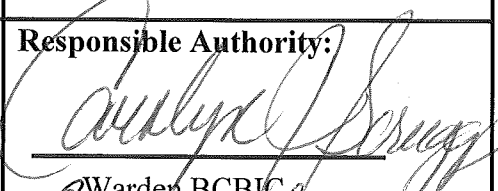
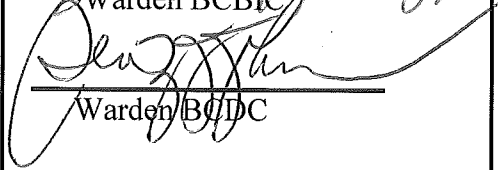
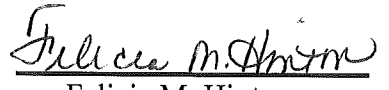


# Facility Directive



<b>Title:</b> Religious Services	<b>Facility Directive Number:</b> DPDS- 140-0001
<b>Related MD Statute and Regulations:</b> Correctional Services Article, §2-109(c) Annotated Code of Maryland <b>COMAR:</b> 12.02.10.00; 12.02.10.01	<b>Supersedes:</b> N/A
<b>Related ACA Standards:</b> 1-CORE-4A-02; 1-CORE-5A-01; 1-CORE-5C-06; 4-ALDF-5A-02; 4- ALDF-5C-18; 4-ALDF-5C-19; 4-ALDF -5C-20; 4-ALDF-5C-21; 4-ALDF-5C- 22; 4-ALDF-5C-23; 4-ALDF-5A-24	<b>Responsible Authority:</b>  Warden BCBC  Warden B/DC
<b>Related MCCS Standards:</b> .05D	
<b>Established Related Directives:</b> N.A	<b>Effective Date:</b> April 30, 2015  <b>Number of Pages:</b> 6

  
Kevin d. Patten  
Acting Commissioner

  
Felicia M. Hinton  
Acting Deputy Commissioner

**.01 Purpose.**

To establish policy and procedure by which the religious services program shall operate.

**.02 Scope.**

This directive is applicable to the Division of Pretrial Detention and Services.

- A. Baltimore Central Booking and Intake Center;
- B. Baltimore City Detention Center; and
- C. Baltimore Pre-Release Unit.

**.03 Policy.**

- A. It is the policy of the Division of Pretrial Detention and Services to provide inmates of different faiths with reasonable and equitable opportunities to pursue religious beliefs and practices within the constraints of budgetary limitations, and consistent with the secure and orderly operation of the facility.

- B. Different religions and beliefs are equally respected. Proselytizing and evangelizing are prohibited. An inmate is not required to profess a religion or a religious belief in the Facility. DPDS does not have congregate religious services.
- C. The religious diet program provides a religious diet that reasonably accommodates special diets to meet basic nutritional needs of an inmate whose religious beliefs require the adherence to religious dietary laws. These needs are met by the Master Cycle Menu. The exception to this is a kosher meal.
- D. “Therapeutic and special diets are provided as prescribed by appropriate clinicians or when religious beliefs require adherence to religious dietary laws” (1-CORE-4A-02).
- E. “Inmate programs, services and counseling are available. Community resources are used to supplement these programs and services” (1-CORE-5A-01).
- F. “Inmates have the opportunity to participate in practices of their religious faith consistent with existing state and federal statutes.” (1-CORE-5C-06).

**.04 Definitions.**

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
  - (1) “DPDS” means Division of Pretrial Detention and Services.
  - (2) “Chaplain” means that individual whose duties include, but are not limited to the management of Inmate’s religious programs and services;
  - (3) “Inmate” means as contained in §1-101 of the Correctional Services Article of the Annotated Code of Maryland.
  - (4) “Volunteer” means a registered volunteer whom the Warden or designee has approved to be on an inmate’s visiting list for the purpose of providing assistance to the chaplain in providing religious guidance.

**.05 Responsibility.**

- A. “The plan for inmate programs and services provides for the identification and use of available community resources. Impartial religious leadership is provided through resources and programs to accommodate the free exercise of religion and diverse needs of inmates” (4-ALDF-5A-02).
- B. “The Warden or designee has designated the Facility Chaplain to coordinate religious activities for the inmate population” (4-ALDF-5C-18).
- C. The facility provides space and equipment adequate for conducting and administering religious programs. The facility provides for the availability of non-inmate clerical staff for confidential material (4-ALDF-5C-23)

- D. Clergy visits are conducted for BCBIC in the visiting area and for BCDC in the housing unit visiting booths.
- E. Telephones are provided for conversation. Approved volunteer clergy is allowed to have contact visits in the attorney visiting booths when available and approved by the Warden or designee.
- F. An inmate's right to participate in a program is restricted or limited without notice by:
  - (1) The Warden;
  - (2) Assistant Warden;
  - (3) Facility Administrator;
  - (4) Chief of Security;
  - (5) Shift Commander; or Designee.
- G. "The assigned Chaplain has the minimum qualifications of clinical pastoral education or equivalent specialized training and endorsement by the appropriate religious certifying body. The Chaplain assures equal status and protection for all religions" (4-ALDF-5C-19).
- H. "The chaplain, in cooperation with the Assistant Warden, plans, directs, and supervises all aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented in the inmate population" (4-ALDF-5C-20).
- I. The Chaplain is responsible for:
  - (1) Establishing schedules;
  - (2) Postings; or
  - (3) Other methods of informing inmates and staff of existing and planned religious programs and activities.
  - (4) Providing supervision to religious programs, including but not limited to:
    - (a) Recruiting;
    - (b) Screening and orienting prospective Mentor Volunteers for religious programs and services;
    - (c) Providing religious materials, such as bibles;
    - (d) "Review and approve inmate's request for religious diets (Kosher meal only)" (4-ALDF-4A-10);
    - (e) Visiting the segregation units bi-weekly;
    - (f) Maintaining a Religious Telephone Log, ( Appendix A) that includes the inmate's:

- (i) Name;
  - (ii) Number;
  - (iii) Date of the call;
  - (iv) Person called;
  - (v) Telephone number; and
  - (vi) The reason for the call.
- (5) Documentation to show the Chaplain notifies next-of-kin when an inmate is seriously injured or dies.
- (6) “In cooperation with the Warden, develop and maintain communications with faith communities and approves donations of equipment or materials for use in religious programs in accordance with the directives governing gifts, contributions and donations” (4-ALDF-5C-24).
- (7) Maintain a file of inmate marriages;
- (8) Keeping pastoral confidences intact and concurrently discharge responsibilities for the protection of the facility;
- (9) Submitting quarterly reports to the Director of Religious Services by the 20<sup>th</sup> of the month following the end of a fiscal quarter; and
- (10) Submitting a plan on the ninth month of the year (in September), to the Director of Religious Services for annual religious events for the upcoming calendar year.
- J. “The Chaplain has physical access to all areas of the facility to minister to inmates and staff in order to interview those who were referred or those who request an interview. Inmates may ask to see the Chaplain at any time. Inmates housed in segregation may also access clergy through housing unit or case management staff” (4-ALDF-5C-21).
- K. The Chaplain is immediately notified by supervision or administration when information is received concerning death or serious illness of either a staff or an inmate’s family, or an event which is likely to disturb either of the parties.
- L. “The Chaplain shall actively encourage clergy and other members of community’s religious organizations to become involved in inmate religious activities. Where a religious leader of an inmate is not represented through the chaplaincy staff or volunteers, the Chaplain shall assist the inmate in contacting such a person. That person shall have the appropriate credentials of the faith’s judicatory and is able to minister to the inmate under the supervision of the Chaplain” (4-ALDF-5C 22).

- M. The Chaplain shall not attempt to influence an inmate to change religious preference or faith. If an inmate expresses a desire to change religious preference or faith, the Chaplain shall provide the inmate with the factual teachings of the religion. An inmate is:
- (1) Encouraged to state religious preference or faith during intake and orientation;
  - (2) Not allowed to participate in more than one (1) religion at a time;
  - (3) Allowed to possess personal religious property items in quantities authorized in allowable property directives for the religion for which they are registered.
  - (4) Not to place religious volunteers on their visiting or telephone lists. Personal clergy must be listed on the inmate's visiting list as such.
  - (5) Informed that:
    - (i) Visits with certified religious visitors are conducted in accordance with the provisions of inmate's visiting directives.
    - (ii) Due to limited space, religious visitors are encouraged to schedule visits on those days reserved for religious visits.
- N. If inmate wishes to be married while incarcerated, approval is made through the Warden. The inmate's attorney shall submit a written request and a copy of the request presented to the Chaplain.
- (1) The inmate shall submit a completed Inmate Marriage Information Sheet, (Appendix B) to the Chaplain.
  - (2) The marriage shall present no threat to facility security or to the protection of the public.
  - (3) Expenses of the marriage is met by the inmate. Government funds are not used for marriage expenses.
  - (4) The inmate shall present a letter from the intended spouse which verifies:
    - (a) An intention to marry;
    - (b) Demonstrate legal eligibility to marry; and
    - (c) Be mentally competent to marry.
  - (5) The inmate shall obtain an officiator for the ceremony.
  - (6) A registered volunteer shall not officiate the ceremony.
  - (7) Attending guests shall receive approved from the Warden.

(8) The Clerk of the Court shall issue a valid license before the marriage ceremony.

**.06 Attachment(s).**

Appendix A – Religious Telephone Log.

Appendix B – Marriage Information Sheet.

**.07 History.**

This is a new directive with no history.

**.08 Distribution.**

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## Division of Pretrial Detention and Services

**Inmate Marriage Information Sheet**

Date: \_\_\_\_\_ Date of ceremony: \_\_\_\_\_

Inmate's Name: \_\_\_\_\_ SID # \_\_\_\_\_

Institution: \_\_\_\_\_ Housing Assignment: \_\_\_\_\_

Intended's Name: \_\_\_\_\_

Intended's Phone Number: \_\_\_\_\_

Intended's SSN: \_\_\_\_\_ Intended's Date of Birth: \_\_\_\_\_

Name of the officiating Clergy/Minister: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (The officiator must submit to the chaplain by mail, his/her social security number, date of birth, ordination certificate, and a letter of intent to perform the wedding).

The Warden or designee may authorize a maximum of four guests (not counting the intended and officiator). Infants will be counted as one of the guest. No inmate may be invited as a guest.  
 Guest(s) if any:

Name	Social Security Number	Date of Birth
1.		
2.		
3.		
4.		

The inmate must bring the following documents to the chaplain:

1. Inmate's letter to the warden or designee stating intention to marry the intended,
2. Intended's letter to the warden or designee stating intention to marry the inmate.
3. A photo copy of the marriage license (must be from the county where the inmate is at present).
4. This completed Inmate Marriage Information Sheet.

(The date of the wedding will be fixed only after submission of all the paperwork and the approval of the warden of designee).

The couple may meet in the visiting room for up to two hours after the ceremony. The visit may be denied or shortened if visiting room activity is excessive or for other reasons as determined by the warden or designee.

Only the following items may be present for the ceremony: wedding bands/rings, officiator's manual and/or holy book, and necessary legal documents.