The release shall be signed prior to the purchase of item(s) or resource(s) or prior to approval to receive donated items.
6. Upon arriving at the institution, the congregate religious item(s) or resource(s) will be detailed by a receipt, photograph, and/or written description.
7. The use of congregate items will be restricted as follows:
 - a. Religious item(s) will used according to all applicable regulations
 - b. Religious item(s) purchased are **only** for congregate use.
 - c. Religious item(s) purchased will be used and equitably distributed among those who are members of the religious community for which the items/resources will be purchased or donated.

I, _____, AIS # _____ hereby certify that I have read and understand the Congregate Religious Item Policy, and that, notwithstanding this policy, I voluntarily purchase or request approval for donation of a congregate religious item(s), and agree to hold harmless the State of Alabama, Department of Corrections, or any employee associated with the Alabama Department of Corrections for any action relating to this policy for the deprivation of said property or monies associated with the procurement of that property.

(Inmate’s Signature)

(Date)

(Chaplain’s or Warden’s Designee Printed Name)

(Chaplain’s or Warden’s Designee Signature)

(Date)

Distribution: Chaplain
 Inmate Database