



*"Service with Excellence
and Integrity"*

Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: 07-21

CHAPLAINCY SERVICES

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTARP, DIRECTOR

SUPERSEDES: 06-17

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APPROVED: Signature on File EFFECTIVE: DECEMBER 26, 2007

- I. APPLICABILITY.** This policy applies to all staff, residents, ministers and volunteers carrying out ministries inside an agency facility, and any spiritual advisor or minister providing ongoing linkage between a religious group and a Department of Community Correction (DCC) resident.
- II. POLICY.** It is the policy of the DCC) to allow residents access to the opportunities and means to learn about religions and to practice a religion of choice without undue restriction. Staff and residents of a DCC facility shall not be subjected to coercion, harassment or ridicule from staff, volunteers or other residents due to their religious affiliation or beliefs. (2-CO-5E-02) Religious programming for residents will include the use of community resources, and religious facilities and equipment. Resources will be distributed among faith groups authorized to meet, commensurate with their representation within the population, including the use of facilities and equipment. (2-CO-5E-01)

III. DEFINITIONS.

- A. Minister.** An individual ordained or otherwise recognized, according to the precepts of the religion represented, who is qualified to teach religious precepts, provide spiritual counsel, and conduct religious services.
- B. Restrictions.** Generally diminished rights consistent with incarceration and specific limitations on religious conduct deemed necessary to meet legitimate penological goals.
- C. Volunteer.** An individual having the approval of a religious group or authority, approved through the procedures of the Department, and trained in applicable regulations and expectations of conduct to be followed inside the Department, who provides for, or assists in providing for, the religious needs of offenders.

IV. RESPONSIBILITIES.

- A.** The Center Supervisor at each DCC residential facility is responsible for the oversight and direction of Chaplaincy Services and will ensure they are available to residents at each facility. Each Center Supervisor is responsible for the coordination of day-to-day chaplaincy services at respective centers. The chaplain is responsible for coordinating all ministry activities within the center and working with center staff to address special dietary needs or special conditions. (2-CO-5E-02)
- B.** The dietitian, in coordination with the Deputy Director for Residential Services (DDRS), shall coordinate and approve additional or substitute food items involved in the observation of religious tenets. Fasts or dietetic restrictions are permitted. Food or beverage items that would otherwise be contraband must have prior approval of the DDRS. Application for approval of visits by volunteers should follow normal visitation procedures but special visits by outside ministry groups or volunteers should be channeled through the chaplain of the facility who will make a recommendation to the Center supervisor. (2-CO-5E-02)
- C.** Center intake personnel are responsible for allowing each resident to identify their religious orientation and to submit said information to the Chaplain. Center intake personnel shall inform residents that they are free to change the designation of their religious orientation by notifying the Chaplain. (2-CO-5E-02)
- D.** Staff shall show no favoritism toward nor selectively impose restrictions against a particular religion and all resident participation in religious activities shall be voluntary. (2-CO-5E-02)
- E.** Center staff should involve Chaplaincy Services, as appropriate, when notifying offenders of family emergencies and notifying families of offender mishaps.
- F.** DCC shall not purchase religious materials but may arrange access to donated religious materials through the Chaplain or appropriate staff, in consultation with the appropriate Center Supervisor and DDRS. The Chaplain will inform offenders about the availability of donated religious materials.
- G.** Center staff will receive training regarding religious practices at the Residential Services Basic Academy.

V. RESTRICTIONS.

- A.** Restrictions of religious practice may be placed on clearly defined groups of offenders, based on their security status and the actual or potential breach of security that allowing those practices would entail. Such restrictions shall apply evenly to all offenders of the same security status. Where consistent with good security, alternative opportunities for the practice of religion shall be afforded.

- B.** Any proposed restrictions on the practice of religion will be considered by the DDRS. A representative of the affected religion may appeal the DDRS's restriction to the DCC Director.
- C.** Whenever restrictions are necessary, the least severe acceptable restriction will be used, and a substantive equivalent, if available and not imposing an undue burden on DCC residential center officials, will be provided for the restricted activity.
- D.** Any religious activity which involves inflammatory statements about the characteristics, beliefs or practices of another group, threats against the order and safety of the facility, or instigation of conflict among the group members which compromises the safety of the group or the safety of others may be curtailed immediately with the approval of the senior security officer on duty.
- E.** Communications between a resident and clergy shall be considered privileged under the following conditions. (2-CO-5E-02)
 - 1. The communication must be between a resident and an ordained member of the clergy. Communications between lay members of a church, non-ordained missionaries or other volunteers is not considered privileged.
 - 2. The communication between a resident and an ordained member of clergy does not establish pre-knowledge by the clergy of planned or future criminal acts, whether inside or outside of the center, violations of DCC Center rules or where the safety and security of other residents or center staff may be jeopardized.
 - 3. The communication between a resident and an ordained member of clergy does not establish knowledge by the clergy of prior criminal activity by the resident or associates of the resident, whether known or unknown by law enforcement officials.