CHANGE NOTICE

Title: Incarcerated Individual Religious Diet Program	**Directive Number:** **OPS.160.0002**
Related MD Statute/Regulations: COMAR 12.03.02	Directive effective: 2/3/2014
Related ACA and MCCS Standards: .05D 5-ACI-3D-04 and 05; 5-ACI-7F-01 through 5-ACI-7F-08;	**Approved By:** Keith D. Kitchen **Keith Kitchen** **Chief of Religious Services**
Related Directives: DOC.200.0001 – Inmate Rights DPDS.200.0003 – Inmate Rights	**Issued Date:** July 13, 2026 **Effective Date:** July 13, 2026

Carolyn J. Scruggs

Carolyn J. Scruggs
Secretary

Ellen Rappaport

Ellen Rappaport
Assistant Secretary
Programs and Reentry Services

OPS.160.0002 CHANGE NOTICE 02-26 EFFECTIVE DATE JULY 13, 2026
CHANGE NOTICE #1 TO THIS DIRECTIVE

DELETE: § .05 D. (5) (b) (ii) Review the violation section of the RDP agreement with the inmate.

ADD: § .05 D. (5) (b) (ii) Review the violation section of the Religious Diet Program Agreement (Appendix 19 to the Religious Services Manual) with the incarcerated individual.

DELETE: Appendix 1 - Religious Diet Program Agreement

Executive Directive

Title: **Inmate Religious Diet Program**	Directive Number: **OPS.160.0002**
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	**Supersedes:** EmD.DOC.160.0002 dated April 7, 2009
Related ACA Standards: 4-4317; 4-4319 (4th Edition); 4-4517; 2-CO-5E-01; 2-CO-5E-02	**Authorized By:** Director, Programs and Services
Related MCCS Standards: COMAR 12.14.03.04F.; 12.14.04.03B; 12.14.05.03B	**Effective Date:** February 3, 2014 **Numb**

Gregg L. Hershberger
Secretary

Deputy Secretary
for Operations

.01 Purpose.

This directive establishes a religious diet program for the Department of Public Safety and Correctional Services (Department) that conforms with minimum nutritional standards and provides reasonable accommodations for religious diets.

.02 Scope.

This directive applies to all agencies and units of the Department responsible for the custody and security of an individual under the authority of the Department.

.03 Policy.

The Department shall provide an inmate with dietary options that meet minimum nutritional standards established by the Academy of Nutrition and Dietetics as they relate to food service in a correctional facility.

The Department shall make reasonable accommodations to provide inmates with dietary options that meet accepted religious restrictions consistent with the Halal and Kosher dietary requirements.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Business day" means a day other than a Saturday, Sunday, State Holiday, or a day on which State administrative offices are closed.

(2) "Commissary manager" means the facility staff member responsible for a facility operated commissary or the Department contract monitor for a commissary vendor.

(3) "Halal diet" means food that is certified by the United States Halal Chamber of Commerce and the Islamic Society of the Washington Area Halal Certification.

(4) "Kosher diet" means food that is approved by the Star-K International Kosher Certification Agency.

(5) "Passover" means the holiday that celebrates the deliverance of the ancient Hebrews from slavery in Egypt.

(6) "Registered religious preference" means that an inmate has complied with requirements of the Religious Services Manual designating the faith group with which the inmate is affiliated.

(7) "Religious diet" means a dietary option that meets or exceeds minimum daily nutritional requirements offered an inmate who has dietary restrictions based on the inmate's designated participation in a recognized faith group. It is a dietary option that cannot be met by the Department's standard menu.

(8) "Seder Plate":

(a) Means a ceremonial plate for the Seder service that is separate from the special Passover meal and is provided during Passover Seder service.

(b) For the Jewish faith group, consists of:

(i) Matzo (unleavened bread);

(ii) Roasted lamb bone;

(iii) Bitter herb horseradish and romaine lettuce;

(iv) Parsley and celery or boiled potato;

(v) Chopped apples and nuts (mixed) with grape juice; and

(vi) A cup of salt water.

(c) For the House of Yahweh faith group, consists of Matzo (unleavened bread).

(d) For the Assemblies of Yahweh faith group, consists of:

(i) Matzo (unleavened bread);

(ii) Bitter herb horseradish; and

(iii) Grape juice.

(e) Hebrew Israelites faith groups observe Pentecost and there is no Seder plate.

.05 Responsibility/Procedures.

A. The Department's Religious Diet Program (RDP) consists of the following two meal platforms:

(1) The Halal diet that shall be offered to an inmate who has designated the inmate's religious faith as one of the following Islamic faith groups:

(a) Shi'ite;

(b) Sunni;

(c) Nation of Islam (all recognized groups);

(d) Moorish Science Temple (all recognized groups); or

(e) Other recognized faith that has the same basic tenets that require the Halal diet; and

(2) The Kosher diet that shall be offered to an inmate who has designated the inmate's religious faith as one of the following faith groups:

(a) Jewish;

(b) House of Yahweh;

(c) Assemblies of Yahweh;

(d) Hebrew Israelites; or

(e) Other recognized faith group that has the same basic tenets that require the Kosher diet.

B. According to the Religious Services Manual, by October of each calendar year a facility administrative chaplain, or a designee, shall:

(1) Prepare an annual religious services plan for the next calendar year (January – December);

(2) Include in the religious services plan the dates for holy days, seasonal observances, fasting periods, and programs for each recognized faith group that require a special ceremonial diet; and

(3) Distribute the annual religious services plan to affected managers.

C. The Chief of Correctional Food Service shall:

(1) Ensure that the RDP dietary platforms are certified by an appropriate authority;

(2) Ensure that the RDP meets or exceeds minimum daily nutritional requirements established and approved by the Academy of Nutrition and Dietetics as they relate to food service in a correctional facility;

(3) Distribute to correctional dietary managers a copy of the RDP menu; and

(4) Ensure that a correctional dietary manager does not alter the RDP menu except where seasonal availability of fresh produce or unexpected unavailability of canned or frozen food items warrants acceptable substitution.

(a) A correctional dietary manager may make temporary nutritionally equal substitutions based on the availability of seasonal produce.

(b) Substitutions for the RDP shall be in accordance with requirements of the Department's Dietary Manual.

D. Request for Inmate Participation in the Religious Diet Program.

(1) An inmate is eligible to participate in the RDP based on the inmate's recognized participation in a religious faith group listed under §.05A of this directive.

(2) An inmate may not be denied participation in the RDP because of the inmate's assignment to special housing, segregation, or the medical unit.

(3) An inmate shall request approval to participate in the RDP on a form or in a format approved by the Director of Programs and Services.

(4) The inmate shall complete the request form and submit the completed request form to the facility's administrative chaplain, or a designee.

(5) Upon receipt of a request under §.05D(4) of this directive, the facility administrative chaplain, or a designee, shall:

(a) Use the information provided by the inmate in connection with the inmate's records and other available documentation to determine if the inmate is a designated participant in a Department-recognized faith group that requires a diet that can only be satisfied by the RDP;

(b) Meet with the inmate submitting the request to:

(i) Review the RDP platform requested by the inmate;

(ii) Review the violation section of the RDP agreement with the inmate;

(iii) Ensure that the inmate knows that the inmate may be involuntarily removed from the RDP independent of or as part of the formal inmate disciplinary process for violations of the RDP requirements; and

(iv) Obtain information from the inmate concerning the inmate's registered religious preference and the reasoning for the request to participate in the RDP;

(c) Record the review and information obtained from the inmate during the review on forms approved by the Director of Programs and Services; and

(d) Approve or deny the inmate's request to participate in the RDP by completing the appropriate form.

E. Approval or Denial of an Inmate Request for RDP Participation.

(1) If a request for RDP participation is denied, the administrative chaplain, or a designee, shall:

(a) Meet with the inmate and provide the reason for the denial;

(b) Record the date of the meeting to discuss the denial on the form approved by the Director of Programs and Services; and

(c) Ensure that the completed paperwork is forwarded to Case Management for inclusion in the inmate's base file.

(2) If a request for RDP participation is approved, the administrative chaplain, or a designee, shall:

(a) Meet with the inmate to obtain the inmate's signature and date of the meeting on a form approved by the Director of Programs and Services acknowledging agreement to participation requirements of the RDP;

(b) Forward a copy of the approved request to the correctional food services manager for the inmate's facility; and

(c) Forward the completed paperwork to Case Management for inclusion in the inmate's base file.

F. Commissary Products.

(1) RDP approved food products shall be available from a correctional facility commissary service.

(2) The commissary manager shall ensure that food items approved for use with the RDP are appropriately marked on the commissary products list to identify the RDP diet platform to which the items apply.

(3) An inmate approved for participation in the RDP, as an agreed to condition of participation in the RDP, may only purchase commissary food items approved for the specific RDP diet platform for which the inmate has been approved.

(4) The correctional facility administrative chaplain, or a designee, shall provide the commissary manager with a list of inmates approved for the RDP.

(a) The correctional facility administrative chaplain, or a designee, shall indicate for each inmate on the list the diet platform for which the inmate is approved.

(b) The correctional facility administrative chaplain, or a designee, shall provide the commissary manager with an updated list each time the list changes either by the addition or deletion of an inmate from the list or changes to the inmate's approved RDP diet platform.

(5) The commissary manager shall:

(a) Maintain a record of each food item purchased by an inmate on the list provided under §.05F(4) of this directive.

(b) Upon request, provide the correctional facility's administrative chaplain, or a designee, with a copy of the purchase records for an inmate on the list provided under §.05F(4) of this directive.

(6) The correctional facility's administrative chaplain, or a designee, shall review commissary food item purchases made by an inmate approved to participate in the RDP.

(a) A review under §.05F(6) of this directive is to ensure that an inmate is not violating the agreed to terms for participation in the RDP.

(b) If a correctional facility administrative chaplain, or a designee, has knowledge that an inmate is allegedly violating the agreed to terms for participation in the RDP, the correctional facility administrative chaplain, or a designee:

(i) Shall address the alleged violation according to procedures established under §.05H of this directive; and

(ii) May report the alleged violation according to requirements established for reporting violations of inmate rules and inmate disciplinary procedures.

G. Voluntary Withdrawal from the RDP.

(1) An inmate may voluntarily withdraw from participation in the RDP.

(2) An inmate voluntarily withdrawing from the RDP, as soon as possible after the decision not to participate, shall submit notification:

(a) In writing on a form approved by the Director of Programs and Services including the reason for withdrawing; and

(b) To the correctional facility's administrative chaplain, or a designee.

(3) Upon receipt of notification under §.05G(2) of this directive, the correctional facility administrative chaplain, or a designee, shall meet with the inmate submitting the notification to advise the inmate that:

(a) Once voluntarily removed from the RPD that, except for provisions under §.05G(3)(c) of this directive, the inmate may not re-apply for RDP participation for one year from the date voluntary removal was processed.

(b) Except for provisions under §.05G(3)(c) of this directive, once an inmate has requested voluntary withdrawal from the RDP three times, the inmate may not be subsequently approved for participation in the RDP.

(c) An inmate voluntarily withdrawing from the RDP may continue to participate in the following Department recognized faith group seasonal observances or special ceremonial meals:

(i) The fast of Ramadan;

(ii) Eight days of Passover; and

(iii) Other faith group religious seasonal observance or ceremonial meals.

(4) A correctional facility administrative chaplain, or a designee, processing an inmate's voluntary withdrawal from the RDP shall:

(a) Record the approval on a form approved by the Director of Programs and Services;

(b) Record the meeting and conditions of the inmate's voluntary withdrawal discussed with the inmate as required under §.05G(3) of this directive on a form approved by the Director of Programs and Services;

(c) Within 5 business days of the date the inmate's voluntary withdrawal request is processed, notify the facility's:

(i) Correctional dietary manager of the inmate's withdrawal; and

(ii) The commissary manager by updating the last list of RDP inmate participants; and

(d) Forward the completed forms for the voluntary withdrawal to Case Management for inclusion in the inmate's base file.

H. Involuntary Suspension or Removal from the RDP.

(1) An inmate may be involuntarily suspended or removed from the RDP independent of or as part of the Inmate Disciplinary Process for violating the agreed to conditions for participation in the RDP.

(2) A correctional facility employee or commissary employee observing or with knowledge that a RDP approved inmate purchased, consumed, or traded a food item that is not part of the inmate's approved RDP dietary platform shall report the allegation:

(a) In a manner or on a form approved by the Director of Programs and Services;

(b) To the correctional facility's administrative chaplain, or a designee.

(3) Upon receipt of an allegation under §.05H(2) of this directive, the correctional facility administrative chaplain, or a designee, shall review the allegation and may determine to:

(a) Handle the incident according to provisions under §.05H(4) of this directive;

(b) Report the incident as an alleged violation of inmate rules according to the Inmate Disciplinary Process; or

(c) Both alternatives listed under §§.05H(3)(a) and (b).

(4) If the correctional facility administrative chaplain, or a designee, decides to handle the allegation independent of the Inmate Disciplinary Process, the chaplain, or a designee, shall:

(a) Meet and discuss the alleged RDP agreement violation with the inmate; and

(b) Determine if the inmate violated the agreed to RDP conditions.

(5) If the correctional facility administrative chaplain, or a designee, determines the violation of the RDP conditions did occur, except for provisions under §.05G(3)(c) of this directive for seasonal observances, fasting periods, or special ceremonial meals, the following sanctions shall apply:

(a) First offense, suspend RDP participation for sixty days;

(b) Second offense, suspend RDP participation for ninety day; or

(c) Third offense, permanent removal from RDP participation.

(6) The correctional facility administrative chaplain, or a designee, making a decision under §§.05H(4) and (5) of this directive shall:

(a) Meet with the affected inmate to discuss the decision, if appropriate, sanctions, and the impact of continued violations of the agreed to RDP conditions;

(b) Document the process and meetings in a manner or on a form approved by the Director of Programs and Services; and

(c) If after five business days the inmate does not appeal the correctional facility administrative chaplain's, or a designee's, action:

(i) Forward a copy of the documentation to Case Management for inclusion in the inmate's base file; and

(ii) If the decision results in changes to notification previously made to the commissary manager and facility's correctional dietary manager, within 5 business days of the end of period for filing an appeal, provide written notification of the appropriate updates to the commissary manager and facility correctional dietary manager.

(7) Occurrences of involuntary removal from the RDP continue to accrue for the purpose of progressive sanctions under §.05H(5) of this directive regardless of an inmate's voluntary withdrawal from the RDP.

I. Appeal of Involuntary Suspension or Removal from the RDP.

(1) An inmate may appeal a correctional facility administrative chaplain's, or a designee's, decision to suspend or remove the inmate from the RDP made according to §.05H(5) of this directive.

(2) An inmate filing an appeal under §.05I(1) of this directive shall:

(a) File the appeal within five business days of the date of the decision to suspend or remove the inmate from the RDP;

(b) Submit the appeal on a form or in a manner approved by the Director of Programs and Services to the correctional facility administrative chaplain, or a designee; and

(c) Remain in the RDP during the appeal process.

(3) Within 10 business days of receipt of an appeal under §.05I(2) of this directive, the correctional facility administrative chaplain, or a designee, shall:

(a) Attach the inmate's appeal to other forms completed as part of the action taken by the chaplain, or a designee, to suspend or remove the inmate from the RDP;

(b) Provide a written recommendation regarding the appeal that includes the reason and support for the recommendation; and

(c) Forward the documents to the facility's managing official, or a designee.

(4) Within 10 business days of receipt of an appeal under §.05I(3) of this directive, the managing official, or a designee, shall:

(a) Review and, if necessary, obtain additional information concerning the documents received;

(b) Decide to:

(i) Affirm the original decision and sanction;

(ii) Affirm the original decision and reduce the original sanction; or

(iii) Overturn the original finding that a violation occurred;

(c) Provide a written decision that includes the reason and support for the decision; and

(d) Forward the documents to the correctional facility administrative chaplain, or a designee.

(5) Upon receipt of a decision under §.05I(4) of this directive, the correctional facility administrative chaplain, or a designee, shall comply with requirements established under .05H(6) of this directive.

J. An inmate who voluntarily withdraws or is involuntarily suspended or removed from the RDP may request, according to the process established in the Food Service Manual, a Lacto-Ovo Diet for non-religious reasons.

K. An inmate designated to have a diet based on medical needs or a special management diet may not participate in the RDP.

L. During a declared emergency and for up to seventy-two hours from the start of a lockdown of a housing area or facility that houses a RDP participating inmate, the facility's managing official may suspend delivery of meals that are in compliance with RPD requirements.

.06 Attachments.

A. Halal Platform Diet Requirements.

B. Kosher Platform Diet Requirements

C. Appendices 1 — 7.

.07 History.

A. This directive supersedes EmD.DOC.160.0002 dated April 7, 2009 by; among other things including provisions for the Halal diet platform as part of the Religious Diet Program.

B. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.

.08 Operations Distribution.

A
L
S Coordinator Religious Services Program
Dietary Services

Halal Diet Platform Requirements

A. The Halal Diet platform, is a Lacto-Ovo Vegetarian Diet that is Halal Certified.

B. At a minimum, thirty days before the observance of Ramadan, the correctional facility administrative chaplain, or a designee, shall inform the facility's Correctional Dietary Manager, or a designee, of the following to ensure that an inmate who will observe the ceremonial fasting (dawn to sunset) is provided with:

(1) If needed, an early breakfast served before dawn;

(2) A late dinner served immediately after sunset; and

(3) Halal approved food items (e.g. vegetables, fruit & dessert items) from the lunch menu as part of the inmate's dinner to ensure daily nutritional requirements are met.

C. Daily during the Ramadan observance, the correctional facility administrative chaplain, or a designee, shall inform the Correctional Dietary Manager, or a designee, of changes to the list of inmates approved to participate in special meal lines.

D An inmate currently prescribed a medical diet, before participating in the Ramadan fasting, shall:

(1) First consult with medical staff and, if applicable, sign a medical waiver for the period of the Ramadan observance; and

(2) After the period of the Ramadan observance ends, return, if the medical condition warranting the diet still exists, to the prescribed medical diet.

E. The commissary manager shall:

(1) Ensure that Ramadan packages are available for purchase by the inmates at a minimum of sixty days before the Ramadan observance; and

(2) Advise the correctional facility administrative chaplain, or a designee, of the dates the packages are available for purchase and the cost.

F. A correctional facility administrative chaplain, or a designee, shall notify the facility Islamic inmate population at least sixty days before the Ramadan observance of the availability and cost of the package.

Halal Diet Platform Requirements

A. Food service employees in a facility that provides the RDP Kosher platform diet shall be trained in the Kosher Diet procedures.

(1) Upon completing the Kosher Diet training, a food service employee shall sign and date the Food Service Staff Religious Diet Training Acknowledgement form.

(2) Food service personnel shall prepare Kosher Diet food in the area specifically designated for that purpose.

B. If an inmate worker is assigned to prepare Kosher Diet meals, the facility's Correctional Dietary Manager, or a designee, shall:

(1) Provide the inmate worker Kosher Diet training that is required under §A of this attachment;

(2) Upon completion of the training, ensure that the inmate worker signs and dates the Food Service Inmate Worker Religious Diet Training Acknowledgement form;

(3) Ensure that each inmate worker meets:

(a) Federal, State, and county medical requirements related to food handling and preparation;

(b) Requirements established in the Food Service Manual; and

(c) Other applicable statutory and regulatory and policy and procedural requirements; and

(4) Supervise the inmate worker assigned to prepare Kosher Diet meals.

C. A food item used for the RDP Kosher Diet platform, except fresh fruits and vegetables, shall be certified by a recognized orthodox standard listed in the Religious Services Manual.

D. Kosher Diet Hot Entrée — Availability & Preparation:

(1) A hot RDP Kosher Diet platform entree shall:

(a) Be available and served at a minimum six times during a week (Monday – Sunday).

(b) Include Kosher certified, purchased precooked or dehydrated food items whenever possible.

(2) Only Kosher Diet approved equipment that is clearly marked "RDP" may be used to re-hydrate and heat items for the Kosher Diet.

(3) A food service employee or inmate worker may not:

(a) Cook or reheat a non-Kosher Diet platform food item in the Kosher Diet preparation area.

(b) Use a pot, utensil, electric burner or microwave oven that has been designated and marked "RDP" for the Kosher Diet platform for any other purpose.

E. Kosher Beverages.

Beverages available for the general population, such as soda from the dispenser, pure juice with the exception of grape, non-flavored coffee or tea, water and milk are currently Kosher-certified and may be used as part of the RDP Kosher Diet platform.

F. Kosher Food Storage.

(1) Upon delivery of a RDP Kosher Diet platform food product, a food service employee or inmate worker having been trained in the Kosher Diet procedures shall place the Kosher Diet products in a designated area for staging or storage until the product is to be used.

(2) A RDP Kosher Diet platform refrigerated food product shall be stored in a:

(a) Separate, clearly identified and "RDP" marked refrigerated unit or freezer; or

(b) Common refrigerator or freezer that has space designated and marked for Kosher Diet platform food products.

(3) A RDP Kosher Diet dry storage food product shall be stored in a:

(a) Dry storage area separate and clearly identified "RDP"; or

(b) If dry storage space is limited, in common storage area, but in space designated and marked for "RDP" dry storage food products only.

G. Serving Trays and Utensils.

(1) RDP identified reusable serving trays, covers, and cups shall be used for the RDP Kosher Diet platform.

(a) Items are to be stored separately from non-Kosher Diet platform items.

(b) In the absence of re-usable items, styrofoam disposable items are acceptable.

(2) Kosher Diet serving trays, covers, and cups shall be washed and sanitized before non-Kosher Diet platform equipment.

(3) Dish water shall be drained from sinks and clean water shall be used to wash a RDP Kosher Diet platform item.

H. Kosher Diet Platform Food and Utensil Handling.

(1) A food service utensil used to prepare, serve, or transport RDP Kosher Diet platform food items shall be stored, handled, used and cleaned separately from non-Kosher Diet platform food utensils.

(2) A utensil used for the RDP Kosher Diet platform shall be:

(a) Marked with "RDP";

(b) Washed and sanitized in the pot and pan area before non-Kosher Diet platform utensils have been cleaned; and

(c) Stored in a separate:

(i) Area in the tool room identified as the Kosher Diet area; or

(ii) Tool box clearly marked as RDP within a common tool room.

(3) A three compartment sink shall be washed, rinsed, sanitized, and refilled with clean water before a RDP Kosher Diet platform utensil is cleaned in the sink.

(4) A food service employee or inmate worker:

(a) May not handle non-Kosher Diet food items while preparing or cooking RDP Kosher Diet platform food items.

(b) Handling a non-RDP Kosher Diet platform food or item, before handling a RDP Kosher food item or utensil shall, before coming into the Kosher food preparation area and touching an item in the Kosher Diet preparation area, wash hands and put on a new apron and clean gloves.

I. Serving RDP Kosher Diet Platform Food Items.

(1) An RDP Kosher Diet platform food item shall be prepared:

(a) And placed on serving trays designated for the RDP Kosher Diet platform.

(b) In advance of the meal period and, except for the RDP Kosher Diet platform hot entree, placed under refrigeration in RDP designated refrigeration.

(2) Except for beverages currently certified as Kosher, inmates participating in the RDP Kosher Diet platform may not select non-RDP Kosher Diet platform food items.

J. Kosher Specific Requirements for the Passover Observance.

(1) Religious diet accommodations provided for Passover meals shall meet or exceed basic nutritional requirements.

(2) During the Passover observance, RDP Kosher Diet platform meals shall consist of Kosher-for-Passover approved food items.

(a) Breakfast shall consist of Kosher-for-Passover:

(i) Cereal;

(ii) Coffee;

(iii) Sugar;

(iv) Jelly or honey;

(v) Matzo;

(vi) Fresh milk;

(vii) Hard boiled eggs (processed or cooked prior to the start of the Passover period); and

(viii) Fresh fruit.

(b) On Sunday through Friday of the Passover observance, pre-plated lunch and dinner trays shall consist of a Kosher-for-Passover entrée and Kosher-for-Passover vegetables, (with the exception of legumes, i.e. all beans, or foods containing soy or its derivatives, corn or peas).

(c) When the Passover Seder falls on a Friday or Saturday evening, the Seder meal shall include the hot entrée that is not prepared until after the Kosher preparation area has been made Kosher-for-Passover acceptable in accordance with the RDP Kosher Diet training handouts that detail:

(i) Kosher-for-Passover preparation; and

(ii) Pre-Passover notification reminders from the Chief of Food Service regarding Passover preparation.

(d) When the Passover Seder does not fall on a Friday or Saturday, on Saturdays (Sabbath) during the Passover observance the lunch and dinner meals shall consist of an entrée of:

(i) Kosher-for-Passover American cheese, cottage cheese, tuna, sardines and condiments; or

(ii) Boiled eggs with assorted fresh vegetables and fruit.

(e) In addition to the special Passover meal, a Seder plate shall be provided on the first two nights of Passover when the Seder service is held.

(i) For congregational Seder services, each table shall be provided one Seder plate, generally four inmates per table whether the Seder service is held in the dining area, chapel or another meeting room.

(ii) In segregation or special housing units, each inmate shall be provided a Seder plate.

K. No later than January 10th of each year, the Chief of Religious Services shall forward in writing or e-mail the dates that Passover is observed to the managing official, or a designee, Chief of Food Service, and administrative chaplain, or a designee, of each correctional facility.

L. The Chief of Food Service shall notify Food Service Managers of the dates Passover is observed.

M. Nine weeks before the beginning of the Passover observance, the correctional facility administrative chaplain, or a designee, shall meet with the inmates or volunteers of the groups that observe Passover to provide the official dates that Passover is observed that year.

N. Eight weeks before the date of the start of Passover, inmates who want to observe Passover shall submit the request to the Chaplain, or a designee, according to procedures established by the facility's managing official.

O. The commissary manager shall:

(1) Ensure that Kosher-For-Passover packages are available for purchase by an inmate at a minimum of sixty days before the Passover observance; and

(2) Advise the correctional facility administrative chaplain, or a designee, of the dates the packages are available for purchase and the cost.

P. Seven weeks before the beginning of the Passover observance, a correctional facility administrative chaplain, or a designee, shall notify Correctional Food Service Manager of the expected number of inmates participating in the Passover observance.

(1) The Correctional Food Service Manager shall ensure sufficient Passover related food items are ordered from vendors supplying Kosher-for-Passover items for receipt in sufficient time for the Passover observance.

(2) The Correctional Food Service Manager shall, to the extent possible, ensure that the order of Passover food items includes extra portions to accommodate last minute changes to the number of participating inmates based on new intakes.

Q. A managing official, or a designee, may not change the dates or menu of the planned Passover observance.

R. An inmate observing Passover shall only be provided RDP Kosher-For-Passover approved food items and beverages.

S. Daily during Passover, the correctional facility administrative chaplain, or a designee, shall provide the Correctional Food Service Manager with changes to the list of inmates who are participating in the special Passover ceremonial meals.

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
Religious Diet Agreement

I agree to participate in the Religious Diet Program. This program provides me with an appropriate diet that meets or exceeds minimum daily nutritional requirements.

As a participant in the Religious Diet Program, I agree to abide by all requirements of this program. The following violations of the Religious Diet Program will result in action by the warden and/or Case Management and may be grounds for transfer from my current facility assignment:

1. I am observed eating or trading unauthorized food items from the main line.

2. I have purchased or I have been observed eating food items from the Commissary inconsistent with the dietary requirements of the Religious Diet Program.

Violation of the Religious Diet Program may result in the following sanctions:

First Offense	Removal from Religious Diet Program for 60 days
Second Offense	Removal from Religious Diet Program for 90 days
Third Offense	Permanent removal from Religious Diet Program

I agree to abide by all of the requirements of the Religious Diet Program.

Inmate Signature _____

Printed Inmate Name and DOC Number _____

Date _____

Staff Witness _____

Institution _____

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Food Service Staff Religious Diet Training Acknowledgement

I, _____ acknowledge that I have received the
(Food Service Staff Member)
Following training:

I. Reviewed Food Service Religious Diet Policy and Religious Diet Procedure.
II. Reviewed "Religious Diet" menu.
III. Understand the importance of documentation of the "Religious Diet" program
IV. Understand the importance to monitor inmate kitchen workers assigned to prepare "Religious Diet" meals to ensure the compliance with all policies and procedures.

Staff Member Signature:_____

Date:
_____

Correctional Dietary Manager:_____

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Food Service Inmate Worker Religious Diet Training Acknowledgement

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I, _____ Acknowledge that I have been assigned as
(Inmate Name)
a Kitchen worker responsible for preparing "Religious Meals." I have received the following training:

1. Reviewed Food Service Religious Diet Procedure.
2. Reviewed "Religious Diet Menu.
3. Reviewed the importance of the following:
    - Using only designated utensils for preparing food items.
    - Storing "Religious Diet" items in proper storage areas.
    - Adherence to "Religious Diet" Menu.
    - Cleaning of designated "Religious Diet" areas.
    - Cleaning and sanitizing "Religious Diet" reusable trays.
    - Following all food safety standards when working with "Religious Diet" foods.

Inmates Signature:_____

Date: _____

Correctional Dietary Manager / Designee:_____

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Voluntary Withdrawal Notification Form

INMATE NAME:_____ **DOC #:**_____

FACILITY: _____ **HOUSING LOCATION**_____

I am a member of the_____following Faith Group. I hereby formally request to voluntarily withdraw from the_____Religious Diet Program.
(Kosher/Halal)

My reason (s) for requesting to voluntarily withdraw from the aforesaid Program is as follows:
_____
_____
_____
_____
_____

I have been counseled by the Chaplain and advised of the consequences of my voluntary withdrawal.

Inmate's Signature:_____ Date:_____

Witnessed Name:_____ **S**ignature:_____ Date:_____

Chaplain's Name:_____

Chaplain's Signature:_____ Date:_____

Facility:

RELIGIOUS DIET APPLICATION FORM

Attachment #5 to OPS.160.0002

An offender requesting approval to participate in this "Religious Diet Program" must fully complete this questionnaire and return it to the Chaplain or designee. Additional sheets may be attached as necessary. The Chaplain or designee may verify information provided offender; unverifiable information can result in a denial into the program.

Name *(Last, First, M.I.):*	**DOC#:**

Religious Affiliation:	**Religious Diet Requested:** ☐ **Halal** ☐ **Kosher**	**Length of time practicing the religion:**

STATEMENTS/DETAILS REGARDING REQUEST FOR DIET
In your own words, explain why you need a diet different from what is made available the existing food service. List any additional information to support your desire to be a part of the Religious Diet Program *(i.e. required rituals, names/contact information of others who can verify information, description of your dietary requirements, etc.).* If Jewish by conversion, give Rabbi's contact information. If more space is needed, attach another sheet of paper to this form.

Do you attend religious services? ☐ **Yes** ☐ **No; How many services attended in past 9 months?_____;**

If not, why not _____

List all the religions you have pursued in the past 5 years:

_____

Does the religious diet present any health problems for you? ☐ **Yes** ☐ **No; Explain:**

_____

How often do you read or study materials to deepen your knowledge of the tenets, scriptures, requirements, practices, customs, and observances of this religion/belief?

Do you eat food items that are not in keeping with your religion? ☐ **Yes** ☐ **No; Explain:**

_____

Additional Supporting Contact information	**Synagogue, Mosque, Temple, Church Affiliation:**	**Phone:**
	Name of Rabbi/Minister:	**Phone:**

ADDITIONAL INFORMATION FOR KOSHER PARTICIPANTS

☐ **Jewish by birth; List Hebrew Name: _____**

Parents	By Birth	Conversion	Hebrew Name	Contact Phone No.	If Deceased; List Cemetery
Mother					
Father					

☐ **Jewish by conversion; List Hebrew Name: _____**

Names, Dates, and Locations of Rabbinic Courts that Approved the Conversions, and whether these courts were Orthodox, Conservative, Reform or Reconstructionist. Dates and Location of Required Rituals (ie. Circumcision, Immersion) and their phone numbers. Please Provide Names and Contact Information for others who can verify the above information if available. If more space is needed continue on a blank sheet.

I, the undersigned individual, request approval to participate in the Religious Diet Program. In making this request, I hereby affirm that these answers accurately reflect my special dietary needs. In addition, I understand that falsified information may be subject to disciplinary action.

Inmate's Signature:_____ Date:_____

Chaplain's Review **(To Be Completed By the Chaplain or Designee)**

The chaplain will approve or deny the inmate's request to participate in the Religious Diet Program in accordance with "Religious Diet Program" policy.

Verifying and Approval Processing Notes

Name of Organization/Person contacted and Relationship:	**Phone:**	**Date of Contact:**

Recommendations/Details of communications:

Approval or Denial

Date Of Interview with Inmate:

Chaplain's Additional Comments/Rational regarding approval or denial:

Approved	**Denied**	**Chaplain's Signature and Date:**
☐	☐	

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Religious Diet Approval Form

Inmate _____ DOC Number _____

Has been approved to participate in the Religious Diet Program. He/She has agreed to abide by all requirements of the program, to include:

1. Refraining from eating or trading unauthorized food items from the main line; and,

2. Refraining from purchasing or eating food items from the Commissary inconsistent with the dietary requirements of the Religious Diet Program.

The inmate has been advised about the following sanctions:

First Offense: Removal from the Religious Diet Program for 60 days
Second Offense: Removal from the Religious Diet Program for 90 days
Third Offense: Permanent removal from the Religious Diet Program

The inmate has signed the Religious Diet Agreement.

Chaplain's Name: _____

Chaplain's Signature_____

Date: _____

Institution:_____

Religious Diet Program

Some Examples of Commonly Used Kosher Symbols

LISTING OF ORGANIZATIONS AND SYMBOLS INDICATING APPROVED KOSHER FOOD ITEMS



OU – Union of Orthodox Jewish Congregations



OK - Organized Kashrus Laboratories



Star–K - Kosher Certification



KOF–K Supervision



OKS - Organization of Orthodox Kashrus Supervision



KAJ - K'hal Adas Jeshurun



OV - Vaad Hoeir of Saint Louis



(CRC) - Central Rabbinical Congress of the USA



Kosher Overseers of America