

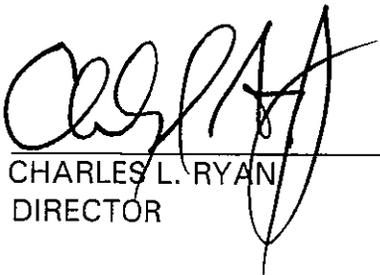
	ARIZONA DEPARTMENT OF CORRECTIONS INMATE NOTIFICATION	Notification Number: 12-12
		Issue Date: OCTOBER 15, 2012

POSTING NOTIFICATION

This information is to be posted for a minimum of 30 days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

TO ALL INMATES

Department Order 904, Inmate Religious Activities/Marriage Requests has been revised and will be effective 30 days from the issue date of this Inmate Notification. The significant revisions include clarifying religious items used in the practice of inmates' chosen religions may be authorized provided the items, when not in use, are capable of being stored collectively within inmates' storage box as outlined in Department Order #704, Inmate Regulations.



CHARLES L. RYAN
DIRECTOR



ARIZONA
DEPARTMENT
OF
CORRECTIONS

CHAPTER: 900

INMATE PROGRAMS AND
SERVICES

OPR:

DIR
OPS
SS

DEPARTMENT ORDER MANUAL

DEPARTMENT ORDER: 904

*INMATE RELIGIOUS
ACTIVITIES/MARRIAGE
REQUESTS*

SUPERSEDES:

DO 904 (7/11/05)
DI 282 (5/23/10)

EFFECTIVE DATE:

FEBRUARY 12, 2011

REPLACEMENT PAGE
EFFECTIVE DATE:
NOVEMBER 15, 2012

TABLE OF CONTENTS

PURPOSE

PROCEDURES

PAGE

904.01	PASTORAL SERVICES	1
904.02	RELIGIOUS PREFERENCES	2
904.03	RELIGIOUS ACTIVITIES.....	3
904.04	RELIGIOUS ACCOMMODATIONS.....	5
904.05	RELIGIOUS VISITATION	11
904.06	THE RELIGIOUS ADVISORY COMMITTEE	11
904.07	MARRIAGE	12

DEFINITIONS 14

AUTHORITY 14

ATTACHMENTS

PURPOSE

The purpose of this Department Order is to ensure inmates are allowed to participate in religious activities, have access to religious materials, religious diets and other legitimate aspects of their faith and, if approved, may marry in accordance with state law.

PROCEDURES

904.01 PASTORAL SERVICES

- 1.1 The Pastoral Activities Administrator shall:
 - 1.1.1 Directly supervise Senior Chaplains at all institutions.
 - 1.1.2 Make recommendations to the Division Director for Support Services regarding Department-wide religious issues.
 - 1.1.3 Provide verbal and/or written directives for the resolution of issues related to religious publications, diets, articles, apparel, practices and observances.
- 1.2 Wardens and Deputy Wardens shall ensure:
 - 1.2.1 Chaplains and inmates have access to each other.
 - 1.2.2 Staff consults with the Chaplain's office regarding any questionable religious item(s).
 - 1.2.2.1 Chaplains, in consultation with the Warden and the Pastoral Activities Administrator shall make final decisions on whether or not the item(s) are permitted. Inmates may appeal this decision by filing a grievance in accordance with Department Order #802, Inmate Grievances.
- 1.3 At Department-operated institutions, Senior Chaplains shall:
 - 1.3.1 Report directly to the Pastoral Activities Administrator.
 - 1.3.2 Supervise other chaplains within an institution.
 - 1.3.3 Attend Wardens' management meetings as members of the executive staff representing the religious program.
 - 1.3.4 Ensure at least one chaplain is available to attend Deputy Warden unit meetings, upon request.
 - 1.3.5 Ensure appropriate chaplaincy coverage is maintained at each institution, including on Saturdays and Sundays.
 - 1.3.6 Create and manage all religious programs at the institution.
 - 1.3.7 Serve as the contact for all outside religious activities, persons or groups requesting institution admittance for religious purposes.

1.4.1.5 Some religious material may be maintained in a unit where a Chaplain has an office or in areas designated for religious activity.

1.5 Number/Length of Religious Activities or Services

1.5.1 The Senior Chaplain/Chaplain, in conjunction with Wardens, shall determine the number of formal religious activities per unit per week following an assessment of the religious needs of the institution/unit. Contract Beds facilities shall conduct activities in accordance with contractual requirements.

1.5.2 Regular worship/study opportunities shall be provided for faith groups based on:

1.5.2.1 Inmate requests.

1.5.2.2 Space availability.

1.5.2.3 Time considerations of the monthly religious services calendar.

1.5.2.4 Institutions' safety and security requirements.

1.5.2.5 Availability of a qualified religious leadership.

1.5.3 Services assisted with or conducted by volunteers shall be scheduled for a minimum of 90 minutes, unless a shorter duration is requested by volunteers.

1.5.4 All group religious services shall end no later than 2000 hours.

1.6 Coordination of and Security for Religious Activities

1.6.1 Senior Chaplains/Chaplains shall coordinate all religious activities, groups, and individual/group religious volunteers.

1.6.2 Wardens and Deputy Wardens shall:

1.6.2.1 Provide the necessary security staffing for religious activities.

1.6.2.2 Ensure assigned security staff does not participate in the activities.

1.7 Requests to Conduct Religious Activities

1.7.1 Outside religious groups wanting to conduct religious activities in institutions shall submit written requests to Senior Chaplains/Chaplains which include the:

1.7.1.1 Name and contact information of the group.

1.7.1.2 Type of activity.

1.7.1.3 Proposed date and time of the activity.

1.7.1.4 Materials/equipment to be used.

1.7.2 Wardens or Deputy Wardens, in consultation with Senior Chaplains/Chaplains shall approve or disapprove requests within five work days of receipt.

- 1.7.3 Senior Chaplains/Chaplains shall advise outside religious groups of the decision in writing, including the reasoning if the request has been disapproved.

904.04 RELIGIOUS ACCOMMODATIONS

1.1 Religious Claims

1.1.1 Wardens or Deputy Wardens shall:

- 1.1.1.1 Consult with Senior Chaplains, Chaplains or the Pastoral Activities Administrator on the validity of inmates' religious claims.
- 1.1.1.2 Ensure inmates following faith systems requiring having/wearing of religious apparel are accommodated within the compelling interests.
- 1.1.1.3 Ensure inmates are not denied access to religious items or opportunities as part of the sanctions of disciplinary isolation, unless specifically restricted by custody level and security of their housing unit.

- 1.1.2 Senior Chaplains/Chaplains may contact the Pastoral Activities Administrator for clarification on appropriate religious publications and materials, special religious diets or other special requirements inmates' faith systems.

- 1.1.3 Religious items used in the practice of inmates' chosen religions may be authorized provided the items:

- 1.1.3.1 Do not pose a threat to the safe, secure and orderly operation of the institution.
- 1.1.3.2 Are on the list of approved items maintained by Pastoral Activities Administrator that is updated and distributed to all institutions.
- 1.1.3.3 When not in use, are capable of being stored collectively within inmates' storage box as outlined in Department Order #704, Inmate Regulations.

1.1.3.3.1 SECTION DELETED

1.1.3.3.2 SECTION DELETED

1.1.3.3.3 SECTION DELETED

1.1.3.3.4 SECTION DELETED

- 1.1.4 To purchase religious items, inmates shall submit their requests to Senior Chaplains using Inmate Letters and shall include the following information: