

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: November 22, 2013

SUBJECT: Director's Instruction # 318 , Religious Ceremonial Wax Candles - **Revised**

This Director's Instruction is effective immediately and supersedes Director's Instruction 318, dated July 18, 2013. This Director's Instruction will remain in effect until incorporated into Department Order #904, Inmate Religious Activities, Section 904.04, Religious Accommodations.

PURPOSE:

This Director's Instruction provides for the allowance of candles in group religious ceremonies with a documented religious requirement in lower custody units.

PROCEDURE:

- 1.0 Special Religious Ceremonies/Property
 - 1.1 Candles - Wax candles shall be allowed in group religious ceremonies where their requirement has been documented by designated religious leaders and approved by the Administrator of Pastoral Activities.
 - 1.1.1 Wax candle usage shall be restricted to minimum and medium custody units.
 - 1.1.2 Ceremonies where wax candles are utilized shall be lead by chaplains, authorized religious leaders or badged ADC volunteers.
 - 1.1.3 Inmates shall not possess wax candles at any time.
 - 1.2 In units other than minimum or medium or where a chaplain or volunteer is not available, candle usage shall be restricted to electric candles only.

{Original Signature on File}