

State of Vermont, Agency of Human Services Department of Corrections	Title: Religious Observance		Page 1 of 13
Chapter: Programs – Volunteer Services	# 380.01	Supersedes #380, dated 9/27/1984	
Attachments, Forms & Companion Documents: 1. Inmate Religious Preference Registration Form 2. Request for Change of Faith Group Affiliation 3. Religious Personal Property Matrix 4. Inmate Religious Accommodation Request Form			
Local Procedure(s) Required: Yes (See p. 3, Section 2. d.) Applicability: All facility staff (including volunteers and contractors) Security Level: “B” – Anyone may have access to this document.			
Posted for Comment July 16 – August 6, 2007 Click here to submit feedback			

1 **PURPOSE**

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3 The purpose of this directive is to establish the Department of Corrections’ policy and procedures
4 regarding inmate religious practices and programming.

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6 **POLICY**

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8 It is the policy of the Vermont Department of Corrections to make available to inmates an
9 opportunity to participate in religious services and programs and to exercise their religious beliefs
10 within the inherent need for facility safety and security. Faith-based programs and observances will
11 be accommodated within available time and space, unless an overriding compelling governmental
12 interest exists.

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14 **AUTHORITY**

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16 28 V.S.A 803, § 11 (a)(b); American Correctional Association Standards for Adult Correctional
17 Institutions, 4th Edition 2003, Standards 4-4517, 4-4518, 4-4520, 4-4273, and 4-4319.

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19 **REFERENCE**

20
21 *Department Administrative Directives #354.05 Inmate Alternative Diets; #376.01 Volunteer*
22 *Services Management; #409.01 Contraband & Searches; #327.01 Inmate Visits*

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24 **DEFINITIONS**

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26 Compelling Governmental Interest: Overriding concerns of the Department of Corrections that must
27 be maintained, using the least restrictive means, regardless of other issues or requests. These
28 include, but are not limited to, safety, security, consistency, health, and discipline.

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30 Donation: Approved contributions to inmate programs.

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32 Donor: An approved group or individual authorized to donate approved program items or resources
33 for inmate religious or recreational programs.

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Faith Representative: Refers to a spiritual leader who is empowered by a particular faith group to administer ordinances and sacraments, perform rites, counsel, instruct, and provide worship and religious services.

Faith Group: A religious or spiritual denomination, sect, or organization that is recognized by the Department of Corrections.

Proselytizing: Approaching someone with the intent to persuade that person to convert to a particular faith group.

Registered Volunteer: Any person who performs a function within a correctional facility for no payment from the Agency of Human Services. They may receive a stipend from an outside source. They have completed a Department application, screening, and training, have a photo volunteer ID and are listed with the Volunteer Services Coordinator as an approved volunteer.

Religious Activity: Any rite, ceremony, event, or program that is customarily associated with the practices of a religion, including, but not limited to, formal group gatherings of adherents of a religion for purposes of worship, prayer, or teaching.

Religious Advisor: An individual from the outside community who has received endorsement from a faith group to provide individual religious counseling and guidance to an inmate.

Religious Observance Program: Includes any formal faith-based activities, services, and practices in a correctional facility which are managed by staff in order for inmates to practice their religious beliefs while incarcerated.

Religious Volunteer: A Department of Corrections' approved volunteer who assists and/or conducts individual or group religious activity in a correctional facility.

Religious Volunteer Chaplain: An approved member of the clergy, Imam, Rabbi, spiritual advisor or other religious authority of sufficient rank qualified to direct, lead or conduct others in the rites, ceremonies or other practices of a religion who is approved by the Department of Corrections as a volunteer.

Security Threat Group (STG): A group of inmates specifically designated by the Commissioner or designee which poses a threat to the safety of staff, the facility, the public or other inmates.

Volunteer Services Coordinator (VSC): The correctional staff person who has responsibility for the volunteer services program in a correctional facility, including the religious observance program. This position is also responsible for overall program development for recreation and leisure programs.

PROCEDURAL GUIDELINES

The Department of Corrections will provide guidelines that offer inmates the opportunity to participate in religious programming and the practices of their faith, individually or in a group, limited only by resources, threats to safety, or order in the facility. The religious programs offered will reflect the diversity of faith and traditions in the larger outside community to the extent possible.

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1. Management Responsibility

- a. Statewide responsibility for the management of the religious observance program will be under the direction of the Department of Corrections’ Facility Executive in conjunction with the central manager assigned to oversee statewide volunteer services.
- b. Facility responsibility for the coordination and management of the facility-based religious observance program will be the Facility Volunteer Services Coordinator (VSC).

2. Inmate Access to Religious Programs and Services

- a. Religious Preference
 - i. At the time of their admission to the Department of Corrections an inmate may designate any or no religious preference on the *Inmate Religious Preference Registration Form, (Attachment I)*.
 - ii. By notifying the facility Volunteer Services Coordinator, an inmate may request to change their designation by completing a new *Inmate Religious Preference Registration Form*. Any change will be effective ten (10) days following submission of a request.
- b. Access
 - i. To maintain security and order, and to prevent abuse or disrespect of the religious beliefs of others, an inmate may participate in a religious program or service only if:
 - they have completed a *Religious Preference Registration Form*; or
 - they have the written permission of the Volunteer Services Coordinator to be an observer at a particular religious program or service.
 - ii. No inmate will be required or expected to attend any religious program or service or to adhere to any religious belief.
- c. Restriction of Religious Activities or Practices
 - i. Inmates will not be discriminated against because of religious beliefs and practices.
 - ii. There will be no unreasonable burden placed on an inmate’s right to practice their religion.
 - iii. If a restriction of a religious practice has been placed, staff will lift the restriction after consultation with the Facility Executive, if corrective action has been taken and there is no longer a perceived threat.
 - iv. Whenever an inmate requests a religious practice that has not been previously approved at that facility, the facility Superintendent will consult with the Department’s Facility Executive prior to making a decision.
 - v. Whenever an inmate’s exercise of a religious practice is denied, the facility will prepare, in writing, the specific reasons supporting the denial, with a copy to the Department’s Facility Executive and the inmate.
- d. Religious Space – all recognized inmate religious groups will have equal access to the physical space, equipment, and services which the institution normally provides for religious purposes.
 - i. The Superintendent will ensure a designated area is made available for conducting worship services, religious education, and activities. Assignment and availability of the designated area will be at a reasonable time, place, and manner and in conjunction with other facility activities, events, and needs.

136 ii. Religious program space will be kept free of religious objects or symbols which
137 cannot be removed or covered between services by the different faith groups
138 using them. The Superintendent will ensure that local written procedures for the
139 use and storage of religious objects and symbols are developed.

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141 e. Coordination and Management

142 i. The Volunteer Services Coordinator will schedule all religious programs and
143 activities. Scheduling will be coordinated among the various religions, other
144 facility operations or activities, and within the security needs and constraints of
145 the facility.

146 ii. Facility staff will have access to all religious services and programs to ensure
147 the security requirements of the facility are being met.

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149 **3. Range of Religious Activities and Services** – Each facility will make reasonable efforts to
150 establish and maintain religious activities and services for all inmates.

151 a. Clergy Services – The Superintendents or designee will make reasonable efforts to
152 ensure that an accredited representative of an inmate’s religious faith is available to
153 provide formal or informal services to inmates who request them.

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155 b. Religious Groups – Recognized groups or denominations will include, but not
156 necessarily be limited to, Catholic, Protestant, Jewish, and Muslim. An inmate who is
157 affiliated with, and wishes to participate in, a recognized religious group not currently
158 functioning at a facility should inform the facility Volunteer Services Coordinator. The
159 Volunteer Services Coordinator, in consultation with the facility Superintendent and
160 following the procedures of this directive, will make reasonable efforts to arrange for the
161 requested services.

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163 c. Religious Activities – Each religious group is encouraged to plan its own activities,
164 using appropriate community and facility resources. Religious activities include, but are
165 not necessarily limited to, worship services, religious instruction, reading and study,
166 religious discussion groups, and pastoral counseling.

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168 d. Religious Diets – Refer to Administrative Directive #354.05 *Inmate Alternative Diets:*
169 *Medical, Dental and Religious* for information on requesting a religious diet. Do not use
170 *Attachment 4* in this directive to request a religious diet.

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172 e. Religious Rights and Observances

173 i. An inmate may request a religious accommodation by filling out an *Inmate*
174 *Religious Accommodation Request Form (Attachment 4)* and submitting it to the
175 Coordinator of Volunteer Services. The Superintendent will approve or deny the
176 request.

177 ii. An inmate’s faith practice that requires accommodations by the Department must
178 be supported and verified by the faith’s recognized sacred text, historical
179 established procedures, and outside religious authorities. The Department will
180 make every effort to accommodate these religious observances unless there is a
181 facility or Department interest that necessitates restricting the observances.

182 iii. If an inmate has requested a specific religious accommodation (*Attachment 4*)
183 that was *denied* by the Superintendent, that decision will be reviewed by the
184 Department’s Facility Executive in consultation with the Department’s Legal
185 Division.

- 186 iv. Individual demonstrative prayer by inmates will only be allowed in the privacy
187 of their living cell/room and in designated religious areas as determined by the
188 schedule of religious activities. However, an inmate, while in the outside
189 recreation yard, may choose to engage in non-group demonstrative prayer that
190 does not interfere with recreational activities.
- 191 v. Group prayer may only occur in a designated religious area during a religious
192 service at times authorized by the Facility Superintendent.
- 193 vi. Inmate possession of security threat group materials or symbols is prohibited.
194 First Amendment free exercise of religion protection applies to religious ideas
195 and symbols by faith groups whose only purpose is religious; it does not extend
196 to security threat group use of religious ideas and symbols as a means of
197 organizing and meeting.
- 198 vii. Inmates will not be allowed to act in a position of spiritual leadership,
199 supervision, or authority over other inmates.
- 200 viii. Inmates possessing faith-based credentials or titles obtained prior to or during
201 incarceration in the Department of Corrections will have such credential/titles
202 deemed inactive during their term of incarceration.
- 203 ix. When a faith group representative or religious volunteer is not present to
204 facilitate a religious program, service, or observance, that faith group will not be
205 allowed to meet as a group until appropriate faith group supervision is available.
- 206 x. The Superintendent retains the right to limit participation in religious programs.
207 This would occur upon documentation that an individual has shown a threat to
208 the safety of staff, inmates, or other persons involved in the religious activity, or
209 if that individual's conduct disrupts the security or order in the facility based
210 upon facility needs, or documentation of a compelling governmental interest.

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212 f. Work and Program Restrictions Due to Religious Beliefs

213 Each inmate will have certain days of the week in which work is not required.
214 Religious activities will normally be scheduled during what is regarded as "non-
215 working" hours for inmates, usually weekends, and after 4:00 p.m., Monday through
216 Friday. Inmates will not be excused from normal work or program responsibilities to
217 attend religious services or activities except under the following conditions:

- 218 i. When it is mandated by their faith that they abstain from work on a certain day or
219 must participate in a religious service at a specific time which conflicts with their
220 normal work or program schedule; (The facility Volunteer Services Coordinator
221 will maintain a list of religious observances which require such accommodations.
222 That list will be made available to all staff and volunteers.)
- 223 ii. When it is in the best interest of the facility to hold a religious service or activity
224 during normal work or program hours.

225 Inmates excused from a work or program assignment for reasons of attending a
226 religious service may be required to make up the missed time.

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228 g. Religious Holy Days

229 The Department's Facility Executive will notify Department Executives and Facility
230 Superintendents of the dates observed by the various religious faiths as religious holy
231 days or religious days of celebration. Guidance will be provided to facilities
232 regarding the sacramental or ritual needs of individual religions for each holy day or
233 religious day of celebration, including special preparations needed, food, and times
234 of day, or any restrictions on work, program, or other considerations.

- 235 i. Calendar – Prior to the end of October of each year, the Facilities Executive or
236 designee will issue a religious holiday calendar for the new year. The calendar
237 will list by faith group all known holy days of observance.
 - 238 a) Native American religious ceremonies are not celebrated on specific
239 liturgical dates, but instead are celebrated as the cycle of nature
240 dictates. The actual date for each ceremony will be selected after
241 consultation with representatives of Native American groups.
- 242 ii. Three (3) business days prior to an approved holy day, the Volunteer Services
243 Coordinator will post copies of a Religious Program sign up sheet in each general
244 population housing unit. Only inmates affiliated with that specific faith group
245 will be allowed to participate in the respective holy day observance or program
246 activities.
- 247 iii. The Volunteer Services Coordinator will approve all program participants.
- 248 iv. Inmates newly arrived at a facility who are currently affiliated with the faith
249 group will be eligible to sign up, subject to review by the Volunteer Services
250 Coordinator.
- 251 v. Food items purchased or provided from outside sources for holy day observances
252 will be allowed if one (1) of the following applies:
 - 253 a) An approved volunteer provides food items and is present to conduct the
254 observance;
 - 255 b) Where security permits, inmates may be allowed to purchase and bring
256 commissary food items to holy day observances when requested in
257 advance of the observance.
 - 258 • Donated food items may not be designated for a particular inmate,
259 but will be available for the entire faith group.
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- 261 h. Ceremonial, Holy Day Meals – Refer to Administrative Directive #354.05, *Inmate*
262 *Alternative Diets: Medical, Dental and Religious*, Section #3, Religious Diets.

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264 **4. Supervision of Inmate Religious Programs and Services** – All formal group religious
265 activities and programs will be conducted and supervised by Department-approved religious
266 volunteer chaplains or religious volunteers.

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- 268 a. Religious Volunteer Chaplain – Upon clearance and approval as a Department of
269 Corrections’ volunteer, an individual possessing the necessary religions qualifications
270 and ranking of a particular religion may be designated as a volunteer chaplain.
 - 271 i. A qualified individual may be designated as a volunteer chaplain with the
272 recommendation of the Facility Volunteer Services Coordinator and approval of
273 the Superintendent.
 - 274 ii. The primary criterion in selecting a chaplain will be the ability to meet the
275 spiritual needs of inmates who adhere to a religion’s cultural beliefs. Indicators
276 of that ability include formal training, pastoral experience, and the ability to
277 converse with, encourage, and guide people who have spiritual and counseling
278 needs.
- 279
- 280 b. Religious Volunteers – As an approved Department of Corrections’ volunteer, a
281 religious volunteer may:
 - 282 i. Assist a volunteer chaplain;
 - 283 ii. Deliver religious services and programs for which they are qualified or have
284 authorization to do, including:
 - 285 • leading study groups,

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- supervising collective prayer,
- administering the spiritual rites of a religion,
- providing pastoral counseling.

- c. Religious Advisors – A religious advisor as defined by this directive need not be an approved Department of Corrections’ volunteer. They must, however
- i. be cleared to enter a correctional facility;
 - ii. have an endorsement or approval from a faith group;
 - iii. be approved by the Department.

5. Religious Materials

a. Faith Group Property

- i. The Department will permit faith group property, ritual supplies, and other articles as necessary to conduct group religious services. All articles are subject to being searched. During the conduct of religious services, chaplains, faith representatives, and outside clergy may wear their religious vestments and/or insignia.
- ii. Facilities with appropriate space may designate a secure location for the storage of faith group-related program materials. Where storage exists, there will be an inventory list of all stored items approved by the Superintendent/designee located in the storage area/cabinet.
- iii. Items not on the approved inventory list will be considered contraband.
- iv. Faith-specific reading materials, videos, and books may be stored with faith group items. No personal inmate items may be stored with faith group property.

b. Inmate Religious Property Items

- i. Only items listed on the *Religious Personal Property Matrix (Attachment 3)* may be possessed by an inmate. All such items are subject to considerations of safety and security. Once approved, all religious property authorized for an inmate becomes part of an inmate’s personal property with any limitations set by Department administrative directive.
 - a) Inmates may receive and retain possession of personal religious items/symbols essential to their designated religious preference.
 - b) All personal religious items, except those items approved at the time of an inmate’s admission, will be purchased either from Canteen stock or through an approved catalog source.
- ii. Items not listed on the *Religious Personal Property Matrix* may be requested by inmates by completing an *Inmate Religious Accommodation Request Form (Attachment 4)*. The request will be reviewed by the Superintendent, who will forward the request to the Facilities Executive for approval or denial

c. Religious Medallions and Symbols

- i. Approved religious medallions and symbols pertaining to an inmate’s designated faith may be worn about the neck on a jewelry-type chain. Each inmate will be permitted only one (1) religious medallion. Chain lengths, medallions, and symbols may not exceed the sizes specified in the *Religious Personal Property Matrix* or as noted below.
- ii. All medallions must be listed on the inmate’s personal property inventory.
- iii. Medallions that are designed with a pin to be worn on clothing are not permitted.
- iv. Medallions may be made of metal, wood, or plastic and may be round in shape or in the shape of the appropriate religious symbol such as a cross, star, or crescent.

- 337 v. Medallions not allowed include: swastika, iron cross, inverted cross, or any item
338 identified as gang-related or security threat group-related. Medallions may be no
339 longer than 1.5 inches in length or 1 inch in diameter.
- 340 vi. Medicine Bag - An inmate designated as Native American will be permitted one
341 (1) medicine bag as their medallion.
- 342 a) A medicine bag may not exceed a maximum length of 2.5 inches. It must
343 be made of leather, may not be embellished after purchase, and must be
344 suspended from a leather strap no longer than 24 inches.
- 345 b) A medicine bag may not be worn to the visiting room or while working in
346 food service.
- 347 c) All contents of a medicine bag must be approved as listed in this directive
348 and other forthcoming memos or attachments; e.g., calendar of holy days.
- 349 d) If staff choose to search the contents of the medicine bag, the contents
350 will be placed on a piece of paper and visually inspected. If a particular
351 item is called into question, staff will remove the item and place it in an
352 evidence bag for examination by the facility Security and Operations
353 Supervisor and a Native American Religious Advisor to determine its
354 appropriateness for inclusion.

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356 d. Religious Articles

- 357 i. Prayer rugs – Inmates of faiths that use prayer rugs are permitted to possess only
358 one (1) prayer rug. It will be commercially-made and no larger than 30 inches by
359 40 inches. The rug may not be solid red, blue, or any camouflage colors.
- 360 ii. Religious head coverings
- 361 a) Inmates are permitted to wear religious head coverings in accordance
362 with their religious beliefs and as permissible as their security level
363 permits.
- 364 b) Inmates will be permitted to wear religious headgear in all areas of
365 the facility except the visiting room.
- 366 c) Staff may require an inmate to remove and search religious headgear at
367 any time for security reasons.
- 368 d) A faith group’s religious chaplain or religious advisor will be consulted if
369 there is any question whether the inmate’s practice and the head covering
370 itself are legitimate.
- 371 e) Examples of approved religious head coverings are:
- 372 • *Kufi* – a hemispheric head cap that can be made of cloth, knitted
373 or crocheted, multicolored or single colored. There are no color
374 prohibitions. The kufi may have a peak on top. It must fit close
375 to the head (hair). A kufi will have no protrusions (visor, tassels,
376 etc.).
- 377 • *Yarmulke* – a close-fitting skull cap that can be made of cloth,
378 knitted or crocheted, multicolored or single colored. There are no
379 color prohibitions.
- 380 • *Tsalot-Kob* – approved religious headwear for members of the
381 Rastafarian religious faith. A Taslot-Kob is a hemispheric head
382 cap that can be made of cloth, knitted or crocheted, multicolored
383 or single colored. Only the smallest size is permitted. It measures
384 12 inches long at its longest point in order to cover all locks. It
385 must fit as close to the head as the locks permit. Note: This
386 religious headwear is only authorized for members of the
387 Rastafarian faith.

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- *Fez* – a brimless, cone-shaped, flat-crowned hat that usually has a tassel and usually is made of red felt.
 - *Khimar* – an approved cloth headcovering (not to cover the face) for female members of the Islamic faith measuring four feet (4’) by four feet (4’). It may be multicolored or single colored.
- iii. Religious Beads – Generally, rosary, Malta or dhikr beads may be possessed in one’s hands, but not worn or displayed. Only black, white, or natural wood tone beads will be allowed.
- a) An inmate may request a permit to possess and wear other religious beads, (excluding rosary, mala and dhikr beads) which can be documented and supported on a theological basis for use in the practice of an inmate’s documented religion.
 - b) The request should be in writing to the Superintendent/designee and forwarded to the Department Facility Executive for approval or denial.
- iv. Incense and Oils – Incense and oils are permitted only during faith formal group services. No inmate may be in personal possession of incense or oils.
- v. Candles and Incense – Candles and incense may be used in formal group worship only, as approved by a religious advisor with the permission of the Superintendent. No candles or incense are allowed in an inmate’s cell/room or housing unit.

e. Religious Publications and Texts

Inmates may subscribe to and possess any religious publication approved through the provisions established in the administrative directives governing inmate mail and publications, inmate property, security threat groups, and contraband and searches. Texts such as the Holy Bible, The Torah, Talmud, Midrash, and the Holy Koran will normally be approved once they are searched.

f. Inmates in Restrictive Housing

- i. Approved religious volunteers and chaplains may visit restrictive housing units with prior approval of the Superintendent.
- ii. Inmates in restrictive housing status may have a book of faith or other religious publications according to the allowable limits of their restrictive status (see Administrative Directive #410.06, *Restrictive Housing Status*).
- iii. Allowable inmate religious property may be limited on an individual basis if it is proven to be a security risk or provides an inmate with the means to injure themselves.

TRAINING

The Director of Security Operations and Audits will work with the Director of Human Resources Development to provide training on the provisions of this administrative directive.

QUALITY ASSURANCE

The Director of Security Operations and Audits in conjunction with the Director of Quality Management will, through the use of established auditing procedures and the offender/inmate grievance system, monitor compliance with this directive.

ATTACHMENT 1 - SAMPLE

INMATE RELIGIOUS PREFERENCE REGISTRATION FORM

Check one (1) faith group or, where offered, the one sect or denomination that you intend to practice while incarcerated. If you do not intend to practice a religion, check *None*. If you would like assistance in completing the form, submit a request to a staff person.

You may participate in only one (1) formal group religious program – the one that you select on this form.

You may change a selection of *None* to a specific group at any time. It will take effect ten (10) days after submitting the request. You may change from one group to another once (1 x) during a calendar year.

_____ This is an original request. _____ This is a change of religious preference.

	Buddhism		Rastafari
	Roman Catholic		Orthodox
	Islam		Eastern
	Nation of Islam, Lost-Found		Greek
	Nation of Islam, Farrakhan		Russian
	Sunni		Other
	Shi's		Protestant
	Other		African Methodist Episcopal/Zion
	Hinduism		Apostolic
	Jehovah Witness		Assembly of God
	Judaism		Baptist
	Native American		Episcopalian
	Church of Jesus Christ Christian		Evangelical
	Church of Jesus Christ of Latter Day Saints (Mormons)		Lutheran
	Sacred Name Groups		Methodist
	Assemblies of Yahweh		Pentecostal
	House of Yahweh		Presbyterian
	Non-pagan or Earth-based Traditions		Quaker
	Odinism, Asatru & Other Norse Germanic Pagan Traditions		Seventh-day Adventist
			United Church of Christ
	Wicca		Other
	Other		NONE

Inmate Name: _____ DOB: _____

Inmate Signature: _____ Date: _____

Staff Witness: _____ Date: _____

Facility: _____

Cc: Volunteer Services Coordinator, Inmate, Inmate Core File

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ATTACHMENT 2 - SAMPLE

**VERMONT DEPARTMENT OF CORRECTIONS
REQUEST FOR CHANGE OF FAITH GROUP AFFILIATION**

(Print clearly; unreadable requests will not be processed.)

DATE: _____ **FACILITY:** _____

INMATE NAME: _____ **DOB:** _____

CASEWORKER: _____

CHANGE FAITH GROUP AFFILIATION TO: _____ **FROM:** _____

Note: You may not make another faith group affiliation change for 12 months from the approved date.

Inmate Signature: _____

_____	_____	_____
Volunteer Services Coordinator/designee	Date Received	Date Forwarded
_____	_____	Approved or Denied
Faith Group Representative Coordinator/ Designee	Date	(Circle one)

REASON FOR DENIAL:

ELIGIBLE FOR FAITH GROUP AFFILIATION CHANGE

ON: _____
(Date)

Cc: Facility Volunteer Services Coordinator, Property Officer, Caseworker, Religious Advisor, Inmate, Inmate Core File

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ATTACHMENT 3 - SAMPLE

RELIGIOUS PERSONAL PROPERTY MATRIX

*Personal faith group property is not faith-specific.
It is limited to that which fits within designated containment space for personal property.*

General

Medallion Chain (may possess only one, which must be in conjunction with a medallion)

- ___ Calendar (1)
- ___ Deity pictures (up to 6)
- ___ Deity statue (up to 6") (1)
- ___ Prayer Rug (1)*
- ___ Prayer Wheel [or picture] (1)

- ___ 18"
- ___ 20"
- ___ 24"

Head Coverings (may possess only one)*

Medallion (may possess only one)

- ___ Head band [male]
- ___ Head covering [female]
- ___ Hijab [female]
- ___ Kufi [male]
- ___ Prayer scarf [female]
- ___ Skull cap (yarmulke) [male]
- ___ Turban [male]

- ___ Allah (metal)
- ___ Ankh (metal)
- ___ Cross (metal)
- ___ Crucifix (metal)
- ___ Pentagram (metal)
- ___ Star of David (metal)
- ___ Thor's Hammer (metal)
- ___ Medicine Bag w/strap (leather)

Cards *

Beads (one (1) strand only)

- ___ Oracle (1)
- ___ Rune (1)
- ___ Sacred Path w/book (1)
- ___ Tarot (1)
- ___ Thoth Tarot (1)

- ___ Japamala
- ___ Kunti Mala
- ___ Prayer beads
- ___ Standard Rosary
- Prayer bead color: black, white or natural wood tone

Herbs (Native American only)

Feathers (Native American only)

- ___ Sage
- ___ Sweetgrass
- ___ Cedar

- ___ Hawk
- ___ Bald Eagle
- ___ Golden Eagle

***Administrative Segregation Units may have starred items only.**

Inmate Name: _____ **DOB:** _____ **Date:** _____

Property Officer Signature: _____

Facility: _____ **Date:** _____

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INMATE RELIGIOUS ACCOMMODATION REQUEST FORM

If more than one inmate is filing a request, each inmate must submit a form. If this is a group request, information must be submitted to the facility Volunteer Services Coordinator who will compile information about the group request and forward the information to the Department of Corrections Facility Executive and the facility Superintendent. **NOTE:** Do not use this form to request a religious diet. See administrative directive #354.05, *Inmate Alternate Diets*, for the correct form.

Inmate Name:	DOB:	Date:
Name of Religion:		
1. Describe, in detail, your religion's basic tenets or beliefs which you feel require that you be provided with the requested accommodation:		
2. Give a detailed description of the requested accommodation:		
3. List any publications which explain the religious significance of the requested accommodation. Provide a copy of the publication(s) to the Volunteer Services Coordinator.		
4. Is there a recognized governing body for this Faith Group? If so, please provide contact information.		
Inmate Signature:		
VSC Signature:	Date:	
Superintendent Signature:	Date:	
Comments and/or Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (& Reason – Use back if needed.)		
Facility Executive Signature:	Date:	
Comments and/or Recommendation: Use back if needed.		