

## **PROCEDURES FOR CLERGY VISITS AND RELIGIOUS VOLUNTEERS**

### **1. CLERGY VISITS:**

- a) DPSCS offenders must be the initiators in requesting one individual to be their clergy via written request to the Chaplain's office.
- b) Offenders can only have one (1) designated clergy on their visitor's list.
- c) Immediate family members cannot be an offender's clergy.
- d) At no time can outside clergy declare themselves as clergy of an inmate without the expressed consent of the offender or in case of emergencies family members can recommend a clergy person for their incarcerated family member.
- e) The Chaplain receiving a clergy request shall contact the clergy individual and send them a 'Clergy Registration Form', (see next page), to complete and return the form along with other required documentation.
- f) Once an individual has been approved to be an offender's clergy he/she will abide by all visitor regulations.
- g) Clergy visits only occur during the offender's visiting schedule. Visits outside of normal visiting hours must have prior approval from the Warden or designee.
- h) Registered clergy cannot be volunteers in the same facility that they are registered at as clergy.
- i) Offenders must write to the Chaplain if they desire to discontinue their registered clergy.

### **2. RELIGIOUS VOLUNTEERS:**

- a) Religious volunteers must first be approved via the Volunteer Application process which includes application completion, background check, and completion of volunteer orientation to become a registered religious volunteer.
- b) Religious volunteers cannot volunteer in a facility where they have a relative housed at that facility.
- c) Religious volunteers must have a specific faith group that congregates on a regularly basis. Faith groups that don't meet the minimum participant number to congregate do not qualify for registered religious volunteers entering the facility.
- d) Those offenders that are too few in number to be allowed a congregate worship or study can request an individual to be their clergy until such time the number of adherents meets the required number of individuals to warrant a congregate service and study.
- e) Registered clergy that want to change to a volunteer status must terminate their registered clergy status and inform those offenders that he/she were visiting to contact the Chaplain and have that individual clergy removed from their visitor's list.
- f) At no time is a registered volunteer allowed to enter their assigned facility outside of their designated day and time they are scheduled to conduct a religious service, study, or special religious congregate event.

**CLERGY REGISTRATION FORM**

**FACILITY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**RELIGIOUS SERVICES DEPARTMENT**

**REGISTRATION OF VISITING CLERGY**

**PLEASE PRINT:**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ (Bishop, Deacon, Elder, Evangelist, Father, Imam, Pastor, Rabbi, Reverend, etc.)

**HOME ADDRESS:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**WORK ADDRESS:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **SOCIAL SECURITY #:** \_\_\_\_\_

**CREDENTIALS (Type and Issuing Organization):**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SUPERVISING OFFICIAL:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**OTHER INFORMATION:**

**INMATE:** \_\_\_\_\_ **DOC #:** \_\_\_\_\_

\_\_\_\_\_ **DOC #:** \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**