



ROBERT BENTLEY
GOVERNOR

State of Alabama Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883



JEFFERSON S. DUNN
COMMISSIONER

August 11, 2015

**ADMINISTRATIVE REGULATION
NUMBER 462**

OPR: CHAPLAIN SERVICES

RELIGIOUS PROGRAM SERVICES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for recognized religious beliefs and practices of committed offenders.

II. POLICY

It is the policy of the ADOC to permit offenders the privilege and/or right to worship within their declared faith and to identify approved activities and practices.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Declared Religious Practitioner:** An inmate who has submitted a formal declaration of religious preference which is maintained in his/her inmate records.
- B. **Earth-Based Religion:** Religions that commonly practice sacred rites outside.
- C. **Feast:** A periodic religious observance commemorating an event or honoring a deity, person, theme or thing. The word feast in the title of the celebration does not mean it requires food.
- D. **Free-World Sponsor:** An organization or individual(s) approved by the Chaplain and the Warden to bring ministry items for a religious program and/or food for an approved Sacred Day. Approved free-world sponsors shall not be family members of inmates incarcerated at the institution.
- E. **Inmate Facilitators for Religious Service:** An individual who functions as a lay leader and is accountable to the Chaplain. An inmate who is knowledgeable of and committed to his/her religion. This individual is respected among his/her inmate practitioners of the same religion.
- F. **Observances:** Frequent periodic religious activities.

- G. **Religious Item:** Paraphernalia for religious groups and personal practice. All items must be procured from an approved vendor, institutional canteen, or an approved ministry.
- H. **Religious Meals:** ADOC provides a pork free menu for those inmates whose religious preference stipulates no pork.
- I. **Religious Practice:** The act of formal religious participation.
- J. **Religious Sacred Day(s):** A day recognized as significant to a specific religion. These observances may be afforded time and space outside the normal schedule. If no date is listed, the date will vary. Consult with the Chaplain.
- K. **Sacred Day:** An approved religious celebration.
- L. **Sacred Day Foods:** Sacred Day Foods are identified as foods which have religious significance in one of two categories:
 - 1. Feast Food: An allowance of food items consumed as a meal in observance of a Sacred Day.
 - 2. Ritual Food: Specific food items defined by the religion used in a religious rite.

IV. **RESPONSIBILITIES**

- A. The Associate Commissioner of Programs is responsible for ensuring that inmates have the opportunity to practice their religious faith as long as the expression does not pose a threat to security, safety, or orderly function of the institution.
- B. The Pastoral Programs Supervisor is responsible for:
 - 1. Serving as the liaison with the faith/character based communities.
 - 2. Maintaining a listing of vendors for religious items.
 - 3. Meeting with Chaplains as needed to maintain consistency of Religious Program Services.
- C. The Warden is responsible for:
 - 1. Developing their institutional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 462, *Religious Program Services*.
 - 2. Designating an area for religious services to be conducted.
 - 3. Approving Religious Volunteers/free-world sponsors for entry into their institution.

- D. The Chaplain is responsible for:
1. Acting as an advocate for the dignity of all religious practices of inmates according to the approved practices in AR 462, *Religious Program Services*.
 2. Making a good faith effort to have adequate volunteer staff available to implement religious programs and assisting in the selection of interested volunteers who desire to provide religious programs for inmates.
 3. Providing the monthly activities/calendars of the religious programs to the Warden, employees, and inmates, based on participation, time, and space.
 4. Developing and maintaining a close relationship with community religious resources.
 5. Ensuring that new inmates are provided with information on religious programs available at the institution.
 6. Visiting inmates in Death Row, Disciplinary Segregation, Administrative Segregation, and Special Management areas, if applicable, to ensure his/her religious needs are reasonably met.
 7. Identifying authorized vendors for inmates to purchase religious items and literature.
 8. Reviewing and approving inmate religious material coming through the mail in accordance with AR 448, *Inmate Mail*.
- E. ADOC employees are responsible for following the guidelines established by this administrative regulation.
- F. The inmate is responsible for knowing and following the procedures established by this administrative regulation.

V. PROCEDURES

NOTES: The following notes define items and explain how activities shall be conducted in ADOC institutions:

1. **Alcohol/Drugs and Herbs:** Mind altering substances or combinations of mind altering substances are prohibited.
2. **Candle:** A candle may not exceed four inches in height by two inches in diameter.
3. **Candle holder:** A candle holder shall be a size to accommodate the candle and may be paper, plastic, or wood.
4. **Congregate Religious Items:** The ADOC shall require these items to be kept at the place designated for congregate storage. The ADOC prohibits wearing, showing or outer display of such items anywhere except the designated place for congregate activities. These items become institutional property for the

religious community's use. Personal possession is prohibited. Items are limited to one unless otherwise specified.

5. **Congregate Religious Items Request:** ADOC Form 462-A, *Inmate Congregate Religious Property Disclaimer/Release* shall be completed prior to religious items for congregate activities being purchased.
6. **Facial Hair Exception** (Limited to specifically approved religions): Inmates will be permitted to apply for a religious exception to the grooming policy to grow a full beard, including mustache, of no more than ½ inch in length. No other type of inmate facial hair is authorized. Inmates may not display a soul patch, goatee, van dyke, fu man-chu, mustache only, or other such facial hair styles. Inmates may not sculpt or edge their facial hair. Additionally, no numbers, letters, words, signs, symbols, nor designs may appear in the facial hair.
7. **Feather(s):** Loose feathers shall be no longer than eight inches in length and no more than a quantity of ten. Possession of feathers must be in compliance with the Federal Migratory Bird Treaty Act of 1918.
8. **Food Practices:**
 - a. Request of Sacred Day Celebrations that include feast foods shall be made to the Chaplain twenty days prior to the observance of Sacred Day Celebrations. The free-world sponsor shall coordinate the meal with the Chaplain.

Where free-world sponsors may be limited, inmates may draw from their ITF accounts to provide for their feast foods.

If resources are unavailable to facilitate the religious celebration, the group shall be fed from the regular institutional menu and have access to the dining hall after the rest of the population has eaten.
 - b. The menu is planned to be nutritionally adequate for those inmates who may be on vegan diets due to religious preferences.
9. **Incense/Incense Burning:** The practice of burning incense is only permitted during religious services. Personal possession is not allowed. For religious services, the incense must not exceed twelve inches and be in stick form only.
10. **Inclement weather for Earth-Based Religions:** Inside space may be afforded during inclement weather if space is available.
11. **Inmate Religious Declaration:** When processed at ADOC intake, inmates will be required to declare a religious preference. This declaration entitles you to the religious practices and religious items associated with your religious preference.
12. **Inmate Requests:** Requests for additional religious belief(s), practice(s), and/or religions shall be processed through an *Inmate Request for Religious Assistance*.

13. **Medallion:**

- a. An inmate is allowed one medallion which must be representative of the approved religion.
- b. Purchase receipts must accompany the medallion at the time of acquisition, confirming its value to be no more than \$25.00. The inmate is required to keep all receipts on property items purchased for proof of ownership for as long as he/she maintains the property item in accordance with AR 338, *Inmate Property*.
- c. The medallion shall be no larger than one and half inches in diameter. The medallion may consist of these materials: metal, wood, plastic, leather, and various colors. The medallion worn must be on a breakable chain/string.
- d. The medallion shall be concealed at all times under the inmate's shirt or kept in the inmate's personal possession. Open display is only allowed in the designated place of worship.

14. **Media (religious specific):** According to the availability at the institution's chapel library, the following are permitted, but are not limited to: literature, music, and teaching/preaching, which may be available on CDs, DVDs, videos, and cassette tapes.

Any media that may be considered a threat to institutional security shall not be allowed. ADOC shall determine legitimate security threats posed in any media materials on a case-by-case basis in accordance with AR 448, *Inmate Mail*.

15. **Personal Religious Item:** The ADOC shall permit inmates to maintain these items with their personal property in accordance with AR 338, *Inmate Property*. The Chaplain shall document any incoming religious items on a property sheet. Items are limited to one unless specified.

16. **Prayer Beads:** Prayer beads shall not exceed eighteen inches in length and shall be on a breakable string.

17. **Prayer Fan:** A group of feathers tied together by natural materials. The fan shall not exceed eight inches in length.

18. **Prayer Oils:** The practice of using prayer oils is only permitted during religious services; personal possession is prohibited. Only the following scents are approved: African Musk, Black Coconut, Black Madina Musk, Blue Nile, China Musk, Egyptian Musk, Lavender, Nubian Musk, Sandalwood, Frankincense, and Myrrh.

19. **Religious Volunteers' Accoutrement:** Religious articles other than those specified by regulation for use in scheduled services, e.g. candles, sacred oils,

religious garments, Mass kit, chalices, phylactery, etc. Approval shall be coordinated with the Chaplain and Warden prior to the service.

20. **Work Exemption:** There are **no** work exemptions for any religious observance.

A. Buddhism:

1. Religious Practices:

a. Observances:

- (1) Meditation is the study and chanting of sacred writings. Usually conducted daily on an individual basis.
- (2) Studies.

b. Religious Sacred Days:

- (1) Parinirvana Day – Death of Shakyamuni Buddha – February 15.
- (2) Buddha Day – Celebrates his birth – April 8.
- (3) Bodhi Day – The day of enlightenment – December 8.

NOTE: Buddhist inmates may select either the three above listed dates **OR** Vesak Day, **but NOT both.**

Adherents who observe the three sacred days distinguish themselves from those who observe Vesak Day.

- (4) Vesak Day – One day celebrating the death of Shakyamuni Buddha, his birth, and the day of enlightenment – the full moon day in May.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Picture of Buddha (not to exceed eleven inches in height by nine inches in width).
- (3) Prayer Beads.
- (4) Medallion.

b. Congregate Religious Items:

- (1) Altar (small, moveable, retractable wood table or plastic fold-up) and one Altar cloth not to exceed twenty-four inches in length by twenty-four inches in width.

- (2) Buddha, one plastic statue shall not exceed eight inches in height by six inches in diameter.
- (3) Candle and candle holder.
- (4) Incense.
- (5) Meditation Gong or Bell: The gong **or** bell shall not exceed a size of four inches in height by four inches in diameter, not including the stand holding the gong or bell.
- (6) Small Potted Plant or a real or plastic/silk flower.
- (7) Prayer/Meditation Cushion, eighteen inches in length by eighteen inches in width by five inches in height.
- (8) Prayer oil.
- (9) Water, approximately six ounces, in a plastic cup or bowl.

B. Catholicism (Christian):

1. Religious Practices:

a. Observances:

- (1) Anointing of the Sick (Last Rites).
- (2) Baptism.
- (3) Confirmation.
- (4) Eucharist. Only a priest may bring wine (one ounce) and partake of the wine during Eucharistic celebration. Inmates are prohibited from wine consumption. Ritual food permitted, confer with Chaplain.
- (5) Reconciliation (Confession).
- (6) Studies.

b. Religious Sacred Days:

- (1) Ash Wednesday.
- (2) Good Friday.
- (3) Easter.
- (4) Christmas – December 25.

2. Religious Items:
 - a. Personal Religious Items:
 - (1) Books/Study Materials.
 - (2) Medallion.
 - (3) Rosary (Prayer Beads).
 - b. Congregate Religious Items – None.

C. Hinduism:

1. Religious Practices:
 - a. Observances: Studies
 - b. Religious Sacred Days - None.
2. Religious Items:
 - a. Personal Religious Items:
 - (1) Books/Study Materials.
 - (2) Hindu Pouch (shall not exceed four inches in length by four inches in width with a draw string).
 - (3) Medallion.
 - (4) Prayer Beads.
 - b. Congregate Religious Items.
 - (1) Incense.
 - (2) Prayer oil.

D. Jehovah's Witness:

1. Religious Practices:
 - a. Observances: Studies.
 - b. Religious Sacred Days: The Lord's Evening Meal, a communion service celebrated on Nisan. The 14th day of Nisan, which varies. Ritual food permitted, consult with Chaplain.
2. Religious Items:
 - a. Personal Religious Items: Books/Study Materials.

b. Congregate Religious Items – None.

E. Judaism:

1. Religious Practices:

a. Observances:

(1) Daily Prayer. The daily ritual of prayer consists of morning, afternoon and evening prayer. These prayers are performed individually.

(2) Studies.

b. Religious Sacred Days:

(1) Pesach: Passover/Feast of Unleavened Bread. Ritual food is permitted on the first evening of Passover, consult with Chaplain.

(2) Shavuot/Pentecost.

(3) Rosh Hashanah.

(4) Yom Kippur.

(5) Sukkoth.

(6) Simchat Torah.

(7) Chanukah.

2. Religious Items:

a. Personal Religious Items:

(1) Books/Study Materials.

(2) Medallion.

(3) Prayer Shawl. The shawl shall be approximately seventy inches in length by eighteen inches in width.

(4) Skullcap/Yarmulke.

b. Congregate Religious Items: Candles/Candle Holder (Menorah).

F. Moorish Science Temple of America:

1. Religious Practices:

a. Observances:

- (1) Moors believe that Friday is a Holy Day for all Muslims.
- (2) Ramadan - The Moorish Science Temple practitioners are **not** obligated to fast; their fasting is voluntary. If individuals desire to fast, they may fast during the same time period as the Orthodox Muslims/the Nation of Islam Muslims.
- (3) Studies

b. Religious Sacred Days:

- (1) Prophet Noble Drew Ali's Birthday – January 8. The group will eat from the regular institutional menu and have access to the dining hall after the population has eaten.
- (2) Moorish New Year – January 15.
- (3) Eid-UI-Fitr - Breaking of the Ramadan month long fast (see paragraph V. F. 1. a. (2) above); Feast Food permitted, consult with Chaplain.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Crescent pin.
- (3) Fezz.
- (4) Medallion.
- (5) Nationality Card.
- (6) Prayer Beads.
- (7) Prayer Rug (size approximately three feet in length by two feet in width, compass rugs are prohibited).

b. Congregate Religious Items:

- (1) Incense.
- (2) Picture of Prophet Noble Drew Ali. The picture shall be no larger than eleven inches in height and nine inches in width.
- (3) Prayer Oil.

- (4) Set of Flags – includes one American and one Moroccan flag. Each flag not to exceed four inches in height by six inches in width.

G. Nation of Gods and Earths:

1. Religious Practices:

a. Observances:

- (1) Parliament. Last Sunday of each month.
- (2) Ramadan - The Nation of Gods and Earths practitioners are **not** obligated to fast; their fasting is voluntary. If individuals desire to fast, they may fast during the same time period as the Orthodox Muslims/the Nation of Islam Muslims.
- (3) Studies.

b. Religious Sacred Days:

- (1) Birth of Founder (Clarence 13X-Allah) – February 22.
- (2) Death of Founder – June 13.
- (3) Eid-UI-Fitr - Breaking of the Ramadan month long fast (see paragraph V. F. 1. a. (2) above). Feast Food permitted, consult with the Chaplain.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Koofie.
- (3) Prayer Beads.
- (4) Prayer Rug (size approximately three feet in length by two feet in width, compass rugs are prohibited).
- (5) Medallion.

b. Congregate Religious Items:

- (1) Incense.
- (2) Prayer Oil.

H. Nation of Islam (NOI):

1. Religious Practices:

a. Observances:

- (1) Prayers five times daily. These prayers are performed individually.
- (2) Jumu'ah Prayer – Fridays.
- (3) Ramadan.
- (4) Studies.

b. Religious Sacred Days.

- (1) Savior's Day – February 26.
- (2) Birthday of Elijah Muhammad – October 7.
- (3) Holy Day of Atonement/Reconciliation – October 16.
- (4) Eid-UI-Fitr - Breaking of the Ramadan month long fast; Feast Food permitted, consult with the Chaplain.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Koofie.
- (3) Prayer Rug (size approximately three feet in length by two feet in width, compass rugs are prohibited).

b. Congregate Religious Items:

- (1) Incense.
- (2) Prayer Oil.

I. Native American Spirituality (Earth-Based):

1. Religious Practices:

a. Notes:

- (1) **Access and Time Allowed on Ceremonial Grounds:** The ceremonial grounds will be a designated location outside the chapel on the prison yard. Native American inmates shall be allowed access to the ceremonial grounds when the prison yard is open. When the prison yard is NOT open, Native

American inmates shall have access to the ceremonial grounds if the chapel is open or during “chapel call” but not after sunset. Factors that may be considered regarding additional access to the ceremonial grounds are the level of security of the institution, the number of Native American inmates who will use the ceremonial grounds, and physical structure of the institution.

(2) **Clothing/Attire for Sweat Lodge Ceremonies:** Inmates participating in sweat ceremonies are required to wear appropriate outerwear, such as prison uniforms or T-shirt and shorts approved by the Warden. The inmate shall not wear any metal or harmful materials during the ceremony.

(3) **Location and Size of Ceremonial Grounds:**

(a) A correctional institution which has Native American inmates shall have an area designated as ceremonial grounds.

(b) The Warden shall designate the location of the ceremonial grounds with the Chaplain’s recommendation.

(c) Factors for determining the exact location of the ceremonial grounds are:

1. Institutional Security Level.

2. Normal operations.

3. Flow of inmate traffic next to the ceremonial grounds.

4. Number of practitioners.

(d) The only inmates allowed in the designated area will be identified as Native American practitioners; other inmates considering Native American Spirituality, as a guest of an inmate sponsor, are permitted with the approval of the Chaplain.

(e) Indoor study time and all audio/video media related interaction requires advance scheduling.

(f) The area may be roped-off to preserve the sacredness of the grounds. All grounds shall be a minimum of twenty feet x twenty feet. At sweat lodge institutions, the grounds shall be a minimum of forty feet by forty feet.

(4) **Provisions of Storage Space:** The ADOC shall permit the Native American groups at each institution to place a box on

the ceremonial grounds in which religious items are kept. The box, no larger than an inmate's personal property box, may be secured by a combination lock. Native American inmates and the appropriate ADOC officials shall maintain the combination to this lock.

(5) **Seating/Benches on Ceremonial Grounds:**

- (a) The Warden, based upon the recommendation of the Chaplain, will determine the location of the appropriate seating.
- (b) Facilities with sweat lodges are authorized three benches for seating.
- (c) Facilities without sweat lodges are authorized two benches for seating.
- (d) Approved wooden benches will be forty-eight inches in length by ten inches in width by two inches in height on four inch by four inch wooden posts, anchored in concrete.

(6) **Sweat Lodge Institutions:** The ADOC will designate a minimum of four institutions to contain a Sweat Lodge Structure. These institutions will include: one close custody institution, two medium custody institutions, and one minimum custody institution.

(7) **Sweat Lodge Participation:** Participating in the sweat lodge is limited to inmates who formally declare Native American Spirituality. Without approval of the Warden, no more than five inmates may enter the sweat lodge at one time. The Warden shall allow sufficient number of sweat ceremonies in connection with the Spring and Fall equinoxes and the Winter and Summer solstices so that each inmate has the opportunity to participate.

(8) **Training of Correctional Officials on Inspection:** ADOC officials shall be taught the proper procedures for inspecting and viewing all Native American items.

- (a) The medicine bag shall be visually inspected by a correctional officer when the inmate is either entering or exiting an institution.
- (b) The ADOC shall train its personnel not to touch the medicine bags or sacred pipes of the Native American inmates. Should an officer believe that it is necessary to inspect the contents of a Native American's medicine bag or sacred pipe; the officer shall bring the inmate to

the Chaplain's office or designated area, where the contents of the bag or the pipe shall be displayed.

- (c) In the event that the Chaplain is not present, the inspection may be performed in the presence of the Shift Commander.

b. Observances:

(1) Studies.

- (2) Sweats: Sweat schedules will be conducted four times a year during the Spring and Fall equinoxes and the Winter and Summer solstices. The Chaplain will determine the respective time frames for the sweats, with the Warden's approval. The duration of the ceremony from the time of the fire to the actual sweat should not exceed four hours; two hours to heat the rocks and two hours for the sweat ceremony.

(3) Sweat Lodge:

- (a) Fire Pit, Inside. A pit dug inside the sweat lodge where hot rocks are placed with a shovel or rake for the production of steam. This inside pit should not exceed an area three feet in diameter. A container of water is required to sprinkle on the hot rocks to produce the steam and heat.
- (b) Fire Pit, Outside. Beyond the sacred altar is a fire pit for heating rocks. The fire pit should not exceed an area of three feet in diameter. A fire suppression system, such as a hose, fire extinguisher, or extra buckets of water, will be required in case the fire gets out of control.
- (c) Sacred Altar. A small earthen mound is built as a sacred altar outside the sweat lodge, using dirt from the inside fire pit.
- (d) Structure. The lodge is usually a dome-shaped structure made of willow or other saplings indigenous to the area. The saplings are lashed together with twine or bark. The structure is then covered with a tarpaulin, blankets, or canvas. The Warden, upon the recommendation of the Chaplain and spiritual advisor, shall determine the size of the sweat lodge. The dome of the sweat lodge should be approximately four feet in height with a base approximately twelve feet in diameter. The sweat lodge may be a prefabricated, temporary structure.
- (e) Wood and Rocks for the Fire. The spiritual advisor, with the Warden's approval, shall determine the type of rocks to be used. The number of rocks used shall not

exceed twenty-eight in number and shall be no greater than six inches in diameter.

- (f) During a formal count, and at times when a sweat lodge ceremony is in progress, the correctional officers should respectfully notify inmates of the count. The correctional officials will open the flap/door for the count. If the Warden or designee deems it appropriate, the inmates will be ordered to return to their assigned beds for a lock-down count.
- (g) Upon occasion, while a sweat lodge ceremony is in progress, it will be necessary for a correctional official to conduct an informal inmate count to ensure that all inmates under his/her supervision are accounted for. The correctional official should respectfully notify inmates of the count. The correctional official will open the flap/door for the count.
- (h) Upon occasions, it is necessary to conduct an emergency inmate count while a sweat lodge ceremony is in progress. The Warden/designee will order an emergency count and all inmates will be returned to their assigned beds. The correctional official will open the flap/door and order the inmates to return to their assigned beds.

c. Religious Sacred Days:

There are six potential Sacred Days which are seasonal. All Native American practitioners shall have unified ceremonies:

- (1) Spring Equinox.
- (2) Summer Solstice.
- (3) Fall Equinox.
- (4) American Indian Day. September 24 and 25.
- (5) Green Corn Ceremony or Harvest Moon Festival. Feast food is permitted, consult with Chaplain.
 - a. The Green Corn Ceremony is synonymous in name with the Harvest Moon Festival, depending upon the tribal belief system.
 - b. The Harvest Moon Festival is usually the third Sunday in October. The date of the Harvest Moon Festival is dependent on the sighting of the moon.
- (6) Winter Solstice.

2. Religious Items:

a. Personal Religious Items:

- (1) Armband: Not to exceed three inches in width and shall fit the circumference of the practitioner's bicep. The practitioner shall not have more than two armbands. Armbands shall only be worn during congregate ceremonies.
- (2) Beads: Subject to the same limitations as prayer beads. Beads may only be worn during congregate ceremonies. Inmate constructed beads are prohibited.
- (3) Books/Study Materials.
- (4) Choker: Not to exceed three inches in width and shall fit the circumference of the practitioner's neck. The practitioner shall have no more than one choker. The choker shall only be worn during congregate ceremonies.
- (5) Fan: For use on the ceremonial grounds.
- (6) Feathers: For use on the ceremonial grounds.
- (7) Flute: To be used only on ceremonial grounds. Maximum size is limited to eighteen inches in length by one inch in diameter.
- (8) Headband: Not to exceed two inches in width and shall fit the circumference of the practitioner's head. The practitioner shall have no more than one headband. The headband shall only be worn during congregate ceremonies. The term headband is not a reference to feathered headgear.
- (9) Medicine Bag: Medicine Bags may include the following approved object(s) attached to the bag and the string to which it is attached:
 - (a) A personal medicine bag may be kept on their person or in their personal property box. When worn outside of the ceremonial grounds, it will be worn underneath their prison clothing.
 - (b) The outside of the medicine bag may be adorned with beads of different colors. Beads greater in size than approximately eight millimeters in diameter (the size of a "pony" bead) are prohibited.
 - (c) An inmate may affix items such as claws, beads, stag buttons, and pieces of antlers to their medicine bag with the following restrictions:

1. Claws - no longer than one and one half inches in length from tip to tip.
2. Stag buttons - no longer than one and one-half inches in diameter.
3. Arrowheads - no longer than one and one-half inches in length from tip to tip.
4. Antler pieces - no longer than one and one-half inches long and may not be sharp at the tip.
5. Antler pieces, claws, and arrowheads must be permanently affixed to the medicine bag or contained within the medicine bag.
6. Medicine bags may not exceed four inches in length by four inches in width.
7. If the medicine bag is strung from the inmate's neck, it is to be attached with a natural or neutral color leather string or shoelace. This string must be breakable for the inmate's safety.

(d) Medicine Bag: The medicine bag may contain all objects which have a religious significance to the practitioner, including, but not limited to: small stones, sand or dirt, feathers, beads, except those items that are otherwise prohibited within this regulation. Refer to V. I. 1. a. (8) for proper inspection of Native American objects.

- (10) Moccasins: May be worn on the ceremonial grounds. Moccasins shall be purchased through the Chaplain and may be kept in their personal property box, in accordance with AR 448, *Inmate Mail*, and AR 338, *Inmate Property*.
- (11) Native American Dream Catcher: A small circular item, not to exceed six inches in diameter, usually made of leather. Feathers may be hung from the Dream Catcher. The total dimensions of the Dream Catcher including the feathers shall not exceed twelve inches in length. It can only be hung from the inmate's bed during the hours he or she is asleep.
- (12) Personal Prayer Book: The book may be covered with a natural material, such as leather or fur, so long as the cover slips off easily for review and inspection by correctional officers.

- (13) Pipe, Personal Prayer: Not to exceed twelve inches in length and the pipe bowl shall not exceed three inches in height and shall not weigh more than twelve ounces. The personal prayer pipe will only be used while on the ceremonial grounds. The pipe may be kept in the inmate's personal property box. A correctional officer or ADOC official may visually inspect a prayer pipe, when there is reasonable cause to inspect the pipe, in the manner set forth in this regulation.
- (14) Sacred Item Box: Must be maintained in the inmate's personal property box.
- (15) Smudge Bowl. One of natural materials (no glass) not to exceed three inches in height by six inches in diameter to be used with the approved herbs. The smudge bowl shall only be used at the ceremonial grounds. The smudge bowl shall be stored on the ceremonial grounds or in the Chaplain's office or Shift Commander's office.
- (16) Retention of Religious Items on Transfer: The ADOC shall permit inmates to keep and retain their religious items during their transfer from one institution to another. When an inmate is transferred, he/she shall be given access to the ceremonial grounds to retrieve his/her religious items.

b. Congregate Religious Items:

- (1) Drums and Rattles: To be maintained on the ceremonial grounds or with the Chaplain for use during ceremonies. These items will not be used in a manner that disrupts the normal operation of the correctional institution.
- (2) Fire: A small fire is permitted for scheduled Native American ceremonies at the designated place within the ceremonial grounds. One fire pit is permitted and should not exceed an area of three feet in diameter. A fire suppression system, such as a hose, fire extinguisher, or a bucket of water, will be required in case the fire gets out of control. It must be small and safe.
- (3) Herbs: To be purchased through the Chaplain. Permitted herbs include: Sage, Sweetgrass, Cedar, Kinnikinick blend, and Tobacco (Tobacco is authorized at all institutions except tobacco-free institutions). All herbs, except tobacco, are maintained by the Chaplain or Shift Commander's Office.
- (4) Medicine Wheel: Comprised of stones, maintained at the ceremonial grounds. The size of the medicine wheel will be dictated by the amount of available space and the number of Native American practitioners.

- (5) Prayer Pipe, Ceremonial: The designated “pipe keeper” is permitted to maintain a congregational ceremonial prayer pipe with his personal possessions. The prayer pipe shall not exceed eighteen inches in length and the pipe bowl shall not exceed three inches in height and shall not weigh more than sixteen ounces.
- (6) Talking Stick: To be maintained on the ceremonial grounds, no longer than two feet in length by one inch in diameter.
- (7) Vegetation: To be grown on the Native American ceremonial grounds. Vegetation, other than the tree of life, shall not exceed four and one half feet in height and shall be planted in such a manner not to obstruct the view of correctional officers, not within ten feet of any perimeter fence of the correctional institution, nor cause any type of fire hazard to a prison building or areas of the yard.
 - (a) Flowers and gourds.
 - (b) Beans. One variety of bean and up to eight plants planted at least one foot apart.
 - (c) Corn. One variety of corn and up to eight stalks planted at least one foot apart.
 - (d) Squash. One variety of squash and up to eight plants planted at least three feet apart.
 - (e) Tree of Life. Preferably cedar, not to exceed ten feet in height by five feet in diameter.

J. Odinism/Asatru (Earth-Based):

NOTE: Location and Practice. Chaplain will schedule time for the Odinist/Asatru ceremonies at the outside worship area.

1. Religious Practices:

a. Observances:

- (1) Studies.
- (2) Thursdays – Thor’s Day.

b. Religious Sacred Days:

- (1) High Feast of Ostara – March 21.
- (2) High Feast of Baldor – June 21.
- (3) High Feast of Odin – September 21.

- (4) High Feast of Yule – December 21. Feast food permitted, consult with Chaplain.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Runes (not to exceed the thirty-one characters).
- (3) Medallion.
- (4) Rune casting cloth. Not to exceed the size of a handkerchief, plain white.
- (5) Rune bag. Not to exceed four inches in length by four inches in width to house the runes.

b. Congregate Religious Items.

- (1) Blot Ceremonial Bowl. The bowl must be made of paper, plastic or wood, no larger than one and one half inches in height by two and one half inches in diameter.
- (2) Fire (candle only).
- (3) Mead. Fruit juice from the canteen or water. Ritual food permitted, consult with Chaplain.
- (4) Mead Horn. The horn must be made of paper, plastic or animal horn, no metal adornments, and no longer than six and one half inches in length.
- (5) Runes (not to exceed the thirty-one characters).
- (6) Twig (fern tree) no longer than five inches in length and no thicker than one quarter inch.
- (7) Thor's hammer. A wooden hammer that may not exceed six inches in length, the hammer head shall not exceed three inches in length and the total weight shall not be more than twelve ounces. The Thor's hammer will only be used while on the ceremonial grounds.
- (8) Oath Ring. Wooden not to exceed six inches in diameter and one half inch in thickness.
- (9) Candle, candle holder. The candle holder must be filled with sand or dirt.

- (10) Gandr staff/Rune staff. Wooden no more than twelve inches in length by one inch in diameter.
- (11) Altar/Stalli. May use an available table indoors.
- (12) Rune Cloth/Stalli Cloth. Not to exceed three feet by three feet and may be colored.

K. Orthodox Islam:

1. Religious Practices:

a. Observances:

- (1) Jumu'ah prayer – Fridays.
- (2) Personal Prayer. It is obligatory for Muslims to perform personal prayers five times daily (Note: The institution is not required to provide space for personal prayer except for the before sunrise and after sunset prayers during the month of Ramadan.)
- (3) Studies.

b. Religious Sacred Days:

- (1) Eid-UI-Adha. Feast food is permitted, consult with the Chaplain.
- (2) Eid-UI-Fitr. Immediately follows Ramadan. Feast food is permitted, consult with the Chaplain.
- (3) Ramadan. No individual or group will be allowed to participate in more than one fasting period a year.

2. Religious items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Koofie (worn only during services).
- (3) Prayer Beads.
- (4) Prayer Rugs (size approximately three feet in length by two feet in width, compass rugs are prohibited).

b. Congregate Religious Items:

- (1) Prayer Oil.

- (2) Incense/Incense holder.

L. Protestantism (Christian):

1. Religious Practices:

- a. Observances:

- (1) Baptism.
 - (2) Communion (the Lord's Supper).
 - (3) Studies.

- b. Religious Sacred Days:

- (1) Good Friday.
 - (2) Easter.
 - (3) Christmas – December 25.

2. Religious Items:

- a. Personal Religious Items:

- (1) Books/Study Materials
 - (2) Medallion.

- b. Congregate Religious Items - None.

M. Rastafarianism:

1. Religious Practices:

NOTE: There are no set, required personal or group practices for Rastafarianism. How one chooses to pray, or worship is strictly between the individual Rasta and Jah (Acephalous).

- a. Observances:

- (1) Studies.
 - (2) If practitioners care to meet weekly, consult with the Chaplain to schedule only one day of the week for services.

- b. Religious Sacred Days:

- (1) Grounation – April 21.
 - (2) Birthday of Haile Selassie – July 23.

- (3) Birthday of Marcus Garvey – August 17.
- (4) Rastafarian New Year – September 11.
- (5) Coronation of H.I.M. (His Imperial Majesty) Haile Selassie – November 2.

2. Religious Items:

a. Personal Religious Items:

- (1) Books/Study Materials.
- (2) Medallion (“Ankh” an Egyptian symbol of life).
- (3) Crown: to be worn only during services. Colors of red, yellow, green, or black may be used and limited to only these four colors. Crowns may not have a bill or peak and must be free of symbols.

b. Congregate Religious Items:

- (1) Flag of Ethiopia (not to exceed four inches in height by six inches in width).
- (2) Incense/Incense holder.
- (3) Picture of Haile Selassie (not to exceed eleven inches in height by nine inches in width).

N. Wiccan (Earth-Based):

NOTE: Location and Practice. Chaplain will schedule time for the Wiccan ceremonies at the outside worship area.

1. Religious Practices:

a. Notes:

- (1) Wiccans meet in circles where rituals are held. Access to area shall be allowed when the prison yard is open to inmates. Access to the area is prohibited after sunset.
- (2) The area for the circle will be determined by the Warden and the Chaplain.
- (3) Location of Circle Practice:
 - (a) A correctional institution which has Wiccan inmates shall have an area designated for a circle.

(b) Factors for determining the size and the exact location of the circle are:

1. Institutional Security Level.
2. Normal operations.
3. Flow of inmate traffic next to the circle.
4. The number of practitioners.

(c) The only inmates allowed in the designated area during services will be identified as Wiccan practitioners; guests/seekers are permitted with the approval of the Chaplain.

(d) Inside space may be approved during inclement weather, if space is available. Required study time and all audio/video media related interaction requires advance scheduling.

(4) Ritual. There are eight recognized Sabbats. Each individual must make a written request to the Chaplain for approval well in advance to set up the Ritual.

b. Observances:

- (1) Personal Prayers.
- (2) Studies.

c. Religious Sacred Days (Esbats):

- (1) Imbolic – February 2.
 - (a) Candles: Yellow and White
 - (b) Stone: Amethyst.
- (2) Ostara (Spring/Vernal Equinox) – March 21.
 - (a) Candles: Pink and Green.
 - (b) Stone: Rose quartz and Moonstone.
- (3) Beltane or May Day – May 1.
 - (a) Candles: Red and Green
 - (b) Stone: Heliotrope or bloodstone
- (4) Litha (Summer Solstice/Midsummer) – June 22.

- (a) Candles: Blue and Green.
- (b) Stone: Tiger's eye or Lapis Lazuli.
- (5) Lughnasadh – August 1. Ritual foods permitted, consult with Chaplain.
 - (a) Candles: Orange and Green.
 - (b) Stone: Citrine and Peridot.
 - (c) Instant Oatmeal (to be eaten).
 - (d) One ear of corn (to be burned).
- (6) Mabon (Autumnal/Fall Equinox) – September 21.
 - (a) Candles: Deep gold and violet.
 - (b) Stone: Amethyst.
- (7) Samhain – October 31. Feast foods permitted, confer with Chaplain.
 - (a) Candles: Black and Orange.
 - (b) Stone: Onyx or Obsidian.
 - (c) Carved gourd (pumpkin, turnip or small gourd)/jack-o-lantern) not to exceed twelve inches in diameter as part of the ritual.
- (8) Yule (Winter Solstice) – December 21. Ritual foods permitted, confer with Chaplain.
 - (a) Candles: Red and Green
 - (b) Stone: Quartz Crystal.
 - (c) Nuts - not to exceed eight ounces.

2. Religious Items:

a. Personal Religious Items:

- (1) Book of Shadows.
- (2) Books/Study Materials.
- (3) Items to Honor the Elements of Nature:

- (a) Feather – Air.
 - (b) Picture of Divine Unity – Center. (Not to exceed eleven inches in height by nine inches wide.)
 - (c) Salt (un-iodized) – Earth. (limited to an amount not to exceed one ounce)
 - (d) Water – Water.
 - (e) Wood Wand/dowel stick – Fire. (Not to exceed twelve inches in length and no thicker than ¼” diameter).
- (4) Medallion (usually a pentacle).
 - (5) Spiritual Journal (will include rituals).
 - (a) Upon Chaplain’s request, copies of the rituals will be provided to the Chaplain for his/her review and response, which may include a review by the Religious Activities Review Committee.
 - (b) The Chaplain shall maintain a copy of the rituals.
 - (6) Runes (not to exceed the thirty-one picture characters).
 - (7) Talisman Bag (no larger than four inches in length by four inches in width).
 - (8) Tarot Cards (one set).
 - (9) Witches Ladder. Knot work used for casting spells; each practitioner may have one string for knot work not longer than thirty-six inches and similar to a shoe string.
- b. Congregate Religious Items:
- (1) Abalone Shell – One, not to exceed five inches in length.
 - (2) Altar – One cardboard box (not to exceed eighteen inches in length by eighteen inches in width by eighteen inches in height).
 - (3) Altar Cloth – Not to exceed three feet by three feet and may be colored.
 - (4) Bell – One, very small – not to exceed two inches in height by two inches in diameter.
 - (5) Candles/candle holder – in direct relationship to the religious sacred day, not to exceed eight candles.

- (6) Cauldron – one small plastic, paper, or wood (no bigger than twelve inches in height by twelve inches in diameter).
- (7) Chalice – one plastic, paper, or wood only – not to exceed six inches in height by three inches in diameter.
- (8) Dishes – two plastic, paper or wood (no larger than three inches in diameter).
- (9) Fan – Prayer fan
- (10) Feather(s).
- (11) Herbs, dried (Sage (including white sage), Cedar, and Lavender are permitted only) (no more than one ounce of each herb). The Chaplain shall check out the herbs to the practitioner upon request. Any unused herbs shall be returned to the Chaplain.
- (12) Icons – Only two are permitted, a small statue (not to exceed three inches in height) or a picture of a goddess and god (not to exceed eleven inches in height by nine inches wide).
- (13) Incense/Incense Burner.
- (14) Libation Dish – One small plastic, paper or wood (no bigger than six inches in height by six inches in diameter).
- (15) Rattle – One, eight inches in height by three inches in diameter.
- (16) Sacred Items Box – requires Warden's/Warden's designee approval, no larger than an inmate's personal property box for indoor/outdoor use. The following items shall be stored in the sacred items box: several semi-precious stones, bell, salt, two icons, incense, tea strainer, and feathers. The box shall be locked by a combination lock and the combination shall be provided to the Chaplain and the Shift Commander.
- (17) Salt (un-iodized). (Not to exceed an amount greater than one ounce).
- (18) Scented Oils – Lavender, Myrrh, and Frankincense are permitted, not to exceed one ounce per scented oil. Scented oils shall not be mixed and shall be maintained by the Chaplain.
- (19) Small Scissors – One, not to exceed four inches in length, rounded ends to cut paper and herbs, must be maintained by the Chaplain.
- (20) Small tree in a pot not to exceed twenty-four inches in height and to be maintained at the circle area.

- (21) Stones – Semi-precious stones including quartz crystal are permitted in direct relationship to the religious sacred day. They shall be stored in the Sacred Items Box.
- (22) Tarot cards.
- (23) Tea (purchased from the canteen). Tea Strainer may be purchased. Any unused portion of such tea shall be returned upon request to the Chaplain at the conclusion of the Sabbat ceremony.
- (24) Wooden Wand (dowel stick to be used) no longer than twelve inches in length and no thicker than ¼” diameter.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

- A. ADOC Form 462 – A, *Inmate Congregate Religious Property Disclaimer/Release*.
- B. ADOC Form 462 – B, *Religious Exception Request (Beards)*.

VIII. SUPERSEDES

- A. This Administrative Regulation supersedes AR 333, *Religious Program Service*, dated December 17, 2004 and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 as amended, § 14-1-1.1.
- B. AR 460, *Faith/Character Based Program*.
- C. AR 461, *Chaplain Services*.

APPENDIX:

- A. Earth-Based Religions Ceremonial Grounds Grooming Guidelines


Jefferson S. Dunn
Commissioner

EARTH-BASED RELIGIOUS CEREMONIAL GROUNDS GROOMING GUIDELINES

Note: The designated ceremonial grounds are considered sacred and require practitioners to conduct the grooming.

The Chaplain/Warden designee shall appoint the practitioners who shall maintain the grooming of the earth-based grounds.

The institution shall provide the necessary equipment and security to allow the practitioners to maintain the grooming of the earth-based grounds.

The minimum guidelines are:

1. The grass shall not exceed the common height of the institutional grounds.
2. The walkways shall be kept clean and uniform.
3. The grounds perimeter shall be free of vegetation growth.
4. The benches shall be kept clean.
5. Basic maintenance of the sweat lodge shall be adhered.
6. The tree of life shall be maintained not to exceed ten feet in height by five feet in diameter.
7. If the practitioners are **not** able or willing to maintain the ceremonial grounds, then institutional security shall enforce these grooming guidelines and the institutional SOPs of earth-based ceremonial grounds maintenance.

**INMATE CONGREGATE RELIGIOUS PROPERTY
DISCLAIMER/RELEASE**

1. Certain religious items or resources may only be approved for congregate use and shall become the property of the institution. Congregate religious items shall be kept by the Chaplain of the institution for the general benefit of the congregation. These items shall remain at the institution where they were initially received, regardless of the number of congregation members at that institution. **Congregate religious item(s) shall not transfer with any inmate.**
2. Congregate religious item(s) may be purchased from an authorized vendor using inmate’s ITF account. Congregate religious item(s) shall come to the institution in care of the Chaplain (“C/O Chaplain”). Any inmate or inmates who purchase a congregate religious item(s) using funds out of his/her ITF account **shall not** have any ownership rights to that property and **shall not** be entitled to reimbursement of any monies utilized to obtain the congregate religious item(s).
3. Congregate religious item(s) may be donated from a legitimate religious leader or religious organization, and shall come to the institution in care of the Chaplain (“C/O Chaplain”).
4. The religious item(s) or resource(s) must be released to the Chaplain for equitable distribution and storage according to administrative regulations and institutional standard operating procedures.
5. An inmate purchasing congregate religious item(s) must release the property prior to the purchase or approval for donation at the institution. The release shall be signed prior to the purchase of item(s) or resource(s) or prior to approval to receive donated items.
6. Upon arriving at the institution, the congregate religious item(s) or resource(s) will be detailed by a receipt, photograph, and/or written description.
7. The use of congregate items will be restricted as follows:
 - a. Religious item(s) will used according to all applicable regulations.
 - b. Religious item(s) purchased are **only** for congregate use.
 - c. Religious item(s) purchased will be used and equitably distributed among those who are members of the religious community for which the items/resources will be purchased or donated.

I, _____, AIS # _____ hereby certify that I have read and understand the Congregate Religious Item Policy, and that, notwithstanding this policy, I voluntarily purchase or request approval for donation of a congregate religious item(s), and agree to hold harmless the State of Alabama, Department of Corrections, or any employee associated with the Alabama Department of Corrections for any action relating to this policy for the deprivation of said property or monies associated with the procurement of that property.

(Inmate’s Signature)

(Date)

(Chaplain’s or Warden’s Designee Printed Name)

(Chaplain’s or Warden’s Designee Signature)

(Date)

Distribution: Chaplain
 Inmate Records

Alabama Department of Corrections

RELIGIOUS EXCEPTION REQUEST (BEARDS)

(Inmate Printed Name)

(AIS #)

(Religious Preference)

1. I am requesting an exception to the inmate grooming policy. The specific request is to grow a full beard no more than 1/2 inch in length which must include a mustache. No other type of facial hair is authorized. I may not display a mustache only, soul patch, goatee, van dyke, fu man-chu, or other such facial hair styles. I may not sculpt or edge facial hair. Additionally, no numbers, letters, words, signs, symbols, nor designs may appear in the facial hair.
2. I understand that the ADOC has up to thirty days in which to answer this request.
3. Pending approval of my request, I understand I have to maintain clean shaven grooming standards.

If approved, I understand the following:

4. I shall have on my person at all times an approved religious exception request (beards) until the religious exception (beards) document is issued.
5. ICS shall notify me to report for a new photo to document the beard within 3 weeks of approval. The religious exception (beards) document will be issued at this time and must be kept on my person at all times.
6. I shall be responsible for replacement cost of religious exception (beards) document if lost or damaged.

(Inmate Signature) (Date)

Do not write below this line, DOC staff only

Religious Preference was Declared as: _____ on this Date _____

(Classification Specialist Signature) (Date)

(Chaplain Signature) (Date)

Approved _____

Disapproved _____

Date Issued to the
Inmate:

Chaplain's Comments:

