

Religious Program (Title 15, Section 1372)

Effective Date:	1-14-25
Revised Date:	1-14-25
Issuing Authority: Chief Probation Officer	

625.1 PURPOSE:

To establish guidelines for religious practices and religious accommodations of youth housed in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

625.2 DEFINITIONS:

Religious Service: Any exercise of religion that is included in a youth's sincerely held religious belief.

Religious Service and Accommodation Request (SAR) Form: A form (located in ProbTools) used by youth to request specific religious services and/or accommodations for religious grooming, clothing, and/or headwear.

Religious Service and Accommodation Request (SAR) Log: A form (located in ProbTools) used to document a youth's religious service and/or accommodation request and the outcome.

Religious Volunteer (RV): An individual authorized by the Department to provide religious services to youth housed in JDACs and TFs.

Religious Services Liaison (RSL): An individual who serves as the direct contact between all youth, religious volunteers, including the Chaplain, and the Religious Program Coordinator.

Religious Program Coordinator (RPC): An individual who arranges religious services for youth housed at the JDACs and TFs.

625.3 GUIDELINES:

Guidelines:

- A. No one religion will be promoted over another.
- B. Youth shall have access to religious services at least once each week.
- C. Attendance or participation in religious programs shall be voluntary.
- D. Religious programs may include but are not limited to religious services, practices, religious counseling, availability of clergy, and availability of religious diets.

625.4 RESPONSIBILITIES:

- I. Sworn Staff:

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- A. Document the youth's religious preference and accommodations in their CE file and provide an Orientation Handbook during the booking, intake, or classification process.
 - B. Ensure Religious SAR forms are legible and signed.
 - C. Document requests in the youth's CE file under Support Services, place a copy in the unit file, and forward the original to the RSL prior to the end of each shift.
 - D. Conduct a visual, pat down, and a metal detector search of all youth, clothing, including religious clothing, headwear, and property entering into any JDAC or TF facility.
 - 1. Allow the youth to be searched by same-gender staff when feasible, and out of view of other genders.
 - 2. Exchange personal religious clothing and headwear for Department-approved items or allow the use of personal items until Department-approved items become available.
 - 3. Document and store confiscated items in their personal property, as appropriate.
 - E. Take ID photos with and without religious garments and headwear. Retake ID photos and update wristbands if religious grooming (e.g. facial hair, hair length, etc.) alters a youth's appearance.
 - F. Refer all questions outside of department training to the RSL or RPC.
 - G. Monitor religious programs/activities for safety and behavior; staff must not participate.
 - H. Provide and monitor alternate activities for non-religious program participants outside of their room.
 - I. Document the religious program activity according to the CE Documentation procedure.
 - J. Conduct a metal detector search and visual inspection of all public/visitors, property, and external materials as outlined in the Searches in Booking, Detention and Treatment Facilities procedure. Notify the Watch Commander if anyone refuses a search or visual inspection.
- II. Central Control:
- A. Maintain the Religious SAR Log binder with completed forms.
 - B. Ensure religious volunteers sign in and out at facility reception (or designated location) and are given a visitor's badge.
 - C. Verify and document all religious visits in CE including the name of the visitor.
- III. Area Probation Corrections Supervisor I (PCSI):
- A. Ensure all youth, staff, and volunteers comply with this procedure.
 - B. Refer all religious questions outside of department training to the RSL or RPC.

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- C. Review the Religious SAR Logs for any services that have been denied/limited/restricted by the DCB DCPO for a legitimate governmental interest or safety/security concerns (e.g. staff availability, significant schedule change of required programs/activities, services promoting violence, racism, criminal behavior, or the consumption of alcoholic beverages/controlled substances).
- IV. Watch Commander (WC)/Treatment Facility Supervisor (TFS):
- A. Ensure all youth, staff, and volunteers comply with this procedure.
 - B. Review the Religious SAR Logs for any services that have been denied/limited/restricted by the DCB DCPO for a legitimate governmental interest or safety/security concerns.
 - C. May cancel religious program services in the event of safety or security concerns and give notice to the facility Directors and volunteers.
 - D. Deny access to visitors who refuse to be searched or have their property inspected.
- V. Medical Services:
- A. Review the health record with the physician/provider upon receipt of a Religious SAR form for diet accommodation. Assess the impact of the requested diet on the youth's overall health and consider any pre-existing health conditions prior to approval.
 - B. Complete and forward the form to Food Services with findings within three (3) days of the physician/provider's review.
 - C. Perform face-to-face evaluations every other day for religious fasting diets.
 - D. Notify the on-site/on-call physician/provider and the RPC for follow-up when there is an identified concern for the health of the youth.
 - E. Document findings in the health record.
- VI. Food Services:
- A. Arrange for existing menu options or develop new menu options with a registered dietitian upon receipt of an approved dietary request Religious SAR form.
 - B. Complete and return the form to the RPC.
 - C. Refer any concerns to the RSL and RPC for follow-up.
- VII. Religious Services Liaison (RSL)/Designated Probation Correction Supervisor I:
- A. Review all incoming Religious SAR forms and email a copy to the RPC for review, prior to the end of each shift.
 - B. Log all Religious SAR form requests and outcomes in the Religious SAR log binder (located in Central Control) with original forms attached and upload completed forms in CE.

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- C. Ensure approved accommodations (grooming, clothing, and headwear) are maintained throughout the facility at all times unless safety and security concerns exist.
 - D. Collaborate with the RPC and the RVs to provide services or accommodations using the least restrictive means available for a religious practice.
 - E. Confirm religious program activities are facilitated, adequately staffed, and are not in conflict with essential program activities, schedules, or occur during safety concerns.
 - F. Notify the unit PCSI and WC/TFS via email of any service or accommodation approved for limitations/restrictions by the DCB DCPO. Attach notification to the original corresponding SAR form.
 - G. Confirm non-English services are monitored by proficient Probation staff.
 - H. Document and forward all reported complaints involving religious volunteers to the RPC.
 - I. Immediately address volunteer behavior which compromises facility safety and security.
 - J. Address youth grievances as outlined in the Grievances and Appeals procedure.
 - K. Prepare and submit a Monthly Facility Religious Services Request report to the RPC.
- VIII. Religious Program Coordinator (RPC)/Designated Probation Corrections Supervisor II:
- A. Process incoming Religious SAR forms at least once a week.
 - 1. Review forms with the Chaplain and forward them to Medical Services or follow up with Food Services, as applicable.
 - 2. Forward requests that may require denial or limitations to the Detention Corrections Bureau's (DCB) Deputy Chief Probation Officer (DCPO) and provide the youth with a written explanation of denial within fourteen (14) days.
 - 3. Document outcomes in CE under Support Services and on the Religious SAR form and return to the RSL.
 - B. Collaborate with the RSL and RVs to provide a variety of religious program services or accommodations. Review any misuse with the Chaplain and address accordingly.
 - C. Verify Volunteers In Probation (VIP) Program training, background checks, and clearances for RVs are completed prior to any program participation pursuant to the VIP Program procedure.
 - D. Report all conduct/behavior issues to the facility Superintendent as soon as possible.

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- E. Review religious service complaints and forward to Professional Standards if applicable.
 - F. Review grievances received and address appeals as outlined in the Grievances and Appeals procedure.
 - G. Conduct quarterly meetings with the VIP Coordinator, facility Superintendent/designee, Chaplain, RSL, and RVs to discuss facility operations, program objectives, concerns, and solutions.
 - H. Serve as the department contact for all questions regarding religious programs.
 - I. Obtain a record of the Monthly Facility Religious Services Request report submitted by the RSL.
 - J. Maintain statistical reports of total hours of service for each volunteer. Submit the report to the VIP Coordinator prior to the 2nd of each month.
 - K. Provide an annual update to the DCB DCPO.
- IX. Religious Volunteers (RV):
- A. Complete all provided religious and VIP training.
 - B. Comply with provided department policies and procedures.
 - C. Maintain an updated list of diverse faith-based community organizations and submit it monthly to the RPC.
 - D. Collaborate with the RPC and RSL to provide religious services to program participants only. Refer all requests which fall outside of scope of religious practice to the RPC.
 - E. Follow all safety and security guidelines established at the JDACs and TFs and notify the RPC or RSL of problems or complaints.