	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.12.05
		SUPERSEDES (Policy No. & Date): COR.12.05 of August 01, 2023	
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1.0 PURPOSE

To provide policy and procedure guidelines relating to chaplaincy services and religious practices of inmates.

2.0 SCOPE

This policy applies to all correctional facilities.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. *Davis v. Abercrombie*, 903 F.supp.2d 975 (D. Haw.2012).
- b. Department of Public Safety (PSD), Policy and Procedures Manual (P&P) COR.02.12, Inmate Trust Accounts.
- c. PSD, P&P, COR.09.02, Meal Service & Special Diets.
- d. PSD, P&P, COR.12.03, Inmate Grievance Program.
- e. PSD, P&P, COR.14.18, Inmate Consent to be Interviewed, Photographed, and/or Videotaped.
- f. PSD, P&P, COR.15.02, Correspondence.
- g. PSD, P&P, COR.15.05, Inmate Access to Publications.
- h. PSD, P&P, COR.17.02, Personal Property.
- i. PSD, P&P, COR.19.02, Volunteer Services.
- j. PSD, P&P, ADM.01.04, Media Relations and Access to Department Information.
- k. Director's Directive dated October 25, 2018, To All PSD Employees, RE: Fraternalization between Staff and Inmates and Reporting of Incarcerated Relatives.

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- l. Hawaii Administrative Rules (HAR), Title 23, Department of Public Safety, Subtitle 1, Administration, Chapter 1, General Provision, § 23-1-4, Department's Programs.
- m. Hawaii Revised Statutes (HRS), Chapter 90, State Policy Concerning the Utilization of Volunteer Services in State Government.
- n. HRS Chapter 662D, Volunteer Services: Immunity.
- o. *Jackson v. Mann*, 196 F.3d 316 (2d Cir. 1999).
- p. *Johnson-Bey v. Lane*, 863 F.2D 1308 (7th Cir. 1988).
- q. Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA), P. Law 106-274, 114 Stat. 803, codified at 42 U.S.C. 2000cc.
- r. *Turner v. Hamblin*, 955 F.Supp.2d 859 (W.D. Wis.2014).
- s. *Turner v. Safley*, 482 U.S. 78 (1987).
- t. *Holbron and Bush v. Espinda*, 16-1-0692-04 (1st Cir 2017).

.2 Definitions

- a. Assistant Chaplain: An individual who has been approved by his/her faith group and is designated as an Assistant Chaplain by the Warden. This individual is a volunteer and serves without compensation from the Department and is under the direction of the Warden. The Assistant Chaplain shall serve in the absence of the Facility Chaplain to maintain orderly operations.
- b. Clergy: Qualified spiritual leaders who are empowered by their religious bodies to administer ordinances and/or sacraments, to perform rites, and to provide worship and religious services.
- c. Community House: A community-based residential unit, which is part of the Department's community-based correctional program, where furloughed/released inmates reside at and which is located outside of the facility and in the community (i.e., extended furlough, day-reporting centers, halfway houses, community residential beds, etc.). These residential housing are to assist the inmates to transition from Institutional dependency to social and economic self-sufficiency, and to assimilate back into the community.

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- d. Facility Chaplain: An individual who has been approved by his/her faith group and is designated by the Director of the Department of Corrections and Rehabilitation (DCR) to provide administrative services for the correctional institution's Chapels or Religious Services Programs. The individual is a volunteer and serves without compensation from the Department.
- e. Fraternalization: To develop a social and personal relationship with people who are unrelated or of a different class (i.e., co-workers), as if they were family members, siblings, personal friends, and/or lovers.
- f. Inmate: For this policy, shall include inmates and pre-trial defendants.
- g. Precious Metal: Metals such as gold, palladium, platinum, sterling silver, etc.
- h. Precious Stones: Stones such as diamonds, emeralds, rubies, sapphires, etc., and includes semi-precious stones such as amethysts, opals, garnets, etc.
- i. Privileged Communication: Oral or written communication to ordained clergy with the expectation that such communication remain confidential and not be divulged to other individuals. The inmate initiating such communication must indicate the information is privileged or be an act of confessional. Privileged communication does not apply to mandatory reporting requirements.
- j. Proselytize: To coerce, persuade, or induce someone to convert to one's faith.
- k. Religious Volunteer: An approved clergy or lay person who provides religious services in a correctional facility on a regular or occasional basis without compensation from the Department.
- l. Social Media: Computer mediated tools which allow people, companies, and other organizations to create, share and/or exchange information, ideas, videos/pictures/photographs in virtual communities and networks, which include but not limited to Facebook, Instagram, Twitter, Flickr, blogs, etc.
- m. Special Management Units: Any unit such as the administrative segregation unit, disciplinary segregation unit, protective custody unit, etc.,

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which restricts the movement of the inmates within that unit to the point where they are unable to attend programmatic activities outside of the unit.

- n. Tithe: A voluntary monetary contribution to a legitimate religious organization.
- o. Volunteer: An individual or organization who provides goods or services to PSD without monetary or material compensation from PSD.

.3 Forms

- a. KaMakani Monthly Volunteer Time Report form.
- b. PSD 8009, Consent for Criminal Background Check form (attached).
- c. PSD 8277, Inmate Request Form (attached).
- d. PSD 8328, Minor Consent Form for Program Use form (attached).
- e. PSD 8329, Religious Property Retention form (attached).
- f. PSD 8330, Faith Group Affiliation Declaration form (attached).
- g. PSD 8511, Request for Religious Diet form (attached).
- h. PSD 8512, Religious Diet Participation Agreement form (attached).
- i. PSD 8524, Acknowledgement of Essene Diet form (attached).
- j. PSD 8740, Inmate Consent to be Interviewed, Photographed, and/or Videotaped form (attached).

4.0 POLICY

The First Amendment of the U.S. Constitution provides inmates free exercise of religion however, the courts have recognized that the purpose and functions of incarceration demand some restrictions on religious practices that would not be permitted for persons not incarcerated.

It is the policy of the Department that no inmate shall be denied the right to practice the religion of his/her choosing, and to allow religious programs for inmates, including opportunities to practice the requirements of one's faith, and use of community resources, while balancing security concerns of the facility. The Department shall ensure that inmates will have the opportunity to participate in practices of their faith

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group, both individually and as a group, that are deemed to be essential by the tenets of that faith without being subjected to coercion, harassment, intimidation, ridicule or disturbed in person or with property.

Religious beliefs may not be used to subvert correctional authority or interfere with the order and security of the facility. Following religious practices to obtain unwarranted privileges shall not be protected. Religious practices that are a threat to the safety of Department employees, volunteers, contract workers and/or other inmates or disrupt the safety, security and/or good government of the facility shall be restricted.

The facility Warden, or a representative so designated by the Warden to act in his/her stead, may disallow a religious activity if he/she deems it a threat to the safety and security of the facility. Notification to the Corrections Program Services Division Administrator (CPSDA) and Institutions Division Administrator (IDA) shall be made as to the religious activity disallowed and the reason for disallowance.

5.0 PROCEDURES

.1 Religious Services, Activities and Rituals.

- a. Participation in religious activities and attendance at religious services is voluntary.
 1. Inmates shall be offered the opportunity to attend services, activities, or meetings of other denominations unless there is a compelling reason to restrict attendance due to custody and/or security reasons.
 2. Movement of the inmate to the services, activities, or meeting shall be in accordance with the facility's movement policy and procedures.
 3. There shall be no closed or unauthorized meetings, services, or activities.
- b. Communion services and other sacramental rituals should be conducted as appropriate. **Prior written authorization shall be obtained** from the Warden/Designee, if any of the following is to be brought into the facility:
 1. Sacramental wine may be used by the officiant only and when the use of such wine is deemed essential to the observance of the services.

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- a. In such instances, the group requiring the use of wine for religious services shall notify the Facility Chaplain in advance of the service, and the Facility Chaplain shall notify the designated staff in charge or religious programming at the earliest opportunity.
 - b. Sacramental wine shall be limited to no more than one (1) ounce per service. Storage of wine on facility premises for use in future services is prohibited.
- 2. Grape juice shall be substituted when wine is not essential.
 - a. Grape juice shall be brought into the facility by the officiant only.
 - b. Only pre-filled juice communion cups, each one (1) ounce in size, shall be brought into the facility by the officiant only.
 - c. The grape juice shall be brought into the facility in its original, sealed container. Bottles/containers that have been opened and re-closed and/or re-sealed shall not be allowed into the facility.
 - d. Any unused communion elements shall be brought out of the facility with the officiant.
- 3. White tea shall be substituted for kava in the Native Hawaiian Kava Ceremony.
 - a. White tea shall be brought into the facility by the officiant only.
 - b. The white tea shall be brought into the facility in its original, sealed container. Bottles/containers that have been opened and re-closed and/or re-sealed shall not be allowed into the facility.
 - c. Any unused communion elements shall be brought out of the facility with the officiant.
- c. Baptisms shall be permitted in the facilities, unless doing so poses a threat to the security and safety of the facility, staff, and inmates.
 - 1. Baptisms may be done by either sprinkling of water or immersion in a baptistery.
 - 2. A baptistery shall be provided by the organization requesting to perform such a service.

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3. If a baptistery is used, it shall be utilized, maintained, and sanitized in accordance with the manufacturer's instructions. This shall include cleaning and sanitizing of the baptistery after each use.
- d. A current schedule of all religious services and programs shall be posted in the religious services area(s) and other appropriate areas readily accessible to the inmate population.
1. The Branch Liaison Volunteer Coordinator (BLVC) shall review and revise the scheduling of all religious programs and services, as deemed necessary, each quarter to ensure fair and equitable access to scheduling of religious programs by all denominations and religious or spiritual groups cleared to enter the correctional facility.
 2. The BLVC shall ensure that all volunteers are current and in good standing with their organization periodically.
 3. Rituals of specific faiths or denominations may be conducted when appropriate facilities (such as the chapel and/or meeting room) are available. Reasonable efforts should be made to make the facilities (such as the chapel and/or meeting room) available based on scheduling, funds, and as security requirements permit.
- e. Supervision of inmates during participation of religious programs involving worship, study, and/or meetings shall be as follows:
1. With prior written approval from the Warden/Designee, an inmate may facilitate a religious service, while under the direct supervision of a chaplain or assistant chaplain, and/or assist the chaplain or assistant chaplain with the religious service.
 2. Religious programs led by Volunteers require intermittent visual and audio supervision by uniformed staff, Chapel Staff, or BLVC.
 3. Special religious programs which are open to a large population, shall require constant uniformed staff supervision.
 4. At his/her discretion, the Warden/Designee may implement other security measures, based on the situation, if deemed necessary.
 5. If a religious service and/or program is scheduled, and the chaplain or assistant chaplain is not available to conduct the service and/or program, the service and/or program shall be rescheduled; inmates

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are not allowed to lead, conduct, and/or initiate religious services and/or programs.

- f. All religious services shall be conducted in English. However, in the event there is a staff member or volunteer fluent in another language, services may be conducted in that language.
- g. The following religious practices and activities are prohibited:
 - 1. Animal sacrifice.
 - 2. Language or behaviors that may be construed as a threat to the safety, security, or good government of the facility.
 - 3. Casting a spell and/or curse at staff members, volunteers, inmates or other individuals shall be construed as a threat against those individual(s) and may be subjected to disciplinary actions.
 - 4. Nudity.
 - 5. Self-mutilation.
 - 6. The use, display, or possession of weapons, or what may appear to be a weapon.
 - 7. Paramilitary exercises.
 - 8. Self-defense training.
 - 9. Sexual acts.
 - 10. Profanity.
 - 11. Consumption and/or possession of any mind or mood-altering substance.
 - 12. Ingestion of illegal substances.
 - 13. Proselytizing.
 - 14. Encryption (codes, symbols, drawings, gestures, sounds, etc.).
 - 15. Disparagement of other religions; and
 - 16. Others at the discretion of the Warden.

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- h. Every effort shall be made to facilitate the observance of important religious holidays and sacraments and shall be in accordance with custody and security requirements of the facility.
- i. Religious activity areas shall be subject to reasonable and respectful observations, inspections and/or searches, as necessary, to maintain facility safety, security, and orderliness, and shall be administered in a manner which reflects an awareness of, and a sensitivity to beliefs practices, and materials used in religious activities.
- j. Clergy and spiritual advisors of all faiths shall be allowed visitation and correspondence with inmates in response to the inmates' requests for spiritual counseling or service, unless deemed a threat to the safety of staff, inmates, and the facility. Correspondence shall be in accordance with PSD P&P COR.15.02, Correspondence.
- k. Chaplains, assistant chaplains, and/or religious volunteers shall not be allowed to visit inmates who are hospitalized.
- l. An inmate may elect to tithe or make monetary offerings to his/her religious organization.
 - 1. The request shall be made to the chaplain or assistant chaplain, who shall ascertain that the organization to receive the tithe is a recognized church or religious organization.
 - 2. The chaplain or assistant chaplain shall forward the request to the inmate services administrator or program services administrator for processing.
 - 3. The inmate may do so each month, provided there are funds in his/her spendable account, and that there are no outstanding obligations for that month to be paid (bills, restitution, etc.).
 - 4. The inmate electing to tithe or make a monetary offering to his/her religious organization, shall request the funds from his/her unrestricted account in accordance with PSD P&P COR.02.12, Inmate Trust Accounts.
 - 5. The inmate's restricted account shall not be utilized for tithing or monetary offerings.
 - 6. If the business office can accommodate the inmate, the inmate may make arrangements with the business office to set up a recurring,

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monthly deduction for the tithe or monetary offering to be sent to the inmate's religious organization.

- m. In the event chaplains, assistant chaplains, and/or religious volunteers receive a request from an inmate for advice or assistance relating to non-religious matter, they will:
 - 1. Explain to the inmate that the request does not come under their assigned duties and jurisdiction.
 - 2. Refer the inmate to their respective case manager.

.2 Inmate Religious Affiliation

- a. Each facility shall give equal status and protection to all religion.
- b. An inmate may change Faith Group Affiliation no more than once every six (6) months from the last approved date. The change in affiliation shall be made on PSD 8330. The inmate shall be responsible for any expenses/items related to the new affiliation.
- c. Facilities shall not proselytize (attempt to convert) inmates under its supervision or permit others to do so without the consent of the inmate concerned. Reasonable opportunity and access should be provided to individuals requesting information about the activities of any religion in which they are interested.

.3 Religious Publications and Literature

- a. Literature, publications, and/or books of or about religions, or religious ideology, shall be permitted when the inmate has complied with PSD P&P COR.15.05, Inmate Access to Publications.
 - 1. Books and periodicals shall be ordered, purchased, or subscribed through approved vendors and/or publishers only.
 - 2. Religious volunteers may bring in materials only with the authorization and written approval of the facility Warden/Designee.
 - 3. Inmates wishing to retain religious books, publications, and/or materials must comply with the general rules and regulations of the facility regarding the accumulation of personal property, PSD P&P,COR.17.02, Personal Property.

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.4 Religious Articles

- a. Liturgical apparel, such as skull caps and prayer shawls, prayer rugs, or other articles of religious significance, may be retained by inmates after obtaining written approval of the facility Warden/Designee.
 1. Upon receipt of verification from the inmate's faith affiliation, prior written authorization shall be obtained from the facility Warden/Designee, to allow the inmate to wear liturgical garments outside of religious services.
 2. Inmates requesting to wear or use liturgical apparel must obtain prior written approval from the facility Warden/Designee before purchasing their own supply from an approved vendor or supplier.

- b. Inmates may also wear religious medallions or ornaments on break-away chains, if these do not interfere with the security, safety of persons and good government of the facility. The medallions or ornaments are subject to prior written authorization from the Warden/Designee and shall not exceed the measurement of 1" by 1".
 1. Religious medallions or ornaments shall not contain any precious stones.
 2. Religious medallions or ornaments shall not be made of precious metal or breakable material such as glass.

- c. Oils utilized for religious ceremonies, rites, and/or rituals may be kept by the inmate in his/her cell with prior written authorization from the Warden/Designee.
 1. The inmate shall be allowed to keep no more than two (2) vials of oil; each vial shall contain no more than one (1) ounce of oil.
 2. The vials shall be kept in the inmate's cell and not on his/her person.
 3. The vials shall be ordered through approved vendors.

- d. Other religious items may be allowed upon prior written authorization from the Warden/Designee, provided these items do not jeopardize the security, safety, and good government of the facility.
 1. Approved items may be kept by the inmate and must be listed on his/her personal property list/inventory. If it is not listed as a part of

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his/her personal property, it will be considered contraband and confiscated.

- e. Approval of these religious articles shall be obtained by using PSD 8329.
- f. If an inmate's request is denied, he/she may appeal the disapproval through the grievance process. PSD P&P COR.12.03, Inmate Grievance Program.

.5 Religious Diets

- a. Religious diets are available to inmates as outlined in PSD P&P COR.09.02, Meal Service & Special Diets.
- b. To initiate a religious diet request, inmates must submit PSD 8277 to the facility chaplain. Once received, the chaplain will provide PSD 8511 and PSD 8512 for the inmate to complete. All sections of PSD 8511 must be completed in sufficient detail to ensure that the request is clear and complete. PSD 8512 must be signed by the inmate and his/her case manager.
- c. PSD 8511 and PSD 8512 shall then be submitted to the head of volunteer services for each facility. The request will then be forwarded to the chaplain for review. After review by the chaplain, the chaplain will forward all approved requests to the Food Services Officer (FSO)/Designee for a final review and to provide an appropriate religious diet. If it is determined that the diet may require extraordinary accommodations, the chaplain and FSO will jointly research the request, and consult faith group representatives in the community, if necessary, for assistance in designing an appropriate plan of action.
- d. Inmates desiring to participate in a religious fast or ceremonial ritual (i.e. Ramadan) must submit PSD 8277 to the facility chaplain at least ten (10) working days prior to the fast or ritual.

.6 Staff Responsibility

- a. The Corrections Program Supervisor for Volunteers (CPS-V) shall ensure that a background check is conducted on all volunteers utilizing PSD 8009.
 - 1. Background checks shall be conducted on all religious volunteers, including those who are entering the facility for just one specific program and/or performance.

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2. Background checks shall be conducted through CJIS, NCIC and/or any other applicable governmental agency.
 3. Background checks shall include checks for Temporary Restraining Orders (TRO), injunctions, and/or Protective Orders (PO) by and/or against the religious volunteer.
- b. Facility Chaplains and Assistant Chaplains
1. Eligibility Criteria for Chaplains and Assistant Chaplains.
 - a) Generally, chaplains shall have the proper credentials and be endorsed by their faith group affiliation. Chaplains may also be subject to approval by the Warden and/or CPS-V.
 - b) The chaplain should be knowledgeable of other religious and faiths.
 - c) Appointment of assistant chaplains may also be based on their volunteer experience with the Department.
 - d) Chaplains and assistant chaplains shall be at least 18 years of age, with a minimum of high school diploma, and education, training and/or experience related to providing services and assistance to individuals with a variety of needs.
 - e) Chaplains shall be ordained clergy or members of ecclesiastically recognized religious institutes; however, in lieu of professional ordination credentials, adequate documentation regarding religious affiliation and standing shall be provided.
 2. Facility chaplains shall have limited responsibilities and authority; however, all activities requiring a line of authority decision or approval shall be reviewed and approved by the Warden/Designee.
 3. Facility chaplains shall assist in recruiting various faiths or religious groups to meet the spiritual needs of the inmates.
 4. The chaplain is under the day-to-day supervision of the Warden but receives program direction and support from the facility program administrator, CPS-V and CPSDA.
 5. If a facility has more than one (1) chaplain, the Warden may designate a specific chaplain as the Coordinating Facility Chaplain.

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6. Chaplains are to be primarily involved in matters directly related to the religious portion of the inmates' institutional life and rehabilitation. The chaplain is also responsible for ministering to inmates, staff, and inmate's family, regardless of their religious beliefs or affiliation.
 - a) Chaplains may minister to staff on an individual, immediate need basis, but should refer staff to outside sources of assistance for other than immediate needs (REACH Program).
 - b) Chaplains may provide counseling to families dealing with the inmate's incarceration on an immediate need basis and may refer them to outside sources of assistance.

7. Facility chaplains must agree to provide at least ten (10) hours of service per week in the facility. Any chaplain who fails to meet this minimum, without adequate explanation, may be terminated by the Director, upon recommendation of the Warden and consultation with the CPS-V.

8. The chaplains shall not proselytize (attempt to convert) an inmate to change his or her religious preference or faith.
 - a) A change of religious preference or affiliation must be initiated by the inmate desiring the change.
 - b) Nothing in this section shall be construed as prohibiting a chaplain or volunteer from sharing personal religious beliefs when requested by the inmate.

9. Inmates may request to see or talk with the chaplain as they feel the need. Chaplains are to process inmates' requests in accordance with their urgency and should handle all requests as soon as possible.

10. Chaplains shall minister to every inmate when requested, regardless of the inmate's religious beliefs or affiliation.
 - a) Chaplains shall not disclose information received from privileged communication unless a life is endangered, PREA incident, or the security of the institution is threatened, or otherwise mandated by law and/or policy.
 - b) Chaplains shall counsel inmates referred to them by staff. Staff making the referral should provide the chaplain with sufficient

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information, so that the chaplain may proceed with counseling in an appropriate manner.

11. When inmates are housed in a special management unit, the chaplain will provide one-on-one contact with inmates who desire religious counseling, with prior approval of the Warden.
12. Inmates in special management units may request religious counseling from approved representatives of their own faith in accordance with facility policy and procedures, subject to approval of the Warden on a case-by-case basis.
13. The chaplain and/or assistant chaplain shall have unlimited access to designated areas, such as chapel and chaplain's office. The Warden shall have the discretion to determine other areas of the facility, which may be accessed by the chaplain and/or assistant chaplain, either escorted or unescorted.
14. The chaplain shall make available to the inmate population information relating to religious services and activities offered by the institution, and those services and activities provided by representatives of the religious community.
15. The chaplain may, at a designated time, participate in reception and orientation activities for all new inmates entering the institution. The chaplain should obtain information relative to the religious background and interest(s) of the inmate and provide him/her with the following information:
 - a) Services offered.
 - b) The times and places of religious activities and programs.
 - c) Procedures to be followed by the inmate to attend scheduled religious services, to receive counseling from the chaplain, or to receive religious counseling or services from an approved representative of his or her own faith.
 - d) Religious and devotional material available and procedures for obtaining religious and devotional material from outside the institution.
 - e) Answer any general questions related to religious programs of the institution.

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16. The chaplain shall plan religious programs to ensure coordination with the institutional schedule of activities. Weekday services shall be planned in cooperation with other program areas to avoid conflict.
17. The chaplain may develop and coordinate a program of religious education at each institution:
 - a) All proposed programs shall be submitted to the facility program administrator, CPS-V and Warden, for approval of content, and to the appropriate facility staff for inclusion in the schedule of approved activities.
 - b) The Warden has the discretion to disallow any religious program and services, if the Warden deems the religious program and/or service is a threat to the safety and security of the facility, staff, and inmates.
18. The chaplain shall submit all reports and documentation as required by PSD P&P COR.19.02, Volunteer Services, to the Branch Volunteer Coordinator.
19. Assistant chaplains are to serve as a back-up to the Facility Chaplain and are required to provide at least ten (10) hours of service per week.

c. Religious Volunteers Responsibilities

1. To become a religious volunteer, the individual must fulfill all the eligibility requirements in PSD P&P COR.19.02, Volunteer Services.
2. If the individual is under the age of 18 years, PSD 8328 must be completed and submitted prior to the person entering the facility. This request is subject to the approval of the Warden.
 - a) Individuals under the age of 18 years may be allowed into the facility only for participation in special programs.
 - b) Individuals under the age of 18 years who are allowed into the facility for participation in special programs, shall always be escorted by a staff member or a volunteer.
3. Provide religious counseling, education, and services in keeping with the groups' traditions and beliefs to inmates who request services from the group or individual. Inmates may request religious counseling or services utilizing PSD 8277.

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4. Submit monthly reports to the volunteer coordinator at each facility using the KaMakani Monthly Volunteer Time Report.
5. Religious Volunteers are to adhere to PSD P&P COR.19.02, Volunteer Services, regarding fraternization, appropriate attire in the facilities and other conduct expected of all volunteers.
6. Outside food is not allowed in the facilities and volunteers shall not bring food into the facilities.
7. Religious volunteers do not have the authorization to approve inmate requests, to schedule or arrange for inmate movement, or any other activity requiring a line of authority action. Such requests are determined by facility staff.
8. Religious and/or commercial movies and/or films shall not be shown unless appropriate licensing and/or copyright agreements have been obtained for showing movies/films at the facilities. Also, prior permission has been given by the copyright holder at the time of distribution or under a special arrangement or written agreement.
9. Facility chaplains, assistant chaplains and religious volunteers are not allowed to videotape and/or photograph any inmates without prior written authorization by the Warden under PSD P&P COR.14.18, Inmate Consent to be Interviewed, Photographed, and/or Videotaped.
 - a) Any inmates to be videotaped and/or photographed shall sign PSD 8740. If an inmate declines to sign PSD 8740, the inmate is not to be videotaped and/or photographed.
 - b) Videotapes and/or photographs taken of inmates shall not be published on social media (i.e. Facebook, Instagram, Twitter, YouTube, Flickr, TikTok, WhatsApp, blogs, etc.).
 - c) Should a non-profit organization desires to post photographs and/or videotapes of inmates on its website in conjunction with religious services offered to inmates, prior written authorization shall be obtained from the Warden/Designee under PSD P&P COR.14.18, Inmate Consent to be Interviewed, Photographed, and/or Videotaped.
10. Facility chaplains, assistant chaplains and religious volunteers shall not conduct videotaped interviews and/or interviews for public viewing


NOT CONFIDENTIAL

DCR COR P & P	SUBJECT:	POLICY NO.: COR.12.05
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and distribution to include release to media outlets, with inmates without the prior written approval by the appropriate Administrators including the Director's Office under PSD P&P ADM.01.04, Media Relations and Access to Department Information.


11. Facility chaplains, assistant chaplains and religious volunteers shall not conduct genealogy courses/classes.

APPROVAL RECOMMENDED:



Deputy Director for Corrections
JAN 01 2024
Date

APPROVED:



DIRECTOR
JAN 01 2024
Date

NOT CONFIDENTIAL

**VOLUNTEER & CONTRACT STAFF
CONSENT FOR CRIMINAL BACKGROUND CHECK**

APPLICANT'S NAME: _____ SSN: _____ DOB: _____

Maiden Name/Other names used: _____

TYPE OF ID: _____ ID#: _____

EXAMPLE: (Name of State) Drivers License, (Name Of State) ID, (Name Of Country) Passport, Military ID, ETC

This is to inform all volunteers and contract personnel that any person authorized to provide services for the Department of Public Safety is subject to both State and Federal Criminal Background Checks. All information will be kept confidential and will be handled in accordance with Department Administration Policy & Procedures: ADMIN .05.01: Access Control to Department Confidential Information.

Incomplete applications will not be processed. PLEASE FILL IN ALL INFORMATION BELOW:

Are you currently listed on any inmate's approved visit list? (Circle One) YES NO

Are you related to any inmate? (Circle One) YES NO

Do you have a personal and/or business relationship with any inmates? (Circle One) YES NO

Do you have a Protective Order filed against any inmate? (Circle One) YES NO

Do you have a Protective Order filed against you by any inmate? (Circle One) YES NO

If yes, inmate's name: _____ Relationship: _____ Facility: _____

If more space is needed, please attach a separate sheet.

INCLUDE ALL ARRESTS (DAG'S, DANC'S, DISMISSALS, EXPUNGEMENTS, NOLLE PROSEQUI, ETC)

Have you ever been arrested (Local, State, Federal, Military)? (Circle One) YES NO

Have you ever been incarcerated (Local, State, Federal, Military)? (Circle One) YES NO

Have you ever been served with a TRO (Restraining or Protective Order)? (Circle One) YES NO

Have you ever had a sexual harassment complaint lodged against you? (Circle One) YES NO

If any of the above is answered yes, fill out below.

<u>MOST RECENT CHARGE(S)</u>	<u>STATE</u>	<u>DATE OF ARREST</u>	<u>PRESENT STATUS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF MORE SPACE IS NEEDED, USE BACK OF THIS PAGE OR ATTACH A SEPARATE SHEET

Are you currently under court, probation, or parole jurisdiction? (Circle One) YES NO

If yes, please provide information below.

State and City: _____ Reason: _____

Name of Probation/Parole Officer: _____ Phone Number: _____

Length of time left on sentence: _____

I hereby authorize the Department of Corrections and Rehabilitation to conduct a background security check on the information provided above. In addition, I understand that I may be subject to fingerprinting should a discrepancy be found. *I certify that the aforementioned information is true, complete, and correct. I understand that withholding and/or falsification of information pertaining to the State and Federal Criminal Background Checks is cause for rejection of application and/or termination.*

Signature Date

FOR ADMINISTRATIVE USE ONLY

CJIS CLEARANCE: YES NO: (Reasons) _____ Date _____
Please attach record

NCIC CLEARANCE: YES NO: (Reasons) _____ Date _____
Please attach record

COMMENTS:
Conducted by: Name _____ Title _____ Facility _____

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION

INMATE REQUEST FORM

To: _____ Date: _____

From: _____ SID: _____ Module: _____ Block: _____ Quad: _____

Request: _____

.....

For Staff Response Only

Comments: _____

Approved/Disapproved Staff Signature: _____ Date: _____

.....
I have seen the response Inmate Signature: _____ Date: _____
for my request.

DEPARTMENT OF CORRECTIONS AND REHABILITATION

MINOR CONSENT FORM FOR PROGRAM USE

Both parties must appear in person to sign this consent form prior to visiting. Parents or legal guardians must have proper identification showing the relationships to minors. This form must be submitted ten (10) days prior to the visit.

I, _____, give permission for my son or daughter,
(Please Print Name)

_____, who is a minor to visit _____
(Please Print Name) (Please Print Facility)

to participate in _____,
(Name of Program)

Signature of Parent or Legal Guardian Date

.....
I, _____, accept and assume the responsibility of escorting
(Please Print Name)

_____, who is a minor, while visiting the above named inmate.
(Please Print Name)

Signature of Parent or Legal Guardian Date

.....
Witnessed _____ Date _____

Authorized _____ Date _____
Warden/Designee

DEPARTMENT OF CORRECTIONS AND REHABILITATION

RELIGIOUS PROPERTY RETENTION FORM

(Print Clearly; Unreadable Requests Will Not Be Processed)

Inmate Name: _____ SID #: _____

Facility: _____ Module/Unit: _____

Current Faith Group Affiliation: _____

Personal Religious Item: _____

Reason for Retention: _____

Inmate's Signature **Date Submitted**

Reviewing Chaplain: _____ Date: _____

Recommendation: _____

Warden _____ Date: _____

Approved [] Denied []

Notes: _____

Original: Inmate's file
Copies: Chaplain's file

DEPARTMENT OF CORRECTIONS AND REHABILITATION

FAITH GROUP AFFILIATION DECLARATION FORM

(Print Clearly; Unreadable Requests Will Not be Processed)

Inmate Name: _____ SID #: _____

Facility: _____ Module/Unit: _____

Current Faith Group Affiliation: _____

Change to (Write N/A if no change): _____

NOTE: You may not make another Faith Group Affiliation change for 6 months from the last Approved Date. Upon approval of this affiliation change, you shall be responsible for obtaining, **at your own expense**, any items relating to your new Faith Group. It is your responsibility to learn and comply with the rules regarding your new Faith Group.

Inmate's Signature

Date Submitted

Chaplain's Signature

Date Received

Circle One: Approved Denied - Reason for Denial _____

This form is used to determine religious services needs and not used as an identifying tool.

Original: Inmate's file; Copy: Chaplain's file

**DEPARTMENT OF CORRECTIONS AND REHABILITATION
REQUEST FOR RELIGIOUS DIET**

Inmate Name: _____ Inmate No.: _____ Facility: _____ Inmate Signature: _____	Date of Request: _____ Faith Affiliation: _____ Member of this Faith Since: _____
---	---

<i>Foods Prohibited:</i>	<i>Dietary Laws Requiring the Prohibition:</i>	<i>Documentation of Dietary Laws (if needed):</i>

The Department of Corrections and Rehabilitation offers an alternate meal program which is designed to meet most religious diet requirements. Requests for dietary accommodations outside of the alternate meal program must be clearly stated with the corresponding dietary laws outlined in this request.

Chaplain's Recommendation: Religious Diet: Approved _____ Not Approved _____

_____ *Request does not match faith group affiliation which is:* _____

_____ *No religious basis for this diet.*

_____ *Alternate meal*

_____ *Other diet recommended:* _____

_____ *Previous diet canceled less than six months ago. Eligible to reapply:* _____

Signature of Chaplain: _____

Date: _____

Approved by:

Food Service Officer: _____

Date: _____

**DEPARTMENT OF CORRECTIONS AND REHABILITATION
RELIGIOUS DIET PARTICIPATION AGREEMENT**

I, _____ at _____
(PRINT NAME AND ALPHA #) (NAME OF FACILITY)

Would like to participate in the **Religious Diet Program**. I understand that in order for me to be served religious diet special foods items may have to be procured for me and special preparation practices must be used. Therefore, I **agree to abide by the following conditions:**

- A. I understand that I may apply to change my religious diet not earlier than **six (6) months** from the date of my last approved request.
- B. I understand that if I voluntarily request that my religious diet be canceled, I must do so in writing and I must wait for a period of **six (6) months**, before requesting that my diet be reinstated or be allowed to request a new religious diet.
- C. During meals I will eat and have on my food tray only those food items served as a part of the Religious Diet Program.
- D. I will not purchase, possess, or consume any food items that are not permitted under my religious diet. I understand that my Store purchases will be routinely monitored.
- E. I will not eat foods from the general diet that are not served to me as part of my religious diet.
- F. I will follow all facility policies for dining in my facility.
- G. I will not provide all or portions of my specially prepared meal to other inmates.
- H. I will not collect religious food items (other than Store purchased items) in my cell.
- I. I understand that should I violate one of the provisions in paragraphs C, D, or E, I will receive **one (1)** written warning, but will be allowed to continue to participate in the Religious Diet Program.
- J. I further understand that should I violate one of the provisions in paragraphs C, D, or E, a second time within a **one (1) year** period, I will be terminated from the Religious Diet Program for a period of **one (1) year** from the date of the second incident.
- K. I understand that should I violate one of the provisions in paragraphs F, G, or H, I will be disciplined in accordance with the COR.13.03: Adjustment Procedures Governing Serious Misconduct Violations and the Adjustment of Minor Misconduct Violations.
- L. I understand that a medical diet will supersede any religious diet request.

By my signature below, I acknowledge that I have read and/or discussed with a DCR employee or contract worker the contents of this agreement. I further agree that if permitted to participate in the Religious Diet Program, I **will abide by the conditions of participation set forth above in this agreement.**

INMATE SIGNATURE

DATE

CASE MANAGER

DATE

**DEPARTMENT OF CORRECTIONS AND REHABILITATION
ACKNOWLEDGMENT OF ESSENE DIET**

An Essene is one whose diet is based on the Essene Gospels of Peace, as outlined at <http://www.falconblanco.com/health/alimentation/jesusediet.htm>, which claims that Jesus was a member of Essene sect, and a raw food vegetarian.

To summarize Jesus' Diet, below are the eight most fundamental concepts concerning diet, from the Essene Gospel of Peace:

This is a diet "for your sins," and, thus, there is an element of "penance." An enigma concerning the Essene Gospel of Peace diet is that it is both the simplest diet—yet also the hardest to follow. It is a very strict diet, although very simple, and the strictness makes it hard to follow.

- 1) Most all diseases and pains can be removed by prayer and fasting.
- 2) Don't kill, or eat flesh of dead animals.
- 3) Don't cook. (Eat raw food).
- 4) Never eat unto fullness. Eat less always by a third.
- 5) Eat only 1 to 2 pounds of food a day.
- 6) Eat only 1 or 2 times a day.
- 7) Always be satisfied with 2 or 3 sorts of food.
- 8) Fast at least one day a week.

The Department of Corrections and Rehabilitation will do its best to provide the foods for the Essene diet, but you may not get the exact foods and amounts as set forth in the diet. The medical staff at the Department of Corrections and Rehabilitation and/or a nutritionist may monitor you and your dietary intake, and may stop the diet at any time if they determine that the diet does not provide adequate nutrition and/or is endangering your health.

I understand and agree with the tenants of the Essene Gospel of Peace Diet under the Falcon-Blanco referenced guidelines.

I choose _____, as my day of fast.

Inmate: _____ Module: _____

Signature: _____ Date: _____

Witness: _____ Title: _____

Signature: _____ Date: _____

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION

INMATE CONSENT TO BE INTERVIEWED,
PHOTOGRAPHED, AND/OR VIDEOTAPED

I, _____, SID: _____,
(Inmate's Name – Print)

am an inmate at _____. I hereby agree to be:

Photographed on _____ by _____

Videotaped on _____ by _____

Interviewed on _____ by _____

Purpose: _____

I understand that the photographs, videotapes and/or interview become the sole possession of the organization named above, and may be reprinted or re-broadcast at any time for the reason or purpose stated, without my additional consent, even after my release from incarceration. In accordance with Department of Corrections and Rehabilitation policy, I DO NOT consent to the posting, distribution and/or broadcast of the photographs, videotape and/or interview on social media such as Facebook, Instagram, Flickr, You Tube, blogs, etc.

Inmate Signature

Date

Staff Witness Signature

Date

APPROVED / DISAPPROVED

Warden Signature

Date

** Written approval from the Director of the Department of Corrections and Rehabilitation for the interview shall be attached to this consent form.*