


<u>ADMINISTRATIVE REGULATION</u>  COLORADO DEPARTMENT OF CORRECTIONS	REGULATION NUMBER 800-01	PAGE NUMBER 1 OF 9
	CHAPTER: Offender Pastoral Care	
	SUBJECT: Religious Programs, Services, Clergy, Faith Group Representatives and Practices	
RELATED STANDARDS: ACA Standards 2-CO-5E-01, 3-4118, and 3-4454 through 3-4463	EFFECTIVE DATE: November 15, 2001	
	SUPERSESSION: 1/15/01	
	Brian D. Burnett Acting Executive Director	
OPR: DPO		

I. POLICY

It is the policy of the Department of Corrections (DOC) to allow religious programs for offenders, including program coordination and supervision, opportunities to practice the requirements of one's faith, and use of community resources. [2-CO-5E-01]

II. PURPOSE

The purpose of this Administrative Regulation is to:

- A. Establish guidelines for the practice of recognized faith groups. The DOC will allow faith based programs/observances consistent with common faith group practices for offenders. Faith based programs/observances shall be accommodated within available time, space, and security constraints.
- B. Identify the role and function of Chaplains, faith group volunteers, and other recognized spiritual leaders and to make reasonable efforts to assure that representatives of all faith groups are available to all offenders. [3-4460]
- C. Establish consistent standards for accommodation of all recognized faith group practices that are represented in the offender population.

III. DEFINITIONS

- A. Colorado Department of Corrections (CDOC) Faith Group Issues Committee: A committee appointed by the Director of Support Services tasked to review offender requests to, "Establish new or amend currently recognized Faith Practices," for appropriateness in the correctional environment (Attachment "I").
- B. Faith Based Program: A program that addresses an offenders social, emotional, spiritual, recreational, or life skill issues from a faith/spiritual prospective.

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- C. Faith Group Volunteer: An individual who is approved by Volunteer Services and the facility Warden/designee who is affiliated with a specific faith group and facilitates that faith group's program without compensation.
- D. Faith Related Property Items: Those accouterments defined by faith group tenet which are permitted within security constraints.
- E. Full-time Chaplain: A faith group representative approved by Volunteer Services who works a minimum of twenty-one (21) hours per week.
- F. Holy Day Observance: A faith based observance, supported by faith tenet, which does not require a day off from work, but supports accommodation of group gatherings.
- G. Levels of Program Supervision:
1. Direct: Staff monitoring of faith group program while physically in the room or area.
 2. Indirect: Staff monitoring faith group program utilizing audio, visual, and/or line of sight, while physically outside of the room or area.
 3. Intermittent: Staff monitoring faith group program utilizing a combination of the above randomly.
- H. Offender Faith Group Aide: An offender approved by the facility Warden/designee to help/assist with an approved faith group program in conjunction with **indirect or intermittent supervision** (Attachment "G").
- I. Outside Multi-Faith Area: An outside area, designated by the facility Warden/designee for the purpose of accommodating open air meetings for faith group programs.
- J. Part-time Chaplain: A Faith Group Representative approved by the Office of Volunteer Services who works less than twenty-one (21) hours per week.
- K. Professional Respect: Respect for the "rights" of others to maintain beliefs and practices that may differ from one's own, therefore, empowering staff to perform duties professionally and effectively in a respectful manner.
- L. Proselytizing: Inducing someone to convert to another faith.
- M. Qualified Faith Group Representative: An individual approved by Volunteer Services and the facility Warden/designee as having the necessary knowledge and recognized status in a specific faith group to provide expertise relevant to faith group practices, dietary requirements, and that faith groups programs.
- N. Recognized Faith Group: Any faith group supported by written documentation that has defined faith group principles and practices, which has been approved by appropriate Executive Administration. The faith group must share common, ethical, moral, or theological views which are not injurious, defamatory, supremacist, or derisive.

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- O. Staff: DOC employees (temporary or permanent), volunteers, contractors, on-site vendors, and persons from other agencies/organizations/businesses whose assignment is primarily on the premises of DOC facilities, centers, or offices, regardless if property is owned by the State of Colorado.
- P. Visual Inspection: Inspection of faith related property by physically handling, when necessary, while exercising “professional respect.”
- Q. Work Proscription: A faith based observance that, by faith tenet, requires a day off from work, **without pay**, which may or may not support accommodation of group gathering.

IV. PROCEDURES

- A. All faith group programs shall be approved by appropriate Executive Administration, in consultation with Volunteer Services and the CDOC Faith Group Issues Committee.

Offenders requesting changes to currently recognized faith group practices or property items, or requesting to recognize new faith groups must complete and submit DC Form 800-01I.

- B. Volunteers observed proselytizing may be suspended or terminated. Incidents of proselytizing shall be documented on an incident report form and copied to the Office of Volunteer Services.

- C. The DOC shall require that each facility provide space and equipment adequate for the conduct and administration of faith based programs. The facility shall make available non-offender clerical staff for confidential information. [3-4462]

Each facility Warden shall designate areas within the facility in which faith based programs can be conducted.

- D. In facilities with an average daily population of five hundred (500) or more offenders there is a full-time Chaplain (or Chaplains). In facilities with less than five hundred (500) offenders, adequate religious volunteer staffing is available. [3-4455]

- E. Volunteer Services shall insure that qualified Chaplains have the minimum qualification of (1) clinical pastoral education or equivalent specialized training and (2) endorsement by the appropriate faith group certifying body. The Chaplain assures equal status and protections for all religions. [3-4454]

Volunteer Services shall be responsible for screening (see Attachment “A”) and overall supervision of Chaplains. On-site supervision will be provided collaboratively between the facility Warden/designee and Volunteer Services. NOTE: Collaborative supervision will not impinge on the Warden’s rights and responsibilities under Administrative Regulation 300-27, “Facility Access and Control.”

1. Volunteer Services, in collaboration with the Warden/designee, shall document and forward all pending or corrective actions to Volunteer Services. Volunteer Services, along with the facility Warden/designee, shall be responsible to administer these actions.
2. Volunteer Services shall maintain a central personnel file and develop an annual performance plan for each Chaplain, in consultation with the facility Warden/designee.

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3. The Chaplain Shall:

- a. Sign a Letter of Agreement (Attachment "C") with the DOC outlining their responsibilities and authority, and shall work under the direct supervision of Volunteer Services, in consultation with the Warden/designee.
- b. Be subject to the provisions of Administrative Regulation 300-27, "Facility Access and Control."
- c. Wear a DOC picture identification badge indicating "Chaplain" (full-time chaplains only).
- d. Submit monthly calendars, activity reports, and time sheets to the Volunteer Services, through the Area Volunteer Coordinators.
- e. Satisfactorily fulfill the requirements outlined in their individual performance plan.
- f. When designated by the Warden/designee, in accordance with DOC Administrative Regulation 850-10, "Notification of Next of Kin," make notification to next of kin in cases of offender death; and also make notification in cases of serious illness or injury, if requested by the offender or Warden/designee.
- g. When designated by the Warden/designee, notify offenders in cases of serious family illness, accident, or death, when verified, and in a timely manner (see Attachment "B").
- h. Develop and maintain close relationships with community religious resources. [3-4458]
- i. Have physical access to all areas of the institution to minister to offenders and staff. [3-4457]
- j. Be available to all offenders, regardless of faith persuasion or affiliation, and shall serve without prejudice.

F. When a religious representative of an offender's faith is not represented through the Chaplaincy staff or volunteers, the Chaplain assists the offender in contacting a person who has the appropriate credential from the faith judicatory. That person ministers to the offender under the supervision of the Chaplain. [3-4461]

1. These visits shall be consistent with the Administrative Regulation 300-01, "Offender Visiting Program," Section IV, F., "Special Clergy/Faith Group Representative Visit."
2. The DOC shall allow only one (1) approved "Clergy/Faith Group Representative" per offender to be designated to receive consideration for "Special Clergy/Faith Group Representative Visits."

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- G. The Office of Volunteer Services, in consultation with the Warden/designee and Chaplain, plans, directs, and coordinates all aspects of faith based programs, including approval and training of both lay and clergy volunteers from faiths represented by the offender population. [3-4456]

The Office of Volunteer Services shall endeavor to provide for adequate faith group representation through trained qualified Chaplains, faith group representatives, and volunteers.

- H. The Office of Volunteer Services, the Facility Volunteer Coordinator, and the Chaplain, in cooperation with the facility Warden/designee, develops and maintains communication with faith communities and approves donations of equipment or materials for use in faith based programs. [3-4463]

1. Donations of equipment or material will be subject to prior written approval of the facility Warden/designee.
2. Donations of funds to the faith group trust fund accounts shall comply with Administrative Regulation 800-02, "Religious Trust Fund Accounts."
3. Donations from organizations, businesses, and/or support groups to which an offender's family member is directly or indirectly associated, will not be accepted at the facility where the offender is located.
4. Faith group correspondence studies, donated or purchased, shall be allowed subject to ARs 850-06, "Offender Property" and 300-26, "Offender Reading Material."

- I. Facilities shall publish a schedule of all faith group services and programs in the facility where they are assigned. This schedule will be posted in areas of the facility that offenders have access. [3-4118]

- J. The DOC shall:

1. Allow an offender the opportunity to declare a faith group affiliation. No offender will be required to document their ethnicity in order to declare a faith group affiliation (refer to Attachment "F").
2. Ensure that all recognized faith groups will be extended "equal treatment."
3. Ensure that offenders have the opportunity to participate in practices of their faith group that are deemed essential by the governing body of that faith, limited only by documentation showing threat to the safety of staff, offenders, or other persons involved in such activity, or that the activity itself disrupts the security or good order in the facility. [3-4459]
 - a. Offenders may attend any faith group program facilitated by a faith group representative or volunteer, except the American Indian pipe ceremony, regardless of their faith group affiliation on pdcis - religion section (refer to Attachment "J" for American Indian exception to the tobacco ban).
 - b. When a faith group representative or volunteer is not present to facilitate a program, only offenders listed on pdcis - religion section, as affiliated to the faith group to which the faith based program pertains, will be allowed to attend.

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- c. Offenders possessing faith based credentials or titles obtained prior to, or during incarceration in the CDOC shall have such credentials/titles held in abeyance (be inactive) during the term of incarceration.
 - d. Offenders shall not be allowed to act in a position of spiritual leadership, supervision, or authority over other offenders.
4. Identify the functions and requirements of an offender faith group aide who, in the absence of a faith group representative or volunteer, may help or assist with an approved faith group program under **indirect or intermittent supervision** (Attachment "G").
5. Permit Holy Days as documented by faith tenet, within available time, space, and security resources (for currently approved holy days refer to Attachment "E"). With the exception of Passover, the following protocol shall be observed:
- a. Thirty calendar days prior to an approved holy day, fast day, or work proscription day observance, the Facility Volunteer Coordinator shall post copies of the "Program Sign-Up Sheet" (Attachment "H") on offender accessible bulletin boards.
 - b. Fifteen calendar days prior to the observance, the Facility Volunteer Coordinator shall collect the sign-up sheets and generate appropriate memorandums to the facility's Management Team, Housing, Security, Offender Work Assignment Supervisor, and other affected areas.
 - c. Once sign-up sheets are gathered, only new arrivals to the facility that are currently affiliated with the affected faith group will be eligible to sign-up and will be subject to review by the Facility Volunteer Coordinator on a case by case basis.
 - d. When a faith group representative or volunteer is not present, a minimum of five (5) offender participants, listed on pdccis - religion as affiliated to the same faith group, shall be required before a communal gathering for one of the above observances will be permitted. The facility Warden shall have discretion as to whether the facility has available time, space, and security for a communal gathering of less than five (5) offender participants. NOTE: If less than five (5) offenders of the same faith group are assigned to a facility or custody level, they should be permitted to gather for holy day observances within allowable safety and security policies.
 - e. **FOOD ITEMS PURCHASED OR PROVIDED FROM OUTSIDE SOURCES FOR HOLY DAY OBSERVANCES WILL ONLY BE ALLOWED IF ONE OF THE FOLLOWING APPLIES:**
 - 1) The food item(s) are **mandated** as an **essential element**, by faith tenet, for the observance of the holy day. Offenders must bear the cost of such item(s) and meet the packaging requirements outlined in Administrative Regulation 300-43, "Authorization to Provide Food Items for Offenders," Sections III.A,B,C, and IV. A.

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- 2) An approved outside volunteer faith group representative(s) provides food item(s) in accordance with Administrative Regulation 300-43 and is present to conduct the observance.

NOTE: WHERE SECURITY PERMITS, OFFENDERS MAY BE ALLOWED TO PURCHASE AND BRING CANTEEN FOOD ITEMS TO HOLY DAY OBSERVANCES, WHEN REQUESTED IN ADVANCE OF THE OBSERVANCE. ALL FOOD ITEMS SHALL BE CONSUMED IN ACCORDANCE WITH AR 300-43, SECTION IV.C.4.

6. Permit Work Proscription Days: Some faith groups require adherents to observe mandated non-work days. Offenders who adhere to these faith groups shall be allowed to miss work **without pay** for that day. The following guidelines shall be observed when excusing an offender from work:
- a. The offender is identified as a member of that particular faith group on the pdcis - religion.
 - b. The work restriction day has been authorized for that faith group (Attachment "E").

- K. Searches of personal and faith group related property shall be conducted. Faith related property shall be inspected observing "professional respect," as defined.

When reasonable, searches of group property may be conducted in the presence of the offender faith group aide. Upon request, all faith group property will be opened and presented for inspection. Refusal shall result in confiscation and subsequent inspection. Property items will be returned, if not deemed contraband.

- L. The DOC shall permit faith group related property items, as identified in Attachment "E". Some faith group related property items, while acceptable in the offender general population, may be restricted if the offender is removed from general population status (MCU, Segregation, Special Housing, State Hospital, CSP). Faith group related property items shall:

1. Be stored in a secure designated location for use during faith group related programs only.
2. Have an inventory list, issued by the Facility Volunteer Coordinator, on or in the storage area/box. Any items not on the inventory list shall be considered contraband and will be confiscated.
3. **Not** be added without written approval from Volunteer Services.
4. Be reviewed for appropriateness at each security level, and be subject to approval by the Warden/designee, in consultation with Volunteer Services. If approved faith related property is restricted, a report shall be submitted to Volunteer Services detailing the justification for the restriction and if a less restrictive alternative would be appropriate.

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M. The DOC shall permit personal faith property as identified in Attachment "E". Some personal faith related property items, while acceptable in the offender general population, may be restricted if the offender is removed from general population status (MCU, Segregation, Special Housing, State Hospital, CSP). Personal faith group related property items shall:

1. Be stored in the offenders cell, in a standard size shoe box or clear plastic box available from canteen. This box shall be clearly marked "faith group property."
2. Be listed on a property inventory list by the facility property officer, which shall be kept in or on the faith property box. If the faith related property item is too large to fit into the box, it should be kept in close proximity to the box. Any items not on the property list will be considered contraband and will be confiscated.
3. Faith related personal property must conform to Administrative Regulation 850-06, "Offender Property," Section IV.E. 3.
4. **Not** be added without written approval from Volunteer Services.
5. Be worn, displayed or used ***only*** in the ***offenders cell***, or during faith group programs. Faith related property ***shall not*** be worn, displayed, or used in general population, or while transporting to and from faith group program areas. Faith group medallions or medicine bags, *may be worn, but shall not* be displayed in general population.

Jewish and Messianic-Jewish offenders, as mandated by faith tenet, shall be allowed to wear the "Yarmulke" (skull cap) and the "Tallit Katan" (worn under the clothing), while being transported.
6. Be reviewed for appropriateness at each security level by the Warden/designee pertaining to safety and security. If approved faith related property is restricted, a report shall be submitted to Volunteer Services detailing the justification for the restriction and if a less restrictive alternative would be appropriate.
7. Conduct security inspections of the program area before and after the ceremony, and shall show "professional respect" for faith group program areas and property.

V. **RESPONSIBILITY**

- A. Volunteer Services, Appointing Authorities, Area Volunteer Coordinators, Facility Volunteer Coordinators and the facility Chaplain(s) shall be responsible for initiation, coordination, and supervision of all faith group services and programs departmentally.
- B. The Food Service and Laundry Administrator shall be responsible for review of faith group related diet issues, in accordance with Administrative Regulation 1550-06, "Religious Diets."

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VI. AUTHORITY

- A. First Amendment of the Constitution of the United States: "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof . . .
- B. The Religious Land Use and Institutional Persons Act of 2000. (RLUIPA)
- C. Cruz vs. Beto, 405 U.S. 319 (1972): Prisoners must be afforded "a reasonable opportunity of pursuing their faith comparable to the opportunity afforded fellow prisoners who adhere to conventional religious precepts."
- D. CRS 17-42-101. Freedom of worship.

ATTACHMENTS:

- A. DC Form 800-01A, Qualifications for Chaplains/Candidate Protocol
- B. DC Form 800-01B, Emergency Notification for Offenders
- C. DC Form 800-01C, Chaplain Letter of Agreement
- D. DC Form 800-01D, Certification of Ecclesiastical Authority
- E. DC Form 800-01E, Faith Group Overview
- F. DC Form 800-01F, Request for Change of Faith Group Affiliation
- G. DC Form 800-01G, Offender Faith Group Aide
- H. DC Form 800-01H, Program Sign-Up Sheet
- I. DC Form 800-01I, Establishing/Amending Faith Group Practices
- J. DC Form 800-01J, American Indian Exception to Tobacco Ban
- K. DC Form 100-1A, Administrative Regulation Implementation/Adjustments

**COLORADO DEPARTMENT OF CORRECTIONS
QUALIFICATIONS FOR CHAPLAINS**

CHAPLAIN:

- A. Faith Group Representative approved by Volunteer Services to provide Chaplaincy services to all offenders, regardless of faith affiliation and without prejudice, at no cost to the Colorado Department of Corrections.
 - 1. Appropriately endorsed to function in a Chaplaincy role by a recognized or approved endorsing agency (refer to Attachments “C” and “D”).
 - 2. Successful in completing the DOC Basic Training for new employees.
 - 3. Satisfactorily completed one basic unit of Clinical Pastoral Education (CPE), Catholic Association of Public Education (CAPE), or a DOC approved equivalent, or will plan to attend such training within two (2) years of being classified as a Chaplain.

- B. **Must meet the requirements defined in Administrative Regulation 900-01, "Volunteer Services."**

- C. **Shall be under the supervision of, and accountable to, Volunteer Services, in consultation with the Warden/designee.**

CHAPLAIN CANDIDATE PROTOCOL

- A. Candidates for the position of full/part-time Chaplain must be approved as a volunteer, as defined in AR 900-01, "Volunteer Services," prior to being considered as a candidate.
- B. Candidates for the position of **Full-Time Chaplain** shall provide the following documentation to Volunteer Services before being considered for candidacy:
 - 1. Ordination, licenser or commission, or other credentialing papers from their faith group judicatory.
 - 2. Endorsement from a recognized ecclesiastical authority, when appropriate.
 - 3. Has completed or agrees to complete within two years of assignment, one unit of Clinical Pastoral Education, Correctional Chaplaincy Pastoral Training, or equivalent.
 - 4. A signed Letter of Agreement from the candidate's faith group or sponsoring agency.
- C. Candidates for the position of **Part-Time Chaplain** shall provide the following documentation to Volunteer Services before being considered for candidacy:
 - 1. Ordination, licenser or commission, credentialing papers from their faith group judicatory, or a letter from the faith group judicatory verifying the candidate is actively pursuing credentials.
 - 2. Endorsement from a recognized ecclesiastical authority, when appropriate.
 - 3. Has completed or agrees to complete, within two years of assignment, one unit of Clinical Pastoral Education, Correctional Chaplaincy Pastoral Training, or equivalent.
 - 4. A signed Letter of Agreement from the candidate's faith group or sponsoring agency.
- D. Pre-assignment Interview:
 - 1. The Chaplain candidate shall schedule a meeting with Volunteer Services and bring the above referenced documentation for a screening interview.
 - 2. Department procedures will be explained.
 - 3. Training Academy scheduling and requirements will be addressed.
 - 4. Department needs (facilities that are in need of Chaplaincy coverage) will be discussed.
- E. Volunteer Services shall:
 - 1. Meet with the Chaplain and Area Volunteer Coordinator of the facility where the candidate will be assigned.
 - 2. Arrange for an interview appointment with the facility Warden.
 - 3. Upon approval of the Chaplain candidate by the facility Warden, schedule appropriate training.
 - 4. When the Chaplain candidate successfully completes training, the Area Volunteer Coordinator will be available to escort him/her the first day of assignment to the facility, if requested to do so.

COLORADO DEPARTMENT OF CORRECTIONS EMERGENCY NOTIFICATION FOR OFFENDERS

PART I: TO BE FILLED OUT **COMPLETELY** BY STAFF MEMBER TAKING CALL

DATE: ___/___/___	TIME:
OFFENDERS NAME:	DOC NUMBER:
FACILITY:	LIVING UNIT:
CALLING PARTY'S NAME:	RELATIONSHIP TO OFFENDER:
ADDRESS OF CALLING PARTY:	TELEPHONE NUMBER OF CALLER: (____) _____
NAME OF PERSON IN EMERGENCY:	RELATIONSHIP TO OFFENDER:
TYPE OF EMERGENCY: DEATH___ SICKNESS___ ACCIDENT___ OTHER___	
ACCIDENT OR SICKNESS: HOSPITAL: _____ ADDRESS: _____ CITY: _____ PHONE: (____) _____ ROOM NUMBER: _____ PHYSICIAN: _____ CONDITION OF PATIENT: _____ _____ _____	
DEATH: HOSPITAL: _____ TIME: _____ MORTUARY: _____ ADDRESS: _____ CITY: _____ PHONE: (____) _____ DATE/TIME OF FUNERAL: ___/___/___ _____ CHAPLAIN NOTIFIED: DATE: ___/___/___ TIME: _____	
SIGNATURE OF STAFF MEMBER TAKING CALL:	

COLORADO DEPARTMENT OF CORRECTIONS EMERGENCY NOTIFICATION FOR OFFENDERS

PART II: TO BE COMPLETED BY CHAPLAIN

DATE OFFENDER RETURNED CALL: __/__/__	TIME OFFENDER RETURNED CALL: BEGINNING TIME: _____ ENDING TIME: _____ TOTAL MINUTES: _____
OFFENDER SIGNATURE:	
CHAPLAIN'S COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
I HAVE VERIFIED THE ABOVE INFORMATION IN PART I AND PART II:	
SIGNATURE OF CHAPLAIN:	DATE: _____

- XC: CASE MANAGER
 WARDEN/DESIGNEE
 SHIFT COMMANDER
 CHAPLAIN
 OFFENDER'S HOUSING UNIT

EMERGENCY NOTIFICATION PROTOCOL

The following protocol should be used when making emergency notifications to offenders:

FIRST DETERMINE WHEN THE NOTIFICATION IS APPROPRIATE.

1. If the notification is ***death*** related and the facility is notified of the event after 10:00 pm, notification should be made to the offender when the Chaplain reports for duty the following day.
2. If the notification is related to a tragedy where the family member is in peril of imminent death, the Chaplain should be notified immediately regardless of the time the notification is received.

A. EMERGENCY NOTIFICATION PROTOCOL

1. Any employee receiving a telephone call or information regarding an offender family emergency shall direct the call/information to the master control center immediately.
2. Master control center shall obtain as much information as possible in order to complete all applicable questions on Part I of the “Emergency Notification for Offenders” when receiving calls or information regarding offender family emergencies, and shall notify the Shift Commander and Chaplain immediately upon completion of the form. After signing the form, the recording officer shall forward it to the Chaplain as soon as one can be reached. If time permits, the master control center officer can, if approved by the shift commander, assist the Chaplain by confirming that the emergency is valid by following the steps outlined under “Confirmation Protocol.”
3. The Chaplain shall verify the recorded information under Part II of the form and ensure that the offender is notified within twelve (12) hours of verification, when possible.
4. The Chaplain shall assist the offender in contacting appropriate family members and/or agencies to deal with the situation. Once the form is completed, the staff Chaplain shall make distribution.
5. State paid calls shall only be made when emergencies involve immediate family members. Immediate family members shall include parents, step-parents, adoptive parents, legal guardian, grandparents, brother, sister, step- or half-brother/sister, spouse, son, daughter, step/foster/adopted children, and grandchildren as listed in DOC Administrative Regulation 300-01. ***NOTE: Maximum duration of the call shall be fifteen (15) minutes.***
6. If a Chaplain is not available, the Shift Commander will notify the Duty Officer who will designate an appropriate staff member to make the notification.

EMERGENCY NOTIFICATION PROTOCOL

B. CONFIRMATION PROTOCOL

1. In case of accident or illness, the Chaplain will:
 - a) Consult a phone book or information to verify that the phone number received from the calling party is in fact the number of the hospital, hospice, or agency. After verifying that the number is correct, contact the agency and verify the condition of the family member and the seriousness of the situation.
 - b) Note on Part II of the form the name and position of the person spoken to and any applicable information concerning the medical condition of the family member.
 - c) Notify the offender and arrange for a call.
2. In case of death, the Chaplain will:
 - a) Verify the return telephone number.
 - b) Contact the hospital, law enforcement agency, or funeral home, and verify the death of the family member. If available, ascertain the time and date of the funeral.
 - c) Note on Part II of the form the name and position of the person spoken to.
 - d) Notify the offender and arrange for a call.
3. The Chaplain will:
 - a) Note all applicable information, including the reaction of the offender to the news.
 - b) Note on the form if the offender is extremely agitated, distressed, or upset and bring it to the attention of the Shift Commander or other staff before leaving.
4. No state paid calls are to be made for any offender regarding family emergencies without a completed DC Form 800-01B, unless approved by the programs manager or designee.

COLORADO DEPARTMENT OF CORRECTIONS
CHAPLAIN
LETTER OF AGREEMENT

WHEREAS, the Colorado Department of Corrections (CDOC), is desirous to enter into an agreement with (Organization) to provide a full or part time Chaplain to a facility(s) within the CDOC with all of the responsibility so bestowed upon the profession.

WHEREAS, the DOC has determined that (Chaplain) is qualified to render such services.

NOW, THEREFORE, it is hereby agreed that:

1. (Chaplain), shall render the CDOC expert professional services and consultation. Such services are more fully described as follows: *To provide Chaplaincy services to all offenders, regardless of faith group affiliation and without prejudice to (facility)_____ and any other facility(ies) as they may be able to provide such professional services.*
2. It is understood that the Chaplain(s), recommended by (Organization), as well as the hours worked are subject to the approval of the CDOC and the facility Warden/designee. The Chaplain(s) will be required to complete and pass the CDOC Basic Training and the facility Orientation Program.
3. The facility where the Chaplain is assigned will provide necessary support to the Chaplain which will include, but not be limited to, office space, telephone, janitorial services, clerical support for confidential material, related office equipment, and supplies.
4. The establishment of specific performance measures will continue to be developed by Volunteer Services, the Area Volunteer Coordinator, the facility Warden/designee and the Chaplain. *However, the Chaplain will be responsible for providing religious counseling, which may include notification to offenders or next of kin of deaths, serious illness, and other bona fide emergencies.* Proselytizing is not allowed.
5. The Chaplain will report to Volunteer Services, in consultation with the facility Warden/designee. The Chaplain will develop a plan for ministry and prepare monthly and quarterly reports of activities showing progress in meeting established goals, which shall be instituted as set forth earlier in this Letter of Agreement. The Chaplain will comply with all CDOC and facility policies, rules, regulations, procedures, and directives.
6. For the purpose of this Letter of Agreement, the individuals identified below are hereby designated representatives of the respective parties. Either party may, from time to time, designate in writing, new or substitute representatives:

FOR THE DOC:

Volunteer Services

FOR THE CHAPLAIN:

**COLORADO DEPARTMENT OF CORRECTIONS
CHAPLAIN
LETTER OF AGREEMENT**

- 7. The Chaplain shall maintain a complete file of all records, communications, and other written materials, which pertain to the operation of the ministry, provided for a period no less than three (3) years.
- 8. In the event that the Chaplain obtains access to any records or files of any person in the care or custody of the CDOC in connection with the fulfilling of this agreement, shall keep such records and information confidential and shall comply with all Administrative Regulations and laws concerning confidentiality of such records.
- 9. The Chaplain shall perform his/her duties as any other staff person, subject to the same rules and regulations and disciplinary actions. Volunteer Services shall be deemed the Appointing Authority in corrective and/or disciplinary actions.
- 10. This contract is intended as the complete integration of all understanding between both parties. No prior or contemporaneous addition, deletion, or other amendment shall have any force or effect whatsoever, unless embodied herein in writing.
- 11. The term of this contract shall be for one (1) year from the date of its signing. This contract may be terminated by either party, with or without cause.

_____	____/____/____
Chaplain	Date
_____	____/____/____
Warden/designee	Date
_____	____/____/____
Volunteer Services	Date

Chaplain and Warden must sign first, with original forwarded to Volunteer Services. Original will be retained by Volunteer Services with copies sent to Chaplain and Warden.

COLORADO DEPARTMENT OF CORRECTIONS
FAITH GROUP OVERVIEW

FAITH GROUP	DIET CONSIDERATION AND FAST DAYS	DOC RECOGNIZED HOLY DAYS (DO NOT REQUIRE TIME OFF FROM WORK) UNPAID WORK PROSCRIPTION DAYS (REQUIRES DAY OFF FROM WORK)	WORSHIP PRACTICES PERSONAL GROUP	ALLOWABLE FAITH GROUP ITEMS (PERSONAL)	ALLOWABLE FAITH GROUP ITEMS (GROUP)
American Indian / Alaskan Native	No special dietary standard exists	Unpaid Work Proscription Days >Spring -Equinox >Summer - Solstice >Fall - Equinox >Winter - Solstice	<u>P</u> - Smudging. Accommodated around normal work times <u>G</u> - Sweat Lodge (up to 8 hrs); Smudging, Talking Circle - pipe ceremony	1 Faith Property Box; 1 Medicine Bag or Medallion*; 1 braid Sweet Grass; 1 bunch Cedar; 1 bunch Sage; 2 oz Bear Root, 2 oz Bitter Root; 2 oz Corn Meal; 2 oz Corn Pollen; 6 Feathers; 1 Headband Sacred Path Cards w/book	Tobacco/tobacco blend; buffalo skull; feather fans; ceremonial pipe; drum; drum sticks; dipper & bucket; water antlers; shells; forked sticks; canvas and/or blankets as required to cover sweat lodge; shovel & pitchfork as security allows; prayer ties
Asatra	No special dietary standard exists	No mandatory requirements	<u>P/G</u> - None required	1 Medallion*	None
Asatru (Odinism)	No special dietary standard exists	Holy Day Observance >Jan 3 - Charming of the Plow >Mar 21 - High Feast of Osatra >May 1 - May Day >Jun 21 - Midsummer >Aug 28 - Freyfaxi >Sept 22 - Winter Finding >Oct 15 - Winter Nights >Dec 21 - Yule No unpaid work proscription day(s)	<u>P</u> - Runes <u>G</u> - Blot Sumbel	1 Faith Property Box; 1 Medallion*; 1 White Cloth (towel); 1 Picture of Thor/Odin; 1 Set of Runes; 1 Cloth Bag or 1Set of Rune Cards	Altar; Alter Cloth; Bowl; Libation Horn; Alter Candles; Thor's Hammer 12"x10" (constructed out of wood or cardboard); Picture of Gods & Goddesses; evergreen twig
Baha'i	No special dietary standard exists Fast: March 2-21	Holy Day Observance >Apr 21- Ridvan >May 23- Declaration of the Bab >May 29 - Ascension of Baha'u'llah >Jul 9 - Martyrdom of Bab >Oct 20 - birth of Bab >Nov 12 - birth of Baha'u'llah Unpaid Work Proscription Days >Mar 21 - Baha'i new year	<u>P</u> - Daily prayer time. Accommodated around normal work times <u>G</u> - None required	None	None
BOTA Builders of the Adytum	No special dietary standard exists	No Mandatory Requirements	<u>P/G</u> - None required	1 Faith Property Box: 1 set of 16 Water Color Pencils; 1 deck of 78 Tarot Cards	None

FAITH GROUP	DIET CONSIDERATION AND FAST DAYS	DOC RECOGNIZED HOLY DAYS (DO NOT REQUIRE TIME OFF FROM WORK) UNPAID WORK PROSCRIPTION DAYS (REQUIRES DAY OFF FROM WORK)	WORSHIP PRACTICES <u>PERSONAL</u> <u>GROUP</u>	ALLOWABLE FAITH GROUP ITEMS (PERSONAL)	ALLOWABLE FAITH GROUP ITEMS (GROUP)
Buddhism	Vegetarian	Unpaid Work Proscription Days >Feb 8 - Nirvana >Apr 8 - birthday of Buddha >Dec 8 - Bodhi Enlightenment Day >Dec 21 - Winter Solstice	<u>P</u> - No mandatory requirements (30 min daily morning & evening chanting) <u>Accommodated around normal work times</u> <u>G</u> - None required	1 Faith Property Box; 1 Medallion*; 1 strand Prayer Beads; 1 Prayer Wheel or picture of a Prayer Wheel; 1 Picture of Buddha; 1 Meditation Cushion and 1 Pad	Small statue of Buddha; candle; small bell; meditation cushion and pad
Catholic	Meatless entree on Ash Wed & Good Friday	Holy Day Observance >Ash Wednesday - date varies >Good Friday - date varies >Easter - date varies >Dec 25 - Christmas >Jan 1 - Octove of Christmas >Ascension of Jesus - date varies >Aug 15 - Assumption of Mary >Nov 1 - All Saints Day >Dec 8 - Immaculate Conception No unpaid work proscription day(s)	<u>P</u> - individual choice <u>G</u> - Mass/communion service	1 Faith Property Box: 1 Medallion* or Scapular; 1 Head Covering (female); 1 Rosary (not to be worn around the neck)	Holy Water; small bowl or cup; stations of the cross; cross w/corpus; small statue
Church of Christ Scientist	No special dietary standard exists	No Mandatory Requirements	<u>P/G</u> - None required	1 Medallion*	None
Church of Jesus Christ Christian (Aryan Nation, Identity Christian, Kingdom Identity)	No special dietary standard exists	No Mandatory Requirements	<u>P</u> - Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - Once a week group worship accommodated thru Protestant worship program when there is no faith group minister available.	1 Medallion*	None
Church of Scientology	No special dietary standard exists	Holy Day Observance >Sept 1 - International Scientology Day >Sept 4 - International Auditors Day No unpaid work proscription day(s)	<u>P/G</u> - None required	1 Medallion*	None

FAITH GROUP	DIET CONSIDERATION AND FAST DAYS	DOC RECOGNIZED HOLY DAYS (DO NOT REQUIRE TIME OFF FROM WORK) UNPAID WORK PROSCRIPTION DAYS (REQUIRES DAY OFF FROM WORK)	WORSHIP PRACTICES <u>PERSONAL</u> <u>GROUP</u>	ALLOWABLE FAITH GROUP ITEMS (PERSONAL)	ALLOWABLE FAITH GROUP ITEMS (GROUP)
Church Universal and Triumphant	Vegetarian	Holy Day Observance >Feb 26 - Ascension of Church's founder >Easter - date varies >Wesak - date varies >Dec 25 - Christmas Day No unpaid work proscription day(s)	<u>P</u> - Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - Once a week group worship accommodated thru Protestant worship program when there is no faith group minister available.	1 Medallion*	None
Hindu	Vegetarian	Unpaid Work Proscription Days >Oct - Dashera: date varies >Nov - Diwali: date varies	<u>P</u> - Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - None Required	None	None
Islam / Muslim	Non-Pork Vegetarian Ramadan Fast sun up to sun down - 29 to 30 days	Holy Day Observance >Jumah Prayer - Fridays >Ramadan - varies Unpaid Work Proscription Days >Eid-UI-Fitr - date varies >Eid-UI-Adha - date varies	<u>P</u> - Pray 5 times daily for approx 10 min (before sunrise, before noon, afternoon, before sunset, after sunset) <u>Accommodated around normal work times</u> <u>G</u> - Friday Jumah Service	1 Faith Property Box; 1 Medallion*; 1 Prayer Rug; 1 Kufi (men); 1 Hijab (women); 1 strand Prayer Beads	Prayer Rugs; Kufis (men); Hijabs (women) Medallion*, Prayer Beads
Jehovah's Witness	No special dietary standard exists	Holy Day Observance >Lord's Evening Meal - date varies No unpaid work proscription day(s)	<u>P</u> -Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - Weekly group study	None	None
Jewish	Kosher Fast days: Tevet Ester Tammuz Tish B'Av Gedeliah Yom Kippur	Holy Day Observance Chanukah Unpaid Work Proscription Days >Shabbot - weekly (sundown Fri - sundown Saturday) >Passover - day 1 - date varies >Passover - day 2 - date varies >Passover - day 7 - date varies >Passover - day 8 - date varies >Shavout - day 1 - date varies >Shavout - day 2 - date varies >Rosh Hashanah - day 1 - date varies >Rosh Hashanah - day 2 - date varies >Yom Kippur - date varies >Sukkot - day 1 - date varies >Sukkot - day 2 - date varies >Sukkot - day 8 - date varies >Sukkot - day 9 - date varies	<u>P</u> - Pray three times a day (morning, afternoon, evening) <u>Accommodated around normal work times</u> <u>G</u> - Holy days & weekly Erev-Shabbot & Havdallah.	1 Faith Property Box; 1 Medallion*; 1 Skull Cap (Yarmulke); 1 Prayer Shawl (Tallis); 2 Phylacteries (Tefillin); 1 Calendar; 2 Tallit Katan (Tzizit); 1 Prayer Scarf (women only) NOTE: Skull Cap (Yarmulke) and Tallit Katan (Tzizit) may be worn, as mandated by faith tenet, during transport.	Candles with Holders; spices; kiddish cup; spice holder; grape juice; matzot, Shofar

FAITH GROUP	DIET CONSIDERATION AND FAST DAYS	DOC RECOGNIZED HOLY DAYS (DO NOT REQUIRE TIME OFF FROM WORK) UNPAID WORK PROSCRIPTION DAYS (REQUIRES DAY OFF FROM WORK)	WORSHIP PRACTICES <u>PERSONAL GROUP</u>	ALLOWABLE FAITH GROUP ITEMS (PERSONAL)	ALLOWABLE FAITH GROUP ITEMS (GROUP)
Messianic Jewish	Kosher Fast days: Tevet Ester Tammuz Tish B'Av Gedeliah Yom Kippur	Holy Day Observance Chanukah Unpaid Work Proscription Days >Shabbot - weekly (sundown Fri - sundown Saturday) >Passover - day 1 - date varies >Passover - day 2 - date varies >Passover - day 7 - date varies >Passover - day 8 - date varies >Shavout - day 1 - date varies >Shavout - day 2 - date varies >Rosh Hashanah - day 1 - date varies >Rosh Hashanah - day 2 - date varies >Yom Kippur - date varies >Sukkot - day 1 - date varies >Sukkot - day 2 - date varies >Sukkot - day 8 - date varies >Sukkot - day 9 - date varies	<u>P</u> - Pray three times a day (morning, afternoon, evening) Accommodated around normal work times <u>G</u> - Holy days & weekly Erev-Shabbot & Havdallah.	1 Faith Property Box; 1 Medallion*; 1 Skull Cap (Yarmulke); 1 Prayer Shawl (Tallis); 2 Phylacteries (Tefillin); 1 Calendar; 2 Tallit Katan (Tzizit); 1 Prayer Scarf (women only) NOTE: Skull Cap (Yarmulke) and Tallit Katan (Tzizit) may be worn, as mandated by faith tenet, during transport.	Candles with Holders; spices; kiddish cup; spice holder; grape juice; matzot, Shofar
Krishna Consciousness	Vegetarian	Holy Day Observance >Jagannatha - date varies >Janmastami - date varies >Vyasa Puja - date varies No unpaid work proscription day(s)	<u>P</u> - Twice daily (before sunrise & after sunset) Accommodated around normal work times <u>G</u> - Weekly group study	1 Faith Property Box; 1 Medallion*; 1 strand Prayer Beads (Japa-mala); 1 Prayer Bead Bag; 1 Small Bell	None
Mormons (Church of Jesus Christ of Latter-day Saints)	No special dietary standard exists	No special accommodation required >Good Friday - date varies >Palm Sunday - date varies >Easter - date varies >Dec 25 - Christmas No unpaid work proscription day(s)	<u>P</u> - Daily prayer (morning & evening) Accommodated around normal work times <u>G</u> - Once a week group worship accommodated thru Protestant worship program when there is no faith group minister available.	None	Sacrament of Communion using bread and water
Protestant / (General) Christian	Non-Pork Vegetarian	Holy Day Observance >Good Friday - date varies >Palm Sunday - date varies >Easter - date varies >Dec 25 - Christmas No unpaid work proscription day(s)	<u>P</u> - Individuals study & pray in private. Accommodated around normal work times <u>G</u> - Weekly for Worship and Bible study.	1 Medallion*	Sacrament of Communion using grape juice and bread/wafer

FAITH GROUP	DIET CONSIDERATION AND FAST DAYS	DOC RECOGNIZED HOLY DAYS (DO NOT REQUIRE TIME OFF FROM WORK) UNPAID WORK PROSCRIPTION DAYS (REQUIRES DAY OFF FROM WORK)	WORSHIP PRACTICES <u>PERSONAL</u> <u>GROUP</u>	ALLOWABLE FAITH GROUP ITEMS (PERSONAL)	ALLOWABLE FAITH GROUP ITEMS (GROUP)
Rastafarian	Vegetarian	Holy Day Observance >Jul 23 - Haile Salassie's birthday >1 st Monday of August (Jamaican Independence Day) >Aug 17 - Marcus Harvey's birthday No unpaid work proscription day(s)	<u>P</u> - Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - None	1 Medallion*	None
7 th Day Adventist	Vegetarian	Holy Day Observance >Good Friday - date varies >Palm Sunday - date varies >Easter - date varies >Dec 25 - Christmas Unpaid Work Proscription Days Sabbath - weekly sundown Friday until sundown Saturday	<u>P</u> - Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - Saturday group worship	1 Medallion*	Sacrament of Communion using grape juice and bread/wafer
Sikh	Vegetarian	Unpaid Work Proscription Days >Apr 13 - Vaisakhi: New Year >Nov 30 - Birth of Guru Nanak Dev Ji	<u>P</u> - Sikh prayer, meditation & chanting of God's name for at least 1 hr daily. <u>Accommodated around normal work times</u> <u>G</u> - None required	1 Faith Property Box; 1Turban; 1 Kangha (wood comb)	None
The Way International	No special dietary standard exists	No Mandatory Requirements	<u>P</u> - Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - None required	1 Medallion*	None
Unification Church	No special dietary standard exists	Holy Day Observance >Jan 1 - God's Day >Mar - Parent's Day - date varies >Jun - Day of all Things - date varies >Nov - Children's Day - date varies No unpaid work proscription day(s)	<u>P</u> - Individuals study & pray in private. <u>Accommodated around normal work times</u> <u>G</u> - Once a week group worship accommodated thru Protestant worship program when there is no faith group minister available.	1 Medallion*	None
Universal Life	No special dietary standard exists	No Mandatory Requirements	<u>P/G</u> - None required	None	None

FAITH GROUP	DIET CONSIDERATION AND FAST DAYS	DOC RECOGNIZED HOLY DAYS (DO NOT REQUIRE TIME OFF FROM WORK) UNPAID WORK PROSCRIPTION DAYS (REQUIRES DAY OFF FROM WORK)	WORSHIP PRACTICES <u>PERSONAL GROUP</u>	ALLOWABLE FAITH GROUP ITEMS (PERSONAL)	ALLOWABLE FAITH GROUP ITEMS (GROUP)
Wicca	Vegetarian	Holy Day Observance >Feb 2 - Imbolc >Spring Equinox - date varies >Apr 30 - Beltane >Jun 22 - Midsummer/Summer Solstice >Aug 2 - Lughnassad >Sept 21 - Fall Equinox >Oct 31 - Samhain >Dec 21 - Yule/Winter Solstice No unpaid work proscription day(s)	<p><u>P</u> - Personal worship ritual, divination or devotion. <u>Accommodated around normal work times</u></p> <p><u>G</u> - Prefer to gather outdoors for ritual, but indoors is appropriate also</p>	1 Faith Property Box; 1 Medallion*; 1 set Tarot Cards; 1 Chalice; 2 oz Salt; 1 Bowl; 6 Colored Caulk; 1 set Runes & Bag; 1 Picture of Goddess and the God; 6 Feathers; 1 piece Charcoal; 2 oz Earth; 2 oz each: Chamomile, Lavender, Vervain, Sage, Cedar, "Journal of Shadows"	Altar; Altar Cloth; Bell; Candles; Chalice; Drum; Feather; Herbs (sage, cedar, lavender, vervain, chamomile); Icon (Picture of Deities); Pentacle; Pentagram; Crystals; Rattle; Tarot and/or Rune Cards; Salt.

NOTES: > *The following Medallion*s will not be allowed: Swastika, Iron Cross, Inverted Cross, Inverted 5-point cross, or any Medallion*s identified as gang related. **(MAXIMUM DIAMETER 2 1/2 “)**

- > ** For dates that vary contact or refer the offender to your Facility Volunteer Coordinator.
- > Prayer beads - **black or white** only (beaded on string - no loose beads)
- > Faith Group apparel - **black or white**
- > Personal Faith Group Items are stored in offenders cell in or near the Faith Property Box.
- > Faith related group Items are stored in Communal Items Box located in an appropriate area designated by the Warden/designee.
- > Unpaid Work Proscription Days means inmates are allowed to miss work *without pay* for that day
- > Faith related property items ***shall not*** be worn, displayed or used in general population, or while transporting to and from faith group program areas.
- > Canteen food items may be purchased and brought to the area where the holy day group observance is being held. Food items must be consumed during the gathering or destroyed.
- > Some of these items while acceptable in the offender general population, may be restricted if the offender is removed from general population status (MCU, Segregation, Special Housing, State Hospital, CSP).

COLORADO DEPARTMENT OF CORRECTIONS
RECOGNIZED FAITH GROUP HOLY DAYS
**indicates work proscription days*

<u>JULY, 2001 – JUNE, 2002</u>		<u>JULY, 2002 – JUNE, 2003</u>	
July, 2001		July, 2002	
9	Martyrdom of the Bab - <i>Baha'i</i>	9	Martyrdom of the Bab - <i>Baha'i</i>
23	Haile Salassie's Birthday - <i>Rastafarian</i>	23	Haile Salassie's Birthday - <i>Rastafarian</i>
August, 2001		August, 2002	
1	Lughnasad (Lammas) - <i>Wicca</i>	1	Lughnasad (Lammas) - <i>Wicca</i>
6	Jamaican Independence Day - <i>Rastifarian</i>	5	Jamaican Independence Day - <i>Rastifarian</i>
15	Assumption of Mary - <i>Roman Catholic</i>	15	Assumption of Mary - <i>Roman Catholic</i>
17	Marcus Harvey's Birthday - <i>Rastifarian</i>	17	Marcus Harvey's Birthday - <i>Rastifarian</i>
28	Freyfaxi - <i>Asatru</i>	28	Freyfaxi - <i>Asatru</i>
September, 2001		September, 2002	
1	International Scientology Day - <i>Scientology</i>	1	International Scientology Day - <i>Scientology</i>
4	International Auditors Day - <i>Scientology</i>	4	International Auditors Day - <i>Scientology</i>
		7-8	*Rosh Hashanah - <i>Jewish/Messianic Jewish</i>
		16	*Yom Kippur - <i>Jewish/Messianic Jewish</i>
18-19	*Rosh Hashanah - <i>Jewish/Messianic Jewish</i>		
23	Fall Equinox - <i>American Indian/Wicca (Mabon)</i> (Winter Finding) - <i>Asatru</i>	23	Fall Equinox - <i>American Indian/Wicca (Mabon)</i> (Winter Finding) - <i>Asatru</i>
		21-22	*Sukkot - <i>Jewish/Messianic Jewish</i>
27	*Yom Kippur - <i>Jewish/Messianic Jewish</i>		

			28	*Sukkot "Shmini Atzereet" - <i>Jewish/Messianic Jewish</i>
			29	*Sukkot "Simchat Torah" - <i>Jewish/Messianic Jewish</i>
October, 2001			October, 2002	
2-3	*Sukkot - <i>Jewish/Messianic Jewish</i>			
9	*Sukkot "Shmini Atzereet" - <i>Jewish/Messianic Jewish</i>			
10	*Sukkot "Simchat Torah" - <i>Jewish/Messianic Jewish</i>			
15	Winter Nights - <i>Asatru</i>		15	Winter Nights - <i>Asatru</i>
			15	*Dashera - <i>Hindu</i>
20	Birth of the Bab - <i>Baha'i</i>		20	Birth of the Bab - <i>Baha'i</i>
26	*Dashera - <i>Hindu</i>			
31	Samhain - <i>Wicca</i>		31	Samhain - <i>Wicca</i>
November, 2001			November, 2002	
1	All Saints' Day - <i>Roman Catholic</i>		1	All Saints' Day - <i>Roman Catholic</i>
			4	Diwali - <i>Hindu</i>
			6	Ramadan begins - <i>Islam</i>
12	Birth of Baha'u'llah - <i>Baha'i</i>		12	Birth of Baha'u'llah - <i>Baha'i</i>
14	Diwali - <i>Hindu</i>			
17	Ramadan begins - <i>Islam</i>			
30	Birth of Guru Nanak Dev Ji - <i>Sikh</i>		30	Birth of Guru Nanak Dev Ji - <i>Sikh</i>
			30-Dec 7	Chanukah - <i>Jewish/Messianic Jewish</i>
December, 2001			December, 2002	
			6	Eid ul Fitr (Ramadan ends) - <i>Islam</i>
8	*Bodhi Enlightenment Day - <i>Buddhism</i>		8	*Bodhi Enlightenment Day - <i>Buddhism</i>

8	*Immaculate Conception - <i>Roman Catholic</i>	8	*Immaculate Conception - <i>Roman Catholic</i>
10-17	Chanukah - <i>Jewish/Messianic Jewish</i>		
17	Eid al Fitr (Ramadan ends) - <i>Islam</i>		
22	Yule - <i>Asatru/Wicca</i>	22	Yule - <i>Asatru/Wicca</i>
21	Winter Solstice - <i>American Indian/Buddhism</i>	22	Winter Solstice - <i>American Indian/Buddhism</i>
25	Christmas - <i>Roman Catholic/Church Universal/Mormons/Protestant/Seventh Day Adventist</i>	25	Christmas - <i>Roman Catholic/Church Universal/Mormons/Protestant/Seventh Day Adventist</i>
January, 2002		January, 2003	
1	Octove of Christmas - <i>Roman Catholic</i>	1	Octove of Christmas - <i>Roman Catholic</i>
1	God's Day - <i>Unification Church</i>	1	God's Day - <i>Unification Church</i>
3	Charming of the Plow - <i>Asatru</i>	3	Charming of the Plow - <i>Asatru</i>
February, 2002		February, 2003	
2	Imbolc - <i>Wicca</i>	2	Imbolc - <i>Wicca</i>
8	*Nirvana Day (Day of Buddha's passing) - <i>Buddhism</i>	8	*Nirvana Day (Day of Buddha's passing) - <i>Buddhism</i>
13	Ash Wednesday - <i>Protestant/Catholic</i>	11	Eid ul Adha - <i>Islam</i>
23	Eid ul Adha - <i>Islam</i>		
26	Ascension of Church's founder - <i>Church Universal</i>	26	Ascension of Church's founder - <i>Church Universal</i>
March, 2002		March, 2003	
21	High Feast of Osatra - <i>Asatru</i>	5	Ash Wednesday - <i>Protestant/Catholic</i>
20	Spring Equinox - <i>American Indian/Wicca</i>	21	High Feast of Osatra - <i>Asatru</i>
21	Baha'i new year - <i>Baha'i</i>	21	Spring Equinox - <i>American Indian/Wicca</i>
		21	*Baha'i new year - <i>Baha'i</i>

24	Palm Sunday - <i>Mormons/Protestant/Seventh Day Adventist</i>			
28-April 4	Passover (* days 1, 2, 7, & 8) - <i>Judeism/Messianic Judeism</i>			
29	Good Friday - <i>Roman Catholic/Mormons/Protestant/ Seventh Day Adventist</i>			
31	Easter - <i>Roman Catholic/Church Universal/ Mormons/Protestant/ Seventh Day Adventist</i>			
April, 2002		April, 2003		
3-4	*Passover (final two days) - <i>Jewish/Messianic Jewish</i>			
8	Birthday of Buddha - <i>Buddhism</i>	8	Birthday of Buddha - <i>Buddhism</i>	
13	Vaisakhi - <i>Sikh</i>	13	Vaisakhi - <i>Sikh</i>	
		13	Palm Sunday - <i>Mormons/Protestant/Seventh Day Adventist</i>	
		17-24	Passover (* days 1, 2, 7, & 8) - <i>Jewish/Messianic Jewish</i>	
		18	Good Friday - <i>Roman Catholic/Mormons/Protestant/ Seventh Day Adventist</i>	
		20	Easter - <i>Roman Catholic/Church Universal/ Mormons/Protestant/ Seventh Day Adventist</i>	
21	Ridvan (* days 1, 9, & 12/Commemorates declaration of mission by baha'u) - <i>Baha'i</i>	21	Ridvan (* days 1, 9, & 12/Commemorates declaration of mission by baha'u) - <i>Baha'i</i>	
27	Wesak - <i>Church Universal & Triumphant</i>			
30	Beltane - <i>Wicca</i>	30		
May, 2002		May, 2003		
1	May Day - <i>Asatru</i>	1	May Day - <i>Asatru</i>	
9	Ascension of Jesus - <i>Roman Catholic</i>			

			16	Wesak (celebrates Buddha's birth, enlightenment, and death) - <i>Buddhism</i>
17-18	*Shavout - <i>Jewish/Messianic Jewish</i>			
23	Declaration of the Bab - <i>Baha'i</i>		23	Declaration of the Bab - <i>Baha'i</i>
			29	Ascension of Jesus - <i>Roman Catholic</i>
29	Ascension of Baha'u'llah - <i>Baha'i</i>		29	Ascension of Baha'u'llah - <i>Baha'i</i>
June, 2002			June, 2003	
			6-7	*Shavout - <i>Jewish/Messianic Jewish</i>
21	Summer Solstice - <i>American Indian</i> - (Midsummer) <i>Asatru/Wicca</i>		21	Summer Solstice - <i>American Indian</i> - (Midsummer) <i>Asatru/Wicca</i>
Sabbath Work Proscriptions			Sabbath Work Proscriptions	
Seventh Day Adventist	Weekly sundown Friday until sundown Saturday		Seventh Day Adventist	Weekly sundown Friday until sundown Saturday
Jewish	Shabbot weekly - sundown Friday until sundown Saturday		Jewish	Shabbot weekly - sundown Friday until sundown Saturday
Messianic Jewish	Shabbot weekly - sundown Friday until sundown Saturday		Messianic Jewish	Shabbot weekly - sundown Friday until sundown Saturday

**OFFENDER FAITH GROUP AIDE
(Qualifications)**

- A. One of the following persons must make a recommendation to the facility Warden, in writing, for an offender to be considered as an Offender Faith Group Aide:
1. CDOC approved Faith Group Representative
 2. CDOC approved Faith Group Volunteer
 3. Staff Person
 4. Chaplain
 5. Volunteer Coordinator
 6. Administrator
- B. Before being considered for recommendation as an Offender Faith Group Aide, offenders must meet the following minimum requirements:
1. Shall be housed within the same facility.
 2. Shall not have been convicted of any Class 1 or 2 Code of Penal Discipline violations in the last twenty four (24) months.
 3. Must have a working knowledge of the basic tenets/practice and been officially affiliated (dcis/ads-religion) for twenty four (24) months with the faith group being recommended for. Offenders shall complete DC Form 800-01 G Page 2, which will be submitted to the Office of Volunteer Services, for review by a CDOC approved Faith Group Advisor, Representative, and/or Volunteer for recommendation as to acceptable knowledge of basic tenets and practice.
- C. Offenders shall be removed as an Offender Faith Group Aide if it is determined that the offender:
1. Is convicted of any Class 1 or 2 Code of Penal Discipline violation.
 2. Makes a change of religious affiliation to another faith tradition.
 3. Is observed demonstrating unruly or disrespectful behavior toward staff, another faith group member, or members of other faith groups.
 4. Demonstrates unduly disruptive behavior during faith group programs.
- D. An Offender Faith Group Aide may “help and/ or assist” in the following areas as directed by the facility Warden/designee:
1. As a liaison to communicate information from the faith group to facility administration.
 2. To help and/or assist in facilitating an approved faith group program, only when a faith group representative or volunteer is not present or available.

OFFENDER FAITH GROUP AIDE - QUESTIONNAIRE -

*To be completed by offenders making application for consideration as an Offender Faith Group Aide.
All applications will be reviewed by CDOC faith group advisors before final approval is made by the facility
Warden/designee.*

This form must be completed in its entirety and submitted to the Facility Volunteer Coordinator.

Offender Name: _____ Facility: _____

Case Manager: _____ Housing Unit: _____

Faith Group Affiliation: _____

How long have you been affiliated (per PCDCIS) with your faith: _____

In the space provide, please explain the basic faith tenets and practices associated with your faith:

In the space provide, please explain why you want to be an Offender Faith Group Aide:

In the space provided, please explain the responsibilities of an Offender Faith Group Aide as you understand them:

Offender Signature _____ DOC # _____ Date Submitted _____

Facility Volunteer Coordinator _____ Date Received _____ Date Forwarded _____

PROGRAM SIGN-UP SHEET

DATE OF PROGRAM: _____

DATE PROGRAM SIGN-UP SHEET WAS POSTED: _____

No.	Offender Name/Number	Unit	No.	Offender Name/Number	Unit
1.			17.		
2.			18.		
3.			19.		
4.			20.		
5.			21.		
6.			22.		
7.			23.		
8.			24.		
9.			25.		
10.			26.		
11.			27.		
12.			28.		
13.			29.		
14.			30.		
15.			31.		
16.			32.		

COLORADO DEPARTMENT OF CORRECTIONS
ESTABLISHING/AMENDING FAITH GROUP PRACTICES

Administrative Regulation (AR) 800-01 defines the Colorado Department of Correction's (CDOC) policy regarding Faith Group issues. Attachment "E," the Faith Group Handbook, identifies the "recognized" faiths and defines allowable practices (personal/communal), holy day observances, diets, and offender property (personal/communal). This Administrative Regulation is reviewed annually.

At each annual review, or with the addition of recognized Faith Groups or changes to existing Faith Group practices, the Colorado Department of Corrections makes every effort to afford offenders the opportunity to practice their faith, *without compromising safety and security*. The following procedure is followed:

- A. Faith Group Experts and Advisors are contacted to verify the legitimacy of the faith (per the definition outlined in AR 800-1) and to provide input regarding faith tenets. *Note: Several advisors may be utilized, as well as written resources and other state or federal agencies.*
- B. Faith Group Experts advise the CDOC regarding faith practices, necessary property, diets, and holy days.
- C. The CDOC's Food Service Administrator, Volunteer Services Administrator, and Legal Department review the faith specific information and make recommendations to the CDOC Faith Group Issues Committee, who make the final recommendations to the appropriate Executive Administration.
- D. The CDOC appropriate Executive Administration review all faith specific information and recommendations. After consideration for safety and security issues, a decision is reached and policy is written (or changed). Decisions reached at this level affect all CDOC facilities.

Offender Issues? Changing policy requires a written request from the offender detailing the area(s) of concern, and suggested remedies. Once a written request is received the aforementioned steps will begin. When a decision is reached the offender will be notified in writing. If policy is changed due to a written offender request, an Executive Directive may be distributed department-wide, OR the change may be implemented at the next scheduled revision of Administrative Regulation 800-01.

Staff shall direct offenders to submit their written requests for faith related changes to Administrative Regulation 800-01 to the Facility Volunteer Coordinator to be forwarded to Central Office.

COLORADO DEPARTMENT OF CORRECTIONS
REQUEST TO ESTABLISH/AMEND FAITH GROUP PRACTICES

Instructions: Please print or type all information - for more room, attach a continuation sheet(s).

NAME OF FAITH GROUP:

IS THERE A RECOGNIZED GOVERNING BODY FOR THIS GROUP?: (If there is provide Name, Address, Phone number. If not, provide source of documentation to support the recognition as a recognized faith group)

WHAT ARE THE BASIC TENETS OR TEACHINGS OF THE FAITH GROUP: (Be Specific)

DOES THE FAITH GROUP HAVE CENTRALLY APPOINTED MINISTERS OR TEACHERS? - IF SO, PLEASE SPECIFY:

ARE FAITH GROUP MEMBERS AVAILABLE TO VISIT INCARCERATED MEMBERS OF THE FAITH GROUP?:

ARE THERE ANY SPECIFIC DIETARY REQUIREMENTS? - IF SO, PLEASE SPECIFY:

ARE ANY HOLY DAYS OR WORK PROSCRIPTION DAYS *REQUIRED*? - IF SO, PLEASE SPECIFY (Dates and Practices):

IS ANY SPECIFIC WEARING APPAREL *REQUIRED* FOR PARTICIPATION IN THIS FAITH GROUP? - IF SO, PLEASE SPECIFY:

ARE ANY FAITH ITEMS *REQUIRED* FOR THE PRACTICE OF THIS FAITH GROUP? - IF SO, PLEASE SPECIFY:

ARE ANY PERSONAL OR FAITH GROUP ITEMS *REQUIRED* FOR THE PRACTICE OF SERVICES/CEREMONIES - IF SO, PLEASE SPECIFY:

Print Name: _____ **DOC #** _____ **Facility:** _____

Signature: _____

AMERICAN INDIAN EXCEPTION TO TOBACCO BAN

This exception to the tobacco ban has been approved by Colorado Commission of Indian Affairs, Lieutenant Governor Joe Rogers, and Executive Director of the Colorado Department of Corrections, John Suthers. (Formerly referred to as ***EXECUTIVE DIRECTIVE "3-99"***)

This directive pertains to Administrative Regulations 100-04, "Smoking in Buildings and Vehicles," and 800-01, "Religious Programs, Services, Clergy Faith Group Representatives and Practices." An executive decision has determined:

- A. **TOBACCO:** That an exception to the tobacco ban be placed in effect for American Indian practitioners.
 - A. That native tobaccos and/or tobacco mixtures be allowed in prepackaged and controlled amounts, not to exceed one (1) ounce per ceremony.
 - B. That facility Wardens designate appropriate security protocols for receipt and distribution.
 - C. That American Indian offenders be allowed to participate in one pipe ceremony per week and four holy day observances, annually as outlined in AR 800-01.
 - D. That only offenders designated American Indian religion on the DCIS system be allowed to participate in pipe ceremonies.
 - E. That only the pipe ceremony be restricted to offenders designated as American Indian, and that all other ceremonies, *not involving tobacco*, be open for attendance to the general offender population.
 - F. That if a pipe ceremony is conducted in conjunction with the sweat lodge ceremony, offenders not designated as American Indian, be restricted access to the sweat lodge area until the pipe ceremony is concluded.
 - G. That medicine bags found to contain tobacco, be deemed contraband until the tobacco is removed. If refusal to remove the tobacco is encountered, the medicine bag will be confiscated. Disposition of the medicine bag will be determined by the facility Warden in accordance with relative Administrative Regulations.
- B. **PERSONAL PIPES:** That possession of personal pipes be allowed by American Indian offenders due to the spiritual significance of such pipes even when not smoked.
 - A. That personal pipes be restricted to American Indian offenders that are designated American Indian of the DCIS system.
 - B. That if an American Indian offender is caught smoking any substance in a personal pipe after the March 1, 1999, tobacco ban, the pipe will be deemed contraband and be confiscated. Disposition of the pipe will be determined by the facility Warden in accordance with relative Administrative Regulations.
- C. **SMUDGING:** That smudging be allowed on the sweat lodge grounds. That if there is no sweat lodge, an area be designated by the Warden for the purpose.
 - A. That smudging using non tobacco plants, be allowed during American Indian ceremonies, as well as other times designated for prayer.
 - B. That times of the week be specifically designated, as an opportunity for American Indian offenders to access the sweat lodge or designated area, for the purpose of smudging and prayer.
 - C. That the above recommendation be facilitated in full consideration of a physical location of the sweat lodge area, facility security, general security concerns, and staffing.

