

CHAPTER: 900
Inmate Programs and Services

DEPARTMENT ORDER:
**904 – Inmate Faith-Based
Activities/Marriage Requests**

**OFFICE OF PRIMARY
RESPONSIBILITY:**

**EPCR
OPS**

Department Order Manual



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ACCESS

Contains Restricted Section(s)

A handwritten signature in black ink, appearing to read 'Ryan Thornell', written over a horizontal teal line.

Ryan Thornell, Director

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PURPOSE

The purpose of this Department Order (DO) is to ensure inmates are permitted to practice their faith traditions in a safe and orderly way while incarcerated. This DO outlines how individuals who are incarcerated will have access to faith-based materials, diets, services, and other aspects of their faith, including marriage.

PROCEDURES

1.0 FAITH SERVICES

- 1.1 The Faith Services Administrator shall:
 - 1.1.1 Directly supervise Senior Chaplains employed at Department-operated institutions.
 - 1.1.2 Advise Chaplains employed at all Contract Beds facilities.
 - 1.1.3 Make recommendations to the Director and other leaders regarding Department-wide faith-based and spiritual matters.
 - 1.1.4 Provide verbal and/or written directives for the resolution of issues related to faith-based publications, diets, articles, apparel, practices, and observances.
 - 1.1.5 Ensure all Chaplains meet the required and necessary qualifications, to include specialized training and faith system endorsement.
 - 1.1.5.1 At Department-operated institutions, Chaplains are required to complete no less than 50 hours of Continuing Education per year.
 - 1.1.5.1.1 Chaplains shall submit a summary of Annual Continuing Education to the Faith Services Administrator no later than June 30 each year.
 - 1.1.5.1.2 Continuing Education shall include no less than six hours of multi-faith/faith-based pluralism training and six hours of research-based training.
 - 1.1.6 Maintain a Multi-Faith Advisory Committee consisting of faith community leaders representing diverse spiritual perspectives to provide advice and make recommendations to the Faith Services Administrator.
 - 1.1.6.1 Committee members shall be approved by the Director at the recommendation of the Faith Services Administrator.
 - 1.1.7 Provide Faith Services staff with Continuing Education opportunities for professional development.
- 1.2 Wardens and Deputy Wardens shall ensure:
 - 1.2.1 They follow the directives and decisions of Faith Services Administrator.
 - 1.2.2 Chaplains have access to inmates for the purpose of providing moral and spiritual instruction and that Chaplains are accessible to the inmate population pursuant to Arizona Revised Statute (A.R.S.) § 31-206. This shall include visitation at off-site medical facilities/clinics when an inmate is seriously ill/injured or nearing end of life.

- 1.2.2.1 Chaplains who wish to provide spiritual support to an inmate who is offsite shall have written permission from the Warden, Deputy Warden, or Faith Services Administrator prior to the visit.
- 1.2.3 Security staff are present to maintain security, but do not participate in organized faith-based activities.
- 1.2.4 Inmates following faith systems requiring having/wearing of faith-based apparel are accommodated within the Department's compelling interests.
- 1.2.5 Inmates are not denied access to approved faith-based items, diets, or opportunities as part of the sanctions of disciplinary isolation, unless specifically restricted by custody level and security of their housing unit, which shall be outlined in writing.
- 1.3 Wardens and Deputy Wardens shall:
 - 1.3.1 Consult with Senior Chaplains or the Faith Services Administrator regarding all faith-based matters of concern and ensure that staff does so as well.
 - 1.3.2 Not deny faith-based visits or activities, which may threaten the safety and/or security of the institution, without first consulting with the Faith Services Administrator.
- 1.4 At Department-operated institutions, Senior Chaplains shall:
 - 1.4.1 Report directly to the Faith Services Administrator.
 - 1.4.2 Supervise Staff Chaplains within an institution.
 - 1.4.3 Attend Wardens' management meetings as a member of the executive staff representing the Faith Services.
 - 1.4.4 Create and manage all faith-based programs, group, and individual activities at the institution.
 - 1.4.5 Serve as the contact for all outside persons or groups requesting institution admittance for faith-based purposes.
 - 1.4.6 In cooperation with the Warden or designee, receive donations of equipment or materials for use in faith-based programs per DO #301, Fiscal Management.
 - 1.4.7 Ensure the following:
 - 1.4.7.1 Equal status and protection for all faith systems.
 - 1.4.7.2 At least one Chaplain is available to attend Deputy Warden Unit meetings, upon request.
 - 1.4.7.3 Schedule appropriate chaplaincy coverage at each institution, including on Saturday and Sunday.
 - 1.4.7.4 Staff Chaplains routinely interact with inmates during their daily activities (e.g., dining, recreation, work, etc.) for moral and faith-based instruction.

- 1.4.7.5 Inmates in detention have access to and are visited by Chaplains at least once per week.
- 1.4.7.6 Inmates are assisted in contacting an appropriate faith community leader when the inmate's faith tradition is not represented among Faith Services staff or volunteers.
- 1.4.7.7 Chaplains conduct a minimum of two services per month at the assigned institution or unit per A.R.S. § 31-206.
- 1.4.8 Coordinate with Wardens, Deputy Wardens, or designees to notify inmates of serious illnesses or deaths in their immediate families, as outlined in DO #1005, Escorted Inmate Leave for Family Serious Illness or Funeral, using an Information Report, Form 105-2.
 - 1.4.8.1 This form shall be uploaded into the Arizona Correctional Information System (ACIS) Religious Services Manager Requests section.
 - 1.4.8.2 Chaplains shall assist in the notification process if on duty, but no Chaplain shall be recalled back to work to make notifications.
- 1.5 At Department-operated institutions, unit Chaplains shall:
 - 1.5.1 Report directly to Senior Chaplain overseeing assigned complex.
 - 1.5.2 Conduct regular organized faith/spiritual services.
 - 1.5.3 Administer appropriate rituals according to their own faith tradition.
 - 1.5.4 Seek volunteer or community member assistance in providing appropriate rituals outside of their own faith tradition.
- 1.6 Contract Beds facilities shall conduct Sections 1.4.1 through 1.4.8.2 in accordance with contractual agreements.

2.0 FAITH SYSTEM PREFERENCES

- 2.1 Inmates shall be given the opportunity to designate a faith system preference during their initial intake process and again at their unit orientation.
 - 2.1.1 Chaplains shall enter this designation in ACIS.
 - 2.1.2 Inmates may designate "none" during either of the processes outlined above.
 - 2.1.3 Inmates may designate "other" if their specific tradition is not listed.
- 2.2 Inmates may request changes to their faith system preferences at any time by submitting an Inmate Letter, Form 916-1, or using the tablet communication system, to Senior Chaplains/Chaplains for processing and distribution.
 - 2.2.1 A Chaplain may require an interview for further clarification should an inmate submit a request to change their faith system preference multiple times in one year or more than once in one month.

3.0 ORGANIZED SPIRITUAL ACTIVITIES AND EVENTS

- 3.1 Wardens, Deputy Wardens, and other Administrators shall ensure all staff:
 - 3.1.1 Demonstrate respect of an inmate's constitutional religious rights regarding faith system beliefs and observance.
 - 3.1.2 Do not coerce or harass inmates into changing their faith system affiliations.
 - 3.1.3 Treat faith system representatives with equal respect, regardless of their represented faith.
- 3.2 Wardens, in conjunction with the Faith Services Administrator, shall:
 - 3.2.1 Appoint staff members to coordinate faith-based activities when no Chaplains are assigned.
 - 3.2.2 Designate in each unit at least one appropriate area for faith-based activities.
 - 3.2.2.1 Designated areas do not need to be solely used for faith-based activities.
 - 3.2.3 Ensure faith groups' symbols are displayed only during faith-based activities and are removed, and stored at all other times.
- 3.3 Contract Beds Monitors shall ensure Contract Beds facilities provide space for faith-based activities.
- 3.4 Faith-Based Publications – Wardens and Deputy Wardens shall ensure institution Inmate Resource Center/libraries include faith-based sections for faith-based publications.
 - 3.4.1 Faith-based publications shall be inventoried and managed by Resource Center/library staff, in consultation with Senior Chaplains.
 - 3.4.2 Faith-based publications must meet Publication Review standards outlined in DO #914, Inmate Mail.
 - 3.4.3 Inmate Resource Center/library donations shall become the property of the Department per DO #301, Fiscal Management.
- 3.5 Number/Length of Faith-Based Activities or Services
 - 3.5.1 The Senior Chaplain, in conjunction with Wardens or Deputy Wardens, shall determine the number of formal faith-based activities per unit, per week following an assessment of the faith-based needs of the institution/unit. Contract Beds facilities shall conduct activities in accordance with contractual requirements.
 - 3.5.2 Regular worship/study opportunities shall be provided for faith groups based on:
 - 3.5.2.1 Inmate requests.
 - 3.5.2.2 Space availability.
 - 3.5.2.3 Time considerations of the monthly Faith Services calendar.
 - 3.5.2.4 Institutions' safety and security requirements.

- 3.5.2.5 Availability of qualified faith community leadership.
- 3.5.3 Volunteer-led services shall be scheduled for a minimum of one hour.
 - 3.5.3.1 Requests for services longer than 90 minutes shall be made in writing to the Senior Chaplain.
- 3.5.4 All group faith-based services shall end no later than 2000 hours, unless approved by the Senior Chaplain and Deputy Warden.
- 3.5.5 Senior Chaplains shall coordinate all faith-based activities for group faith system volunteers.
- 3.6 Requests to Conduct Faith-based Activities
 - 3.6.1 Regular Faith-Based Programming
 - 3.6.1.1 Outside faith-based groups wanting to conduct regular faith-based programming inside an institution shall submit written requests to the Faith Services Administrator, using a Program Proposal, Form 204-8.
 - 3.6.1.2 The Faith Services Administrator, in consultation with the Volunteer Services Committee and Faith Services team, shall approve or deny requests to conduct regular faith-based programming in writing.
 - 3.6.2 Singular Faith-Based Programming
 - 3.6.2.1 Outside faith-based groups wanting to conduct a singular faith-based event or activity inside an institution shall submit written requests to Senior Chaplains. The request shall include the:
 - 3.6.2.1.1 Name and contact information of the group.
 - 3.6.2.1.2 Type of activity.
 - 3.6.2.1.3 Proposed date and time of the activity.
 - 3.6.2.1.4 Materials/equipment to be used.
 - 3.6.2.2 Senior Chaplains, in consultation with Wardens or Deputy Wardens, shall approve or deny requests to conduct a singular faith-based event or activity in writing.

4.0 FAITH-BASED ACCOMMODATIONS

- 4.1 All requests for faith-based accommodations shall be made in writing to a unit Chaplain/Senior Chaplain per DO #916, Staff – Inmate Communications.
 - 4.1.1 Tablet communication system responses shall be stored as a permanent record within the current tablet Communications Platform.
- 4.2 Faith-Based Claims – Senior Chaplains/Chaplains may contact the Faith Services Administrator for clarification on appropriate faith-based publications and materials, special faith-based diets, or other special requirements about inmates' faith systems.

- 4.3 Requests regarding facial hair shall be evaluated per DO #704, Inmate Regulations.
- 4.4 Requests for Approved Absences
 - 4.4.1 Inmates may request to be excused from work or school on specified holy days, documented as "no-work" days for their declared faith system preference.
 - 4.4.2 Requests to observe recurring faith-based "no-work" days each week (e.g., Sabbath):
 - 4.4.2.1 These requests shall be submitted in writing to Senior Chaplains.
 - 4.4.2.2 Senior Chaplains shall consult with Wardens/Deputy Wardens or their designees regarding appropriate work assignments prior to approval.
 - 4.4.3 Requests to observe faith-based "no-work" days not recurring each week:
 - 4.4.3.1 These requests shall be submitted in writing to Senior Chaplains 30 calendar days prior to the day in question.
 - 4.4.3.2 Senior Chaplains shall consult with work supervisors and/or Deputy Wardens or their designees regarding appropriate work assignments prior to approval.
 - 4.4.4 Questions regarding days documented as "no-work" days for a particular faith system shall be referred to the Faith Services Administrator for disposition.
- 4.5 Requests for Food Abstinence
 - 4.5.1 Inmates requesting and granted approval to refrain from food on designated days or for designated periods, such as Ramadan, shall not be required to turn out for meals, and shall not be penalized for failure to take their designated diet.
 - 4.5.2 Food abstinence may be requested in accordance with the provisions for fasting outlined in the Food Service System Technical Manual. (See DO #912, Food Service)
 - 4.5.3 Questions regarding faith-based fast requests for a particular faith system shall be referred to the Faith Services Administrator for a decision.
- 4.6 Sweat Lodges
 - 4.6.1 Due to the sacred nature of Sweat Lodges, participation in Sweat Lodge ceremonies requires Native American ethnicity verification.
 - 4.6.1.1 Prior to the authorization of privileges, inmates not ethnically identified as Native American shall provide verification to their Senior Chaplain or Staff Chaplain. Verification shall include evidence inmates are:
 - 4.6.1.1.1 Descended from a United States (U.S.) Tribe, and/or may have a valid Bureau of Indian Affairs or Tribal number.
 - 4.6.1.1.2 Presently a member of a U.S. Indian Community.
 - 4.6.1.1.3 Duly recognized by a U.S. Indian Community.

- 4.6.2 Senior Chaplains/Staff Chaplains shall forward inmates' verification information to the Faith Services Administrator for review.
 - 4.6.2.1 Upon confirmation by recognized Native American Leaders, the Faith Services Administrator shall:
 - 4.6.2.1.1 Notify Senior Chaplain/Staff Chaplain of the disposition.
 - 4.6.2.1.2 Enter approved inmates' eligibility information in ACIS.
- 4.6.3 Chaplains shall:
 - 4.6.3.1 Publish a list of approved participants.
 - 4.6.3.2 Monitor compliance with the Sweat guidelines established in Attachment C, Sweat Guidelines.
 - 4.6.3.3 Limit the number of participants based on fire and safety regulations.
 - 4.6.3.3.1 Should the number of approved participants exceed fire and safety regulations, the group may be divided and participate in smaller groupings.
- 4.6.4 Sweat Lodge Ceremonies
 - 4.6.4.1 Sweat Lodge Ceremonies shall be:
 - 4.6.4.1.1 Available at least every 60 calendar days when no security or other operational concerns prohibit this frequency.
 - 4.6.4.1.1.1 If firewood is not available through donations, inmates may purchase firewood exclusively for use in a Sweat ceremony by submitting a request to a Senior Chaplain per Section 5.3.2.1.
 - 4.6.4.1.1.2 Firewood purchases may be requested for group ceremony involving all eligible participants or for personal ceremony involving no other inmates.
 - 4.6.4.1.1.3 The public may donate toward these purchases per DO #301, Fiscal Management.
 - 4.6.4.1.2 Held for the purification of participants.
 - 4.6.4.1.3 Operated according to a schedule published by Chaplains.
 - 4.6.4.1.3.1 Sweat Lodge Ceremonies are typically three to four hours in length.
 - 4.6.4.2 Sweat Lodge Ceremonies may be assisted by Native American Spiritual Advisors.

- 4.6.4.2.1 At locations where security requires the presence of Spiritual Advisors to perform the Sweat, ceremonies shall be scheduled when Advisors are available.
 - 4.6.4.3 Staff shall facilitate the lighting of the fire for Sweat Lodge ceremonies.
 - 4.6.4.4 Participant Clothing
 - 4.6.4.4.1 Male participants shall wear shorts and undergarments.
 - 4.6.4.4.2 Female participants shall wear shorts, a shirt, and undergarments.
 - 4.6.4.4.3 Inmates who identify as transgender or intersex shall be accommodated per DO #810, Management of LGBTI Inmates.
 - 4.6.5 Sweat Lodges shall be:
 - 4.6.5.1 Located on the grounds of all institutions where a sufficient number of eligible Native American inmates are able to participate in Sweat Lodge ceremonies and inmate requests have been made for a Sweat Lodge.
 - 4.6.5.2 Constructed in an area approximately 30 by 40 feet under the guidance of an approved Native American Advisor. Refer to Attachment B, Native American Sweat Lodge (Construction), for construction specifics.
 - 4.6.6 Sweat Lodge areas:
 - 4.6.6.1 Shall be kept clean at all times and shall include a secure place to store faith-based items and materials. Participants shall be responsible for maintaining the site and any authorized ceremonial supplies.
 - 4.6.6.2 May be screened with wooden fences or other material for privacy and respect provided it does not jeopardize security.
 - 4.6.6.3 Shall only be used for Sweat ceremonies.
 - 4.6.7 Sweat Lodge sites and all associated storage areas are subject to search. As Sweat Lodges and fire pits are sacred areas, searches shall be conducted with prior approval from Shift Commanders, and appropriate notification of Wardens or Deputy Wardens and Chaplains.
- 4.7 Multi-Faith Gatherings
 - 4.7.1 The details, times, and location of multi-faith gatherings shall be arranged through Chaplains, in consultation with Wardens, Deputy Wardens or Chiefs of Security, and shall include faith systems:
 - 4.7.1.1 Not having identified volunteer leadership.
 - 4.7.1.2 Not already scheduled for faith-based services/ceremonies.
 - 4.7.1.3 Having three or more inmates making the request for a group ceremony.

4.7.2 Multi-faith gatherings may be held:

4.7.2.1 On a regularly scheduled basis.

4.7.2.2 Without a Chaplain present when:

4.7.2.2.1 A Chaplain is not available to oversee services.

4.7.2.2.2 It has been approved in writing by a unit Chaplain or Senior Chaplain.

4.7.2.2.3 Time, space, and appropriate security staffing are available.

4.8 Smoke Generating Ceremonies

4.8.1 Any smoke-free initiatives in place may be suspended temporarily if the Smoke Generating Ceremony requires smoking; and if approved by the Chaplain or Warden.

4.8.2 Smoke Generating Ceremonies shall only be conducted outdoors.

4.8.3 Inmates in detention or a Special Management Unit (SMU) shall be allowed to conduct the ceremonies only during their regularly scheduled exercise time, in an approved exercise area.

4.8.4 Personal ceremonies for inmates not on lockdown shall be conducted during an inmates' free time on the open yard, at locations authorized by Deputy Wardens or designees.

4.9 Special Annual Faith-Based Events

4.9.1 Special Annual Faith-Based Events shall be planned by Chaplains, in consultation with Wardens and Deputy Wardens, and may include the assistance of outside sponsors, and inmate representatives.

4.9.2 Wardens or Deputy Wardens shall approve the final selection list of inmate attendees from Close and Maximum Custody units.

4.9.3 Attachment A, Special Annual Faith-Based Events (Sample Request), provides established guidelines for the authorization and scheduling of events assisted by outside sponsors.

4.10 Restroom facilities shall be available for participants of Sweat Lodge ceremonies and Special Annual Faith-Based Events. Use of these facilities shall not terminate participation in ceremonies.

5.0 FAITH-BASED/CEREMONIAL PROPERTY

5.1 All faith-based/ceremonial property approved by the Faith Services Administrator shall be inspected by the appropriate security staff prior to introduction into institutions/units.

5.2 All faith-based/ceremonial property, to include headwear, is subject to security inspection and shall be handled with appropriate respect and care per DO #708, Searches.

- 5.3 Inmates shall not keep faith-based/ceremonial items identified as approved for group use (e.g., ceremonial pipes, drums, musical equipment, etc.) in their personal possession.
 - 5.3.1 Approved group items shall be stored in a secure area, supervised and inventoried by Chaplains.
 - 5.3.2 Firewood shall be stored in an acceptable area as determined by the Warden or designee.
 - 5.3.2.1 Firewood purchased by inmates shall only be used for Sweat ceremonies and shall not be traded, loaned, bartered, or sold. Individually purchased firewood shall be disposed of per DO #909, Inmate Property.
- 5.4 Inmates in detention or a SMU shall not possess items specified in this section, such as smudging supplies, in their cells.
 - 5.4.1 Wardens/Deputy Wardens shall designate the items permitted.
 - 5.4.2 Items not approved for personal possession in these instances shall be kept in secure areas designated by Wardens or Deputy Wardens.
- 5.5 Faith-based symbols or clothing items, excluding headwear, may be worn openly only during faith-based ceremonies and at no other time or place. These ceremonies include:
 - 5.5.1 Approved group faith-based ceremonies.
 - 5.5.2 Active personal ceremonies, which are performed in inmates' own living spaces or recreation enclosures in Detention Units.
- 5.6 Faith-based headwear may be worn throughout the complex/facility in accordance with the inmates' identified faith system belief. Unless otherwise stated, headwear is limited to three items and shall not contain graphics or writing. Inmates who have declared a faith system preference listed below are authorized to wear the following:
 - 5.6.1 Asatru/Odenism: Hlath (headband with rune symbols); If a solid color, it shall not be blue, brown, or tan
 - 5.6.2 Aztec: bandana – Maximum of six paisley print style; permitted colors: black, blue, green, red, white, yellow
 - 5.6.3 Druid: bandana – If a solid color, it shall not be blue, brown, or tan
 - 5.6.4 Jewish yarmulke/kippah (cap) for men or mitpahat/shpitzel (head covering) for women; If a solid color, it shall not be blue, brown, or tan **[Revision – April 7, 2025]**
 - 5.6.4.1 Inmates who identify as transgender or intersex shall be accommodated per DO #810, Management of LGBTI Inmates.
 - 5.6.5 Moorish Science Temple of America (MST of A): kufi (crochet cap); If a solid color, it shall not be blue, brown, or tan
 - 5.6.6 Muslim kufi (crochet cap) for men or hijab (tube scarf for covering head and neck) for women – If a solid color, it shall not be blue, brown, or tan

- 5.6.6.1 Inmates who identify as transgender or intersex shall be accommodated per DO #810, Management of LGBTI Inmates.
- 5.6.7 Native American: headband/bandana [*Revision – April 7, 2025*]
 - 5.6.7.1 Headband – Multi-colored, a maximum of three headbands
 - 5.6.7.2 Bandana – Maximum of six paisley print style; permitted colors: black, blue, green, red, white, yellow
- 5.6.8 Orthodox Christian: head covering (maximum size 24" x 24"); If a solid color it shall not be blue, brown, black, or tan
- 5.6.9 Rastafarian: crown (may not have a bill); Multi-colored (red, yellow, and green threads running through a black cap)
- 5.6.10 Santeria: Tam (head covering) – If a solid color it shall not be blue, brown, black, or tan
- 5.6.11 Sikh: Turban (head covering) – If a solid color it shall not be blue, brown, black, or tan
- 5.7 Headbands and bandanas may be worn only in a circle covering the forehead, but not the crown of the head.
- 5.8 Candles – Wax candles shall only be allowed in group faith-based services/ceremonies approved by the Faith Services Administrator.
 - 5.8.1 Wax candle usage shall be restricted to Minimum and Medium Custody level units only.
 - 5.8.2 In units other than Minimum or Medium Custody, or when a Chaplain or volunteer is not available, candle usage shall be restricted to electric candles only.
 - 5.8.3 Ceremonies where wax candles are utilized shall be led by Chaplains, authorized faith community leaders, or badged Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) volunteers.
 - 5.8.4 Inmates shall not possess wax candles at any time.
- 5.9 Smudging (smoldering herbs):
 - 5.9.1 Is only permitted for inmates whose identified faith-based traditions include smudge.
 - 5.9.2 Shall take place in locations and at times approved by Senior Chaplains, in cooperation with Wardens or Deputy Wardens.
- 5.10 Consumable Faith-Based Supplies
 - 5.10.1 Communion

- 5.10.1.1 Inmates who have declared a faith system preference that practices communion may request to participate in this ritual when it is available. These requests shall be in accordance with procedures outlined in DO #916, Staff – Inmate Communications.

 - 5.10.1.1.1 Chaplains shall request assistance from appropriate faith community leaders when they are not authorized to perform this ritual.

- 5.10.1.2 Only a sufficient supply of communion elements for use in scheduled services shall be authorized and any remaining supply shall be stored in a secure location or taken out of institutions at departure.
- 5.10.1.3 Sacramental Wine – No more than two ounces shall be allowed for use only by Priests, Chaplains, or other faith community leaders.

 - 5.10.1.3.1 Inmates are not permitted to partake in use of sacramental wine.

- 5.10.2 Dates for Ramadan
 - 5.10.2.1 Inmates who are approved to participate in Ramadan for faith-based reasons may request to purchase or receive donated dates by following the procedures outlined in DO #916, Staff–Inmate Communications no less than 30 calendar days immediately preceding Ramadan. ***[Revision – April 7, 2025]***
 - 5.10.2.2 An individual inmate may possess no more than 100 dates per holiday.
 - 5.10.2.3 Dates must be consumed or disposed of by the conclusion of Ramadan.
- 5.10.3 Seder Plate for Passover
 - 5.10.3.1 Inmates who are approved to participate in Passover for faith-based reasons may request to purchase or receive donated Seder Plates by following the procedures outlined in DO #916, Staff – Inmate Communications no less than 30 calendar days immediately preceding Passover. ***[Revision – April 7, 2025]***
 - 5.10.3.2 Seder Plate items must be consumed or disposed of by conclusion of Passover.
- 5.10.4 Other Consumable Faith-based Supplies
 - 5.10.4.1 Inmates who have declared a faith system preference that has specific guidelines for the ritual consumption of food on feast days, seasonal celebrations, and/or holidays may request to purchase or receive small quantities of donated consumable goods by following the procedures outlined in DO #916, Staff – Inmate Communications, no less than 30 calendar days immediately preceding the day in which they wish to partake. ***[Revision – April 7, 2025]***

5.10.4.1.1 Chaplains shall forward all requests for items not previously approved to Faith Services Administrator.

5.10.4.1.2 The Faith Services Administrator, in collaboration with Wardens and Deputy Wardens, shall provide a written disposition.

5.10.4.2 Perishable items shall be consumed or disposed of at the conclusion of the faith-based holiday.

5.10.4.3 Only a sufficient supply of consumable items for use in scheduled services shall be authorized and any remaining supply shall be stored in a secure location or taken out of institutions at departure.

5.11 Other requested supplies/items may be authorized for group ceremonies by a Senior Chaplains after consultation and written approval from the Faith Services Administrator and Wardens/Deputy Wardens.

6.0 FAITH-BASED PROPERTY PURCHASE REQUESTS

6.1 Inmates may order faith-based items not available in the inmate store from approved sources using funds in their Inmate Trust Account (ITA).

6.2 Wardens and Deputy Wardens shall ensure staff consults with a Chaplain regarding any questionable faith-based item(s).

6.2.1 Senior Chaplains, in consultation with the Warden and the Faith Services Administrator, shall make final decisions on whether or not the item(s) are permitted. Inmates may appeal this decision by filing a grievance per DO #802, Inmate Grievance Procedure.

6.3 Authorized faith-based items:

6.3.1 Shall not pose a threat to the safe, secure, and orderly operation of the institution.

6.3.2 Must be listed on the approved items list (Attachment D).

6.3.3 May be kept in the possession of inmates when approved as "individual items."

6.3.4 Will be stored collectively when approved as "group items" when not in use, as outlined in DO #704, Inmate Regulations.

6.4 To order faith-based items, inmates shall provide a Chaplain with:

6.4.1 A description of each item, including each item's size.

6.4.2 A completed and signed Inmate Request for Withdrawal - External, Form 905-15, for the total amount of their orders, including any applicable shipping and handling charges, unless the ordered item(s) are provided free of charge by the approved source.

6.4.3 Each source's name and contact information.

- 6.4.4 Completed order forms from approved sources. Order forms may be handmade if the company accepts them.
- 6.5 Once the steps outlined in Section 6.4 are complete, Senior Chaplains shall:
 - 6.5.1 Confirm that the requested items are on the approved items list.
 - 6.5.2 Approve or deny requests.
 - 6.5.3 Forward the information on requested items not currently approved to the Faith Services Administrator for disposition.
 - 6.5.4 Upload a copy of completed order form and Inmate Request for Withdrawal - External, Form 905-15, in ACIS.
- 6.6 Inmate Trust Account staff assigned to each complex shall only accept and process orders for faith-based items approved by Senior Chaplains or the Faith Services Administrator.
- 6.7 When approved items are unavailable for purchase through approved sources (e.g., eagle feathers) Senior Chaplains, in consultation with the Faith Services Administrator, shall determine the method for obtaining the items.
- 6.8 Health and welfare indigent inmates may use supplies donated for group faith-based ceremonies. Chaplains shall manage the distribution of donated supplies.

7.0 FAITH-BASED DIETS

- 7.1 Faith-based diets are accommodated with a Common Fare Meal (CFM). The CFM shall be:
 - 7.1.1 Per DO #912, Food Service and the Food Service System Technical Manual.
 - 7.1.2 Reviewed by the Faith Services Administrator, in conjunction with the Multi-Faith Advisory Committee, to determine if faith-based dietary rules are being followed.
- 7.2 Inmates wanting to observe faith-based dietary rules shall provide Chaplains with an Inmate Letter, Form 916-1, requesting to participate in the CFM.

8.0 FAITH COMMUNITY LEADER VISITATION

- 8.1 Wardens and Deputy Wardens shall encourage visitation between authorized faith community leaders and inmates.
- 8.2 Inmates shall request or consent to visits with their faith community leader by providing a Chaplain with a completed Request for Faith Community Leader Visit, Form 904-5.
- 8.3 Organized faith community leaders may initiate a visit with an inmate by contacting the Chaplain/Senior Chaplain assigned to the complex where the inmate is housed.
 - 8.3.1 An inmate may decline or refuse a faith community leader visit at any point in the process.
- 8.4 Chaplains shall make contact with the inmate's faith community leader to notify them of inmate's request and obtain the faith community leader's credentials and/or accreditation prior to visit authorization.

- 8.5 Senior Chaplains shall verify the credentials and/or accreditation of the visiting faith community leader.
 - 8.5.1 Wardens, Deputy Wardens, and/or Senior Chaplains shall consult with the Faith Services Administrator when there is a question regarding the validity of a visiting faith community leader's credentials.
- 8.6 After the faith community leader's credentials have been verified, Senior Chaplains shall determine if a Chaplain will be present for the visit based on custody level and staff availability.
- 8.7 Senior Chaplains, in cooperation with visitation staff, shall coordinate faith community leader visits by:
 - 8.7.1 Processing the request through ACIS and distributing a gate pass if a Chaplain will be present for the visit.
 - 8.7.2 Completing a Special Visit Request, Form 911-6, if a Chaplain will not be present for the visit.
 - 8.7.2.1 Visitation staff shall process the request through ACIS and submit to ACJIS when completed as outlined in DO #911, Inmate Visitation. When approved, visitation staff or other designated security staff shall supervise the visit.
- 8.8 Faith community leaders shall not be placed on inmates' visitation list.
- 8.9 Faith community leaders shall be waived the background check fee.
- 8.10 Visitation dress rules and regulations apply, as outlined in DO #911, Inmate Visitation.
- 8.11 Emergency Visits will be at the discretion of Wardens or Deputy Wardens, based on the severity of the emergency and the safety and/or security of the unit and/or complex.
- 8.12 Visits may be postponed for safety and security reasons.

9.0 MARRIAGE

- 9.1 A marriage shall:
 - 9.1.1 Be permitted to the extent that the marriage does not present a threat to the safe, secure, and orderly operation of the institution, or jeopardize public safety.
 - 9.1.2 Be conducted in accordance with applicable law.
 - 9.1.3 Not be between two inmates.
- 9.2 An inmate who wants to marry a member of the public shall complete Sections I and II of the Marriage Application, Form 904-2, and return it to the Chaplain's office.
- 9.3 Chaplains receiving Marriage Applications shall:
 - 9.3.1 Review applications to determine their completeness.
 - 9.3.2 Return incomplete applications with instructions for proper completion.

- 9.3.3 Review completed applications to determine if the applying inmate and their prospective spouse meet the eligibility requirements of this section.
- 9.3.4 Document in the appropriate comments section if the applying inmate or their prospective spouse fail to meet any of the eligibility requirements and forward the Marriage Application packet to their Warden or Deputy Warden.
 - 9.3.4.1 Inmates at Department institutions may appeal the denials of Marriage Applications by writing to the applicable Deputy Assistant Director for Prison Operations within 10 business days after being notified of the denial.
 - 9.3.4.1.1 An inmate's request to marry another inmates is not appealable.
 - 9.3.4.1.2 Inmates assigned to Contract Beds facilities shall appeal to the Contract Beds Administrator.
 - 9.3.4.1.3 Decisions made by the Contract Beds Administrator or the applicable Deputy Assistant Director for Prison Operations shall be final.
 - 9.3.4.1.4 If circumstances have changed, inmates may reapply 60 calendar days from the date the first application was denied.
- 9.4 An approved Marriage Application, Form 904-2, shall remain valid for one year.
 - 9.4.1 Wardens, Deputy Wardens, and Chaplains may withdraw approved Marriage Applications if:
 - 9.4.1.1 The inmate and/or prospective spouse are:
 - 9.4.1.1.1 Currently married.
 - 9.4.1.1.2 Mentally incapacitated.
 - 9.4.1.1.3 Of a blood relation of first cousins or closer.
 - 9.4.1.2 The inmate:
 - 9.4.1.2.1 Has pending disciplinary charges.
 - 9.4.1.2.2 Is confined in detention for disciplinary investigative reasons.
 - 9.4.1.2.3 Is not eligible for visitors at the time of the marriage ceremony.
- 9.5 Once a Marriage Applications is approved, Chaplains shall:
 - 9.5.1 Coordinate with all parties involved including the Clerk of the Superior Court, security staff, the inmate, and their prospective spouse to obtain a marriage license, and attach it to the Marriage Application packet.
 - 9.5.2 Ensure the ceremony is in accordance with applicable law.

9.5.3 Follow the Special Visitation process outlined in DO #911, Inmate Visitation to arrange for the inmate, their prospective spouse a person authorized to solemnize marriage according to A.R.S. § 25-124, and two lawfully aged witnesses to be present for the ceremony.

9.5.3.1 Staff shall not act as witnesses nor participate in a marriage ceremony, without written permission from the Faith Services Administrator.

9.6 Permission to marry does not supersede or change any instructions governing visitation, release procedures, mail and property, or phone calls. Refer to the appropriate DO for complete rules and regulations.

9.6.1 Marriages do not guarantee or mandate returning citizens will be approved to reside with their new spouse upon transfer from an institution to any release under Community Supervision.

9.7 All inmates (including indigent) applying for marriage applications shall accept full financial responsibility for all marriage process expenses including license fees and ceremony expenses.

9.8 Inmates are not permitted to wear special clothing for a marriage ceremony.

9.9 Rings are not exchanged during the ceremony.

9.9.1 Refer to DO #909, Inmate Property, for additional information on wedding rings.

9.10 Inmates marrying in violation of this DO may be charged with disobeying a direct order and disciplined for such activity per DO #803, Inmate Disciplinary Procedure.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Accredited Minister/Faith Community Leader
- Active Personal Ceremonies
- Faith-Based Activity
- Faith Community Leader Visit
- Senior Chaplain
- Smoke Generating Ceremonies
- Special Annual Faith-Based Events

ATTACHMENTS

Attachment A - Special Annual Faith-Based Events (Sample Request)

Attachment B – Native American Sweat Lodge (Construction)

Attachment C – Sweat Guidelines

Attachment D – Approved Faith Based Items

FORMS LIST

105-2, Information Report

204-8, Program Proposal

904-2, Marriage Application
904-5, Request for Faith Community Leader Visit
905-15, Inmate Request for Withdrawal - External
911-6, Special Visit Request
916-1, Inmate Letter

OTHER REFERENCES

Food Service System Technical Manual

AUTHORITY

A.R.S. Title § 25 - Marital and Domestic Relations
A.R.S. § 25-124, Persons Authorized to Perform Marriage Ceremony; Definition
A.R.S. § 25-125, Marriage Ceremony; Official; Witnesses; Marriage License; Covenant Marriages
A.R.S. § 31-206, Chaplains; Duties; Traditional Native American Religious Practitioners
A.R.S. § 41-1493.01, Free Exercise of Religion Protected
Religious Land Use and Institutionalized Persons Act of 2000
Majors v. Horne, 14 F. Supp. 3d 1313 (D. Ariz. 2014)
Obergefell v. Hodges, 576 U.S. 644 (2015)

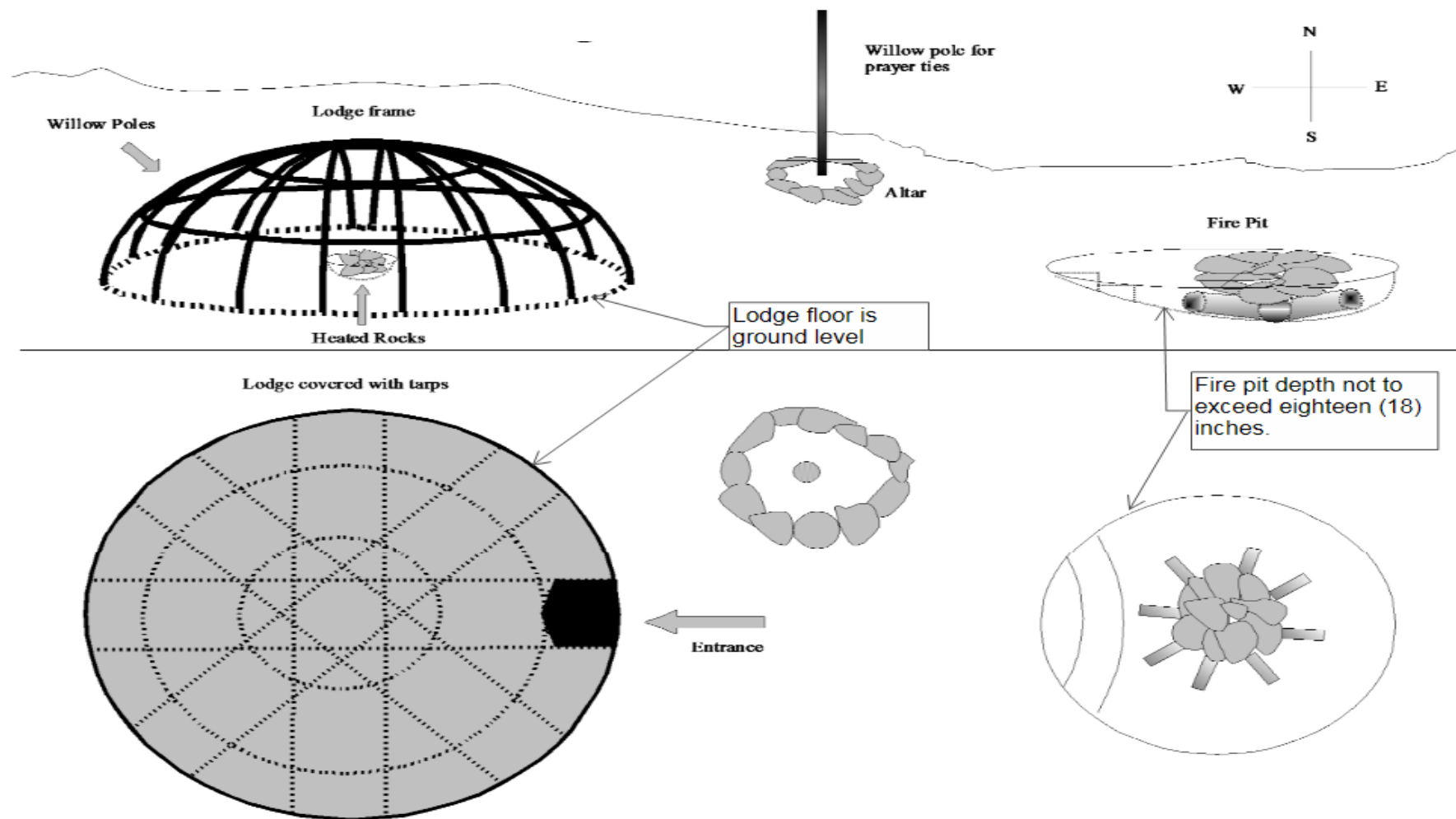
ATTACHMENT A

SPECIAL ANNUAL FAITH-BASED EVENTS

- Purpose:** Annual Intra-faith, community and faith-based/cultural celebration
- Time/Date:** Single day event assisted by outside sponsors, which may have morning and afternoon sessions interrupted by count and lunch, where guests depart the facility and inmates return to housing for count.
- Location:** Outdoor section of visitation area, weather permitting or other approved location.
- Attendance:**
- Authorized inmates with appropriate faith system preference designation assigned to the unit where the event is held who are eligible to attend group faith-based activities.
 - Spiritual leaders and Advisors not on the visiting list of any participating inmate.
- Agenda:** To be announced at the institution with approval from the Warden, Deputy Warden, or Administrator.
- Supplies:** Supplies/equipment provided by the institution:
- Chairs
 - Tarp/canopy (for shade for senior citizens)
 - Public address system (optional)
 - Ceremonial items/supplies available but not personally possessed by inmates (e.g., ceremonial drum and pipe, communion-type supplies, etc.)
- Supplies/equipment provided by the inmate:
- Ceremonial supplies approved for personal possession
- Supplies/equipment provided by the special guests:
- Musical instruments (e.g., contemporary and traditional such as drums, rattles, flutes, keyboards, etc.)
 - Faith-Based Paraphernalia (supplies and faith-based ceremonial items, all pre-approved, none to be left with the inmates)

ATTACHMENT B

NORTH AMERICAN SWEAT LODGE



ATTACHMENT C

SWEAT GUIDELINES

1. The sweat lodge area is opened and the chaplain allows authorized inmates to enter the area.
2. The fire is started in the fire pit and allowed to burn to produce hot coals.
3. Participants cover the lodge with blankets and tarps and prepare for the ceremony.
4. Participants enter the lodge and position themselves around the perimeter.
5. The only items taken inside the lodge:
 - a. A small amount of herbs (1 ounce or less)
 - b. Water to pour over the hot rocks
 - c. A small plastic container to pour water over the rocks
6. Heated rocks from the fire pit are brushed and placed in the small pit in the center of the lodge. At no time are any coals, embers or burning wood pieces to be placed inside the lodge structure!!
7. The lodge structure door (flap of blankets/tarps) is closed.
8. Participants remain inside approximately 20 minutes (no more than 30 minutes) unless:
 - a. A safety or security reason demands exit sooner
 - b. An inmate leaves for health or heat related reasons
9. The door flap is opened so that participants can cool off and drink water. The flap is then closed after the break for subsequent rounds (total of 4).
10. After the final round, participants exit the lodge and begin “striking” the lodge:
 - a. Tarps, blankets are removed from the structure
 - b. Wood lodge frame remains intact
 - c. Tarps and blankets are folded and stored
 - d. Rocks are returned to their designated location (unless too hot)
11. All participants leave the sweat lodge area.
12. The sweat lodge fence is secured (total time: 4 hours).

ATTACHMENT D
[Revision – April 7, 2025]

APPROVED FAITH-BASED ITEMS

The following items are approved by the Faith Services Department for use in faith-based/ritual ceremonies. Inmates may possess no more than 25 personal faith-based items unless said items fit inside a standard “banker” style storage box as outlined in DO #909, Inmate Property.

ABUSE/MISUSE OF FAITH-BASED/RITUAL ITEMS MAY RESULT IN CONFISCATION BY SECURITY

INDIVIDUAL ITEMS (ALL CUSTODY LEVELS)

Advent wreath: 10" X 6" cloth wreath with cloth candles (not lit)	Altar cloth: 24" X 24" maximum size, if solid color, may not be blue, brown, black or tan
Altar pentagram: 4" X 4" maximum size, made of paper only	Awareness cards: deck of 50 cards
Beads/Dikhr/Elekes/Juzu: 24" maximum length, strung on light, breakaway string (no more than 5)	Bell: 2" maximum with 3" handle, made of paper or plastic only
Book of Shadows: must be a published Book of Shadows, not a notebook, diary or journal	Bowl/Bowli: 6" diameter maximum size made of paper or plastic (no more than 7, if set)
Bracelet (Kara): non-metal - meant to be worn on the wrist	Candles: two (2) AC or coin button battery operated LED tea lights, no taller than 4"
Chasen (bamboo whisk): 6" maximum total length (resembles a paint brush)	Clay (tilaka): non-toxic, non-moldable clay that dissolves in water
Comb (Kanga): wooden, 4" maximum length	Contemplation cards: deck of cards representing Buddhas and Bodhisattvas
Corn husk: 1 ounce maximum	Cowrie shells: 4 small sea shells
Cross or crucifix: this item counts as a medallion and is subject to those restrictions	Crystal: 1" maximum diameter, may come with wood or plastic stand
Cup/Chalice: up to 8 ounce, with stem no longer than 2" made of paper or plastic only	Dream Catcher: no larger than 4" in diameter
Divination cards: deck of Tarot OR Well Worn Path cards (Necronomicon deck specifically denied)	Druid (rune) sticks: 4 small sticks not larger than 1/2" wide by 3" long
Eagle feather: Requires verification of tribal enrollment in federally recognized tribe or valid permit from US Fish and Wildlife Service (USFWS)	Feather: not from a protected species
Firewood (for sweat): must be stored in a suitable location as determined by Warden or designee and shall be used in a timely manner	Flowers: up to three small plastic flowers not to exceed 4" diameter

Gandr (runestaff): pencil size, 3" maximum length	Gohonzon (paper scroll in box): up to 4" tall made of wood, stone, rubber, paper or plastic
Gong and striker: 2" diameter bowl or hanging gong with maximum 3" wooden striker	Gourd: 4" maximum size
Head covering (bandanas, hijab, kufi, tam, turban, yarmulk etc.): Refer to DO #904, Section 5.6	Herbs/spices: no more than 8 oz. total at one time of approved herbs/spices
I-Ching Coins: three coins up to 1" diameter made of a soft metal	Kacha (kach): cotton undershorts to denote chastity, if solid color may not be blue, brown, black or tan
Knife/kirpan/athame: 1" X 8" maximum size, paper or flexible cardboard	Mead horn cup: 3" maximum diameter and height, paper or plastic only
Medallion: 1.75" x 1.75" maximum size, with max 24" breakaway chain that is no thicker than 4mm. Maximum value of medallion and chain combined shall not exceed \$75.00. If allowed to be worn outside of ceremony, must not be visibly displayed	Medicine bag: 2.5" x 2.5" maximum size, not to be worn openly displayed on the yard
Meditation/Prayer beads (with bag): 40" maximum length, strung on light, breakaway string, not to be worn openly on the yard	Mortar and pestle (herb grinder): 4" in diameter, made of soapstone
Obsidian mirror: 4" maximum size	Oracle Cards: deck of cards incorporating numerology, symbolism and mythology for ceremony
Paper wand: 9" maximum length / flexible paper	Pendulum: 1" maximum length soft metal cone with short breakaway chain and counter weight ball on end of the chain
Pentacle: this item counts as the medallion approved above and is subject to those restrictions	Pictures/Icons: pictures of faith-based symbols, elements, or other spiritually significant items no larger than 8" X 10"
Pillow (Zabuton/Zafu): 27" X 35" X 3" maximum size, capable of being rolled for storage, must be sewn shut without any openings; if solid color, may not be blue, brown, black or tan	Plate: plastic up to 6" diameter or paper up to 12" diameter
Prayer rope: maximum 6" with up to 100 small knots. This item is small enough not to require "breakaway" string	Prayer cards: specific # may be determined by individual request as approved by Senior Chaplain or Faith Services Administrator
Prayer cloth: handkerchief size, if solid color may not be blue, brown, black or tan	Prayer flags: up to 6 cloth flags 9" x 10", if solid color may not be blue, brown, black or tan
Prayer rug: 36" X 60" maximum size; if solid color may not be blue, brown, black or tan	Prayer Shawl (Tallit w/4 Tzitzits): 24" x 72" maximum size, if solid color may not be blue, brown, black or tan
Rattle (cowrie shell or gourd): 4" maximum diameter	Ritual stones: 1" maximum size, up to four in a single pouch
Runes: no more than 31, 3/4" diameter (maximum size) tablets of wood or stone with Rune symbol on each tablet	Rune bag: cloth bag, no larger than 5" x 7"
Salt dish: 4" diameter maximum size, made of paper or plastic	Scapular: 24" maximum length breakaway cord

Scroll (paper): paper scroll up to 12" maximum length, without spindles	Smudging shell: abalone shell; 4" X 8" maximum size (not allowed in cell, unless in Minimum/Medium Custody)
Spice box: 4" diameter maximum size, made of paper or plastic only	Statue: up to 4" tall; made of rubber, paper, or plastic only
Sword: 9" maximum length / flexible paper	Tabi shoe-socks: rubber soled socks (1 pair)
Tallit Katan (Mini-Tallit, with 4 Tzitzits): 2 fringed garments (can be worn under outer garments), if solid color may not be blue, brown, black or tan	Tao Deck cards: 8 - 12 Tao Deck cards for altar
Tarot cards: number of cards dependent upon Tarot deck purchased (Necronomicon deck specifically denied)	Tea bag: 10 small, disposable sack, no larger than 3" x 6"
Tea Caddy: 4" X 3" maximum size; made of paper or plastic; spoon 6" if plastic or 2" if wood	Tea cloth: 18" X 18" maximum size; if solid color, may not be blue, brown, black or tan
Thor's Hammer: this item counts as a medallion and is subject to those restrictions	Torah Scroll: paper scroll with containment bag, up to 12" maximum length, without wooden spindles
Turbah: small soil/clay tablet no larger than 3" x 3"	Twig (miswak): small sticks not larger than 1/2" wide by 3" long
Undergarment: if solid color may not be blue, brown, black or tan	

INDIVIDUAL ITEMS LIMITED TO MINIMUM/MEDIUM CUSTODY

Bell: 2" maximum with 3" handle, made of a soft metal, stone, wood, clay, paper, or plastic	Bowl/Bowli: 6" diameter maximum size made of wood, stone, paper, or plastic (no more than 7, if set)
Cup/Chalice: up to 8 ounce, with stem no longer than 2" made of wood, paper or plastic	Salt dish: 4" diameter maximum size made of stone, clay, wood, paper or plastic
Spice box: 4" diameter maximum size made of stone, wood, paper, or plastic	Statue: up to 4" tall made of wood, stone, rubber, paper or plastic
Tea Caddy w/ spoon: 4" X 3" maximum size; made of stone, clay, wood, paper or plastic; spoon 6" if plastic or 2" if wood	Tefillin: not allowed while in detention or in possession of persons on Mental Health/suicide watch

GROUP ITEMS (to be stored in Chaplain Office or other secure location when not in use)

Altar log: one (1) log no larger than 12" X 24"	Corn husks: four (4) husks maximum
Drum (kettle): May be made of metal, wood, pottery or gourds (no coffee cans, food cans, or other institutionally acquired container). Metal drums are not allowed inside the sweat lodge structure and must be visible to security at all times	Drum (large): wood covered with leather

Drum (small): must be small enough to fit in group box	Drumsticks: no more than four (4) at maximum of 18" in length
Forked sticks: two (2); no longer than 10" with ends blunted (or shovel if security prefers)	Hearth stones: three (3) stones up to 1" in diameter
Mead horn cup: No longer than 12" with blunted end (blunted to minimum of 1" diameter)	Menorah: electric (candle menorahs may be used for group service under direct supervision and control of a security staff, Chaplain or volunteer)
Pipe: ceremonial pipe, no longer 22"	Prayer books: number determined by average attendance
Prayer stone: one (1) stone up to 1" in diameter	Shofar: ram or kudo horn, no longer than 22"
Talking stick: one stick up to 4" long blunt on both ends, may be marked or decorated	Thor's Hammer: 5" X 10" maximum size, wood, plastic or cardboard
Wooden bowl: one (1) bowl up to 6" in diameter	Yarmulke: number determined by average attendance

APPROVED HERBS/SPICES

ash	basil	bearberry	beech
birch	bistort	blackthorn	bracken
bramble	briar	buttercup	cacao
cedar	centaury	club moss	comfrey
corn pollen	dandelion	elder	elm
eucalyptus	fennel seed	fenugreek	ferns
fir	garlic	ginseng	hawthorn
hazel	holly	honeysuckle	horehound
horseradish	iceland moss	iris	kelp
lavender	loosestrife	maidenhair	manna (ash)
marjoram (oregano)	mint	Navajo Mountain Smoke	oak (common)
peppermint	rosemary	sage	salt
sandalwood	spearmint	sweetgrass	tansy
tea (black, green, or blends of approved herbs)	Turmeric Root - Cut ONLY	thistle	tobacco mix
uncooked rice	vervain	willow	yarrow
yellow dock			