



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policies and Procedures

	<b>NUMBER</b> 379	<b>DATE</b> October 5, 2021
<b>SUBJECT:</b>	<b>RELIGIOUS PROGRAMS, SERVICES AND ACCOMMODATIONS</b>	
	<b>DISTRIBUTION</b> A,B,D,E,M—Program Services, Chaplains Office	

**REFERENCE:** **Rescinds and replaces Policies and Procedures No. 281, dated October 21, 2014**

### POLICY

The Oakland County Sheriff's Office shall extend to all inmates the opportunity to pursue the religious belief or practice of their choice within the guidelines of maintaining the safety, security, and control of facility operations.

All inmates shall have access to religious resources, services, instruction, publications and/or counseling on a voluntary basis. Inmates will be informed of the religious programming available and method of obtaining services.

All inmates shall be afforded an opportunity to adhere to dietary restrictions practiced in their sincerely held religious beliefs.

No inmate will be discriminated against because of his/her religious beliefs or practices. Nor will any inmate be denied participation in a religious activity based on race, color, nationality, or creed.

No staff member, chaplain, or faith representative shall attempt to influence or proselytize/convert an inmate in a faith or advocate any political/social issue which could incite a disruption among the inmate population jeopardizing the safe and orderly operation of the facility.

The Oakland County Sheriff's Office religious programming shall be jointly coordinated under the auspices of two (2) staff chaplains duly accredited and/or ordained or a representative recommended by a duly accredited and/or ordained person from a recognized faith. Chaplains shall have reasonable access to the jail.

The chaplains will provide development of religious resources in the community to assist in maintaining the religious programs, services, and accommodations. Staff chaplains will be responsible for supervision of the faith representatives conducting services and activities within the facilities.

Staff chaplains may revoke or restrict a faith representative's access to inmates if there is sufficient reason to do so, such as proselytizing or attempting to do so, inappropriate actions or behaviors and failure to follow facility rules.

## **POLICIES AND PROCEDURES NO. 379**

### Religious Programs, Services and Accommodations

October 5, 2021

Page 2 of 5

#### **PROCEDURE**

##### **1.0 CLEARANCE FOR RELIGIOUS SERVICES VOLUNTEERS – CORE CHAPLAIN’S GROUP**

- 1.1 Jail Program Chaplains shall be responsible for the selection of qualified and trained faith representatives to conduct services in all jail facilities.
- 1.2 Faith representatives who have been identified through the Chaplain’s Office will be required to complete and pass a Sheriff’s Office background check according to Policies and Procedures Clearances for Non-Sheriff’s Office Personnel, in order to enter any jail facility.
- 1.3 A listing shall be maintained in the Jail Management System containing the names of individual applicants and their approved/denied entry status.
- 1.4 When a faith representative arrives to the jail facility for scheduled religious services, he/she will be required to present a current valid form of photo identification (driver’s license, passport, state identification card).
- 1.5 Visitation Deputies will utilize the Jail Management System to verify identity and clearance approval status. Deputies will keep photo identification at the Visitation desk until the faith representative is exiting the jail facility.
- 1.6 All faith representatives will be subject to a pat down search and inspection of bags, purses, etc.
- 1.7 No cell phones, inappropriate clothing, excessively layered clothing, accessories (hats, scarves, etc.), outerwear, unnecessary or large bags; purses or briefcases will be allowed in the secured area. Items not allowed in jail facility shall be kept in public lockers located in the Visitation Lobby.
- 1.8 Faith representative volunteers may not conduct services to an inmate to whom that volunteer is related.
- 1.9 Approved faith items required for service that are brought to the jail facility in an unopened/sealed container, shall be allowed (see Attachment A). The number of faith items provided shall be appropriate for the number of service participants. All items shall be inspected by Visitation Deputies upon arrival and any amount over that which is necessary for the service shall be removed from the jail facility upon exit of the faith representative. Faith items brought into the facility shall be noted on the visitor log note field.
- 1.10 An established faith group familiar with the facility shall proceed to the designated area for service. A new faith group shall be escorted to the designated area by an approved chaplain volunteer until those representatives can properly navigate the facility.
- 1.11 Floor officers will transport the inmates participating in the service to the designated area. Floor and Control Booth officers will monitor the religious service. Monitoring the service shall include the supervision of inmates, safety of inmates and others, and security of the building.

**2.0 CLEARANCE FOR CLERGY VISITATION / FAITH GROUP REPRESENTATIVES**

- 2.1 Clergy volunteers and visiting faith representatives shall be processed for clearance according to these established guidelines.
- 2.2 Jail Chaplaincy Program shall be responsible for supplying the names of religious representatives/clergy volunteers comprising the core group of individuals who routinely assist in the Jail Chaplaincy Office.
- 2.3 Once verified by Jail Program Chaplains, these faith representative/clergy volunteers shall be cleared in accordance with Policies and Procedures Clearance for Non-Sheriff's Office Personnel.
- 2.4 Any inmate who wishes to meet with a specific faith representative who is not part of the Core Chaplain group, shall submit an electronic request to the Chaplain's Office. Inmates may be required to provide additional information to facilitate their request.
- 2.5 Required information will be requested by the Chaplain's Office to the inmate via electronic means. Without requested information, the inmate's initial request may not be filled.
- 2.6 Once the verification process has been completed by the Jail Chaplaincy Program, the faith representative shall also be cleared in accordance with Policies and Procedures Clearance for Non-Sheriff's Office Personnel.
- 2.7 Approved faith representatives will be allowed to visit during the hours posted for professional visitation at the jail facility they wish to visit.
- 2.8 If time does not permit for clearance background check process of faith representative (i.e., Inmate's outdate is within a few days) or if the faith representative fails background check, a video visit may be utilized.
- 2.9 Faith representatives must present a current valid form of photo identification (driver's license, passport, state identification card) to the Visitation Deputies when arriving for clergy volunteer work/inmate clergy visit.
- 2.10 Visitation Deputies will utilize the Jail Management System to verify identity and clearance approval status. Deputies will keep identification card at the Visitation desk until the faith representative is exiting the jail facility.
- 2.11 All faith representatives will be subject to a pat down search and inspection of bags, purses, etc.
- 2.12 No cell phones, excessively layered clothing, accessories (hats, scarves etc.), outerwear, unnecessary or large bags, purses or briefcases shall be allowed in the secured area. No transparent clothing, shorts, or skirts more than two (2) inches above the knee, tank or tube tops, bathing suits zippered top or any revealing attire. Further, any clothing denoting drug, alcohol, or gang affiliation is not allowed in the Jail. Items not allowed in jail facility shall be kept in public lockers located in the Visitation Lobby.
- 2.13 Faith representatives related to the resident inmate shall be allowed a regular video visit only.

## **POLICIES AND PROCEDURES NO. 379**

### **Religious Programs, Services and Accommodations**

October 5, 2021

Page 4 of 5

- 2.14 Faith representatives holding Department of Corrections or other law enforcement agency clergy cards, shall be extended contact visiting privileges, and processed the same as other professional visitors.
- 2.15 In cases of conflict, determination of a faith representative's admission will be the decision of the highest-ranking Corrective Services Command Officer on duty.

### **3.0 RELIGIOUS DIETS**

- 3.1 Religious diet accommodations shall be requested via electronic means by completing the "Inmate Request for Religious Diet Accommodations" request form.
- 3.2 Upon receipt of the form clergy representatives will review and process the information. An incomplete form shall be closed and noted that all information has not been provided to complete the request. The inmate will be required to complete a new request.
- 3.3 The Chaplain's Office will review, and if approved, forward the request to Classification Deputies. The Classification Deputy will verify no medical diet is assigned to the requesting inmate and will then add the approved diet to the Jail Management System under the medical pre-screen diet section. If a medical diet exists, Section 3.7 of this policy shall apply.
- 3.4 If a request is not approved, the Chaplain's Office shall provide a reason on the submitted request to be returned to the inmate.
- 3.5 Religious diet accommodations are agreements between the inmate, the Chaplain's Office, Sheriff's Office, and the food provider. An inmate shall be notified of the rules of the accommodation as part of the inmate's initial completed request form. Violations shall be restricted to two (2). Upon being advised of a violation, a diet accommodation shall be suspended for thirty (30) days and then automatically reinstated. Upon notification of a second violation, the diet accommodation shall be terminated for the remainder of the inmate's current incarceration, including writs out of the building.
- 3.6 If an inmate is observed in non-compliance with diet accommodations an entry shall be made in the Jail Management System indicating the violation and the inmate shall be electronically notified.
- 3.7 Medical diets shall override a religious diet when it is reasonably possible to implement the medical diet without serving a food item that would violate the inmate's religious beliefs. When it's not possible to accommodate an inmate's religious beliefs while on a medical diet, an inmate may refuse a medical diet to remain on a religious diet accommodation, only if the inmate agrees and signs an informed consent waiver for the medical diet as a condition of being able to receive the religious diet accommodation.

### **4.0 RELIGIOUS HEAD COVERINGS**

- 4.1 The Oakland County Jail booking process shall afford an inmate the accommodation of a required religious head covering to adhere to a sincerely held belief, if the religious head covering would not interfere with the safety and security of any persons or the facility. Any unsearched head covering poses an immediate danger because it can be used to hide contraband.

**POLICIES AND PROCEDURES NO. 379**  
Religious Programs, Services and Accommodations

October 5, 2021

Page 5 of 5

- 4.2 Religious head coverings that are in the custody of an inmate upon their arrest and booking process shall be subject to search by a deputy of the same gender.
- 4.3 Inmates that arrive at the facility with a religious head covering shall be issued a religious head covering approved by the Faith Group representatives. Their personal religious head covering shall be placed into their laundry property, with an entry made into the Jail Management System to indicate this.
- 4.4 Inmates that arrive at the Oakland County Jail without their religious head covering will be required to submit a religious accommodation request for a religious head covering accommodation to the Chaplain's Office. Upon receipt of the request, the Chaplain's Office will process the request to approve or deny on a case-by-case basis. Once the request is vetted by the Chaplain's Office, the request will be forwarded for final approval/rejection to the Executive Lieutenant or designee. If rejected, a reason shall be provided to the requesting inmate. Once approved, an appropriate religious head covering shall be issued to the inmate and a notation made in the Jail Management System.
- 4.5 Arrestees who require a photo and request to wear a religious head covering in the photo for a sincerely held religious belief shall be allowed to wear a religious head covering, so long as the full face is visible and without shadows. No photo of an inmate who arrives with a religious head covering shall be released to the public without their head covering on properly.**
- 4.6 In situations where an inmate will be required to remove his/her religious head covering (i.e., during change outs or strip searches), deputies of the opposite gender shall not view the inmate without his/her religious head covering, except when needed to respond for emergency situations or if no deputy of the same gender is available.
- 5.0 **RELIGIOUS ITEM ACCOMMODATION**
- 5.1 Any religious accommodation shall be submitted by an electronic request to the Chaplain's Office. The accommodation shall be vetted and processed on a case-by-case basis. Approved items shall be supplied to the inmate and documented in the Jail Management System. If an item is denied, the inmate shall be provided a reason and it will be documented in the Jail Management System under that inmate. Documentation shall also be made on the electronic request.



Michael J. Bouchard  
Sheriff

MJB/CAS/CDC/KLM/jb/gt

Attachments

## Religious Programs Visitors

In accordance with Policy and Procedure Religious Programming, Services, and Accommodations section 1.9, if an item does not appear on this list and is requested to be brought into the facility for a religious purpose, it shall be reviewed and a decision will be made on a case by case basis by the Oakland County Sheriff's Office to determine the process. The following items shall be referred to as faith items and allowed in the facility after inspection:

### All Faiths

- Copy of their religious writings (e.g., Bible, Qur'an, Koran, Rabbi's Manual, Prayer Book, Service Book)
- Additional text or video for the religious program being conducted (e.g., Bible Study Leader's Guide, Order of Service, Recovery Facilitator's Manual)
- Small notepad and pen for their personal use. No metal spiral notepads allowed.
- Paper Handouts (e.g., order of service, lesson, song sheet, worksheet). Copies may be made using the photocopier in the Chaplain's Office.
- Musical instrument
- Small CD player/boombox and up to four musical CDs or MP3 player and small speaker
- Liturgical apparel/vestments may be worn during liturgical service. This includes religious head coverings (e.g., kippah/yarmulke skull cap, kufi cap, fez, hijab for women).

### Catholic

- 2 ounces of wine in a plastic container (or transferred from an unopened container to a plastic container in front of, or with the help of, Visitation deputies).
- Communion wafers – actual small, pale wafers made especially for that purpose.
- Communion Pyx – small round container used to carry the consecrated host (Eucharist)
- Burse – fabric or leather pouch in which the pyx is carried.
- Ashes (in a small metal container with a lid, typically with a cross on top, called a pyx or a plastic container).

### Protestant / Non-Denominational

- 2 ounces of grape juice in a plastic container (or transferred from an unopened container to a plastic container in front of, or with the help of, Visitation deputies).
- Communion Bread – communion wafers (see above), unleavened bread (pita), or regular bread.
- Ashes (in a small plastic container).

### Jewish

- Tefillin (sometimes called phylacteries) – cubic black leather boxes with leather straps that Orthodox Jewish men wear on their head and their arm during weekday morning prayer.
- Matzo or Matzah – a thin, crisp unleavened bread, traditionally eaten by Jews during Passover.

### Native American

- Medicine Bag - Usually, Chaplain's Office will notify Visitation in advance. If inspection is needed, contents of bags are to be laid out by the person wearing the bag.

Faith items brought into the facility shall be noted in the visitors' log in the visitor's note field. Notation shall be made of the items brought into the facility to ensure their removal upon the visitor's exit of the facility.

COUNTY OF OAKLAND  
**OFFICE OF THE SHERIFF**

**MICHAEL J. BOUCHARD**



**INMATE REQUEST FOR RELIGIOUS DIET ACCOMODATIONS**

Inmate Name: \_\_\_\_\_ Inmate # \_\_\_\_\_

Religious Preference: \_\_\_\_\_

I am requesting approval to receive a \_\_\_\_\_ diet.

State specific reasons for dietary request: \_\_\_\_\_.

Please provide as much of the following information that you know (if completely unknown the accommodation may not be fulfilled):

Local faith leader's name: \_\_\_\_\_.

Local faith leader's telephone number: \_\_\_\_\_.

Place of Worship's name: \_\_\_\_\_.

Place of Worship's Address: \_\_\_\_\_.

- I understand that this entire form must be completed, or my request will be automatically denied. \_\_\_\_\_(initials)
- I understand I am giving permission to the Jail Chaplain's office to contact my place of worship if I am requesting a religious diet accommodation \_\_\_\_\_(initials)
- I understand that by making this request, I am voluntarily agreeing to follow the diet requirements which extend to Commissary purchases or any other food intake. \_\_\_\_\_(initials)
- I understand failure to comply with the diet that I will be removed from the diet. \_\_\_\_\_(initials)  
Restrictions include:  
Purchasing non-dietary appropriate food \_\_\_\_\_(initials)  
Consuming non-dietary appropriate food \_\_\_\_\_(initials)
- I acknowledge commissary food items that are allowed in my diet are designated with the appropriate symbols or language. \_\_\_\_\_(initials)
- I acknowledge it is my responsibility to identify the designated food items that are allowed and refrain from consuming or purchasing non-designated items. \_\_\_\_\_(initials)
- I acknowledge I will be removed from the diet program for 30 days of my current incarceration upon the 1<sup>st</sup> violation \_\_\_\_\_(initials)
- I acknowledge I will be removed from the diet program for the rest of my current incarceration upon the 2<sup>nd</sup> violation. \_\_\_\_\_(initials)
- I understand I may voluntarily withdraw from the diet program at any time I choose. \_\_\_\_\_(initials)
- I understand that if I voluntarily withdraw from the religious diet program at any time during this incarceration, I will not be placed back on any religious diet. \_\_\_\_\_(initials)

Inmate Signature: \_\_\_\_\_