

PS 5360.08 RELIGIOUS BELIEFS AND PRACTICES



Change Notice

DIRECTIVE AFFECTED: 5360.08
CHANGE NOTICE NUMBER: 1
DATE: 8/22/2002

1. **PURPOSE AND SCOPE.** To revise the Program Statement on Religious Beliefs and Practices regarding the use of wine in religious ceremonies.

2. **SUMMARY OF CHANGES.**

3. **TABLE OF CHANGES**

Remove

Pages 15 and 16

Insert

Pages 15 and 16

4. **ACTION.** File this Change Notice in front of PS 5360.08.

/s/
Kathleen Hawk Sawyer
Director



Program Statement

OPI: CPD
NUMBER: 5360.08
DATE: 5/25/2001
SUBJECT: Religious Beliefs and
Practices

1. [PURPOSE AND SCOPE §548.10.(a) The Bureau of Prisons provides inmates of all faith groups with reasonable and equitable opportunities to pursue religious beliefs and practices, within the constraints of budgetary limitations and consistent with the security and orderly running of the institution and the Bureau of Prisons.]

2. SUMMARY OF CHANGES

- # The words "**religious diet**" have replaced "**common fare**" in Section 19 (28 CFR §548.20);
- # Unauthorized religious practices and activities are listed;
- # Sacraments and sacred rituals will be available in Special Housing Units;
- # Inmates are not permitted to contact volunteers or contractors through the Inmate Telephone System or place them on their telephone lists;
- # Procedures for pastoral calls for inmates, including monitoring of the telephone conversations, have been clarified. A log will be kept of all pastoral calls;
- # Clarification is provided for clergy visits. This includes the definition of minister of record;
- # Procedures for participation in the religious diet program have been completely rewritten; and,
- # Due dates for the annual report have been changed.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. Religious resources will be equitably distributed for the benefit of all inmates.

[Rules - Bracketed Bold]

Implementing Text - Regular Type

b. The religious rights of inmates of all faiths will be

protected within the parameters of the secure and orderly running of the institution.

c. Pastoral care will be available to inmates and staff.

d. Expertise on matters of religion in the correctional environment will be available for staff.

4. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

PS 5360.07 Religious Beliefs and Practices (8/25/97)

b. **Directives Referenced**

PS 1350.02 Donations, Acceptance of (6/29/98)
 PS 3420.09 Standards of Employee Conduct (2/5/99)
 PS 3939.06 Professional Endorsements of BOP Chaplains
 (8/25/97)
 PS 4510.05 Inmate Contributions (1/26/99)
 PS 4761.04 Special Foods or Meals From Outside Sources
 Introduced into Institutions (4/22/96)
 PS 5264.06 Telephone Regulations for Inmates (1/3/96)
 PS 5266.09 Incoming Publications (7/29/99)
 PS 5267.06 Visiting Regulations (5/17/99)
 PS 5280.08 Furloughs (2/4/98)
 PS 5300.20 Volunteers and Citizens Participation
 Programs (6/1/99)
 PS 5326.04 Marriages of Inmates (12/17/98)
 PS 5500.09 Correctional Services Manual (10/27/97)
 PS 5538.04 Escorted Trips (12/23/96)
 PS 5553.06 Escapes/Death Notification (8/23/99)
 PS 5580.06 Personal Property, Inmate (7/19/99)
 PS 5800.12 Receiving and Discharge Manual (8/17/98)
 TRM 5303.01 Ministry of the Federal Bureau of Prisons
 (6/1/95)

c. Rules cited in this Program Statement are contained in 28 CFR §548.10-20 and 28 CFR §540.48.

5. **STANDARDS REFERENCED**

a. American Correctional Association Standards for Adult Correctional Institutions 3rd Edition: 3-4261, 3-4265, 3-4274,

3-4300, 3-4301, 3-4374, 3-4375, 3-4387, 3-4454, 3-4455, 3-4456,
3-4457, 3-4458, 3-4459, 3-4460, 3-4461, 3-4462, 3-4463

b. American Correctional Association Standards for Adult Local Detention Facilities 3rd Edition: 3-ALDF-3D-24, 3-ALDF-3E-04, 3-ALDF-4C-07, 3-ALDF-4C-08, 3-ALDF-4E-44, 3-ALDF-4E-45, 3-ALDF-4F-04, 3-ALDF-5F-01, 3-ALDF-5F-02, 3-ALDF-5F-03, 3-ALDF-5F-04, 3-ALDF-5F-05, 3-ALDF-5F-06, 3-ALDF-5F-07, 3-ALDF-5F-09, 3-ALDF-5F-10

c. American Correctional Association 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-5E-01

6. **PRETRIAL, HOLDOVER, AND DETAINEE PROCEDURES.** Procedures in this Program Statement apply to Pretrial, Holdover, and Detainee Centers. The exception to these procedures exists where building design prevents the maintenance of an outdoor worship area, including the sweat lodge (see Section 12.c. of this Program Statement).

7. **RELIGIOUS OPPORTUNITIES AND LIMITATIONS** [§548.10 (b) When considered necessary for the security or good order of the institution, the warden may limit attendance at or discontinue a religious activity. Opportunities for religious activities are open to the entire inmate population, without regard to race, color, nationality, or ordinarily, creed. The warden, after consulting with the institution chaplain, may limit participation in a particular religious activity or practice to the members of that religious group. Ordinarily, when the nature of the activity or practice (e.g., religious fasts, wearing of headwear, work proscription, ceremonial meals) indicates a need for such a limitation, only those inmates whose files reflect the pertinent religious preference will be included.]

The level of scheduled activities is expected to be commensurate with the institution's mission/need. Worship services will be made available for all inmates weekly. Generally approved practices for each religion are included in the Inmate Beliefs and Practices Technical Reference Manual. The following religious practices and activities are never authorized:

- # animal sacrifice;
- # casting of spells/curses;
- # nudity;
- # self-mutilation;
- # use or display of weapons;
- # exclusion by race;
- # paramilitary exercises;
- # self-defense training;

sexual acts;
profanity;
consumption of alcohol;
ingestion of illegal substances;
proselytizing; and,
encryption.

When necessary, Wardens may identify alternatives practices and implement the least restrictive alternative consistent with the security and orderly running of Bureau institutions.

8. **RELIGIOUS PREFERENCES** [§548.10 (c) The Bureau of Prisons does not require an inmate to profess a religious belief. An inmate may designate any or no religious preference at his/her initial team screening. By notifying the chaplain in writing, an inmate may request to change this designation at any time, and the change will be effected in a timely fashion.]

Unit staff will enter the initial religious preference (RLG) assignment into SENTRY at the inmate's intake screening. When the chaplain approves an inmate's request for changing a religious preference, the chaplain is responsible for making the necessary change in the SENTRY RLG assignment.

To maintain the security and orderly running of the institution, and to prevent abuse or disrespect by inmates, the chaplain will monitor patterns of changes in declarations of religious preference.

In determining whether to allow an inmate to participate in specific religious activities, as described in Section 7, (548.10(b)) above, staff may wish to refer to the information reported on the intake screening form and the inmate's religious preference history. Inmates showing "No Preference" may be restricted from participating in activities deemed appropriate for members only.

9. [**DEFINITION** §548.11. For purposes of this subpart, the term "religious activity" includes religious diets, services, ceremonies, and meetings.]

10. [**CHAPLAINS** §548.12. Institution chaplains are responsible for managing religious activities within the institution. Institution chaplains are available upon request to provide pastoral care and counseling to inmates through group programs and individual services. Pastoral care and counseling from representatives in the community are available in accordance with the provisions of §§ 548.14 and 548.19. The chaplain may ask the

requesting inmate to provide information regarding specific requested religious activities for the purpose of making an informed decision regarding the request.]

28 CFR 548.14 and 19 refer to Sections 13 and 18 respectively of this Program Statement.

All chaplains are qualified pastoral care providers who have verified credentials and current endorsements on file. Chaplains plan, direct, and supervise all aspects of the religious program and have physical access to all areas of the institution to minister to inmates and staff. All institution chaplains are employed to:

- # lead worship services,
- # provide professional spiritual leadership and pastoral care;
- # accommodate the legitimate religious needs of inmates; and,
- # supervise institution religious activities.

Chaplaincy Services support staff may assist the chaplains in supervising the institution's religious activities and administrative duties, but may not perform duties reserved for professional chaplains.

a. **Special Housing Unit Religious Access.** Ordinarily, all inmates, except those in the Special Housing Units (SHU), have access to regularly scheduled congregate services. Inmates of all faiths will have regular access to chaplains and recognized representatives of their faith groups while in SHUs. Each chaplain will provide pastoral care in SHUs and hospital units weekly.

Chaplains will provide opportunities for individuals to receive the sacraments and sacred rituals in SHUs. This includes, but is not limited to, communion and Sabbath prayer items--matzo and grape juice. Ordinarily, sacred pipe use will be accommodated in Administrative Detention. The Warden may determine the circumstances under which the sacred pipe may be used in Disciplinary Segregation.

b. **Telephone Calls.** Individual pastoral care includes counseling inmates and/or their families in personal crisis and family emergency situations. Chaplains may facilitate inmate telephone calls in emergency situations.

Each Chapel will be equipped with an inmate telephone which is capable of monitoring inmate telephone conversations electronically during the pastoral calls. A notice in English and Spanish will be placed at the telephone location to advise the user that all conversations are subject to monitoring and that using the telephone constitutes consent. This telephone will be separate from the telephones provided for staff use.

Chaplains will maintain a telephone log which includes:

- # the date, telephone number, and person called,
- # name and register number of the inmate, and,
- # a brief reason for the call.

c. **Pregnant Inmates.** Pregnant inmates will be offered religious counseling to aid in making an informed decision whether to carry the pregnancy to full term.

d. **Deaths and Serious Illnesses.** Each institution will establish clear procedures to involve a chaplain in notifying inmates and/or their families of serious illness or death of either inmates or their family members. The chaplain will coordinate appropriate religious rituals at the time of an inmate's serious illness or death.

Also, the chaplain may advise the Warden regarding religious factors which may influence decisions concerning the performance of autopsies on deceased inmates and the proper disposition of the remains.

11. **INTRODUCTION OF NEW AND UNFAMILIAR RELIGIOUS COMPONENTS.**

Inmates may request the introduction of new or unfamiliar religious components into the Chaplaincy Services program. When information is required regarding a specific new practice, the chaplain may ask the inmate to provide additional information which would be considered when deciding to include or exclude the practice from the Chaplaincy Services program.

a. **Religious Issues Committee (RIC).** When a decision cannot be reached locally, a RIC at the Central Office, appointed by the Assistant Director of the Correctional Programs Division, will review inmate requests for introduction of new religious components into the overall religious program.

The RIC is to meet as necessary and maintain records of its recommendations. Periodically, the RIC will issue summary reports and recommendations to all Chief Executive Officers.

b. **Requests.** Inmate requests are made by completing the "New or Unfamiliar Religious Components Questionnaire" form (MISC-100) and submitting it to the chaplain for routing to the Central Office RIC through the Warden and Regional Director.

Upon completing the review, the RIC will make recommendations to the Warden regarding the request's appropriateness. The Warden will determine the local disposition of the request after the institution receives the RIC recommendations.

c. **Implementation of the RIC Recommendation.** Decisions regarding the Chaplaincy Services program's expansion rest with the Warden, and are subject to the institution's parameters for maintaining a safe and secure institution and availability of staff for supervision.

12. [SCHEDULES AND FACILITIES §548.13

a. **Under the general supervision of the warden, chaplains shall schedule and direct the institution's religious activities.]**

Current program schedules will be posted in English and Spanish on bulletin boards clearly visible to the inmate population.

[b. The warden may relieve an inmate from an institution program or assignment if a religious activity is also scheduled at that time.]

In scheduling approved religious activities, chaplains will consider both the availability of staff supervision and the need to share the time and space available among the eligible groups.

[c. Institutions shall have space designated for the conduct of religious activities.]

This designated space will be sufficient to accommodate the needs of all religious groups in the inmate population fairly and equitably. Chaplaincy Services areas will be neutral and suitable for use by various faith groups. The general area will include:

- # office space for each chaplain;
- # storage space for the needs of the religious programs;
and,
- # proximity to lavatory facilities for staff and volunteers.

An outside worship area, including the sweat lodge, will be

maintained in a suitable, secure, and private location, except in institutions where building design or security considerations would prohibit its construction.

13. **[COMMUNITY INVOLVEMENT (VOLUNTEERS, CONTRACTORS) §548.14**

a. The institution's chaplain may contract with representatives of faith groups in the community to provide specific religious services which the chaplain cannot personally deliver due to, ordinarily, religious prescriptions or ecclesiastical constraints to which the chaplain adheres.]

The particular needs of women and special needs inmates may require the contracting of spiritual counselors or advisers for religious needs other than those of a specific faith tradition.

[b. The institution chaplain may secure the services of volunteers to assist inmates in observing their religious beliefs.]

Institutions unable to secure volunteers to meet religious needs may request a written waiver from the Regional Director.

Inmates may not place volunteers or contractors on their telephone lists or use the Inmate Telephone System to contact volunteers or contractors. If a specific program need exists, the chaplain may facilitate and monitor a telephone call. A Level I volunteer, a badged volunteer (Level II) or contractor will not be a minister of record or placed on an inmate's Visiting List.

[c. The warden or the warden's designee (ordinarily the chaplain) may require a recognized representative of the faith group to verify a volunteer's or contractor's religious credentials prior to approving his or her entry into the institution.]

The term "representatives of faith groups" includes both clergy and spiritual advisors. All contractual representatives of inmate faith groups will be afforded equal status and treatment to help inmates observe their religious beliefs, unless the security and orderly running of the institution warrants otherwise.

Ordinarily, inmates of any faith tradition will have access to their faith group's official representatives while in special housing or hospital units. Inmates in the SHU will make the request for a visit with their faith representative through the

chaplain, and requests will be accommodated consistent with the terms of the representative's contract and the security and orderly running of the institution.

If the faith group representative is a volunteer, he or she will always be escorted in the SHU. As an alternative to facilitate supervision, the approved SHU visit may occur in the Visiting Room during regularly scheduled visiting hours.

14. [EQUITY §548.15. No one may disparage the religious beliefs of an inmate, nor coerce or harass an inmate to change religious affiliation. Attendance at all religious activities is voluntary and, unless otherwise specifically determined by the warden, open to all.]

15. [INMATE RELIGIOUS PROPERTY §548.16

a. Inmate religious property includes but is not limited to rosaries and prayer beads, oils, prayer rugs, phylacteries, medicine pouches, and religious medallions. Such items, which become part of an inmate's personal property, are subject to normal considerations of safety and security. If necessary, their religious significance shall be verified by the chaplain prior to the warden's approval.]

Personal religious items may not be purchased with appropriated funds. All personal religious property will be purchased either from commissary stock or through an approved catalogue source using the Special Purpose Order process. No religious item may have a monetary value greater than \$100.

[b. An inmate ordinarily shall be allowed to wear or use personal religious items during religious services, ceremonies, and meetings in the chapel, unless the warden determines that the wearing or use of such items would threaten institution security, safety, or good order. Upon request of the inmate, the warden may allow the wearing or use of certain religious items throughout the institution, consistent with considerations of security, safety, or good order.

The warden may request the chaplain to obtain direction from representatives of the inmate's faith group or other appropriate sources concerning the religious significance of the items.]

Religious headwear, notably kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves and head wraps for orthodox Muslim and Jewish women, is permitted in all areas of the institution, subject to the normal considerations of security and good order, including inspection by staff. Ordinarily, staff will use SENTRY religious preference data to verify an inmate's authority to wear religious headwear. Religious headwear permit cards are discouraged because of the perceived connotation of religious discrimination and/or violations of religious freedom and privacy.

A list of generally authorized and transferable inmate religious property is contained in the Inmate Beliefs and Practices Technical Reference Manual. Disposable headwear is made available to inmates requiring headwear while in transit.

[c. An inmate who wishes to have religious books, magazines or periodicals must comply with the general rules of the institution regarding ordering, purchasing, retaining, and accumulating personal property. Religious literature is permitted in accordance with the procedures governing incoming publications. Distribution to inmates of religious literature purchased by or donated to the Bureau of Prisons is contingent upon the chaplain's granting his or her approval.]

A reasonable portion of the Chaplaincy Department budget will be used to purchase a variety of religious literature and audio and video tapes for general inmate use. Media resources purchased with appropriated funds will be provided equitably. Donated religious media resources will be accepted in accordance with the Program Statement on Acceptance of Donations. All media resources will be previewed by staff, or staff-designated volunteers, prior to distribution.

16. **[WORK ASSIGNMENTS §548.17. When the religious tenets of an inmate's faith are violated or jeopardized by a particular work assignment, a different work assignment ordinarily shall be made after it is requested in writing by the inmate, and the specific religious tenets have been verified by the chaplain. Maintaining security, safety and good order in the institution are grounds for denial of such request for a different work assignment.]**

17. **[OBSERVANCE OF RELIGIOUS HOLY DAYS §548.18. Consistent with maintaining security, safety, and good order in the institution, the warden shall endeavor to facilitate the observance of important religious holy days which involve special fasts, dietary regulations, worship, or work proscription. The inmate must submit a written request to the chaplain for time off from**

work to observe a religious holy day. The warden may request the chaplain to consult with community representatives of the inmate's faith group and/or other appropriate sources to verify the religious significance of the requested observance.

The chaplain will work with requesting inmates to accommodate a proper observance of the holy day. The warden will ordinarily allow an inmate to take earned vacation days, or to make up for missed work, or to change work assignments in order to facilitate the observance of the religious holy day.]

The Central Office Chaplaincy Services Branch, Correctional Programs Division (CPD), maintains a general list of recognized holy days to identify days on which inmates of various faith groups may seek to be excused from work. The list is published annually in an Operations Memorandum, but, because of the changing nature of religious observances, it is not exhaustive.

The number of days off work for religious holy day observances is not limited to one per year. Requests for days off work by members of religions not included in the above-mentioned OM are to be given due consideration and authorized when appropriate. Days free from work are determined by the religious community standard and ordinances of faith groups. Absent religious community information, the Bureau does not have the authority to determine whether inmates should be free from work for religious reasons on particular days.

18. [PASTORAL VISITS §548.19. If requested by an inmate, the chaplain shall facilitate arrangements for pastoral visits by a clergy person or representative of the inmate's faith.

a. The chaplain may request an NCIC check and documentation of such clergy person's or faith group representative's credentials.

b. Pastoral visits may not be counted as social visits. They will ordinarily take place in the visiting room during regular visiting hours.]

(1) **Minister of Record.** For this section's purposes, the minister of record is defined as that spiritual leader, clergy person, or official representative identified by the inmate and verified by the chaplain, as a minister of the inmate's religion of record.

An inmate will identify a minister of record through submitting a written request to the chaplain. The clergy person the inmate identifies will also submit a request for consideration as the minister of record to the chaplain. Following a review of the minister's credentials and appropriate security checks, the chaplain will request that unit staff place the identified clergy person on the inmate's visitor list as the minister of record. An inmate may only have one minister of record at a time.

The minister of record will not count against the total number of authorized social visitors an inmate is allowed to have on his or her visiting list. Additionally, if the institution uses a point system to monitor social visits, visits from the minister of record will not be counted against the total number of visits allowed.

(2) Clergy. An ordained clergy person, religious leader or religious representative may visit at the inmate's request. If the request to visit is initiated by a clergy person, the chaplain will confer with the inmate whether he or she agrees to the visit. The inmate's intent provides the direction for visit accommodation. After a review of the minister's credentials and appropriate security checks, the visit will be scheduled in the visiting room during regular visiting hours.

Visits from clergy other than the minister of record, will be in accordance with the Program Statement on Visiting Regulations, and may be counted against the total number of visits allowed. Refer to the Special Visits section of the Program Statement on Visiting Regulations.

(3) Location. Clergy visits, including visits with the minister of record, will be accommodated in the visiting room during regularly scheduled visiting hours, and to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. Upon request, the visit may occur in a private visiting section contained in the visiting area if available. If not available, the visit may be rescheduled when private accommodations can be made in the visiting room during regularly scheduled visiting hours.

The Warden may limit the number of clergy visits (minister of record and clergy) an inmate receives each month, based upon available resources.

19. [DIETARY PRACTICES §548.20

a. The Bureau provides inmates requesting a religious diet reasonable and equitable opportunity to observe their religious dietary practice within the constraints of budget limitations and the security and orderly running of the institution and the Bureau through a religious diet menu. The inmate will provide a written statement articulating the religious motivation for participation in the religious diet program.]

(1) **Components.** The religious diet program will consist of two distinct components:

One component provides for religious dietary needs through self-selection from the main line, which includes a no-flesh option and access to the salad/hot bar (where the salad/hot bar is part of the Food Service Program). In institutions where meals are served in prepared trays, local procedures will be established for providing the no-flesh component.

The other component accommodates dietary needs through nationally recognized, religiously certified processed foods with access to the salad bar only (where the salad bar is part of the Food Service Program).

(2) **Requests and Interviews.** Inmates wishing to participate in the religious diet program will make the request in writing. Chaplains will conduct an oral interview and complete the interview form within two working days of the request. This will determine how participation in the religious diet program is best accommodated given the inmate's religious preference and beliefs.

Inmates will review and sign a copy of the completed interview form. Chaplains will document an inmate's refusal to sign the document. When the interview is completed, the chaplaincy team will review the request to determine how to accommodate the inmate's stated religious dietary needs.

(3) **Notification.** Inmates will be notified in writing of the accommodations for which they are approved, based on their religious dietary needs (BP-S700). Completed forms will be placed in section 6 of the Inmate Central File.

(4) **SENTRY Record.** The chaplain is responsible for entering pertinent information for each inmate approved to participate in the religious diet program into the SENTRY religious diet participant list within 24 hours of approval. Food Service will begin serving those approved for the certified processed food line normally within two days of SENTRY notification.

(5) **Monitoring.** Both chaplains and food service staff will monitor the SENTRY religious diet participant list daily to assure that all eligible inmates are served religious diet meals with minimal delay upon redesignation. Inmates who are not approved for the certified food line may request a re-interview at six-month intervals.

Chaplains will escort contract chaplains to the religious diet food preparation area randomly to monitor the preparation and serving of food items and compliance with religious dietary laws.

[b. An inmate who has been approved for a religious diet menu must notify the chaplain in writing if the inmate wishes to withdraw from the religious diet. Approval for an inmate's religious diet may be withdrawn by the chaplain if the inmate is documented as being in violation of the terms of the religious diet program to which the inmate has agreed in writing. In order to preserve the integrity and orderly operation of the religious diet program and to prevent fraud, inmates who withdraw (or are removed) may not be immediately reestablished back into the program. The process of re-approving a religious diet for an inmate who voluntarily withdraws or who is removed ordinarily may extend up to thirty days. Repeated withdrawals (voluntary or otherwise), however, may result in inmates being subjected to a waiting period of up to one year.]

Inmates who eat only religiously certified foods may not self-select from the main line or hot bar. Those who are observed eating from the main line may be removed temporarily from that component. In addition, those who purchase and/or consume non-certified foods from the commissary may also be temporarily removed from that component.

The Warden has authority to remove inmates from and reinstate them to the program. Ordinarily, this authority is delegated to the chaplains. Removal is not punitive in nature but provides an opportunity for the inmate and staff to reevaluate this program's appropriateness to meet the inmate's demonstrated needs. At the inmate's request for reinstatement, an oral interview will be conducted prior to reinstatement.

[c. The chaplain may arrange for inmate religious groups to have one appropriate ceremonial or commemorative meal each year for their members as identified by the religious preference reflected in the inmate's file. An inmate may attend one religious ceremonial meal in a calendar year.]

Ceremonial or commemorative meals will be served in the Food Service facilities, unless the Warden authorizes otherwise. The Food Services Department is to be the only source of procurement for all meal items. To maintain equity in menu design, all meals must be prepared from food items on the institution master menus.

Chaplains may use a small portion of the annual Chaplaincy Services budget to acquire traditional/ritual foods to supplement the mainline foods served for the ceremonial meal. A per capita equity formula is to be determined locally, based upon the number of inmates participating in ceremonial meals and the total amount of appropriated funds budgeted for this purpose.

To prevent waste or abuse, the total amount per faith group is to be no less than \$10 nor greater than \$300 for purchasing ritual/traditional foods including all shipping and handling charges.

Ritual or traditional foods must be consistent with the faith group's religious dietary laws. Foods for ceremonial meals may not be donated or catered.

To facilitate food ordering and preparation, an Inmate Request to Staff for ritual/traditional foods will be submitted in writing to the chaplain 60 days before the ceremonial meal. The chaplain will consult with the Food Service Administrator to develop the menu for each ceremonial or commemorative meal at least 45 days before the scheduled date of the observance.

* 20. **RELIGIOUS USE OF WINE.** Inmates may be permitted to receive small amounts of wine as part of a religious ritual, only when administered under the supervision of clergy authorized by the Bureau of Prisons to perform the ritual.

Because wine is otherwise a contraband substance, it can only be administered under strict control and supervision. Inmates will not be allowed to administer wine to other inmates. For purposes of this policy, the consumption of wine under these circumstances will not be considered consumption of alcohol or ingestion of an illegal substance.

The institution will purchase the wine using normal procurement procedures. Wine will be secured in an appropriate area of the chapel. Bin cards must be used to assure accountability for the

wine. The chaplain will inform staff of procedures for procuring, storing, and using wine. This is accomplished through ongoing training, so that unnecessary and potentially disruptive confiscation of essential sacred elements can be avoided. *

21. **ANNUAL REPORT.** Each institution will submit an annual report to the Chaplaincy Services Branch, Correctional Programs Division. The reporting year will be from October 1st through September 30th. The institutions will receive the report forms each September from the Central Office Chaplaincy Branch.

The completed reports will be sent to the Regional Chaplaincy Administrators by the third Friday in November and the Regional Chaplaincy Administrators will forward the reports to the Central Office Chaplaincy Branch by the second Friday of December. The Chaplaincy Services Branch will compile the information and provide a summary report to the Regional Directors by the second Friday of March. A signed copy of the report will be retained in the chaplain's office.

22. **INSTITUTION SUPPLEMENT.** Each institution will develop an Institution Supplement for operating religious programs and activities. The Institution Supplement requires the Regional Director's approval prior to issuance and include the following:

- a. Procedures for serious illness and/or death notifications;
- b. Procedures for religious fasts, ceremonial meals and whether appropriated funds will be used to supplement the ceremonial meals with traditional/ritual foods;
- c. Authorized religious personal property;
- d. Procedures for acquiring authorized religious items when no catalog vendor is available (i.e. eagle feathers);
- e. Reasons for removal from the religious diet program and procedures for religious diet program reinstatement;
- f. Sweat Lodge procedures, including who may participate, modesty/security requirements, and medical clearance requirements if any; and,
- g. Procedures and limitations for pastoral visits for inmates in general population and procedures for accommodating pastoral visits for inmates in special housing or hospital units.

23. **BUREAU OF PRISONS FORMS.** The following BP-Forms will be used in conjunction with this Program Statement:

- # Questionnaire Regarding New or Unfamiliar Religious Components (MISC.100)
- # Notification of Religious Diet Accommodation (BP-S700)

/s/

Kathleen Hawk Sawyer
Director