

**103 CMR 471, *Religious Programs and Services*
Standard Operating Procedure**

I. Chaplain Requirements and Responsibilities

- A. At each institution with an average daily population 500 or more, there is a full-time qualified chaplain (or chaplains) with minimum qualifications which are as follows:
1. One (1) unit of clinical pastoral education or equivalent specialized training, and
 2. Endorsement by the Denominational Endorsing Agent/officer.

At institutions with an average daily population of less than 500 inmates, there must be adequate religious staffing available that meet the same minimum qualifications as above.

The chaplain shall assure equal status and protection for all religions. The chaplain and/or religious staff has physical access to all areas of the institution to minister to inmates and staff.

- B. In instances where a religious leader of an inmate's faith is not represented through the institution's chaplaincy staff or volunteers, the chaplain/designee assists the inmate in contacting a person with the appropriate credentials from the faith judicatory. That person ministers under the supervision of the chaplain after all facility entrance requirements are completed in accordance with 103 DOC 501, *Institution Security Procedures*.
- C. The chaplain, in cooperation with the Superintendent or designee, is responsible for approving donations of equipment or materials for use in religious programs.

II. Special Diets

- A. These procedures should be followed for Kosher, Halal, Vegetarian, and Vegan Diet Requests.
- B. Per 103 CMR 471, *Religious Programs and Services*, inmates should make their special diet requests in writing to the Superintendent's designee of the institution where they are housed, utilizing Attachment #1.
- C. When the Superintendent's designee receives a special diet request, they should verify the inmate's religious affiliation in IMS. If the inmate's religious affiliation is inconsistent with the submitted request, the Superintendent's designee should interview the inmate to inquire about their sincerity of belief in the religion.
- D. The Superintendent's designee will review all special diet requests received. If the inmate requests a special diet that is documented in the Religious Services Handbook, that diet should be approved, utilizing Attachment #2. The

Superintendent's designee shall be responsible for adding the special diet approval in IMS and forwarding a copy of Attachment #2 to the inmate.

- E. If the inmate requests a special diet that is not documented in the Religious Services Handbook, that inmate should be given an Inmate Religious Services Request Form to be completed and forwarded to the Superintendent. The Superintendent shall then forward the request form, with their recommendation, to the Religious Services Review Committee for a formal decision, in accordance with procedures outlined in the Religious Services Handbook.
- F. Once a special diet is approved, the Superintendent's designee shall be responsible for entering the special diet information in IMS and ensuring that the inmate has been notified that they have been approved utilizing Attachment #2.
- G. An informational notification will be forwarded to the institutional food services profile. The informational notification will include the inmate's name, commitment number, housing unit and special diet type. IMS will also generate and maintain an up to date special diet list via the diet query report.
- H. Inmates on special diets shall show their identification card and sign for their diet at every meal.
- I. When a staff member witnesses an inmate who is on the special diet list accessing any part of a meal from the mainline menu or the inmate fails to access the special diet, a disciplinary report shall be written and issued to the inmate. Sanctions will be imposed pursuant to 103 CMR 430, *Inmate Discipline*.
- J. Inmates assigned to a community work crew or work release assignment whose work schedule conflicts with meal periods will not be issued a disciplinary report.
- K. Special diets should continue without break upon transfer to another institution. An informational notification will be forwarded to the food services profile of both the sending and receiving facility upon an inmate's transfer. The notification will include the inmate's name, commitment number and special diet type.
- L. When an inmate, who voluntarily signs up to receive a religious services holy day feast fails to access the feast food, a disciplinary report shall be written and issued to the inmate. Sanctions in the form of restitution for the cost of the wasted religious feast food may be imposed pursuant to 103 CMR 430, *Inmate Discipline* by the hearing officer if the inmate is found guilty.

Date:

Inmate Name:

Commitment #:

From: Superintendent

Please be advised that your request for a special diet has been approved and you will be added to the Kosher/Halal/Vegetarian/Vegan list effective immediately. Please be aware that, if for any reason you are observed accessing any part of a meal from the mainline menu or fail to access a meal, a disciplinary report will be written.

Thank you.