

# **CHAPLAINCY DEPARTMENT MANUAL**



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Rehabilitation Programs Division**

# Rehabilitation Programs Division

## ***Mission:***

The mission of the Chaplaincy Department of the Texas Department of Criminal Justice is to positively impact public safety and reduce recidivism through moral rehabilitation by rendering pastoral care and quality programming to facilitate spiritual transformation.



# **Rehabilitation Programs Division Chaplaincy Department Manual**

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### Chapter One

#### Audits / Evaluations / Reports

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
01.01 (rev. 3)	08/12	Operational Review
01.02	08/12	Staff Chaplain Monthly Reports
• Attachment A	08/12	Staff Chaplain Report – E-form
• Attachment B	08/12	Volunteer Services Report – VS00

**SUBJECT: OPERATIONAL REVIEW**

**AUTHORITY:** ED-02.92, "Operational Review Program;" AD-07.30, "Procedures for Religious Programming;" *Operational Review Manual*; ED-01.21, "TDCJ Policies and Procedures System"

**POLICY:**

Chaplaincy Operations shall conduct operational reviews to ensure that the programs offered meet the chaplaincy mission.

I. Scheduling Operational Review

- A. An operational review or audit of each correctional unit or facility operated by and for the TDCJ Chaplaincy Department shall be conducted once every three years.
- B. Special reviews may be conducted under the direction of the RPD Manager III – Support Services or designee as deemed necessary.
- C. The RPD Manager III – Support Services or designee will schedule operational review dates and times with unit chaplaincy departments at least seven days in advance. Special unscheduled operational reviews are an exception to this advance notice requirement.
- D. The regional chaplain will conduct the on-site operational review as authorized by the RPD Manager III – Support Services or designee.
- E. The regional chaplain will provide an exit briefing to the warden or facility administrator or designee addressing operational review findings.
- F. The operational review will be written by the regional chaplain who will submit the report to the RPD Manager III – Support Services or designee.
- G. The final report, as written by the RPD Manager III – Support Services or designee, shall be submitted to Operational Review no later than the 10th of the following month.

II. Operational Review of Program Components

A. Use of Physical Facilities

- 1. Objective: Audit the use of physical facilities for religious services to determine appropriations in respect to sound correctional policy and the functional and ecumenical use for religious programs. Office

organizational procedures shall be audited to assure accurate and apportioned record keeping.

2. Background: Throughout the agency there are indicators of vulnerability in the area of supervision, adequacy of multi-faith areas, and privacy. There is competition among groups in respect to physical facilities used for religious programming and worship.

**B. Management of Community Resources**

1. Objective: Review the use of community resources to determine qualification, adequacy, appropriateness, and equitableness in meeting offender group needs.
2. Background: Management assessment indicates that the mismanagement of community resources is a highly vulnerable area resulting in litigation, security violations, offender group conflict, and needs not being met. Utilizing sufficient volunteers distributes the workload to provide maximum pastoral care.

**C. Chaplaincy Department Operational Budget and Equipment**

1. Objective: Review cost center to determine if planning, allocation, and expenditures are appropriate and equitable.
2. Background: Mismanagement of cost center may result in the loss of funding and credibility, waste, reduction or termination of religious programs, and claims from offender groups of unethical treatment.

**D. Chaplaincy Department Training**

1. Objective: Review involvement of the chaplains in training the unit staff concerning the religious needs of a multifaith offender population.
2. Background: It is necessary to facilitate staff awareness of the complexity of offender religious issues and the proliferation of religious groups that often lead to confusion, competition, and possible litigation.

**E. Delivery of Pastoral Care**

1. Objective: Review the process by which offender religious needs are determined to ensure that these needs are adequately and appropriately met.

2. Background: Throughout the agency there are indications that the proliferations of religious groups strain the finite and limited resources of the facility. Legitimate needs must be clearly identified and prioritized.

F. Chaplain and Volunteer Schedules

1. Objective: Examine the duty and activity schedules of the religious services department to determine that they are in compliance with AD-07.30, the TDCJ *Volunteer Services Plan*, and the *Chaplaincy Manual*.
2. Background: Throughout the agency there are indicators that there are problems ensuring sufficient time and resources to meet identified needs.

G. Accessibility and Visibility of Chaplaincy Department to Offenders

1. Objective: Examine the procedures by which the chaplains are accessible to all offenders and are responsive to their needs and requests.
2. Background: Indicators reveal that offender crisis situations may not be handled as expeditiously as they should be and that some routine requests are not getting attention in a timely, professional, and efficient manner.

H. Accessibility and Visibility of Chaplaincy Department to Staff

1. Objective: Examine the procedures by which the chaplains are accessible to all staff and responsive to their needs and requests.
2. Background: Staff crisis situations shall be handled in a professional, timely, and efficient manner.



Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **STAFF CHAPLAIN MONTHLY REPORTS**

**AUTHORITY:**       AD-07.30, "Procedures for Religious Programming;" Chaplain I and II  
Job Descriptions

**POLICY:**

Unit chaplains are responsible for submitting the required monthly reports to the manager of Chaplaincy Operations.

**DISCUSSION:**

- I.       Compilation of statistics is very important to demonstrate the role and activities of unit chaplains and Chaplaincy Operations programs.
- II.      Each month the unit chaplain shall complete the Staff Chaplain Report and the Volunteer Services Report (VS00) within the allotted required time.
- III.     The completed monthly reports help maintain professional standards for tracking results and provide programmatic accountability.
- IV.     The Staff Chaplain Report is compiled by the office of the RPD Manager III – Support Services or designee. The Volunteer Services Report (VS00) is compiled by the office of the director of Volunteer Services. Both reports are submitted to the division director of the Rehabilitation Programs Division. The monthly reports are compiled as one report and submitted to the RPD Manager III – Support Services or designee. Portions of the compiled report are entered into the monthly chaplaincy report submitted to the Rehabilitation Programs Division.

**PROCEDURES:**

- I.       Staff Chaplain Report
  - A.      Each unit chaplain shall be responsible for the completion of the Staff Chaplain Report.
  - B.      This report must be submitted no later than the seventh day of the month.
  - C.      This Staff Chaplain Report is accessed through the TDCJ Mainframe System: EMS; 4.4; select CHAP-STAFF CHAPLAIN REPORT (Attachment A).
  - D.      The report must be fully completed; all information must be filled in before proceeding to the next screen (if zero, you must type in the numeric 0).

E. The regional chaplain and warden shall be notified when the report is not submitted.

## II. Religious Program Schedule

Each unit chaplain shall fax a copy of their Unit Religious Program Schedule, found in Chaplaincy Policy 02.01, to Chaplaincy Operations no later than the seventh day of the month.

## III. Volunteer Services Report

A. Each unit chaplaincy department shall submit a monthly Volunteer Services Report (VS00). The VS00 report is a record of every approved volunteer visit during the month.

B. This information shall be submitted no later than the seventh day of the month.

C. The VS00 – RECORD VISIT screen is accessed through the TDCJ Mainframe System: VS00; enter 01 = Chaplaincy; enter 05 = Record Visit; enter the volunteer Driver's License number (Attachment B).

D. At the RECORD VISIT screen, enter the following volunteer information: UNIT CODE; DATE OF VISIT; TIME OF VISIT; CONTACTS; PURPOSE.

E. In the event that the chaplain is unavailable to record these visits, arrangements will be made with the regional chaplain and Volunteer Services to insure that this information is recorded.

F. The warden shall be notified when -0- volunteer visits are reported.

## IV. Determining the volunteer purpose code for the Volunteer Services Report (VS00)

All purpose codes will begin with "CH" for Chaplaincy. This rule will be true for all chaplaincy volunteers: **Purpose Code = C H \_ \_ \_ \_**

### ❖ The first blank will be a Function Code:

- 1 = SVORI
- 2 = InnerChange Freedom Initiative
- 3 = GRAD
- 4 = YOP
- 5 = Re-Bound
- 6 = Faith-Based Dorms
- 7 = CVCA
- 8 = Regular Volunteer Program

**Example:** CH 8 \_ \_ \_ - You are recording a visit in VS00 for a Chaplaincy approved volunteer

❖ **The second blank will be for Track:**

- 2 = Mentor
- 3 = Family Programs
- 4 = Rehabilitation
- 5 = Reentry
- 6 = Spiritual Growth Programs
- 7 = Non-Religious programming

**Example:** CH 8 6 \_ \_ - You are recording a visit in VS00 for a Chaplaincy approved volunteer facilitating a Spiritual Growth Program

❖ **The third blank will be the Program Code:**

**Mentor:**

1 = Mentoring

**Family Programs:**

- 1 = Family Day
- 2 = Marriage program
- 3 = Parenting program
- 4 = Visitation
- 0 = Other

**Rehabilitation:**

- 1 = Voyager
- 2 = Substance Abuse
- 3 = Anger Management
- 4 = New Life Behavior
- 5 = TAX
- 6 = Education
- 0 = Other

**Reentry:**

- 1 = H.O.P.E.
- 2 = H.I.R.E.
- 0 = Other

**Spiritual Growth:**

- 1 = Primary Service
- 2 = Additional Service
- 3 = Class / Study
- 4 = Music / Drama
- 5 = Library (Audio/Visual)
- 6 = KAIROS
- 7 = Crusade
- 8 = Experiencing God
- 9 = Growing in Christ
- 0 = Other

**Non-Religious:**

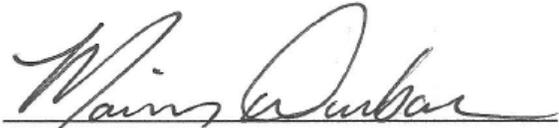
- 1 = Toastmasters
- 2 = Seven Habits
- 3 = Military Vet. Group
- 4 = Crafts
- 0 = Other

**Example:** CH 8 6 1 \_ - You are recording a visit in VS00 for a Chaplaincy approved volunteer facilitating a Spiritual Growth Program that is a primary worship service

❖ **The Fourth blank will be for Faith Code:**

- 1 = Christian (non-Roman Catholic)
- 2 = Roman Catholic
- 3 = Muslim
- 4 = Other

**Example:** CH 8 6 1 2 - You are recording a visit in VS00 for a Catholic Chaplaincy approved volunteer facilitating a Spiritual Growth Program that is a primary worship service.



Marvin Dunbar  
RPD Manager III – Support Services

STAFF CHAPLAIN REPORT                      FOR MONTH OF \_\_\_\_\_ (MAY, JUNE, ETC.)  
(IF ZERO, YOU MUST TYPE IN THE NUMERIC 0)

	NRC	RC	MUS	OTHER
TRACK III - FAMILY PROGRAMS				
FAMILY EVENTS				
- EVENTS CONDUCTED	_____	_____	_____	_____
MARRIAGE PROGRAMS				
- EVENTS HELD	_____	_____	_____	_____
PARENTING PROGRAMS				
- EVENTS HELD	_____	_____	_____	_____
OTHER FAMILY PROGRAMS				
- PROGRAMS HELD	_____	_____	_____	_____
TRACK IV - REHABILITATION PROGRAMS				
LIFE SKILLS				
- CLASSES HELD	_____	_____	_____	_____
SUPPORT GROUPS				
- CLASSES HELD	_____	_____	_____	_____
EDUCATION PROGRAMS				
- CLASSES HELD	_____	_____	_____	_____
TRACK V - REENTRY PROGRAMS				
- CLASSES HELD	_____	_____	_____	_____
TRACK VI - SPIRITUAL GROWTH PROGRAMS				
PRIMARY WORSHIP SERVICES				
- SERVICES HELD	_____	_____	_____	_____
ADDITIONAL SERVICES				
- SERVICES HELD	_____	_____	_____	_____
SPIRITUAL CLASSES				
- CLASSES HELD	_____	_____	_____	_____
CRUSADES				
- CRUSADES HELD	_____	_____	_____	_____
OTHER CLASSES				
- CLASSES HELD	_____	_____	_____	_____
TRACK VII - NON-SPIRITUAL PROGRAMS				
- CLASSES MEETING	_____	_____	_____	_____

\_\_\_\_ UCC SESSIONS PARTICIPATED IN  
\_\_\_\_ CLASSES/STUDY GROUPS LED  
\_\_\_\_ OFFENDERS ATTENDING  
\_\_\_\_ WORSHIP SERVICES LED  
\_\_\_\_ OFFENDERS ATTENDING

- \_\_\_ PRIMARY MUSLIM SERVICES CONDUCTED ON THE UNIT
- \_\_\_ OFFENDERS ATTENDING
- \_\_\_ ADDITIONAL MUSLIM SERVICES/CLASSES CONDUCTED ON THE UNIT
- \_\_\_ OFFENDERS ATTENDING
- \_\_\_ TOTAL PROGRAMS SUPERVISED
- \_\_\_ MINISTERIAL VISITS FACILITATED
- \_\_\_ I-60'S ANSWERED
- \_\_\_ COUNSELING GROUPS LED
- \_\_\_ COUNSELING INTERVIEWS (15 MIN OR LONGER)
- \_\_\_ OFFENDER CONTACTS (LESS THAN 15 MIN)
- \_\_\_ OFFENDER FAMILY EMERGENCY MESSAGES DELIVERED
- \_\_\_ OFFENDER PHONE CALLS SUPERVISED
- \_\_\_ PHONE CALLS MADE ON BEHALF OF OFFENDERS
- \_\_\_ OFFENDER FAMILY PHONE CALLS RECEIVED
- \_\_\_ OFFENDER FAMILY LETTERS WRITTEN
- \_\_\_ OFFENDER FAMILY LETTERS RECEIVED
- \_\_\_ OFFENDER DEATHS WORKED
- \_\_\_ APPROVED VOLUNTEERS SUPERVISED
- \_\_\_ TRAINING HRS CONDUCTED
- \_\_\_ HRS TDCJ TRAINING RECEIVED
- \_\_\_ HRS DENOM TRAINING RECEIVED
- \_\_\_ HRS OF CONTINUING EDUCATION
- \_\_\_ HRS OF STAFF MINISTRY PERFORMED
- \_\_\_ USSO/POST TRAUMA TEAM HRS
- \_\_\_ SAFE PRISON PROGRAM HRS
- \_\_\_ HRS OF COMMUNITY SERVICE
- \_\_\_ SPEAKING ENGAGEMENTS

**MUSLIM CHAPLAINS ONLY**

- \_\_\_ UNITS VISITED
- \_\_\_ UNITS CALLED

**SPECIAL VOLUNTEER SECTION**

- | NRC | RC  | MUS | OTH |                   |
|-----|-----|-----|-----|-------------------|
| ___ | ___ | ___ | ___ | VOLUNTEER VISITS  |
| ___ | ___ | ___ | ___ | VOLUNTEER HRS     |
| ___ | ___ | ___ | ___ | OFFENDER CONTACTS |
| ___ | ___ | ___ | ___ | TRAINING SESSIONS |
| ___ | ___ | ___ | ___ | TRAINING HRS      |

**"OTHER" FAITH GROUPS MEETING**  
(MARK "Y" YES OR "N" FOR NO)

- |                       |                     |
|-----------------------|---------------------|
| ___ BUDDHIST          | ___ MORMON          |
| ___ CHRISTIAN SCIENCE | ___ NATIVE AMERICAN |

JEHOVAH'S WITNESS  
 JEWISH

ODINIST/ASATRU  
 WICCA

NOTE GROUPS NOT LISTED:

\_\_\_\_\_  
 \_\_\_\_\_

HOW MANY NEW APPROVED VOLUNTEERS HAVE YOU ADDED TO THE UNIT THIS MONTH?

LIST NEW APPROVED VOLUNTEERS:

NAME	PROGRAM/ACTIVITY/SERVICE	LAST 4DIGITS OF DL
------	--------------------------	--------------------

HAVE YOU AS THE UNIT CHAPLAIN BEEN OFFERED DONATED MATERIALS DURING THIS REPORTING MONTH? IF YES, WHAT ITEM(S) HAVE BEEN OFFERED?

HAVE YOU AS THE UNIT CHAPLAIN REFUSED ANY OFFERED DONATED MATERIALS DURING THIS REPORTING MONTH? IF YES, WHAT ITEM(S) WERE OFFERED AND FOR WHAT REASON(S) WAS IT REFUSED?

IN WHAT WAY(S), OTHER THAN FOR CHAPLAINCY PROGRAMS/ACTIVITIES/SERVICES, HAS YOUR CHAPLAINCY EQUIPMENT, SUPPLIES, FIXTURES OR ASSETS BEEN USED THIS MONTH? BY WHOM AND FOR WHAT PURPOSE?

RELIGIOUS DEVOTIONAL ITEMS APPROVED?

NUMBER OF HQ-150'S SUBMITTED?

LIST ANY ADDITIONAL PERTINENT INFORMATION NOT ALREADY INCLUDED IN THIS REPORT.

END

TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
VOLUNTEER SERVICES PROGRAM  
RECORD VISIT  
CHAPLAINCY

NAME: DOE, JOHN M. DATE ADDED: 06/09/1998  
SSN: \*\*\*\*\*1234 ID: DL: TX 01234567  
RACE: W STATUS: APP APPROVED  
SEX: M VOL TYPE: A APPROVED LAST VISIT: 05/23/2008  
FROM: 14:30 TO: 18:15  
APPROVED UNITS/OFFICES: ALL  
RESTRICTED UNITS/OFFICES: SB  
COMMENTS: DU/SON RETRAINED 5/08

ENTER UNIT: XX <OR> OFFICE: \_\_\_\_\_  
DATE OF VISIT: 06 / 17 / 2008 TIME OF VISIT: FROM: 07 : 58 TO: 10 : 05  
CONTACTS: OFFENDER: 075 OFFENDER FAMILY: 000 STAFF: 000 VICTIM: 000 OTHER: 000  
PURPOSE: 8611

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NEXT VOLUNTEER: SSN: \_\_\_\_\_ ID: \_\_\_\_\_ DL: \_\_\_\_\_  
VISIT NOT RECORDED  
PF1=HELP PF2=CONT PF3=PREV PF4=CANCEL PF6=PROCESS PF11=PURPOSE PF12=EXIT

# Rehabilitation Programs Division Chaplaincy Department Manual

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### Chapter Two

#### Curriculum / Programming

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Policy Number	Date	Policy Title
02.01 (rev. 2)	08/12	Curriculum and Programming
• Attachment A	08/12	New Program or Activity E-Form
• Attachment B	08/12	Proposal Form for Service Providers
• Attachment C	08/12	Sample Program Schedule
02.02 (rev. 5)	08/12	Crusades
• Attachment A	08/12	Crusade E-Form
02.03 (rev. 1)	08/12	Chaplain's Program Notebook
• Attachment A	08/12	Program Information Sheet
02.04 (rev. 1)	08/12	Faith-Based Dorms
• Attachment A	08/12	Faith-Based Dorm Offender Participation Form

**SUBJECT:**            **CURRICULUM AND PROGRAMMING**

**AUTHORITY:**        AD-01.82, “Lines of Authority for Dual Supervision Positions;”  
AD-07.30, “Procedures for Religious Programming;” *Operational Strategic Plan*; TDCJ Chaplaincy Department, Mission Statement, Chaplain I, II, and III Job Descriptions

**POLICY:**

The Chaplaincy Department shall establish curriculum and conduct programming that meets the mission of the Chaplaincy Department. Offender participation is strictly voluntary. No one shall disparage the religious beliefs of any offender, or other person, nor deliberately seek to persuade a change of religious affiliation.

**DEFINITIONS:**

“Life Changes Curriculum” is the chaplaincy structure for all religious programming divided into seven distinct program tracks. Each program track seeks to address the needs of offenders through a specific program.

**PROCEDURES:**

I.        Life Changes Curriculum

All programming shall correspond to the program tracks of the Life Changes Curriculum.

Track I: Specialized Programs

This program track consists of faith-based programs that address the needs of specific offender groups and complement other specialized agency programs, such as GRAD, InnerChange, Horizons, and faith based dorms.

Track II: Mentor

This program track matches a volunteer with an offender who is within two years of their release date. Through a series of one-on-one visits, the offender and mentor will develop a relationship of confidence and trust. The mentor will be allowed to meet the offender family and seek to enlist a church or prison ministry support group that can minister to the family during the incarceration as well as to the offender and family after the incarceration, thus developing a continuum of care and support. The mentor is not permitted to contribute funds or gifts to the offender or his or her family.

### Track III: Family Programs

This program track consists of seminars, classes, and special events, such as Family Day or Marriage and Parenting, that help to strengthen the family, enhance the marriage relationship, and teach parenting skills in order to have a positive impact on families and to break the cycle of crime from generation to generation.

### Track IV: Rehabilitation Programs

This program track consists of seminars, classes, and accountability groups, such as Voyager, substance abuse, anger management, New Life Behavior, and the Texas Association of Ex-Offenders (TAX), that deal with rehabilitation issues from a faith based perspective. Some of these areas include self-esteem, codependency, chemical dependency, relationships, goal setting, conflict resolution, and anger management.

### Track V: Reentry Programs

This program track consists of seminars and classes, such as H.O.P.E and H.I.R.E. that seek to equip the offender with skills necessary to assist their reentry into society. Some of these areas include finding employment, writing resumes, filling out job applications, and handling money.

### Track VI: Spiritual Growth Programs

This program track includes programs and services, such as worship service, Bible study, choir, audio and visual library, KAIROS, Crusades, Experiencing God, and Growing in Christ, typified in most places of worship to help offenders develop and maintain religious and spiritual faith and values.

### Track VII: Non-Religious Programs

This program track includes seminars, programs, classes, and support groups, such as Toastmasters, Seven Habits, military veteran groups, and crafts that are not faith-based in their curriculum or approach.

## II. Authorization of Programming

- A. All programming is in accordance with AD 07.30.
- B. All new programs in Track II (Mentor) and Track VI (Spiritual Growth) shall utilize the "New Program Activity" e-form (Attachment A):
  1. Complete the e-form (EMS 4.4) and forward to your warden for unit approval.

2. When approved by the warden, forward the e-form to your regional chaplain for department approval.
  3. The e-form will be returned to you with a program code and authorization by the Chaplaincy Department to begin the new program.
  4. Place a copy of the e-form in your program notebook.
- C. All new program requests in Track I (Specialized Programs), Track III (Family Programs), Track IV (Rehabilitation Programs), Track V (Reentry Programs), and Track VII (Non-Religious Programs) shall utilize the “Proposal Form for Service Providers” (Attachment B):
1. If a new program is determined to be in Track 1, 3, 4, 5, or 7, the chaplain will give the “Proposal Form for Service Providers” to the program provider.
  2. The program provider will complete the form and forward to RPD headquarters.
  3. The RPD Manager III – Support Services or designee will contact the warden and chaplain to finalize approval of the submitted program.
  4. If approved, a copy of the form will be forwarded to the unit chaplain.
  5. The chaplain shall notify the warden when approval is received from RPD headquarters.
  6. Place the approved Proposal Form for Service Providers in your program notebook.

### III. Program and Activity Schedules

- A. It is important to become familiar with the overall unit schedule prior to implementing new programs or making changes to existing ones. A well thought out program schedule can help to provide better cooperation from security and other departments, as well as insure accessibility to programs by offenders.
- B. Prepare a program schedule to present to the warden for his approval and signature (Attachment C). Include the following information: name of the program or activity; day; time; and location of the program or activity.
- C. Place the approved program schedule in your chaplaincy program notebook behind Tab 1.

- D. Distribute copies of the approved program schedule to your warden, major, or shift supervisor.
- E. Post a program schedule on your chapel bulletin board and on offender housing bulletin boards.
- F. Changes and updates to the program schedule should be made following the above procedures.
- G. Suggestions
  - 1. Meal time and count time: The institution revolves around these two activities. Programs can and do occur during count time; however, the chaplain must take into account when count will occur and make appropriate preparations;
  - 2. Shift change: Do not schedule a program when shift change occurs without prior approval from unit administration;
  - 3. Necessities and athletic events: These are not necessarily times to avoid; however, this information may be helpful when scheduling special events;
  - 4. Volunteers: When scheduling programs utilizing volunteers, be accommodating to the volunteer's schedule when ever possible.

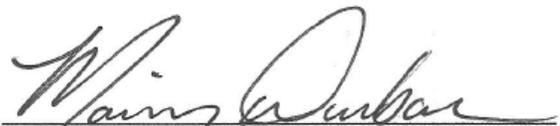
#### IV. Approved Volunteer List and Schedule

The unit chaplain shall prepare a notebook labeled "Chapel Programs and Volunteers" for the front gate or picket and central control. The notebook shall contain a program schedule and volunteer list, as well as any approved IOCs authorizing special religious programs and volunteers.

- A. The unit chaplain shall create an alphabetical list of TDCJ approved volunteers to present to the warden for his approval and signature. The list shall contain the following volunteer and program information: name, last four digits of driver license number, volunteer code, day, time, and location of the program or activity.
- B. The unit chaplain shall place a copy of the notebook at the front gate or picket or in central control as a reference for officers.
- C. The unit chaplain shall update the notebook a minimum of once per month to ensure that it has current and updated information.

V. Programming Resources

- A. TDCJ Administrative Directive 07.30;
- B. TDCJ Religious Policy Manual;
- C. Regional Chaplain III;
- D. Chaplaincy headquarters staff;
- E. TDCJ Islamic chaplain;
- F. TDCJ contract chaplain, for units that utilize a contract chaplain to assist with certain religious programs, such as Native American or Jewish;
- G. Local and area ministerial alliances, churches, and ministries; and
- H. Other TDCJ chaplains in your area.



Marvin Dunbar

RPD Manager III – Support Services

**E-FORM FOR NEW PROGRAM OR ACTIVITY**

NEW PROGRAM ACTIVITY

UNIT: \_\_\_\_\_

WARDEN: \_\_\_\_\_

CHAPLAIN: \_\_\_\_\_

NAME OF COURSE OR GROUP ACTIVITY: \_\_\_\_\_

DESCRIPTION OF THE PROGRAM / ACTIVITY YOU PROPOSE TO BEGIN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DURATION OF THE COURSE/GROUP ACTIVITY: \_\_\_\_\_

\*\* CURRICULUM AND LESSON PLANS MAY BE REQUIRED \*\*

CURRICULUM TITLE (IF APPLICABLE): \_\_\_\_\_

AUTHOR: \_\_\_\_\_ PUBLISHER: \_\_\_\_\_

\*\*\* APPROVAL MUST BE RECEIVED BEFORE THE PROGRAM ACTIVITY CAN BEGIN \*\*\*

HAS THE WARDEN/DESIGNEE APPROVED THIS PROGRAM? \_\_\_\_\_

COMMANDS: Up Down Top Bottom Send TRansfer DElete Calc FInal Print SET {SCR}

**Proposal Form for Service Providers**

**New**  **Expansion to Additional Facilities**

Texas Department of Criminal Justice - Rehabilitation Programs Division  
 861B IH-45  
 Huntsville, TX 77320

Phone: 936-437-2180  
 Fax: 936-437-6299  
 Email: Madeline.ortiz@tdcj.state.tx.us

In order to best understand the activity you are proposing, please complete this form, attach documentation as necessary, and mail to the above address:

Agency Name:		Job Title:	
Facilitator Name (Last, First, Middle):		Driver License #: (Last 4 digits)	Work Phone No.:
Address:		City/State:	Zip:
Web Address:		E-Mail Address:	Fax No.:
Type (please check appropriate box): Literacy/Education <input type="checkbox"/> Employment/Job Skills <input type="checkbox"/> Substance Abuse/Education <input type="checkbox"/> Reentry/Life Skills <input type="checkbox"/> Parenting <input type="checkbox"/> Medical Issues/Prevention <input type="checkbox"/> Arts/Crafts <input type="checkbox"/> Victim Awareness <input type="checkbox"/> Support Groups <input type="checkbox"/> Religious/Faith-Based <input type="checkbox"/> Other <input type="checkbox"/>			
Name of Activity/Program:		Geographic Preference or Facility Name:	
To the degree possible, the TDCJ will accommodate the scheduling needs of providers; however, the secure and orderly operation of the facility is imperative to the safety of offenders, staff, and guests. For that reason, please indicate your scheduling <b>preference</b> in the boxes below:			
Preferred Length: 60 minutes <input type="checkbox"/> 90 minutes <input type="checkbox"/> 120 minutes <input type="checkbox"/> Other <input type="checkbox"/> _____ min.		Preferred Duration: 6 weeks <input type="checkbox"/> 12 weeks <input type="checkbox"/> 18 weeks <input type="checkbox"/> Other <input type="checkbox"/> _____ weeks	
Preferred Time Schedule: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	Preferred Hours:	Capacity:	Preferred Cycle: Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other <input type="checkbox"/>
Target Population: State Jail <input type="checkbox"/> Institution <input type="checkbox"/> No Preference <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> No Preference <input type="checkbox"/>	
<b>For new proposals only.</b> Activity and Program Components: Please list goals, objectives, and intended benefit to offenders, as well as evaluation methods or outcome measures to be utilized. You may attach additional pages, if needed. Please list your expectation of services to be provided by TDCJ. If your activity or program includes a curriculum, workbooks, or handouts, please attach those items when submitting this request.			
Volunteer Application: In order to provide regularly scheduled services within secure facilities of the TDCJ, you must be an Approved Volunteer. The application to become an approved volunteer may be requested by calling 936-437-2857 or found at <a href="http://itd.tdcj.state.tx.us/TDCJ_Intranet/docs/Appendix_A_Volunteer_Application.doc">http://itd.tdcj.state.tx.us/TDCJ_Intranet/docs/Appendix_A_Volunteer_Application.doc</a> and mailed to the above address.			

**For RRPD Office Use Only**

Receive Date:	Database Tracking #:	Review Date:	Forward to Expert:	Due Date:	Copied to Volunteer Services: Date:
Unit Notified Y N Date:	Meeting Needed Y N Date:	Approved by Warden Y N Approved by Unit Chaplain Y N	Approved by Expert Y N Date:	Effective/Begin Date:	VS00 Dept. Code:
ED Code:	Chaplaincy Track #:	Returned With Comments Y N	Date Volunteer Services Notified of Program/Activity Status:		

Texas Department of Criminal Justice  
**Rehabilitation and Reentry Programs Division**

Chaplaincy Department

*Inter-Office Communications*

**To: Warden Smith**

**Date: 12/04/2011**

**From: Chaplain Jones**

**Subject: Unit Program Schedule**

**SUNDAY:**

0730 – 0800	NRC Chapel Set-Up	4-Gym
0800 – 1000	NRC Chapel Service	4-Gym
1030 – 1200	NRC Chapel Service (Medium Custody)	3-Building M/P Room
1300 – 1500	Mentor Program (1 <sup>st</sup> and 3 <sup>rd</sup> Sundays)*	Chapel
1500 – 1700	Experiencing God*	

**MONDAY:**

1500 – 1700	Voyager*	Chapel
1800 – 2000	New Life Behavior*	Chapel
	Overcomers*	Education/RM. 7

**TUESDAY:**

1800 – 2000	Islamic Taleem	Chapel
1800 – 2000	Making Peace with Your Past*	
	Moving Beyond Your Past*	

**WEDNESDAY:**

1800 – 2000	Step-By-Step Through the New & Old Testament*	Chapel
	Jehovah's Witnesses Study	Education/RM. 7
	Roman Catholic Mass (Medium Custody)	3-Building M/P Room

**THURSDAY:**

1300 – 1500	Going for the Gold*	
	H.O.P.E/H.I.R.E.*	Education/RM. 7
1800 – 2000	RCIA*	Chapel

**FRIDAY:**

1200 – 1400	Islamic Jumah Prayer Service*	Chapel
	Islamic Jumah Prayer Service (Medium Custody)*	3-Building M/P Room

**SATURDAY:**

0730 – 0800	Roman Catholic Mass Set-Up	4-Gym
0800 – 1000	Roman Catholic Mass	4-Gym
1300 – 1500	Faces of Anger*	Chapel
1200 – 1400	KAIROS Reunion (2 <sup>nd</sup> Saturday)*	8-Gym

**\* Attendance by lay-in only**

A chaplain is on the unit Monday through Sunday between the hours of 8:00 a.m. and 5:00 p.m. Please submit an I-60 if you have a request for the Chaplaincy Department

<b>Pc:</b>	Major Thomas	Central Control
	1 <sup>st</sup> Shift Supervisor	File/Program Notebook
	2 <sup>nd</sup> Shift Supervisor	Post

**SUBJECT:**           **CRUSADES**

**AUTHORITY:**       AD-07.30, “Procedures for Religious Programming “

**DISCUSSION:**

I.       Facilitation of Crusades

A crusade is a special type of religious event that serves the ministry needs of a large group of offenders periodically. A crusade may involve from 15 to 150 special volunteers with extended access throughout the unit. Extended access means that the volunteer is not limited to the regularly designated religious programming area. The volunteer may have access to offender living areas, eating areas, work, and recreation areas throughout the duration of the crusade event. The crusade involves multiple program presentations over a period of one to three days.

II.      Frequency

The Chaplaincy Department shall attempt to schedule crusades at a frequency rate of not less than two times per year for larger units and not less than one time per year for smaller units. Individual units have the independence to schedule additional crusades if unit administration is in agreement.

**PROCEDURES:**

I.       Responsibilities of Chaplaincy Support

A.      Prior to June 1<sup>st</sup> of each year, the director of Chaplaincy Support shall distribute a crusade survey to units to determine:

1.      Which units already have a crusade scheduled;
2.      The unit’s preference in crusade providers; and
3.      Tentative calendar and schedule of activities for the crusade.

B.      Chaplaincy Support shall provide chaplains with an annotated listing of crusade providers operating in Texas to assist them in scheduling crusades in their locality. Units may choose other groups who are not listed with Chaplaincy Support, with the approval of the director of Chaplaincy Support.

- C. The director of Chaplaincy Support shall coordinate and chair a meeting of crusade providers in October of each year to review requests and a tentative schedule for the upcoming year.
- D. Chaplaincy Support shall disseminate information on the tentative crusade schedule and updates on providers.
- E. Chaplaincy Support shall compile a master crusade schedule for distribution December 1<sup>st</sup> of each year.
- F. The director of Chaplaincy Support shall distribute to the crusade providers the following:
  - 1. Master crusade schedule,
  - 2. Crusade provider list, and
  - 3. TDCJ unit listing, including phone numbers and addresses.
- G. The director of Chaplaincy Support shall ensure that changes in schedules by large crusade providers will not cause changes in existing crusades by smaller providers.

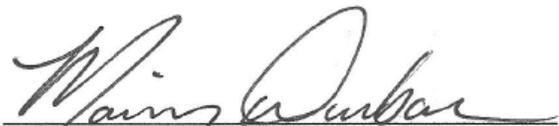
#### IV. Responsibilities of Unit Chaplains

- A. The unit chaplain shall confer with the warden and regional chaplain on all appropriate crusade programming issues including, but not limited to, dates, equipment, volunteers, and other pertinent information requested.
- B. The unit chaplain shall respond to the crusade survey from the director of Chaplaincy Support before October 1<sup>st</sup>. The chaplain shall coordinate crusade dates in such a manner that they do not conflict with other special unit activities. The chaplain will provide tentative dates and crusade provider preferences.
- C. The unit chaplain shall contact the crusade provider(s) to select crusade dates and to identify any special program needs.
- D. The unit chaplain shall confirm the unit crusade schedule with the regional chaplain and warden.
- E. The unit chaplain shall complete a crusade e-form when crusade information has been confirmed and forward it to the regional chaplain and Chaplaincy Support.

- F. The unit chaplain shall serve as coordinator and liaison between the warden and the crusade provider.
  - G. The chaplain shall coordinate equipment delivery and any special program location or equipment needs. The chaplain shall clarify this at least 30 days prior to the scheduled crusade.
  - H. The chaplain shall supply to the warden a finalized roster of volunteers participating in the crusade a minimum of seven days before the scheduled crusade.
  - I. The unit chaplain shall notify the warden of all volunteers participating in the crusade who are ex-offenders. Ex-offender names shall be highlighted on the roster submitted to the chaplain by the crusade provider.
  - J. The unit chaplain shall be responsible for distributing the roster of volunteers to the warden.
  - K. The chaplain shall be responsible for on-site supervision and coordination of the crusade activities during the event. If the chaplain shall not be present during part or the entire crusade, a designated contact person shall be approved by the chaplain. The name of the contact person shall be given to the warden and crusade provider by written IOC.
  - L. When multiple crusades are scheduled simultaneously in one geographic area by one crusade provider, coordination shall be conducted between the crusade provider and the appropriate regional chaplain. In turn, the regional chaplain and unit chaplain will work together to coordinate all necessary activities.
  - M. If any system-wide satellite crusade broadcast conflicts with scheduled live unit crusades, the chaplain shall coordinate with the satellite crusade provider to obtain a video recording of the crusade. The recorded crusade shall be shown at a later date, to be determined by the unit chaplain.
- V. Responsibilities of Regional Chaplains
- A. The regional chaplain shall coordinate multiple unit crusades that are scheduled simultaneously in one geographic area by one crusade provider.
  - B. The regional chaplain shall organize and be responsible for all functions, delegated to each unit chaplain, that relate to crusades scheduled simultaneously in one geographic area by one crusade provider. Thus, the regional chaplain shall act as the single point of contact for the crusade provider in this special situation.

VI. Responsibility of Crusade Providers

- A. A crusade provider will provide information to the director of Chaplaincy Support concerning a description of the provider's services.
- B. Crusade providers will participate in the annual crusade meeting in October.
- C. Following the annual crusade meeting, providers are encouraged to contact the chaplains of the units in order to schedule a crusade and confirm specific calendar dates for the crusade.
- D. Crusade providers will submit in writing a list of equipment that will be delivered to the unit and any other special program needs for the crusade, such as literature or gift distribution, to the unit chaplain.
- E. Crusade providers will submit a final roster of volunteers who will participate in the crusade a minimum of 14 days prior to the scheduled crusade.
- F. Crusade providers will identify all participating ex-offenders by highlighting their names on the submitted roster.
- G. Regional chaplains shall coordinate all multiple crusades simultaneously in one geographic area.
- H. Any changes in the master crusade schedule shall be communicated through the director of Chaplaincy Support for direction.



Marvin Dunbar

RPD Manager III – Support Services

CRUSADE SUBMISSION REPORT

DATE: XX / XX / XXXX

REGION: XXX

UNIT: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CHAPLAIN: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CRUSADE DATES: XX / XX / XXXX THRU XX / XX / XXXX

CRUSADE PROVIDER: (LIST PROVIDERS CONTACT INFORMATION IF  
PROVIDER IS NOT LISTED WITH CHAPLAINCY)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TENTATIVE SCHEDULE FOR MAIN COMPOUND:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX EXAMPLE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TENTATIVE SCHEDULE FOR TRUSTEE CAMP:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX EXAMPLE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sent to: CWA2287 WALL, CRICELDA (to)

**SUBJECT: CHAPLAIN'S PROGRAM NOTEBOOK**

**AUTHORITY:** AD-07.30, "Procedures for Religious Programming;" *Operational Strategic Plan*, TDCJ Chaplaincy Department; Chaplain I, II, and III Job Descriptions

**POLICY:**

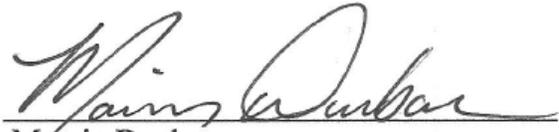
- I. The program notebook is a required document for each unit.
- II. The program notebook shall contain the information necessary for any designated person to facilitate the religious programs for that unit.
- III. The program notebook on each unit shall contain the same documents in the same order and tabbed identically. Examples of all of the required forms are provided in your program notebook.

**PROGRAM NOTEBOOK CONTENTS:**

- I. TAB 1, "SCHEDULE": Shall contain your unit weekly or monthly approved religious programming schedule to include the following information: name of the program or activity; day; time; and, location of the program or activity (Chaplaincy Policy 02.01, "Curriculum and Programming," Attachment C). The schedule shall have the warden's signed approval.
- II. TAB 2, "Volunteer List": Shall contain an alphabetical list of your unit's TDCJ approved volunteers to include the following information: name; driver license number; volunteer purpose code; day; time; and name and location of the program or activity. The volunteer list shall have the warden's signed approval.
- III. TABS 3 – 9, "Sunday – Saturday": In each daily TAB the following information shall be provided for each program:
  - A. Program Information Sheet (Attachment A);
  - B. New Program or Activity e-form, (Chaplaincy Policy 02.01, "Curriculum and Programming," Attachment A or B);
  - C. Volunteer Assignment Description form(s) (Attachment A – F of Chaplaincy Policy 14.02, "Volunteer Assignment Descriptions and Forms"); and
  - D. A copy of the current class lay-in list, turn-out roster, or offender sign-in sheet, if applicable. Weekly and monthly lay-in lists, turn-out rosters, or offender sign-in

sheets will be kept in a file labeled with the class name and the current year, such as VOYAGER – 2006.

- IV. TAB 10, “Sign-In”: Shall contain the volunteer sign-in forms for the current three months. Excess copies shall be kept in a file labeled: VOLUNTEER SIGN-IN FORMS – Current Year.
- V. TAB 11, “Inactive”: Shall contain program and volunteer information that is not currently active. Inactive program information may be stored in the Notebook under Tab 11 or in a file labeled “Inactive Programs.”



Marvin Dunbar  
RPD Manager III – Support Services

## PROGRAM INFORMATION SHEET

**Program Title:** \_\_\_\_\_

**Track #:** \_\_\_\_\_

**Program Code:** \_\_\_\_\_

**Purpose Code:** \_\_\_\_\_

**Teacher/Facilitator:** \_\_\_\_\_

**Location of Program:** \_\_\_\_\_

**Day/s Meeting:** \_\_\_\_\_

**Duration:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Average Attendance/Class Limit:** \_\_\_\_\_

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT:**           **FAITH-BASED DORMS**

**AUTHORITY:**       Senate Concurrent Resolution 44, 75th Texas Legislature; AD-07.30,  
“Procedures for Religious Programming”

**DISCUSSION:**

A faith-based dorm (FBD) offers support for offenders who desire to incorporate religious faith and practice in a group setting. The FBD offers a curriculum to assist with successful reentry into the local community and/or rehabilitation needs in order to effect improved institutional adjustment.

The unit chaplain shall recruit at least one volunteer program coordinator to assist the chaplain with volunteer and program management. The faith-based dorm volunteer program coordinator shall be trained as a Certified Volunteer Chaplains’ Assistant.

This program shall not interfere with other unit chaplaincy programs and services, and as much as possible, programming is to be conducted in the dorm area. Units should be selected based on administrative and chaplaincy recommendations, unit and community volunteer support, and local resources.

The establishment of an FBD requires coordination with the unit administration.

**PROCEDURES:**

- I.     The unit chaplain in consultation with the warden shall contact the regional chaplain expressing an interest in the development of a faith-based dorm.
- II.    The chaplain shall coordinate the recruitment of volunteer groups to assist in the faith-based dorm.
- III.   The chaplain shall schedule a meeting with the unit chaplain, warden, appropriate regional chaplain, and interested volunteer groups. The chaplain shall present the criteria necessary for the implementation of a faith-based dorm, to consist of the following:
  - A.     A dorm, pod, or building that can house selected offenders with additional group meeting space as needed.
  - B.     Offender participation shall be voluntary, open to all faiths or no faith. Offenders shall be selected in conjunction with unit administration, Classification, and the chaplain. The offender must sign the Faith-Based Dorm Offender Volunteer Participation Form (Attachment A).
  - C.     Participating offenders must be G1, G2, G3, J1, or J2 minimum custody level.

- D. The duration of offender participation shall not exceed two years.
  - E. Offenders shall continue to work and participate in academic and vocational classes as determined by unit administration.
  - F. Offenders in the FBDs shall be allowed to participate in regular chapel worship services or in services of their chosen faith.
  - G. The unit chaplain in consultation with the warden shall determine the start date and shall notify the regional chaplain, director of Chaplaincy Support, and RPD Manager III – Support Services or designee.
  - H. After the implementation of the unit faith-based dorm, the Chaplaincy Department contact shall be the appropriate regional chaplain.
  - I. In the event there is an expansion to the faith-based dorm or replacement of volunteer groups, the unit chaplain in consultation with warden shall contact the appropriate regional chaplain. The regional chaplain shall ensure the changes are forwarded to Chaplaincy Headquarters for incorporation into the Faith Based Dorm report.
- IV. The curriculum shall consist of three of the following: reentry, rehabilitation, family, and spiritual growth programs.
  - V. Programming in the FBD shall take place at least three days a week, with days and times to be determined by the warden and chaplain.
  - VI. Curriculum utilized in FBDs must be approved by the RPD Manager III – Support Services or designee, before implementation, through the use of a Proposal Form for Service Providers (Chaplaincy Policy 02.01, “Curriculum and Programming,” Attachment B).
  - VII. The volunteer program coordinator shall immediately report to the unit chaplain any issues or problems arising with offenders or staff.
  - VIII. Offenders who drop, are transferred, or removed within the first 30 days will be replaced by offenders from an approved waiting list.
  - IX. After 30 days, offenders who are removed or transferred will be replaced by offenders who have graduated from the program.

  
 Marvin Dunbar  
 RPD Manager III – Support Services

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Faith-Based Dorm Offender Participation Form**

I, (Print Name) \_\_\_\_\_ (TDCJ #) \_\_\_\_\_ do hereby volunteer to participate in the \_\_\_\_\_ unit faith-based dorm. The program in its entirety has been explained to me, and I understand that:

1. The program is a faith-based program of support.
2. I will live in a housing unit that is set aside for the program.
3. I will abide by the rules for program participation and of the facility.
4. In order to stay in the program, I must participate in every component of the program, unless given an excused absence in advance. Non-participation will result in removal from the program.
5. Participation in the faith-based dorm is not contingent upon my faith preference.
6. I may voluntarily leave the program at any time without negative repercussions. However, if I choose to leave the program, future application to participate may be denied.
7. I will not be given extra credit to shorten my sentence by volunteering for the program.
8. I will encourage my family members to be involved with support services offered.
9. I understand that I may not have the same privileges that are provided to general population due to the schedule and requirements for participation in the program.
10. My decision to participate in the program will not affect my consideration for discharge or parole.
11. I acknowledge that my decision to participate in the program is of my own free will.
12. Disciplinary infractions may result in my program removal. Major disciplinary will apply based on TDCJ Rules of Conduct. Minor disciplinary will be reviewed by the warden and chaplain on an individual basis.
13. I agree that the state may release information in its possession regarding my criminal history, education information, parole information, family history and substance abuse history to appropriate staff, both paid and unpaid, of the primary faith-based collaborators which is necessary and appropriate for obtaining the maximum benefit from the program.
14. ***Consent of Release to photograph, film or record vocally for publicity purposes:*** I hereby grant to the TDCJ and its agents while actively participating in the faith-based dorm, the right and authority to photograph, film, and record vocally. These records may be used for promotional or publicity purposes and may be published in mass media publications, collaborator web sites, or shown on television or movie presentations. This release is given without promise of compensation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

# Rehabilitation and Programs Division Chaplaincy Department Manual

## Table of Contents

### Chapter Three

#### Diets

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
03.01 (rev. 4)	08/12	Diet Plans
03.02 (rev. 3)	08/12	Food Donations

---

**SUBJECT:**           **RELIGIOUS DIET PLANS**

**AUTHORITY:**       AD-05.25, “Medical and Religious Diets;” AD-07.30, “Procedures for Religious Programming;” *Food Services Procedures Manual* F18.03, “Religious Meals;” F19.03, “Special Meals;” F13.07, “Menu Selection Plan”

**POLICY:**

- I.     The unit Food Service Department is responsible for the preparation and serving of nutritionally adequate meals, within reason, considering food availability, fiscal constraints, and administrative practicability to allow offenders to meet religious dietary requirements and restrictions in accordance with food service policy.
- II.    Unit chaplains shall assist in counseling offenders, when requested, in understanding what the food preferences or restrictions are for various religions.
- III.   It shall be the offender’s responsibility to follow dietary preferences or restrictions based on his or her designated faith preference by selecting an appropriate food tray or menu plan choice from the available options in accordance with the Menu Selection Plan in the *Food Services Procedures Manual*.

  
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:           FOOD DONATIONS**

**AUTHORITY:**    Texas Administrative Code Title 25, Part 1, Rule 229.164 Texas Food Establishments; Texas Food Establishment Rules, Texas Department of Health, effective Oct. 6, 1998; BP-01.01, "Texas Board of Criminal Justice Responsibilities;" *Food Service Procedures Manual* F04.07, "Donations" and F04.08, "Dress and Grooming;" AD-07.30, "Procedures for Religious Programming;" Chaplaincy Policy 04.02, "Donation of Equipment and Supplies"

**POLICY:**

- I.     Unit and facility chaplains shall coordinate any food donated for religious programmatic activities with wardens and the unit food service department. No outside food items shall be prepared, cooked, or stored in the unit Food Service Department without written approval from the assistant director of Laundry, Food and Supply.
- II.    With the exception of perishable food items, the Texas Board of Criminal Justice (TBCJ) must approve all donated items prior to acceptance, per *Food Service Procedures Manual* 04.07, "Donations."
- III.   Chaplains shall coordinate the receipt and filing of donation forms for food items with donors, warden's office, and property accounting – financial headquarters office in accordance with Chaplaincy Policy 04.02, "Donation of Equipment and Supplies." A copy of any submitted donation form(s) shall be sent to Chaplaincy Headquarters in a timely manner.
- IV.    Donated food items shall be obtained from sources that comply with the law and must be safe and unadulterated, according to the Texas Department of State Health Services, Texas Food Establishment Rules, and be prepared in a kitchen that has been licensed or inspected. Some examples include licensed caterers or restaurants, such as pizza, barbeque, or sandwich shops, grocery stores with items sold in sealed containers, or churches, typically with daycare centers or community outreach kitchens where food is prepared and served to the public.

  
Marvin Dunbar  
RPD Manager III – Support Services

# Rehabilitation Programs Division

## Chaplaincy Department Manual

### Table of Contents

#### Chapter Four

#### Equipment / Supplies

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
04.01 (rev. 3)	08/12	Acquisition and Management of Equipment and Supplies
• Attachment A	08/12	Chaplaincy Property Inventory Sheet
04.02	08/12	Donation of Equipment and Supplies
• Attachment A	08/12	Personal Property Donation Instructions
• Attachment B	08/12	TDCJ Personal Property Donation Form

**SUBJECT:**           **ACQUISITION AND MANAGEMENT OF EQUIPMENT AND SUPPLIES**

**AUTHORITY:**       TDCJ *Property Procedures Manual*; AD-09.35, “Manufacturing and Logistics Warehousing and Agency Supply Operations”

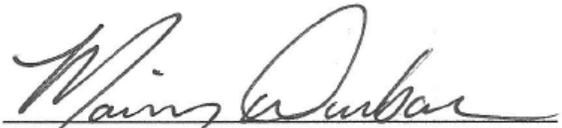
**DISCUSSION:**

- I.     The unit chaplain shall obtain equipment and supplies from unit supply. Chaplains shall follow the established unit procedure for ordering supplies from Unit Supply. If the item cannot be provided through unit supply, the chaplain shall contact Chaplaincy Headquarters by following the established procedure.
- II.    It is the responsibility of the unit chaplain to maintain an adequate inventory of equipment and supplies on hand for chaplaincy use. Chaplains and volunteers are not authorized to personally purchase supplies and then seek reimbursement from the TDCJ.
- III.   Unit chaplains shall manage and inventory the property that is assigned to their departments.
- IV.    Unit chaplains shall contact the unit supply on all property issues.

**PROCEDURES:**

- I.     Ordering Chaplaincy Supplies from Chaplaincy Headquarters
  - A.     The chaplain shall initiate and complete the e-form (CHAPORDER). Any questions may be directed to the Regional Chaplain III.
    1.     Unit chaplains in Regions I and II shall submit their orders by the 10th of the month. Chaplaincy Headquarters shall attempt to ship supplies by the 20th of the month; items that are not in stock shall be sent when inventory allows, if approved.
    2.     Unit chaplains in Regions III and IV shall submit their orders by the 20th of the month. Chaplaincy Headquarters shall attempt to ship supplies by the 30th of the month; items that are not in stock shall be sent when inventory allows, if approved.
    3.     Unit chaplains in Regions V and VI are expected to submit their orders by the 30th or the last day of the month. Chaplaincy Headquarters shall attempt to ship supplies by the 10th of the following month; items that are not in stock shall be sent when inventory allows, if approved.

- B. The Chaplaincy Headquarters accountant shall communicate backorders, approvals, and disapprovals through MAINFRAME (FORVUS) e-mail to the appropriate regional chaplain and unit chaplain.
  
- C. Chaplains shall document all property and inventory on Attachment A.



Marvin Dunbar  
RPD Manager III – Support Services



**SUBJECT: DONATION OF EQUIPMENT AND SUPPLIES**

**AUTHORITY:** BP-01.01, "Texas Board of Criminal Justice Responsibilities;" BR-152.71, "Acceptance of Gifts Related to Buildings for Religious and Programmatic Purposes;" AD-7.30, "Procedures for Religious Programming"

**DISCUSSION:**

- I. The Texas Department of Criminal Justice (TDCJ) Chaplaincy Department may receive equipment, materials, and supplies offered by free world churches, ministry organizations, volunteers, and other private sources provided all donations are processed according to TDCJ policy, this policy, and approved by the Texas Board of Criminal Justice (TBCJ).
- II. Only the TBCJ is empowered to accept donated money or property for the TDCJ. All gifts must be for use in maintaining and improving correctional programs and services. The TBCJ also accepts gifts related to buildings for religious purposes and programmatic purposes.
- III. Information Technology (IT) must approve any donation for computer equipment prior to its being scheduled for TBCJ approval. Chaplains shall discuss any donation of computers, computer equipment, or software with the chaplaincy IT specialist in Huntsville in advance of any such donation(s).

**PROCEDURES:**

- I. No unit chaplain shall solicit gifts of money for chapel programming, activities, or construction. Unit chaplains and designated Chaplaincy Department staff shall provide the attached Personal Property Donation Instructions (Attachment A) to potential donors whose donations meet the requirements described above. All equipment, materials, and supplies intended as donations for the Chaplaincy Department and its unit-based programs shall be listed and described on the Personal Property Donation form (Attachment B).
- II. The form must be completed with special attention to the description of items donated, quantity, manufacturer model, serial numbers, if applicable, original acquisition date of the items, and a fair market value of the items as determined by the donor. All of this information is especially important for capitalized or fixed asset items.
- III. It is the donor's responsibility to determine the fair market value. Staff has no duty to verify such value.

- IV. Please note that some donations are accepted on a conditional basis until which time they are deemed and certified as worthy for the purpose for which they are being donated. If not worthy for its intended use, the item may be returned to the donor.
- V. The Personal Property Donation form shall be signed by the grantor or donor individually or as the authorized representative of a business, city, county, or entity if applicable. The acknowledgment statement is to be filled out and signed by the warden or division head or designee. For donated items received by the Chaplaincy Headquarters office, the division head designee shall be the RPD Manager III – Support Services.
- VI. The warden or division head designee shall send the original donation form as soon as possible to the Property Accounting – Financial Operations office at the address listed on the form. At the same time, the unit chaplain shall ensure that a copy of the form and any original, applicable computer software license is sent to Chaplaincy Headquarters for inventory and retention. Please write in the date the form was mailed to Property Accounting.
- VII. Property Accounting schedules all donations through a consent agenda prepared approximately six weeks before each scheduled bi-monthly TBCJ meeting. Gifts may be accepted subject to TBCJ approval, if they have been placed on the acceptance list for the next TBCJ meeting.
- VIII. If approved by the TBCJ, Property Accounting returns a courtesy copy of the completed donation form to the contact name, such as the unit chaplain or Chaplaincy Headquarters designee, listed on the form in the right hand corner. Another copy is forwarded to the Chaplaincy Department for its internal use as necessary.
- IX. Unit chaplains or the Chaplaincy Headquarters designee, for items received at the central office only, shall supply the completed, returned form to the donor if desired for record-keeping or tax purposes.
- X. Unit chaplains shall keep a copy of completed unit-based donations in the unit chaplaincy files for the life of the asset +3 yrs.
- XI. Chaplaincy Headquarters shall keep a copy of all completed donation forms it receives for the life of the asset +3 yrs.



Marvin Dunbar  
RPD Manager III – Support Services

## **PERSONAL PROPERTY DONATION INSTRUCTIONS**

The Texas Department of Criminal Justice (TDCJ) frequently receives various types of items as property donations. These items must be identified, accounted for, maintained, and disposed of in accordance with the State Property Accounting (SPA) regulations. No property is to be accepted as a donation until it has been coordinated with the TDCJ agency property manager and approved by the Texas Board of Criminal Justice (TBCJ).

If a vehicle is to be donated contact Fleet Management to schedule an inspection. Based on this inspection, Fleet Management will issue a recommendation on the acceptance of the donation. A copy of the recommendation must be attached to the Personal Property Donation Form.

- STEP 1:** Any person, group, or organization donating property or money to the TDCJ will obtain a Personal Property Donation Form from the unit chaplain or warden's office of the subdivision of TDCJ receiving the donation. Complete the form as follows.
- STEP 2:** Fill in the name of the county where the subdivision receiving the donation is located.
- STEP 3:** Fill in the name, county, and state of residence of the person, group, or organization making the donation.
- STEP 4:** Completely fill in the description, make, model, serial number, original acquisition date, and the fair market value of the item(s) being donated.
- STEP 5:** There are spaces for five items on the form. If there are more than five items being donated, attach a continuation page for the items. List the items in the same format as the original and number the items 6, 7, etc.
- STEP 6:** Fill in the date of the TESTIMONY; the donor should sign their name as "GRANTOR" and print the name of the business or entity if applicable.
- STEP 7:** If the warden or division head or designee agrees to accept the donation, he or she will state its intended use, sign the form, and send the signed original as soon as possible to Property Accounting, Headquarters/Admin. Bldg. P.O. Box 4015, Huntsville, TX 77342. (Please note: If the original donation form is not forwarded, the donation form may be returned and delayed.)
- STEP 8:** Donors should attach any certificates, titles, or bills of sale. For additional information, contact the Fixed Assets Section.

When the TBCJ has approved the donation and the property has been placed on the property records, notification will be sent of any property numbers assigned.

Notification of approval or disapproval is sent to warden's office, Chaplaincy administration and unit chaplains.

**\*\* Copies of original donation forms should be kept with unit files \*\***



## TEXAS DEPARTMENT OF CRIMINAL JUSTICE

### PERSONAL PROPERTY DONATION

THE STATE OF TEXAS           §  
                                                          §  
COUNTY OF \_\_\_\_\_ §

Unit Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

#### KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_ of \_\_\_\_\_ County, State of \_\_\_\_\_, in consideration  
(Printed name)

of my desire to contribute to the economic well-being of taxpayers of the State of Texas, do hereby give, grant, confirm, and convey unto the TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TDCJ), an agency of the STATE OF TEXAS, all and singular the following described property:

Description of Items Donated	Qty	Manufacturer Model & Serial Numbers	Original Acquisition Date	Fair Market Value
1.				
2.				
3.				
4.				
5.				

and any other article(s) listed on the attached sheet(s).

TO HAVE AND TO HOLD the above-described property to the TDCJ of the STATE OF TEXAS, its successors and assigns forever.

I acknowledge that I am responsible for determining the fair market value of the item being donated and that TDCJ, the TEXAS BOARD OF CRIMINAL JUSTICE, and the STATE OF TEXAS have no duty to verify such fair market value.

I understand that donated items **valued at \$500 or more** are subject to approval by the **TEXAS BOARD OF CRIMINAL JUSTICE, all other donations are subject to approval by the Property Accounting Department.**

I also understand that some donations are accepted on a **conditional** basis until which time they are deemed and certified as worthy for the purpose for which they are being donated. If my donation does not prove worthy for its intended use, I understand that it will be returned to me.

IN TESTIMONY whereby, witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Grantor's signature: \_\_\_\_\_

Authorized Representative of: \_\_\_\_\_ (if applicable)  
*Print Business/City/County/Entity Name*

#### STATEMENT BY WARDEN OR DIVISION HEAD:

This is to acknowledge willingness to accept the above-mentioned donation when approved by the TEXAS BOARD OF CRIMINAL JUSTICE for the intended use of \_\_\_\_\_.

\_\_\_\_\_  
Warden or Division Head's signature

\_\_\_\_\_  
Date

**WARDEN/DIVISION HEAD:** All forms are due within 15 days. If the donation requires additional departmental approval, the request form needs to be routed as stated below:

- Only Computer Equipment Donation Forms Need to be Sent to Chaplaincy Headquarters
- Computer Equipment should be sent to IT (Information Technology)
- Vehicles, Highway Equipment and Trailers-send to Mechanical Department
- Animals-send to Security Systems

All donation requests, with the exception of computer equipment, must be sent to Property Accounting, P.O. Box 4015, Huntsville, Texas 77342. If approved by the TBCJ or Property Accounting Department, this form will be returned to you with confirmation of that approval or you will be notified if the donation is disapproved.

# Rehabilitation Programs Division Chaplaincy Department Manual

## Table of Contents

### Chapter Five

#### Offender Religious Devotional Items / Holy Days

Policy Number	Date	Policy Title
05.01 (rev. 1)	07/12	Religious Devotional Items and Observed Holy Days
• Attachment A	07/12	Religious Neckwear and Devotional Item Approval/Denial and Witness Statement Form
• Attachment B	07/12	Approved Devotional Items for Offender Possession
		* All Faiths
		* Bahai
		* Buddhism
		* Christian
		* Church of God
		* Greek Orthodox
		* Hindu/Hare Krishna
		* Islam/Muslim
		* Jehovah's Witnesses
		* Jewish
		* Messianic Jewish
		* Native American
		* Native American Shamanism
		* Odinism-Asatru
		* Rastafarian
		* Santeria
		* Satanism
		* Sikh
		* Taoism
		* Thelema
		* Unitarian Universalist
		* Wiccan/Celtic/Druid/Pagan/Neo-Pagan
		* Yahwehist and Other Sabbatarian Groups
• Attachment C	07/12	Native American Bundle Inventory Form

**SUBJECT:**                    **RELIGIOUS DEVOTIONAL ITEMS AND OBSERVED HOLY DAYS**

**AUTHORITY:**            AD-07.30, "Procedures for Religious Programming," AD-03.72,  
"Offender Property;" *Food Service Procedures Manual*

**POLICY:**

- I.     The TDCJ shall allow religious devotional items and observance of holy days to meet the objectives of the chaplaincy mission.
- II.    All religious devotional items must be approved and used in accordance with the procedures established in this policy. Those offenders who do not follow established procedures for processing approval and ownership, misuse a religious devotional item, or present a security risk based on documented behavior may be denied religious devotional items.
- III.   Holy days for each faith group are identified and approved each year in accordance with the procedures established in this policy.

**PROCEDURES:**

- I.     Religious Devotional Items/General
  - A.     A TDCJ offender is permitted to possess only approved religious devotional items appropriate for the faith preference as identified on the offender's travel card and the TDCJ computer database (IMF/SSNO inquiry).
  - B.     Unless otherwise noted, only one of each type of religious devotional item is allowed per offender.
  - C.     Any religious devotional item not properly recorded as the offender's personal property or the alteration of a religious devotional item from its original state and form will result in the item being treated as contraband. All contraband shall be processed in accordance with AD 03.72. The chaplain shall be notified of the confiscation of any offender religious devotional items.
  - D.     Religious devotional items available through commissary shall not be purchased through outside sources.
  - E.     Religious devotional items not available through commissary shall be purchased by the offender through an approved source or supplied through donations to the Chaplaincy Department.
    1.     An approved source is a verifiable and established organization or business that the unit chaplain has reviewed.

2. The Chaplaincy Department shall make available a list of suggested vendors from which religious devotional items may be purchased.

F. When a requested religious devotional item has not been previously addressed in chaplaincy policy, the chaplain shall complete an HQ-150 Religious Practice Issue Assessment Form in accordance with AD-07.30, "Procedures for Religious Programming," Attachment A. The completed form shall be forwarded to the RPD Manager III – Support Services or designee, and the request reviewed by the Religious Practice Committee.

## II. Religious Neckwear

A. Religious neckwear is defined as an object with religious significance worn around the neck on a cord, such as medallions, beads, and medicine bags or pouches.

1. Only one item of neckwear can be worn at a time.

2. Neckwear must be worn under clothing.

3. All neckwear offered for purchase through unit commissary shall not be purchased through outside vendors.

4. Neckwear cannot be carried or worn on the wrist outside the dorm area except going to and from or while in a religious service.

5. Neckwear cannot be carried in the pocket at anytime.

6. Special property management consideration may apply, including limitations on property when an offender has medical appointments or when segregation offenders are recreated. Needs shall be confirmed by security or medical, as applicable.

7. Cords shall include the neck chain, yarn, or thong necessary for the appropriate neckwear. The cord may also be constructed of twine, leather, or an inexpensive but durable fabric. Cords for all religious neckwear must be breakable. Nylon string is not allowed.

### B. Medallions

1. All religious medallions shall be made of non-flexible material no more than one and one-half inches wide or long.

2. A TDCJ offender is permitted to possess only one religious medallion appropriate for the faith preference as identified on the offender's travel card and the TDCJ computer database (IMF/SSNO inquiry).

3. A religious organization or its representative may donate religious medallions to offenders for the completion of special approved programs.

These religious medallions shall meet the same criteria as stated in this policy, and the chaplain shall ensure that all donated religious medallions are added to the offender's personal property inventory and a property slip is issued. All donated program medallions shall be approved through the Religious Practice Committee. For example, the KAIROS Cross and the Franciscan Cross (TAU) are approved religious medallions that are distributed by *KAIROS* or *Secular Franciscan* volunteers to offenders who have completed these approved programs.

C. Beads

1. Prayer beads are a specific set of beads used in religious devotion and are considered neckwear.
2. All prayer beads shall be wood or plastic, black in color, and no more than 3/8 inch in size.
3. A TDCJ offender is permitted to possess only one set of beads appropriate for the faith preference as identified on the offender's travel card and the TDCJ computer database (IMF/SSNO inquiry).

D. Medicine Bags or Pouches

1. Wearing the bag or pouch is limited to the offender's cell or immediate bunk area in a dorm setting, and at religious services.
2. A TDCJ offender is permitted to possess one medicine bag or pouch appropriate for the faith preference as identified on the offender's travel card and the TDCJ computer database (IMF/SSNO inquiry).
3. The bag or pouch is 2 ¼ x 3 inches, made of animal skin without extended leather fringe. Offenders are limited to two choices. One medicine bag or pouch shall be plain with no beads. The other medicine bag or pouch shall have the following: two beads on the bag and three beads evenly spaced on each side of the neckband holding the medicine bag. The beads will be wood or plastic, no more than 3/8 inch in size.
4. Items inside the bag or pouch are individually approved or denied by the unit chaplain and warden. For religious reasons, any inspecting officer shall exercise care while performing a visual examination of authorized contents, and shall not touch the bag or its contents or ask what the items represent, provided contraband is not detected.

III. Process of obtaining Religious Neckwear or Devotional Items.

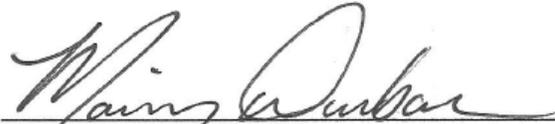
- A. The offender who desires any religious devotional item(s) shall initiate an I-60 request to the unit chaplain. It shall be the responsibility of the requesting offender to describe the item(s) sufficiently so that the request can be thoroughly evaluated.
- B. The chaplain shall initiate and complete the Religious Neckwear and Devotional Item Approval/Denial and Witness Statement Form (Attachment A).
1. The chaplain shall verify that the requested religious devotional item(s) is appropriate for the faith preference as identified on the offender's travel card and the TDCJ computer database (IMF/SSNO inquiry).
  2. The chaplain shall verify whether the requested religious devotional item(s) has been approved as per TDCJ policy for that faith group. Refer to the list of approved religious neckwear and devotional items for offender possession in Attachment B.
  3. If the item is not carried in the unit commissary, the chaplain shall determine if the vendor or donor is an approved source.
  4. The chaplain shall check the offender's personal property inventory to determine if the offender already has this item(s) listed.
  5. An offender may not obtain any item from an outside vendor or donor without the prior written approval of the unit chaplain and the warden.
  6. If approved, the chaplain shall notify the offender of approval to order the item(s), and forward a copy of the completed Religious Neckwear and Devotional Item Approval/Denial Form to the unit mail room. The chaplain shall assist the offender with any unit-specific procedures regarding purchase of the item(s). In accordance with AD-14.62, "Guidelines for Handling Offender Funds, Accounts and Transactions," an I-25, Inmate Request for Withdrawal may be required.
  7. The offender shall have 30 days to order the approved item(s) from the approved vendor or donor.
  8. All ordered items must arrive at the offender's unit of assignment directly from the vendor or donor.
  9. The incoming shipment shall be addressed as follows:
 

To: Chaplain \_\_\_\_\_ (name)

For: Offender \_\_\_\_\_ (name) TDCJ # \_\_\_\_\_

10. When the item(s) is received by the unit mail room, the offender's Inmate Trust Fund account will be checked to verify that the order originated on the unit. After the order has been verified, the mail room supervisor shall notify the unit chaplain.
  11. The chaplain shall inspect the items, complete the Religious Neckwear and Devotional Item Approval/Denial and Witness Statement Form (Attachment A), and forward this form with the item(s) to the unit property officer. The warden or chaplain may withdraw approval upon receipt or inspection of the requested item(s).
  12. The property officer shall issue a property slip and secure the offender's signature on the Witness Statement Form before releasing the item(s) to the offender. In order for an offender to possess any religious devotional item(s), the item(s) must be added to the offender's personal property inventory and the offender must possess a valid property slip for the item indicating ownership.
  13. The chaplain shall retain the original Religious Neckwear and Devotional Item Approval/Denial and Witness Statement Form on file as part of the department's permanent files, and a copy will be placed in the offender's unit file.
- C. If the request is denied, the offender shall be informed of the denial and the reason for denial by return I-60. The reason for denial shall also be entered on the Religious Neckwear and Devotional Item Approval/Denial and Witness Statement Form. The chaplain shall retain the original Religious Neckwear and Devotional Item Approval/Denial and Witness Statement Form on file as part of the department's permanent files, and a copy will be placed in the offenders unit file.
- IV. Process of Updating Religious Devotional Items and Observed Holy Days
- A. Religious holy days observed are revised and approved each year, and shall be utilized in granting lay-in requests and for planning holy day events. This list is provided to assist the unit chaplain in accommodating those offenders whose declared and TDCJ-listed faith preferences mandate that certain holy days be observed. Inclusion on the list indicates that the faith group has spokespersons who have authority to speak for the group, and that the faith group has provided published documents which verify that the observance of the listed holidays is mandated.
  - B. The Religious Practice Committee shall determine who the authority in each respected faith preference is. The authority will assist the Chaplaincy Department in determining holy days for the liturgical year. Authorities for all faith preferences are kept on record at Chaplaincy Headquarters.
  - C. The Chaplaincy Department will publish the holy day update in the Chaplaincy Manual by the 1st of December of each year.

- D. Offenders requesting holy days not identified by chaplaincy policy will need to complete an HQ-150 Religious Practice Issue Assessment Form (AD-07.30, "Procedures for Religious Programming," Attachment A).
  
- E. Chaplains shall notify Food Services that sack meals must be provided if the holy day for a faith group requires fasting. Such holy days shall be marked with an asterisk for each faith group.



Marvin Dunbar  
RPD Manager III – Support Services

### Religious Neckwear and Devotional Item Approval/Denial and Witness Statement Form

Unit/Facility: \_\_\_\_\_ Date: \_\_\_\_\_  
Offender Name: \_\_\_\_\_ TDCJ Number: \_\_\_\_\_  
Religious Preference: \_\_\_\_\_ Verified by: \_\_\_\_\_  
➤ Verify religious preference on offender Travel Card  and TDCJ Computer Database (SSNO)   
**NOTE:** If the Travel Card and SSNO do not agree, resolve the discrepancy before proceeding.

Religious Neckwear/Devotional Item requested: \_\_\_\_\_  
➤ Neckwear/Devotional Item Approved per CP-05.01:  YES  NO  
**NOTE:** If neckwear/devotional item requested has not been approved per CP-05.01, complete an HQ-150 Religious Practice Issue Assessment Form, to include an accurate description and/or picture of the medallion, and forward to the Manager of Chaplaincy Operations.  
➤ Religious neckwear/devotional item listed on offender property inventory:  YES  NO  
If yes, what is listed? \_\_\_\_\_  
➤ Is religious neckwear/devotional item offered in Unit Commissary?  YES  NO  
**NOTE:** If devotional item is not available through unit commissary, list below the name of vendor/provider, address, city, state, zip, phone number, and cost of item:  
\_\_\_\_\_  
Cost: \$ \_\_\_\_\_ Vendor/Provider verified by: \_\_\_\_\_

Chaplain:  APPROVED  DENIED \_\_\_\_\_ print/sign/date  
Warden:  APPROVED  DENIED \_\_\_\_\_ print/sign/date  
**Reason for denial:**  
 NOT appropriate for faith preference on record  
 RELIGIOUS NECKWEAR/DEVOTIONAL ITEM not approved per CP-05.01 (Complete HQ-150)  
 OFFENDER has same or other religious neckwear/devotional item listed on property record  
 OTHER (explanation) \_\_\_\_\_

**Witness Statement:**  
Package received from: \_\_\_\_\_ Date: \_\_\_\_\_  
Package opened by: \_\_\_\_\_ print/sign/date  
In the presence of: \_\_\_\_\_ print/sign/date  
Description of item received: \_\_\_\_\_  
➤ If item does not meet agency specifications, explain: \_\_\_\_\_

**Property Paper and Neckwear/Devotional Item Issued by:**  
Staff Member: \_\_\_\_\_ print/sign/date  
Received by Offender: \_\_\_\_\_ print/TDCJ#/sign/date

**\*\* Approval is voided if neckwear or devotional item is not ordered within 30 days from approved date, if it is not received from the approved vendor/provider, or if it does not meet agency specifications upon receipt.**

## All Faith Preferences

### Approved Devotional Items for Offender Possession:

- **Religious Text** is defined as a central text of any faith group that is used as the primary source of teaching and practices. Only claimed religious texts that advocate or provide instructions on matters that compromise safety and security standards may be disallowed.
- **Prayer Rug\*** Approximate size of 26 inches x 45 inches, rolled up after use, no color restriction, cannot be a towel or blanket.
- **Prayer Oil\*** (NOTE: Prayer oil shall be purchased through unit commissary.)
- **“4 Life” rubber bracelet** from Prison Fellowship
- **The Spiritual Dynamics of Criminal Recovery and Relapse Prevention Program bracelet** (with completion of program)

Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender’s locker box and used only in the cell, in an area immediately around the offender’s bunk in a dormitory, and in designated worship areas.

## Bahai

<b><u>Holy Days:</u></b>	<b><u>Date:</u></b>	<b><u>Lay-In:</u></b>
<i>Time of Fasting*</i>	March 2 <sup>nd</sup> – 20 <sup>th</sup> , 2012	No
<i>Naw-Ruz</i>	March 21, 2012	Yes
<i>First Day of Ridvan</i>	April 21, 2012	Yes
<i>Ninth Day of Ridvan</i>	April 29, 2012	Yes
<i>Twelfth day of Ridvan</i>	May 2, 2012	Yes
<i>Declaration of Bab</i>	May 23, 2012	Yes
<i>Ascension of Baha`u`llah</i>	May 29, 2012	Yes
<i>Martyrdom of Bab</i>	July 9, 2012	Yes
<i>Birth of Bab</i>	October 20, 2012	Yes
<i>Birth of Baha`u`llah</i>	November 12, 2012	Yes
<i>Day of Covenant</i>	November 26, 2012	No
<i>Ascension of `Abdul-Baha</i>	November 28, 2012	No

**\* Sack meals shall be provided for offenders to break their fast according to the *Food Service Procedures Manual*.**

## Buddhism

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Parinirvana Day</i> (Death of the Buddha)	February 15, 2012	Yes
<i>Magha Puja or Sangha Day</i>	March 8, 2012	Yes
<i>Dharma Day</i> (Theravadan New Year)	April 6, 2012	Yes
<i>Vesak</i> (Birthday of Buddha)	May 5, 2012	Yes
<i>Bodhi Day</i> (Buddha's Enlightenment Day)	December 8, 2012	Yes

### Approved Devotional Items for Offender Possession:

- **Japa/Mala Beads:** Beads and cords must meet the requirements for religious neckwear in accordance with Procedures, Section II.



- **Picture of Buddha:**\* Must meet standards established in the TDCJ property policy.



- **Medallion: Wheel**
- **Yoga Mat:** 24" x 72", textured foam, which cannot be torn. Samples are available through Chaplaincy Headquarters. Mats to be kept in the unit chaplain's office and used during worship services with an approved volunteer.

Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

## Christian (Roman Catholic/Non-Roman Catholic)

<u><b>Holy Days:</b></u>	<u><b>Date:</b></u>	<u><b>Lay-In:</b></u>
<i>Easter</i>	April 8, 2012	No
<i>Christmas</i>	December 25, 2012	No

### Approved Devotional Items for Offender Possession:

#### Roman Catholic:

- **Rosary:** Beads and cords must meet the requirements for religious neckwear in accordance with Procedures, Section II.

All Rosaries shall be obtained by the unit chaplain through **CHAPSUP** from Chaplaincy Operations.

- **Medallion - must choose one of the following:**



1. Crucifix/Cross



2. Scapular

All Scapulars shall be obtained by the unit chaplain through **CHAPSUP** from Chaplaincy Operations.

3. St. Dismas medal for male offenders or Sisters of Mary Magdalene medal for female offenders who have completed these programs.



**Christian (Non-Roman Catholic):**

- **Medallion - must choose one of the following:**

1. Plain Cross



2. Crucifix



3. Eastern Orthodox Cross



4. The KAIROS Cross and the Franciscan Cross are approved religious medallions that are distributed by KAIROS or Secular Franciscan volunteers to offenders who have completed these programs.



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

**Approved Items for Group Observances:**

All items are approved on condition that their size and shape are not deemed dangerous. Items are to be brought onto a unit by an approved volunteer, and shall be immediately removed when services are concluded. Items shall be inventoried before being allowed onto the unit, and inventoried again when they are removed from the unit. Any object made of **glass shall not** be brought onto the unit. Candles may be

burned only in settings in which they do not pose a fire hazard, with the decision as to whether they pose such a hazard to be made by unit administration.

- **Wine for Religious Ceremonial Use** (See Chaplaincy Policy - 11.06):

Only non-offender religious officiates shall be permitted to bring in the alcoholic beverages under the following conditions:

1. The alcoholic **beverage shall not be stored on the unit**, but shall be brought in immediately before the religious ritual or ceremony requiring the presence or consumption of an alcoholic beverage.
2. Any portion of the alcoholic beverage that is not personally consumed by officiates, shall be removed immediately after the specific religious ritual or ceremony in which the alcoholic beverage is used.
3. The amount of alcoholic beverage that can be brought onto a TDCJ unit at any one time shall **not exceed four ounces**.
4. **No offender may consume any part of the alcoholic beverage at any time.**

## Church of God

**Church of God International  
Living Church of God  
Worldwide Church of God  
Light of The World**

**United Church of God  
Philadelphia Church of God  
Church of God, the Eternal**

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Passover</i>	April 6, 2012 (Begins @ sundown previous night)	Yes
<i>First day/Feast of Unleavened Bread</i>	April 7, 2012 (Begins @ sundown previous night)	Yes
<i>Last day/Feast of Unleavened Bread</i>	April 13, 2012 (Begins @ sundown previous night)	Yes
<i>Pentecost</i>	May 27, 2012 (Begins @ sundown previous night)	Yes
<i>Feast of Trumpets</i>	September 17, 2012 (Begins @ sundown previous night)	Yes
<i>Day of Atonement *</i>	September 26, 2012 (Begins @ sundown previous night)	Yes
<i>First day/Feast of Tabernacles</i>	October 1, 2012 (Begins @ sundown previous night)	Yes
<i>Last day/Feast of Tabernacles</i>	October 8, 2012 (Begins @ sundown previous night)	Yes

**\* Sack meals shall be provided for offenders to break their fast according to the *Food Service Procedures Manual*.**

**• Medallion - must choose one of the following:**

1. Plain Cross



2. Crucifix



3. Eastern Orthodox Cross



4. The KAIROS Cross and the Franciscan Cross are approved religious medallions that are distributed by KAIROS or Secular Franciscan volunteers to offenders who have completed these programs.



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

### Approved Items for Group Observances:

All items are approved on condition that their size and shape are not deemed dangerous. Items are to be brought onto a unit by an approved volunteer, and shall be immediately removed when services are concluded. Items shall be inventoried before being allowed onto the unit, and inventoried again when they are removed from the unit. Any object made of **glass shall not** be brought onto the unit. Candles may be burned only in settings in which they do not pose a fire hazard, with the decision as to whether they pose such a hazard to be made by unit administration.

## Greek Orthodox

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>The Circumcision of Jesus Christ</i>	January 1, 2012	No
<i>Epiphany</i>	January 6, 2012	No
<i>The Feast of Annunciation (Blessed Virgin Mary)</i>	March 25, 2012	No
<i>Palm Sunday</i>	April 8, 2012	No
<i>Holy Pascha</i>	April 15, 2012	No
<i>Sunday of Pentecost</i>	June 3, 2012	No
<i>Dormition of Theotokos</i>	August 15, 2012	No
<i>Christmas</i>	December 25, 2012	No

### Approved Devotional Items for Offender Possession:

- **Beads:** Beads and cords must meet the requirements for religious neckwear in accordance with Procedures, Section II.



## Hindu / Hare Krishna

<u><b>Holy Days:</b></u>	<u><b>Date:</b></u>	<u><b>Lay-In:</b></u>
<i>Trayodasi Nityananda</i> (Appearance of Sri Nityananda Prabhu)	February 5, 2012 (Fast until noon)	Yes
<i>Guara-purnima</i> (Appearance of Sri Gauranga Mahaprabhu)	March 7, 2012 (Fast until moonrise)	Yes
<i>Sri Rama Navami</i> (Appearance of Lord Sri Ramacandra)	March 31, 2012 (Fast until sunset)	Yes
<i>Nrsimha Caturdasi</i> (Appearance of Lord Nrsimhadeva)	May 4, 2012 (Fast until dusk)	Yes
<i>Pandava Nirjala Ekadasi</i>		
➤ For all units except Sanchez:	May 31, 2012 Midnight May 30 <sup>th</sup> to 6:30am June 1, 2012 (Total Fast)	Yes
➤ For Sanchez Unit:	May 31, 2012 Midnight May 30 <sup>th</sup> to 6:30am June 1, 2012 (Total Fast)	Yes
<i>Sri Krsna Janmastami</i> (Birthday of Krishna)	August 9, 2012 (Fast until midnight)	Yes
<i>Navami Nandotsava</i> (Appearance of Srila Praphupada)	August 10, 2012 (Fast until noon)	Yes
<i>Astami Radhastami</i> (Appearance of Srimati Radharani)	August 22, 2012 (Fast until noon)	Yes
<i>The Disappearance of Srila Praphupada</i> *	November 16, 2012 (Fast until noon)	Yes
<i>Srila Bhaktisiddhanta Sarasvati</i> * (Thakura Disappearance)	January 1, 2013 (Fast until noon)	Yes

\* Sack meals shall be provided for offenders to break their fast according to the *Food Service Procedures Manual*.

### Approved Devotional Items for Offender Possession:

- **Japa/Mala Beads:** Beads and cords must meet the requirements for religious neckwear in accordance with Procedures, Section II.



- **Medallion:** San Skrit “OM”



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender’s locker box and used only in the cell, in an area immediately around the offender’s bunk in a dormitory, and in designated worship areas.

## Islam / Muslim

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Ramadan</i>	July 20, 2012 Tentative date – will advise 30 days in advance	Yes
<i>Id Ul Fitr</i>	August 19, 2012 Tentative date – will advise 30 days in advance	Yes
<i>Id Ul Adha</i>	October 26, 2012 Tentative date – will advise 30 days in advance	Yes

➤ **These dates are tentative and will be confirmed 30 days prior to the actual date**

**\* Sack meals shall be provided for offenders to break their fast according to the *Food Service Procedures Manual*.**

### Approved Devotional Items for Offender Possession:

- **Kufi:**\* White cloth cap for male offenders worn in the cell or dorm and/or at religious programming.



- **Hijab:** White cloth head covering for females in approved TDCJ pattern, approximately 40.9” x 40.9”, may be worn at all times. Female offenders are permitted to have two Hijabs, one for daily use and one for religious services.



- **Dikr Beads:** Beads and cords must meet the requirements for religious neckwear in accordance with Procedures, Section II.

•



**Medallion:** Arabic



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

## Jehovah's Witnesses

**Holy Days:**

*Memorial of Jesus Christ's Death*

**Date:**

April 5, 2012

**Lay-In:**

No

### Approved Items for Group Observances:

All items are approved on condition that their size and shape are not deemed dangerous. Items are to be brought onto a unit by an approved volunteer, and shall be immediately removed when services are concluded. Items shall be inventoried before being allowed onto the unit, and inventoried again when they are removed from the unit. Any object made of **glass shall not** be brought onto the unit. Candles may be burned only in settings in which they do not pose a fire hazard, with the decision as to whether they pose such a hazard to be made by unit administration.

- **Wine for Religious Ceremonial Use** (See Chaplaincy Policy - 11.06-B):

Only non-offender religious officiates shall be permitted to bring in the alcoholic beverages under the following conditions:

1. The alcoholic **beverage shall not be stored on the unit**, but shall be brought in immediately before the religious ritual or ceremony requiring the presence or consumption of an alcoholic beverage.
2. Any portion of the alcoholic beverage that is not personally consumed by officiates, shall be removed immediately after the specific religious ritual or ceremony in which the alcoholic beverage is used.
3. The amount of alcoholic beverage that can be brought onto a TDCJ unit at any one time shall **not exceed four ounces**.
4. **No offender may consume any part of the alcoholic beverage at any time.**

## Jewish

<b><u>Holy Days:</u></b>	<b><u>Date:</u></b>	<b><u>Lay-In:</u></b>
<i>Fast of 10th of Tevet *</i>	January 5, 2012	No
<i>Tu B'Shevat</i>	February 8, 2012	No
<i>Fast of Esther *</i>	March 7, 2012	No
<i>Purim</i>	March 8, 2012 (Begins @ sundown previous night)	Yes
<i>Fast of Firstborn *</i>	April 9, 2012	No
<i>Passover (First 2 days)</i>	April 7-8, 2012 (Begins @ sundown previous night)	Yes
<i>Passover (Intermediate days)</i>	April 9-12, 2012	No
<i>Passover (Last 2 days)</i>	April 13-14, 2012 (Begins @ sundown previous night)	Yes
<i>Lag Ba'Omer</i>	May 10, 2012 (Begins @ sundown previous night)	No
<i>Shavuot</i>	May 27-28, 2012 (Begins @ sundown previous night)	Yes
<i>Fast of 17<sup>th</sup> of Tammuz *</i>	July 8, 2012	Yes
<i>Tisha B'Av / Fast of 9th of Av *</i>	July 29, 2012 (Begins @ sundown previous night)	Yes
<i>Rosh Hashanah</i>	September 17-18, 2012 (Begins @ sundown previous night)	Yes
<i>Fast of Gedaliah *</i>	September 19, 2012	No
<i>Yom Kippur *</i>	September 26, 2012 (Begins @ sundown previous night)	Yes
<i>Sukkot (First 2 days)</i>	October 1-2, 2012 (Begins @ sundown previous night)	Yes
<i>Sukkot (Intermediate days)</i>	October 3-5, 2012	No
<i>Shemini Atzeret</i>	October 8, 2012 (Begins @ sundown previous night)	Yes
<i>Simchat Torah</i>	October 9, 2012 (Begins @ sundown previous night)	Yes

Chanukah

December 8-16, 2012  
(Begins @ sundown previous night)

No

\* Sack meals shall be provided for offenders to break their fast according to the *Food Service Procedures Manual*.

### Approved Devotional Items for Offender Possession:

- **Yarmulke/Kippah:**\* White cloth cap for male offenders worn in the cell or dorm and/or at religious programming.



- **Talith:**\* A four-cornered white prayer shawl with specially prepared fringes that is worn in the cell or dorm and/or at religious programming.



- **Scarf:**\* White head covering for females worn in the cell or dorm and/or at religious programming.



- **Tefillin (Phylactery):** Straps & boxes for arm and head. This item shall be stored by the unit chaplain and used only during worship under direct supervision.



- **Medallion:** Star of David



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

### **Approved Items for Group Observances:**

All items are approved on condition that their size and shape are not deemed dangerous. Items are to be brought onto a unit by an approved volunteer, and shall be immediately removed when services are concluded. Items shall be inventoried before being allowed onto the unit, and inventoried again when they are removed from the unit. Any object made of **glass shall not** be brought onto the unit. Candles may be burned only in settings in which they do not pose a fire hazard, with the decision as to whether they pose such a hazard to be made by unit administration.

The listed items below are currently approved:

- Ram's horn
- Four types of branches, such as willow, citrus fruit, palm, and myrtle
- Prayer books

## Messianic Jewish

<b><u>Holy Days:</u></b>	<b><u>Date:</u></b>	<b><u>Lay-In:</u></b>
<i>Fast of 10<sup>th</sup> of Tevet*</i>	January, 5, 2012	No
<i>Tu B'Shevat</i>	February 8, 2012	No
<i>Fast of Esther *</i>	March 7, 2012	No
<i>Purim</i>	March 8, 2012 (Begins @ sundown previous night)	No
<i>Passover (First 2 days)</i>	April 7-8, 2012 (Begins @ sundown previous night)	Yes
<i>Passover (Intermediate days)</i>	April 9-12, 2012	No
<i>Passover (Last 2 days)</i>	April 13-14, 2012 (Begins @ sundown previous night)	Yes
<i>Lag Ba'Omer</i>	May 10, 2012	No
<i>Shavuot</i>	May 27-28, 2012 (Begins @ sundown previous night)	Yes
<i>Fast of 17<sup>th</sup> of Tammuz *</i>	July 8, 2012	No
<i>Tisha B'Av / Fast of 9<sup>th</sup> of Av *</i>	July 29, 2012 (Begins @ sundown previous night)	No
<i>Rosh Hashanah</i>	September 17-18, 2012 (Begins @ sundown previous night)	Yes
<i>Fast of Gedaliah</i>	September 19, 2012	No
<i>Yom Kippur *</i>	September 26, 2012 (Begins @ sundown previous night)	Yes
<i>Sukkot (First 2 days)</i>	October 1-2, 2012 (Begins @ sundown previous night)	Yes
<i>Shemini Atzeret</i>	October 8, 2012 (Begins @ sundown previous night)	Yes
<i>Simchat Torah</i>	October 9, 2012 (Begins @ sundown previous night)	Yes
<i>Chanukah</i>	December 8-16, 2012	No

\* Sack meals shall be provided for offenders to break their fast according to the *Food Service Procedures Manual*.

## Approved Devotional Items for Offender Possession:

- **Yarmulke/Kippah:**\* White cloth cap for male offenders worn in the cell or dorm and/or at religious programming.



- **Talit / Tallis / Talith / Prayer shawl:**\* White cloth prayer shawl worn in the cell or dorm and/or at religious programming. **Alternative:** Two pieces of blue ribbon may be attached to the offender's shirt, only in the offender's cell and during periods of prayer.



- **Scarf:**\* White head covering for females worn in the cell or dorm and/or at religious programming.



- **Tefillin (Phylactery):** Straps and boxes for arm and head. This item shall be stored by the unit chaplain and used only during worship under direct supervision.



- **Medallion: Star of David:**



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

## Native American

### Holy Days:

For Native Americans, every day is a “Holy Day”. There are no fixed designated “Holy Days” or a standard calendar within this faith community. Native Americans celebrate certain occasions with prayers, dances, songs, and other means of spirituality which differ from tribe to tribe and season to season. Each and every day is an individual’s opportunity and responsibility to seek the divine (Creator, Great Spirit, or Mystery).

### **Approved Devotional Items for Offender Possession:**

- **Headband:**\* Must be natural leather or white cloth; worn in the cell or dorm and/or at religious programming.
- **Feather:**\* one permitted



- **Shell:**\* one palm sized permitted



- **Medicine Bag:**\* must meet the requirements for religious neckwear in accordance with Procedures, Section II.



The medicine bag may contain the following natural objects. These items may be visually inspected, but for religious reasons only the offender should touch them. The offender should not be asked what the items mean. These natural objects consist of:

- Seven Sacred Stones\* (no larger than a 1/2 inch in size)
- Bone\* (no larger than a 1/2 inch in size)
- Tooth\* (no larger than a 1/2 inch in size)
- Herbal Mixture\* sage, sweet grass, cedar (1/16th of a teaspoon) to be provided on a quarterly basis by contract Native American chaplain.

- **Medallion:** Medicine Wheel



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas. Items taken to worship areas shall be carried in the hand and are subject to inspection.

### **Approved Items for Group Observances:**

Native American bundles include items that have been approved by the Religious Practices Committee (RPC). No items shall be added to or removed from the bundle without prior approval from the RPC.

- I. Unit chaplain's responsibility for Native American bundle and services.
  - A. Bundle shall be secured in the chaplain's area when not in use.
  - B. The chaplain shall inventory the Native American bundle to ensure that no items are added, missing, or damaged upon the conclusion of each service. See Chaplaincy Policy 05.01 Attachment C.
  - C. Herbal mixtures or smudging materials are not to be included in the bundle or stored on at the unit.
  
- II. The herbal mixtures currently approved for smudging and pipe service.
  - A. Kinnikinnick (tobacco, sage, sweet grass, and cedar)
  - B. Copal (resin from the bark of a tree - similar to frankincense and myrrh)
  - C. Cincasa (a mixture of bayberry, sumac, oca roots, sage and sweet grass)
  - D. Lavender
  - E. Any of the above combinations may be used as prescribed by Native American tradition.

## Native American Shamanism

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Spring Equinox</i>	March 20, 2012	No
<i>Summer Solstice</i>	June 20, 2012	No
<i>Fall Equinox</i>	September 22, 2012	No
<i>Winter Solstice</i>	December 21, 2012	No

### Approved Devotional Items for Offender Possession:

- **Headband:**\* Must be natural leather or white cloth; worn in the cell or dorm and/or at religious programming.
- **Feather:**\* one permitted



- **Shell:**\* one palm sized permitted



- **Medicine Bag:**\* must meet the requirements for religious neckwear in accordance with Procedures, Section II.



The medicine bag may contain the following natural objects. These items may be visually inspected, but for religious reasons only the offender should touch them. The offender should not be asked what the items mean. These natural objects consist of:

- Seven Sacred Stones\* (no larger than a 1/2 inch in size)
- Bone\* (no larger than a 1/2 inch in size)
- Tooth\* (no larger than a 1/2 inch in size)

Herbal Mixture\* sage, sweet grass, cedar (1/16th of a teaspoon) to be provided on a quarterly basis by contract Native American chaplain.

- **Medallion:** Medicine Wheel



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas. Items taken to worship areas shall be carried in the hand and are subject to inspection.

### **Approved Items for Group Observances:**

Native American bundles include items that have been approved by the Religious Practices Committee (RPC). No items shall be added to or removed from the bundle without prior approval from the RPC.

- I. Unit chaplain's responsibility for Native American bundle and services.
  - A. Bundle shall be secured in the chaplain's area when not in use.
  - B. The chaplain shall inventory the Native American bundle to ensure that no items are added, missing, or damaged upon the conclusion of each service. See Chaplaincy Policy 05.01 Attachment C.
  - C. Herbal mixtures or smudging materials are not to be included in the bundle or stored on at the unit.
- II. The herbal mixtures currently approved for smudging and pipe service.
  - A. Kinnikinnick (tobacco, sage, sweet grass, and cedar)
  - B. Copal (resin from the bark of a tree - similar to frankincense and myrrh)
  - C. Cincasa (a mixture of bayberry, sumac, ocia roots, sage and sweet grass)
  - D. Lavender
  - E. Any of the above combinations may be used as prescribed by Native American tradition.

## Odinism / Asatru

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Charming of the Plow</i>	January 17, 2012	No
<i>Spring Eventide/Spring Equinox</i>	March 20, 2012	No
<i>May Day</i>	May 22, 2012	No
<i>Summer Sunstead/Summer Solstice</i>	June 20, 2012	No
<i>Freyfaxi</i>	August 2, 2011	No
<i>Winter Finding/Autumn Equinox</i>	September 22, 2012	No
<i>Winter Nights</i>	October 12, 2012	No
<i>Yule/Mother Night/Winter Solstice</i>	December 21, 2012	No
<i>Yule/Twelfth Night</i>	January 1, 2013	No

- These observances may be held on the nearest weekend or at a suitable time after the conclusion of a workday. None of these days are work proscription and a lay-in is not required.

### Approved Devotional Items for Offender Possession:

- **Picture of a god or goddess:**\* Must meet established standards in TDCJ property policy.



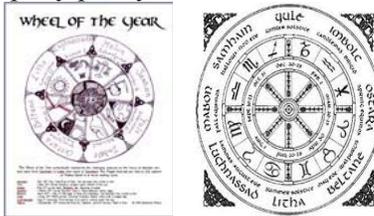
- **Prayer beads:**\* Beads and cords must meet the requirements for religious neckwear in accordance with Procedures, Section II.



- **Medicine pouch:**\* must meet the requirements for religious neckwear in accordance with Procedures, Section II, and may contain natural objects such as feathers, pebbles, token of an event or milestone in their lives, a nut or seedpod, or dried flowers. These items are individually approved or denied by the unit chaplain and warden. These items may be visually inspected, but for religious reasons any inspecting officer shall exercise care while performing a visual examination of contents and **not touch** the bag or its contents.



- **Picture of the medicine wheel/wheel of the year\*** Must meet established standards in TDCJ property policy.



- **Book of shadows:\*** Diary, a blank book in which the owner makes entries of spiritual significance to the owner. The Book of Shadows could be a composition book with a label that states "Book of Shadows."



- **Headband:\*** Must be natural leather or white cloth; worn in the cell or dorm and/or at religious programming.



- **Runes\* must be purchased through the unit commissary:**



- **Medallion:** Thor's Hammer:



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

### Approved Items for Group Observances:

All items are approved on condition that their size and shape are not deemed dangerous. Items are to be brought onto a unit by an approved volunteer, and shall be immediately removed when services are concluded. Items shall be inventoried before being allowed onto the unit, and inventoried again when they are removed from the unit. Any object made of **glass shall not** be brought onto the unit. Candles may be burned only in settings in which they do not pose a fire hazard, with the decision as to whether they pose such a hazard to be made by unit administration.

- Hammer (leather or cardboard and small enough to be non-lethal)
- Blessing Bowl (wood or plastic)
- Sprig of Evergreen
- Drinking Horn or Mug
- Juice, in a clear, sealed plastic bottle, for Blot and Sumbel
- Set of Runes (24)
- Gandor (wood, leather, or cardboard)
- Oath ring
- Altar cloth the size of a large handkerchief
- Candle
- Representations of gods and goddesses (up to five small statuettes)
- Small piece of driftwood or small stone
- Altar block (If no flat table is available)

## Rastafarian

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Haile Selassie's Birthday</i>	July 23, 2012	Yes
<i>Marcus Garvey's Birthday</i>	August 17, 2012	Yes
<i>Jamaican Independence Day</i>	September 11, 2012	Yes

### Approved Devotional Items for Offender Possession:

- **Prayer cap:**\* White cloth cap for male offenders worn in the cell or dorm and/or at religious programming.



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

## Santeria

**Holy Days:**

**Date:**

**Lay-In:**

- None approved at this time.

**Approved Devotional Items for Offender Possession:**

- **Prayer cap:**\* White cloth cap for male offenders worn in the cell or dorm and/or at religious programming.



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

## Satanism

**Holy Days:**

**Date:**

**Lay-In:**

- None approved at this time.

**Approved Devotional Items for Offender Possession:**

- **Medallion:** Baphomet/Inverted Pentagram



## Sikh

**Holiday:**

**Date:**

**Lay-In:**

- None approved at this time.

### Approved Devotional Items for Offender Possession:

- **Turban**:\* Must be white cloth and worn in the cell or dorm and/or at religious programming.



- **Wooden Comb**\*



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

## Taoism

**Holy Days:**

**Date:**

**Lay-In:**

- None approved at this time.

**Approved Devotional Items for Offender Possession:**

- **Medallion:** Symbol of Yin & Yang

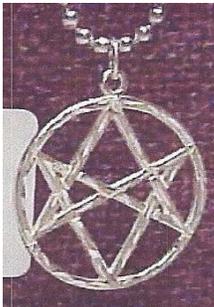


## Thelema

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Feast for the Supreme Ritual (Invocation of Horus)</i>	March 20, 2012	No
<i>Spring Equinox</i>	March 20, 2012	No
<i>Feast for the Three Days of the Writing of the Book of the Law</i>	April 8, 9, 10, 2012 (Begins @ Noon each day)	No
<i>Summer Equinox</i>	June 20, 2012	No
<i>Feast for the First Night of the Prophet &amp; His Bride</i>	August 12, 2012	No
<i>Autumn Equinox</i>	September 22, 2012	No
<i>Winter Equinox</i>	December 21, 2012	No

### Approved Devotional Items for Offender Possession:

- **Medallion:** Unicursal hexagram



### Approved Items for Group Observances:

All items are approved on condition that their size and shape are not deemed dangerous. Items are to be brought onto a unit by an approved volunteer, and shall be immediately removed when services are concluded. Items shall be inventoried before being allowed onto the unit, and inventoried again when they are removed from the unit. Any object made of **glass shall not** be brought onto the unit. Candles may be burned only in settings in which they do not pose a fire hazard, with the decision as to whether they pose such a hazard to be made by unit administration.

- Runes and tarot cards
- Representations of deities such as statuettes, pictures, or such symbols as: seashells, flowers, feathers, crystals, pinecones, driftwood, pictures of animals
- Ceramic wand with quartz crystal points or wooden wand - 12" long
- Altar pentacle

- Altar cloth the size of a large handkerchief
- Candles: up to six with small candle snuffer
- Ritual broom (besom): Maximum size, 24" long
- Chalice: Wood, plastic or ceramic
- Cauldron – 5 ½" in diameter, cast iron
- Bowls to mix salt & water, made of metal or ceramic
- Bell
- Book of Shadows
- Incense: cone, stick, or brick; resin, powdered
- Oil used for anointing
- Cookies to be used ritually
- \*Water, salt, and juice, in a clear, sealed plastic bottle, for use in group ceremonies

## Unitarian Universalist

**Holy Days:**

**Date:**

**Lay-In:**

- None approved at this time.

**Approved Devotional Items for Offender Possession:**

- Medallion Flaming Chalice



## Wiccan / Celtic / Druid / Pagan / Neo-Pagan

<u>Holy Days:</u>	<u>Date:</u>	<u>Lay-In:</u>
<i>Imbolc</i>	February 2, 2012	No
<i>Ostara/Spring Equinox</i>	March 20, 2012	No
<i>Beltane</i>	May 1, 2012	No
<i>Litha/Summer Solstice</i>	June 20, 2012	No
<i>Lugnasad</i>	August 1, 2012	No
<i>Mabon/Autumn Equinox</i>	September 22, 2012	No
<i>Samhain/Lunar New Year</i>	October 31, 2012	No
<i>Yule/Solar New Year</i>	December 21, 2012	No

Keeping of these special days listed here is preferable, though not mandatory. Rituals observing calendar holy days may be reserved to after or before work hours when the sky is dark.

### Approved Devotional Items for Offender Possession:

- **Picture of a god or goddess:**\* Must meet established standards in TDCJ property policy.



- **Prayer beads:**\* Beads and cords must meet the requirements for religious neckwear in accordance with Procedures, Section II.



- **Medicine pouch:**\* must meet the requirements for religious neckwear in accordance with Procedures, Section I, and may contain natural objects such as feathers, pebbles, token of an event or milestone in their lives, a nut or seedpod, or dried flowers. These items are individually approved or denied by the unit chaplain and warden. These items may be visually inspected, but for religious reasons any inspecting officer shall exercise care while performing a visual examination of contents and **not touch** the bag or its contents.



- **Picture of the medicine wheel/wheel of the year\*** Must meet established standards in TDCJ property policy.



- **Book of shadows:\*** A blank book in which the owner makes entries of spiritual significance to the owner.



- **Headband:\*** Must be natural leather or white cloth; worn in the cell or dorm and/or at religious programming.



- **Druid Crane Bag and Druid Egg:\*** Maximum size 2 ¼” x 3” square made of pliant animal skin; Druid Egg – marble size.



- **Runes\*** - must be purchased through the Unit Commissary:



- **Medallion – must choose one of the following:**
  - Pagan, Neo-Pagan, Wiccan, Druid: Star/Pentagram



- Pagan / Neo-Pagan: Thor's Hammer



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

### **Approved Items for Group Observances:**

All items are approved on condition that their size and shape are not deemed dangerous. Items are to be brought onto a unit by an approved volunteer, and shall be immediately removed when services are concluded. Items shall be inventoried before being allowed onto the unit, and inventoried again when they are removed from the unit. Any object made of **glass shall not** be brought onto the unit. Candles may be burned only in settings in which they do not pose a fire hazard, with the decision as to whether they pose such a hazard to be made by unit administration.

- Runes and/or Tarot Cards
- Representations of deities such as statuettes, pictures, or such symbols as: seashells, flowers, feathers, crystals, pinecones, driftwood, pictures of animals
- Ceramic wand with quartz crystal points or wooden wand - 12" long
- Altar pentacle

- Altar cloth the size of a large handkerchief
- Candles: up to six with small candle snuffer
- Ritual broom (besom): Maximum size, 24" long
- Chalice: Wood, plastic or ceramic
- Cauldron – 5 ½" in diameter, cast iron
- Bowls to mix salt & water, made of metal or ceramic
- Bell
- Book of Shadows
- Incense: cone, stick, or brick; resin, powdered
- Oil used for anointing
- Cookies to be used ritually
- \*Water, salt, and juice, in a clear, sealed plastic bottle, for use in group ceremonies

## Yahwehist & Other Sabbatarian Groups

<u><b>Holy Days:</b></u>	<u><b>Date:</b></u>	<u><b>Lay-In:</b></u>
<i>First day/Feast of Unleavened Bread</i>	April 7, 2012	Yes
<i>Last day/Feast of Unleavened Bread</i>	April 13, 2012	Yes
<i>Feast of Pentecost/Weeks</i>	May 27, 2012	Yes
<i>Feast of Trumpets</i>	September 18, 2012 (Begins @ sundown previous night)	Yes
<i>Day of Atonement</i>	September 27, 2012 (Begins @ sundown previous night)	Yes
<i>First day/Feast of Tabernacles</i>	October 2, 2012 (Begins @ sundown previous night)	Yes
<i>Last Great Day</i>	October 9, 2012 (Begins @ sundown previous night)	Yes

### Approved Devotional Items for Offender Possession:

- **Yarmulke/Kippah:**\* White cloth cap for male offenders worn in the cell or dorm and/or at religious programming.



- **Talit / Tallis / Talith / Prayer Shawl:**\* White cloth prayer shawl worn in the cell or dorm and/or at religious programming.



Those items in the list that are marked with an **asterisk (\*)** shall be stored in the offender's locker box and used only in the cell, in an area immediately around the offender's bunk in a dormitory, and in designated worship areas.

**Native American Bundle Inventory Form**

Item number and name	Check Appropriate Box	Item number and name	Check Appropriate Box
01 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	12 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
02 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	13 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
03 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	14 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
04 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	15 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
05 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	16 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
06 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	17 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
07 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	18 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
08 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	19 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
09 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	20 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
10 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	21 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing
11 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing	22 –	<input type="checkbox"/> In bundle <input type="checkbox"/> Missing

**List discrepancies with bundle (broken/missing/additional items):**

**Inventory Date:** \_\_\_\_\_  Native American Service     Security Check     Audit

**Name of TDCJ staff conducting inventory:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** All items in the Native American bundle shall be accounted for each time the bundle is accessed. Native American items shall not be added without prior approval from Chaplaincy Headquarters. Items that are not approved in Chaplaincy policy shall be submitted on an HQ-150 and presented to the Religious Practice Committee for a decision. Any discrepancies found shall be reported to the appropriate regional chaplain and warden.

# Rehabilitation Programs Division Chaplaincy Department Manual

## Table of Contents

### Chapter Six

#### Islam

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
06.01(rev. 2)	08/12	Islamic Religious Services and Practices in the TDCJ
• Attachment A	08/12	Shahada Form
06.02	08/12	Selection and Approval of Muslim Offender Coordinator or Assistant Coordinator
• Attachment A	08/12	Muslim Offender Coordinator or Assistant Coordinator Form

**SUBJECT:** ISLAMIC RELIGIOUS SERVICES AND PRACTICES IN THE TDCJ

**AUTHORITY:** *Brown v. Beto* (CA No. 69-H-74), July 20, 1977; TDCJ Muslim Chaplains; AD-07.30, "Procedures for Religious Programming;" AD-07.35, "Administration of Volunteer Services in the TDCJ;" AD-07.38, "Administration of Mentor Services;" Chaplaincy Manual Policies 6.02, "Selection and Approval of Muslim Offender Coordinator or Assistant Coordinator" and 14.02, "Volunteer Assignment Descriptions and Forms"

**DISCUSSION:**

- I. The TDCJ Chaplaincy Department employs area Muslim chaplains to assist in providing religious programming to the Islamic faith group.
- II. The RPD Manager III – Support Services or designee shall assign specific TDCJ units to each area Muslim chaplain. Each area Muslim chaplain shall be accountable to a Chaplaincy Department regional chaplain as determined by the RPD Manager III – Support Services or designee.
- III. The RPD Manager III – Support Services or designee shall provide the unit chaplains with a list of Muslim chaplains and their units of assignment, updating and distributing the list as changes occur. The unit chaplain shall keep the unit staff and offender populations informed regarding the name and location of the Muslim chaplain serving that unit.

**POLICY:**

- I. The unit chaplain is responsible for overall unit compliance with Chaplaincy Department policy, agency-wide religious practices, and agency regulations. The unit chaplain is the designated authority at the unit level regarding chaplaincy matters. The unit chaplain shall provide the Muslim chaplain with appropriate times and space to accommodate an Islamic program.
- II. The unit chaplain and area Muslim chaplain shall coordinate the following:
  - A. Scheduling of all Muslim programming, including services, studies, time of prayers, holy days, and celebrations;
  - B. Managing offender activities, such as lay-ins, special requests, pastoral care, issues, and concerns; and
  - C. Management and supervision of Muslim offender coordinator, including communication, direction, and instruction.

- III. When a Muslim chaplain or approved Muslim volunteer is unavailable for a regularly scheduled Islamic worship or study, Muslim offenders who have been approved for attendance by the Muslim chaplain shall congregate under appropriate supervision with a Muslim offender coordinator or assistant coordinator for worship, study in the Islamic faith and language, or approved holy day celebrations. The coordinator or assistant coordinator must have previously been selected by the area Muslim chaplain, warden, and unit chaplain.
- IV. Duties and responsibilities performed by the Muslim offender coordinator or assistant coordinator shall be in accordance with Chaplaincy Policy 6.02, "Selection and Approval of Muslim Offender Coordinator or Assistant Coordinator."
- V. Muslim offenders who habitually do not attend Islamic services or holy day celebrations shall be subject to temporary removal from the lay-in list by the unit's area Muslim chaplain. Three consecutive misses or six in a three month period without a legitimate excuse shall result in the offender being left off the lay-in list until the offender speaks to the area Muslim chaplain.
- VI. Private worship or prayers shall be performed in a designated area or in an offender's cell or bunk area in a dormitory setting in a manner that does not disturb other offenders.
- VII. The Muslim chaplain shall be responsible for the recruitment of Muslim volunteers and coordinate their service with the unit chaplain. Muslim volunteers who desire to serve on a regular basis shall apply for TDCJ approved volunteer status and placement per AD-07.35, "Administration of Volunteer Services", the TDCJ Volunteer Services Plan, and AD-07.38, "Administration of Mentor Services," if applicable.

### **PROCEDURES:**

- I. The TDCJ allows offenders to designate and change their faith preference in accordance with AD-07.30 and Chaplaincy Policy 11.01, "Offender Faith Preferences." Offenders who designate a Muslim faith preference shall complete the Shahada form (Chaplaincy Policy 06.01, "Islamic Religious Services and Practices in the TDCJ," Attachment A). The Shahada form is not required for the Nation of Islam, Nation of Islam Farrakhan, and Moorish Science, as they do not observe the Shahada tradition.
- II. The Muslim chaplain shall authorize for participation in Ramadan observances and Islamic holy day celebrations only those offenders whose TDCJ records state that the offender is Muslim.
- III. Offenders with Muslim declared on their faith card who choose not to participate with the Muslim community during Ramadan may request a sack meal in accordance with Chaplaincy Policy 05.01, "Religious Devotional Items and Observed Holy Days."

- IV. Adherents to the religion of Islam shall be allowed equal time for worship services and other religious activities each week as is enjoyed by adherents to the Catholic, Jewish, and Protestant faiths. Specifically, the Islamic religious program at a unit shall consist of at least two hours for each weekly service, which includes Jumah prayer, Taleem, or educational study.
- V. Every unit with an Islamic program shall follow the requirements listed below in providing the weekly Jumah prayer service:
- A. A quorum of three or more adults shall be required to hold the Jumah service. Those units that have fewer than three Muslim offenders will provide such offender(s) with the same amount of time that is allowed for Jumah.
  - B. Muslim offenders shall be given lay-ins from work to participate in Jumah prayers on Fridays. However, they shall fulfill their job assignments on Fridays with the exception of the hours required for participation in Jumah. Unit chaplains shall work with Windham school administrators in order to assist offenders with their attendance to Jumah.
  - C. Jumah shall be conducted on Friday of every week. It is the Islamic holy day of the week.
  - D. Jumah shall be scheduled for a two-hour period between the hours of 11:45 a.m. and 3:15 p.m. The unit chaplain and the area Muslim chaplain shall coordinate the exact time of the meeting.
  - E. Attendance at Jumah prayer service is restricted to offenders whose faith preference is Islamic per TDCJ records and whom the Muslim chaplain has approved for attendance.
  - F. The unit chaplain shall coordinate with the warden to allow Muslim offenders to shower prior to their Jumah service in order to meet their holy obligation for cleanliness in prayer.
  - G. Chaplains shall oversee the area used for Jumah in order to ensure that pictures and symbols of other faiths are not on display.
- VII. The unit chaplain in coordination with the area Muslim chaplain shall schedule a weekly Taleem service following the requirements listed below:
- A. Taleem may be held on any day of the week. Care should be taken to choose a time when most offenders are off work and are able to attend.

- B. The Taleem service is not restricted to only Muslim offenders. It shall be open to offenders who want to attend as space and supervision permits.
- C. An Islamic educational meeting or Qur'anic-Arabic study may be a part of the Taleem service.

#### VIII. Ramadan

- A. Ramadan is celebrated for approximately thirty days and is required for all Muslim offenders. The days of Ramadan end with the celebration of the Eid ul Fitr Festival of Fast Breaking which always follows right after Ramadan.
  - 1. The days of Ramadan are considered holy days and not holidays. Observance of Ramadan requires that the Muslim offender abstain from eating any food and drinking any water from dawn to sunset and perform their regular job assignments and activities.
  - 2. In cases where job assignments are strenuous, the unit chaplain shall inform unit administration of those offenders who should be temporarily reassigned to less rigorous assignments during the month of Ramadan. This is an important consideration since observant Muslims do not drink water during the day. The unit chaplain shall inform the unit administration that these temporary job reassignments are necessary.
  - 3. Muslim offenders who are observed consuming food during the daytime fast may be subject to removal from the list of offenders participating in the Ramadan activities by the unit's designated Muslim chaplain. Offenders with legitimate reasons, such as sick, elderly, chronic diseases, certain medical conditions, or medications, may be excused from the fasting requirement. The unit chaplain in cooperation with the Muslim chaplain shall review all reported fasting violations.
  - 4. Muslim offenders shall be allowed to shower before participating in Ramadan's daily morning obligations in order to comply with the faith's requirement for cleanliness before prayer.
  - 5. During the month of Ramadan, the Muslim offenders assigned to the kitchen may be involved in the preparation of food.
- B. Ramadan Daily Morning Obligations
  - 1. Muslim offenders will be laid-in before dawn for one and one half hours to a room approved by the warden every day of Ramadan in order to receive breakfast.

2. Each unit chaplain must consult with the area Muslim chaplain for the exact time frame of these one and one half hours.
3. The offenders will eat breakfast. Muslim offenders participating in Ramadan will be allowed 20 minutes to eat.
4. The offenders will then be escorted by security to a room designated by the warden where they will have congregational prayer.
5. These offenders will be allowed to take the Qur'an and other Islamic religious devotional items, including prayer rugs, kufi or hijab, and dikr beads, with them to the dining hall and to the place where congregational prayers are conducted, both morning and evening.

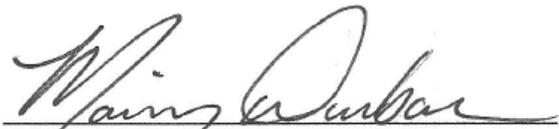
C. Ramadan Daily Late Afternoon and Evening Obligations

1. Muslim offenders shall be laid-in daily during Ramadan for late afternoon and evening activities.
2. Muslim offenders who are laid-in shall be permitted to assemble for late afternoon prayer and study at a designated location. These offenders will be allowed to take their Qur'an and other Islamic religious devotional items, such as kufi for the men, hijab for the women, dikr beads, and prayer rugs, to prayer and the evening meal.
3. The sunset meal requires that the daily fast be broken with a small amount of dates or raisins. In a timely fashion, the unit chaplain shall facilitate any free world donations of dates for this purpose. Otherwise, the unit chaplain shall make arrangements with the unit's food services manager for the food provision to include an appropriate amount of these food items. The dates or raisins are consumed prior to the sunset prayer as a part of the ritual fast breaking. After the offenders have prayed, they will be escorted to a room or designated area where they may receive the evening meal. Muslim offenders participating in Ramadan will be allowed 20 minutes to eat.
4. The offenders will return to the designated location for a time of prayer and study.
5. Though the exact hours of observance changes from year to year, the evening program will always be over by 9:00 p.m. or after the night prayer. The area Muslim chaplain will designate the exact time.

- D. Muslim offenders in security detention:
1. Muslim offenders who are in security detention will be provided a pork-free tray in their cells, in accordance with Chaplaincy Policy 03.01, "Diet Plans" before dawn and after sunset each day of Ramadan. The area Muslim chaplain will designate the exact time.
  2. Eligible offenders in administrative segregation:
    - a. Must make request by I-60;
    - b. Must have a Muslim faith preference listed on the SSNO computer screen and travel card;
  3. The area Muslim chaplain shall answer any questions concerning offender eligibility for Ramadan participation.
- E. A roster of Muslim offender participants shall be made available to security staff and to food services staff:
1. The area Muslim chaplain is responsible for determining who is eligible to be on the list.
  2. The unit chaplain will supply designated security staff with a roster of Muslim offenders who are participating in Ramadan.
  3. This list will be updated weekly or as needed by the unit chaplain.
- IX. Eid ul Fitr Festival (Breaking the Fast)
- A. Eligible Muslim offenders to include any third-shift workers shall be laid-in all day and evening for Eid ul Fitr as appropriate. The area Muslim chaplain will designate the exact date.
  - B. On that morning, Muslim offenders shall be laid-in for Islamic prayers in a room approved by the warden from 08:00 a.m. to 10:00 a.m. or 09:00 a.m. to 11:00 a.m. The area Muslim chaplain will designate the exact time. Before going to prayer, these offenders shall be allowed to shower.
  - C. The unit chaplain shall make arrangements for provision of a religious meal to follow the morning prayers.
    1. A religious meal is a regular meal with special religious significance. It is separated from regularly scheduled meals by either allotted time or by arranging a separate place for observance. Food items not provided by the

TDCJ must meet the requirement of the *Food Services Procedures Manual* 19.03, Special Meals.

2. The time provision for the meal is flexible, allowing each unit to determine whether the meal is scheduled after the prayer in the morning or later on in the day. This effort shall be coordinated with building security and the food services manager. Donated food shall be in accordance with Chaplaincy Policy 03.02, "Food Donations."
  - D. It is suggested that a morning or evening program be offered for the Muslim offenders on this day. This can consist of Muslim teachings on video or a Muslim free-world approved volunteer guest speaker.
  - E. Where time, space, and security is available, the Muslim offenders may be allowed an opportunity to recreate together, such as to lay board games, dominoes, or ping pong, in the spirit of this religious celebration.
- X. Eid ul Adha (Festival of Sacrifice)
- A. The same steps and procedures are to be observed for the Eid ul Adha as have been outlined above in IX.A - E.
  - B. Note that Eid ul Adha occurs several weeks after Eid ul Fitr. It will not be necessary to create a new lay-in list for Eid ul Adha participants as the unit chaplain will include those offenders listed on the Jumah roster. It is the responsibility of offenders who wish to participate in Eid ul Adha to submit to the unit chaplain an I-60 a minimum of 14 days in advance of the scheduled religious holy day.

  
Marvin Dunbar  
RPD Manager III – Support Services

TO: Offender's Unit File

DATE:

FROM: Chaplain

SUBJECT: Shahada Declaration –  
Addition to Jumah

**Shahadatain:**

Bearing witness: In order to become a Muslim one must verbally declare and believe in the Shahada (Shahadatain):

**ASHHADU AN LA ILAHA ILLA'LLAH.** Translation: "I bear witness that there is no deity worthy of worship except Allah (God)."

**ASHHADU ANNA MUHAMMADUR RASULU'LLAH.** Translation: "I bear witness that Muhammad Ibn Abdullah is the Messenger of Allah (God)."

The SHAHADATAIN is the gateway to Islam and the gateway to Paradise. It is easy to say, but to act on it is a vast undertaking, which has far reaching consequences, in both inward awareness and outward action, in this world and the next.

I, \_\_\_\_\_ (print name), TDCJ # \_\_\_\_\_,  
affirm that I have taken the Shahadatain on this date: \_\_\_\_\_

X \_\_\_\_\_  
*Offender Signature* *Unit (print)*

X \_\_\_\_\_  
*Area Muslim Chaplain or Unit Chaplain Signature* *Date*

X \_\_\_\_\_  
*Witness (Muslim Offender Coordinator)* *Date*

**Note to Chaplain:** If the area Muslim chaplain is unavailable for the Shahadatain, the Muslim offender coordinator may serve as the Islamic witness with the permission of the offender making Shahada. When this form is completed the unit chaplain may use this form as the justification for adding an offender to the Jumah list of participants. A copy of this form shall be forwarded to the area Muslim chaplain. ***The offender must still submit an I-60 requesting a faith preference change in order to facilitate lay-ins for religious observances.***

Pc: Muslim Chaplain  
Unit Chaplaincy File

**SUBJECT: SELECTION AND APPROVAL OF MUSLIM OFFENDER COORDINATOR OR ASSISTANT COORDINATOR**

**AUTHORITY:** *Brown v. Beto* (CA No. 69-H-74); AD-07.30, "Procedures for Religious Programming"

**DEFINITIONS:**

"Muslim Offender Coordinator or Assistant Coordinator" is a Muslim offender who has demonstrated the leadership qualities, knowledge, and capabilities needed to articulate and exemplify Islamic teachings within the Muslim community of a TDCJ unit to the satisfaction of the supervising area Muslim chaplain.

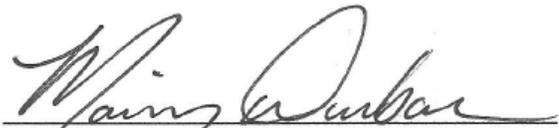
**PROCEDURES:**

- I. Duties and Restrictions of Offender Muslim Coordinators
  - A. Whenever an ordained Islamic minister or approved Muslim volunteer is unavailable, the offender coordinator acts as a leader for purposes of Islamic worship, study in the Islamic faith and language, or approved holy day celebrations.
  - B. The offender coordinator or assistant coordinator shall not make determinations or decisions that serve to permit or to forbid access to Islamic religious services and activities for other offenders under any circumstances.
  - C. There shall be no special privileges for Muslim offender coordinator or assistant coordinator as to job assignments, housing, or any preferential treatment.
  - D. Coordinators shall not act in a supervisory or administrative capacity over other offenders.
  - E. Coordinators shall submit messages in written form to the unit chaplain prior to being presented. Messages shall not disparage the religious beliefs of any offender or compel any offender to make a change of religious preference. Messages shall not be used to criticize TDCJ policies and procedures, administration, staff, or offenders. Messages shall not be used to make political, inflammatory, or any other statements that may offend or incite the listeners.
  - F. Coordinators and assistant coordinators shall serve in this capacity for no longer than three years at a time. They shall be able to serve additional terms after one year. There shall be no time restriction on assistant coordinators.

## II. Selection of Offender Muslim Coordinators

- A. In order to carry out the faith's mandate, the area Muslim chaplain shall identify prospective candidates to serve as the unit's offender Muslim coordinator or assistant coordinator from the eligible Muslim offenders on each unit.
- B. The area Muslim chaplain and unit chaplain shall select and supervise the offender Muslim coordinator or assistant coordinator who shall serve with the consent and approval of the warden. Successful offender candidates shall be those leaders of the faith who regularly participate in Islamic programming at the unit, who conscientiously observe and practice the prophetic teachings of Prophet Muhammad, who agree to be guided by the Holy Qur'an in thoughts and behaviors, and who have an Islamic faith code of record, which shall be verified.
- C. Eligible offender candidates must meet the following criteria:
  1. Evidence of respect for others to the satisfaction of the area Muslim chaplain and unit chaplain;
  2. State approved trusty status, or comparable;
  3. General population level 1, 2, or 3 (G1, G2, or G3) custody level or State Jail J-1, J-2;
  4. Verified as having no major disciplinary cases for the previous 180 days;
  5. Maintain a good disciplinary record during the duration of service. The area Muslim chaplain, unit chaplain, and warden or designee shall evaluate disciplinary cases on a case-by-case basis. Only with the approval of all three shall the offender continue as Muslim coordinator or assistant coordinator. During any suspension from responsibilities, an alternate Muslim offender coordinator or assistant coordinator may be selected through the same process;
  6. Demonstrates an ability to articulate the teachings of the faith with a sufficient knowledge of Islam and related issues to satisfy the area Muslim chaplain; and
  7. Agree to abide within the defined limitations and responsibilities of the Muslim offender coordinator or assistant coordinator position (See Attachment A – Muslim Offender Coordinator or Assistant Coordinator Duties and Responsibilities) and follow the guidance, direction, and overall program supervision given by the area Muslim chaplain

- D. The area Muslim chaplain shall explain the selection qualifications and processing procedures stated in this policy to all prospective Muslim offender coordinator or assistant coordinator candidates as well as the duties and responsibilities of the position listed on Attachment A.
- II. The area Muslim chaplain shall explain his or her expectations of the role of the Muslim offender coordinator or assistant coordinator on the unit as it relates to any issues of the faith within that Muslim offender community as well as expectations for interactions with the unit chaplain, warden or designee, security, and other unit staff.
- III. The Muslim chaplain and unit chaplain shall review Attachment A with each successful Muslim offender coordinator or assistant coordinator candidate they shall supervise. The area Muslim chaplain or unit chaplain shall secure all required signatures and provide a copy of the form to the selected Muslim offender, unit chaplain for the unit chaplaincy file, and warden for the offender's unit file.

  
Marvin Dunbar  
RPD Manager III – Support Services

## Offender Volunteer Service Agreement Muslim Offender Coordinator or Assistant Coordinator

As the Muslim offender coordinator or assistant coordinator for the \_\_\_\_\_ unit, I agree to:  
(Circle Appropriate)

1. Conduct myself on the unit with an attitude and behavior which demonstrates that I am guided by the Holy Qur'an and Sunnah and conscientiously practicing the teachings of Prophet Muhammad;
2. Maintain my credibility and respect among the Muslim offender community, unit chaplain, and warden at this unit;
3. Maintain positive working relationships with the unit chaplain, warden or designee, and security staff;
4. Maintain a good relationship with my work supervisor and other unit staff with whom I interact;

**I understand that:**

1. I shall not make any determinations or decisions that may serve to permit or forbid access to Islamic religious services by other offenders;
2. I expect no special privileges for job assignments, housing, or any preferential treatment as a result of holding this position;
3. I shall not act in a supervisory or administrative capacity over other attendees;
4. That my period of service is at the discretion of the area Muslim chaplain and unit chaplain with continuous review; and
5. That the unit chaplain in cooperation with the area Muslim chaplain will conduct an evaluation of my performance in this position with me in approximately 30 days after I accept this position and yearly or on an as-needed basis.
6. I shall present messages in writing to be reviewed by the unit chaplain prior to presentation. Sermons or messages **shall not** disparage the religious beliefs of any offender or compel any offender to make a change of religious preference. Sermons or messages **shall not** be used to criticize TDCJ policies and procedures, administration, staff, or offenders. Sermons or messages **shall not** be used to make political, inflammatory, or any other statements that may offend or incite the listeners. **All sermons or messages shall be recorded, and the audio tape retained by the chaplain for 90 days.**
7. I shall not keep attendance records, which shall be kept by the chaplain or security staff.

**As the Muslim offender coordinator or assistant coordinator, I am expected to perform the following duties:**

1. Attend Islamic worship services, studies in Islamic faith and other Islamic religious functions and activities as requested when an ordained Islamic chaplain or approved volunteer is unavailable in order to lead service;
2. Continue to study the Holy Qur'an with diligence;
3. Clearly explain fundamental beliefs and principals of Al-Islam;
4. Lead the Jumah prayer in Qur'anic Arabic;
5. Maintain a good disciplinary record on the unit;
6. Communicate regularly with the unit chaplain, identifying concerns and upcoming Islamic events;
7. Communicate regularly with the area Muslim chaplain, keeping the chaplain briefed on every aspect of the Muslim community and program at the unit;
8. Keep a line of communication open with the unit chaplain so that the area Muslim chaplain is kept aware of all Islamic issues and activities;
9. The Muslim chaplain and unit chaplain with the approval of the warden may make exceptions to the above.

*Agreement: I (Print Name & TDCJ#) \_\_\_\_\_, do fully understand the responsibilities and limitations of the position as Muslim offender coordinator or assistant coordinator and agree to abide within the defined limitations and responsibilities for my entire length of service. I further understand that my tenure as Muslim offender coordinator or assistant coordinator is subject to the ongoing support and approval of all three authorities – area Muslim chaplain, unit chaplain and warden and that my responsibilities as coordinator may be terminated at any time by the area Muslim chaplain for any or no reason.*

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
TDCJ #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Muslim Chaplain Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Chaplain Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Warden Signature

\_\_\_\_\_  
Date

# Rehabilitation Programs Division Chaplaincy Department Manual

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### Chapter Seven

#### Judaism

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
07.01	08/12	Jewish Religious Services and Practices in the TDCJ
07.02	08/12	Reassignment Procedures to a Jewish Designated Unit
• Attachment A	08/12	Request for Reassignment for Jewish Services Form

**SUBJECT:**           **JEWISH RELIGIOUS SERVICES AND PRACTICES IN THE TDCJ**

**AUTHORITY:**   AD-07.30, "Procedures for Religious Programming"

**POLICY:**

The Texas Department of Criminal Justice (TDCJ) recognizes the importance of the religious beliefs of offenders. It is the policy of the TDCJ to extend to all offenders as much opportunity as possible for pursuing individual religious beliefs and practices, consistent with security, safety, and orderly conditions in the unit.

**PROCEDURES:**

- I.     The TDCJ employs a contract rabbi to serve as an advisor to the Chaplaincy Department in respect to the interpretation of Jewish Law and practices. The unit chaplain is responsible for overall unit compliance with Chaplaincy Department policy, agency-wide religious practices, and agency regulations. The chaplain is the authority at the unit level regarding chaplaincy matters.
  
- II.    The unit chaplain and contract rabbi will coordinate the following:
  - A.     Scheduling of all Jewish programming, such as services, studies, time of prayers, holy days, and celebrations.
  
  - B.     Offender management, including lay-ins, special requests, pastoral care, to include death and medical issues, and concerns.
  
- III.   Jewish services shall be conducted at least once per month by a contract rabbi at Jewish designated units determined by the TDCJ in order to provide for more consistent religious services and accommodate Jewish religious practices.
  
- IV.    Jewish offenders may qualify to be considered for reassignment to one of the Jewish designated units. G5, J5, and P5 and administrative segregation offenders are ineligible. Medical condition, required participation in substance abuse treatment programs, sex offender treatment programs, or completion of a college or school program may preclude eligibility for reassignment.
  
- V.     The contract rabbi shall determine if an offender is eligible by chaplaincy policy and qualifies under Jewish Law for reassignment to a Jewish designated unit in order to attend Jewish services.
  
- VI.    Dates for specific Jewish Holy Day observation shall be listed annually for lay-ins per AD-07.30 and Chaplaincy Policy 05.01.

- VII. Jewish offenders at Jewish designated units transferred to another unit do not have to be re-evaluated to be re-assigned to the designated unit. These offenders shall be included on Jewish holy day and lay-in lists for the monthly contracted services.
- VIII. Offenders may be subject to reassignment to another unit if they change their religious preference, or if their attendance level falls below 50% at any time. In addition, they may be ineligible to re-apply for a Jewish designated unit if removed due to attendance or a faith preference change.
- IX. Jewish offenders shall not be laid in on the Sabbath, or Saturday. This is consistent with the TDCJ's practice for adherents of other faiths. Jewish offenders who desire to observe the Sabbath as a day of rest and whose work assignments require Saturday work should be advised to discuss the possibility of a schedule adjustment with their supervisor. These offenders may also seek a re-assignment to a different job through established job assignment procedures.
- X. Kosher meals are only available at the enhanced Jewish designated unit; however, Jewish offenders may select an alternative menu plan in accordance with the *Food Service Procedures Manual*.
- XI. Any offender listed as Jewish on the travel card and TDCJ mainframe SSNO/IMF screen may request assistance in acquiring donated Passover food by initiating an I-60 to the unit chaplain. The chaplain shall process the request for the offender and through the Aleph Institute or other TDCJ approved sources.

  
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT: REASSIGNMENT PROCEDURES TO A JEWISH DESIGNATED UNIT**

**AUTHORITY:** AD-07.30, "Procedures for Religious Programming"

**POLICY:**

The Texas Department of Criminal Justice (TDCJ) recognizes the importance of the religious beliefs of offenders. It is the policy of the TDCJ to extend to all offenders as much opportunity as possible for pursuing individual religious beliefs and practices, consistent with security, safety, and orderly conditions in the unit.

**PROCEDURES:**

I. Jewish Designated Units

A. The enhanced Jewish designated unit is the Stringfellow Unit, which provides the following Jewish religious services:

1. Weekly Jewish classes and services;
2. Kosher meals for Jewish offenders; and
3. Meetings on prescribed holy days for group readings of Jewish text.

B. The basic Jewish designated units are Jester III, Stiles, and Wynne, which provide the following Jewish religious services:

1. A service once a month;
2. Kosher entrées and other kosher products through the unit commissary for purchase at the offender's expense; and
3. Meetings on prescribed holy days for group readings of Jewish text.

II. Eligibility Requirements for a Jewish Offender to be Placed on a Designated Unit:

A. Enhanced Jewish Designated Unit

1. An offender shall qualify in one of three areas:
  - a. Born of a Jewish mother;
  - b. A Jewish background with continuous study in the Jewish faith; or

- c. Conversion to Judaism according to Jewish law.
    2. An offender who has qualified for the enhanced Jewish designated unit, but because of custody level, required treatment or educational program, housing restriction, medical condition, nature of the offense, length of sentence, or other reason cannot be assigned to the enhanced Jewish designated unit, may be transferred to a basic Jewish designated unit until the condition preventing transfer changes.
  - B. Basic Jewish Designated Units
    1. If the offender is not qualified for transfer to the enhanced Jewish designated unit because the offender does not meet one of the three eligibility requirements, the offender can qualify for transfer to a basic Jewish designated unit through the following:
      - a. Satisfactory completion of 30 out of the 45 lessons of the Jewish Interest Correspondence Course; and
      - b. Knowledge of the Jewish faith and sincerity of the offender as determined by a contract Jewish rabbi.
    2. An offender who has qualified for the basic Jewish designated unit, but because of custody level, required treatment or educational program, housing restriction, medical condition, nature of the offense, length of sentence or other reason cannot be assigned to the basic Jewish designated unit, may be transferred as soon as the condition preventing transfer changes.
  - C. If the offender is currently at a Jewish designated unit, the offender will follow the same procedure as all other offenders.
- III. The transfer procedure outlined below shall be followed to request reassignment to a Jewish designated unit:
  - A. The offender who wants to be considered for a Jewish designated unit shall submit an Inmate Request to Official Form (I-60).
  - B. The chaplain shall check the offender's travel card and the mainframe IMF/SSNO screen to verify that the offender's faith preference is documented as Jewish. Then the unit chaplain shall complete the Request for Reassignment for Jewish Services form (see Attachment A). The offender will complete the Aleph

Institute application form. Then the unit chaplain shall submit the forms to Chaplaincy Headquarters.

- C. Upon receipt of the offender's Aleph Institute Application and Jewish Transfer Form, Chaplaincy Headquarters shall then forward the application to the lead contract Jewish rabbi. The application is designed to provide information that will assist the lead Rabbi, in conjunction with The Aleph Institute and Jewish Prisoners International, in establishing whether the offender shall be considered eligible for transfer to the enhanced Jewish designated unit or a basic designated Jewish unit.
- D. The lead contract Rabbi shall then notify Chaplaincy Headquarters of any offender who has been verified by The Aleph Institute or Jewish Prisoners International as meeting the criteria. Chaplaincy Headquarters shall notify the appropriate State Classification Committee (SCC) member and request a reassignment of the offender. The offender's original Request for Reassignment for Jewish Services form shall be retained in a permanent file at Chaplaincy Headquarters.

If an offender does not qualify for the enhanced Jewish designated unit, the offender shall be notified. The Chaplaincy Department shall then initiate the Jewish conversion course and when the offender satisfactorily completes 30 out of the 45 lessons, the lead Jewish rabbi will conduct an interview of the offender. At this time, the offender may be transferred to a basic Jewish designated unit if all SCC eligibility requirements have been met.

- E. Once the offender has fulfilled all requirements through the Chaplaincy Department to be placed on a Jewish designated unit, the offender's name and number will be forwarded to the SCC for approval or denial.

  
Marvin Dunbar  
RPD Manager III – Support Services

*TDCJ Office-Offender Communications*

**To:** Jewish Offenders

**Date:** August 2012

**From:** RPD Manager III – Support Services

**Subject:** Request for Reassignment for Jewish Services

The Texas Department of Criminal Justice provides kosher meals and religious services conducted by a contract rabbi for Jewish offenders assigned to a limited number of Jewish designated units. Offenders desiring to participate in such services and meals must meet the following requirements, complete the form, and return it to the unit chaplain for further processing.

Normally, offenders may access these services if:

1. They have a Jewish faith preference on TDCJ record; and
2. They are verified by Jewish authorities as Jewish.

*Please read the following sentences. Check only the one that applies to you.*

- I desire to be reassigned to a unit where Jewish services and the Kosher Diet Program are offered. I realize that this reassignment may affect my ability to participate in some or all of the special programs that are available to me on my current unit. I further understand that once I have submitted this form, my request is for assignment to a Jewish designated unit. I understand that specific unit assignment among the units with Jewish services is subject to normal classification procedures. I understand that I may be subject to transfer to another unit or back to the unit from which I was originally transferred if I change my religious preference. I further understand that if (1) I purchase, possess, or consume non-kosher food items; (2) am disciplined for trading, selling, or giving any or all of my kosher meal to any other offenders; or (3) I fail to attend Jewish services 50% of the time, I may be transferred to a non-Jewish designated unit. If I voluntarily request withdrawal from the Kosher Diet Program, I must do so in writing (I-60) and must wait at least six months to apply for reinstatement.
- I am Jewish but I am **not** interested in reassignment from my current unit. I understand that I will retain the right to practice my religion privately as consistent with TDCJ policies and procedures even though I choose not to request reassignment. I also recognize that I can change my mind and be reconsidered by a written request to the unit chaplain.

**Please sign and then clearly print your name:**

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

TDCJ #: \_\_\_\_\_ Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Chaplain: \_\_\_\_\_ Date: \_\_\_\_\_

# Rehabilitation Programs Division Chaplaincy Department Manual

## Table of Contents

### Chapter Eight

#### Records Retention

---

<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
08.01	08/12	Records Retention – Unit Chaplaincy Department Files
• Attachment A	08/12	TDCJ Records Disposition Log

**SUBJECT: RECORDS RETENTION - UNIT CHAPLAINCY DEPARTMENT FILES**

**AUTHORITY:** TDCJ *Records Retention Schedule*; Texas Government Code §441.057, 441.187(b); Texas Government Code Chapter 552; *Public Information Act*

**POLICY:**

The records of Texas state government are an important resource for citizens as well as public officials. Records management emphasizes the value of information as a resource. Efficient records control reduces demands on time, staff, funds, and space requirements.

It is mandatory that every unit chaplain have the files as listed below for operational review audits and records retention.

**DEFINITIONS:**

“Agency Item Number” is the number assigned by an individual agency to a particular record series that may correspond with a records series item number assigned by the Records Management Division of the Texas State Library.

“Convenience Copy” is an exact identical copy of a state record maintained only for reference purposes. Convenience copies may be destroyed when they are not longer of value. The destruction of convenience copies do not need to be documented on a disposition log. Convenience copies should not be retained longer the original state record.

“Record Copy” is the document that is kept on file as an original or official record for the total retention period. A record copy is different from a working or convenience copy, which is a duplicate used for reference purposes.

“Retention Period” is the amount of time a records series must be retained before destruction or archival preservation.

**RETENTION CODES:**

*(All numbers used with retention periods are expressed in years unless otherwise noted)*

**AC – After Closed (or terminated, completed, expired, or settled):** The record is related to a function or activity with a finite closure date.

**AV – As Long as Administratively Valuable:** The immediate purpose for which the record was created has been fulfilled and any subsequent need for the record to conduct the operations of the agency, if any, has been satisfied.

**CE – Calendar Year End:** December 31.

**FE – Fiscal Year End:** August 31.

**LA – Life of Asset:** The record is retained until the disposal of the asset.

**PM – Permanent:** A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the agency.

**US – Until Superseded:** The record is replaced by an updated version. If a record subject to this retention period is discontinued or is no longer required by law, the date of supersession is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, the date of supersession is the date of termination or the last date the record is needed with reference to the employee, as applicable.

#### UNIT CHAPLAINCY DEPARTMENT FILES / RECORDS RETENTION SCHEDULE:

*Those items marked with an asterisk (\*) are convenience copies and are kept in your file for the time periods listed, and are not reported on your Records Disposition Log when destroyed. Items in italics are Chaplaincy Operations records only.*

##### AGENCY ITEM #:

- 01.07.02      **Correspondence - General** (1 Year)
- 01.12.06\*    **Phone Logs** (AV)  
(Original to warden or designee, convenience copy maintained 6 months for operational review audit)
- 01.20.04      **Equipment Inventory Detail Report Forms** (FE+3)  
(Includes: Unit Chaplaincy Department Property Inventory Log - **Maintain indefinitely for operational review audit**)
- 01.24.07\*    **Records Disposition Log** (10 years)  
(Upon disposition, forward to TDCJ Records Management Officer – convenience copy maintained 12 months for operational review audit)
- 06.01.01      *Chaplaincy Personnel Data & Correspondence*  
(AC; AC=Employee's separation date)
- 06.01.02      *Faith Code Changes Reports* (FE+5)
- 06.01.03      *Ministry Organizations Data*  
(AC; AC=When organization no longer participates in Chaplaincy program)
- 06.01.04\*    **Offender Faith Change Requests** (AC; AC=Items removed from inventory)  
(Original to Chaplaincy Operations, convenience copy maintained 6 months for operational review audit)

- 06.01.05 *Offender Mail Data (CE+3)*
- 06.01.06 *Deleted 12/31/06*
- 06.01.07 **Office Supplies Inventory** (AC; AC=Items removed from inventory)
- 06.01.08 *Religious Practices & Doctrines Documentation (PM)*
- 06.01.09 *Religious Practices Committee Meeting Minutes (PM)*
- 06.01.10 **Religious Volunteer Records** (AC+4)  
(Includes: Volunteer rosters; Sign-in logs; IOC's; Correspondence - NOTE: Number will be deleted 12/31/2010. Use 53.02.06 Volunteer & Education Monthly Activity Reports, CE+3 years)
- 06.01.11\* **Unit Monthly Statistical Reports/Related Summaries** (FE+3)  
(Includes: Monthly Staff Chaplain E-Form Report - Original to Chaplaincy Operations, convenience copy maintained 6 months for operational review audit)
- 06.01.12 **Formal Request to Donate Property/Equipment/Funds** (LA+3)  
(Includes: Personal Property Donation Forms)
- 06.01.13 *Denominational Leave (AC+3)*
- 06.01.14\* **HQ150-Requests for Faith Accommodation** (PM)  
(Original to Chaplaincy Operations, convenience copy maintained 6 months for operational review audit)
- 06.01.15 *Request for Reassignment for Religious Services (PM)*
- 06.01.16 **Muslim Offender Coordinator** (AC+3; AC=Term expires)
- 06.01.17\* **Offender Death Notification** (CE+3)  
(Original to warden; copy to Chaplaincy Operations; convenience copy maintained 6 months for operational review audit)
- 06.01.18 **Offender Family Member Death or Illness Worksheet** (CE+3)
- 06.01.19\* **Shahada Declaration** (AV)  
(Original to offender's unit file, convenience copy maintained 6 months for operational review audit)
- 06.01.20 **Religious Devotional Item** (CE+3)
- 06.01.21 **Religious Medallion Approval** (CE+3)

- 06.01.22      **Witness Statement (CE+3)**
- 06.01.23      **Negative Phone List (AC+3; AC=Completion of situation)**
- 61.01.05      **Volunteer Assignment Description Forms (AC + 3 Years)**
- 61.01.06      **Special Volunteer Log (FE) (Includes: Special Volunteer Approval Form)**
- 61.01.07      **Offender Volunteer Services Agreement (CE + 1 Year)**
- 61.01.09\*     **TDCJ Volunteer Exit Form**  
(Original to Volunteer Services, convenience copy maintained 12 months for operational review audit)

**PROCEDURES:**

- I.      All records or files shall be retained according to the time periods listed above.
- II.     The final disposition of records must be properly documented on a Records Disposition Log (Attachment A). This process does not apply to convenience copies, which are not official state records and may be disposed of as necessary, without documentation, when their purpose is served.
- III.    The Records Disposition Log shall be completed as follows:
  - A.      A separate entry is not required for each individual document. A set of records with the same identified records series title can be listed as one entry with the date of the records specified.
  - B.      For each set of records listed, the correct Record Series Title, Agency Item Number, and Retention Period must be provided.
  - C.      The specified dates and any pertinent descriptive information are listed in the Dates of Records/Additional Description column.
  - D.      The Disposition column is a description of what method of destruction was used, or the transfer of records for archival review and/or preservation.
  - E.      The Authorizing Signature must be from someone who is knowledgeable of the records being disposed and their retention periods. In most cases, this will be the person who attended Records Management Training.
  - F.      The Disposition Date is the date the records were destroyed or transferred for archival review.

- G. Submitted By is the signature of the person who actually destroyed the records.
- H. Unit/Department/Division Name is required so the record can be entered into the database at Executive Services.
- I. As final authorization, the signature and phone number of the warden or department head will be included.
- J. Date Submitted is the date that the completed disposition log is sent to Executive Services.
- K. Each warden or department head should maintain a copy of each Records Disposition Log submitted, until he verifies receipt of the original by the records management officer.
- L. Original signatures are required.

**\*DESTRUCTION OF STATE RECORDS:**

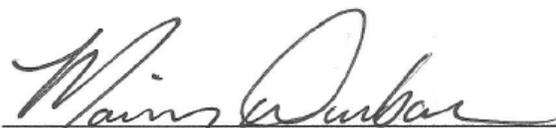
A state record **may not be destroyed** if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the Texas State Library and Archives Commission or in the approved records retention schedule of the agency until the completion of the action and the resolution of all issues that arise from the action, or until the expiration of the retention period, whichever is later.

-Section 441.187(b), Texas Government Code

**PUBLIC INFORMATION REQUESTS**

The Records Retention Schedule is **not designed to be a guide for responding to public information requests**. The record series titles used in the schedule are general in nature and may encompass both public information and confidential records. The Texas Department of Criminal Justice has an official *Public Information Act Manual*, which guides the agency in providing public access to information in its custody which is not exempted from disclosure by the Public Information Act, Chapter 552, Texas Government Code.

**\*Before responding to a public information request, please consult the public information coordinator of your unit or department.**



Marvin Dunbar

RPD Manager III – Support Services

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE

### Records Disposition Log

Once records have been maintained for the required amount of time, as specified in the Records Retention Schedule, they shall be prepared for final disposition. Final disposition will either be the destruction of records, or the transfer of records to the State Archivist for review and/or further archiving. Upon disposition, the information below must be completed for each record series and a copy returned to:

TDCJ Records Management Officer  
Executive Services

U.S. Mail:  
P. O. Box 99  
Huntsville, TX 77342-0099

Truck Mail:  
TDCJ Headquarters Complex  
Huntsville

Record Series Title	Agency Item No.	Retention Period	Dates of Records / Additional Description	Disposition	Signature Authorizing Disposition	Disposition Date

Submitted by: \_\_\_\_\_ Unit/Department/Division Name: \_\_\_\_\_

Warden/Department Head: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Date Submitted: \_\_\_\_\_

# Rehabilitation Programs Division Chaplaincy Department Manual

## Table of Contents

### Chapter Nine

#### Native American

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
09.01 (rev. 5)	07/12	Native American Religious Services and Practices in the Texas Department of Criminal Justice
09.02	07/12	Reassignment to a Native American Designated Unit
• Attachment A	07/12	Request for Reassignment for Native American Services or Transfer to a Designated Unit Form

**SUBJECT:**           **NATIVE AMERICAN RELIGIOUS SERVICES AND PRACTICES  
IN THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE**

**AUTHORITY:**       AD-07.30, “Procedures for Religious Programming”

**PROCEDURES:**

- I.     The TDCJ may contract with qualified individuals to serve as chaplains to provide services for Native American offenders and to act as advisors to the Chaplaincy Department in respect to the interpretation of Native American practices.
- II.    The unit chaplain is responsible for overall unit compliance with chaplaincy policy, agency-wide religious practices, and agency regulations. The chaplain is the authority at the unit level regarding chaplaincy matters.
- III.   The unit chaplain and contract chaplain will coordinate the following:
  - A.     Scheduling of all Native American programming and services; and
  - B.     Offender management, including lay-ins, special requests, pastoral care, to include death, medical issues, and other concerns.
- IV.    The pipe service shall be conducted by a qualified Native American chaplain or volunteer.
  - A.     The Native American chaplain or volunteer shall provide the appropriate herbal mixture for use in the pipe service. The herbal mixture used during the pipe service is subject to analysis for the presence of unauthorized or illegal substances. The amount of herbal mixture shall be limited to one ounce.
  - B.     Except as provided in Section IV.A, only the Native American chaplain/volunteer or qualified person authorized by the Native American chaplain/volunteer shall touch, carry, or handle the herbal mixture or other sacred paraphernalia brought in for the pipe service.
  - C.     Only the Native American chaplain/volunteer is authorized to smoke the pipe used for the pipe service.
- V.     Smudging shall be conducted at Native American services as follows:
  - A.     The Native American chaplain/volunteer shall provide herbs and conduct smoke smudging at the pipe service. Smoke smudging shall occur only in outdoor locations.

- B. Water smudging shall be available for other services conducted in indoor locations.
  - C. Offenders may choose to practice water smudging in their cell, or immediate bunk area in a dormitory setting, in a manner that does not disturb other offenders.
- VI. Only offenders that are on record in the IMF/SSNO screen and on the offender's travel card as having a religious preference as Native American (*T00 faith preference series*), have successfully completed the Native American assessment, and are currently assigned to a Native American designated unit are authorized to participate in Native American services.

  
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:** REASSIGNMENT TO A NATIVE AMERICAN DESIGNATED UNIT

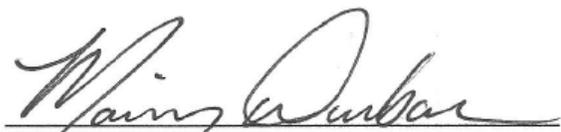
**AUTHORITY:** AD-07.30, "Procedures for Religious Programming"

**PROCEDURES:**

- I. An offender may request reassignment to a Native American designated unit. The offender shall meet all the following requirements before any request for reassignment can be considered:
  - A. The offender's faith preference must be recorded on the IMF/SSNO Screen and travel card as Native American;
  - B. The Request for Reassignment for Native American Services or Transfer to Designated Unit (Attachment A) must be filed with Chaplaincy Headquarters; and
  - C. A basic assessment on Native American beliefs and practices must be completed successfully before any request for reassignment will be considered.
  
- II. Application for Reassignment
  1. The offender who wants reassignment to a Native American designated unit shall send an I-60 request to the unit chaplain.
  2. The chaplain shall check the offender's travel card and IMF/SSNO screen to verify that both list the offender's faith preference as Native American (*T00 faith preference series*). If the travel card and IMF/SSNO Screen do not match, the faith shall be changed to the faith listed with the latest date. If the offender is not Native American, the chaplain shall complete a Faith Preference Change Form.
  3. The offender and chaplain shall complete the Request for Native American Services or Transfer to a Designated Unit (Attachment A).
  4. The Request for Native American Services shall be used for all Native American offenders who either desire reassignment to a unit where Native American services are held or presently are assigned to a Native American designated unit and desire to participate in services.
  5. Once the paperwork has been completed the chaplain will give the requesting offender a Native American information packet that will include information needed for a Native American designated unit.
  6. Once the offender has received the Native American information packet, the offender can send an I-60 to the chaplain to complete the Native American

Assessment for the designated unit. Upon successful completion, the unit chaplain shall forward the Assessment to Chaplaincy Headquarters.

- A. The chaplain or designated volunteer shall administer the assessment under direct supervision. The offender may not use the Native American information packet or other notes of any kind during the assessment. The assessment may be administered verbally if necessary. There is no time limit on the assessment.
  - B. If the offender does not successfully complete the assessment (75% or higher), the offender can request to complete the assessment again at a later date, by sending an I-60 to the unit chaplain.
7. Once the offender has fulfilled all requirements through the Chaplaincy Department to be placed on a Native American designated unit, the offender's name and number will be forwarded to the State Classification Committee (SCC) for approval or denial.
  8. Upon receipt of a denial from the SCC, the Chaplaincy Department will notify the unit chaplain and the unit chaplain will inform the offender.
  9. Offenders may be subject to reassignment to another unit if they decide to change their religious preference, or if their attendance level falls below 50% at any time. In addition, they will be ineligible to re-apply for a Native American designated unit if removed due to attendance or a faith preference change.



Marvin Dunbar  
RPD Manager III – Support Services

**Request for Reassignment for Native American Services or Transfer to a Designated Unit**

The Texas Department of Criminal Justice provides Native American Circle religious services at a limited number of Native American designated units. Offenders desiring to participate in such services must meet the following requirements, complete this form, and return it to the unit chaplain for further processing.

1. The opportunity to be reassigned for approved specialized religious programs is limited to offenders whose custody level is G1, G2, or G3. Offenders in G4 custody, as a result of a security precaution designator code with a one year clear major disciplinary history, may also be approved for specialized religious programs. Eligibility for reassignment and unit of reassignment is determined by the TDCJ State Classification Committee.
2. Offenders may access these services if:
  - They are eligible to attend non-programmatic activities. G5, J5, and P5 and administrative segregation offenders are not eligible. Medical condition, required participation in SATP or SOTP, or completion of a college or school program may preclude eligibility for reassignment;
  - They have Native American faith preference listed on their TDCJ record; and
  - They successfully complete the NA Assessment on Native American beliefs and practices designed to help the participant be prepared for meaningful participation.

**Please read the following sentences and check only the one that applies to you:**

- I desire to participate in Native American services. I understand that by submitting this form, I am requesting reassignment to a Native American designated unit; and if reassigned, this may affect my ability to participate in some or all of the special programs that are available to me on my current unit. I further understand that my reassignment is subject to normal state classification procedures.
- I am on a designated unit and wish to attend services on this unit.

I understand that I may be subject to reassignment to another unit if I change my religious preference, or if my attendance level falls below 50% at any time. In addition, I will be **ineligible** to re-apply for a Native American designated unit if removed due to attendance or a faith preference change.

Please clearly print your name, sign and date:

Offender Name: \_\_\_\_\_ TDCJ#: \_\_\_\_\_

Unit: \_\_\_\_\_ Custody: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Chaplain: \_\_\_\_\_

Native American information packet distributed to offender on: \_\_\_\_\_  
*Date*

Native American Assessment administered on: \_\_\_\_\_

Date declared Native American by SSNO screen: \_\_\_\_\_  
*Date*

Assessment Results: \_\_\_\_\_ Date: \_\_\_\_\_

**Answer sheet for Assessment:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

**Circle the Native American Assessment version you received:**

- A \_\_\_\_\_  
 B \_\_\_\_\_  
 C \_\_\_\_\_  
 D \_\_\_\_\_  
 E \_\_\_\_\_  
 F \_\_\_\_\_  
 G \_\_\_\_\_

# **Rehabilitation Programs Division Chaplaincy Department Manual**

## **Table of Contents**

### **Chapter Ten**

#### **New Chapel Construction**

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
10.01	08/12	New Chapel Construction

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**SUBJECT:** NEW CHAPEL CONSTRUCTION

**REFERENCE:** AD-07.30, "Procedures for Religious Programming;" BR-152.71, "Acceptance of Gifts Related to Buildings for Religious and Programmatic Purposes"; TDCJ *Administrative Plan for Capital Improvements by Donor Groups*

**PURPOSE:** To assist unit chaplains in meeting the unit's chaplaincy needs for religious programming space.

**DISCUSSION:**

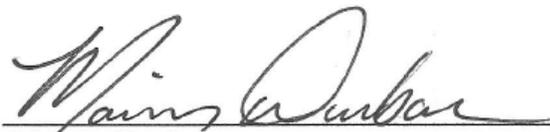
- I. Many units do not have adequate space for religious services and faith-based, rehabilitative programming. Very few units have actual chapels or a suitable, multi-purpose building in which multi-faith services as well as individual group programs can be held.
- II. According to a needs assessment survey, there is a need for multi-purpose building/chapel space in many Texas Department of Criminal Justice (TDCJ) units, and religious volunteers throughout the agency continue to express an interest in either building chapels or providing for additional chapel space that can be used to meet a variety of needs.
- III. A foundation has been laid, and much work has already gone into projects to build chapels on TDCJ units. BR-152.71 states "Correctional facilities of the TDCJ typically need additional space or amenities in existing space to provide religious services and programs. The Texas Board of Criminal Justice (TBCJ) and the TDCJ shall actively encourage the donation of buildings and enhancements for buildings that are related to the provision of religious and secular programs."

**POLICY:**

- I. Chapel projects are donor-driven projects that require a lengthy investment of time and resources from donor group members. The TDCJ *Administrative Plan for Capital Improvements by Donor Groups* describes the process for TBCJ approval of these capital improvements. These projects develop in the following manner:
  - A. Religious volunteers and other community leaders may approach the unit chaplain concerning the need for religious programming space and their desire to provide a chapel or multi-purpose building at a particular unit. At this point, the chaplain should contact Chaplaincy Headquarters and speak with the chaplaincy designee to the TDCJ Capital Improvements Review Committee (CIRC).
  - B. The chaplaincy CIRC designee will notify the CIRC chair that preliminary interest in a chapel has developed at that particular facility and seek the chair's approval to follow-up.
  - C. The chaplaincy CIRC designee shall discuss the appropriate role of a unit chaplain in facilitating and working with a local donor group. For example, unit chaplains may only consult in an ad hoc capacity with the local donor committee at the direction of their

warden. They are not authorized to ask for donations to construct chapels nor serve as committee members, office holders, or financial officers.

- D. While the donor group is still in its early stage of formation, the unit chaplain may ask the chaplaincy CIRC designee to visit the unit and group in order to provide a copy of the administrative plan and useful information regarding: (1) formation of the donor group with key faith-group and community leaders who have expertise in business, law, accounting, and construction; (2) development of a mission statement and goals for the chapel construction process; (3) advisability of empowering a CPA or someone with similar credentials to handle the banking and finances; (4) establishing a non-profit, 501(c)(3) status for fund-raising and TDCJ fund-raising requirements; (5) available prototypes and current chapel costs; (6) potential hurdles and pitfalls; and (7) available resources and assistance.
- E. Once the donor group is fully organized, with the support of the warden and community, and is ready to commit the time, energy, and resources needed to work on the project, the unit chaplain notifies the chaplaincy CIRC designee that the donor group plans to contact the CIRC chair so that the initial meeting with the chair and Facilities designee may be arranged.
- F. At this initial meeting, procedural steps outlined in the *Administrative Plan for Capital Improvements by Donor Groups* are reviewed and explained thoroughly to the donor group and their construction coordinator. At this point, procedural steps outlined in the Plan come into play and shall be followed by all parties in the processing of the proposals, construction, and donation of the facilities.
- II. Unit chaplains are asked to give serious prayer and careful consideration to these projects, as they require a tremendous commitment and skill in construction by their volunteer donors.
- III. Chapel prototypes (35% schematics) were developed by the Facilities Design Department with input from members of the CIRC.



Marvin Dunbar  
RPD Manager III – Support Services

# Rehabilitation Programs Division Chaplaincy Department Manual

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### Chapter Eleven

#### Pastoral Care

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**SUBJECT:**           **OFFENDER FAITH PREFERENCES**

**AUTHORITY:**       AD-07.30, "Procedures for Religious Programming"

**PROCEDURES:**

- I.     An offender may declare a faith preference upon intake and it shall be accepted as valid for the purposes of establishing affiliation.
- II.    After the initial declaration of faith preference, an offender may officially record only one change of faith preference in any 12-month period.
- III.   An offender may change a designated faith preference by submitting an I-60 to the unit chaplain.
- IV.    Once the chaplain has received an I-60 from the offender initiating a faith preference change; the unit chaplain shall process offender faith preference changes as follows:
  - A.     Present the Offender Request for Change of Faith Preference form (Attachment A) for the offender to sign and date. The offender's signature shall be verified by the chaplain or designee;
  - B.     Verify eligibility for a faith preference change by checking the TDCJ IMF/SSNO screen on the mainframe computer system and the offender's travel card;
  - C.     Forward the original Offender Request for Change of Faith Preference form to Chaplaincy Headquarters where the change shall be entered on the TDCJ IMF/SSNO screen;
  - D.     Place a copy of the Offender Request for Change of Faith Preference form in the offender's unit file and keep a copy for the chaplain's file for six months for audit purposes;
  - E.     Note the change, date and initial the offender's travel card or similar record; and
  - F.     Notify the offender of any of any action taken.

  
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RPD Manager III – Support Services

## Offender Request for Change of Faith Preference

### PROCEDURES:

1. Upon intake, an offender may designate any or no faith preference;
2. After the initial declaration of faith preference, an offender may officially record only one change of faith preference in a 12-month period;
3. An offender may change a designated faith preference by submitting an I-60 request to the unit chaplain;
4. The chaplain shall complete the "Offender Request for Change of Faith Preference" form;
5. This form shall be signed and dated by the offender, and the signature shall be verified by the chaplain or designee;
6. The chaplain shall verify eligibility for a faith preference change by checking the TDCJ SSNO screen on the mainframe computer system and the offender's travel card;
7. The original "Offender Request for Change of Faith Preference" form shall be forwarded to the RPD Manager III – Support Services or designee where the change shall be entered on the TDCJ SSNO screen;
8. A copy of the "Offender Request for Change of Faith Preference" form shall be placed in the offender's unit file;
9. The chaplain shall note the change, date and initial the offender's travel card or similar record; and
10. The offender shall be notified of any action taken.

**Offender Name:** \_\_\_\_\_ **TDCJ Number:** \_\_\_\_\_

**Faith preference requested:** \_\_\_\_\_  
*Offender shall designate only one religion or faith*

\_\_\_\_\_  
 ↖ *Offender's signature*

\_\_\_\_\_  
*Date*

### *Chaplain's Office Use Only*

**Unit/Facility:** \_\_\_\_\_ **Chaplain:** \_\_\_\_\_

**Offender ID verified by:** \_\_\_\_\_  
 Printed name

**Current offender faith preference:**

Travel Card: \_\_\_\_\_

TDCJ SSNO: \_\_\_\_\_

\_\_\_\_\_  
 ↖ *Chaplain's signature*

\_\_\_\_\_  
*Date Travel Card Changed*

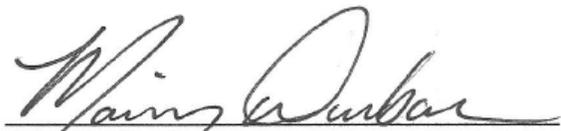
**SUBJECT:**            **CORRESPONDENCE    SUPPLIES    AND    POSTAGE    FOR  
OFFENDERS**

**AUTHORITY:**        AD-14.09, “Postage and Correspondence Supplies”

**PURPOSE:**            To establish guiding policy to assist chaplains in managing the requests that offenders submit for correspondence and postage supplies.

**POLICY:**

In accordance with AD-14.09, indigent offenders may obtain correspondence supplies, writing utensils, and postage stamps through the unit Indigent Supply Officer or through the mail in accordance with BP-03.91, “Uniform Offender Correspondence Rules.”



Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT: EMPLOYEE AND FAMILY EMERGENCIES**

**PURPOSE:** To offer guidelines which enable the unit chaplain to effectively minister to the TDCJ employees and family members at the time of an emergency, such as the death or critical illness of an employee or immediate family member, or other family emergency.

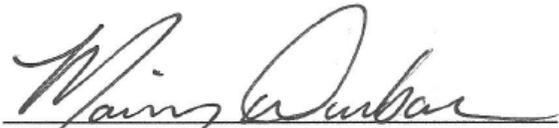
**DISCUSSION:**

It is recommended that the unit chaplain effectively work with the staff of the unit of assignment so as to be notified in a timely manner of an employee emergency. Staff members will benefit from an appropriate pastoral care visit by the unit chaplain in times of crisis.

**PROCEDURES:**

- I. Notification of the Chaplain
  - A. It is recommended that the chaplain set up a process to ensure the flow of information regarding an employee or family emergency.
  - B. Relationships built with the warden, warden secretaries, and unit human resources manager will be instrumental so that the chaplain will be informed of situations in which ministry can take place to employees and their family members.
  - C. Pastoral care by the chaplain to the employees on a day-to-day basis and in the midst of a crisis will also help the flow of information to the chaplain.
- II. Action of the Chaplain
  - A. Upon being notified, the unit chaplain will proceed to visit the employee and/or family members at the earliest opportunity.
  - B. The unit chaplain will be granted permission by the warden to use reasonable work time and a TDCJ vehicle, if available, to visit the employee and family members.
  - C. Except under extreme circumstances the unit chaplain may attend the funeral of a deceased TDCJ employee or immediate family member. The chaplain may be given permission by the warden to use work time and a TDCJ vehicle, if available.
  - D. It is recommended that the unit chaplain shall initiate the signing of sympathy card(s) by the other employees of the unit. A convenient place for this card(s) to be located is the desk of the warden's secretary.

- E. The chaplain's involvement in these instances will differ in each situation. The chaplain's sense of ministry and calling will be factors which dictate the length and intensity of these ministry visits.



Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**                   **EMERGENCY MESSAGES AND ABSENCES FOR OFFENDERS**

**AUTHORITY:**           AD-07.30, “Procedures for Religious Programming;” AD-04.56, “Non-Medical Emergency Absence Review Procedures;” *Operational Strategic Plan*, Chaplain I, II, III Job Descriptions

**POLICY:**

- I.     The chaplain or authorized Certified Volunteer Chaplain’s Assistant (CVCA) are authorized to receive and convey emergency messages for offenders and their families. Caution must be used to insure that the normal censoring processes of the unit will not be manipulated by the offender or the offender’s family in order to pass messages or other information that would normally not be approved. The Chaplaincy Department is meant to be one of genuine pastoral care and concern; therefore, it is important for the chaplain to verify the truthfulness of the information received and to only convey messages of an emergency nature.
  
- II.    Pastoral care offered by the unit chaplain to the offender who is experiencing an emergency may include assisting the offender’s family to apply for an emergency absence for the offender to visit the family member who is critically ill or to attend the funeral of the deceased family member.

**DISCUSSION:**

- I.     Emergency absences for offenders shall only be considered in the case of the death or critical illness of immediate family members.
  
- II.    Offenders learn of emergencies in the family through a variety of ways. Normally this will come through correspondence to the offender or through a phone call to the chaplain.
  
- III.   In either case, the role of the chaplain is to convey information to the offender or offender’s family who will in turn initiate the process of requesting an emergency absence for the offender.

**DEFINITIONS:**

“Immediate Family Member” is a spouse, child, father, mother, grandparent, brother, or sister.

“Emergency” is death, critical illness, or emergency medical situations, including heart attack, broken bone resulting in surgery or hospitalization, car accident resulting in hospitalization, or critical and life threatening illnesses and injuries.

## **PROCEDURES:**

### **I. Emergency Messages Received**

- A. All messages shall be recorded on the Offender's Family Member Death or Illness Worksheet (see Attachment A).
- B. Record all data, including name of caller; relationship of caller to offender; phone number to call back, including an alternate phone number; the name of the person, ill or deceased, and their relationship to the offender.
- C. Become informed as to the history of the emergency situation. Record this information on the worksheet under Additional Note. This information will aid in communicating the emergency message to the offender.
- D. Record name of funeral home or hospital and the phone number. It is common for the caller not to have this information. Inform the caller that in order for you to assist them and the offender they will need to provide you with this information.
- E. In the case of death or critical illness of an immediate family member, give instructions to the caller on how to request an emergency furlough, and note that you have done this on the worksheet.
- F. Review the information with the caller for accuracy.
- G. The chaplain shall call, at the expense of the TDCJ, the funeral home or hospital in order to verify that a current emergency exists.
- H. If a current emergency is verified, the chaplain shall arrange for the offender to be notified and to receive a collect phone call (See Chaplaincy Policy 11.11).

### **II. Emergency Messages Conveyed**

- A. Messages of emergency nature received by the chaplain shall be conveyed to the offender in a timely manner. After receiving notification of an offender immediate family death or serious illness, the chaplain or CVCA shall notify the offender within 36 hours.
- B. Call the offender to the office or a private area and inform the offender of the message. Start with the basic facts of the message and slowly work to the crux of the message, which is the death or critical illness of the family member. For instance you could say, "I spoke with your brother John earlier today, and I'm sorry to have to inform you that your mother Jane has passed away."

- C. Give the offender space and time to begin to deal with the information shared. Be slow, compassionate, a person of mercy.
- D. Offer other pastoral care, such as prayer, time, reading from holy writings, touch, sharing, or a sympathy card if you have one.
- E. Arrange for or grant a collect phone call (See Chaplaincy Policy 11.11).
- F. In the case of death of immediate family members, lay the offender in for up to three days.
- G. Notify the offender's work supervisor, building supervisor, and the shift supervisor. These persons can help to monitor the offender's behavior. Also, if you become aware that the offender has a medical condition, such as a heart condition, refer them to the unit Medical Department.

### III. Instructions for Requesting Emergency Absences

The instructions listed below are on the Offender's Family Member Death or Illness Worksheet form (Attachment A):

- A. In a case involving death, the caller should be instructed to have the funeral home send the information below on business letterhead or stationary with the signature of the funeral home director, by fax to Classification and Records, P.O. Box 99, Huntsville, Texas 77342, fax number 936-437-8721. If no fax is available, a telegram can be sent to the above address.
  - 1. Identity of the offender, which includes name and TDCJ number;
  - 2. Name of the deceased;
  - 3. Relationship of the deceased to the offender; and
  - 4. Date, time, and place for the scheduled service.
- B. In a case involving critical illness, the caller should be instructed to have the attending physician send the information below on business letterhead or stationary with the signature of the attending physician, by fax to Classification and Records, P.O. Box 99, Huntsville, Texas 77342, Fax # 936-437-8721. If no fax is available, a telegram can be sent to the above address.
  - 1. Identity of the offender, which includes name and TDCJ number;
  - 2. Name of the critically ill person;

3. Relationship of the critically ill person to the offender;
4. Attending physician's name and phone number; and
5. Nature or cause of emergency.

#### IV. Messages of a Nonemergency Nature

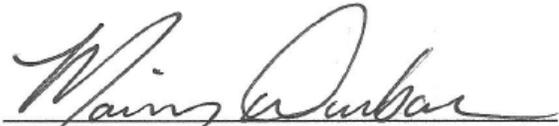
Messages of a nonemergency nature will also be handled by the unit chaplain. It is the responsibility of the chaplain to screen and evaluate, on a case-by-case basis, the nature, importance, and validity of the message.

- A. If the chaplain determines that the message shall not be delivered, inform the caller of the following:
  1. That the message needs to be sent to the offender through correspondence;
  2. The correct address of the unit; and
  3. That the name and TDCJ number of the offender is public information.
- B. If the chaplain determines that the message shall be given to the offender:
  1. Call the offender in and inform the offender of the message;
  2. Recommend that the offender correspond and communicate with available resources to resolve the issue; and
  3. Offer pastoral care to the offender when appropriate.

#### V. Offender Legal Issues

- A. Unit chaplains shall not get involved in offender legal affairs, such as child custody cases, calls in reference to crimes committed, immigration issues, divorce, civil suits, estate settlements, or life insurance. Calls for legal affairs shall not be granted by unit chaplains to offenders.

- B. Offenders can be directed to State Counsel for Offenders for most offender legal affairs, with the exception of suits against the agency. The address for offenders is: State Counsel for Offenders, BOT Headquarters Complex, P.O. Box 99, Huntsville, Texas 77342-0099.



Marvin Dunbar

RPD Manager III – Support Services

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**OFFENDER'S FAMILY MEMBER DEATH OR ILLNESS WORKSHEET**

**To Be Used When Taking Emergency Telephone Messages**

Person Taking Call \_\_\_\_\_

Date of Call \_\_\_\_\_ Time of Call \_\_\_\_\_

Offender's Name \_\_\_\_\_ TDCJ # \_\_\_\_\_

Name of Caller \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Telephone # to Call Back ( ) \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Relationship of Caller to Offender \_\_\_\_\_

Name of Deceased or Sick Person \_\_\_\_\_

Relationship to Offender \_\_\_\_\_

Condition \_\_\_\_\_ Illness \_\_\_\_\_ Critical Illness \_\_\_\_\_ Death \_\_\_\_\_

**IN CASE OF DEATH OR CRITICAL ILLNESS OF FAMILY MEMBER:**

Offender notified: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Who Notified: \_\_\_\_\_

Allowed Offender to Make Phone Call Yes \_\_\_\_\_ No \_\_\_\_\_

Gave Family Information About Furlough Yes \_\_\_\_\_ No \_\_\_\_\_

- 1) In a case involving ***DEATH***, the party should be told to have the funeral home send a fax to the **Bureau of Classification, P. O. Box 99, Huntsville, Texas 77342, Fax # (936) 437-8721** (if no Fax is available, a telegram can be sent). They should be informed to include:
  - The identity of the inmate (name and number)
  - The name of the deceased
  - The relationship of the deceased to the inmate
  - The date, time, and place for the scheduled service
  
- 2) In the event of ***CRITICAL ILLNESS***, the calling party should be informed to ask the physician to send a Fax to the **Bureau of Classification, P. O. Box 99, Huntsville, Texas 77342, Fax # (936) 437-8721** (if no Fax is available, a telegram can be sent). It should identify:
  - The inmate (name & number)
  - The name of the ill person
  - The relationship of the ill person to the inmate
  - Physician's telephone number
  - The cause of the emergency

**ADDITIONAL INFORMATION:**

Name of Funeral Home \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Name of Hospital \_\_\_\_\_ Room # \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Person to whom this worksheet was given \_\_\_\_\_

**Additional Notes:** \_\_\_\_\_

**SUBJECT:**           **HOLY COMMUNION (EUCHARIST)**

**AUTHORITY:**       AD-07.30, "Procedures for Religious Programming"

**POLICY:**

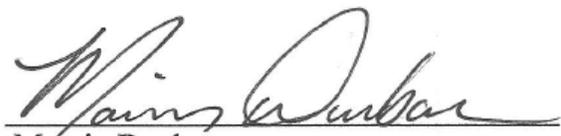
Unit chaplaincy staff and approved volunteers are authorized to serve Holy Communion, Eucharist, to offenders within the TDCJ.

**DISCUSSION:**

- I.       Within the Christian tradition, the sacrament of receiving the Holy Communion, Eucharist, is an integral part of worship and religious life.
- II      For some church traditions, Holy Communion, Eucharist, often includes the use of wine. For others the sacrament of Holy Communion, Eucharist, is conducted using grape juice.

**PROCEDURES:**

- I.       Approved volunteers are authorized to bring onto the unit a communion set and a small amount of ceremonial wine, up to four ounces, for the chaplain's or volunteer's consumption in accordance with Chaplaincy Policy 11.05-B, "Wine for Religious Ceremonial Use." No offender shall consume any part of the alcoholic beverage at any time.
- II.      Grape juice should be stored in a secure place by the unit chaplain. Empty containers must be taken off the unit by the chaplain for disposal. Check with the building major for secure trash or disposal requirement.
- III.     Offenders must be provided with individual cups. No offender shall be allowed to drink from a cup used by the volunteer or another offender.

  
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **WINE FOR RELIGIOUS CEREMONIAL USE**

**AUTHORITY:**       AD-07.30, "Procedures for Religious Programming;" Texas Penal Code §38.11

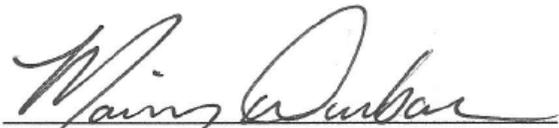
**PURPOSE:**

The TDCJ recognizes the importance of religious ceremony as a contributing factor to the maintenance and growth of the offender's spiritual identity formation. The use of an alcoholic beverage, wine, by an officiant in a religious ceremony is permissible in a prison setting when the wine is rigidly controlled so as to eliminate all possibility of offender consumption and when wine is the only option for an important religious ritual or ceremony.

**POLICY:**

- I.       The use of an alcoholic beverage for religious purposes will be limited to ceremonial or ritual functions where the non-offender religious officiant(s) shall be the only person(s) permitted to consume the alcoholic beverage for the ceremony.
- II.      The non-offender officiant shall be a duly authorized member of the clergy with rights and privileges granted by an ordaining authority that includes administration of a religious ritual or ceremony requiring the presence or consumption of an alcoholic beverage.
- III.     The use of an alcoholic beverage for religious purposes shall be restricted to use solely for those religious rituals and ceremonies that are historically documented religious rituals and ceremonies of an organized religion where an alcoholic beverage is required as part of a particular religious ritual or ceremony.
- IV.     Only non-offender religious officiates shall be permitted to bring in the alcoholic beverages under the following conditions:
  - A.      The alcoholic beverage shall not be stored on the unit, but shall be brought in immediately before the religious ritual or ceremony requiring the presence or consumption of an alcoholic beverage.
  - B.      Any portion of the alcoholic beverage that is not personally consumed by the officiant shall be removed immediately after the specific religious ritual or ceremony in which the alcoholic beverage is used.
  - C.      The amount of alcoholic beverage that can be brought onto a TDCJ unit at any one time shall not exceed four ounces. The alcoholic beverage shall be in a clear non-glass container and does not have to be factory sealed.

- V. No offender shall consume any part of the alcoholic beverage at any time.
- VI. The unit chaplain shall give prior notification to warden and other unit officials whenever an alcoholic beverage is brought onto the unit for use in a religious ritual or ceremony.
- VII. All items brought onto or taken off of a TDCJ unit are subject to normal security precautions.



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RPD Manager III – Support Services

**SUBJECT:**           **OFFENDER LAY-INS**

**AUTHORITY:**    AD-07.30, “Procedures for Religious Programming;”

**POLICY:**

The Texas Department of Criminal Justice shall extend to all offenders as much opportunity as possible for pursuing individual religious beliefs and practices, consistent with security, safety, and orderly conditions in the unit.

**DEFINITIONS:**

“Lay-ins” are special appointments for offenders that vary from normal schedules. Lay-ins are sent to the unit count room by the requesting departments to be entered into the system prior to their occurrence. The entering of this information produces a lay-in list that informs unit personnel and offenders of scheduled appointments. There are three categories of lay-ins: administrative, which include religious lay-ins, educational, and medical.

“Passes” are computer generated notices given to offenders to inform them of lay-ins that they are authorized to attend or of housing or job changes that they have received.

**DISCUSSION:**

- I.       The unit chaplain is authorized to lay-in offenders for counseling following emergency phone calls and for classes of religious instruction, seminars, holy day celebrations, religious holidays, or other similar situations. The chaplain shall obtain permission for lay-ins of choirs, special studies, or programs. The chaplain shall discuss this policy and any unit-based religious lay-in policies or procedures with wardens, especially newly assigned wardens.
- II.      The weekly schedule of a unit chapel is often very busy with seminars, study groups, classes, worship services, prayer meetings, and other activities. Frequently, the meetings involve volunteers or the use of resources that represent a significant investment of time and money.
- III.     Eligible offenders participate in these activities on strictly a voluntary basis in order to practice their faith and participate in faith-based, rehabilitative programming. They access these activities by open call-out and lay-in passes. It is highly important that unit chaplains interface smoothly with the unit count room and security staff in order to facilitate access by offenders to appropriate faith-based activities.
- IV.     While most faith-based activities are offered on the weekends or in the evenings, there are some activities, such as holy day celebrations, Jumah services, and other similar events, which occur during a regular day or other times when a lay-in is required in order

that offenders may attend and their absence at work, school, or other similar activities is accounted for and properly processed.

- V. The movement of offenders to and from special meetings or the chapel can be delayed by legitimate security concerns, and a lay-in for a particular function may more smoothly accomplish offender movement, offender participation, and offender accountability.

## **PROCEDURES:**

### I. Lay-Ins for Religious Activities

- A. Normally, offenders do not receive lay-in passes for worship services or faith-based activities during their work time or during their educational hours.
- B. However, the unit chaplain is authorized to lay-in offenders for a particular, faith-based function that is sponsored by the Chaplaincy Department on the unit.
- C. Normally, unit chaplains lay-in offenders by:
1. Providing a brief, signed IOC with a lay-in list to the count room that includes the offender's name, TDCJ number, date of the event, starting and ending time, reason for the lay-in, and location of the activity; or
  2. Chaplains may be authorized to utilize their unit's computerized count room management Lay-in/ADD (CSICR130) screen in order to electronically lay-in offenders for faith-based activities. To receive authorization, the chaplain shall contact their unit's count room supervisor for assistance and unit-specific instructions in accessing and utilizing the screen.
- D. Unit chaplains shall give attention to count room deadlines during the laying-in of offenders. Count room deadlines shall be met for the orderly management of the institution.
- E. Attendance shall be recorded at all activities to which offenders receive lay-ins in order to hold them accountable for absences.

### II. Lay-Ins for Deaths or Critical Illness

- A. The chaplain shall issue a lay-in from work or school when an offender receives a message regarding the death or critical illness of a family member. The chaplain may arrange for or grant an emergency phone call. Security staff, such as the major shall be notified in accordance with Chaplaincy Policy 11.11.
- B. Although a lay-in helps an offender adjust to the loss, it is primarily a precaution to prevent offenders from harming themselves or attempting to escape. Offenders

may be laid-in for a maximum of three days, although special circumstances may make it longer or shorter.

- C. Lay-ins due to emergencies shall may be phoned into the count room or as unit policy dictates. If the lay-in is after office hours, the chaplain shall write a lay-in pass for the offender. An IOC or e-mail stating why the offender is laid-in shall be distributed to the warden or designee, count room, shift supervisor, and the offender. The chaplain shall retain a copy for the chaplaincy unit file.
- D. The chaplain shall work out arrangements with unit administration to be notified of emergency lay-ins, such as death or critical illness, initiated in his absence by other staff.
- E. In situations where news of death or critical illness is conveyed to the offender in a letter, the chaplain shall try to verify the information. If a death has occurred in the offender's immediate family or a critical illness is occurring, the offender shall be laid-in.
- F. A letter which informs an offender of a death in the family that took place some weeks ago usually does not require a lay-in.

### III. Lay-Ins for Holy Days

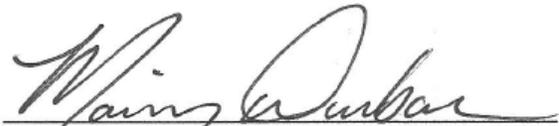
- A. An offender requesting a lay-in for a specific holy day of their faith or special observance shall submit the request to the unit chaplain on an I-60 form 14 days in advance of the event. Chaplains shall verify the offender's faith by utilizing the IMF/SSNO screen, travel card, faith chaplain's participant list, or a valid pending faith-change request.
- B. When an observance is held only for those of a particular faith, the unit chaplain shall not grant the request for a lay-in if the offender's faith cannot be verified.
- C. Approved lay-ins shall be arranged under the supervision of the unit chaplain as time, staff, and facilities permit. Approved volunteers from the specified faith group may assist in special holy day observances.
- D. An offender shall not be laid-in for a holy day if the day does not appear on the lists of observed holy days (See Chaplaincy Policy 05.01).
- E. Offenders laid-in from their work assignment on an approved holy day or religious holiday may be required to make up the hours at a time to be determined by the warden or designee or the offender's supervisor.
- F. Attendance shall be recorded at all holy days to which offenders receive lay-ins in order to hold them accountable for absences.

IV. Inmate Count Room Management System Information

Once chaplains receive access to the CSICR130 screen, the count room supervisor shall provide specific instructions regarding its use. This is essential so that entries are entered properly and other operations are not adversely affected. If further assistance from the Chaplaincy Department is required, the regional chaplain shall be contacted.

V. Offender Absences or Lay-in Refusals

When offenders are laid-in to attend religious programs on work or school time, the unit chaplain shall thoroughly evaluate absences in attendance. If discipline is warranted, the unit chaplain shall remove the offender from the lay-in list and refer the offender to a faith-specific chaplain for counseling, if necessary, or notify WSD or the work supervisor for further action as unit policy dictates.



Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:** LITERATURE PROCUREMENT

**AUTHORITY:** AD-07.30, "Procedures for Religious Programming;" *Operational Strategic Plan*; Chaplain I, II, and III Job Descriptions

**POLICY:**

The unit chaplain is authorized to procure free religious literature for the use of the general population of offenders within the TDCJ.

**DISCUSSION:**

- I. The unit chaplain may assist offenders in pursuing individual beliefs and practices through the procurement and distribution of religious literature.
- II. Religious literature can help offenders in their institutional adjustment to the penal environment, and is meaningful to offenders in the pursuit of their individual religious beliefs and practices.
- III. This policy will address only literature procured or received through the unit Chaplaincy Department for distribution to the general offender population.

**PROCEDURES:**

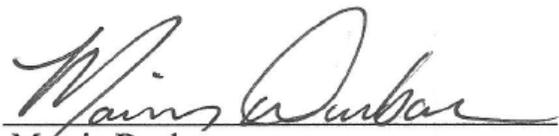
- I. Procurement
  - A. Religious literature may be obtained by the Unit chaplain in a variety of ways. The amount of literature received by the unit will be in direct proportion to the amount of effort expended by the unit chaplain.
  - B. Free literature may be obtained by telephoning or writing letters of request to religious publishers. Local groups may also be contacted for free literature. Many groups are pleased to provide such materials. Printed materials may also be provided by volunteers who come to the unit.
  - C. All letters of request must be printed on TDCJ letterhead. Each letter should inquire of any grants that may be available for prisons or any literature donations.
  - D. Samples of religious literature may be obtained by the chaplain through volunteers, religious groups within the area, churches, clubs, or religious bookstores. The publications usually have addresses to use for requesting additional free literature.

E. Examples of literature available to the unit chaplain include:

1. Awake Magazine
2. Baptist Standard
3. Bill Glass
4. Campus Crusade
5. Catholic Digest
6. Charisma Magazine
7. Christian Reader
8. Christianity Today
9. Discipleship Journal
10. Focus on the Family
11. Guideposts
12. Kenneth Copeland
13. Mike Barber
14. Paul Carlin
15. Pentecostal Evangel
16. Prison Fellowship Studies
17. Salvation Army
18. Sunday School Quarterlies
19. Watchtower Bible and Tract

II. Distribution

- A. Unless being obtained for a specific study group, all such materials should be made available for the general offender population.
- B. No literature shall be received and distributed to specific offenders.
- C. All printed matter must be screened by the unit chaplain for appropriateness. Such screening shall ensure that:
  - 1. No literature shall be accepted or distributed that disparages another faith group or religion;
  - 2. No literature shall be accepted or distributed that disparages another race or propagates racial or extremist beliefs;
  - 3. No literature shall be accepted or distributed that refers to another faith group or religion as a cult;
  - 4. All literature shall be of a religious nature. It is recommended that chaplains deal with religious publications only;
  - 5. All literature shall be free of charge to the Chaplaincy Department with postage and shipping paid by the supplier.



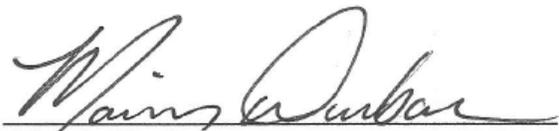
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **PROXY MARRIAGE**

**AUTHORITY:**       Texas Statutes: Family Code, Title 1, Chapter 2, Subchapter A. 2.006,  
2.007

**POLICY:**

Chaplains within the TDCJ are not authorized to conduct or arrange for marriage ceremonies for offenders on or off the unit. Under no circumstances are TDCJ chaplains authorized or permitted to conduct or participate in offender marriage ceremonies, nor can they arrange for offender marriages over the phone or during family visitation. An offender interested in being married by proxy may contact the law library supervisor for guidance or information.



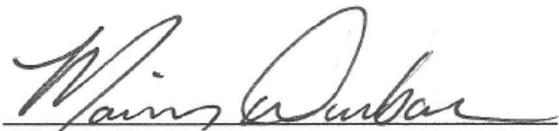
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **PROXY MARRIAGE**

**AUTHORITY:**       Texas Statutes: Family Code, Title 1, Chapter 2, Subchapter A. 2.006,  
2.007

**POLICY:**

Chaplains within the TDCJ are not authorized to conduct or arrange for marriage ceremonies for offenders on or off the unit. Under no circumstances are TDCJ chaplains authorized or permitted to conduct or participate in offender marriage ceremonies, nor can they arrange for offender marriages over the phone or during family visitation. An offender interested in being married by proxy may contact the law library supervisor for guidance or information.



Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **OFFENDER MINISTERIAL AND SPIRITUAL ADVISOR VISITS**

**AUTHORITY:**       AD-07.30, "Procedures for Religious Programming;" Chaplaincy Policy 11.05-A, "Holy Communion (Eucharist)," Chaplaincy Policy 11.05-B, "Wine for Religious Ceremonial Use"

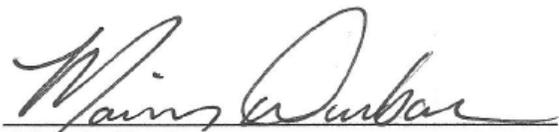
**POLICY:**

- I.     A minister or spiritual advisor is an individual not employed or contracted by the TDCJ who serves an offender in a religious capacity on a case by case basis at the request of the offender.
- II.    Each unit shall provide an offender ministerial and spiritual advisor visitation program. The unit chaplain shall be responsible for the coordination of all visits, with final approval by the warden. This shall include verification of credentials, scheduling of visits, and offender lay-ins. The warden's office shall be notified of all visits.
- III.   Ministerial and spiritual advisor visits are for a one-on-one pastoral or instructional visit, not for group study. With pre-approval by the unit chaplain and warden, the visiting minister or spiritual advisor may bring a holy book, religious instructional material, and communion. Refer to Chaplaincy policies 11.05-A, "Holy Communion (Eucharist)" and 11.05-B, "Wine for Religious Ceremonial Use" for communion procedures.
- IV.    All visiting ministers and spiritual advisors, such as pastors, ministers, priests, priestesses, rabbis, imams, shamans, monks, medicine men or women, nuns, or similar advisors, shall be permitted visits with a particular offender. Each offender is allowed no more than two visits per month. The visiting minister or spiritual advisor need not be of the same religious preference as the offender. An offender may accept or decline a requested visit.
- V.     Volunteers who meet minister and spiritual advisor credentials may serve as ministers or spiritual advisors at the same unit at which they volunteer with the warden's approval. The approval or denial shall be on a case by case basis.
- VI.    Each visit shall be scheduled for a maximum duration of two hours, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Any exceptions shall be made on a case by case basis as authorized by the warden.

**PROCEDURES:**

- I.     The minister or spiritual advisor shall provide credentials to the unit chaplain indicating official status as a minister or spiritual advisor. Credentials shall be:
  - A.     Minister Identification Card supplied by the authorizing denomination or religious group;

- B. License or ordination certificate;
  - C. Official letter from an organized religious body or congregation indicating the status of the letter holder as an official representative of the religious body or congregation for all religious functions or for specific prison-related religious functions; or
  - D. A current listing as a clergy person in an official listing of ministers and clergy from an organized religious body.
- II. Arrangements for a ministerial or spiritual advisor visit shall be made at a minimum of 24 hours in advance of the expected visit. The warden may approve visits with less than 24 hours notice.
  - III. The location and type, whether contact or non-contact, of such visits shall be according to the offender's custody level and at the discretion of the warden or designee.
  - IV. The unit chaplain shall complete the Offender Ministerial or Spiritual Advisor Visit form (Attachment A) and submit to the warden for approval.
  - V. If disapproved, the unit chaplain shall notify the minister or spiritual advisor. If approved, the unit chaplain shall notify the minister or spiritual advisor and give instructions regarding unit front gate policy and what items are approved for entry into the unit.
  - VI. If approved, the unit chaplain shall lay-in the offender and notify appropriate staff, such as shift supervisors, front gate, and control picket of the visit.
  - VII. Ministerial and spiritual advisor visitation privileges may be denied, suspended, or terminated with appropriate justification.



Marvin Dunbar

RPD Manager III – Support Services

### *Offender Ministerial or Spiritual Advisor Visit*

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: Chaplain

UNIT: \_\_\_\_\_

OFFENDER: \_\_\_\_\_ TDCJ#: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION OF VISIT: \_\_\_\_\_

MINISTER/SPRITUAL ADVISOR: \_\_\_\_\_

DRIVER LICENSE NUMBER: \_\_\_\_\_  
*State & Number*

RELIGIOUS ORGANIZATION: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**CREDENTIALS PROVIDED:**

- Minister ID card supplied by authorizing denomination or religious group;
- License or Ordination Certificate;
- Official letter from organized religious body or congregation indicating the status of the letter holder as an official representative of the body or congregation for all religious functions or for specific prison-related religious functions; or
- Current listing as a clergy person in an official listing of ministers/clergy from an organized religious body.

**ITEMS REQUIRING APPROVAL:** *(Per AD-07.30, the visiting minister or spiritual advisor may bring a holy book, religious instructional material, and communion with pre-approval by the warden and chaplain.)*

VISIT APPROVED:  YES  NO \_\_\_\_\_

*Warden/Designee's Signature*

PC:

**SUBJECT: EMERGENCY PHONE CALLS FOR OFFENDERS**

**AUTHORITY:** AD-07.30, "Procedures for Religious Programming;" ED-03.32, "Offender Access to Telephones;" Chaplain I, II, III Job Descriptions

**DISCUSSION:**

- I. Emergency phone calls shall be granted for offenders with emergency situations within their immediate family. Approved calls shall be made by the chaplain or an authorized certified volunteer chaplain's assistant.
- II. Any information regarding criminal activity that is acquired via any phone shall be forwarded to the Office of the Inspector General (OIG) by the warden or designee. If there is an immediate threat to public safety, notification shall take place as soon as is practical and shall be reported as appropriate.

**DEFINITIONS:**

"Immediate Family Member" is a spouse, child, father, mother, grandparent, brother, or sister.

"Emergency" is death, critical illness, or emergency medical situations, including heart attack, broken bone resulting in surgery or hospitalization, car accident resulting in hospitalization, or critical and life threatening illnesses and injuries.

"Authorized Certified Volunteer Chaplain's Assistant" (CVCA) is an approved volunteer who has completed the CVCA certification program, and who is authorized by the warden to grant emergency phone calls to offenders.

**PROCEDURES:**

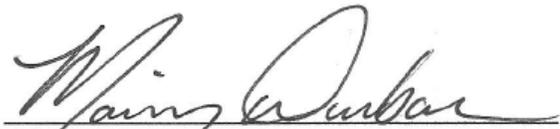
- I. Emergency Phone Calls
  - A. Emergency calls shall be granted for offenders who have appropriate situations, such as critical illness, emergency, or death of an immediate family member. The calls shall be made by the chaplain or an authorized certified volunteer chaplain's assistant (CVCA).
  - B. The unit chaplain will evaluate all offender initiated requests, such as when an offender has a letter stating that there has been a death of an immediate family member.
  - C. Calls granted due to incoming messages from the offender's family shall be screened for appropriateness by the unit chaplain. These calls shall be recorded on the Offender's Family Member Death or Illness Worksheet in accordance with Chaplaincy Policy 11.04, "Emergency Messages and Absences for Offenders."

- D. The caller must provide the name and phone number of the funeral home in the event of a death, or the hospital in the event of a life threatening hospitalization. Without these numbers the emergency call cannot be processed.
- E. The chaplain shall call, at agency expense, the funeral home or the hospital in order to verify a current emergency.
- F. When the event of death or hospitalization is not current, no emergency exists and therefore no authorization is permitted for an emergency call.
- G. Emergency calls shall be limited in duration. The offender may attempt to call another immediate family member(s) if the initial call is not completed.
- H. All calls shall be collect. Third-party billing or credit card calls are not authorized. Exceptions may be made by the warden or designee.
- I. Funds for emergency calls may not be deducted from an offender's trust fund account.
- J. All calls shall be monitored by the chaplain, CVCA, or a qualified TDCJ interpreter.
- K. Offenders who are given emergency phone calls by the unit chaplain shall be required to conduct themselves in an acceptable manner. In the case of loud or abusive conversations, profanity, or requests for money, the phone call shall be immediately terminated.
- L. All calls through an authorized CVCA shall be screened by the unit chaplain before the call is granted. If the unit chaplain is unavailable, the warden or designee shall be responsible for granting approval for the call.
- M. Each call attempted or completed shall be logged on the Phone Log for Approved Offender Calls (Attachment A).
- N. All phone records shall be maintained in accordance with the TDCJ *Records Retention Schedule*.
- O. Occasionally, a captain, work supervisor, major or warden will grant a phone call to an offender and the chaplain will be asked to make the call. Try to assist as long as this is only an occasional request. Always validate the offender's phone call slip and return the completed slip to the staff member who requested the call.

## II. Natural Disasters

The chaplain will not automatically grant phone calls due to occurrences of natural disasters, such as a tornados, hurricanes, earthquakes, or floods. The procedures listed below shall be followed concerning natural disasters.

- A. No offender initiated calls will be given by the Chaplaincy Department because of a natural disaster.
- B. Messages of an emergency nature regarding a natural disaster will be handled by the chaplain according to the procedures listed in Chaplaincy Policy 11.04, "Emergency Messages and Absences for Offenders." An emergency phone call may be granted to an offender following the procedures listed above in Section I.
- C. Messages of a non-emergency nature will be handled by the unit chaplain according to the procedures listed in Chaplaincy Policy 11.04, "Emergency Messages and Absences for Offenders."
- D. It is the responsibility of the chaplain to screen and evaluate, on a case-by-case basis, the nature, importance, and legitimacy of the message.

  
Marvin Dunbar  
RPD Manager III – Support Services

**PHONE LOG FOR APPROVED OFFENDER CALLS**

**UNIT:** \_\_\_\_\_ **MONTH:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

<b>DATE</b> <i>MM/DD/YY</i>	<b>TIME</b> <i>AM/PM</i>	<b>OFFICER PLACING CALL</b> <i>(Print First and Last Name)</i>	<b>APPROVED BY</b> <i>(Print Name and Title)</i>	<b>COMMENTS</b>	
<b>CALL ACCEPTED / REJECTED</b>		<b>OFFENDER NAME AND TDCJ NUMBER</b>	<b>CALL PLACED TO</b> <i>(Print Name and Relationship to Offender)</i>		<b>PHONE NUMBER DIALED</b> <i>(Area Code) ###-####</i>
<b>DATE</b> <i>MM/DD/YY</i>	<b>TIME</b> <i>AM/PM</i>	<b>OFFICER PLACING CALL</b> <i>(Print First and Last Name)</i>	<b>APPROVED BY</b> <i>(Print Name and Title)</i>	<b>COMMENTS</b>	
<b>CALL ACCEPTED / REJECTED</b>		<b>OFFENDER NAME AND TDCJ NUMBER</b>	<b>CALL PLACED TO</b> <i>(Print Name and Relationship to Offender)</i>		<b>PHONE NUMBER DIALED</b> <i>(Area Code) ###-####</i>
<b>DATE</b> <i>MM/DD/YY</i>	<b>TIME</b> <i>AM/PM</i>	<b>OFFICER PLACING CALL</b> <i>(Print First and Last Name)</i>	<b>APPROVED BY</b> <i>(Print Name and Title)</i>	<b>COMMENTS</b>	
<b>CALL ACCEPTED / REJECTED</b>		<b>OFFENDER NAME AND TDCJ NUMBER</b>	<b>CALL PLACED TO</b> <i>(Print Name and Relationship to Offender)</i>		<b>PHONE NUMBER DIALED</b> <i>(Area Code) ###-####</i>
<b>DATE</b> <i>MM/DD/YY</i>	<b>TIME</b> <i>AM/PM</i>	<b>OFFICER PLACING CALL</b> <i>(Print First and Last Name)</i>	<b>APPROVED BY</b> <i>(Print Name and Title)</i>	<b>COMMENTS</b>	
<b>CALL ACCEPTED / REJECTED</b>		<b>OFFENDER NAME AND TDCJ NUMBER</b>	<b>CALL PLACED TO</b> <i>(Print Name and Relationship to Offender)</i>		<b>PHONE NUMBER DIALED</b> <i>(Area Code) ###-####</i>
<b>DATE</b> <i>MM/DD/YY</i>	<b>TIME</b> <i>AM/PM</i>	<b>OFFICER PLACING CALL</b> <i>(Print First and Last Name)</i>	<b>APPROVED BY</b> <i>(Print Name and Title)</i>	<b>COMMENTS</b>	
<b>CALL ACCEPTED / REJECTED</b>		<b>OFFENDER NAME AND TDCJ NUMBER</b>	<b>CALL PLACED TO</b> <i>(Print Name and Relationship to Offender)</i>		<b>PHONE NUMBER DIALED</b> <i>(Area Code) ###-####</i>

**SUBJECT:**           **WATER BAPTISM**

**AUTHORITY:**       AD-07.30, "Procedures for Religious Programming;" Chaplain I, II, and III Job Descriptions

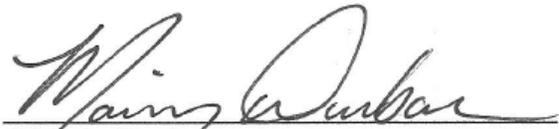
**DISCUSSION:**

Water baptism, as a rite of Christianity, may be requested by offenders from various Christian faith groups who are pursuing individual Christian religious beliefs. The Chaplaincy Department has an interest in helping offenders pursue their beliefs through religious traditions. The use of competent volunteers can help facilitate offender access to water baptism.

**PROCEDURES:**

- I.       An offender may request water baptism by submitting an I-60 request to the unit chaplain.
- II.      The unit chaplain shall interview the offender to determine the nature, knowledge, and sincerity of the offender's request. The unit chaplain may obtain assistance from approved religious volunteers, if needed.
- III.     When the professed faith of the offender has specific faith group requirements, the unit chaplain may consult with local free-world members of that faith group. The unit chaplain may be expected to utilize local free-world ministers to meet the request of the offender when necessary. For example, if the offender is identifying with the Church of Christ, a minister from that faith group may be invited to come to the unit to provide the requested water baptism. This is appropriate if the unit chaplain is not identified with the professed faith of the offender or desires to involve the minister(s).
- IV.     In conjunction with the warden, the unit chaplain shall be responsible for scheduling the time and place of the water baptism services, with consideration given to unit and chapel schedules.
- V.      When possible, it is recommended that the unit chaplain and the volunteers or free-world ministers conduct joint water baptism services.
- VI.     The availability of clean dry whites, towels, and blankets, is the responsibility of the chaplain, and provision is to be made in cooperation with the unit laundry. Special care should be taken to prevent accidents due to wet feet and slipping.
- VII.    Water baptism certificates may be ordered by the chaplain through EMS CHAPORDER. The chaplain shall arrange to have these certificates completed in advance of each water baptism service.

- VIII. Offenders in administrative segregation or on lockdown status who request water baptism may be accommodated by the chaplain on a case-by-case basis pending approval of the warden.



Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **STANDARDS FOR EFFECTIVE COMMUNICATION WITH UNIT ADMINISTRATION REGARDING OFFENDER RESPONSES TO RELIGIOUS RITUAL OR OTHER RELIGIOUS ACTIVITY**

**AUTHORITY:**       AD-07.30, “Procedures for Religious Programming”

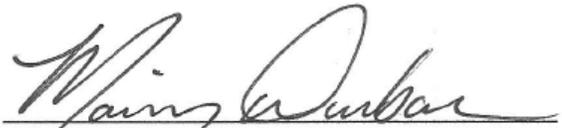
**DISCUSSION:**

Liturgy, ritual, and sacred ceremony are integral components of religious practice. The purpose and use of liturgy, ritual, and sacred ceremony varies significantly between faith groups. Separate faith groups may refer to the same ritual or ceremony and yet have significantly different procedures for accomplishing that ritual. Some religious rituals may become emotionally charged. This policy is not intended to standardize any religious performance of a liturgy, ritual, or sacred ceremony. It is intended to provide relevant guidelines for all ministry interactions within a prison setting that will assure the safety and security concerns of the institution and the offender. Although there is not one specific protocol, some types of religious activity consist of anointing with oils, laying on of hands, invocations, and specific prayer.

**POLICY:**

- I.       The chaplain shall inform the unit administration concerning all forms of religious practice exercised on the prison unit.
  
- II.      The chaplain shall coordinate with the unit administration any special needs for a ritual, liturgy, or sacred ceremony. This may involve:
  - A.      The use of religious items;
  
  - B.      Uncommon location requirements; or
  
  - C.      Movement of offenders to the location.
  
- III.     The chaplain shall communicate with appropriate departments when an offender is a part of a ritual or practice that involves a strong spiritual, emotional, or physical reaction.
  
- IV.     The chaplain shall notify security when an offender exhibits unusual non-typical behavior or is currently emotionally or psychologically distressed during or following any religious service ceremony or activity. This alerts security to this offender’s special needs. The chaplain shall follow-up on the offender with a visit within twenty-four hours to provide supplemental spiritual support.

- V. Good communication with all pertinent departments will maximize benefits for the offender and prevent any significant negative consequences.



Marvin Dunbar  
RPD Manager III – Support Services

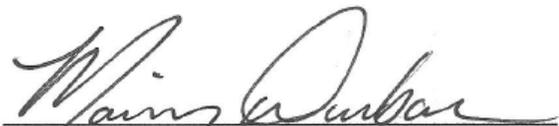
**SUBJECT:** NON-PRIVILEGED COMMUNICATIONS FOR CHAPLAINS

**REFERENCE:** AD-07.30, "Procedures for Religious Programming"

**POLICY:** The chaplain shall immediately report to the warden or designee verbal or written communication from any person, such as an offender, offender family member, or staff member, concerning physical harm to themselves or others, or any threat to jeopardize the safety or security of any TDCJ institution.

**PROCEDURES:**

- I. When the chaplain receives verbal or written communication from any person, such as an offender, offender family member, or staff member, stating their intent to harm themselves, another person, or to jeopardize the safety and security of the institution, the chaplain shall report immediately all such communications to the warden or designee.
- II. When possible, the chaplain shall inform persons that if they communicate an intention to harm themselves, another person, or to jeopardize the safety and security of the institution, that information cannot be held in confidence.
- III. In conclusion, any threatening communication conveyed to the chaplain by any person, verbally or in writing, shall be reported immediately to the warden or designee.



Marvin Dunbar  
RPD Manager III – Support Services

# Rehabilitation Programs Division Chaplaincy Department Manual

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### Chapter Twelve

#### Personnel / Offenders

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
12.01 (rev. 3)	08/12	Offender Volunteer Service
• Attachment A	08/12	Chapel Card and Religious Crew Member Form
• Attachment B	08/12	Choir Conductor Form
• Attachment C	08/12	Choir Member Form
• Attachment D	08/12	Chapel Musician Form
• Attachment E	08/12	Christian Communion Server Form
• Attachment F	08/12	Prayer Leader Form
• Attachment G	08/12	Worship Leader Form
• Attachment H	08/12	Scripture Reader Form
• Attachment I	08/12	Offender Volunteer Service Agreement Form
• Attachment J	08/12	Sermon and Message Presenter Form
• Attachment J-1	08/12	Offender Led Program/Service Lesson Plan

**SUBJECT: OFFENDER VOLUNTEER SERVICE**

**AUTHORITY:** AD-07.30, "Procedures for Religious Programming;" AD-07.35, "Administration of Volunteer Services;" TDCJ *Volunteer Services Plan*; AD-03.02, "Impermissible Offender Conduct;" AD-03.40, "Out-of-Cell Time for General Population Offenders"

**POLICY:**

General population offenders may volunteer their service in various chaplaincy programs during their out-of-cell, non-programmatic time on weekends, holidays, or non-workdays in accordance with AD-03.40, "Out-of-Cell Time for General Population Offenders". Prison offenders who volunteer their service require staff management and supervision in accordance with specific custody designations. Above all, chaplains are reminded that no offender shall have any supervisory, administrative, or disciplinary authority over other offenders; receive special privileges; or obtain or have access to sensitive information about staff, the general public, other offenders, or the business operations that would jeopardize security. There shall be no privileges as to job assignments, housing, or other conditions of incarceration, and no preferential treatment for volunteer offenders.

TDCJ chaplains shall utilize offenders who volunteer to serve in religious program activities as time, space, availability of supervisory staff, and security concerns permit. Offender volunteer activities shall be in keeping with agency goals, chaplaincy's mission, and sound penological practices for security and orderly operations.

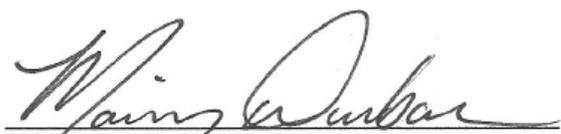
**DISCUSSION:**

- I. Many religions promote the concept of giving freely of one's time, talents, and service in furtherance of one's faith and church community. Volunteer service by offenders in religious program activities offers offenders the opportunity to further their faith, to mature, to be responsible, and to demonstrate their development of socially appropriate and healthy leadership skills, reinforcing the rehabilitative goals of the agency.
- II. Volunteer service by offenders should be helpful to the chaplain, meaningful for the offenders, and useful in promoting the overall spiritual well-being of the unit, and not of benefit to just a specific individual or class of persons.
- III. Care should be taken in the selection and oversight of offender volunteers.

**PROCEDURES:**

- I. Any offender may be removed from a volunteer activity for inappropriate behavior such as horseplay or disrespect to staff or public, disciplinary violations, or at the unit chaplain's discretion at any time and for any reason. Offenders may discontinue chaplaincy volunteer service at any time by notifying the unit chaplain. Chaplains shall maintain any necessary documentation.
- II. Offenders who wish to assist with chaplaincy programming activities at a unit should address an I-60 request form to the unit chaplain.

- III. When selecting offenders for volunteer activities, chaplains shall consider such factors as consistent participation in chaplaincy programs; overall behavior and attitude; disciplinary record; medical and educational status; and criminal record. Selections shall be fair and non-discriminatory.
- IV. The chaplain shall provide appropriate instruction to offenders before any volunteer activity, clearly stating the offender's duties, in order to ensure a productive relationship. The chaplain shall maintain a file of Offender Volunteer Service Agreement forms for all offender volunteers (Attachments A-J).
- V. The chaplain or other appropriate correctional staff shall provide appropriate supervision of offender volunteers.
- VI. Offender sermons or messages shall be written out and reviewed by the unit chaplain prior to being presented. Sermons or messages shall not disparage the religious beliefs of any offender or compel any offender to make a change of religious preference. Sermons or messages shall not be used to criticize TDCJ policies and procedures, administration, staff, or offenders. Sermons or messages shall not be used to make political or inflammatory statements that might potentially offend or incite the listeners.
  - A. Chaplains shall retain written presentations for a period of 180 days.
  - B. Chaplains shall review at least one recording each month to ensure content is consistent with written presentation submitted.
- VII. The chaplain may develop additional Offender Volunteer Service Agreement forms by adapting Attachment I with approval from the regional chaplain and warden.



Marvin Dunbar  
RPD Manager III – Support Services

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Chapel Card and Religious Literature Crew Member**

\_\_\_\_\_ *(Print name of offender)*

\_\_\_\_\_ *(Print unit name)*

General Description: Offenders desiring to be a part of the greeting card and religious literature ministry shall be persons faithful in attendance to chapel. Interested offenders shall send an I-60 to the chaplain requesting to be considered as a member of the chapel card and literature crew. The crew shall be limited to three offenders with one preferably bilingual, in English and Spanish. Offenders in the ministry will be involved in handing out cards religious literature at scheduled times through the unit's Chaplaincy Department.

Accountability: Card and literature crew members report to the unit chaplain. The following factors are considered in the selection: attendance and participation in religious study programs, attendance at worship services, medical and educational status, overall behavior and attitude, and disciplinary records. Card and literature crew members are expected to conduct themselves on the unit in a manner that demonstrates religious principles and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: Sorting cards, Christmas, Mother's Day, Father's Day, Graduation, Get Well, and Sympathy and religious literature, such as study tracts, devotionals, denominational and prison ministry materials, and books into appropriate categories; making a display of cards and religious literature for offenders to choose from; storage of cards and religious literature; or hand-outs of cards and religious literature in the chapel at approved and scheduled times under the supervision of the chaplaincy staff. Offenders must be available to sort and hand out approved cards and literature during days and times scheduled by the unit chaplain. An authorized free world volunteer may organize and provide directions for this volunteer activity.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Day(s): M T W Th F Sat Sun

\_\_\_\_\_ *(Signature of offender)*

\_\_\_\_\_ *(TDCJ Number)*

\_\_\_\_\_ *(Date)*

\_\_\_\_\_ *(Signature of Chaplain, if approved)*

\_\_\_\_\_ *(Date)*

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Choir Conductor**

\_\_\_\_\_  
*(Print name of offender)*

\_\_\_\_\_  
*(Print unit name)*

General Description: Offenders desiring to be a choir conductor must have a high level of commitment to chapel functions and activities. Interested offenders shall send an I-60 to the chaplain requesting to be considered as a choir conductor. The appointed offender must demonstrate an aptitude to conduct music and choirs.

Accountability: The choir conductor shall report to the appropriate unit chaplain; for instance, music for mass would be the Catholic chaplain. The following factors are considered in the selection: attendance and participation in religious study programs, attendance at rehearsals and worship services, medical and educational status, music experience, overall behavior and attitude, and disciplinary records. The choir conductor is expected to conduct oneself on the unit in a manner that demonstrates religious principles, spiritual leadership, and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: The choir conductor shall lead the choir under the direction of the unit chaplain or an approved and authorized free world volunteer choir or music director. The chaplain, unit staff, or an approved free world volunteer shall directly supervise the choir conductor and choir. Ministry shall take place in a variety of settings scheduled by the chaplain. All music and songs practiced and performed by the choir shall be selected or approved by the chaplain. The choir conductor shall present the selection of music to the choir, lead or conduct choir rehearsals, and be accountable for any printed materials or resources assigned as the conductor's responsibility.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Day(s): M T W Th F Sat Sun

\_\_\_\_\_  
*(Signature of offender)*

\_\_\_\_\_  
*(TDCJ Number)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Chaplain, if approved)*

\_\_\_\_\_  
*(Date)*

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Choir Member**

\_\_\_\_\_  
(Print name of offender)

\_\_\_\_\_  
(Print unit name)

General Description: Offenders desiring to be a member of the choir must have a high level of commitment to chapel functions and activities. Interested offenders shall send an I-60 to the chaplain requesting to be considered as a member of the choir. Offenders appointed to the choir must demonstrate an ability to sing, be responsive to choral directions, and have a desire to serve in music ministry to the unit.

Accountability: Choir members shall report to the appropriate unit chaplain; for instance, music for mass would be the Catholic chaplain. The following factors are considered in selection: attendance and participation in religious study programs, attendance at rehearsals and worship services, medical and educational status, singing experience, overall behavior and attitude, and disciplinary records. Choir members are expected to conduct themselves on the unit in a manner that demonstrates religious principles and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment, etc., linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: Choir members shall perform under the direction of the unit chaplain or an approved and authorized free world volunteer choir or music director. The chaplain, unit staff, or an approved free world volunteer shall directly supervise the choir conductor and choir. Choir members shall rehearse and perform music approved and assigned to the choir conductor by the chaplain. Ministry will take place in a variety of settings. Rehearsals shall be scheduled at the discretion of the chaplain. A regular weekly rehearsal will be provided for the choir members.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Day(s): M T W Th F Sat Sun

\_\_\_\_\_  
(Signature of offender)

\_\_\_\_\_  
(TDCJ Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chaplain, if approved)

\_\_\_\_\_  
(Date)

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Chapel Musician**

\_\_\_\_\_  
(Print name of offender)

\_\_\_\_\_  
(Print unit name)

General Description: Offenders desiring to be a chapel musician must demonstrate an ability to play the instrument of their choice. Interested offenders shall send an I-60 to the chaplain requesting an audition for consideration as a chapel musician. Offenders must demonstrate an ability to play the instrument of choice, be responsive to music directions, and have a desire to serve in music ministry to the unit. Musicians appointed must be available for authorized and scheduled chapel ministries and functions.

Accountability: Musicians shall report to the appropriate unit chaplain; for instance, music for mass would be the Catholic chaplain. The following factors are considered in selection: attendance and participation in religious study programs, attendance at rehearsals and worship services, medical and educational status, music and instrument experience, overall behavior and attitude, and disciplinary records. Musicians are expected to conduct themselves on the unit in a manner that demonstrates religious principles and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: Musicians shall perform under the direction of the unit chaplain or an approved and authorized free world volunteer choir or music director. The chaplain, unit staff, or an approved free world volunteer shall directly supervise the musician. Musicians shall practice music approved by the chaplain for worship services and special activities. They shall attend practice and rehearsal sessions. Rehearsals shall be scheduled at the direction of the chaplain and in preparation for upcoming ministry functions.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Day(s): M T W Th F Sat Sun

\_\_\_\_\_  
(Signature of offender)

\_\_\_\_\_  
(TDCJ Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chaplain, if approved)

\_\_\_\_\_  
(Date)

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Christian Communion Server**

\_\_\_\_\_ *(Print name of offender)*

\_\_\_\_\_ *(Print unit name)*

General Description: Christian, non-Roman Catholic, offenders desiring to be communion servers must demonstrate a high level of commitment to chapel activities. Interested offenders shall send an I-60 to the unit chaplain requesting to be considered as a Christian communion server. Communion servers appointed will be involved in the preparation of communion elements for the scheduled worship services of the chapel.

Accountability: Communion servers shall report to the appropriate unit chaplain. The following factors are considered in selection: attendance and participation in Bible study programs, attendance at worship services, medical and educational status, overall behavior and attitude, and disciplinary records. Members are expected to conduct themselves on the unit in a manner that demonstrates religious principles and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: The chaplain, unit staff, or an approved free world volunteer shall directly supervise the Christian communion servers. Communion servers arrive at the meeting place at least 30 minutes in advance of the worship service or meeting in order to prepare the communion elements, assist in serving the communion elements to offenders in a manner prescribed by the chaplain, wash the communion ware after use and safely place it in the chapel storage area, monitor the supply of communion elements, report to the chaplain each week how many offenders participated, and any other communication which would ensure the continued service of the Holy Communion. An approved and authorized free world volunteer may organize and provide directions for this volunteer activity.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Day(s): M T W Th F Sat Sun

\_\_\_\_\_ *(Signature of offender)*

\_\_\_\_\_ *(TDCJ Number)*

\_\_\_\_\_ *(Date)*

\_\_\_\_\_ *(Signature of Chaplain, if approved)*

\_\_\_\_\_ *(Date)*

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Prayer Leader**

\_\_\_\_\_  
(Print name of offender)

\_\_\_\_\_  
(Print unit name)

General Description: Offenders desiring to be a prayer leader must have a high level of commitment to chapel activities. Interested offenders shall send an I-60 to the chaplain requesting to be considered as a prayer leader. Offenders appointed as prayer leaders shall be offenders who have demonstrated an ability to read well publicly, have shown a commitment to their faith and chaplaincy through prior religious volunteer service, demonstrate a high level of spirituality and are persons of reflection and prayer.

Accountability: Prayer leaders shall report to the unit chaplain and the chaplain of their faith, where available. The following factors are considered in selection: attendance and participation in religious study programs, attendance at worship services, medical and educational status, overall behavior and attitude, and disciplinary records. Prayer leaders are expected to conduct themselves on the unit in a manner that demonstrates religious principles, spiritual leadership, and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: Lead pastoral prayer and congregational prayer in regularly scheduled worship services as assigned by the unit chaplain. The chaplain, unit staff, or an approved free world volunteer shall directly supervise the prayer leader. Prayers shall be appropriate to the service or meeting and selected or approved by the appropriate chaplain. An approved and authorized free world volunteer may organize and provide directions for this volunteer activity.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Days: M T W Th F Sat Sun

\_\_\_\_\_  
(Signature of offender)

\_\_\_\_\_  
(TDCJ Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chaplain, if approved)

\_\_\_\_\_  
(Date)

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Worship Leader**

\_\_\_\_\_  
(Print name of offender)

\_\_\_\_\_  
(Print unit name)

General Description: Offenders desiring to be a worship leader must have a high level of commitment to chapel activities. Interested offenders shall send an I-60 to the chaplain requesting to be considered as a worship leader. Offenders appointed as worship leaders shall be offenders who have demonstrated a musical ability, commitment to their faith and chaplaincy through prior religious volunteer service, and have an aptitude to assist the chaplain or a duly authorized volunteer in regularly scheduled chapel services, etc.

Accountability: Worship leaders shall report to the unit chaplain and the chaplain of their faith, where available. The following factors are considered in selection: attendance and participation in religious study programs, attendance at worship services, medical and educational status, overall behavior and attitude, and disciplinary records. Worship leaders are expected to conduct themselves on the unit in a manner that demonstrates religious principles, spiritual leadership, and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: Assist by leading worship and the singing of hymns, religious songs, etc. assigned by the chaplain for the appropriate time in worship services. The chaplain, unit staff, or an approved free world volunteer shall directly supervise the worship leader. Assignments shall be appropriate to the service and selected or approved by the chaplain. An approved and authorized free world volunteer may organize and provide directions for this volunteer activity.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Days: M T W Th F Sat Sun

\_\_\_\_\_  
(Signature of offender)

\_\_\_\_\_  
(TDCJ Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chaplain, if approved)

\_\_\_\_\_  
(Date)

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Scripture Reader**

\_\_\_\_\_  
(Print name of offender)

\_\_\_\_\_  
(Print unit name)

General Description: Offenders desiring to be a scripture reader must have a high level of commitment to chapel activities. Interested offenders shall send an I-60 to the chaplain requesting to be considered as a scripture reader. Offenders appointed as scripture readers shall be offenders who have demonstrated an ability to read well publicly and have shown a commitment to their faith and a high level of spirituality. Offenders appointed shall be scheduled to read from the Holy Bible, Torah, Koran, or other recognized and approved religious texts.

Accountability: Scripture readers shall report to the unit chaplain and the chaplain of their faith, where available. The following factors are considered in selection: attendance and participation in religious study programs, attendance at worship services, medical and educational status, overall behavior and attitude, and disciplinary records. Members are expected to conduct themselves on the unit in a manner that demonstrates religious principles and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: Read scripture assigned by the chaplain for the appropriate time in worship services. Read only from the version of the sacred writings approved by the unit chaplain. The chaplain, unit staff, or an approved free world volunteer shall directly supervise the scripture reader. Assignments shall be appropriate to the service as selected or approved by the chaplain. An approved and authorized free world volunteer may organize and provide directions for this volunteer activity.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours:

Circle Days: M T W Th F Sat Sun

\_\_\_\_\_  
(Signature of offender)

\_\_\_\_\_  
(TDCJ Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chaplain, if approved)

\_\_\_\_\_  
(Date)

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

\_\_\_\_\_  
(Print offender volunteer service title on this line)

\_\_\_\_\_  
(Print name of offender)

\_\_\_\_\_  
(Print unit name)

General Description: Offenders desiring to be a \_\_\_\_\_ must have a high level of commitment to chapel activities. Interested offenders shall send an I-60 to the chaplain requesting to be considered as \_\_\_\_\_. Offenders appointed shall be offenders who have demonstrated \_\_\_\_\_ and have shown a commitment to their faith. Offenders appointed shall be scheduled to \_\_\_\_\_.

Accountability: The offender shall report to the unit chaplain and the chaplain of their faith, where appropriate. The following factors are considered in selection: attendance and participation in religious study programs, attendance at worship services, medical and educational status, overall behavior and attitude, and disciplinary records. Members are expected to conduct themselves on the unit in a manner that demonstrates religious principles and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

Length of Service: Service is at the discretion of the chaplain and may be for up to one calendar year, January through December, with continuing reviews. The unit chaplain shall conduct an evaluation with the offender at least once per year or on an as-needed basis.

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The chaplain, unit staff, or an approved free world volunteer shall directly supervise the offender. Assignments shall be appropriate to the service and selected or approved by the unit chaplain. An approved and authorized free world volunteer may organize and provide directions for this volunteer activity.

Agreement: I understand the duties and responsibilities and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

Anticipated Schedule/Hours: \_\_\_\_\_ Circle Days: M T W Th F Sat Sun

\_\_\_\_\_  
(Signature of offender)

\_\_\_\_\_  
(TDCJ Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chaplain, if approved)

\_\_\_\_\_  
(Date)

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Offender Volunteer Service Agreement**

**Sermon or Message Presenter**

\_\_\_\_\_  
(Print name of offender)

\_\_\_\_\_  
(Print unit name)

**General Description:** A sermon or message presenter shall be selected by the unit chaplain, and shall be an offender who has demonstrated a high level of commitment to chapel activities, and commitment to their faith and chaplaincy through prior religious volunteer service. They shall have adequate communication skills, and have an aptitude to assist the chaplain in regularly scheduled chapel services or programs.

**Accountability:** The offender shall report to the unit chaplain or the chaplain of their faith, where available. The following factors shall be considered in selection: Attendance and participation in religious study programs; attendance at worship services; medical and educational status; overall behavior and attitude; and disciplinary record. Offenders are expected to conduct themselves on the unit in a manner that demonstrates religious principles, spiritual leadership, and a lifestyle beyond reproach. There shall be no privileges as to job assignments, housing, or preferential treatment linked to this service.

**Length of Service:** Service is at the discretion of the unit chaplain, and shall be reviewed on an annual basis.

**Duties:** Assist by preparing and presenting a sermon or religious message as assigned by the chaplain for the appropriate time in a worship service or program. The chaplain shall provide direct supervision to any service or program utilizing an offender sermon/message presenter.

**Additional Guidelines:** All sermons or messages shall be written out and reviewed by the unit chaplain prior to being presented. Sermons or messages shall not disparage the religious beliefs of any offender or compel any offender to make a change of religious preference. Sermons or messages shall not be used to criticize TDCJ policies and procedures, administration, staff, or offenders. Sermons or messages shall not be used to make political, inflammatory, or any other statements that may offend or incite the listeners. All sermons or messages shall be recorded, and the audio tape retained by the chaplain for 90 days.

**Agreement:** I understand the duties and responsibilities, and agree to volunteer for this service. Either the offender or chaplain may void this agreement upon notification.

**Anticipated Schedule/Hours:**

**Circle Day(s):** M T W Th F Sat Sun

\_\_\_\_\_  
(Signature of offender)

\_\_\_\_\_  
(TDCJ Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chaplain, if approved)

\_\_\_\_\_  
(Date)

**Offender-Led Program/Service  
Lesson Plan**

This form must be completed and returned to the chaplain for review one week prior to the meeting date. Forms shall be submitted for every offender-led service or the service shall be suspended or canceled.

**Name and TDCJ # of Offender Presenter:**

**Name of Program/Service:**

**Date of Program/Service:**

**If applicable, list any materials to be utilized such as book/video/cassette/DVD/CD:**

1.

2.

3.

4.

**Brief description of your lesson/speaking topic:**

**The lesson/speaking topic discusses the following point(s):**

**Questions for discussion (if any):**

1.

2.

3.

**Offender-Led Program/Service**

**Lesson Plan**

This form must be completed and returned to the Chaplain for review **one week prior** to the meeting date. Forms shall be submitted for every offender-led meeting or the meeting may be suspended or canceled.

**Name and TDCJ # of Offender Presenter:**

**Message:** (Use if additional space is needed)

# Rehabilitation Programs Division Chaplaincy Department Manual

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### Chapter Thirteen

#### Personnel / Staff

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<b>Policy Number</b>	<b>Date</b>	<b>Policy Title</b>
13.01 (rev. 3)	08/12	A Professional Chaplains Code of Conduct
13.02 (rev. 1)	08/12	Housing Allowance
13.03	08/12	Ecclesiastical Endorsement
13.04	08/12	Travel and Travel Reimbursement
13.05	08/12	Denominational Leave
• Attachment A	08/12	Denominational Leave Request Form
13.06	08/12	Performance Evaluations
	08/12	Classification Salary Schedule A and B

**SUBJECT:**            **A PROFESSIONAL CHAPLAIN’S CODE OF CONDUCT**

**AUTHORITY:**        PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees;” ED-02.01, “Texas Department of Criminal Justice Ethics Policy;” ED-07.29, “Religious Policy Statement;” AD-07.30, “Procedures for Religious Programming”

**POLICY:**

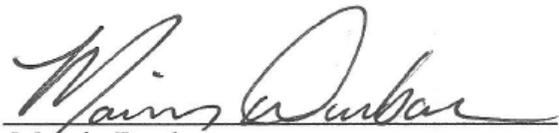
The Chaplain’s Code of Conduct sets out the professional standards of conduct required of TDCJ chaplains towards others in their care, applicable to employees, volunteers, offenders, offender families, and the general public.

**PROCEDURES:**

- I.        Chaplains shall demonstrate pastoral care with sensitivity, approachability, and availability to offenders and staff. This will include personal leadership, counseling, crisis intervention, providing pastoral presence throughout the unit, and responsiveness to identified needs.
  
- II.       General Conduct of TDCJ Chaplains
  - A.        Treat those in your care with equal respect and dignity;
  
  - B.        Be sensitive to other faith preferences, belief systems, and faith communities that hold their own values, traditions, beliefs, and practices;
  
  - C.        Act with integrity, sensitivity, and understanding;
  
  - D.        Review executive directives, administrative directives, and chaplaincy policies to ensure accountability and compliance with these directives and policies;
  
  - E.        Uphold the reputation of the TDCJ Chaplaincy Department.
  
- III.      Relationships Between Chaplain and Those in Their Care
  - A.        The chaplain’s role as pastoral counselor, both individual and in groups, is instrumental in bringing a sense of humanity to the prison environment.
  
  - B.        Confidentiality, although central to pastoral care, may not be absolute in a correctional setting.
    1.        In a counseling situation, the chaplain should inform an offender that issues involving life and communal safety may not be kept in confidence.

2. The chaplain is obligated by security procedures and his employment status with the TDCJ to report any information learned by the chaplain or given to him by an offender which involves or suggest a threat to the safety and security of the institution or indicates illegal activity.
- C. Chaplains shall ensure impartial religious leadership to accommodate the religious rights, the diverse religious needs, and the provision of opportunities for spiritual growth and maturity for all offenders.
- D. Boundaries frame behavior and practices so that pastoral relationships are consistent and their limitations are clear to all parties in a correctional setting.
1. Observe professional boundaries set forth in TDCJ personnel directives maintaining clear professional boundaries.
  2. Personal relationships of any kind with an offender are inappropriate. Review PD-22, "General Rules of Conduct and Disciplinary Guidelines for Employees," and PD-27, "Sexual Misconduct with Offenders" for guidance. If the chaplain has any questions about appropriate conduct with an offender within the relationship of a spiritual counselor and a person seeking guidance, the chaplain should consult the regional chaplain.
  3. Work within your personal and professional limits and where necessary refer to a colleague or another more appropriate department.
  4. Do not behave in ways which exploit, manipulate, intimidate, or cause distress of any nature.
  5. Do not proselytize offenders as the TDCJ Chaplaincy Department does not authorize such practice.
  6. Report all situations and information that are not mentioned in this policy to your supervisor for direction.
  7. It is appropriate for the unit chaplain to engage in meaningful interactions with staff members through whom he or she is recognized as a trusted team member. Offender needs are better met when the chaplain has an enhanced ability to network with staff. Therefore, it is appropriate for the chaplain, while on duty, to engage in limited pastoral contact with staff that serves to further team relationships by addressing a spiritual concern or question.
  8. It is appropriate for the chaplain, while on duty, to participate in events in which staff members receive recognition.

9. It is appropriate for the chaplain, while on duty, to participate as a unit Crisis Response Intervention Support Programs team member.
  10. The chaplain, while on duty, shall serve as a readily available consultant to staff on religious issues in relation to religious services provided to offenders. This may include the provision of unit religious library resources that speak to these issues available to unit staff.
  11. It is appropriate for the chaplain, while on duty, to provide a first response when staff members on duty receive bad news, such as family accident, death, suicide, or divorce action.
  12. It is appropriate for the chaplain, while on duty, to provide support and encouragement to a staff member when some signal is given that indicates that the staff member is in distress. However, this shall not result in on-going, scheduled pastoral care activities for staff such as counseling sessions, Bible study, or scheduled prayer sessions. Instead, the chaplain shall refer the staff member to community clergy or other appropriate resource persons for the meeting of these needs. However, before making such referrals the chaplain may take the time, while on duty, to make an accurate assessment of the need of the staff person.
- IV. All TDCJ employees are accountable for compliance with executive directives, administrative directives and chaplaincy policy. It is an employee's responsibility to know the rules set forth in all this directives and to seek clarification, if necessary. Not being aware of the existence of any of the rules is not a defense for violations.

  
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **HOUSING ALLOWANCE**

**AUTHORITY:**       413th meeting of Texas Prison Board (11-7-83), (p. 6791)

**PURPOSE:**         To provide assistance to chaplains in the area of housing costs.

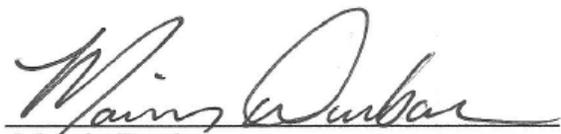
**POLICY:**            “Up to 30% of the income received by chaplains may be allocated as an allowance for housing”

Designation of Housing Allowance for Chaplains

Mr. Waters reported on the letter received from Chaplain Emmett Solomon concerning that portion of income received by Chaplains which is allowable to housing.

- Mr. Waters moved  
“That the Board recognizes that up to 30% of the income received by Chaplains be allocated as an allowance for housing.” (413<sup>th</sup> mtg. of TPB, 1983).

Mr. Whittington seconded the motion which prevailed when the Chairman called it to vote.

  
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**           **ECCLESIASTICAL ENDORSEMENT**

**AUTHORITY:**       Chaplain I, II, and III Job Descriptions; American Correctional Association (ACA) Standard 4-4512

**DISCUSSION:**

I.       General Information

Applicants shall be professionally qualified clergy and members of ecclesiastically recognized religious institutes of vowed men or women. Current ecclesiastical endorsement by the recognized endorsing body of the faith tradition is required for application. Providing the appropriate ecclesiastical endorsement is the burden of the applicant. Ecclesiastical endorsement will be given by a nationally recognized person or group of the applicant's own religious tradition. When there is not a clearly designated national person or group for a particular religious tradition, the RPD Manager III – Support Services or designee shall determine the applicability of the chaplaincy applicant's endorsement.

II.      An Ecclesiastical Endorsement

- A.      Attests to the applicant's suitability for correctional ministry;
- B.      Confirms support for chaplain's ministry;
- C.      Is a clear assurance statement that the chaplain has no present nor past legal or moral barrier to congregational ministry;
- D.      Affirms that the chaplain will provide offenders of all faiths opportunities to pursue individual religious beliefs and practices; and
- E.      Qualifies the chaplain to conduct all offices, functions, sacraments, ordinances, ceremonies, rites and observances required to meet the needs of offenders of their particular group.

III.     Relationship to Endorsing Agent

- A.      Ecclesiastical endorsement fosters a relationship of dual supervision of the applicant between the endorsing agent and the TDCJ Chaplaincy Department.
- B.      Ecclesiastical endorsement fosters a mutually supportive relationship with religious groups and endorsing agents that are representative of the religious needs of a diverse offender population.

- C. Ecclesiastical endorsement fosters a trust relationship between endorsement agencies and the TDCJ Chaplaincy Department through a mutual effort to enhance the well being of the chaplain through an exchange of pertinent information.

#### IV. Ecclesiastical Endorsing Criteria

- A. The following criteria will be applied in determining the acceptability of the endorsement:
  - 1. The endorser must demonstrate to the RPD Manager III – Support Services or designee a method of supervision of moral and ethical standards over the endorsee;
  - 2. The endorser must agree to and cooperate with the intent of this policy and the goals and purpose of the TDCJ Chaplaincy Department;
  - 3. The endorser must demonstrate a system of monitoring the endorsee’s involvement with the endorsing faith group;
  - 4. The endorser must maintain contact with the RPD Manager III – Support Services or designee by providing a confirmation letter of endorsement on even years; and
  - 5. The endorser may be requested to provide articles of incorporation or officially adopted governing statements which give clear indication of the central tenets of their faith and of their commitment to practices that support and promote respect for persons of other races, cultures, or creeds.
- B. Must possess or be able to obtain written ecclesiastical endorsement by the applicable religious authority within three months of employment date. The RPD Manager III – Support Services or designee will determine the acceptability of the endorsement.

#### V. Maintaining Endorsement

- A. Ecclesiastical endorsements are valid for a various number of years depending on the endorsing agency.
- B. The TDCJ Chaplaincy Department requires that the chaplain’s ecclesiastical endorsement be confirmed once every two years, on even calendar years. This shall be accomplished by a letter from the endorsing agency confirming that the chaplain is currently endorsed.
- C. Endorsing agencies with multiple chaplains may submit confirmation letters listing all the chaplains they endorse.

- D. The Confirmation Letter must be in the RPD Manager III – Support Services or designee’s office no later than January 1st.
- E. A chaplain’s ecclesiastical endorsement is often confirmed or maintained through attendance at an annual conference or spiritual retreat. Chaplains are encouraged to take advantage of their Denominational Leave in order to maintain their endorsement.
- F. If an oversight by the endorser occurs that would delay the Chaplaincy Department receiving the Chaplain’s Endorsement Confirmation Letter by the date, a grace period of one month may be granted by the RPD Manager III – Support Services or designee upon request. Following that time period a decision will be made by the RPD Manager III – Support Services or designee to suspend the chaplain or extend the grace period

VI. Withdrawal of Endorsement by the Endorser

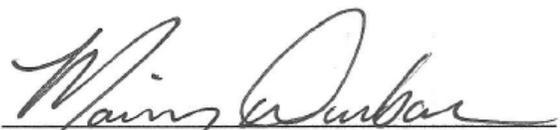
- A. Upon written notification from the endorsing agent that the Chaplain’s Ecclesiastical Endorsement has been withdrawn, the chaplain’s professional duties are suspended. Upon loss of a chaplain’s Ecclesiastical endorsement, the RPD Manager III – Support Services or designee will immediately suspend the chaplain from performing all religious rites, ceremonies and services.
- B. The RPD Manager III – Support Services or designee will inform the chaplain, Human Resources (HR) and warden in writing that the Chaplain’s Ecclesiastical Endorsement has been withdrawn and that the chaplain no longer meets the requirements to function as a TDCJ chaplain.
- C. HR will inform the chaplain of his or her options as stated in the appropriate HR directives. Chaplains who lose their Ecclesiastical Endorsement may apply for other fields within TDCJ for which they qualify.

VII. Change of Endorsement

- A. Change of Endorsement usually occur when there is a theological, doctrinal, or policy difference between the endorser and chaplain.
- B. Chaplains desiring to change ecclesiastical endorsement must coordinate the change with their losing ecclesiastical body, their gaining ecclesiastical body, and with the RPD Manager III – Support Services or designee.
- C. The chaplain should schedule the change so that there is not a lapse in his/her endorsement.

VIII. Adverse Personnel Actions

- A. Upon notification of pending or probable adverse action to be taken by TDCJ against a chaplain, regional chaplain will:
  - 1. Immediately inform the RPD Manager III – Support Services or designee; and
  - 2. Advise the chaplain concerned to contact his or her ecclesiastical endorsing agent;
- B. No chaplain will contact the ecclesiastical endorsing agent of any other chaplain in regard to pending or probable adverse personnel actions;
- C. The RPD Manager III – Support Services reserves the right to discuss the health, welfare, and behavior of all chaplains with their respective endorsing agents;
- D. In the case of resignation for any reason, information will be provided to the denominational representative in accordance with the *Public Information Act* and due process concerns; and
- E. The RPD Manager III – Support Services or designee may contact the chaplain’s endorsing agent to enable the endorser to appropriately respond to the needs of its clergy and make wise and informed decisions.



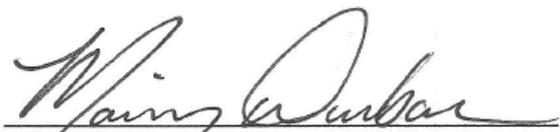
Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:** TRAVEL AND TRAVEL REIMBURSEMENT

**AUTHORITY:** Government Code 660.147 & TAG Section 1.07, Senate Bill 1310 & Government Code 660.019, Government Code 660.007, General Appropriations Act Article IX §5.03

**POLICY:**

Provisions regarding employee travel shall be in accordance with the guidelines in the TDCJ *Travel Policy*, located at [http://itd.tdcj.state.tx.us/TDCJ\\_Intranet/dept\\_divs/bus\\_fin/bus\\_fin\\_acct\\_bus\\_srv\\_travel.html](http://itd.tdcj.state.tx.us/TDCJ_Intranet/dept_divs/bus_fin/bus_fin_acct_bus_srv_travel.html).



Marvin Dunbar  
RPD Manager III – Support Services

**SUBJECT:**            **DENOMINATIONAL LEAVE**

**AUTHORITY:**        AD-07.30, "Procedures for Religious Programming," Chaplaincy Policy 13.03, "Ecclesiastical Endorsement"

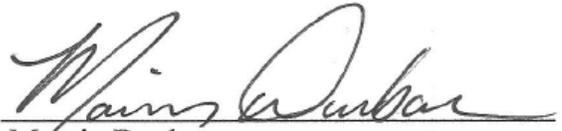
**DISCUSSION:**

- I.     It is the policy of the TDCJ to provide for the spiritual needs of all offenders through the services of appropriately qualified chaplains and other spiritual leaders.
- II.    Appropriately qualified chaplains and other spiritual leaders are required to maintain certification through an accredited religious denomination or other accredited religious group.
- III.   Religious denominations and other appropriate religious groups provide spiritual training and growth events for registered members and often require attendance at such events as part of the conditions for continued endorsement by the religious denomination or group.

**POLICY:**

- I.     TDCJ chaplains are encouraged to participate in spiritual training and growth events provided by the endorsing denomination or other religious group, especially when the denomination or group carries mandatory attendance for continued endorsement.
- II.    The TDCJ allows TDCJ chaplains to utilize a total of five paid workdays each fiscal year in order to attend denominational training and professional growth events. This time is to be carried as regular work time and may be taken all at once or broken down in any way that the chaplain, warden, and the RPD Manager III – Support Services or designee agree upon. If additional time beyond the five days is required, compensation time, holiday, or vacation time must be utilized. Travel, food, and lodging are not covered out of TDCJ funds.
- III.   Denominational leave cannot be accrued or borrowed from the next year. This leave is to be used during a fiscal year, which is September 1st through August 31st.
- IV.    TDCJ chaplains shall utilize the Denominational Leave Request Form (Attachment A) for requesting approval to attend each event. Documentation regarding the event, such as a notification letter, agenda, or brochure, must accompany the request.
- V.     The Denominational Leave Request Form with the required documentation must be received by the RPD Manager III – Support Services or designee a minimum of 14 days before the event or the request may be denied.
- VI.    The warden shall approve denominational leave requests prior to submitting the request to the RPD Manager III – Support Services or designee and upon approval the form shall be returned to the requesting chaplain.

- VII. The chaplain shall provide a copy of the approved request to the warden and unit personnel. Denominational leave absence is considered paid, regular work time and not administrative leave. TDCJ required pre-service and in-service training is also considered regular work time for chaplains.



Marvin Dunbar  
RPD Manager III – Support Services

### Denominational Leave Request Form

To: RPD Manager III-Support Services      Date: \_\_\_\_\_

Thru: Warden      Subject: Denominational Leave Approval

Unit Name: \_\_\_\_\_      Faith Group: \_\_\_\_\_

From: \_\_\_\_\_  
(print name)      Chaplain

Chaplain's  
Signature \_\_\_\_\_

Dates requested:      From: \_\_\_\_\_      To: \_\_\_\_\_

**Description of Leave:**

Requesting denominational leave to attend training or seminar as mandated to obtain endorsement and to enhance professional growth that is vital to support others in their spiritual growth. Denominational leave absence is carried as regular work time and not administrative leave.

**Other comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*This form along with the required documentation must be received by the RPD Manager III – Support Services or designee office no later than 14 days before the event date. \*\*\***

	Concur	Non-concur	Date: _____
Warden's Signature			
	Concur	Non-concur	Date: _____
RPD Manager III – Support Services or designee's signature			

**FOR OFFICIAL USE ONLY**

Denominational Leave Balance: _____	Date Verified By: _____
Denominational Leave Taken: _____	Verified By: _____
Denominational Leave Remaining: _____	Date approval sent to Chaplain/Unit HR: _____

**SUBJECT: PERFORMANCE EVALUATIONS**

**AUTHORITY:** PD-52, "Performance Evaluations;" Chaplain Position Description (I & II); AD-01.82, "Lines of Authority for Dual Supervision Positions"

**POLICY:**

Performance evaluations that evaluate the chaplain's job performance will be conducted annually in accordance with PD-52, "Performance Evaluations."

**DISCUSSION:**

- Performance evaluations are an employee management tool that provides employees with a formal written acknowledgment of their overall job performance and a clear understanding of performance expectations and objectives.
- Performance evaluations indicate how well an employee is performing the essential functions listed in the employee's position description.
- Performance evaluations provide management with information that may be used as a basis for planning work assignments or as justification in making employment related decisions.

**PROCEDURES:**

- I. At appropriate times, human resources staff generates a preprinted employee performance evaluation form that lists the essential functions from an employee's position description. This form is forwarded to the regional chaplain who provides programmatic supervision. Chaplains may review Chaplaincy Policy 13.01, "A Professional Chaplains Code of Conduct" for a description of the essential functions for their positions.
- II. The regional chaplain, the rating supervisor, shall complete the performance evaluation form after discussion with the warden, the senior rater, who provides administrative supervision. Both shall ensure that the assessment has been objective. The regional chaplain shall sign and forward the evaluation to the warden.
- III. The warden shall review, sign, and forward the evaluation to the RPD Manager III – Support Services or designee.
- IV. The RPD Manager III – Support Services or designee shall review and sign off on the performance evaluation. The rating supervisor and the reviewer shall ensure that the assessment has been objective.
- V. The performance evaluation shall be returned to the warden to review with the unit chaplain. This discussion shall be confidential. The employee may provide written comments and shall acknowledge receipt of the form.

- VI. Performance evaluations are conducted on an annual basis. However, policy allows for an interim evaluation when the employee or the rating supervisor moves to another position. Also, an interim evaluation may be conducted to document an employee's qualifications for advancement in a career ladder. A careful review of PD-52 and the evaluation form is informative for staff.
- VII. To review PD-52, go to the TDCJ website ([www.tdcj.state.tx.us](http://www.tdcj.state.tx.us)) on the Internet, click on "Employment," "Human Resources," and "Policy and Procedures." At "Quick Links," click on "PD-46 to PD-52," scroll down and click on "PD-52." The policy and attachments will come up, and can be reviewed.
- VIII. If you do not have access to the Internet, the policy is also located on the TDCJ Mainframe INFOPAC reporting system. Once you enter INFOPAC, the human resources policies are located directly after the DPOM policies. Tab to report section: "HR/PO/04 TDCJ - Employee Services/Benefits – Human Resources Manual," type "S" and press enter to select, type "S" and press enter again, tab down to "PD52," type "S" and press enter to select. The policy and attachments will come up and can be reviewed. Contact your human resources representative for a copy of the form, if necessary.



Marvin Dunbar  
RPD Manager III – Support Services

## Classification Salary Schedule A & B

SCHEDULE A & B			
FY 2012 Salary Group	FY 2013 Salary Group	Min	Max
A10/B10 M	A10/B10 M	23,710.00 1,975.83	34,379.00 2,864.91
A11/B11 M	A11/B11 M	25,132.00 2,094.33	38,955.00 3,246.25
A12/B12 M	A12/B12 M	26,640.00 2,220.00	41,292.00 3,441.00
A13/B13 M	A13/B13 M	28,239.00 2,353.25	43,770.00 3,647.50
A14/B14 M	A14/B14 M	29,933.00 2,494.41	46,396.00 3,866.33
A15/B15 M	A15/B15 M	31,729.00 2,644.08	49,180.00 4,098.33
A16/B16 M	A16/B16 M	33,633.00 2,802.75	52,130.00 4,344.16
A17/B17 M	A17/B17 M	35,651.00 2,970.91	55,258.00 4,604.83
A18/B18 M	A18/B18 M	38,146.00 3,178.83	61,034.00 5,086.16
A19/B19 M	A19/B19 M	40,816.00 3,401.33	65,306.00 5,442.16
A20/B20 M	A20/B20 M	43,673.00 3,639.41	69,878.00 5,823.16

## Classification Salary Schedule A & B

<b>SCHEDULE A &amp; B</b>			
<b>FY 2012 Salary Group</b>	<b>FY 2013 Salary Group</b>	<b>Min</b>	<b>Max</b>
A10/B10 M	A10/B10 M	23,710.00 1,975.83	34,379.00 2,864.91
A11/B11 M	A11/B11 M	25,132.00 2,094.33	38,955.00 3,246.25
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A14/B14 M	A14/B14 M	29,933.00 2,494.41	46,396.00 3,866.33
A15/B15 M	A15/B15 M	31,729.00 2,644.08	49,180.00 4,098.33
A16/B16 M	A16/B16 M	33,633.00 2,802.75	52,130.00 4,344.16
A17/B17 M	A17/B17 M	35,651.00 2,970.91	55,258.00 4,604.83
A18/B18 M	A18/B18 M	38,146.00 3,178.83	61,034.00 5,086.16
A19/B19 M	A19/B19 M	40,816.00 3,401.33	65,306.00 5,442.16
A20/B20 M	A20/B20 M	43,673.00 3,639.41	69,878.00 5,823.16

# Rehabilitation Programs Division Chaplaincy Department Manual

## Table of Contents

### Chapter Fourteen

#### Freeworld Volunteers

Policy Number	Date	Policy Title
14.01 (rev. 4)	08/12	Volunteers in Prison
14.02 (rev. 4)	08/12	Volunteer Assignment Descriptions and Forms
• Attachment A	08/12	Family Life Specialist Form
• Attachment B	08/12	Mentor Form
• Attachment C	08/12	Study Group Leader Form
• Attachment D	08/12	Worship Leader Form
• Attachment E	08/12	Office Assistant Form
• Attachment F	08/12	Blank Volunteer Assignment Description Form
14.03	08/12	Building and Housing Area Pastor Outreach Ministry
• Attachment A	08/12	Building and Housing Area Pastor Assign. Description Form
14.04	08/12	Certified Volunteer Chaplain's Assistant
• Attachment A	08/12	CVCA Internship & Additional Facility Application E-form
• Attachment B	08/12	CVCA Internship Training Program Report
• Attachment C	08/12	TDCJ Non-Disclosure Form
• Attachment D	08/12	CVCA Assignment Description Form

**SUBJECT:** VOLUNTEERS IN PRISON

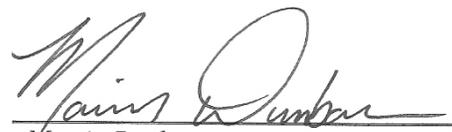
**AUTHORITY:** AD-07.30, "Procedures for Religious Programming;" AD-07.35, "Administration of Volunteer Services;" AD 07.38, "Administration of Mentor Services;" *Volunteer Services Plan*

**POLICY:**

Religious program volunteers shall be utilized by TDCJ as time, space, availability of supervisory staff, and security concerns permit. Volunteer ministries and programming offered shall be in keeping with agency goals, chaplaincy's mission, and sound penological practices for security and orderly operations. All volunteer programs to include content, length, frequency, materials, location, and the individuals and organizations involved in presenting them, shall receive prior approval by designated staff.

**PROCEDURES:**

1. The unit chaplain shall utilize volunteers in accordance with AD-07.30, "Procedures for Religious Programming;" AD-07.35, "Administration of Volunteer Services;" and AD-07.38, "Administration of Mentor Services."
2. The subject of volunteer services in prison is not dealt with in depth in this policy because it is explained fully in AD-07.35, the TDCJ *Volunteer Services Plan*, and AD-07.38.
3. Chaplaincy staff shall follow policy as outlined in the three directives listed above and the *Volunteer Services Plan*. Any questions regarding chaplaincy volunteers operating procedures and related materials may be referred to the director of Volunteer Services.
4. For authorization of religious programs and activities, see Chaplaincy Policy 02.01, "Curriculum and Programming."

  
Marvin Dunbar  
RPD Manager III-Services

**SUBJECT:** VOLUNTEER ASSIGNMENT DESCRIPTIONS AND FORMS

**REFERENCE:** AD-07.30, "Procedures for Religious Programming;" AD-07.35, "Administration of Volunteer Services;" AD 07.38, "Administration of Mentor Services;" *Volunteer Services Plan*

**POLICY:**

The unit chaplain shall provide each approved, regular religious volunteer with an appropriate Volunteer Assignment Description Form (Attachments A-F) listing responsibilities and schedule.

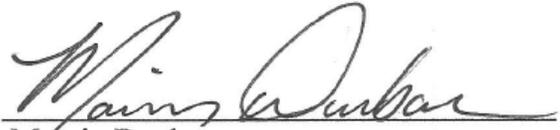
**DISCUSSION:**

- I. Since the inception of the administration of volunteer services in the TDCJ, AD-07.35, the Chaplaincy Department has been utilizing large numbers of volunteers.
- II. Per AD-07.35, approved volunteers shall be provided with a Volunteer Assignment Description Form (Attachments A-F).
- III. The Chaplaincy Volunteer Assignment Description Forms (Attachments A-F) include a variety of typical, religious volunteer position assignments that have been approved for use throughout the system. The various positions meet the requirements of AD-07.35 and provide ample opportunities for the volunteer that would be helpful.

**PROCEDURES:**

- I. Approved volunteers providing weekly chaplaincy programming shall be provided a Volunteer Assignment Description Form describing responsibilities and duties.
- II. Upon completion of the screening and training procedures, these volunteers shall be interviewed by the chaplain and provided the appropriate assignment description form.
- III. Upon mutual agreement, these volunteers shall sign the assignment description form, provide an anticipated schedule and return it to the chaplain. A copy shall be provided to the volunteer and the original shall be filed in the unit chaplaincy volunteer files. Volunteer files shall be secured and inaccessible to offenders.
- IV. Approved volunteers who desire to mentor offenders shall apply separately for this activity utilizing the form attached to AD-07.38. Employee volunteers may not apply to become mentors. Once an applicant is approved, the Mentor Assignment Description Form (Attachment B) may be utilized or revised as needed by unit chaplains in order to meet the AD-07.38 requirement that "Mentors shall receive an outline of services to be performed under the auspices of the department's unit volunteer activity liaison, such as the chaplain, and warden ..."

- V. The following are the Volunteer Assignment Description Forms which are part of this policy:
- A. Family Life Specialist
  - B. Mentor Program
  - C. Study Group Leader
  - D. Worship Leader
  - E. Office Assistant
  - F. Blank Description (for adaptation)
- VI. Other additional volunteer assignment descriptions may be written by the unit chaplain, utilizing the attached blank description, to provide for assignments not covered in this policy, such as Hospitality Ministry Host or Music Teacher.



Marvin Dunbar  
RPD Manager III – Support Services

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Volunteer Assignment Description Form**

Name of Unit/Office	Volunteer Name (Last, First, MI)
Name of Volunteer Assigned Staff Member	X _____ Volunteer Signature
X _____ Volunteer Assigned Staff Member Signature	X _____ Administrative Approval

**Family Life Specialist**

**Responsibilities and Duties:**

This volunteer provides emotional and spiritual support and encouragement to offenders and their families through their work in the visiting room, family visitor center, marriage seminar or special family day emphasis. This work is one of hospitality and affirmation as the volunteer interacts with offender family members to assist in meeting their needs and to make them comfortable and at ease. This service will be ecumenical in nature and will not in any way denigrate other religious faiths or coerce a change of faith in offenders or their family members. All material to be distributed to offenders or their families shall be pre-approved by the unit chaplain, and any copyrighted resources such as audio recordings shall have a written copyright release for use. I understand that I am accountable to the unit chaplain, the unit volunteer authority, the warden or designee, and unit security.

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**Volunteer Purpose Code:** CH \_\_\_\_\_

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**Volunteer Assignment Description Form**

Name of Unit/Office	Volunteer Name (Last, First, MI)
Name of Volunteer Assigned Staff Member	X _____
X _____	<b>Volunteer Signature</b>
<b>Volunteer Assigned Staff Member Signature</b>	X _____
	<b>Administrative Approval</b>

**Mentor**

**Responsibilities and Duties:**

The mentor volunteer works in a one-on-one basis with same-sex offenders to provide spiritual and emotional support on a long-term basis; a husband and wife team may be approved. The offender and mentor are matched by the unit chaplain and proceed through a four-phase relationship that may lead to parole or release from incarceration:

- Phase I**            Mentor - Offender (Meeting at least once a month for a term of 12 months.)
- Phase II**            Mentor - Offender - Family
- Phase III**           Mentor - Offender - Family - Church/Support Group
- Phase IV**           Parole - Reintegration Into Society

In order for mentors to receive additional training and direction from the unit chaplain regarding their activities, mentors shall be scheduled at least monthly to attend a debriefing with the chaplain or other appropriate program staff. This meeting includes a discussion of activities and the number of contacts made with the offender. This discussion should allow the mentor and chaplain an opportunity for the awareness and resolution of any mentoring issues. The chaplain shall authorize any progression to the next mentoring phase.

All materials to be distributed to offenders shall be pre-approved by the unit chaplain, and any copyrighted resources such as audio recordings shall have a written copyright release for use.

Mentoring activities are at the discretion and approval of the facility administrator. I understand that I am accountable to the unit chaplain, the unit volunteer authority, the warden or designee, and unit security.

**Volunteer Purpose Code: CH** \_\_\_\_\_

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**Volunteer Assignment Description Form**

Name of Unit/Office	Volunteer Name (Last, First, MI)
Name of Volunteer Assigned Staff Member	X _____ Volunteer Signature
X _____ Volunteer Assigned Staff Member Signature	X _____ Administrative Approval

**Study Group Leader**

**Responsibilities and Duties:**

This volunteer is responsible for leading classroom type experiences of learning on a regular basis. These classroom-learning experiences shall not denigrate other religious faiths or coerce a change of faith in offenders but are intended to enhance the faith of offenders. These groups will use a variety of teaching resources that may include audio or video recordings. All materials to be distributed to offenders shall be pre-approved by the unit chaplain, and any copyrighted resources such as audio recordings shall have a written copyright release for use. I understand that I am accountable to the unit chaplain, the unit volunteer authority, the warden or designee, and unit security.

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**Volunteer Purpose Code: CH** \_\_\_\_\_

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
 Volunteer Assignment Description Form**

Name of Unit/Office	Volunteer Name (Last, First, MI)
Name of Volunteer Assigned Staff Member	X _____ Volunteer Signature
X _____ Volunteer Assigned Staff Member Signature	X _____ Administrative Approval

**Worship Leader**

**Responsibilities and Duties:**

This volunteer is responsible for providing and leading or coordinating large group experiences of worship or seminars. This ministry may be provided through preaching, music, drama, or teaching in order to enhance the spiritual and devotional life of offenders. These services will be ecumenical in nature and will not in any way denigrate other religious faiths or coerce a change of faith in offenders. All materials to be distributed to offenders shall be pre-approved by the unit chaplain and any copyrighted resources such as audio recordings shall have a written copyright release for use. I understand that I am accountable to the unit chaplain, the unit volunteer authority, the warden or designee, and unit security.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Volunteer Purpose Code:** CH \_\_\_\_\_

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**Volunteer Assignment Description Form**

Name of Unit/Office	Volunteer Name (Last, First, MI)
Name of Volunteer Assigned Staff Member	X _____ Volunteer Signature
X _____ Volunteer Assigned Staff Member Signature	X _____ Administrative Approval

**Office Assistant**

**Responsibilities and Duties:**

This volunteer assists the chaplain in basic office and clerical support with access to use office equipment for administrative support and day-to-day office management tasks. With authorized "USERID", this volunteer may access the mainframe to record volunteer visits and track offender program activity on chaplaincy ITP screens. I understand that I am accountable to the unit chaplain, the unit volunteer authority, the warden or designee, and unit security.

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\_\_\_\_\_

**Volunteer Purpose Code: CH** \_\_\_\_\_

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_

TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Volunteer Assignment Description Form

<hr/> <b>Name of Unit/Office</b> <hr/>	<hr/> <b>Volunteer Name (Last, First, MI)</b> <hr/>
<hr/> <b>Name of Volunteer Assigned Staff Member</b> <hr/>	X <hr/> <b>Volunteer Signature</b> <hr/>
X <hr/> <b>Volunteer Assigned Staff Member Signature</b> <hr/>	X <hr/> <b>Administrative Approval</b> <hr/>

\_\_\_\_\_  
(Volunteer Assignment)

**Responsibilities and Duties:**

This volunteer:

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All materials to be distributed to offenders shall be pre-approved by the unit chaplain, and any copyrighted resources such as audio recordings shall have a written copyright release for use. I understand that I am accountable to the unit chaplain, the unit volunteer authority, the warden or designee, and unit security.

**Volunteer Purpose Code:** CH \_\_\_\_\_

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_

**SUBJECT:**           **BUILDING AND HOUSING AREA PASTOR OUTREACH MINISTRY**

**AUTHORITY:**       AD-07.30, “Procedures for Religious Programming;” AD-07.35, “Administration of Volunteer Services”

**DISCUSSION:**

A major portion of a chaplain’s day is often consumed with counseling individual offenders or staff and performing required administrative duties. These responsibilities make it difficult for the chaplain to visit among the offender population. One method of overcoming the problem is to equip free world volunteers to function as building and housing area pastors.

The building and housing area pastor outreach ministry is designed to enable a volunteer to work among the offenders of a building or trusty camp or wilderness camp, thus extending the reach of the chaplain’s office. As offenders face the challenges of incarceration and resulting stress, anxiety, anger, bitterness, guilt, shame, resentment, and a host of other spiritual and psychological changes, the building pastor can minister where offenders live and make them aware of the services offered through the Chaplaincy Department.

**POLICY:**

- I.       The unit chaplain is responsible for initiating, implementing, and supervising the building and housing area pastor outreach ministry.
- II.      The warden, upon recommendation by the chaplain, shall decide upon authorization for the building and housing area pastor.
- III.     The warden, chaplain, and volunteer shall agree to and sign the Building and Housing Area Pastor Volunteer Assignment Description form (Attachment A).
- IV.     Building and housing area pastors shall be the same sex as the offenders incarcerated at the unit where the building pastor ministers, meaning male to male or female to female.
- V.      Building and housing area pastors must demonstrate a high degree of personal and spiritual maturity. Each must demonstrate an ability to respect the beliefs of other faiths and be able to provide ministry without proselytizing for a particular faith group. Building and housing area pastors will be directly accountable to the unit chaplain and must be willing to participate in a continuing process of training and evaluation.
- VI.     Building and housing area pastors shall be assigned and removed at the chaplain’s discretion.

## **PROCEDURES:**

- I. Duties of the Building and Housing Area Pastor
  - A. Accountability to the unit chaplain, warden, and security staff, and participation in an on-going program of training, discussion, and evaluation by the chaplain.
  - B. Provides a ministry of visibility and availability for the chaplain.
  - C. Expedites some requests as directed by the chaplain, such as delivering literature and studies. All materials to be distributed to offenders shall be pre-approved by the unit chaplain.
  - D. Provides limited pastoral care, counseling, and religious education training to offenders in offender housing areas as assigned by the chaplain, including buildings, dorms, wings, pods, trusty camps, or wilderness camps, and in cell-to-cell contact with offenders who because of security or health restrictions cannot otherwise access chaplaincy services.
  - E. Performs other duties as assigned by the chaplain.
  - F. Building pastors may be trained as Certified Volunteer Chaplain Assistants (CVCAs).



Marvin Dunbar  
RPD Manager III – Support Services

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**Volunteer Assignment Description Form**

Name of Unit/Office	Volunteer Name (Last, First, MI)
Name of Volunteer Assigned Staff Member	X _____ Volunteer Signature
X _____ Volunteer Assigned Staff Member Signature	X _____ Administrative Approval

**Building and Housing Area Pastor**

**Responsibilities and Duties:**

This volunteer is accountable to the facility administrator or designee, chaplain, and security, and will participate in an on-going program of training, discussion, and evaluation by the chaplain;

Provides a ministry of visibility and availability for the chaplain;

Expedites some requests as directed by the chaplain, such as delivering literature and studies. All materials to be distributed to offenders shall be pre-approved by the unit chaplain;

Provides limited pastoral care, counseling, and religious education training to offenders in offender housing areas as assigned by the chaplain, including buildings, dorms, wings, pods, trusty camps, or wilderness camps, and in cell-to-cell contact with offenders who because of security or health restrictions cannot otherwise access chaplaincy services; and

Performs other duties as assigned by the chaplain.

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**Volunteer Purpose Code: CH** \_\_\_\_\_

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_

**SUBJECT:** CERTIFIED VOLUNTEER CHAPLAIN'S ASSISTANT

**AUTHORITY:** AD-07.30, "Procedures for Religious Programming;" AD-07.35, "Administration of Volunteer Services;" *Volunteer Services Plan*

**POLICY:**

A Certified Volunteer Chaplain's Assistant (CVCA), after certification by the Chaplaincy Department of the Texas Department of Criminal Justice (TDCJ), will work closely with the unit chaplain to provide ministry to offenders assigned to the TDCJ, and to accomplish the mission of the Chaplaincy Department to positively impact public safety and the reduction of recidivism through rehabilitation and reintegration of adult felons into society through pastoral care, quality program management, and a therapeutic community.

The CVCA may serve other facilities with the approval from the unit chaplain, warden, and the appropriate regional chaplain.

I. Qualifications of Certified Volunteer Chaplain's Assistant

- A. The ability to work under the authority of a TDCJ chaplain, and within the rules and regulations of the TDCJ;
- B. Active participation in one's own faith group, including a church, synagogue, or mosque;
- C. A mature faith;
- D. Competency in counseling skills;
- E. The ability to relate to those of different faiths or no faith;
- F. The ability to plan and work with others; and
- G. Reliable and dependable in time management and assigned responsibilities.

II. Requirements of Certified Volunteer Chaplain's Assistant

- A. An approved volunteer, per AD-07.35, "Administration of Volunteer Services";
- B. An invitation from the unit chaplain to participate in the CVCA Internship program;

- C. A minimum of six months of ministry on the unit where applying, in some capacity of volunteer ministry, such as study leader, building pastor, or worship leader;
- D. A letter of recommendation from their pastor or ecclesiastical authority;
- E. Completion of a new background check by Volunteer Services;
- F. Sixty hours of training to be completed within a six month period under the direction of the unit chaplain. Training may only be extended past the six month period with approval from the appropriate regional chaplain; and
- G. Approval of the warden, regional chaplain, and RPD Manager III – Support Services or designee.

### III. Duties of Certified Volunteer Chaplain’s Assistant

- A. All duties shall be under the supervision, either direct or indirect, of the unit chaplain(s);
- B. Assist the unit chaplain(s) in managing a comprehensive chapel program;
- C. Provide pastoral and administrative leadership in the absence of the unit chaplain(s);
- D. Help coordinate the schedule of volunteers and ministry groups, but not supervise;
- E. Make routine unescorted visits throughout the unit;
- F. When authorized, deliver crisis messages and provide emotional and spiritual support;
- G. When authorized, provide offender phone calls to the appropriate family member in the case of offender family critical illness or death;
- H. Assist with offender I-60 requests;
- I. Assist in screening religious material for compliance with AD-7.30, “Procedures for Religious Programming”;
- J. When authorized, use office equipment for administrative support and day-to-day office management tasks; and

- K. With authorized "USERID": access mainframe to enter offender program lay-ins (R050); record volunteer visits (VS00); and, track offender program activity on chaplaincy ITP screens.
- L. A CVCA shall not:
  - 1. Supervise offenders;
  - 2. Supervise other volunteers;
  - 3. Attend unit staff meetings in an official capacity;
  - 4. Attend unit committees such as UCC, or ACA;
  - 5. Work offender deaths, even in the absence of the unit chaplain; or
  - 6. Have access to confidential information, such as offender travel cards, offender files, or disciplinary screens.

**PROCEDURES:**

- I. Certified Volunteer Chaplain's Assistant
  - A. The unit chaplain shall forward to the appropriate regional chaplain the following:
    - 1. A completed CVCA Internship and Additional Facility Application E-Form (Attachment A); and
    - 2. A letter of recommendation from a pastor or ecclesiastical authority.
  - B. The regional chaplain shall:
    - 1. Verify through the VS00 that the volunteer has completed a minimum of six months ministry on the unit; and
    - 2. Approve and forward the CVCA Internship and Additional Facility Application E-Form to Volunteer Services.

If disapproved, the regional chaplain shall return the e-form to the chaplain stating the reason(s) for disapproval.
  - C. Volunteer Services shall conduct a background check, and notify the regional chaplain and the unit chaplain by return email that the volunteer has been

approved. Volunteer Services shall note the volunteer's CVCA status on the VS00.

If the background check shows undeclared charges or convictions, the regional chaplain and the unit chaplain shall be notified and shall remove the volunteer for policy violation. An assigned staff member, or other appropriate authority, must be informed if the volunteer is arrested, per the *Volunteer Services Plan*.

- D. Once approved, the volunteer may begin the CVCA internship program. Training will be conducted and supervised by the unit chaplain, and shall consist of:
1. Sixty hours of training to be completed within a six month period under the direction of the unit chaplain. Training may only be extended past the six month period with approval from the appropriate regional chaplain; and
  2. Completion of the CVCA Internship Training Program Report (Attachment B).
- E. After completion of the six month internship, the unit chaplain shall forward to the appropriate regional chaplain:
1. The completed CVCA Internship Training Program Report; and
  2. A copy of the completed TDCJ Non-Disclosure Agreement (Attachment C).
- F. The regional chaplain shall verify that the CVCA candidate has completed the internship training program. If approved, the regional chaplain shall forward to Volunteer Services:
1. The CVCA Internship Training Program Report;
  2. The TDCJ Non-Disclosure Agreement; and
  3. The letter of recommendation from a pastor or ecclesiastical authority.
- If disapproved, the regional chaplain shall notify the chaplain and Volunteer Services by mainframe e-mail of the reason(s) for disapproval.
- G. Volunteer Services shall note the volunteer's CVCA status on the VS00, and issue a CVCA Certificate to be signed by the RPD Manager III – Support Services or designee, regional chaplain, and warden to be presented to the volunteer.

H. Once approved, the chaplain shall complete the Volunteer Assignment Description Form - CVCA (Attachment D) and place it in the chaplain's program notebook.

I. A mainframe user id may be obtained with the approval of the warden or designee, and submission of the TDCJ Non-Disclosure Agreement. Contact Chaplaincy Headquarters for assistance. Screens included in the standard contract use for volunteers are: VS00; R050; IMF – ASGN, NAME, SSNO; and TP00.

A CVCA whose volunteer services were previously declined, and who has been reinstated as a volunteer, may be reconsidered for the CVCA internship program after one year of satisfactory service in some capacity of volunteer ministry, such as study leader, building pastor, or worship leader.

## II. Certified Volunteer Chaplain's Assistant – Additional Facility

A. An approved CVCA may participate on additional facilities with:

1. An invitation from the unit chaplain;
2. A minimum of three months of satisfactory service on the facility where applying, in some capacity of volunteer ministry, such as study leader, building pastor, or worship leader. An exception may be granted with the prior approval of the RPD Manager III – Support Services or designee, regional chaplain, and warden;
3. A recommendation from the unit chaplain where currently serving as a CVCA; and
4. The approval of the warden, regional chaplain, and the RPD Manager III – Support Services or designee.

B. The unit chaplain shall forward to the appropriate regional chaplain a completed CVCA Internship and Additional Facility Application E-Form (Attachment A).

C. The regional chaplain shall verify through the VS00 that the volunteer has completed a minimum of three months ministry on the unit, and obtain a verbal recommendation from the unit chaplain where the CVCA is currently serving.

D. The regional chaplain shall approve and forward the CVCA Internship and Additional Facility Application E-Form to Volunteer Services.

If disapproved, the regional chaplain shall return the e-form to the chaplain stating the reason(s) for disapproval.

- E. Volunteer Services shall conduct a background check, and notify the regional chaplain and the unit chaplain by return email that the additional facility has been noted on the volunteer's VS00 screen.

If the background check shows undeclared charges or convictions, the regional chaplain and the unit chaplain shall be notified and shall remove the volunteer for policy violation. An assigned staff member, or other appropriate authority, must be informed if the volunteer is arrested, per the TDCJ *Volunteer Services Plan*.

- F. Once approved, the chaplain shall complete the Volunteer Assignment Description Form - CVCA (Attachment D) and place it in the chaplain's program notebook.

### III. Certified Volunteer Chaplain's Assistant – Retired Chaplain

- A. Retired chaplains, who are approved volunteers, may become an approved CVCA within two years of separation from the TDCJ with an invitation from the unit chaplain, and the approval of the warden, regional chaplain, and the RPD Manager III – Support Services or designee.

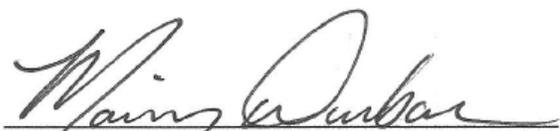
- B. The unit chaplain shall forward an email request to the appropriate regional chaplain.

- C. If approved, the regional chaplain shall forward the email request to Volunteer Services.

If disapproved, the regional chaplain shall return the email request to the chaplain stating the reason(s) for disapproval.

- D. Volunteer Services shall notify the regional chaplain and the unit chaplain by return email that the retired chaplain's CVCA status has been noted on the VS00, and issue a CVCA Certificate to be signed by the RPD Manager III – Support Services or designee, the regional chaplain, and warden to be presented to the retired chaplain.

- E. Once approved, the chaplain shall complete the Volunteer Assignment Description Form - CVCA (Attachment D) and place it in the chaplain's program notebook.

  
Marvin Dunbar  
RPD Manager III – Support Services

## CVCA Internship and Additional Facility Application E-Form

----- SYSM ELECTRONIC FORMS ENTRY ----- 4.4.E  
User ID: RMU9809 05:06pm - Mon, May 21, 2012  
Enter Command ==>>

UNIT:  WARDEN:  CHAPLAIN:

APPLICANT'S NAME:  DL:    
(ST) (NUMBER)

WARDEN/DESIGNEE APPROVAL:

1. I AM REQUESTING THAT THE ABOVE TDCJ APPROVED VOLUNTEER BEGIN THE  
CVCA INTERNSHIP PROGRAM.  
\*\*MINIMUM SIX MONTHS OF MINISTRY ON THIS UNIT\*\*  
FROM: (     ) TO: (     )

LETTER OF RECOMMENDATION FROM PASTOR/ECCLESIASTICAL AUTHORITY:

2. I AM REQUESTING THAT THE ABOVE CVCA BE APPROVED FOR THIS UNIT.  
\*\*MINIMUM THREE MONTHS OF MINISTRY ON THIS UNIT\*\*  
FROM: (     ) TO: (     )

\*\*\*\* APPROVAL MUST BE RECEIVED BEFORE TRAINING/SERVICE CAN BEGIN \*\*\*\*

COMMANDS: Up Down Top Bottom Send TRansfer DElete Calc FInal Print SET{SCR}

### CVCA Internship Training Program Report

Chaplain: \_\_\_\_\_ Unit: \_\_\_\_\_

Intern's Name: \_\_\_\_\_ DL#: \_\_\_\_\_

Starting Date: \_\_\_\_\_ **Volunteer's Initial & Date Completed** **Chaplain's Initial**

- |                                                                                                                  |       |       |
|------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Religious Policy Statement (ED-07.29)                                                                         | _____ | _____ |
| 2. Administration of Volunteer Services (AD-07.35;<br><i>Volunteer Services Plan</i> )                           | _____ | _____ |
| 3. Administration of Mentor Services (AD-07.38)                                                                  | _____ | _____ |
| 4. CVCA Policy (CP-14.04)                                                                                        | _____ | _____ |
| 5. Curriculum/Programming/Program Notebook<br>(CP-02.01; CP-02.03)                                               | _____ | _____ |
| 6. Offender family emergency procedures (CP-11.04; CP-11.05)                                                     | _____ | _____ |
| 7. Emergency Phone Calls for Offenders (CP-11.11)                                                                | _____ | _____ |
| 8. Offender Housing Ministry<br>(Buildings/Dorms, Segregation, Medical, etc.)                                    | _____ | _____ |
| 9. Impermissible Offender Conduct (AD-03.02)                                                                     | _____ | _____ |
| 10. Confidentiality<br>(TDCJ Non-Disclosure Agreement - EMPL3, Rev. 03/30/07)                                    | _____ | _____ |
| 11. Chaplaincy Department Manual                                                                                 | _____ | _____ |
| 12. Pluralistic ministry (Program schedules, Worship, Studies, etc.)                                             | _____ | _____ |
| 13. Office procedures/record keeping<br>(IOC'S, I-60 Requests, Lay-ins, Monthly Reports, VS00, R050, TP00, etc.) | _____ | _____ |
| 14. Unit specific policies/procedures identified by warden/chaplain                                              | _____ | _____ |
| 15. <i>Helping Hands</i> , Daniel J. Bayse – Required reading                                                    | _____ | _____ |
| 16. <i>Games Criminals Play</i> , Allen/Bosta - Strongly Recommended                                             | _____ | _____ |

Total Training Hours: \_\_\_\_\_ Completion Date: \_\_\_\_\_

The above named person has completed the requirements of the CVCA internship training program:

\_\_\_\_\_  
(Chaplain's Signature)

\_\_\_\_\_  
(Date)

Regional Chaplain's Approval: \_\_\_\_\_  
(Signature) (Region) (Date)

Volunteer Services - VS00 Noted and Certificate Issued: \_\_\_\_\_  
(Initial) (Date)

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE

### Non-Disclosure Agreement

Name: \_\_\_\_\_ SS No: \_\_\_\_\_

Organization: \_\_\_\_\_ Dept/Unit: \_\_\_\_\_

Position: \_\_\_\_\_ Requesting Chaplain: \_\_\_\_\_

Warden: \_\_\_\_\_ Warden's Signature: \_\_\_\_\_

VS00 Requested: Yes or No (Please note: not every volunteer will be granted access)

#### I understand and agree to abide by the following:

1. Any information concerning any person, system, or asset of the Texas Department of Criminal Justice (TDCJ) which is obtained while performing my duties is of value to the state and may be confidential or sensitive. I will disclose information to which I have access only as authorized by the TDCJ owner of the information.
2. Computer system passwords I receive or devise is confidential. I will NOT disclose any password or post them where they may be viewed by others; this includes a coworker, manager, supervisor, friend, partner, administrative assistant, or others. The only exception to this rule is in the event an Information Technology specialist requires the password to resolve an access problem. Once the problem has been corrected I will immediately change my password. Use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited. I am responsible for any computer transaction performed as a result of access authorized by use of my password.
3. I will use information resources for authorized purposes only. I will NOT attempt to circumvent the computer security system by using or attempting to use any transaction, software, files, or resources I am not authorized to use.
4. Any copyrighted material, including but not limited to commercial computer software, which may be made available, is protected by copyright laws and is NOT to be copied for any reason without permission from the copyright owner.
5. Failure to observe these restrictions may constitute a "Breach of Computer Security" as defined in the Texas Penal Code section 33.02.

TDCJ Employee/

Non-TDCJ User

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Employee/Non-TDCJ User:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code you are also entitled to request, in accordance with TDCJ procedures, that incorrect information that the TDCJ has collected about you be corrected.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
Volunteer Assignment Description Form**

<hr/> <b>Name of Unit/Office</b> <hr/>	<hr/> <b>Volunteer Name (Last, First, MI)</b> <hr/>
<hr/> <b>Name of Volunteer Assigned Staff Member</b> <hr/>	<hr/> <b>Volunteer Signature</b> <hr/>
<input checked="" type="checkbox"/> _____ <b>Volunteer Assigned Staff Member Signature</b>	<input checked="" type="checkbox"/> _____ <b>Administrative Approval</b>

**Certified Volunteer Chaplain's Assistant**

I agree to uphold the policies and procedures of the Texas Department of Criminal Justice. I recognize that the services I provide are voluntary and that I am accountable to the unit chaplain(s) as my immediate supervisor, and to the unit volunteer authority (warden/designee) as well as unit security. I have completed 60 hours of Chaplaincy Department training, and have read and been instructed in:

Religious Policy Statement (ED-07.29, AD-07.30); Volunteer Policy (AD-07.35; *Volunteer Services Plan*); Mentoring Policy (AD-07.38); CVCA Policy (CP-14.04); Curriculum/Programming/Program Notebook (CP-02.01; CP-02.03); Offender family emergency procedures (CP-11.04; CP-11.05); Emergency Phone Calls for Offenders (CP-11.11); Offender Housing Ministry; Impermissible Offender Conduct (AD-03.02); Confidentiality; Chaplaincy Department Manual; Pluralistic Ministry; and office procedures and record keeping.

**Responsibilities and Duties:**

1. All duties shall be under the supervision (direct or indirect) of the unit chaplain(s);
2. Assist the unit chaplain(s) in managing a comprehensive chapel program;
3. Provide pastoral and administrative leadership in the absence of the unit chaplain(s);
4. Help coordinate the schedule of volunteers and ministry groups, but not supervise;
5. Make routine unescorted visits throughout the unit;
6. When authorized, deliver crises messages and providing emotional and spiritual support;
7. When authorized, provide offender phone calls to the appropriate family member in the case of offender family critical illness or death;
8. Assist with Offender I-60 Requests;
9. Assist in screening religious material for compliance with AD-7.30;
10. When authorized, use office equipment for administrative support and day-to-day office management tasks; and
11. With authorized "USERID," access mainframe to enter offender program lay-ins, record volunteer visits on the VS00 screen, and track offender program activity on chaplaincy ITP screens.
12. The CVCA shall **NOT**: Supervise offenders; supervise other volunteers; attend unit staff meetings in an official capacity; attend unit committees such as UCC, ACA, etc.; work offender deaths, even in the absence of the unit chaplain; and have access to confidential information, such as offender travel cards, offender files, disciplinary screens, etc.

**Anticipated Schedule:**

Hours: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Location of Volunteer Service: \_\_\_\_\_

Length of Service Commitment: \_\_\_\_\_