

**Oakland County Sheriff's Office  
POLICIES & PROCEDURES # 388**



<b>SUBJECT:</b> Religious Programs, Services and Accommodations		<b>NUMBER:</b> 388
<b>EFFECTIVE DATE:</b> 5/4/2023 <b>REVIEW DATE:</b> 5/4/2023		<b>MACP STANDARDS IMPACTED:</b>
<b>REPLACES AND RESCINDS:</b> Policy & Procedure # 379 dated October 5, 2021	<b>DISTRIBUTION:</b> A,B,D,E,M - Program Services, Chaplain's Office	<b>NUMBER OF PAGES:</b> 6

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**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.

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.

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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.

**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.

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- 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.

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- 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.
- 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.

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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.

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 automatically issued a facility approved religious head covering unless the inmate advises staff that they do not want one. If the inmate declines a facility approved religious head covering, staff shall document this in the Jail Management System. An inmate's 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 but who requests one at the time of booking will be automatically issued a facility approved religious head covering on a temporary basis. However, the inmate must submit a kite to the Chaplain's Office within 2 days to continue wearing the religious head covering. Once the request is vetted by the Chaplain's Office, the request will be forwarded for final approval/denial to the Executive Lieutenant or designee. An inmate's head covering will be taken away if it is determined that the request was not submitted on time, or it is determined that the request is not a sincerely held religious belief. If the request is denied, a reason shall be provided to the requesting inmate.

4.5 After booking, any inmate may request a facility approved religious head covering by submitting a kite to the Chaplains Office. All requests will be vetted using the same procedure set forth in Section 4.4. The inmate shall be issued a facility approved religious head covering on a temporary basis while the request is being reviewed and a notation made in the Jail Management System.

4.6 Religious head coverings issued to any inmate may be taken away at any time if it is determined that it poses a safety or security risk or it is determined by the Executive Lieutenant that there is no sincerely held religious belief. Taking away a head covering, and the reason shall be documented in the Jail Management System.

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**4.7 PROPER ATTIRE WHEN OUT OF CELL**

An inmate is authorized to wear the approved religious headwear when out of their cell at the below locations.

- Clinic
- Visits/Attorney/Professional
- Court Appearances, \*unless the Court orders removal\*.
- Recreation
- Dayroom

4.8 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.

4.9 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.



**ISSUED BY:** Sheriff Michael J. Bouchard

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 (the more information you provide, the quicker and more likely your request will be granted).

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

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

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

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

- 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 that failure to comply with the diet means that I will be removed \_\_\_\_\_(initials) from the diet. 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 may not be placed back on any religious diet. \_\_\_\_\_(initials)

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