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ADMINISTRATION REGULATION
NUMBER 462

OPR: CHAPLAIN SERVICES

RELIGIOUS PROGRAM SERVICES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for recognized religious beliefs and practices of committed offenders.

II. POLICY

It is the policy of the ADOC to permit offenders the right to worship within a declared faith and identify approved practices within the scope of compelling government interests.

III. DEFINITIONS AND ACRONYMS

- A. **Community Sponsor**: An organization or individual(s) approved by the Chaplain and the Warden to provide ministry items for a religious program and/or food for an approved Sacred Day. Approved free-world sponsors shall not be friends or family members of inmates incarcerated at the institution, unless approved specifically by the institutional warden.
- B. **Declared Religious Practitioner**: An inmate who has formally submitted a declaration of religious preference.
- C. **Earth-Based Religion**: Religions that commonly practice sacred rites outside. See section V. Procedures for religions designated earth based. ADOC facilities shall have the following earth-based worship areas:
 - 1. **Native American Ceremonial Grounds**: An area restricted to Native American practitioners and their guests.

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2. Outdoor Worship Area: An area designated for earth-based religious practices.
- D. **Feast**: A periodic religious observance. The word feast in the title of the celebration does not mean it requires food.
 - E. **Inmate Facilitators for Religious Service**: An individual who functions as a lay leader and is approved by the Chaplain. This individual is respected among his/her inmate practitioners of the same religion.
 - F. **Observances**: Frequent or periodic religious activities.
 - G. **Religious Item**: Paraphernalia for religious groups and personal practice. All items must be procured from an approved vendor, institutional canteen, or an approved ministry. These items may be congregational or personal.
 - H. **Religious Meals**: ADOC provides a pork free menu for those inmates whose religious preference stipulates no pork.
 - I. **Religious Practice**: The act of formal religious participation.
 - J. **Religious Sacred Day(s)**: An approved religious celebration recognized as significant to a specific religion. These observances may be afforded time and space outside the normal schedule. If no date is listed, the date will vary. Consult with the Chaplain.
 - K. **Sacred Day Foods**: Sacred Day Foods are identified as foods which have religious significance in one of two categories:
 1. Feast Food: An allowance of food items consumed as a meal in observance of a Sacred Day.
 2. Ritual Food: Specific food items defined by the religion used in a religious rite.

IV. **RESPONSIBILITIES**

- A. The Deputy Commissioner of Governmental Relations and Inmate Rehabilitation is responsible for ensuring that inmates have the opportunity to practice their religious faith as long as the expression does not pose a threat to security, safety, or orderly function of the institution.
- B. The Pastoral Programs Supervisor is responsible for:
 1. Serving as the liaison with the faith/character-based communities.
 2. Validating vendors for religious items.

3. Meeting with Chaplains as needed to maintain consistency of Religious Program Services.
- C. The Warden is responsible for:
1. Developing their institutional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 462, *Religious Program Services*.
 2. Designating an area for religious services to be conducted.
 3. Approving Religious Volunteers/free-world sponsors for entry into their institution.
- D. The Chaplain is responsible for:
1. Acting as an advocate for the dignity of all religious practices of inmates according to the approved practices in AR 462, *Religious Program Services*.
 2. Making a good faith effort to have adequate volunteer staff available to implement religious programs and assisting in the selection of interested volunteers who desire to provide religious programs for inmates.
 3. Providing the monthly activities/calendars of the religious programs to the Warden, employees, and inmates, based on participation, time, and space.
 4. Developing and maintaining a close relationship with community religious resources i.e., places of worship, faith leaders and transitional ministries, etc.
 5. Ensuring that new inmates are provided with information on religious programs available at the institution.
 6. Visiting inmates in Death Row, Restrictive Housing units, and Special Management areas, if applicable, to ensure his/her religious needs are reasonably met.
 7. Identifying authorized vendors for inmates to purchase religious items and literature.
 8. Reviewing and approving inmate religious material coming through the mail in accordance with AR 448, *Inmate Mail*.
- E. ADOC employees are responsible for following the guidelines established by this administrative regulation.
- F. The inmate is responsible for knowing and following the procedures established by this administrative regulation.

V. PROCEDURES

A. **NOTES:** The following notes define items and explain how activities shall be conducted in ADOC institutions by staff, inmates, and volunteers.

1. Alcohol/Drugs and Herbs: Mind altering substances or combinations of mind-altering substances are prohibited.
2. Book Cover: All groups shall be permitted to cover one sacred book. The book may be covered with a natural material, such as leather or fur, so long as the cover slips off easily for review and inspection by correctional officers.
3. Candle: A candle may not exceed (four inches) in height by (two inches) in diameter.
4. Candle holder: A candle holder shall be a size to accommodate the candle and may be paper, plastic, or wood.
5. Congregate Religious Items: The ADOC shall require these items to be kept at the place designated for congregate storage. The ADOC prohibits wearing, showing or outer display of such items anywhere except the designated place for congregate activities. These items become institutional property for the religious community's use. Personal possession is prohibited. Items are limited to one unless otherwise specified.
6. Congregate Religious Items Request: ADOC Form 462-A, *Inmate Congregate Religious Property Disclaimer/Release* shall be completed prior to religious items for congregate activities being purchased.
7. Facial Hair Exception: All inmates are allowed to grow facial hair no more than (½ inch) in length. Facial hair must be kept clean, trimmed, and maintained to present a healthy appearance. Shaved lines, numbers, letters, words, signs, symbols, designs, etc. in facial hair are strictly prohibited. Non-compliance with this policy is considered a violation of institutional rules and regulations and subject to disciplinary action, which may include a requirement to revert to clean shaven for 30 days before beginning to regrow facial hair.
8. Feather(s): Loose feathers shall be no longer than (eight inches) in length and no more than a quantity of ten. Possession of feathers must be in compliance with the Federal Migratory Bird Treaty Act of 1918. This act protects approximately 1,100 species of birds to include the possession of feathers. The list and act are available online or at the Institution Law Library.

9. Food Practices:
 - a. Request of Sacred Day Celebrations that include feast foods shall be made to the Chaplain twenty days prior to the observance of Sacred Day Celebrations. The free-world sponsor shall coordinate the meal with the Chaplain.
 - (1) Where free-world sponsors may have limited funds, inmates may draw from their ITF accounts to aid in the purchase of their feast foods.
 - (2) If resources and/or free-world-sponsors are unavailable to facilitate the religious celebration, the group shall be fed from the regular institutional menu and have access to the dining hall after the rest of the population has eaten.
 - b. The menu is planned to be nutritionally adequate for those inmates who may be on vegan diets due to religious preferences.
10. Incense/Incense Burning: The practice of burning incense is only permitted during religious services. Personal possession is not allowed. For religious services, the incense must not exceed (twelve inches) and be in stick form only.
11. Inclement weather for Earth-Based Religions: Inside space may be afforded during inclement weather if space is available.
12. Inmate Religious Declaration: When processed at ADOC intake, inmates will be required to declare a religious preference. This declaration entitles you to the religious practices and religious items associated with your religious preference.
13. Inmate Requests: Requests for additional religious belief(s), practice(s), and/or religions shall be processed through an Inmate Request for Religious Assistance.
14. Medallion:
 - a. An inmate is allowed one medallion which must be representative of the approved religion.
 - b. Purchase receipts must accompany the medallion at the time of acquisition, confirming its value to be no more than \$25.00. The inmate is required to keep all receipts on property items purchased for proof of ownership for as long as he/she maintains the property item in accordance with AR 338, *Inmate Property*.

- c. The medallion shall be no larger than (one and half inches) in diameter. The medallion may consist of these materials: Metal, wood, plastic, leather, and various colors. The medallion worn must be on a breakable chain/string.
 - d. The medallion shall be concealed at all times under the inmate's shirt or kept in the inmate's personal possession. Open display is only allowed in the designated place of worship.
15. Media (religious specific): According to the availability at the institution's chapel library, the following are permitted, but are not limited to literature, music, and teaching/preaching, which may be available on CDs, DVDs, videos, and cassette tapes.
- a. Any media that may be considered a threat to institutional security shall not be allowed.
 - b. ADOC shall determine legitimate security threats posed in any media materials on a case-by-case basis in accordance with AR 448, *Inmate Mail*.
16. Personal Religious Item: The ADOC shall permit inmates to maintain these items with their personal property in accordance with AR 338, *Inmate Property*. The Chaplain shall document any incoming religious items on a property sheet. Items are limited to one unless specified.
17. Prayer Beads: Prayer beads shall not exceed (eighteen inches) in length and shall be on a breakable string.
18. Prayer Fan: A group of feathers tied together by natural materials. The fan shall not exceed (eight inches) in length.
19. Prayer Oils: The practice of using prayer oils is only permitted during religious services. personal possession is prohibited. Only the following scents are approved: African Musk, Black Coconut, Black Madina Musk, Blue Nile, China Musk, Egyptian Musk, Lavender, Nubian Musk, Sandalwood, Frankincense, and Myrrh.
20. Religious Volunteers' Accoutrement: Religious articles other than those specified by regulation for use in scheduled services, e.g., candles, sacred oils, religious garments, mass kit, chalices, phylactery, etc. Approval shall be coordinated with the Chaplain and Warden prior to the service.
21. Work Exemption: There are no work exemptions for any religious observance.

B. Buddhism:

1. Religious Practices:

a. Observances:

- (1) Meditation: Is the study and chanting of sacred writings. Usually conducted daily on an individual basis.
- (2) Studies.

b. Religious Sacred Days:

- (1) Parinirvana Day: Death of Shakyamuni Buddha, February 15.
- (2) Buddha Day: Celebrates his birth, April 8.
- (3) Bodhi Day: The day of enlightenment, December 8.

NOTE: Buddhist inmates may select either the three above listed dates OR Vesak Day, but NOT both.

Adherents who observe the three sacred days distinguish themselves from those who observe Vesak Day.

- (4) Vesak Day: One day celebrating the death of Shakyamuni Buddha, his birth, and the day of enlightenment, the full moon day in May.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Picture of Buddha not to exceed (eleven inches) in height by (nine inches) in width.
- (3) Prayer Beads.
- (4) Medallion.

b. Congregate Religious Items:

- (1) Altar: Small, moveable, retractable wood table or plastic fold- up and one Altar cloth not to exceed (twenty-four inches) in length by (twenty-four inches) in width.
- (2) Buddha: One plastic statue shall not exceed (eight inches) in height by (six inches) in diameter.
- (3) Candle and Candle Holder.
- (4) Incense.
- (5) Meditation Gong or Bell: The gong or bell shall not exceed a size of (four inches) in height by (four inches) in diameter, not including the stand holding the gong or bell.
- (6) Small Potted Plant or a real or plastic/silk flower.
- (7) Prayer/Meditation Cushion: (Eighteen inches) in length by (eighteen inches) in width by (five inches) in height.
- (8) Prayer Oil.
- (9) Water: Approximately (six ounces), in a plastic cup or bowl.

C. Catholicism (Christian):

1. Religious Practices:

a. Observances:

- (1) Anointing of the Sick (Last Rites).
- (2) Baptism.
- (3) Confirmation.
- (4) Eucharist: Only a priest may bring wine (one ounce) and partake of the wine during Eucharistic celebration. Inmates are prohibited from wine consumption. Ritual food permitted, confer with Chaplain.
- (5) Reconciliation (Confession).
- (6) Studies.

b. Religious Sacred Days:

- (1) Ash Wednesday.
- (2) Good Friday.
- (3) Easter.
- (4) Christmas: December 25.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Medallion or Scapular.
- (3) Rosary (Prayer Beads).

b. Congregate Religious Items: None.

D. Hinduism:

1. Religious Practices:

- a. Observances: Studies.
- b. Religious Sacred Days: None.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Hindu Pouch shall not exceed (four inches) in length by (four inches) in width with a draw string.
- (3) Medallion.
- (4) Prayer Beads.

b. Congregate Religious Items:

- (1) Incense.
- (2) Prayer Oil.

E. Jehovah's Witness:

1. Religious Practices:

- a. Observances: Studies.
- b. Religious Sacred Days: The Lord's Evening Meal, a communion service celebrated on Nisan. The 14th day of Nisan, which varies. Ritual food permitted, consult with Chaplain.

2. Religious Items:

- a. Personal Religious Items: Books/Study Materials.
- b. Congregate Religious Items: None.

F. Judaism:

1. Religious Practices:

a. Observances:

- (1) Daily Prayer: The daily ritual of prayer consists of morning, afternoon, and evening prayer. These prayers are performed individually.
- (2) Studies.

b. Religious Sacred Days:

- (1) Pesach: Passover/Feast of Unleavened Bread. Ritual food is permitted on the first evening of Passover, consult with Chaplain.
- (2) Shavuot/Pentecost.
- (3) Rosh Hashanah.
- (4) Yom Kippur.
- (5) Sukkoth.
- (6) Simchat Torah.
- (7) Chanukah.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Medallion.
- (3) Prayer Shawl: The shawl shall be approximately (seventy inches) in length by (eighteen inches) in width.
- (4) Skullcap/Yarmulke.

b. Congregate Religious Items: Candles/Candle Holder (Menorah).

G. Kemeticism: This religion includes Metu Neter, Shetaut Neter, and other Egyptian belief systems, Earth Based Religions.

1. Religious Practices:

a. Observances:

- (1) Meditation.
- (2) Studies.

b. Religious Sacred Days:

- (1) Spring Equinox.
- (2) Summer Solstice.
- (3) Fall Equinox.
- (4) Winter Solstice.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Medallion.

b. Congregate Religious Items:

- (1) Candles And Candle Holder.

- (2) Drum.
- (3) Incense.
- (4) Prayer Oil.

H. Moorish Science Temple of America:

1. Religious Practices:

a. Observances:

- (1) Friday is a Holy Day for all Moors.
- (2) Ramadan: The Moorish Science Temple practitioners are not obligated to fast. their fasting is voluntary. If individuals desire to fast, they may fast during the same time period as the Orthodox Muslims/the Nation of Islam Muslims.
- (3) Studies.

b. Religious Sacred Days:

- (1) Prophet Noble Drew Ali's Birthday: January 8, the group will eat from the regular institutional menu and have access to the dining hall after the population has eaten.
- (2) Moorish New Year: January 15.
- (3) Eid-Ul-Fitr: Breaking of the Ramadan month long fast (see paragraph V. F. 1. a. (2) above). Feast Food permitted, consult with Chaplain.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Crescent pin.
- (3) Fezz.
- (4) Medallion.
- (5) Nationality Card.

- (6) Prayer Beads.
- (7) Prayer Rug: Size approximately (three feet) in length by (two feet) in width, compass rugs are prohibited.

b. Congregate Religious Items:

- (1) Incense.
- (2) Picture of Prophet Noble Drew Ali: The picture shall be no larger than (eleven inches) in height and (nine inches) in width.
- (3) Prayer Oil.
- (4) Set of Flags: Includes one American and one Moroccan flag. Each flag not to exceed (four inches) in height by (six inches) in width.

I. Nation of Gods and Earths:

1. Religious Practices:

a. Observances:

- (1) Parliament: Last Sunday of each month.
- (2) Ramadan: The Nation of Gods and Earths practitioners are not obligated to fast. their fasting is voluntary. If individuals desire to fast, they may fast during the same time period as the Orthodox Muslims/the Nation of Islam Muslims.
- (3) Studies.

b. Religious Sacred Days:

- (1) Birth of Founder Clarence 13X-Allah: February 22.
- (2) Death of Founder: June 13.
- (3) Eid-Ul-Fitr: The Nation of Gods and Earths practitioners are **not** obligated to fast. their fasting is voluntary. If individuals desire to fast, they may fast during the same time period as the Orthodox Muslims/the Nation of Islam Muslims.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Koofie.
- (3) Prayer Beads.
- (4) Prayer Rug: Size approximately (three feet) in length by (two feet) in width, compass rugs are prohibited.
- (5) Medallion.

b. Congregate Religious Items:

- (1) Incense.
- (2) Prayer Oil.

J. Nation of Islam (NOI):

1. Religious Practices:

a. Observances:

- (1) Prayers five times daily: These prayers are performed individually.
- (2) Jumu'ah Prayer: Fridays.
- (3) Ramadan.
- (4) Studies.

b. Religious Sacred Days:

- (1) Savior's Day: February 26.
- (2) Birthday of Elijah Muhammad: October 7.
- (3) Holy Day of Atonement/Reconciliation: October 16.
- (4) Eid-UI-Fitr: Breaking of the Ramadan month long fast. Feast Food permitted, consult with the Chaplain.

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2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Koofie.
- (3) Prayer Rug: Size approximately (three feet) in length by (two feet) in width, compass rugs are prohibited.
- (4) Medallions.

b. Congregate Religious Items:

- (1) Incense.
- (2) Prayer Oil.

K. Native American Spirituality (Earth-Based):

1. Religious Practices:

a. Notes:

- (1) Access and Time Allowed on Ceremonial Grounds: The ceremonial grounds will be a designated location outside the chapel on the prison yard. Native American inmates shall be allowed access to the ceremonial grounds when the prison yard is open. When the prison yard is NOT open, Native American inmates shall have access to the ceremonial grounds if the chapel is open or during “chapel call” but not after sunset. Factors that may be considered regarding additional access to the ceremonial grounds are the level of security of the institution, the number of Native American inmates who will use the ceremonial grounds, and physical structure of the institution.
- (2) Clothing/Attire for Sweat Lodge Ceremonies: Inmates participating in sweat ceremonies are required to wear appropriate outerwear, such as prison uniforms or T-shirt and shorts approved by the Warden. The inmate shall not wear any metal or harmful materials during the ceremony.

- (3) Location and Size of Ceremonial Grounds.
- (a) A correctional facility which has Native American inmates shall have an area designated as ceremonial grounds.
 - (b) The Warden shall designate the location of the ceremonial grounds with the Chaplain's recommendation.
 - (c) Factors for determining the exact location of the ceremonial grounds are:
 - 1. Facility Security Level.
 - 2. Normal operations.
 - 3. Flow of inmate traffic next to the ceremonial grounds.
 - 4. Number of practitioners.
 - (d) The only inmates allowed in the designated area will be identified as Native American practitioners. Other inmates considering Native American Spirituality, as a guest of an inmate sponsor, are permitted with the approval of the Chaplain.
 - (e) Indoor study time and all audio/video media related interaction requires advance scheduling.
 - (f) The area may be roped-off to preserve the sacredness of the grounds. All grounds shall be a minimum of (twenty feet) x (twenty feet). At sweat lodge facilities, the grounds shall be a minimum of (forty feet) by (forty feet).
- (4) Provisions of Storage Space: The ADOC shall permit the Native American groups at each facility to place a box on the ceremonial grounds in which religious items are kept. The box, no larger than an inmate's personal property box, may be secured by a combination lock. Native American inmates and the appropriate ADOC officials shall maintain the combination to this lock.
- (5) Seating/Benches on Ceremonial Grounds:
- (a) The Warden, based upon the recommendation of the Chaplain, will determine the location of the appropriate seating.

- (b) Facilities with sweat lodges are authorized three benches for seating.
 - (c) Facilities without sweat lodges are authorized two benches for seating.
 - (d) Approved wooden benches will be (forty-eight) inches in length by (ten inches) in width by (two inches) in height on (four inch) by (four inch) wooden posts, anchored in concrete.
- (6) Sweat Lodge Facilities: The ADOC will designate a minimum of four facilities to contain a Sweat Lodge Structure. These facilities will include: One close custody facility, two medium custody facilities, and one minimum custody facility.
- (7) Sweat Lodge Participation: Participating in the sweat lodge is limited to inmates who formally declare Native American Spirituality. Without approval of the Warden, no more than five inmates may enter the sweat lodge at one time. The Warden shall allow sufficient number of sweat ceremonies in connection with the Spring and Fall equinoxes and the Winter and Summer solstices so that each inmate has the opportunity to participate.
- (8) Training of Correctional Officers on Inspection: ADOC officials shall be taught the proper procedures for inspecting and viewing all Native American items. The training academy includes a section covering this for Correctional Officer Trainee (COT's) and Correctional Security Officer (CSO's). The Pastoral Program Supervisor (P.P.S.) will provide this training for all new chaplains.
- (a) The medicine bag shall be visually inspected by a correctional officer when the inmate is either entering or exiting a facility.
 - (b) The ADOC shall train its personnel not to touch the medicine bags or sacred pipes of the Native American inmates. Should an officer believe that it is necessary to inspect the contents of a Native American's medicine bag or sacred pipe, the officer shall bring the inmate to the Chaplain's office or designated area, where the contents of the bag or the pipe shall be displayed.
 - (c) In the event that the Chaplain is not present, the inspection may be performed in the presence of the Shift Commander.