DEPARTMENT OF CORRECTIONS

Policy:	**302.300**
Title:	**Spiritual Care**
Effective Date:	**1/5/26**

PURPOSE: To provide incarcerated people/juvenile residents with reasonable opportunities to pursue individual spiritual beliefs and practices, within facility budgetary and security constraints. The policy outlines spiritual care, religious services, and activities available to incarcerated people/juvenile residents confined in department facilities. Attendance at or participation in spiritual care activities is not restricted based on protected class status, nor do available services, practices, or activities constitute endorsement by the department.

APPLICABILITY: All Minnesota Department of Corrections (DOC) facilities

DEFINITIONS:

Immediate family – a legal spouse, child (birth, step, or adopted), parent, sibling (birth, step, half, or adopted), grandparent, or grandchild of an incarcerated individual or of a juvenile resident. For the purposes of this policy, if the facility confirms and documents that a special relationship existed between the incarcerated individual/juvenile resident and an extended family member, the facility may allow an accommodation.

Item of spiritual significance – any item designated by an incarcerated individual or a juvenile resident as having significance based upon their spiritual or religious practice (for example, a religious pendant or medallion).

Medicine bag – a leather necklace pouch containing sacred items that can be personal or symbolize wellbeing, such as American Indian medicines found in nature.

Professional clergyperson or spiritual care/religious leader – a person who is endorsed, licensed, or ordained and supervised by a faith or professional spiritual/religious community that holds the individual accountable to professional and ethical standards.

Spiritual care – care related to the sacred or religious needs of individuals entrusted to the custody and care of the Minnesota Department of Corrections.

Spiritual care committee – a department-wide committee responsible for discussing department spiritual care issues and supporting spiritual care access. The committee is chaired by an associate warden and includes two security representatives at captain or associate warden rank (as assigned by the wardens overseeing the associate wardens' and captains' groups), three chaplains or designees (including the designated chaplain as identified by the spiritual care committee and two other chaplains as selected by the chaplains' group), and the director of tribal state relations or designee.

PROCEDURES:

A. **Spiritual Care Roles and Responsibilities**

1. Incarcerated individuals and juvenile residents are entitled to religious exercise subject to facility limitations necessary to ensure security, health, and safety.

2. Each facility has a trained and qualified chaplain/designee available to oversee the reasonable delivery of spiritual care services to all faith traditions. For facilities under a population of 500 incarcerated individuals/juvenile residents, a staff person may act as a designee and coordinate spiritual care services in consultation with a chaplain/designee.

3. The spiritual care committee (SCC):
   a) Includes an associate warden of administration as assigned by the wardens' group, who serves as the chairperson of the SCC;

   b) Coordinates the spiritual care activities offered to incarcerated individuals/juvenile residents throughout all facilities;

   c) Indirectly supervises spiritual care contractors and volunteers;

   d) Promotes department-wide awareness of the power of spiritual care practices for rehabilitation and reintegration into society;

   e) Promotes department-wide consistency regarding spiritual care practices and activities; and

   f) Approves and maintains the list of approved spiritual care items volunteers may bring in;

   g) Evaluates requests for new spiritual care practices and items as submitted with the Request for New Religious or Spiritual Practices/Items form (attached) and process in coordination with security staff groups when needed, and maintains the list of Approved Spiritual Care Items for incarcerated people/juvenile residents (attached); and

   h) Meets quarterly to discuss department spiritual care issues and make recommendations to the associate wardens' committee or wardens.

4. The SCC chair:
   a) Facilitates SCC meetings;

   b) Provides guidance and resolution on issues brought to the committee or concerns raised related to spiritual care services;

   c) Specifies the lines of authority, responsibility, and recognition of the importance of spiritual care and religious services;

   d) Ensures spiritual care staff who have direct contact with incarcerated individuals/juvenile residents are trained regarding spiritual care practices and volunteer requirements per Policy 300.400, "Volunteer Services Program;"and

e) Coordinates review of this policy in accordance with Policy 100.100, "Policies, Operating Procedures, and Post Orders."

5. The commissioner may designate a chaplain to be a point of contact to the SCC and to provide leadership to other chaplains and designees across the agency on applying policy, procedure, and process related to spiritual care services in facilities. The designated chaplain:
   a) Acts as chair for quarterly chaplain meetings staggered between SCC meetings;

   b) Acts as liaison to the SCC chair on issues impacting agency spiritual care services; and

   c) Responds to issues raised by chaplains and designees and supports development of consistent chaplain services across facilities.

6. The chaplain/designee at each facility:
   a) Enables incarcerated individuals/juvenile residents to identify spiritual preferences or religious affiliation using the Religious and Spiritual Affiliation Designation form (attached);

   b) Reviews and approves religious diet requests and facilitates agencywide tracking;

   c) Monitors patterns of change in incarcerated people's/juvenile residents' religious affiliation, preference, or practice to prevent abuse or disrespect by incarcerated people/juvenile residents.

   d) Advises the department on ways to enhance protection of incarcerated individuals/juvenile residents from coercion, harassment, or ridicule due to spiritual affiliation;

   e) Describes the conditions and circumstances under which clergy-privileged communications exist, including circumstances in which privileged communication in the correctional setting does not apply;

   f) Elevates questions or inconsistencies to the designated chaplain for review by the SCC; and

   g) Is responsible for obtaining direction from qualified community representatives of faith groups or other appropriate sources concerning the religious significance of items or practices in coordination with the designated chaplain.

7. Each facility may have additional staffing resources, including trained spiritual care contract staff, interns, chaplains/designees, and volunteers who have the endorsement of their spiritual care/religious organization. Adequate administrative resources must be made available by the facilities to support religious and spiritual care services.

B. Religious or Spiritual Preference Designation

1. The department does not require an incarcerated person/juvenile resident to profess their religious or spiritual beliefs.

2. At intake, incarcerated people/juvenile residents may designate one or no religious or spiritual preference, records of which are designed to aid the department in religious activity management and scheduling.

3. After intake, an incarcerated person can change their religious or spiritual preference designation once every six months by notifying the chaplain or designee in writing using the Religious and Spiritual Affiliation Designation form (attached). The chaplain/designee may grant an exception sooner than six months based on extenuating circumstances.

4. The chaplain/designee may:
   a) Conduct a personal interview to:
      (1) Provide information about the religious or spiritual affiliation; or
      (2) Assess the sincerity of the request to change the affiliation.

   b) Refuse to change the affiliation if they determine, after speaking with the incarcerated person/juvenile resident, the change is being requested for reasons other than religious or spiritual ones.

5. Any denial of a change request must be in writing to the incarcerated person/juvenile resident and documented on the designation form.

6. Incarcerated people/juvenile residents who are found to be requesting participation in a religious or spiritual activity for reasons other than religious or spiritual ones may be restricted from participating in activities that are only for members of that faith or spiritual practice.

C. Incarcerated Individual/Juvenile Resident Items of Spiritual Significance

1. **Searches**

   If items of spiritual significance require searching under Policy 301.010, "Searches," or Policy 301.011, "Juvenile Facility Searches," each authorized item must be treated with respect and returned to the location and in the condition in which it was found.

2. **Personal Use Items**
   a) Incarcerated individuals/juvenile residents are authorized to designate up to ten approved items of spiritual significance associated with their recorded religious or spiritual preferences as listed on the Approved Spiritual Care Items list (attached) or if approved through the New Religious or Spiritual Care Practices/Items request process described below.

   b) Items of spiritual significance may be kept in their possession and are subject to Policies 302.250, "Incarcerated Individual Property," and "Juvenile Resident Property." All religious and spiritual care items are subject to the same

procurement process restrictions and limitations as defined on the Allowable Property Lists.

c) Authorized items of spiritual significance are subject to intake procedures in accordance with Policy 302.250, "Incarcerated Individual Property," and Policy 302.260, "Juvenile Resident Property," and must be listed on the COMS property list. Items of spiritual significance purchased from a vendor or designated by the chaplain/designee when creating them must be added to the COMS property list.

d) Incarcerated individuals/juvenile residents may purchase personal items of spiritual significance pursuant to the purchasing procedures at each facility. The spiritual care coordinator/chaplain and property staff must preapprove personal religious items for special orders prior to the incarcerated person ordering them through approved vendors. It is permissible for incarcerated people to purchase spiritual care items that require assembly if through an approved vendor.

e) Incarcerated individuals/juvenile residents are allowed to wear or use personal items of spiritual significance in their cells/rooms, and during services, related events, and related group meetings, unless the warden determines that the wearing or use of such items would threaten the institution's security or safety. Ceremonial clothing may be worn for spiritual care services or in the individual's/juvenile resident's cell/room, but not on the grounds, in the housing units, or in the visiting room.

3. Congregate Use Items

a) Specific facility procedures regulate the control and use of congregate items of spiritual significance (used at scheduled times and in reserved spaces) that are considered contraband outside of organized activities (for example, sacramental wine, tobacco, or oils).

b) Congregate items of spiritual significance may be stored in a safe and secure staff-designated location.

c) The chaplain/designee must secure such items and provide supervising security staff with standard log forms to record receipt and distribution of controlled items.

d) Congregate items are authorized for chaplain/designee use and distribution during a spiritual care/religious service activity and small amounts may be allowed to be placed in approved individual items of spiritual significance.

f) Policy 302.310, "Use of Tobacco for American Indian Ceremonies," governs the definition and use of tobacco and "tobacco-related devices" as a part of all American Indian religious ceremonies.

4. **Spiritual beadwork on spiritual care items**

a) All designs must have a signed, dated signature from the chaplain/designee before a completed product is presented to be added to property inventory as a spiritual/religious item.

b) Approval process for spiritual beadwork:

(1) The incarcerated person/juvenile resident submits their design to the chaplain/designee for approval with the following conditions:

(a) Design – significance within the spiritual path or tradition;

(b) Incarcerated people may only have two designs presented to chaplains/designees for approval at the same time but may be working on multiple designs simultaneously once approved; and

(c) The chaplain/designee may consult with security staff on whether the design creates a security concern, for example the inclusion of security threat group symbols.

(2) The chaplain/designee signs and dates the approved design, and provides copies as follows:

(a) One copy is kept by the incarcerated person/juvenile resident with the item;

(b) Another copy is put into the incarcerated person's/juvenile resident's Spiritual Care Committee (SCC) folder with a "pending completion" status; and

(c) The chaplain/designee sends a copy of the pending design to the facility property unit.

(3) The incarcerated person/juvenile resident presents the finished product to the chaplain/designee to be placed onto their property inventory, along with receipts for all of the items in the finished product. Approval of the finished product is based upon:

(a) Breakaway capability; and

(b) Records of purchases for all items in the crafted finished product.

(4) The chaplain/designee scans an image of the finished product into the "completed, approved" file. The chaplain/designee then:

(a) Submits a copy to the property unit to be added as a personal spiritual/religious item on the property inventory; and

(b) Provides a signed, dated copy of the image of the completed work to the incarcerated person/juvenile resident who is in possession of the item.

(5) In the absence of the chaplain/designee's signed approval of the design and/or the completed item, the item is considered to be a hobby craft item subject to hobby craft rules. (See Policy 204.047, "Hobby Craft.")

5. **Spiritual or Religious Medallions and Pendants**

a) Spiritual or religious medallions or pendants must not:

(1) Be larger than six inches in diameter;

(2) Impede the ability to be worn underneath the incarcerated person's/juvenile resident's clothes or cover the incarcerated person's/juvenile resident's identification (ID) badge;
(3) Obstruct a search pursuant to Policy 301.010, "Searches," or Policy 301.011, "Juvenile Facility Searches;" or
(4) Create a risk to safety or security.

b) An approved spiritual or religious medallion or pendant may only be displayed outside of an incarcerated person's/juvenile resident's clothing when the individual is in their cell/room or in attendance at spiritual care/religious services. The medallion/pendant must be worn under the clothing of the incarcerated individual/juvenile resident while the person is outside of their cell/room or spiritual/religious services, which includes walking to/from services.

c) All approved spiritual/religious medallions/pendants are to be worn on a breakaway-capable chain or lanyard. Beading is permitted on approved spiritual/religious medallion or pendant chains or lanyards as long as it does not impede the breakaway function, and does not create a risk to safety or security.

6. **Spiritual Medicine Bags**

Medicine bags must be permanently sealed once assembled. If requiring assembly after purchasing from an approved vendor, bags must be filled and permanently sealed in the presence of the chaplain/designee. If the bag is not permanently sealed and no longer requires assembly, the item is considered to be a hobby craft item subject to hobby craft rules (see Policy 204.047, "Hobby Craft") or, depending on the state of the item, staff must confiscate it, consistent with Policy 301.030, "Contraband."

7. **Religious Head Coverings**

a) Incarcerated individuals/juvenile residents whose religion requires a particular head covering (for example, the hijab, the yarmulke, and the Rastafarian tam for certain sects) to be worn are accommodated, subject to the need to identify the incarcerated individual/juvenile resident, safety considerations, and maintenance in accordance with Policy 302.250, "Incarcerated Individual Property," and Policy 302.260, "Juvenile Resident Property."

b) Religious head coverings, up to three for females and two for males, are counted as one religious item. Approved religious head coverings are included on the Approved Items of Spiritual Significance list (attached).

c) Religious head coverings worn throughout the institution may not contain graphics or writing. Religious head coverings worn throughout the institution may not be altered. Crowns may not have a bill. Headbands can be worn only in a circle, covering the forehead but not the crown of the head.

d) Religious head coverings cannot cover the incarcerated individual's/juvenile resident's face and must not exceed shoulder length when worn.

e) Religious head coverings are subject to search at any time in the same way as other items of attire or possessions as described in Policy 301.010, "Searches," and Policy 301.011, "Juvenile Facility Searches."

f) If an incarcerated person/juvenile resident must remove the religious head covering for the search to be completed, staff of the same gender must escort them to a private area outside of view of anyone of the opposite gender. The removal of any religious head covering is treated like an unclothed body search.

g) Use of a religious head covering to conceal or transport contraband will result in discipline.

D. **Introduction of New Religious or Spiritual Care Practices or Items**

1. Incarcerated individuals/juvenile residents may request the introduction of new spiritual care practices or items into the spiritual care/religious services activities or practices at a facility. Such requests are made by completing the Request for New Religious or Spiritual Care Practices/Items form (attached).

2. The requesting individual is responsible for submitting this form, along with sufficient documentation supporting the request, to the chaplain/designee.

3. The chaplain/designee obtains direction from representatives of the faith group or other appropriate sources as needed, shares the request with the designated chaplain who informs the SCC, and makes a recommendation to the SCC. The SCC reviews the request, solicits input from relevant groups including the warden at the facility where the request originated, and makes a recommendation to the deputy commissioner of client services and supports for a decision. The deputy commissioner's decision is documented, along with any reasoning if denied, and returned to the requestor after a complete review. The deputy commissioner's decision is final.

4. The chaplain/designee must load all request forms onto the DOC iShare site for processing.

E. **Spiritual Care Services**

1. Chaplains/designees have access to visit all areas of the facility. Each facility has spaces designated for spiritual care and religious services activities. In juvenile facilities the designated spaces are at locations where those who do not wish to participate are not exposed. These designated spaces must be sufficient to accommodate the needs of all scheduled spiritual care groups in the populations of the incarcerated individuals/juvenile residents fairly and equitably.

2. Outdoor worship areas are made available, in suitable and secure locations, to all scheduled spiritual care/religious services groups requiring outdoor worship spaces, except in facilities where building design or security considerations would prohibit such availability. Requests for the use of outdoor worship spaces must be made in writing and submitted to the chaplain/designee 60 days prior to the event.

3. Under the supervision and direction of the chaplain/designee, department-screened and trained volunteers or contract staff may be used to provide spiritual care and religious services to incarcerated individuals/juvenile residents of various faith groups. All volunteers and contract staff are subject to all facility procedures.

4. Spiritual care or religious services related volunteers must adhere to all standards and conduct expectations in Policy 300.040, "Volunteer Services Programs."

5. Chaplains/designees arrange for direct or indirect supervision of all spiritual care/religious events. Close and maximum custody facilities must provide direct supervision and/or leadership of all spiritual care/religious activities using spiritual care/religious resource volunteers. The watch commander at medium and lower facilities, and at juvenile facilities, assigns a correctional officer to provide indirect supervision. Chaplains/designees are allowed to conduct services at facilities of all custody levels in the traditions in which they have authority to perform services (that is, in which they have been ordained, endorsed, credentialed, certified, or affirmed).

6. Any security staff may search areas where spiritual care activities are held that require searching under Policy 301.010, "Searches," or Policy 301.011, "Juvenile Facility Searches."

7. All spiritual care activities must follow Policy 105.160, "Fire Prevention and Laundry Safety."

8. No incarcerated individual /juvenile resident may be placed in a position of supervisory authority over other incarcerated individuals/juvenile residents. Within the parameters of the facility's custody level, the chaplain/designee may empower leadership development of incarcerated individuals/juvenile residents to facilitate a service, ritual, or activity.

9. Groups may be limited due to space, time and security restrictions. A maximum of ten resource volunteers are allowed for any regularly-scheduled spiritual care group event. Special events needing more volunteers need to be requested 60 days in advance and approved by the warden. Facility-specific operating guidelines may offer further direction.

10. A scheduled spiritual care/religious group in a reserved space may be initiated on the request of at least eight incarcerated individuals/juvenile residents and the availability of a certified resource volunteer. New spiritual care/religious groups are considered on a case-by-case basis. The group may be canceled if its attendance reaches four or fewer. Juvenile facilities may initiate a scheduled spiritual care/religious services group upon the request of one juvenile resident or a juvenile resident's family.

11. A posted schedule of all spiritual care/religious services activities is available to all incarcerated individuals/juvenile residents. Participation in spiritual care/religious services is voluntary and incarcerated individuals/juvenile residents are not required to attend. Facility rights and privileges are not based on attendance or lack of attendance at

spiritual care/religious services or activities. Operating guidelines for controlled movement may be established.

12. Incarcerated individuals/juvenile residents may be prohibited from attending all facility-scheduled spiritual care activities for up to 60 days for inappropriate conduct during a ceremony or meeting and must be provided a Notice of Suspension from Spiritual Care/Religious Activities (attached). This prohibition is informal discipline but may be progressive if inappropriate conduct is repeated. Any prohibition may be coupled with informal sanctions or formal discipline.

13. Food items used as part of spiritual care services must be requested using the Food Items Needed for Religious Services form (attached), submitted at least 60 days in advance, with appropriate documentation, for approval by the chaplain/designee, before it is allowed to be brought into the facility. All food items must be commercially-prepared, free of contraband substances, and in sealed, clear containers.

F. Personal Services

1. Spiritual counseling services are available to incarcerated individuals/juvenile residents through the chaplain/designee, contract staff, and volunteers.

2. Professional visits by clergy or spiritual leaders are available to all incarcerated individuals/juvenile residents. Arrangements for professional visits by clergy or spiritual leaders are coordinated through the chaplain/designee.

3. Incarcerated individuals/juvenile residents in restricted/special housing units must be allowed access to a chaplain/designee. Their possession of items of spiritual significance must follow Policy 301.078, "Safety-based Separation of Juveniles and Strength-based Behavioral Interventions," Policy 301.083, "Restrictive Housing Management," Policy 301.085, "Administrative Segregation," Policy 301.086, "Secured Units – Juvenile Facilities," and Policy 301.088, "Restrictive Housing Step-Down Management Program."

4. The chaplain/designee offers incarcerated individuals/juvenile residents the opportunity to view the funeral of an immediate family member.
   a) The incarcerated individual/juvenile resident is provided a Video Viewing Request form (attached) which is to be completed and returned to the chaplain/designee for processing.

   b) The chaplain/designee returns the original copy of the executed form to the incarcerated individual/juvenile resident, who then notifies their family member of approval.

   c) The video from the family is first submitted to the chaplain/designee to review for inappropriate content.

   d) The incarcerated individual/juvenile resident is allowed one hour to view the video.

e) After viewing, the video must be returned to the property unit for disposition or to be sent back out at the expense of the incarcerated individual/juvenile resident. Juvenile facilities may pay to mail the video to the juvenile resident's parent/guardian or it may be stored in a secure staff area until the juvenile resident is released from the facility.

5. Every effort is made to accommodate the request of an incarcerated individual /juvenile resident or their family to meet the spiritual needs of the incarcerated individual/juvenile resident, within reasonable facility rules needed to protect the facility's security and the safety of other incarcerated individuals/juvenile residents and staff. The spiritual care coordinator/designee must document on an incident report the reason the incarcerated individual's/juvenile resident's or their family's request for spiritual counseling may not be accommodated.

G. **Religious Diet Accommodations**

1. Religious diet accommodations are granted based upon need, for example, when observance of prescribed dietary law is deemed to be essential in the practice of a particular faith, and once approved, applies when an individual transfers between Minnesota correctional facilities.
   a) Incarcerated individuals/juvenile residents requesting a religious diet accommodation are provided a reasonable and equitable opportunity to receive the dietary accommodation. The department strives for orderly running of the religious dietary accommodations and requires notice and, at times, reassessment, if dietary practices change either voluntarily or involuntarily.

   b) Incarcerated individuals/juvenile residents requesting a religious diet accommodation must complete a Religious Diet Request/Change and Agreement form (attached) articulating the religious motivation for participation in the religious diet practices. Incarcerated people may request to change their religious diets no more than twice annually.

   c) The signed request form indicates the participant's understanding that the diet accommodation affects all meals until formally discontinued by written request or suspension. Facility staff must upload the signed agreements into ODocs. Chaplains/designees must add the person to the religious diet tracking list on iShare.

   d) Discontinuation of Religious Diet Accommodation
      (1) An incarcerated person/juvenile resident may request to discontinue the religious diet accommodation by submitting the Religious Diet Request/Change and Agreement form (attached) to the chaplain/designee. Facility staff must then upload the completed form into ODocS. Chaplains/designees must log the date of removal on the religious diet tracking list on iShare.
      (2) A religious diet accommodation may be removed by the chaplain/designee if it is documented that the incarcerated person did not follow the terms of the religious diet agreement, including failing to pick up at least 80% of the

diet trays. The individual must be provided with a Notice of Discontinuation from Religious Diet Accommodation (attached). Chaplains/designees must log the date of removal on the religious diet tracking list on iShare.

(3) Discontinuation is not punitive in nature but provides an opportunity for the incarcerated person and staff to reevaluate whether the accommodation meets the person's religious dietary needs.

e) After discontinuation, the incarcerated individual/juvenile resident must reapply for the religious diet accommodation if they wish to reinstate it.

(1) At the incarcerated person's request, after at least 60 days have passed from discontinuation or denial, the chaplain/designee will conduct an interview and the person's religious dietary needs will be reassessed to determine which of the dietary components meet their religious dietary needs.

(2) Pertinent information from the interview must be documented on the request and agreement form and uploaded into ODocs.

2. **Annual Religious Meals/Special Meals for Groups Meeting Under SCC Oversight**

a) An annual religious meal may be provided to religious/spiritual care groups requesting one, when it has been established that a meal connected with a day of religious/spiritual significance is regularly practiced within the outside community of that respective tradition.

b) The group's chaplain/designee or volunteer coordinator must submit an Annual Special Meal Request form (attached) to food services to apply for this meal, a minimum of 60 days prior to the event date as indicated. The reference guide for submission, "Annual Meal Food Guidance Form," is also attached to this policy. A final list of attendees is due to food services a minimum of seven days prior to the event date.

c) This substitute meal must be prepared by food services.

d) **Eligibility/Attendance**

(1) Attendance by incarcerated individuals/juvenile residents is limited to one annual religious meal per calendar year.

(2) Eligibility to attend the annual religious meal is limited to those who have designated a religious preference or membership in the applicable religion or faith or who have requested attendance at least 45 days prior to the meal through the chaplain/designee. If eligible but currently prohibited from attending pursuant to a Notice of Suspension from Spiritual Care/Religious Activities, chaplains/designees may authorize attendance after individualized review of security and safety concerns. Individuals suspended during the prior six months must request a meeting with the chaplain/designee, meet with the chaplain/designee, and have chaplain/designee approval to attend prior to the annual meal.

(3) The group may not have had a suspension of services during the calendar year.

(4) Approval of the annual religious meal is subject to review by the SCC if it is reported that group misconduct or coercion might exist.

3. Consistent with maintaining security, safety, and the orderly operation of the facility, an attempt is made to facilitate the observance of important religious holy days, which may involve special fasts, dietary regulations in accordance with Policies 302.030, "Food Service," and 500.400, "Nutrition Services," worship, or work exclusions.

a) **Public Fasts**

(1) If a spiritual tradition has a particular public fast, it is the responsibility of the incarcerated individual/juvenile resident to notify the chaplain/designee of the dates, times, and duration as well as any specific accommodations that may be required during the fast.

(2) The request to fast must be made in writing, a minimum of 60 days in advance, though exceptions may be made for recently transferred individuals so long as nutrition needs and food ordering can be accommodated.

(3) The request must provide details of dates, times, duration, and specific accommodations.

(4) The accommodation is considered within the confines of safety, security, health and nutrition, and fiscal responsibility.

b) **Private Fasts**

(1) Personal requests to fast in connection with traditional practices must be pursued through the spiritual care/religious accommodations process. An incarcerated individual/juvenile resident may choose to participate in an individual fast connected to strongly-held beliefs.

(2) To foster compassion and respect, and to honor all incarcerated individuals/juvenile residents seeking any accommodation for a personal fast, the incarcerated person/juvenile resident must notify the chaplain/designee in writing, providing dates, times, and details of the fast at least 30 days in advance.

(3) No replacement accommodations need to be made for the meal(s) missed.

(4) Requests for meals outside of food services hours after a personal fast ends should be determined on a case-by-case basis, considering correctional and spiritual care practices and health and nutrition services.

c) A person's "hunger strike" is not covered under this policy. (See Policy 301.190, "Hunger Strikes.")

H. **Donations**

1. Donations of money and/or spiritual care materials may be accepted from community sources, subject to facility procedures and in accordance with Policy 104.190,

"Acceptance of Gifts." Gifts must be approved by the warden/designee and processed by the chaplain/designee.

2. Incarcerated individuals/juvenile residents may donate money or materials to facility spiritual care activities. All such donations must not exceed $150 per donation per quarter.

3. Donations of food or money from community organizers for the purchase of additional food for annual meals may be accepted using guidelines found on the "Guidance for Donated Annual Spiritual/Religious Meal Food Items" (attached). The facility administration reserves the right to deny food items based on security or safety concerns.

I. Activity and Practice Review

The warden/designee may periodically review spiritual care practices to determine whether the practice remains within the scope of best correctional practice and spiritual care accommodation.

1. The review includes consultation with the SCC.

2. If, upon review, the warden/designee determines that a spiritual care practice jeopardizes institution safety, security, and good order, the practice may be temporarily restricted (for example, limiting attendance at or discontinuing a spiritual care activity).

3. If a practice is restricted for more than four weeks, or permanently discontinued, the warden/designee must notify the deputy commissioner of client services and supports and the commissioner.

4. The spiritual care practice may resume only upon completion of a thorough evaluation of the practice with respect to compelling government interests and least restrictive alternatives.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: 6.07.02

INTERNAL CONTROLS:

A. Meeting minutes are taken at all spiritual care committee meetings and retained by the committee chair according to the retention schedule.

B. All Requests for New Religious or Spiritual Practices/Items forms are entered on the DOC iShare site and completed forms are retained by the SCC chair on the DOC iShare site and returned to the requestor.

C. All religious diet request and agreement forms, video viewing request forms, notice of suspension forms, and religious and spiritual affiliation designation forms are entered into ODocs.

REFERENCES: Policy 302.310, "Use of Tobacco for American Indian Ceremonies"
Policy 301.010, "Searches"
Policy 301.011, "Juvenile Facility Searches"

Policy 105.160, “Fire Prevention and Laundry Safety”
Policy 301.030, “Contraband”
Policy 301.083, “Restrictive Housing Management”
Policy 301.085, “Administrative Segregation”
Policy 301.088, “Restrictive Housing Step-Down Management Program”
Policy 301.190, “Hunger Strikes”
Policy 300.100, “Incarcerated Person/Resident Accounts”
Policy 104.190, “Acceptance of Gifts”
Policy 302.030, “Food Service”
Policy 302.250, “Incarcerated Individual Property”
Policy 302.260, “Juvenile Resident Property”
Policy 303.010, “Incarcerated Individual Discipline”
Policy 303.015, Informal Sanctions”
Minn. Stat. § 241.05
Minn. Stat. § 363.A02

REPLACES: Policy 302.300, “Spiritual Care,”11/16/21.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:
Request for New Religious or Spiritual Practices/Items (302.300A)
Herbs for Religious Services (302.300B)
Oils for Religious Services (302.300C)
Food Items Needed for Religious Services (302.300E)
Religious Diet Request/Change (302.300G)
Video Viewing Request Form (302.300H)
Notice of Suspension from Spiritual Care/Religious Activities (302.300I)
Notice of Discontinuation of Religious Diet Accommodation (302.300J)
SCC Approved Spiritual Care/Religious Items (302.300K)
Religious and Spiritual Affiliation Designation (302.300L)
Annual Meal Request Form for Spiritual Care/Religious Services Groups within MN DOC (302.300M)
Guidance for Donated Annual Spiritual/Religious Meal Food Items (302.300N)
DOC Allowable Property List (302.250C)
Juvenile Allowable Property List (302.260D)

APPROVED BY:
Commissioner of Corrections