



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 118.01

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Effective Date: February 15, 2014

Distribution: A

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Approved by: Derrick D. Schofield

Subject: RELIGIOUS PROGRAMS

- I. AUTHORITY: TCA 4-3-603, TCA 43-606, the Religious Land Use and Institutionalized Persons Act, 42 U.S.C. 2000cc, et seq., the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3789d, and the Prison Litigation Reform Act of 1995.
- II. PURPOSE: To ensure access to religious resources for all inmates.
- III. APPLICATION: To all Tennessee Department of Correction (TDOC) staff, volunteers who are involved in the operation of religious programming, all inmates, and employees of privately managed institutions.
- IV. DEFINITIONS:
 - A. Chaplain: A staff member who is an ordained or endorsed minister in his/her faith group and who remains in good standing and meets the requirements established by the Department of Human Resources for employment as a chaplain. This individual is responsible for providing pastoral care and religious leadership within an institution.
 - B. Director of Religious Services: Designated staff person who is an ordained or endorsed minister in his/her faith group and who remains in good standing responsible for overseeing and evaluating all religious activities within the Department.
 - C. Faith Group: A group whose sole purpose is to conduct a religious activity or religious exercise.
 - D. Outside Clergy: Ordained clergypersons who come into TDOC institutions for the purpose of ministering to inmates.
 - E. Religious Activity: An activity or program conducted by or under the supervision of the chaplain or under the supervision of trained staff or approved volunteers. This activity is designed specifically for worship, religious education, spiritual guidance, counseling or other religious service.
 - F. Religious Activities Committee: A group established by the Director of Religious Services with approval of the Commissioner responsible for review and approval of religious accommodation requests.
 - G. Religious Exercise: Study, prayer, worship, and other liturgical activities, usually directed toward a god or gods, to achieve benefits in this life and/or eternity.
 - H. Religious Volunteer: A volunteer who participates in or leads religious services, religious activities, and/or religious exercises.

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- I. Security Threat Group (STG): Any group, organization, or association of individuals who possess common characteristics which serve to distinguish them from other individuals or groups who have been determined to be acting in concert, so as to pose a threat or potential threat to staff, other inmates, the institution, or the community.
- J. Volunteer Chaplain: Religious or faith-based volunteer appointed by the Warden or designee to assist the chaplain in performing his or her duties.
- V. POLICY: The Department shall provide opportunities for inmates to voluntarily practice their religion and receive appropriate pastoral care during incarceration.
- VI. PROCEDURES:
 - A. Security Threat Groups (STG): Inmate possession of STG type materials or symbols is prohibited. First Amendment free exercise protection applies to religious ideas and symbols by faith groups whose only purpose is religious but it does not extend to STG's use of religious ideas and symbols.
 - B. Religious Staff
 1. Institutional Chaplains
 - a. The institutional chaplain shall be responsible for planning, leading, administering, and coordinating religious activities and developing community resources to meet the religious needs of inmates within the guidelines set by policy with the approval of the Warden. The Warden may delegate approval authority for specific actions to the chaplain or other designee.
 - b. In institutions without a chaplain, the Warden shall appoint one or more staff members to perform the chaplain's duties.
 - c. Volunteers for religious assignments and religious program interns shall work under the supervision of the chaplain or other designated staff member.
 - d. The chaplain shall be responsible for initiating programs, drafting budget requests, and submitting reports. The chaplain shall attend appropriate staff meetings and work with other staff for the well-being of the inmates and the institution.
 - e. The chaplain shall have access to all areas of the institution, all staff, and all inmates.
 - f. Chaplains shall be available to provide counseling to inmates in areas of religious concerns, personal matters, crisis or high anxiety situations, and/or family problems upon request from inmates. An appropriate private area should be made available for the chaplain to counsel persons without interruption.
 - g. Inmates who are in segregation shall have the opportunity to see the chaplain or a volunteer chaplain for crisis situations and at least weekly for routine matters.

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- h. Chaplains shall remain in good standing with their faith group and retain their endorsed or ordained status. Chaplains shall be permitted to attend events of their faith group when participation is expected of all persons in their position. The expense for attendance shall be paid by the chaplain, but he/she shall be granted administrative leave for up to five days per year for such required attendance.
 - i. The chaplain may be asked to visit and/or counsel with staff or meet with staff's families in hospitals or funeral homes, and he/she may be granted administrative leave by the Warden for such visits and meetings.
 - j. The Department shall not impose upon the chaplain or any volunteer chaplain, any duties that are in conflict with the chaplain's faith group, i.e., marriage, baptism, communion. When a conflict exists, the chaplain shall make a reasonable effort to assist inmates in locating another TDOC chaplain, outside clergy or volunteer chaplain, or a community religious leader to fulfill the request.
 - k. The chaplain shall avoid proselytizing for his/her particular faith.
 - l. The chaplain may, with the Warden's approval, develop training opportunities for clergy and theological students and/or supervise field training for theology students where such programs can provide a valuable supplement to the religious programming at the institution.
 - m. The Warden may appoint volunteer chaplains as needed.
 - n. The chaplain shall document inmates changing their religious preference on eTOMIS (LCLA). The chaplain will also document this on eTOMIS contact note screen (LCDG) using contact code "RECH" indicating a reason for the change. Indication of religious preference by an inmate does not constitute approval by TDOC of the accommodations requested by the indicated group. To permit processing of records, inmates may change their religious preference no more frequently than quarterly. The inmate's religious property specific to his/her former religious preference must be sent home or otherwise disposed of within 30 days after changing religious preference.
 - o. Chaplains shall execute their duties relating to inmate marriages as described within Policy #503.07. Neither Chaplains nor volunteer Chaplains in TDOC or privately managed facilities shall receive a fee or solicit donations to charities in exchange for performing marriages or premarital counseling services. Qualified outside persons may receive such fees as negotiated and agreed to by the inmate.
2. Outside Clergy, Volunteer Chaplains, and Religious Volunteers
- a. Inmates may receive visits from outside clergy, volunteer chaplains, and religious volunteers. Their names and the names of inmates they are allowed to visit shall be provided by the chaplain or designated religious leader and maintained at checkpoint.
 - b. All volunteer chaplains and religious volunteers must comply with policies in the #115 series (Volunteer Services).

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- c. Outside clergy, volunteer chaplains, and religious volunteers should be recruited to assist in meeting the religious needs of all represented faith groups in the institution.
- d. Individuals or groups aspiring to be volunteers have no First Amendment right to minister in prison.
- e. Religion may be a factor in selecting volunteers, either to maintain balance between faith groups or to recruit a leader for a specific faith group.
- f. Volunteer chaplains and religious volunteers may be required to be inclusive as they lead groups and failure to do so may result in their dismissal.
- g. Outside clergy, volunteer chaplains, and religious volunteers may speak positively about their own faith but may not speak negatively about other faiths.
- h. Volunteers shall not provide any personal contact information such as phone numbers, e-mail address, or street address to inmates but volunteers may provide contact information of their sponsoring organizations.
- i. Volunteer chaplains are TDOC-certified volunteers who work either part-time or full-time assisting the chaplain. Duties are assigned according to differing skill levels, abilities, and time commitments to the institution. In the absence of the chaplain, a volunteer chaplain may fill in and assume the chaplain's responsibilities, subject to approval by the Warden. Volunteer chaplains are recommended by the chaplain, appointed by the Warden, and may be required to attend training specific to their required duties.
- j. Outside clergy need not be placed on the approved visitor's list and do not need to become certified volunteers in order to visit. However, inmates may elect to place outside clergy on their visitor's list and outside clergy may elect to become certified volunteers. All outside clergy must complete an Outside Clergy Application, CR-3347, and have the approval of the chaplain in consultation with the Director of Religious Services. They must acquaint themselves with the rules of the institution and agree to abide by them. Outside clergy visits are scheduled by the chaplain. The chaplain shall also maintain a list of approved outside clergy. The list shall contain the clergyperson's name, address, telephone number, and e-mail address (if there is one); the name of the faith group; and the name of the inmate(s) the clergyperson is approved to visit. The chaplain shall maintain a file evidencing the qualifications of all approved outside clergy.
- k. Religious volunteers work under the supervision of, and provide assistance to, the chaplain. Each religious volunteer must comply with Policy #115.01 and complete all required screening, training, orientation, and reference and background checks.
- l. All outside clergy (except those approved by the Warden for one-time emergency visits) must receive an acceptable NCIC Criminal History Report which must be updated at least every five years. If an outside clergy has been away from the facility for more than 12 months, he/she shall be processed as a new outside clergy.

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- m. The chaplain or another staff member designated by the Warden shall submit a NCIC Criminal History Request, CR-3552, within ten working days of receipt of the application for all persons seeking to be approved as new outside clergy. Results of the criminal history report shall be provided to the appropriate staff in accordance with Policy #301.04. If the report discloses evidence of previously undisclosed offenses, the Warden shall take appropriate action in the same manner as provided in Policy #115.01.
- n. Volunteers will be allowed to bring in outside food, paper goods, plastic utensils, beverages, and necessary serving items at the discretion of the Warden for special events such as but not limited to graduations, holidays, meetings and family days. An itemized list of all requested items must be submitted to the Chaplain and approved by the Warden 21 days prior to the event, such as graduations, holidays, meetings and family days. All food, beverage(s) and paper goods items will be cleared by security before being allowed entry into the facility. Volunteers are responsible for providing all supplies necessary for the serving of their food items and cleaning up after the event. All beverages must be in sealed plastic containers. At the conclusion of the event, offenders will not be allowed to return to their units with any food items.

C. Individual Religious Practices

- 1. Religious Diets: Inmates may request to participate in the Religious Diet Program per Policy #116.08 and may contact the Chaplain to complete the Request for Religious Diet Program Participation and Agreement, CR-3814.
- 2. Religious Literature: Inmates may receive religious literature, materials, books, CDs, DVDs, video tapes and tape recordings about religion or religious teaching in accordance with Policies #504.01 and #507.02. Chaplains will make donated religious literature available to inmates. Reasonable access to CD players, DVD players, video tape players and tape players will be made available to inmates in the chapel, the library or another area designated by the Warden. Misuse or tampering with such players may result in disciplinary action. Inmates may not possess such players in their cells unless they are authorized to do so per Policy #504.01 and the #504.01 Personal Property Memo.
- 3. Religious Objects: Inmates may possess objects of religious significance in accordance with policy and the approved religious property memo. Religious objects are not excluded from the volume limit. All objects are subject to security search and certain objects may be prohibited if they are identified as security threat material under Policy #506.25. Such objects may be donated to indigent inmates by volunteers, Outside Clergy or outside organizations.

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4. Religious Property Memo: By July 1 of each year, the Commissioner shall publish a list of religious property that inmates are permitted to have in their possession, and/or in approved group religious gatherings. Items shown on the list shall not count against the maximum number of packages an inmate may receive, and the existence of a disciplinary package restriction shall not prohibit the receipt of such property, unless the Warden determines on a case by case basis that receipt of such property by the inmate will jeopardize institutional safety and security. The list may be revised as frequently as needed and may include restrictions on such property. All inmates and inmate groups are required to be in compliance with the list.
5. Any material, having a concentration of 1% or more of any ingredient for which a CAS number is listed in section two of the Material Safety Data Sheet or specifically identified as hazardous by the ACA or by the fire safety officer shall be controlled (i.e., prayer oils).
6. Inmates may wear headgear which is in keeping with the security practices of the institution. All religious clothing or other accessories are subject to respectful search at any time for security purposes. (See Policies #506.25 and #504.01)
7. Inmate Organizations: Religious preference or affiliation shall not be the basis for an inmate organization, fund raising by sales or activities, or trust fund accounts. (See Policy #503.01)
8. Inmates may use non-flammable, non-alcoholic sacramental oil in modest amounts for religious purposes. Inmates may purchase three ounces of such oil from vendors approved by the TDOC and in accordance with Policy #507.02; provided, however, sacramental oil for religious use shall not count against the maximum number of packages that an inmate may receive and the existence of a disciplinary package restriction shall not prohibit the receipt of sacramental oil for religious use. Inmates may keep such oil in their cells in its original container in an amount not to exceed three ounces. Any use of such oil for non-religious purposes shall result in a disciplinary action.
9. Inmates may engage in prayer as an individual religious exercise during periods of recreation (while in their cell or bed assignment and during non-work or programming times). Corporate or group prayer shall be reserved for scheduled religious activities.
10. In Catholic worship services, the priest (but no inmates) may consume small amounts of consecrated wine, subject to the following restrictions: No more than one half ounce may be brought into the institution by the priest per service, provided the empty container and any unused wine shall be taken out by the priest after each visit. An accurate record of all wine which comes in and out shall be maintained at checkpoint. No staff member, chaplain, volunteer chaplain, or religious volunteer shall be permitted to bring wine into the institution.
11. Abuse or misuse of religious rights and privileges (for example, an inmate using a religious item for non-religious purposes or an inmate with permission to be excused from a job or program assignment to attend a religious gathering failing to attend without a valid excuse such as illness), may result in appropriate disciplinary action.

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D. Group Worship and Study:

1. The chaplain shall schedule appropriate group worship and study opportunities to meet the needs of inmates. The groups shall be inclusive and be led by the chaplain, outside clergy, or religious volunteers. The leaders must agree to teach the central and inclusive doctrines common to the major faith group without degrading or impacting upon the tradition of others in a negative way. Individual inmate needs or traditions specific to a particular faith group may be met by individual visits with outside clergy of each inmate's denomination.
2. Except as stated in this paragraph, inmates will not be placed in a position of religious leadership or authority over other inmates. Group religious activities shall be video taped and/or monitored by staff. If the chaplain or a volunteer is not available to lead a group, the following may occur:
 - a. CDs, DVDs, video tapes, or tape recordings of sermons or religious lessons which comply with policy, including but not limited to Policy #507.02, may be made available to the group.
 - b. An inmate may be authorized by the Warden to lead the service. Inmates may ONLY lead religious services in the presence of staff.
3. The chaplain shall develop and maintain an up to date religious activity schedule and shall ensure that information about various opportunities for religious activities shall be available to all inmates. Group worship and study shall be conducted only in the designated places and times.
4. The chaplain shall conduct an annual religious and pastoral care needs review or survey and adjusts religious programming accordingly. The survey may be included as part of the annual social services survey. The completed review or survey shall be submitted to the Warden and a copy sent to the Director of Religious Services by the due date of the annual social services survey.
5. Religious worship and study groups shall be open to all inmates unless such participation is limited to maintain the order and security of the institution. Inmate attendance shall be voluntary.
6. The integrity of worship space shall be maintained at all times. The chapel has been designated as a place of worship and should not be used for searching or detaining inmates except in emergency situations. Inmates who attend religious services shall show proper respect to that particular faith group. Loud talking and disturbing others will result in a disciplinary action, (See Policy #502.05). Any act, whether spoken, visual, or written, which would tend to degrade a particular person, group, or ideology will not be tolerated and will result in a disciplinary action.
7. Outside clergy and volunteer chaplains may wear their religious vestments and/or insignia, except in those cases where potential danger may be present to the safety and/or security of the participants or institution.
8. Inmates may carry their personal property rugs to religious services for use as prayer rugs.

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9. With the approval of the Warden memorial services may be conducted for deceased inmates or staff and shall be coordinated by the chaplain.
10. Extra worship services and group gatherings may be scheduled to accent special observances, religious holidays, and feasts. These activities may be conducted by the chaplain or volunteers. These activities must be requested in writing at least 15 days prior to the event and conducted in accordance with guidelines approved by the Assistant Commissioner of Rehabilitative Services.
11. Inmates in administrative or punitive segregation may not participate in religious group worship and study group activities. Compatible inmates in protective custody may participate in religious worship and study groups with other protective custody inmates if approved by the Warden/designee. (See Policy #506.16) All segregated inmates may receive visits from the chaplain, outside clergy, and religious volunteers. Segregated inmates may possess religious literature and objects in accordance with this policy.
12. A non-smoking, group religious pipe ceremony for Native Americans shall be permitted and shall not constitute a violation of Policy #112.11, provided:
 - a. The pipe may only be used in group gatherings at times and places approved by the Warden.
 - b. No material whatever will be placed in the bowl of the pipe and the pipe will not be lighted.
 - c. The pipe must be used for religious purposes only, and any other use may result in disciplinary action.
 - d. The pipe must be brought in by volunteers or Outside Clergy and taken out each time, OR stored in a designated area in or near the chapel, as determined by the Warden.
 - e. The pipe must not be a risk to the safety and security of the institution, as determined by the Warden.
 - f. The pipe must not contain STG or STG-related markings or insignia.
 - g. The pipe is subject to inspection and search at all times.

E. Requests for Religious Accommodations

1. Individual Requests: Accommodations for individual requests pertaining to religious matters shall be submitted in writing using the Inmate Inquiry Information Request, CR-3118.
 - a. The inmate shall submit the form to the Chaplain for consideration. Within ten days of receipt, the Chaplain shall send a copy of the request (with his/her recommendations) to the Warden for his/her approval or disapproval.

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- b. If the Warden approves the request, the Director of Religious Services shall be informed of the decision. If the disapproval(s) is based on a policy or prior decision of the Religious Activities Committee the request does not have to be sent to the Director of Religious Services or Religious Activities Committee. If the decision of the request is not based on policy or prior decision of Religious Activities Committee, then within 60 days the Warden and the Director of Religious Services shall work together to agree on the approval or disapproval of the request.
 - c. If the Warden and the Director of Religious Services do not agree on the disposition of the request, the Director of Religious Services shall submit the request to the Religious Activities Committee to be approved or disapproved in the same manner as a request for group religious accommodations. The chaplain shall notify the inmate of the decision regarding the request.
2. Group Requests: Accommodations for group worship services and other group activities will only be made for faith groups which comply with the following procedure:
- a. Inmates may request accommodation by submitting a written request to the Chaplain on Request for Group Religious Accommodations, CR-3735. Pages one and two shall be completed by the inmate(s). Inmates shall be advised that an incomplete request can cause the request to be returned.
 - b. The request must include:
 - (1) The name and TDOC number of the inmate(s) submitting the request and an estimate of the number of inmates in the group.
 - (2) The official name of the group, including names and contact information of the group's leaders.
 - (3) Information on the group's teachings, beliefs, and practices including titles of the group's basic texts and other information helpful in researching the group.
 - (4) Names of outside clergy or volunteers available to visit the institution.
 - (5) A detailed description of the accommodation requested.
 - c. Within 30 days of receipt, the Chaplain will consult with the Warden and complete page three of the Request for Group Religious Accommodations, CR-3735. The entire request will then be sent to the Director of Religious Services with recommendations from the Warden and Chaplain.
 - d. Within 60 days after receipt of the request, the Director of Religious Services, will send the request to the Religious Activities Committee.

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- e. The Religious Activities Committee will meet in person on a quarterly basis to consider requests received by the Director of Religious Services. At the discretion of the Director of Religious Services, the Committee may consider requests via e-mail at any time.
- f. By majority vote, the Religious Activities Committee will recommend that the Commissioner disapprove the request, if it is determined that any of the following conditions have been met:
 - (1) The group is an STG
 - (2) The group is a bona fide faith group with beliefs and practices adequately represented by an existing faith group for which similar accommodations have been made
 - (3) The accommodation will jeopardize the security and safety of the institution
- g. The Director of Religious Services will send the recommendations of the Religious Activities Committee to the Commissioner. The Commissioner will subsequently approve or disapprove the request.
- h. The Director of Religious Services will notify the inmate, the Warden, and the Chaplain of the decision by the Commissioner.
- i. Inmates who disagree with the determination of the Commissioner will have the right to appeal in accordance with Section VI.(H) below.
- j. Groups which are currently being accommodated as of the effective date of this policy will be exempt from the procedure outlined above. However, failure to comply with the any provision of this policy may result in revocation of their accommodation in the manner set out above.
- k. After a group religious accommodation has been approved at one institution, the Director of Religious Services shall have the authority to approve the same request for group accommodations at another institution, unless the Warden at the other institution recommends against such accommodation, in which case the request shall be processed in the manner set out above and the Warden shall be invited to attend the meeting of the Religious Activities Committee.

F. Religious Activities Committee:

1. The Religious Activities Committee shall be composed of:

- a. The Director of Religious Services (Chair)
- b. One representative from the General Counsel's office
- c. One representative from the Deputy Commissioner of Operations
- d. One representative from the Deputy Commissioner of Administrative Services
- e. One Warden selected by the Director of Religious Services
- f. Two Institutional Chaplains selected by the Director of Religious Services

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2. The Religious Activities Committee shall be responsible for the following:
 - a. Review and approval of all requests for accommodations for religious practices filed under Section VI. (E)(2) above.
 - b. To perform such other duties as the Assistant Commissioner of Rehabilitative Services may require.

G. The Director of Religious Services shall:

1. Be responsible for policy development regarding religious activities on a department-wide basis.
2. Develop and deliver training for line staff regarding religious policy and procedure.
3. Monitor religious services within various institutions to ensure policy compliance.
4. Develop knowledge of STG issues as it relates to religious functions within the TDOC.
5. Develop a working relationship with the Office of Investigations and Compliance (OIC) and TDOC STG coordinator regarding religious activities within TDOC.
6. Serve as the central point of contact for all religious activity and practice within the TDOC.
7. Work closely with internal TDOC security regarding religious activities.
8. Stays informed through research about religious issues (both legally and operationally) and advise senior management accordingly. Subject to the supervision of the Assistant Commissioner of Rehabilitative Services, the Director of Religious Services may serve as a resource to the Department's General Counsel and to the Attorney General as needed.
9. Have a working knowledge of comparative religions and utilize such in the administration of religious policy and procedure.
10. Send copies of all final decisions on Requests for Group Religious Accommodations to all wardens and chaplains.

H. Inmate Grievance Procedures and Review

1. Inmates shall utilize the inmate grievance procedures set forth in Policy #501.01 for review of issues affecting the inmate regarding religious activity or religious exercise.
2. Grievances must be filed utilizing Inmate Grievance, CR-1394, and must provide sufficient information regarding and describing the inmate's specific religious activity or religious exercise which the inmate is grieving. The grievance must also set forth and describe how the inmate's religious exercise has been substantially burdened by the action(s) of the institution.

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3. The review of the grievance (See Policy #501.01) shall examine and document whether the burden on the inmate's specific religious exercise furthers a compelling governmental interest.
4. If it is determined, upon review, that the burden on the inmate's specific religious exercise furthers a compelling governmental interest, the review must determine and document if the burden on the inmate's religious exercise is the least restrictive means of achieving the compelling government interest.

VII. ACA STANDARDS: 4-4319 and 4-4512 through 4-4521.

VIII. EXPIRATION DATE: February 15, 2017.



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
OUTSIDE CLERGY APPLICATION

INSTITUTION

DATE

Dear Clergy Person:

Thank you for your interest in visiting an inmate at _____ as an Outside Clergy person in accordance with TDOC Policy # 118.01. Each inmate is entitled to receive visits from one outside clergyperson without the visit counting against his/her other visiting privileges.

Please answer all questions below and return this Application with evidence of your ordination to:

All information provided is confidential.

We will conduct an NCIC Background check as required by Policy #118.01.

Only approved Outside Clergy may schedule a visit, and they must call us at least (7) days prior to an intended visit, except in cases of emergency. Visits generally last about 1 hour.

Name: _____ D.O.B. _____

Drivers License # and State: _____ / _____ SSN: _____

Other States you have lived/resided/worked in: _____, _____, _____, _____, _____, _____, _____, _____, _____

Aliases: _____, _____, _____, _____

Home Address: _____ State: _____ ZIP: _____

Home Phone: (_____) _____

E-mail: _____

Race: _____

Denomination/Church/Mosque/Temple: _____

Street Address: _____

Mail Address: _____ City: _____ State: _____

Phone Number: (_____) _____

Please give two references (Name, Address, and Phone) of individuals who can confirm your status as an ordained clergy person:

“Clergy / Pastoral Visit” privileges are extended to ordained clergy only. Others are encouraged to ask the inmate that they be placed on the normal visiting list of family and friends.

Are you the Pastor / Leader of your church/mosque/temple? Yes: _____ No: _____

If “No” to the above,

- 1) What is your religious office/ordination? _____
- 2) What is your religious relationship to this inmate? _____
- 3) Are you trained and authorized to perform all of the duties of the pastor / leader? Yes _____, with the exception / restriction of _____

Name of Inmate: _____ TDOC # _____

How long have you known this inmate? _____

Have you ever been convicted of a felony? Yes _____ No _____

If so, please provide details: _____

I agree that I am familiar with all policies and procedures governing visitation with inmates and that I will abide by the same, as they may be amended from time to time.

Your Signature: _____ Date: _____

Please attach evidence of your ordination



**TENNESSEE DEPARTMENT OF CORRECTION
NATIONAL CRIME INFORMATION CENTER (NCIC)
CRIMINAL HISTORY REQUEST**

Date: _____

SECTION I - To be completed by volunteer/employee. (PLEASE PRINT CLEARLY)

Name: _____
Last First Middle

DOB: _____ SSN: _____ - -

SEX: _____ RACE: _____

DRIVER LICENSE #: _____ ISSUE DATE: _____

List **All** Other States Where Person Has Resided or Worked:

1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____

List **All** Aliases/Maiden/Legal Names Used:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

SECTION II - To be completed by Volunteer Coordinator and signed by Warden or Designee

Purpose: New Volunteer/New Employee

Site: _____ Contact Person: _____

Telephone () - Ext. _____ Fax Number: () - _____

Authorizing Signature: _____ Title: Warden/Designee

SECTION III - To be completed by Volunteer Coordinator. (Warden/Designee for employee)

Synopsis of Information Obtained: _____

FBI# (if known): _____ SID# (if known) _____



**TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR RELIGIOUS DIET PROGRAM PARTICIPATION AND AGREEMENT**

INSTITUTION

I, _____, _____
INMATE NAME (PLEASE PRINT) INMATE NUMBER

would like to participate in the Religious Diet Program. I understand that in order for me to be served a religious diet, special foods may have to be procured for me, and special preparation practices must be used. Therefore, I agree to abide by the following conditions:

1. I understand that if I voluntarily request that my religious diet be cancelled, I must do so in writing (*Religious Diet Cancellation Request - CR3813*) and I must wait for a period of thirty (30) days before requesting that my diet be reinstated or requesting a new religious diet.
2. I understand that repeated requests for withdrawals or changes may result in a waiting period of up to ninety (90) days.
3. During meals I will eat and possess on my food tray only those food items served as a part of the Religious Diet Program.
4. I will not purchase, possess, or consume any food items that are not permitted under my religious diet.
5. I will not eat foods from the general facility diet that are in conflict with my religious diet.
6. I will follow all facility policies for dining in my facility.
7. I will not provide any portions of my specially-prepared meal to other inmates.
8. I will not collect religious food items (or unauthorized amounts of Commissary items) in my cell/room.
9. If I am found in violation of this agreement I understand that I am subject to suspension and/or termination.
10. I understand that if I am suspended from the program it is my responsibility to notify the Chaplain of my desire to be reinstated.
11. If I am terminated for any violation of this agreement, I understand I may not reapply for the program for ninety (90) days.
12. I understand that failure to pick up my religious diet meal may result in the cost being deducted from my inmate trust account. Repeated failures to pick up my religious diet may result in suspension and/or termination from the program.

By my signature below, I acknowledge that I have read and/or discussed, with a staff person, the contents of this agreement. I further agree that if permitted to participate in the Religious Diet Program ***I will abide by the conditions of participation set forth above in this agreement***

INMATE SIGNATURE DATE

APPROVED: **DISAPPROVED:** **TYPE OF DIET:** _____

CHAPLAIN PRINTED NAME

CHAPLAIN SIGNATURE DATE

APPROVED: **DISAPPROVED:**

WARDEN SIGNATURE DATE

REASON FOR DISAPPROVAL INMATE SIGNATURE

Original: Inmate File **Copy:** Food Service Manager Warden Chaplain

6. Names of outside clergy or volunteers available to visit the institution:

7. **DETAILED** description of the accommodation(s) requested:

a. First Accommodation

b. Second Accommodation

c. Third Accommodation

d. Fourth Accommodation

e. Fifth Accommodation

If more than five accommodations are requested, please add additional pages showing Sixth Accommodation, Seventh Accommodation, etc.

8. Recommendations by the Warden and the Chaplain

Date Sent to the Religious Activities Committee: _____

a. First Accommodation -- Recommendation: _____ Approval _____ Disapproval

Reason: _____

b. Second Accommodation -- Recommendation: _____ Approval _____ Disapproval

Reason: _____

c. Third Accommodation -- Recommendation: _____ Approval _____ Disapproval

Reason: _____

d. Fourth Accommodation -- Recommendation: _____ Approval _____ Disapproval

Reason: _____

e. Fifth Accommodation -- Recommendation: _____ Approval _____ Disapproval

Reason: _____

9. Approval or Disapproval by the Religious Activities Committee

Date of Approval or Disapproval: _____

a. First Accommodation: _____ Disapproved _____ Approved

b. Second Accommodation: _____ Disapproved _____ Approved – subject to conditions:

c. Third Accommodation: _____ Disapproved _____ Approved

d. Fourth Accommodation: _____ Disapproved _____ Approved

e. Fifth Accommodation: _____ Disapproved _____ Approved



TENNESSEE DEPARTMENT OF CORRECTION
INMATE GRIEVANCE

NAME NUMBER INSTITUTION & UNIT

DESCRIPTION OF PROBLEM: _____

REQUESTED SOLUTION: _____

Signature of Grievant

Date

.....
TO BE COMPLETED BY GRIEVANCE CLERK

Grievance Number

Date Received

Signature Of Grievance Clerk

INMATE GRIEVANCE COMMITTEE'S RESPONSE DUE DATE: _____

AUTHORIZED EXTENSION: _____
New Due Date

Signature of Grievant

.....
INMATE GRIEVANCE RESPONSE

Summary of Supervisor's Response/Evidence: _____

Chairperson's Response and Reason(s): _____

DATE: _____

CHAIRPERSON: _____

Do you wish to appeal this response? _____ YES _____ NO

If yes: Sign, date, and return to chairman for processing within five (5) days of receipt of first-level response.

GRIEVANT

DATE

WITNESS

Distribution Upon Final Resolution:

White - Inmate Grievant Canary - Warden Pink - Grievance Committee Goldenrod - Commissioner (if applicable)



TENNESSEE DEPARTMENT OF CORRECTION
INMATE INQUIRY – INFORMATION REQUEST

INSTITUTION

INMATE NAME *(Please Print)*

INMATE NUMBER

UNIT: _____ ROOM / BED: _____ DATE: _____

ROUTED TO: Unit Manager Inmate Relations Coordinator (IRC)
 Counselor Inmate Job Coordinator (IJC)

1. Inmate Inquiry/Request:

2. Action by Counselor/IRC/Inmate Job Coordinator:

Counselor / IRC / Inmate Job Coordinator SIGNATURE

DATE

3. Action by Record Office

RECORD'S OFFICE STAFF SIGNATURE

DATE

4. Sentence Management Services (SMS) Response:

SMS STAFF SIGNATURE

DATE

TO: Wardens, Superintendents, and Chaplains

FROM: Tony C. Parker, Commissioner 

DATE: May 22, 2017

SUBJECT: Inmate Religious Property

In accordance with Tennessee Department of Correction Policy #118.01, the following is a listing of religious property that inmates may possess within the six cubic feet limit other than exceptions. In addition, inmates may continue to possess religious property in their possession on the date of this memo, even though such property is not listed below. Such property (i) must be used for religious purposes only, and any other use may result in disciplinary action, (ii) may be purchased by inmates from an approved vendor, OR purchased by volunteers, Outside Clergy or outside organizations from an approved vendor and donated through the Chaplain, (iii) may not be purchased but must be donated if indicated below, (iv) must not be a risk to the safety and security of the institution, as determined by the Warden, (v) must not contain STG or STG-related markings or insignia, (vi) unless otherwise noted, may be taken to group religious gatherings, and (vii) are subject to inspection and search at all times.

With the warden's or superintendent's approval, the chaplain may contact the volunteer/clergy/outside organization, in order to try to obtain the TDOC approved individual or group items not sold by the approved vendor. The donating organization must make prior arrangements with the Chaplain for delivery to the institution warehouse. The chaplain will notify the warehouse manager in advance of the scheduled delivery. The warehouse staff will deliver the item(s) to the Chaplain's office. The Chaplain will ensure items are stored or given to the inmate as outlined below. If approved item is to be mailed to the facility and the Chaplain will notify the mailroom/property room in advance to inform them of upcoming delivery. All religious necklaces must be worn inside the shirt.

INDIVIDUAL RELIGIOUS PROPERTY LIST

ALL INMATES

1. Herbal teas on commissary.
2. Necklace (1) religious jewelry includes medallion or plain necklace not to exceed 24 inches with a maximum replacement value of \$30.00.
3. Prayer oil (maximum of 3 ounces) must be kept in the cell at all times and may not be taken to group gatherings. Prayer/religious oil, can only be purchased from approved TDOC vendor (s). Oils must remain in the original bottles purchased from approved TDOC vendor(s). Outside oils from any other vendors are not allowed due to safety/security concerns. Outside oils may not be donated, sent in, or brought in by volunteers.
4. Prayer shawl (1) white. Must be kept in the cell at all times and may not be taken to group gatherings.

BUDDHISTS

1. Plastic prayer beads (1) solid color.
2. Scapular (Traditional image inside a plastic casing)
3. Polar fleece prayer rug (1) no larger than 30 x 40 inches, does not require a fire retardant label attached; the rug may be used exclusively for prayer and placed on the floor only during prayer.
4. Yoga Mat (must be donated and kept in the Recreation Office). Used for religious gatherings only.

CATHOLICS

1. Plastic rosary with crucifix (1), solid color.
2. Scapular

JEWISH, HOUSE OF YAHWEH, AND HEBREW ISRAELITES

1. Yarmulke or kippah (2), solid black, white or gray.
2. Prayer Shawl (tallit) may have TZITZIT.
3. Tefilin (Phylactery).

MUSLIMS

1. Hijab (2) solid white head covering (female Muslims).
2. Kufi (2), solid white, black or gray.
3. Miswak sticks, up to 10 sticks.
4. Plastic prayer beads (1), solid color.
5. Prayer rug (1), no larger than 27 inches x 44 inches, does not require a fire retardant label attached; the rug must be used exclusively for prayer and placed on the floor only during prayer.

NATIVE AMERICANS

1. Bone choker (1), with up to 4 strands.
2. Dream catcher kit (1).
3. Flat stone (1) up to 1 x 1 inch which may have a hole in the center. Must be donated.
4. Headband (2), solid white, black, or gray.
5. Medicine bag (1), no larger than 3 inches x 3 inches to be worn around the neck.
6. Polar fleece prayer rug (1) no larger than 30 x 40 inches, does not require a fire retardant label attached; the rug may be used exclusively for prayer and placed on the floor only during prayer.
7. Sacred feather (1), uncut, no more than 8 inches in length. Must be kept in the cell and removed only for group gatherings.
8. Sea shell (1) up to 1 x 1 inch. Must be donated.

RASTAFARIANS

1. Belt depicting Bob Marley (1). Must be donated.
2. Belt depicting Haile Selassie (1). Must be donated.
3. Belt depicting the Lion of Judah (1). Must be donated.
4. Black and white photo up to 8 x 10 inches of Haile Selassie (1). Must be donated. Must be kept in the cell and removed only for group gatherings.
5. Black and white button depicting Haile Selassie (1). Must be donated. Must be kept in the cell and removed only for group gatherings.

6. Black and white photo up to 8 x 10 inches of Bob Marley (1). Must be donated. Must be kept in the cell and removed only for group gatherings.
7. Black & White button depicting Bob Marley (1). Must be donated. Must be kept in the cell and removed only for group gatherings.
8. Black and white photo up to 8 x 10 inches of the Lion of Judah (1). Must be donated. Must be kept in the cell and removed only for group gatherings.
9. Black and white button depicting the Lion of Judah (1). Must be donated. Must be kept in the cell and removed only for group gatherings.
10. Black & White photo up to 8 ½ x 11 inches of the Ethiopian flag (1). Must be donated.
11. Ankh pendant (1).
12. Tam/crown (2), solid white, black, or gray.
13. Prayer rug (1) no larger than 27" x 44", does not require a fire retardant label attached; the rug must be used exclusively for prayer and placed on the floor only during prayer.

WICCANS/ASATRU/ODINIST/PAGANS

1. Triquetra pendant (1).
2. Tarot cards, must comply with all policies, including but not limited to Policy 507.02.
3. Chakra bracelet of seven (1) with a maximum replacement value of \$30.00.
4. Necklace (1) pentagram/5-point star enclosed in a circle, and not an open star, with a maximum replacement value of \$30.00.
5. Earth/soil (up to 1 tablespoon).
6. Tap water (up to ¼ cup).
7. Flat stone (1) up to 1 x 1 inch which may have a hole in the center.
8. Book of shadows/personal journal (1).
9. Ring (1) with a maximum replacement value of \$25.00.
10. Oak Sacred feather (1), uncut, no more than 8 inches in length. Must be kept in the cell and removed only for group gatherings.

ALL: Single battery powered plastic candle.

GROUP RELIGIOUS PROPERTY LIST

In accordance with Tennessee Department of Correction Policy #118.01, the following is a listing of religious property that inmates may use in group religious gatherings. In addition, inmate groups may continue to use religious property used on the date of this memo, even though such property is not listed below. Articles shown in the Individual Religious Property List above may be taken to group gatherings unless noted otherwise above, but must be returned to the cell immediately following the gathering. Such property (i) must only be used in group gatherings, (ii) must be used for religious purposes only, and any other use may result in disciplinary action, (iii) must be brought in by volunteers or Outside Clergy and taken out each time, OR donated to the group by volunteers or Outside Clergy and stored in a designated area in or near the chapel, as determined by the Warden, (iv) must not be a risk to the safety and security of the institution, as determined by the Warden, (v) must not contain STG or STG-related markings or insignia, and (vi) are subject to inspection and search at all times.

ALL: CDs/DVDs.

JEWISH, HOUSE OF YAHWEH, HEBREW ISRAELITES

1. Menorah (must be donated and kept in Chaplain's office/chapel).
2. Candles (Chaplain or Volunteer must supervise the lighting of candles and control the matches at all times).

CATHOLIC

1. Statue of the Sacred Heart of Jesus, plastic stone resin up to 12 inches tall (1 per group).
2. Statue of the Immaculate Heart of Mary, plastic stone resin up to 12 inches tall (1 per group).

NATIVE AMERICAN

1. Abalone shell (1 per group).
2. Bowl, wooden (1 per group).
3. Dance whistle, wooden or metal (1 per group).
4. Drums (up to 3 per group) with an open bottom up to 8 inches in diameter
5. Flute, wooden up to 24 inches in length (1 per group).
6. Rattles (up to 3 per group).
7. Sacred Peace Pipe (to be kept in the Chaplain's Office).

RASTAFARIAN

1. Bongo drums (up to 2 sets per group).

WICCANS

1. Altar cloth (1 per group).
2. Altar plate, wooden (1 per group).
3. Altar, wooden up to 12 inches wide, 12 inches high, and 18 inches long, (1 per group).
4. Battery-powered, plastic, scent-free candles, up to 6 inches in each in height (up to 3 per group).
5. Bell, metal (1 per group).
6. Cauldron, metal (1 per group).
7. Chalice, metal or wooden (1 per group).
8. Drums (up to 3 per group) with an open bottom up to 8 inches in diameter.
9. Flute, wooden up to 24 inches in length (1 per group).
10. Rattles (up to 3 per group).
11. Salt (up to ½ cup per group).
12. Statues, wooden (up to 2 per group), each not to exceed 12 inches in height.
13. Wand, wooden up to 16 inches in length (1 per group).
14. Ouija board up to 12 x 20 inches. Must be donated to the group and kept in the gym.

TP:DT

pc: Debbie Inglis, Deputy Commissioner, Administration/General Counsel
Jason Woodall, Deputy Commissioner, Operations
Wes Landers, Chief Financial Officer
Chuck Taylor, Deputy Commissioner/Chief of Staff

Alisha James, Assistant Commissioner, Community Supervision
Bobby Straughter, Assistant Commissioner, Prisons
Edward Welch, Assistant Commissioner, Rehabilitative Services
Kristy Carroll-Grimes, Director of Accreditation/Compliance
Ron Whitmore, Academy Superintendent
Terence Davis, Director of Training
Cile Crowder, Policy Development Manager
Central Office Directors
Historical File #118.01 and #504.01
Correctional Administrators