



State of North Carolina
Department of Public Safety
Prisons

Chapter: H
Section: .0100
Title: **Religious Services**
Issue Date: 08/28/12
Supersedes: 10/17/07

POLICY & PROCEDURES

.0101 SCOPE

- (a) North Carolina Prisons employs a Director of Chaplaincy Services to formulate and provide professional supervision of chaplaincy services. The Director of Chaplaincy Services provides guidance and assistance for the religious activities to all the facilities within the North Carolina Prisons. The Director of Chaplaincy Services is familiar with multiple religions, and coordinates those practices within DOP Policy and Procedures. The Director of Chaplaincy Services communicates with religious judicatory leaders, clinical pastoral care supervisors, theological educators, medical, attorneys, prison administrators, legislators, volunteers, inmates and their families. The Director of Chaplaincy Services and staff are responsible for coordinating recruitment, screening as the Subject Matter Expert and selection of State-funded, Temporary, Community-Funded and Volunteer Chaplains. The Chaplaincy Services Central office staff will provides technical support for the facilities' Clinical Chaplains or other designated staff.
- (b) North Carolina Prisons employs Clinical Chaplains or other designated staff to provide moral, spiritual and pastoral care, and ministerial services to inmates in the custody of the North Carolina Prisons. Each chaplain is required to maintain the endorsement of his/or her religious body and remain in good standing according to its requirements. A chaplain shall not be required to personally conduct religious services which violate his religious body's doctrine or teachings. However, chaplains or other designated staff will be required to coordinate/or supervise such services. All chaplains or other designated staff shall maintain confidentiality i.e. clergy privileged communication, except in cases when there is a threat to safety, security and health of staff, inmates and the general public.
- (c) North Carolina Prisons shall provide access for approved religious services or practices and pastoral care in all North Carolina prison facilities. Inmate participation shall be voluntary. No inmate shall be subjected to coercion, harassment, or ridicule due to religious affiliation. In the event an inmate reports that he/or she has been subjected to coercion, harassment, or ridicule due to religious affiliation he/or she should report to facility staff.
- (d) The Director of Chaplaincy Services is responsible for maintaining the North Carolina Prisons Religious Practices Resource Guide and Reference Manual. The manual recognizes the official religions, practices, and authorized religious items for the inmate population. The manual also includes a list of authorized religious items for inmate in control population (HCON, MCON, ICON).
- (e) All Chaplains (State-funded, Temporary, Community Funded and Volunteers) are required to participate in New Chaplains Orientation and Training. A DVD recording of all recognized faiths and their sacred items are made available for the training of all staff

that has direct contact with inmates. Additionally, all Chaplaincy staff and volunteers are required to participate in annual training as outlined by North Carolina Prisons policy.

.0102 COMMUNITY-FUNDED AND VOLUNTEER CHAPLAINS

- (a) Community-funded chaplains are chaplains funded by community churches or other religious organizations. These chaplains must have the proper credentials and have a signed covenant on file at the Director of Chaplaincy Services Central office. These chaplains will be appointed by the Director of Chaplaincy Services, subject to the approval of the Prisons Section Chief. The Prisons Section Chief may, at will, remove any community-funded chaplain.
- (b) Volunteer chaplains are chaplains funded by community churches or other religious organizations. These chaplains must have the proper credentials and have a signed covenant on file at the Director of Chaplaincy Services Central office. These chaplains will be appointed by the Director of Chaplaincy Services, subject to the approval of the Prisons Section Chief. The Prisons Section Chief may, at will, remove any volunteer chaplain.
- (c) All North Carolina Prisons' Covenanted Volunteer and Community-Funded Chaplains will be required to have a picture identification card. The representative's photographs and identification card will be captured through the automated Digital Photo System and/or Auxiliary Photo Capture Stations.
- (d) At the discretion of the facility head, the chaplain or other designated staff will have access to all areas of the facility to minister to all inmates.
- (e) At the discretion of the facility head, relevant contents of prison records may be communicated to a community-funded chaplain by an appropriate staff member when such information is considered essential to the fulfillment of the chaplain's duties. Confidentiality shall be maintained by the chaplain.

.0103 PROCEDURES

- (a) Religious practices for inmates other than those in the regular population will be reviewed and approved by the facility head in consultation with the chaplain or designated staff consistent with this policy. Requests for practices exceeding those authorized in H .0106 should be referred to the Religious Practices Committee for final determination.
- (b) Inmates who wish to have incorporated a religious practice that is not recognized by North Carolina Prisons must submit a DC-572 Request for Religious Assistance form to the facility chaplain or other designated staff, who will then consult with the Chaplaincy Services Director regarding the availability of temporary accommodations in conjunction with the facility head or designee. Determinations regarding temporary accommodations are made on a case-by-case basis and are subject to the operational requirements of each

facility.

- (c) Specific religious practices policies and procedures are detailed in the North Carolina Prisons' Religious Practices Reference Manual. This manual includes a list of the current faith practices that are now officially recognized by North Carolina Prisons. It also includes a brief description of the basic beliefs, authorized practices, worship procedures and authorized religious items associated with each faith. A copy of this manual may be found in the office of the Chaplain or other designated staff.

- (d) Inmate End of Life Care Protocol

The purpose of this section is to ensure that North Carolina Prisons staff understand and be consistent in applying the End of Life Protocol procedures. In the last phase of life people seek peace and dignity. To help realize this, every inmate should be able to fairly expect elements of care from physicians, health care institutions, and the Department of Public Safety, Prisons. The nature of dying and death has changed, it is occurring more frequently as a result of chronic illness. The following procedures will be followed for providing End of Life Care:

- (1) The Facility
- (A) Inmate patient admitted to outside facility.
 - (B) Outside hospital physician/staff will contact the prison facility (medical, facility head, or officer-in-charge) concerning seriously ill designation, or
 - (C) The DOP officer assigned to the inmate's room will communicate with the OIC that the inmate's condition has downgraded to seriously ill.
 - (D) The OIC will notify the facility head and the facility chaplain or other designated staff. If the facility chaplain or other designated staff is not available the OIC will communicate to the officer in the inmate's room to activate the End of Life Protocol (EOLP).
 - (E) The DOP officer assigned to the inmate's room will request that the hospital nurse contact the hospital chaplain.
 - (F) The DOP officer assigned to the inmate's room will note the hospital chaplain's name and visit in the activity log.
 - (G) During regular work hours, the facility head shall contact the inmate's next of kin or immediate family or if the facility head is not available, the chain of command process is to be used.
 - (H) All persons granted a visit with the inmate must be cleared through the facility's officer-in-charge.

- (2) The Community Hospital Chaplain
Pastoral Caregivers provides spiritual support and guidance to ill and dying patients, their families and our staff. Pastoral Caregivers, work closely with physicians, nurses, and North Carolina Prisons. Most hospitals have resources available 24- hours a day, seven days a week to listen, offer prayer, ease stress, and help the inmate and family deal with end-of-life issues. Pastoral Care providers work with patients of all denominations.
- (3) The Hospital Chaplain
 - (A) Will not make any phone calls to inmate family members
 - (B) Will ensure that the inmate's faith practice is observed.
 - (C) May provide pastoral care with inmate's family if requested.
 - (D) No hospital clergy will be allowed to accompany the family members in the inmate's room unless it is approved by the facility head or officer-in-charge.

(e) Inmate Transportation and Religious Items

When being transported via bus, inmates must pack their personal religious property in their property bag.

.0104 INMATE RELIGIOUS AFFILIATIONS

- (a) Inmates shall have the freedom to make a religious commitment, change a religious commitment, or reject religion altogether.
- (b) Inmates may request a Declaration of Faith form to register a change in religious affiliation. All requests to change religious affiliation will be reviewed separately. All requests must be completed by the inmate and submitted to the facility chaplain or other designated staff. Any change shall be documented on the inmate's religious preference information in OPUS. The inmate's religious property specific to her/his former religious preference must be sent outside the facility or destroyed according to the inmate preference and facility policy.

.0105 INMATE REQUEST FOR RELIGIOUS ASSISTANCE

- (a) An inmate whose religion is not currently recognized by the North Carolina Prisons or whose religious request cannot be met within the framework of existing approved religious services must submit a written request for assistance using the designated DC-572 Inmate Request for Religious Assistance: Fact Sheet form.

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- (b) The form shall be made available to any inmate, upon request, regardless of custody status. The form must be submitted to the facility chaplain or other designated staff by the inmate. Upon receipt of the completed form, the facility chaplain or other designated staff shall process the inmate's request for religious assistance.
 - (c) The inmate must provide an authoritative source of information for the requested religion or faith practice to the facility chaplain or designated staff in order to verify the existence of the religion.
 - (d) The facility chaplain or designee will have 30 days to assist the inmate with the request. Upon completion of the inmate's DC-572, the facility chaplain or other designated staff will create a memorandum detailing the steps taken to provide assistance and shall forward the DC-572, memo, and other pertinent information to the Director of Chaplaincy Services. If this step has not been complete within 30 days, the chaplain will send a letter to the inmate, facility head, and Director of Chaplaincy Services advising of the status of the inmate's request.
 - (e) An inmate's request for religious accommodation shall be evaluated by the Religious Practices Committee within 90 days and the inmate will be notified of the committee's recommendation. The Religious Practice committee will conduct a subject matter review and research the information provided. The committee's recommendation and the DC-572 shall be maintained by the Director of Chaplaincy Services. Should the Religious Practices Committee recommend the establishment of policy for a new religious or faith practice, the draft policy will be sent through the normal chain of command for review. Any legal review will be documented and forwarded back to the Prisons Section Chief for disposition. If this step is not completed within 90 days, the Chaplaincy Services Director will send a letter to the inmate, facility head, the facility chaplain or other designated staff advising them of the status of the inmate's request.

.0106 AUTHORIZED RELIGIOUS PRACTICES

- (a) Race, color, creed or national origin shall not be a basis for excluding an inmate from attending any religious service.
- (b) Regular population inmates are allowed to attend any corporate worship service held at the facility.
- (c) Due to safety and security concerns, SAFEKEEPERS, inmates in Segregation or on Control status (HCON, MCON, ICON) will not be allowed to attend corporate worship services with other inmates as outlined in the North Carolina Prisons, Conditions of Confinement policy F.1219 (d)
- (d) Any inmate may privately pray, meditate, and study scriptures or religious literature in his or her cell or other designated area as long as the inmate does not interfere with other inmate(s), the inmate's own assigned program or work assignments, security or operational management.

- (e) Upon request, an inmate may be considered for enrollment in religious correspondence courses. An inmate's request to use a foreign language for religious study shall be reviewed on a case-by-case basis.
- (f) Clergy and other spiritual advisors may be admitted to visit an inmate at the inmate's request, subject to DOP policies regarding visitation and coordination of the facility chaplain or other designated staff and approval of the facility head.
- (g) An inmate may request a community religious official to perform a wedding, baptism, or other religious rites/rituals subject to DOP policies regarding visitation and after coordination with the facility chaplain or other designated staff and approval of the facility head.
- (h) Sacramental wine may be approved for religious services. Requests must be made to the facility chaplain or other designated staff and will be reviewed on a case-by-case basis. Only the religious official leading the rite may consume alcohol. The Director of Chaplaincy Services shall maintain a list of faith groups approved for the use of sacramental wine. Inmates are not allowed to consume ANY alcoholic beverages while in the custody of the Department of Public Safety.
- (i) The policies and procedures detailed in the North Carolina Prisons' Religious Practices Reference Manual, and any others authorized by the Religious Practices Committee and the Prisons Section Chief or designee shall be used to administer all religious practices. A copy of this manual may be found in the office of the Chaplain or other designated staff.

.0107 UNAUTHORIZED RELIGIOUS PRACTICES

No inmate shall exercise religious authority over any other inmate(s). The Chaplaincy Service Central office shall provide technical support and assistance in the recommendation of inmate leadership for non-Christian faith groups. Any inmate who provides leadership will be selected by the facility chaplain or other designated staff in consultation with Chaplaincy Services Central office staff, subject to the approval of the facility head. No inmate shall be recognized as clergy (Reverend, Imam, Priest, etc.) and shall not be permitted to function as such. Inmates shall not organize nor conduct group meetings without prior approval of the facility head or designee.

.0108 COMMITTEES

(a) ADVISORY COMMITTEE ON RELIGIOUS MINISTRY IN PRISONS

- (1) General. The Secretary of Public Safety hereby establishes the Advisory Committee on Religious Ministry in Prisons for the purpose of serving as a resource for the expansion and strengthening of chaplaincy services and religious activities within North Carolina Prisons. Committee activities shall be governed by the rules and regulations promulgated by the Department of Public Safety. The Committee shall report to the Prisons Section Chief.

(2) Appointment

- (A) Recommendation for appointment will be made by the appropriate person or agency responsible for prison ministry in each recognized judicatory and will be forwarded through the chain of command for review by the Prisons Section Chief. The list of nominees will be submitted to the Secretary for consideration.
- (B) The Secretary shall appoint committee members to staggered three-year terms. Committee appointments will be made annually, with appointments effective January 1 of each year. When unscheduled vacancies occur, new appointees will serve the unexpired term of the council member being replaced, and may be eligible for reappointment to a full term.
- (C) Committee membership is interfaith and interdenominational, comprised of representatives from each recognized religious judicatory.
- (D) The Secretary may remove any committee member for misfeasance, malfeasance, or nonfeasance.

(3) Ex-Officio Members

- (A) The Assistant Director of Support Services will serve as the liaison between the Advisory Committee and the Prisons Section Chief.
 - (B) A representative(s) from North Carolina Prisons' funded chaplains will attend all meetings of the Advisory Committee. The chaplain representative(s) will be elected by the large body of funded chaplains to serve a two-year term.
 - (C) The Director of Chaplaincy Services will attend all meetings and clerical support staff will be responsible for providing clerical assistance to the committee. The Director will represent the Assistant Director of Support Services in his/or her absence. The Chaplaincy Services secretary will attend all meetings to serve as recording secretary, and shall be responsible for distributing minutes to all appropriate individuals, including all state-funded chaplains.
- (4) By-Laws. The Committee shall adopt standard by-laws. Issues not addressed by the standard by-laws are reserved at the discretion of the Committee to be resolved in accordance with state law and with agency rules and regulations.

(b) THE RELIGIOUS PRACTICES COMMITTEE

General. The Prisons Section Chief or designee shall appoint and may remove at will members of the Religious Practices Committee. Inmate requests for religious practices not officially recognized or approved by North Carolina Prisons must be approved by the Religious Practices Committee prior to the practice being allowed. Factors generally considered by the committee in an evaluation include, but are not limited to, the following:

- (1) whether the inmate has a sincerely held belief in the religion;
- (2) whether the requested practice or paraphernalia has a recognized role in the particular faith;
- (3) whether the inmate sincerely desires the practice or paraphernalia for religious reasons;
- (4) conformity or conflict with valid penological considerations such as order, security, operation, safety, effect on inmate relationships, etc.;
- (5) custody status of an inmate or group of inmates;
- (6) availability of staff, departmental and community resources; and
- (7) duplication of existing services

(c) THE CHAPLAINS STEERING COMMITTEE

- (1) General. The Steering Committee is authorized to assist the North Carolina Department of Public Safety with improving chaplaincy services and religious activities within North Carolina Prisons. The committee shall be called the "Chaplains Steering Committee" and shall function through the Director of Chaplaincy Services.
- (2) The purposes for which this Committee exists are:
 - (A) To facilitate the discussion of on-going administration and ministerial task/concerns with the larger body of chaplains;
 - (B) Work with the Director of Chaplaincy Services in coordinating and facilitating communication between the chaplains, members of the North Carolina Religious Advisory Committee and with North Carolina Prisons Administration;
 - (C) To be responsible in conjunction with the Director of Chaplaincy Services for the planning of regular meetings, annual training and activities for Chaplaincy Services.

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- (D) To identify the priorities and objectives of Chaplaincy Services and to filter and focus ideas for presentation on the total body of chaplains by:
- (i) Evaluation of priorities and objectives
 - (ii) Conduct annual needs assessment
- (3) Membership Structure

The membership of the Steering Committee is composed of a total of 19 Members: 1 Director, 1 Islamic, 1 Female, 1 Regional Chaplain, 5 Regional Representatives, 1 Community-Funded, 1 Volunteer Chaplain, 1 Female Institution, 1 Youth Institution, 2 Temporary Chaplains, and 4 At-Large Members. Committee appointments will be staggered to ensure continuity.

Before nominating a representative, the nominator must communicate with the nominee to confirm the nominee's willingness to serve if elected. No nominee can be nominated unless confirmed prior to the election.

- (A) Any state employed chaplain in each region can be nominated to represent their region.
- (B) Any Islamic state employed chaplain can be nominated to represent the position.
- (C) Any female chaplain in any region can be nominated to represent the position of female member.
- (D) Any state employed or community-funded chaplain at a female institution can be nominated to represent.
- (E) Any temporary chaplain in any region can be nominated to represent the position of temporary chaplain position.
- (F) Any community-funded chaplain (with a covenant) in any region can be nominated to represent the position of community-funded chaplain member.
- (G) Any volunteer chaplain (with a covenant) in any region can be nominated to represent the position of volunteer member.
- (H) Any state employed chaplain at a youth institution in any region can be nominated to represent the position of the youth institution
- (I) The Director of Chaplaincy Services shall appoint four (4) members at large.

- (J) If a member resigns the Director of Chaplaincy Services will appoint an appropriate replacement.
- (4) Meetings
- (A) The full committee shall meet once a month as determined by the Director of Chaplaincy Services at the beginning of each calendar year.
- (B) Attendance policy: any member shall be replaced after two (2) consecutive, unexcused absences from committee meetings. The Director of Chaplaincy Services shall be responsible for interpreting this rule and informing the Steering Committee.
- (C) Committee members WILL NOT be reimbursed for travel mileage or expenses.
- (D) The Chaplaincy Services will provide clerical assistance for the committee and will attend all meetings. Minutes will be sent to all appropriate individuals.
- (5) Duration of Service
The Director, Regional Chaplain, and the *Members At Large* are not positions of nomination.

Members of the Chaplains Steering Committee shall be:

Western Region – 2 Years	Piedmont Region – 3 Years
Central Region – 3 Years	South Central Region – 2 Years
Eastern Region – 3 Years	

Specialized

Islamic – 5 years	Community Funded – 3 years
Volunteer – 2 years	Female – 5 Years
Youth Institution – 2 Years	Members At Large – 4 Years
Female Institution – 3 Years (Including Community-Funded)	* Two – three year positions
Temporary Chaplain – 2 years	* Two – five year positions

- (6) AD HOC COMMITTEES
- (A) The committee will establish sub-committees as necessary to perform special assignments.
- (B) The Director shall appoint members to sub-committees. Sub-committees may then elect their own Chairpersons.

(C) Two representatives from the full body of Division of Adult Correction/Prisons chaplain will attend all meetings of the NC Religious Advisory Committee in order to improve communication between the two bodies. These Chaplain Representatives will be elected by the full body of DPS chaplains to serve on the NC Religious Advisory Committee for two (2) years.

(7) AMENDMENTS

These By-Laws may be amended at the Statewide Chaplains Meeting **by a vote of 2/3 of the members present and voting**, provided that all chaplains receive, at least fifteen days before the meeting in which an Amendment will be considered, a copy of the Amendment and notice of the date, time, and place of the meeting at when it will be considered. The Director of Chaplaincy Services will submit all Amendments for review by the Body of Chaplains, who will be responsible for making the final endorsement.

Addendum: In the event that a scheduled meeting for the full body of Chaplains is cancelled for any reason, the business planned for the meeting may be carried out at the Regional level, votes taken, and results compiled to determine statewide outcomes. If regional meetings are not possible, then any necessary votes may be taken electronically or by other means determined by the Director of Chaplaincy Services.


Prisons Section Chief Date

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