

HOWARD COUNTY DETENTION CENTER
POLICY & PROCEDURE

•HOWARD COUNTY NO: J-900 Effective Date: January 3, 1983

DETENTION CENTER

JESSUP, MD 20794 TITLE: Religious Services

•REFERENCE: MCCS .05 D

•REVISED: 05/91; 05/92; 05/93; 05/94; 10/97; 05/98

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APPROVED BY MELANIE C. PEREIRA, DIRECTOR

POLICY: The Howard County Detention Center provides inmates with the opportunity to participate in religious worship, study and counseling as well as the opportunity to receive and possess religious literature. All religious service activities are to be coordinated by the Howard County Detention Center Chaplains. All volunteers participating in religious activities are under the general supervision of the Howard County Detention Center Chaplains.

PROCEDURE:

- I. During the Intake Process the inmate's religion of choice is asked and recorded on the Intake Record.
 - A. The religion stated upon Intake will remain in effect for 90 days.
 - B. When an inmate requests to change his/her religion of record, after 90 days, they are to notify a Classification Counselor in writing.
 - C. Approval of any request for change of religion will be based upon the following:
 1. institutional attendance of religious programming and/or;
 2. letters from outside certified religious advisors attesting to the inmate's membership in a particular denomination.
- II. Each inmate will be allowed to worship and practice the religion of his/her choice. All religious programs will be coordinated and approved by the detention center Chaplain and Director.
- III. Inmate participation in religious activity is

voluntary. Inmate participation in religious activity will not be used as a basis for decisions about an inmate except in regard to religious programs.

- IV Ministerial visitation of inmates by regularly recognized clergy will be accommodated to the maximum extent possible.
- V. Restrictions pertaining to religious activities will be subject only to limitations necessary to maintain order and security of the detention center.
- VI. Inmates requesting marriage while incarcerated in the detention center must first submit a written request to the Director. The Director will have a Classification Counselor and the Chaplain interview the inmate and make their recommendations. Final approval will rest with the Director.

GUIDELINES FOR RELIGIOUS ACTIVITIES AT THE HOWARD COUNTY DETENTION CENTER (HCDC)

These guidelines for HCDC were established by the Director of Correction of Howard County to assure that the religious programs at HCDC are both of the highest quality and meet the needs of those associated with HCDC.

THE ROLE OF CHAPLAIN - The Howard County Detention Center will use the Christian Jail Ministry, Inc. for leadership in religious programs. The Howard County Detention Center Chaplains shall be treated as members of the detention center staff even though they are not employees of the Howard County Detention Center. Although the Chaplains will work closely with both treatment and custodial staff of the detention center, the Chaplains report directly to the Director of Correction.

The Howard County Detention Center Chaplains shall direct religious programs at the Howard County Detention Center. Their responsibilities shall include:

- I. providing spiritual ministry for detention center personnel, inmates, and their families;
- II. planning, developing and administering religious programs;
- III. recruiting, screening, coordinating, training and supervising volunteers used in religious programs and assisting with volunteers for the Howard County Detention Center programs as requested by the Director of Correction;
- IV. creating community awareness of religious programs at the detention center; and
- V. other tasks as assigned by the Director of Correction.

THE MISSION OF THE RELIGIOUS SERVICES PROGRAM

The religious services program supports and contributes to the mission of the Department of Correction for Howard County. The religious services program enables inmates to exercise their religious beliefs in a manner which is consistent with and does not interfere with other legitimate institutional interests, such as security, resource allocation, and other programs. As such, all religious activities must be coordinated with the Supervisors of Programs and Security.

VOLUNTEER MANAGEMENT - It is the Chaplains' prerogative and responsibility to determine the need for community clergy and lay volunteers to enhance the services they provide. Volunteers should be selected carefully based on the identified need of a service, their ability to meet the need, and their readiness to work in the institutional atmosphere. The Chaplain must screen for maturity, a realistic understanding of the inmate and incarceration, appropriate skill and knowledge, and the willingness to abide by institutional and program regulations. The Chaplains will be responsible for providing pre-service training specific to the needs of the religious services volunteers prior to their beginning assignment. This training will cover such issues as general security and program orientation, the volunteers' role, the chaplains' role, procedures necessary to effect programs, prohibitions against proselytizing and disparaging religions, and supervision of volunteers. A manual accompanies the training. It is imperative that volunteers receive the necessary supervision to ensure that their contributions are purposeful and effective. The Chaplain should monitor volunteer-led activities to assure continued relevance, inmate interest, and adherence to program design and institution regulations. Volunteers provide their services at the pleasure of the Chaplains and the Director of Correction, if the Chaplains and the Director of Correction determine that in their opinion an individual volunteer or group of volunteers should be removed from ministering at the Howard County Detention Center that is their prerogative. Final authority in these matters resides with the Director of Correction.

PROTOCOL FOR VOLUNTEER RELIGIOUS ACTIVITIES AT THE HOWARD COUNTY DETENTION CENTER (HCDC)

I. NON-CONTACT VISITS:

- A. All non-contact visits by clergy will be conducted in the regular visitation facilities, utilizing the phone system, and being separated by the pane of glass.
- B. Non-contact visits can be conducted without advance approval, upon presentation of identification or credentials that demonstrate that the individual meets the requirements to be considered clergy. These visits will be conducted

as space is available in the visiting facilities during normal visiting hours. These visits will not count against the inmates allowable visits.

II. CONTACT VISITS:

Only clergy and other religious volunteers who have received security clearance, as described below, and have properly approved Face Cards on file in Upper Control, will be allowed to have contact visits. These visits may be conducted throughout the day and evening hours [volunteers should be out of the institution by 9:00 p.m.]. These visits will not count against the inmates allowable visits.

III. APPLICATIONS FOR SECURITY CLEARANCE:

All applications for security clearances for religious activities at HCDC will be channeled through one of the Chaplains; who will coordinate with the Program Supervisor for HCDC in procuring the security clearances and advising the appropriate staff.

A. REGULAR (CONTINUING) STATUS - APPLICATIONS

1. CHRISTIAN JAIL MINISTRY (CJM) APPLICATIONS

Either the CJM Minister Volunteer Application Form or CJM Volunteer Application Form and accompanying Reference Forms (as applicable) must be completed by the prospective volunteer and references and be submitted to one of the Chaplains for processing.

2. NON-CHRISTIAN JAIL MINISTRY (NON-CJM) APPLICATIONS

The HCDC Volunteer Application Form and required Reference Forms (as applicable) must be completed by the prospective Non-CJM religious program volunteer and references and be submitted to one of the Chaplains for processing.

B. SPECIAL (TEMPORARY) STATUS - APPLICATIONS

CJM and Non-CJM religious program volunteers applying for temporary security clearance must provide their Full Name, Date-Of-Birth, Social Security Number, Sex, and Race. This information needs to be provided at least two weeks prior to first admission to HCDC.

These clearances will remain in effect for up to six weeks. Temporary clearances are not to be used on a recurring basis to avoid obtaining Regular Status. All special (temporary) status volunteers must read and sign a copy of the Principles of Conduct for All Volunteers Ministering at HCDC.

IV. ORIENTATIONS REQUIRED FOR SECURITY CLEARANCE:

A. REGULAR (CONTINUING) RELIGIOUS VOLUNTEER STATUS - ORIENTATION

1. CHRISTIAN JAIL MINISTRY (CJM) ORIENTATION

All CJM volunteers must complete a six (6) hour orientation program. Regularly scheduled one and one-half hour training sessions each month provide a continuing opportunity for training prospective volunteers. Special longer sessions will be scheduled as needed. This training is provided so that CJM ministry volunteers can function smoothly within the operational constraints of a correctional institution.

2. NON-CHRISTIAN JAIL MINISTRY (NON-CJM) RELIGIOUS VOLUNTEER ORIENTATION

All Non-CJM religious program volunteers must complete a three (3) hour orientation program conducted by one of the Chaplains, which is regularly scheduled once a quarter and at other times when mutually convenient for the Chaplain and volunteer(s). This training is provided so that the Non-CJM religious program volunteers can function smoothly within the operational constraints of a correctional institution.

V. PRINCIPLES OF CONDUCT FOR ALL VOLUNTEER MINISTERING AT HCDC

A. Principles

1. All religious programs at HCDC must comply fully with both the letter and the spirit of HCDC regulations. HCDC has many security, legal, and practical concerns which those involved in religious programs only partially understand, and, in some cases, may not

understand at all. In any case, it must be recognized that HCDC policies and regulations reflect these concerns and those involved in religious programs at HCDC must comply fully, if they are to retain the privilege of ministering at HCDC.

2. Those involved in religious programs at HCDC should never criticize HCDC, its policies, or rules to inmates. If it is believed that problems exist or that changes are needed, these should be discussed with one of the Chaplains. If discussion with one of the Chaplains does not lead to an acceptable resolution of the situation, then it should be discussed with HCDC administrative leadership.
3. Those involved in religious programs at HCDC should refrain from criticism to inmates of other religious groups. The place for emphasizing a denomination or church's distinctive doctrines or the practices of one's particular group is outside the correctional institution, not inside HCDC. Inside HCDC the emphasis must be on turning men and women from evil to good. Proselytizing and disparaging religions is prohibited.
4. Those who minister at HCDC must be dependable. They must perform their ministry at the assigned time (including adhering to the stipulated closing time). They should arrive at the HCDC Upper Control at least 15 minutes prior to the scheduled starting time. In those cases where circumstances prevent performance of a scheduled activity, notice must be given at least 24 hours before the scheduled activity so that a substitute activity may be provided, if appropriate. In giving such notice the volunteer should talk directly to one of the Chaplains or leave a message on the CJM telephone [410-997-0253] and talk directly to the Supervisor of Programs at HCDC. It is very bad for morale, and has a negative impact on other parts of the program, when expected activities are not held.
5. Activity reports **must** be completed **in full** for each religious activity/program conducted inside HCDC and turned-in to one of the Chaplains or the Correctional Officer in Upper Control upon completion of the activity. These reports are used to compile

data necessary for issuing reports as to the level of activities within HCDC to various parts of the Howard County government and others. Habitual failure to submit fully completed activity reports can result in the loss of ministerial privileges at HCDC.

6. Do not give an inmate anything (other than a religious tract or typed/photocopied lesson plan) without explicit permission from one of the Chaplains or from the Shift Leader in the absence of a Chaplain.
7. Do not make unconditional promises to inmates. Always reserve the right to do otherwise if circumstances warrant. It is very important to be careful about your promises. Do not make them lightly. Demonstrate your faithfulness and help the inmates increase their faith.
8. As a religious volunteer, you are not at HCDC to be a lawyer or a doctor. You are at HCDC to help people spiritually. Do not offer advice about the inmate's legal or medical situation.

B. Acknowledgment

The volunteer acknowledges by their signature on a copy of the Principles of Conduct, which is kept in on file, that failure to abide by the **Principles of Conduct**, as set forth above, will result in the loss of their privilege to participate in religious programs at HCDC.

- VI. **GUIDELINES FOR CONDUCTING SPECIFIC MINISTRIES** - These guidelines describe normal limits on types and numbers of religious volunteers involved in the specified activities. Exceptions to these guidelines require explicit permission from one of the Chaplains, and authorization from the HCDC administration.

A. Sunday Worship Services

A church assigned responsibility for a Sunday worship service for the men in the Chapel or for the women in the Library may bring in up to ten (10) individuals as part of the group providing the service. More than this number in the group requires special permission from one of the Chaplains and authorization from the HCDC administration. All such churches/groups must submit a list to one of the Chaplains at least 3 days in advance of all persons attending the Sunday worship service. In addition, they must identify any individual in the group who has

previously been incarcerated. Following review by the HCDC administration, the church will be notified prior to the Sunday they are scheduled for as to whether or not there is any individual who will not be allowed to enter HCDC for purposes of participating in the Sunday worship service. Failure to comply with this procedure can result in loss of ministerial privilege at HCDC for the church/group.

B. Monthly Schedule Of Sunday Worship Services, As Of May, 1998

Men:	Women:
Week 1: CJM Chaplain	Week 1: Chapelgate Presbyterian Church & Bethel Korean Presbyterian Church
Week 2: Community Baptist Church	Week 2: First Baptist Church of Savage
Week 3: Carney Assembly of God	Week 3: Carney Assembly of God
Week 4: Rotation of Participating	Week 4: Community Baptist Church
Week 5: Gideons	Week 5: Gideons

C. INS Worship Services (Wednesday nights)

INS worship services are led only by individuals who have Regular (continuing) Religious Volunteer Status; there may be up to two visitors participating in such a service who have Special (temporary) Religious Volunteer Status.

D. Bible Studies (Includes: New Believers' Class; Christian 12-Step; Christian Video; Discipleship Class; General Class; and any Small Study Groups)

Classes are led only by individuals who have Regular (continuing) Religious Volunteer Status; there may be up to two visitors participating in such a class who have Special (temporary) Religious Volunteer Status. No more than three religious volunteers should participate in a class without special permission from one of the Chaplains and the HCDC administration.

E. One-on-One Discipleship Program

1. One-on-One Discipleship Program sessions are restricted to inmates and their assigned religious volunteer who have been

specifically approved, in writing, by one of the Chaplains for this program.

2. One-on-One Discipleship program sessions are led by individuals who have Regular (continuing) Religious Volunteer Status; there may one visitor attending such a session who has either Regular (continuing) Religious Volunteer Status or Special (temporary) Religious Volunteer Status for introductory/training purposes.

F. Pastoral Counseling

1. Pastoral Counseling (Includes: One-on-One sessions by Chaplains, Two-on-One sessions by Chaplain and wife, and One-on-One sessions by clergy with regular [continuing] religious volunteer security clearance status[Face Card on file])
2. Only the Chaplains, their wives [for Two-on-One sessions], and approved clergy are eligible for this ministry.

G. Christian Literature Distribution

Literature distribution is done by individuals who have Regular (continuing) Religious Volunteer Status; there may one visitor who has either Regular (continuing) Religious Volunteer Status or Special (temporary) Religious Volunteer Status who is accompanying the regular volunteer for introductory/training purposes.

H. Ice Breaking

Ice breaking is performed by individuals who have Regular (continuing) Religious Volunteer Status; there may one visitor who has either Regular (continuing) Religious Volunteer Status or Special (temporary) Religious Volunteer Status who is accompanying the regular volunteer for introductory/training purposes.

I. Special Events (Including: Choirs, Handbell Choirs, Drama Teams, Bands, etc.)

Groups providing Special Events for the men &/or the women in the Chapel may bring in up to thirty (30) individuals for the event. The Chaplain responsible for the event will establish the specific number of volunteers allowed for the event. Required security clearance arrangements for Special Events will be determined on a case-by-case basis by the HCDC administration. All

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such groups will be notified that they must notify one of the Chaplains at least two weeks in advance of any individual in the group who has previously been incarcerated. Following review by the HCDC administration, the group will be notified prior to the day they are scheduled for as to whether or not that individual will be allowed to enter HCDC for purposes of participating in the Special Event.

Recision date: June 12, 1998