

POLICY

SUBJECT: Religious Services
NUMBER: RF-731-18
APPLICABLE TO: Residential Facilities

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 8/21/18

I. POLICY

The Department of Juvenile Services (DJS) shall ensure that youth in DJS residential facilities have reasonable access to religious services to observe his/her religion. DJS shall plan and coordinate religious activity, shall not endorse or require any religion, and shall ensure the youth's participation is voluntary.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204.
- B. Religious Freedom Restoration Act, 42 U.S.C. §2000bb.
- C. American Correctional Association (ACA) Standards, 4-JCF-5F-01 through 4-JCF-5F-06 and 4-JCF-5F-08

III. DIRECTIVES/POLICIES RESCINDED

None

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	8/21/18

III. PROCEDURES

A. **General**

1. All youth in DJS residential facilities shall be given reasonable opportunities to practice their religious beliefs and adhere to the requirements of their religion, which may be limited only by a threat by youth to themselves or others, or disrupts the facility safety and security.
2. All youth shall be entitled to practice and abide by the tenets of their particular religion including wearing religious clothing and jewelry, religious hair grooming, dietary restrictions, or using religious artifacts in worship.
 - a. When appropriate, liturgical or religious apparel such as skull caps, head shields and prayer shawls may be worn and religious artifacts may be used during a religious activity. When not in use, apparel and/or equipment, publications and materials shall be stored on the living unit within the facility to ensure accessibility to youth.
 - b. Apparel and/or equipment, publications and materials may be limited only by a threat by youth to themselves or others, or the disruption of facility safety and security. The Superintendent or designee shall determine when apparel and/or equipment, publications and materials may be limited and document such limitation in the facility log book.
3. The Superintendent shall review publications and materials to ensure the literature does not promote or incite violence.
4. Religious or faith-based volunteers will be provided a DJS volunteer self-adhesive name tag to wear upon visiting a facility.
5. Religious diets shall be planned and approved in accordance with the *Food Services Policy and Procedure*. Staff shall recognize that certain religious faiths impose dietary restrictions on their members (e.g. abstaining from pork) and shall honor these restrictions by the ensuring the facility's Food Service staff is notified of the restrictions. Staff shall ensure that requests by youth for a special religious diet are made at admission and documented on the **Religious Preference Form (Appendix 1.)**

B. **Access to Religious Services and Participation**

1. Religious services shall be made available to all youth who voluntarily wish to participate. At admission, the Admission's Officer shall give youth an opportunity to indicate their religious preference on the **Religious Preference Form (Appendix 1)**. The Admission Officer shall place the completed form in the youth's file and forward a copy to the Community Services Coordinator who shall make reasonable efforts to provide the type of religious services requested by the youth if not already offered on the facility master schedule.
2. The facility shall post a volunteer schedule which will include all religious services.

3. Youth participation in religious services shall be documented on the **Youth Tracking Form (Appendix 2)**.
4. Youth can request personal clergy visits in accordance with the *Visitation Policy and Procedure*.

C. Community Services Coordinator Responsibilities

The Community Services Coordinator shall oversee the coordination of religious services for the DJS facilities. The coordination of such efforts includes:

1. Recruiting, screening, training and placing religious and faith-based volunteers in DJS facilities in accordance with the *Volunteer Services Policy and Procedure*;
2. Maintaining close relationships with religious resources in the community;
3. Maintaining annual training to keep up to date with religious practices;
4. Maintaining a tracking system of all religious accommodation requests;
5. Collaborating with the Superintendent to arrange religious and faith-based services on the master facility schedule;
6. Developing a religious roster of available clergy by faith group for each region/facility;
7. Maintaining all files on religious volunteer and/or organizations to include, the volunteer and intern application(s), volunteer program application, screening and training records, Theology, Master of Divinity or other religious education licenses or certificates to perform such services; and
8. Maintaining all **Youth Tracking Forms (Appendix 2)** on youth participation in a centralized file.

D. Religious Services

1. Religious services shall be conducted in a designated area of the facility that is private and conducive to worship. Facility staff shall provide adequate supervision. The area should not limit the activities of those youth who do not wish to attend and should not interfere with the concurrent secular alternative activities and vice versa.
2. Religious or faith-based volunteers shall have access to all areas of the facility to minister to youth and staff.
3. Staff shall record religious services in the unit logbooks and on the **Youth Tracking Form** in compliance with the *Volunteer Services Policy and Procedure*.
4. Participation in any religious activity, worship, or faith-based programming is limited to youth. No staff shall minister to youth or endorse any religious activity with youth while assigned to a post.

E. Volunteers

1. All volunteers who are recruited by residential facilities, community-based programs or other DJS staff shall be referred to the Community Services Coordinator in accordance with the *Volunteer Services Policy and Procedure*. Individuals who volunteer for one-time-only or special events

may not need to complete an individual volunteer application form, as determined by the Office of Family Engagement.

2. All proposed volunteer programming must submit a group volunteer application form to the Community Services Coordinator when activities will be presented to any size group of youth.

F. Special Events

1. Special faith based events and programs may be held during specific religious holidays. DJS facility staff shall ensure that concurrent secular alternative activities take place at those times.
2. The Superintendent may grant youth in committed facilities approval to attend formal off-site religious services/programs with approval by the Executive Director of Residential Services.
3. Religious and faith-based services are not permitted during state required education hours.

G. Donations

1. Receipt of all donations shall be documented in accordance with the *Volunteer Services Policy and Procedure*.
2. The Community Services Coordinator, in collaboration with the Superintendent and the religious leader, shall approve donations of equipment or materials for use in religious programs. The Superintendent shall document the receipt of all donations.

IV. RESPONSIBILITY

The Office of Family Engagement and Superintendents are responsible for implementation and compliance with this procedure within 30 days of issuance.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

Yes

VII. DIRECTIVES/POLICIES REFERENCED

1. Food Services Policy and Procedure
2. Visitation Policy and Procedure
3. Volunteer Services Policy and Procedure

VIII. APPENDICES

1. Religious Preference Form
2. Youth Tracking Form



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Religious Services
NUMBER: RF-731-18
APPLICABLE TO: Residential Facilities

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR IN THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.

RELIGIOUS PREFERENCE OF YOUTH

YOUTH NAME: _____

YOUTH ID: _____

IDENTIFICATION OF RELIGION

_____ has declared his/her religion to be: _____
Name of youth *Enter name of religion or N/A if none identified*

Name of church/temple/mosque/other (if any): _____

Address (if known): _____

Name of clergy/rabbi/imam/other (if known): _____

Contact information (if known): _____

MODIFICATION TO MENU

He/she _____ wishes to have a special menu based on the tenets of the religion
(Notify Food Service Administrator)

_____ does not wish to have a special menu

OTHER NOTES:

Signature of Youth

Date

Signature of DJS staff

Date

DEPARTMENT OF JUVENILE SERVICES
YOUTH TRACKING FORM

1. DJS STAFF-**AFTER EACH SESSION, PLEASE FILL OUT FORM & TURN INTO PROGRAM LIAISON**
2. VOLUNTEER/FACILATATOR- **FAX FORM TO Tia Lindsay @ 410-230-3417 OR SCAN AND E-MAIL TO Shauntia.lindsay@maryland.gov BEFORE NEXT SESSION.**

NAME OF PERSON FILLING OUT THIS FORM (Please write legibly): _____

POSITION/TITLE: **CHECK (✓) ONE:** Facilitator of Session DJS Staff

VOLUNTEER PROGRAM NAME: _____ FACILITY: _____

DAY/ DATE of SESSION: _____ UNIT: _____

START/END TIMES: _____

	PRINT YOUTH NAME		PRINT YOUTH NAME
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

PLEASE PROVIDE RESPONSES TO ALL – USE MORE SPACE AS NEEDED

NAME OF FACILITATOR(S) CONDUCTING THE SESSION: _____

LIST TOPICS AND HANDS-ON ACTIVITIES: _____

Overall, did the youth like the session as indicated by group participation or other observations?

DEFINITELY NOT	SOMEWHAT	MOSTLY	ABSOLUTELY YES
1	2	3	4

Did you like how the session went considering, for instance, whether it was worthwhile for youth?

DEFINITELY NOT	SOMEWHAT	MOSTLY	ABSOLUTELY YES
1	2	3	4

Please feel free to add any additional comments.
