I. PURPOSE:
To establish guidelines for developing and operating religious programs and diets for the New Hampshire Department of Corrections (DOC).

II. APPLICABILITY:
To all individuals under DOC custody, staff and especially to the Chaplain and volunteers who are involved in the management and/or operation of religious programming and diets.

III. DEFINITIONS:
As used in this document, the following definitions shall apply:
A. Religious Activity: An activity conducted by or under the auspices of the Chaplain and designed specifically for worship, instruction, spiritual guidance or counseling.
B. Religious Property: Religious property consists of items listed in attachment 3 that are approved as individual property because of their membership in a recognized religion. Items may be added or deleted from the list after review and recommendation by the Religious Review Committee and approval of the Commissioner.
C. Religious Review Committee: A committee made up of the institutions’ Wardens or designee, Director of Security and Training, Director of Community Corrections or designee, Commissioner, and Chaplains that meet twice a year to consider and make recommendations to the Commissioner regarding additions and deletions from the authorized Religious Property List and the introduction of new religious components to the Department’s religious services program.
D. Recognized Faith Group: A religion, religious denomination, or sect supported by literature stating religious principles and recognized by a group of persons who share common ethical, moral or intellectual views which are not defamatory, racial, political or derisive in nature.
E. Approved Religious Volunteer: Religious volunteer who has met all institutional application requirements and has obtained volunteer training.

IV. POLICY:
It is the policy of the NH Department of Corrections that:
A. All individuals under DOC custody shall have access to religious resources, services, instruction or counseling on a voluntary basis. Individuals shall be informed of opportunities available in religious programming on a continuing basis.

1. All individuals under DOC custody are afforded the right to practice individual worship consistent with the Department’s abiding interest in preserving the safety, security and orderly operation of its institutions. Within the bounds of the PPD and guidance for appropriate individual’s conduct set forth in PPD 5.25, no individual under DOC custody shall be barred or impeded in their individual religious practice or worship.

2. The institutions will provide all individuals with the opportunity to pursue congregate practice of any recognized Faith Group, subject to the restrictions of their custody level and to the availability of DOC staff or an approved volunteer qualified to lead the observance of the rites or worship of that recognized belief or practice. The Department will conduct on-going, intensive and coordinated outreach to identify and recruit appropriate volunteers to meet the needs for congregate worship for recognized religious groups that do not currently have approved volunteers.

3. If the coordinated outreach fails to identify and recruit an appropriate volunteer, the Department, with the recommendation of the Chaplain of the facility may appoint up to 2 qualified individuals under DOC custody to lead the observance of the rites or worship of that recognized belief or practice. The recognized belief or practice shall be reviewed by the Religious Review Committee. They shall determine if the belief or practice is appropriate for the prison population and environment. If it is determined to be appropriate and the DOC can accommodate its practice, it shall be listed on the Faith Group Overview (attachment 3). The religious group shall consist of 2 or more individuals under DOC custody and are allowed to meet together once a month to pursue congregate practice/worship, subject to the restrictions of their custody level and to the availability of DOC staff to be present during the religious meeting. The individuals seeking to be facilitators shall apply to the facility Chaplain explaining their reasons for wanting to become a facilitator, their knowledge of the religion, and length of time in the religion. They shall be disciplinary free of “A” level offenses for one year from the date of the request and disciplinary free of “B” level offenses for 6 months from the date of the request. The applicant shall sign the DOC Facilitator Agreement Form prior to approval. The Chaplain shall submit the individual’s information to the Warden of the facility and to the Investigations office of the facility to elicit any concerns they may have with the individual becoming a facilitator. If there are not any concerns that would prevent the approval of the individual, the Chaplain shall approve the request of the individual to become a facilitator for that religious group. The approval shall be granted for a period of one year from the date of the approval. At the end of the term, the current facilitator may reapply for the position along with any new applicants. The Chaplain may require an outline and/or copy of the religious service that the facilitator wishes to present to the religious group submitted to them in advance of the religious service. Only approved card-holders of the particular faith may attend groups facilitated and/or led by individuals under DOC supervision.

4. Individuals under DOC custody may receive religious ministration from people who are established as religious visitors. Such visitors generally are not allowed to also serve as volunteers for congregate religious activities.

5. As an adjunct service for Faith Groups without a volunteer, the Department, through the efforts of the Chaplains, may also seek to identify and obtain free videos depicting appropriate religious activities, sermons or rites to be broadcast over the DOC cable TV network at scheduled times if such network is available. These videos are not to be seen as a replacement for individual or congregate worship, but rather as a supplementary resource for individuals desiring additional religious activity or who by means of their custody level or the lack of an appropriate volunteer did not have access to congregate worship. Each Faith Group may be limited to no more than two one-hour videos per week. All videos must be in English and approved by a process to be establish by the Religious Review Committee. A foreign language video may be used if it has been screened by a NHDOC approved translator and meets all other criteria. If a Faith Group does not currently have an approved volunteer or approved individual available for congregate services, a video may be approved on an interim basis by the institution’s Chaplain until the next meeting of the Religious Review Committee in order to provide alternative access to some programming while a volunteer or approved
individual is being sought.

6. To obtain additional property or dietary privileges associated with a particular religion or to attend special events for a particular religion, an individual under DOC custody must declare a preference for that religion, demonstrate a sincerely held religious belief, and obtain a Religious Preference Card (Attachment 8) from the Chaplain. Once an individual receives a Religious Preference Card for a particular religion, the individual must wait at least one month before switching to a different one, and no individual may possess more than one Religious Preference Card at any time. All individuals may attend any and all scheduled religious services which are led by DOC staff or approved religious volunteers (as found on each institution’s chapel schedule). In order to participate in a feast event, an individual must possess the Religious Preference Card associated with that faith designation. Upon changing religions of record/receiving a new Religious Preference Card, the Chaplain will notify the individual’s Unit Supervisor so that a property review may be accomplished. Individuals may not keep the property from more than one religion. The DOC uses a universal Religious Preference Card that does not expire and is valid at all DOC facilities.

7. Each faith group may request one special feast per calendar year to coincide with a significant holiday, event, or ritual time of that faith. Such requests must be made in writing to the facility Chaplain at least 60 days in advance of the date of the special feast, and is subject to change based on availability of menu items through the facility kitchen. Each individual under DOC custody is authorized to attend only one feast per calendar year and only of their declared faith.

B. The Administrator of Programs and the Institutional Chaplain shall monitor programming on a continuing basis to ensure adequacy of programs.

C. The institution may provide facilities necessary for the operation of religious programming for individuals under DOC custody. The institution makes available civilian clerical staff to assist Chaplains in handling confidential material.

D. The institution shall extend to all individuals under DOC custody the greatest amount of freedom and opportunity to pursue any recognized religious belief or practice. This shall be accomplished within the boundaries of security, safety, discipline and the orderly operation of the institution. Individuals requesting the introduction of a newly recognized Faith Group to the religious services program shall provide the Chaplain a comprehensive response to each of the questions on attachment 4 of this PPD. The Chaplain will bring the request to the Religious Review Committee at the next scheduled meeting for consideration and a recommendation to the Commissioner’s Office.

E. Requests for changes in the allowed religious personal or group property, or additions of new (to the institution) practices must be submitted in writing with a justification for consideration by the Religious Review Committee. The request will be reviewed and forwarded to the Commissioner’s Office with recommendations. This process may take up to 180 days. For specific procedures, see section V. L. below.

F. Religious diets shall be available to those individuals who demonstrate religious dietary requirements in writing and sincerely held religious beliefs. The religious diet list will be updated as changes occur.

G. The Department does not provide religious items or printed materials from any Faith Group to individuals. To the extent that Faith Groups donate religious items or printed materials, subject to any required approval process for the item or printed material, the items or printed materials will be made available for group use if appropriate, or provided to individuals on a first come basis.

H. Interaction with approved volunteers: all interactions between individuals under DOC custody and volunteers must follow the same standards and protocols as with paid staff. Volunteers may not become overly familiar with individuals under DOC custody, nor are they to conduct business of any type for/with them. Individuals under DOC custody may not become overly personal/familiar with volunteers including, but not limited to, such behaviors as; asking volunteers for personal recommendations, seek to conduct any type of business for the inmates or their family/ friends, asking for family welfare checks by volunteers, seeking letters of recommendation, to make phone calls on behalf of an inmate, etc.. In order to participate in DOC programs led by or involving volunteers, individuals must inherently agree to these terms. Violation of these rules and expectations may result in disciplinary action for the individual under DOC custody and possible termination of the volunteer’s status as such.
V.  PROCEDURES:
   A. Reception Procedure
      Individuals under DOC custody arriving at the prison will be given the opportunity to declare a religious
      preference during the intake process. During the reception process, individuals are issued an Inmate
      Manual, which contains information about the Chapel Program and religious opportunities available to
      them.
   B. Pastoral Counseling
      1. Chaplains shall interview individuals referred to them by institutional personnel. Personnel making
         such requests shall provide the Chaplain with sufficient information relative to the individual so that
         the Chaplain may proceed with appropriate counseling.
      2. Individuals may ask to see the Chaplain at any time. Chaplains shall respond to these requests from
         individuals as promptly as possible, consistent with the urgency of the request and Chaplain
         availability.
      3. The Chaplain shall appropriately assist individuals with a death or serious illness in their family in
         accordance with PPD 7.05 (Family Crisis Visits/Funeral Attendance).
   C. Chapel Activities
      Whenever possible, Chapel activities shall be held in a Chapel or other suitable space. Chapel activities
      shall be performed in compliance with the following:
      1. Attendance shall be voluntary;
      2. All individuals in the general population are free to attend;
      3. The Chaplain or approved religious volunteer or approved individual under DOC custody shall:
         a. Deliver a clear and understandable message to the attendees in English (while other
            languages may be spoken; the DOC is only obligated to provide the message in
            English);
         b. Provide an appropriate learning or worship atmosphere;
         c. Not provide, provoke, or invite criticism of any religious, racial, ethnic, or other groups; and
         d. Not proselytize;
      4. The Chaplain shall coordinate religious programs within the institutional activities schedule; and
      5. The Chaplain shall plan services in coordination with other activities, to avoid scheduling conflicts,
         as security concerns allow.
   D. Baptism, Communion & Other Sacramental Rituals
      1. Baptismal services may be conducted in the institution;
      2. Communion services may be conducted on a regular basis; and
      3. Other sacramental rituals may be conducted as appropriate.
   E. Religious Education
      The Chaplain and Program Administrator shall develop, conduct and/or oversee a program of religious
      education. The Chaplain shall submit proposed programs to the facility Administrator of
      Programs/Director for review and approval. The program may include the following activities:
      1. Religious classes (lectures, instruction, discussions);
      2. Religious forums;
      3. Prayer therapy groups;
      4. Religious choirs, ensembles, singing groups;
      5. Self-study courses;
      6. Religious group counseling;
      7. Spiritual maturity groups;
      8. Instruction in doctrines, rituals and ideals of various religious faiths; and
      9. Religious functions or services by approved outside groups.
   F. Needs Assessment
      The Chaplain shall monitor the changing religious needs of the DOC population. Assessments together
      with suggested changes shall be referred to the facility Administrator of Programs/Director for
      consideration.
   G. Special Religious Needs
      1. Individuals under DOC custody shall have access to religious publications of their faith. The
         Chaplain shall periodically review all religious literature entering the institution. Individuals may
         make arrangements with a Chaplain to obtain personal copies of certain approved religious books
and periodicals. All books and publications so retained must be in compliance with the rules and regulations regarding personal property, including the following:

a. Individuals are allowed to have a total of 11 books on their property list. There is no distinction between a book and a bible. Individuals are allowed to have as many bibles/books of sacred text provided their book count does not exceed the maximum of 11 books.

b. All books shall not exceed the size limit of 8½ inches wide and 11 inches tall. Any exceptions shall be requested in writing to the facility Warden/Director or designee.

2. The institution recognizes that certain religious faiths impose dietary restrictions upon their members; therefore, it shall be the policy of the institution to provide each individual with the opportunity to satisfy minimum dietary requirements of their religious faith if these activities do not jeopardize the security of the institution.

a. Individuals will use the Religious Diets Application (attachment 2) when requesting a religious diet.

b. The following are the four religious diets provided by the Department:
   1. Vegetarian with egg: no meat, poultry, game, fish, shellfish or by-products of slaughter.
   2. Vegetarian without egg: no meat, poultry, game, fish, shellfish or by-products of slaughter and no egg.
   3. No Pork: no meat from a pig/hog and no pork derivatives.
   4. Halal or Kosher: food prepared under a certified process for the practice of the following specific religions:
      Halal Diet – Muslim and Nation of Islam.

c. Individuals who have declared a preference for the Jewish faith and have a Religious Preference Card confirming it are authorized to order up to two boxes of Passover Matzah (kosher Jewish crackers) from an approved vendor which they shall consume in their cells during the week of Passover beginning on April 10th. The two types of Matzah that are authorized are the one-pound box of square Matzah for Passover and boxes of six handmade Shmurah Matzah for Passover. Each individual may order a total of four boxes of any combination of the two that are approved. The orders shall be processed through the facility Property Room from February 1st through April 30th from the approved vendor.

d. When the Chaplain receives an application and verifies a request for a diet as being based upon a sincerely held religious belief, the diet will be ordered using attachment 1. The Chaplain shall submit the application for the diet to the DOC Nutritionist to review and critique. The Chaplain shall ensure that the diet is entered into CORIS to provide notice to the kitchen staff of the facility.

e. When there is a belief that an individual receiving a religious diet has consumed or been in possession of food items that violate their approved religious diet, the information upon which the belief is based will be used to file a disciplinary report for the charge of 39B by the observing staff member. All guilty pleas or findings for this charge will be reported by the Hearings Office to the Chaplain who, in addition to other sanctions which may be imposed by the Hearings Officer, will require the following:
   1) First offense – required counseling with the Chaplain;
   2) Second offense – required counseling with the Chaplain;
   3) Third or subsequent offense – required counseling with the Chaplain and re-evaluate the sincerity of the belief; and
   4) The Hearings Officer may not sanction an individual by suspending or terminating their religious diet. The Chaplain will document in writing any counseling regarding religious diet violations.

f. If there are four offenses within a 2-year period or less, approval for an individual’s religious diet may be withdrawn by the Warden at the recommendation of the Chaplain if the individual is found as being in violation of the terms of the religious diet program to which the individual has agreed in writing. Individuals will be notified in writing by the Warden, at the recommendation of the Chaplain, of proposed removal from the religious diet program.
The individual may, within fifteen days of the Warden’s notice, request in writing that the diet not be removed, and stating specific reasons. The Warden will respond within five days, giving the decision. Any such decision may be appealed to the Commissioner. The filing of an appeal will not stay implementation of the Warden’s decision. Removal is not punitive in nature, but provides an opportunity for the individual and staff to re-evaluate the program’s appropriateness to meet the individual’s demonstrated needs. The Chaplain will notify the kitchen of any diet removals approved by the Warden.

g. All requests for special events that require services or specific food should be submitted in writing to the Chaplain at least 60 days prior to the requested observance.

h. Religious diets will be prepared and provided to the Special Housing Unit and Secure Psychiatric Unit/Residential Treatment Unit according to the approved religious diet.

i. When an individual wishes to change to a religion that requires a specific diet they must submit a change of Religious Preference and Diet Form to the Chaplain. The process involved with the change of diet may take up to 30 days to facilitate.

3. Religious apparel, such as head coverings and religious medallions may be worn in accordance with institutional security requirements and this policy. Individuals under DOC custody are permitted to wear religious head coverings at any time on DOC property or inside all facilities. Individuals wearing religious head coverings shall follow all work area health and safety requirements, including but not limited to wearing hairnets in food preparation areas and wearing hearing protection in industrial areas. Individuals wearing religious head coverings are subject to the following requirements:
   a. The religious head covering shall be removed during all formal standing and emergency facility counts.
   b. The religious head covering shall be removed upon the request by security staff during a search or inspection.
   c. Religious head coverings are not permitted inside temporary holding cells. Religious head coverings shall be treated with respect by staff and stored in a safe location during these periods.

4. Items that have been authorized to be stored in the individual’s living area may be kept in an authorized clear plastic box with the lid on whenever the item is not specifically in use. The individual’s last name only will be written in 1 inch plain block letters on the bottom of the box. There will be no other writing or decoration on the box whatsoever. This includes religious symbols. Other personal items designated for storage in the group locker will be stored as directed by the Chaplain. Religious property will not be marked with the owner’s name and identification number. The description of the items will be recorded on the individual’s property list in CORIS and the owner should retain the proof of purchase.
   a. Individuals under DOC custody who have formally identified themselves as Native American (per the requirements of this policy) are authorized to hang one dream catcher above their bunks (i.e. outside of the green rectangle).
   b. Individuals under DOC custody who have formally identified themselves as Pagan (per the requirements of this policy) are authorized, with prior approval from the Chaplain, to create a set of runes out of card stock. Once completed, these runes will be added to the individual’s property list.

5. The use of wine for religious purposes will be limited to ceremonial or ritual functions where the Religious Volunteer or Chaplain shall be the only person permitted to actually consume the wine for the ceremony.
   a. The Religious Volunteer shall be a duly authorized member of the clergy with rights and privileges granted by an ordaining authority.
   b. The use of wine for religious purposes shall be restricted to use solely for those religious rituals and ceremonies that are historically documented to require wine as a part of the ritual or ceremony.
   c. The wine shall not be stored at the institution, but shall be brought in immediately before the religious ritual or ceremony requiring the presence or consumption of the wine. No amount of wine is to be consumed by any individual under DOC custody at any time.
d. Any amount of wine that is not consumed by the Religious Volunteer or Chaplain shall be removed from the institution immediately after the religious ritual or ceremony.

e. The amount of wine brought into an institution at one time cannot exceed two ounces.

f. The facility Chaplain shall be notified in advance by the official of their intent to bring wine into the institution for use in a religious ritual or ceremony.

g. All items brought into or removed from the institution may be subject to search by the security personnel.

H. Change or Establishment of Religious Preference or Faith

In order to declare a religious preference, an individual needs to contact the institutional Chaplain and request to be recognized for that preference. An individual who has declared a preference is not required to attend that religion’s services or study group and may attend the services and study groups of any other religion. An individual may request to be removed from the preference list of a religion at any time. When an individual is removed from the preference list, any property in their possession for that religion will be sent out of the institution. If an individual expresses a desire to change religious preference or faith, the Chaplain should encourage that individual to seriously consider all implications of such a change. The individual must initiate the conversion of record in a written statement to the Chaplain (attachment 5) citing current religious designation and that affiliation under which they would like to be recorded. The Chaplain shall not attempt to influence an individual to change religious preference or faith. Individuals are not permitted to actively recruit other individuals under DOC custody. As stated in Section IV A, no individual under DOC custody may possess more than one Religious Preference Card, nor may individuals switch cards more often than once a month.

I. Specific Denominational, Church or Sectarian Activities

The Chaplain shall schedule celebration of the sacramental rituals necessary to meet minimal requirements of a given religious faith, providing there is an Approved Religious Volunteer to lead such rituals or if the Chaplain is qualified to lead rituals of that particular faith. Such arrangements may require special times or environments. When an individual's religion requires abstinence from work or special dietary requirements on holy days and seasons, efforts shall be made to arrange work assignments and schedules to accommodate that belief. The Chaplain shall make written recommendations for work proscriptions for approval on a case-by-case basis. This will ensure that individuals have the opportunity to participate in practices of their religious faith that are deemed essential by the faiths' judicatory, limited only by documentation showing threat to the safety of persons involved in such activity or that the activity itself disrupts order in the institution.

J. Unauthorized Practices

The following religious practices and activities are never authorized:
1. Animal sacrifice;
2. Language or behaviors that could reasonably be construed as a threat to safety, security or the orderly running of the institution, (e.g., curses, nudity);
3. Self-mutilation;
4. Use, display or possession of weapons or what appears to be a weapon (e.g., paper sword);
5. Paramilitary exercises;
6. Self-defense training;
7. Sexual acts;
8. Profanity;
9. Consumption of alcohol by individuals under DOC custody;
10. Ingestion of illegal substances;
11. Encryption;
12. Disparagement of other religions; and/or
13. Unapproved individual-led groups. (See PPD 5.36.)

K. Sweat Lodge Ceremonies

1. Sweat Lodge Ceremonies are Native American religious ceremonies held for ritual purification of the participants. The NHDOC has allowed the construction of a Sweat Lodge at NHSPM in Concord and the Northern NH Correctional Facility (NCF) in Berlin.

2. Logistics
a. The Lodge shall be constructed, under the guidance of an approved Native American Volunteer and supervised by NHDOSC staff, in an area approximately 20 x 40 feet, within a segregated area surrounded by a ten foot tall fence with a locking gate. NHDOSC will provide the fence.

b. The institution will permit individuals under DOC custody to obtain, by donation, the materials necessary for the construction, operation and maintenance of a Sweat Lodge within the institutional grounds, as accommodated by the Warden. The Chaplain will use reasonable efforts to secure the outside volunteers and supplies necessary.

c. Once erected, the Sweat Lodge framework will remain up and in place. The only other items authorized to be left in the area are a cow or buffalo skull (or reproduction) and a limited number of stones from previous Sweat Lodge Ceremonies that are added to the fire pit wall.

d. The applicable facility will secure a fire permit for the ceremony.

e. Sweat Lodge Ceremonies will be scheduled on a quarterly basis in conjunction with the scheduled Native American feasts (both equinoxes and both solstices), and will be held on a day convenient to security during first shift. The feast will be held at the conclusion of the Sweat Lodge Ceremony.

f. The chronological timeline for each Ceremony day will be reflected on an Operations Bulletin produced by the applicable facility for the event. A basic timeline may be found on Sweat Lodge Ceremony Chronological Checklist (Attachment 7 to this PPD).

3. Implements will be provided by outside volunteers unless otherwise noted:
   a. Sapling trees, preferably willow or cedar;
   b. Stones for heating. Approximately 50 stones (about 9-inch diameter) are necessary for each ceremony, preferably lava rocks;
   c. Firewood, enough for a four-hour fire. Wood must be delivered to the facility no later than 14 days prior to the Ceremony day. Volunteer C-2 individuals under DOC custody may be solicited to help cut and split the firewood;
   d. Shovel and rake to move hot stones from fire pit to Lodge (provided by NHDOSC);
   e. Deer antlers for use inside the Lodge to move hot stones;
   f. Sage, sweet grass, cedar, copal, osha root, tobacco and kinnick-kinnick; all for ceremonial use;
   g. Smudge bowl, communal Native pipe and drum from Native group property locker;
   h. Non-metal bucket of water with ladle or plastic cup for pouring over hot stones in the Lodge (provided by NHDOSC);
   i. Water hose at the ready for fire suppressant, should it become necessary;
   j. Canvas tarps and/or blankets to cover Lodge framework during Ceremony only;
   k. Four directional flags may be displayed on poles stuck in the ground;
   l. Inmates may bring personal towels and personal drinking cup. NHDOSC will provide drinking water for the Lodge area; and
   m. An altar area may be set up within the Lodge area and may permanently display a hock skull (buffalo or cow, may be reproduced).

4. Participants
   a. Qualified C-4, C-3 and C-2 individuals will be allowed to participate in Sweat Lodge Ceremonies. All must be NHDOSC Native American card-holders.
   b. Individuals must sign up for each Ceremony no later than two weeks prior to the ceremony date. Late sign-ups will not be accepted.
   c. Only those who have attended at least three-fourths of the weekly Native American Circle times during the quarter (a minimum of nine circles/quarters) will be allowed to attend the Lodge Ceremony. All other card-holders may join the Ceremony participants for the feast after the Ceremony. This standard may be relaxed for excused absences on a case-by-case basis via request slip to the Chaplain. Typically, an unexcused absence is anytime one could have attended but chose not to.
   d. Attendance at NCF will be tracked via the Program Wing Officer’s Movement Sheets.
   e. No Sweat Lodge Ceremonies shall be conducted without the presence of an approved outside volunteer of the same sex as the inmate participants and each Ceremony shall be conducted according to the traditions of the outside volunteer running the Ceremony. The volunteer will have the final say as to who may not be allowed to participate.
f. All participants must sign a medical release and memorandum of understanding prior to participating.
g. Inmate participants will be excused from work or program requirements.

5. Procedures
   a. Participants will need to have access to rest room facilities.
   b. Individual participants may bring two personal towels and a personal drinking cup with them to the Lodge site. Participants must wear gym shorts at a minimum at all times.
   c. Individual participants are subject to search prior to entering the Lodge area and strip search prior to return to general population. NHDOC will not interrupt Ceremonies for searches unless specifically approved by the Shift Commander and a compelling need exists.
   d. NHDOC reserves the right to postpone any Sweat Lodge Ceremony to another day based upon weather/wind direction/security issues/fire safety standards.
   e. Individuals who have declared themselves Native American will ensure easy access is available to and in the Lodge area through the winter by keeping the snow shoveled. At a minimum, there must be a four-foot wide path from the facility building entrance to the Lodge fence, a two-foot wide path around the Lodge fence and all snow cleared within the Lodge fence.
   f. As with all parts of NHDOC facilities, the ground used for the Lodge will not be recognized as “sacred ground”, but it is respected ground to be used for Sweat Lodge Ceremonies only. As such, the entire area and all participants are subject to search at any time, even inside the Lodge during a Ceremony, should security concerns indicate a compelling need to do so.
   g. If there are more eligible individual participants signed up than can be safely accommodated in a single Ceremony, NHDOC staff and the volunteer will decide whether to hold an additional Ceremony on another day, or to hold two abbreviated Ceremonies on the scheduled day.
   h. The Lodge area shall be kept clean at all times. Tarps, blankets and other NHDOC implements will be stored at the facility between Ceremonies. Participants shall be responsible for maintaining the site and providing any authorized Ceremonial supplies.

L. Religious Review Committee Proposals – to request recognition of a new or unrecognized faith or additional property or practice considerations for recognized faiths.
   1. All proposals must be submitted on the Religious Review Committee Proposal Form, attachment 10, no later than two weeks prior to the next Religious Review Committee Meeting.
   2. Each proposal form may only address one item/practice.
   3. No individual may submit more than 5 proposals per RRC meeting.
   4. Proposals which are denied may be appealed for reconsideration at the next RRC meeting, provided the individual presents new substantial information/support regarding the necessity of approval, as determined by the Chaplain bringing it forward.
   5. Once a proposal has been denied twice, it may not be resubmitted for at least two years, unless a substantive court ruling occurs relating to it. All third-time proposals must be approved for resubmission at the Commissioner’s level.
   6. All of the above rules apply to proposals of the same type. If one individual’s proposal is denied twice, a similar proposal will not be considered new if filed by a different individual.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards
2-CO-5E-01

Standards for Adult Correctional Institution
Fourth Edition Standards
4-4319; 4-4517; 4-4520

Standards for Adult Community Residential Services
Fourth Edition Standards
Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

NH RSA 622:22/23

Attachments
MACKAY/lb
NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

MEDICAL/RELIGIOUS DIET ORDER

Please fill in Section A and F plus other applicable sections (B, C, D, E). This form is to be utilized for all new diet orders, changes, renewals, discontinued diets and consult requests. When completed, please forward to the Dietitian within 24 hours. The physician's order (yellow copy or copy) must be attached.

A. NAME ___________________________ ID# ___________ HOUSING ___________
   Diagnosis _________________________ Ht. ______ Wt. ______

B. MEDICAL DIET PRESCRIPTIONS: (circle one) New Change Renew
   Beginning Date ___________ X 180 days, or other timeframe ___________

   (circle one)
   Diabetic/ADA ___________
   Taking Insulin? (circle) ___________
   Yes No
   Textured diet (circle one) ___________
   1800 2200 2600 2900 No concentrated sweets
   Prenatal (pt. Age trimester ______) AM orange juice/HS snack

   Supplemental/Snack ___________
   Other: ________________________

   DISCONTINUE MEDICAL DIET (D/C diet/begin house diet)
   Waiver signed by patient (copy attached) D/C diet

C. CONSULTATION ORDER/REQUEST
   Nutritional Assessment ___________
   Supplement/Snack Assessment ___________
   Weight: Gain _______ since _______, Loss _______ since _______

   Other ___________
   Provide diet education: ___________

D. RELIGIOUS DIET ORDER: (circle) Kosher/Halal Vegetarian Vegetarian-no egg No-pork
   Chaplain's signature and date ___________

E. COMMENTS:

F. Preparer's Signature ___________________________ Date ___________
   Ordered by MD/PA/ARNP/RN (temporary texture only) ___________

PPD 7.17
Please read the notice on the right hand side and answer the following questions:

Name & ID Number ____________________________ (please print)

I am a member of the ________________ religion.

I have been a member for ________________ years/months.

My religion requires its members to adhere to the following diet (Please describe diet requirements)

______________________________

______________________________

______________________________

I understand and agree to the rules established by the institution regulating special diets.

Date __________________ Signature __________________

— RELIGIOUS DIETS —

• TO BE PUT ON A RELIGIOUS DIET, YOU MUST BE AN ACTIVE PARTICIPANT OF A RECOGNIZED RELIGION WHOSE DOCTRINE REQUIRES THE TYPE DIET YOU ARE SEEKING. IF YOU ARE NOT A MEMBER OF A RELIGIOUS GROUP REQUIRING DIETARY RESTRICTIONS, YOU DO NOT QUALIFY FOR A RELIGIOUS DIET.

• IF YOU ARE PLACED ON A SPECIAL DIET AND ARE OBSERVED EATING OR BUYING FOODS THAT ARE RESTRICTED, YOU WILL BE SANCTIONED OR MAY BE REMOVED FROM THE DIET.

• IF AFTER READING THIS YOU FEEL YOU MEET THE REQUIREMENTS FOR A RELIGIOUS DIET, PLEASE FILL OUT THIS FORM AND RETURN IT TO THE CHAPLAIN'S OFFICE.

________________________________________

CHAPLAIN

PPD 7.17
<table>
<thead>
<tr>
<th>Faith Group</th>
<th>Diet Considerations, Fasts &amp; Feasts</th>
<th>Worship Practices/Personal Group</th>
<th>Allowable Personal Items</th>
<th>Allowable Personal Items Kept in Group Locker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddhist</td>
<td>Vegetarian</td>
<td>P - Individual Choice</td>
<td>1 Medallion*</td>
<td>1 Zabuton (prayer mat)</td>
</tr>
<tr>
<td></td>
<td>Up to 1 feast per year</td>
<td>G - None at present</td>
<td>1 Set of Malas (prayer beads)***</td>
<td>1 Zafu (prayer cushion)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 Meditation Journal</td>
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<td></td>
<td></td>
<td></td>
<td>1 Meditation Bag</td>
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<td></td>
<td></td>
<td></td>
<td>3 I-Ching coins</td>
<td></td>
</tr>
<tr>
<td>Catholic</td>
<td>Meatless entrée on Good Friday and Fridays throughout Lent</td>
<td>P - Individual Choice</td>
<td>1 Rosary***</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Up to 1 feast per year</td>
<td>G - Mass/Communion Service</td>
<td>1 Scapular</td>
<td></td>
</tr>
<tr>
<td>Episcopal/Anglican</td>
<td>Meatless entrée on Good Friday and Fridays throughout Lent</td>
<td>P - Individual Choice</td>
<td>1 Medallion*</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Up to 1 feast per year</td>
<td>G - Group Services</td>
<td>1 Set Anglican Prayer Beads***</td>
<td></td>
</tr>
<tr>
<td>Islam/Muslim</td>
<td>Non-pork</td>
<td>P - Pray 5 times daily for approximately 10 min. (before sunrise, before noon, after noon, before sunset, after sunset)</td>
<td>1 Medallion*</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Vegetarian</td>
<td></td>
<td>1 Prayer Rug</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kosher/Halal</td>
<td></td>
<td>2 Kufi (skull cap)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ramadan Fast sun-up to sun-down 29-30 days</td>
<td></td>
<td>1 Strand Prayer Beads***</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Up to 1 feast per year</td>
<td></td>
<td>Unscented Halal soaps/lotions – ordered from an approved vendor through Unit Supervisor - # in possession not to exceed qty of soaps allowed through canteen</td>
<td></td>
</tr>
<tr>
<td>Jehovah's Witness</td>
<td>None</td>
<td>P - Individual Choice</td>
<td>1 Medallion*</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Up to 1 feast per year</td>
<td>G - Group services and Book Studies</td>
<td>1 Prayer Rug</td>
<td></td>
</tr>
<tr>
<td>Jewish</td>
<td>Kosher/Halal Fasts:</td>
<td>P - Individual Choice</td>
<td>2 Yarmulke (skull cap)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Yom Kippur</td>
<td></td>
<td>1 Prayer Shawl (not to exceed 24&quot; X 72&quot;)</td>
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<tr>
<td></td>
<td>Tish B'Av</td>
<td></td>
<td>1 Set Prayer Shawl Bag</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Fast of Tevet</td>
<td></td>
<td>1 Set Phylacteries (leather prayer strap-like head and wrist ornaments) or 1 Tifilllin bracelet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Fast of Esther</td>
<td></td>
<td>1 Native Choker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Fast of Tammuz</td>
<td></td>
<td>1 Beaded necklace w/fetish attached*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Fast of Gedaliah</td>
<td></td>
<td>4 Feathers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fast of Unleavened Bread Passover</td>
<td></td>
<td>5 Bandanas worn sweatband style, 3&quot; fold</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Up to 1 feast per year</td>
<td></td>
<td>1 Medicine bag - may be kept on person at all times, in or under clothing. Staff may inspect contents, touched only by owner. Contents may include a pinch (the size of a pencil eraser) of any botanical material allowed in a group setting, and a small number of fetishes**. 1 Dream catcher - hoop must be non-metal, not to exceed 6” in diameter, and hangings from hoop not to exceed 6”</td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td>Feasts:</td>
<td>P - Individual Choice</td>
<td>1 Set oracle cards (similar to tarot)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Up to 1 feast per year</td>
<td>G - Circle Meetings, Pipe Ceremonies</td>
<td>1 Native Choker</td>
<td></td>
</tr>
</tbody>
</table>

PPD 7.17
<table>
<thead>
<tr>
<th>Religion</th>
<th>Diet</th>
<th>Feast Frequency</th>
<th>Individual Choice Options</th>
<th>Group Services and Studies</th>
<th>Other Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neo-pagan</td>
<td>Non-pork Vegetarian</td>
<td>Up to 1 feast per year</td>
<td>1 Medallion*</td>
<td>1 Wand/Gandr Staff - 6&quot; wood/porcelain w/crystal tip Up to 24 power stones in box or bag - solid stone energy spheres must fit in closed hand 1 Pentacle five-sided star - wood or porcelain Meditative cards (pictures) and Mandala (could be pictures, posters, or paintings w/fur, bone or feathers attached) 1 Set of Divination Tools (can be runes, stones, bones, sticks pendulums, wooden tiles or cards) and four casting cloths, handkerchief sized Scrolls (blank or written upon) 4 Feathers Book of Shadow (blank book in which to write spells) - to be kept in or with religious box. Spirit Bag – may be kept on person at all times, in or under clothing. Staff may inspect contents touched only by owner. Contents may include a small number of fetishes** 1 Hlaot (headband, similar to Native American type in size) 1 paper or card stock Ceremonial Oath Ring 1 Prayer rug 1 Set prayer beads*** 1 Triptych, or shrine, 18x24&quot;; constructed of cardstock</td>
<td>None</td>
</tr>
<tr>
<td>Protestant/Christian</td>
<td>None</td>
<td>Up to 1 feast per year</td>
<td>1 Medallion*</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Rastafarian</td>
<td>Non-pork Vegetarian</td>
<td>Up to 1 feast per year</td>
<td>1 Medallion*</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Russian Orthodox</td>
<td>None</td>
<td>Up to 1 feast per year</td>
<td>1 Medallion *</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Seventh-Day Adventist</td>
<td>Vegetarian</td>
<td>Up to 1 feast per year</td>
<td>1 Medallion*</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Siddha Yoga</td>
<td>Vegetarian</td>
<td>Up to 1 feast per year</td>
<td>1 Medallion*</td>
<td>1 Set of Malas (prayer beads)*** 1 Meditation mat</td>
<td>None</td>
</tr>
<tr>
<td>Taoist</td>
<td>Non-pork Vegetarian</td>
<td>Up to 1 feast per year</td>
<td>1 Medallion*</td>
<td>1 Zabuton (prayer mat) 1 Zafu (prayer cushion)</td>
<td>None</td>
</tr>
<tr>
<td>Taoist (continued)</td>
<td>studies</td>
<td>beads)***</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
| Mahasimara and/or Thelema | Non-pork Vegetarian | P - Individual Choice Group services and studies | 1 Medallion*  
1 Prayer Rug 36” x 48” max.  
1 Tri-fold Shrine, paper or cardstock, panel 11” x 17” max.  
2 Sets Divination Tools, may be Tarot Sets or I-Ching Coins  
1 Set of Prayer Beads***  
1 Headdress, must be form fitting, not flowing or draping  
1 Set Stones, up to 28, must fit in closed hand  
Fetishes – no set quantity, but they must fit in a closed hand  
2 Journals – these do not count toward book total  
4 Altar/casting cloths – handkerchief-sized  
1 Pouch, no larger than 3” x 5”, contents may be inspected by Security staff, to be touched only by the owner | None |

**Notes:** All individuals under DOC custody, regardless of affiliation, are allowed: 1 medallion and religious books, stick-on book tab markers (such as would identify the first pages of the individual books of the Bible), tapes, and literature. Individuals under DOC custody may obtain a religious calendar as one they are authorized per PPD 9.02, attachment 3. Some of these items, while acceptable in general population, may be restricted if the individual is removed from general population status, or any time security deems is necessary for safety reasons.

*Medallions must be purchased shipped direct from a vendor, must not be larger than 1 ¼” diameter, and must not exceed $50.00 in value. Medallions may be worn at all times, subject to security restrictions, but must be worn under clothing, not hanging out, except in the individual’s personal cell. The following medallions will not be allowed: Swastika, Iron Cross, Inverted Cross, or any medallion identified as gang-related.

***Fetishes” are sentimental objects such as a small stone, bones, feather, etc. Items must not pose a security risk, and all must fit in a closed hand except the feathers.

***All prayer bead sets, including rosaries, must be black, white, or natural color (if stone or wooden beads), are not to be worn around the neck, and the crucifix (in the case of a rosary) or other emblem must not exceed 2” in diameter. No glass or metal beads, but they may be strung with metal links or chain. They must not exceed $50 in value. They may be purchased from an approved outside vendor.
<table>
<thead>
<tr>
<th><strong>Pagan</strong></th>
<th><strong>Pagan, continued</strong></th>
<th><strong>Islamic</strong></th>
<th><strong>Siddha Yoga</strong></th>
<th><strong>Taoist</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Altar Piece (wooden obelisk)</td>
<td>Steel oath ring in cloth pouch</td>
<td>Prayer caps (3)</td>
<td>Ceramic bowl</td>
<td>Altar cloth</td>
</tr>
<tr>
<td>Apple cider mix, powdered packets</td>
<td>Wooden bowls (2)</td>
<td>Framed pictures of Gurumayi</td>
<td>Bowls (3)</td>
<td>Chandlery</td>
</tr>
<tr>
<td>Bees wax candles (2)</td>
<td>Wooden disc (7)</td>
<td>Wooden incense box &amp; burner</td>
<td>Singing bowls</td>
<td>Statue</td>
</tr>
<tr>
<td>Black leather bag with 24 runes</td>
<td>Wooden rectangle in</td>
<td>Assorted incense (200+/-)</td>
<td>Stones and crystals</td>
<td>Chimes</td>
</tr>
<tr>
<td>Black leather bag with 42 runes</td>
<td></td>
<td>Puja Cloth</td>
<td>Candles (20+/-)</td>
<td>Drum</td>
</tr>
<tr>
<td>Brass incense burner</td>
<td></td>
<td>Small stature of Puja</td>
<td>Cauldron</td>
<td>Prayer flags</td>
</tr>
<tr>
<td>Candle holders (3)</td>
<td></td>
<td>Linga &amp; Yoni (stones)</td>
<td></td>
<td>Incense</td>
</tr>
<tr>
<td>Assorted candles (20+/-)</td>
<td><strong>Native American</strong></td>
<td></td>
<td></td>
<td>Mahasati / Thelema</td>
</tr>
<tr>
<td>Ceremonial Oath Ring</td>
<td>Assorted sticks</td>
<td></td>
<td></td>
<td>Wooden bowl</td>
</tr>
<tr>
<td>Ceremonial wooden Thor’s Hammer</td>
<td>Beans</td>
<td></td>
<td></td>
<td>Chalice</td>
</tr>
<tr>
<td>Chalice</td>
<td>Blanket</td>
<td></td>
<td></td>
<td>Altar</td>
</tr>
<tr>
<td>Charcoal for incense</td>
<td>Cedar</td>
<td></td>
<td></td>
<td>Altar seal</td>
</tr>
<tr>
<td>Cloth turtle</td>
<td>Cedar bark boat</td>
<td></td>
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<tr>
<td>Cow bell</td>
<td>Cotton fabric (misc. colors)</td>
<td></td>
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<td></td>
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<tr>
<td>Crystal ball</td>
<td>Cups</td>
<td></td>
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<tr>
<td>Dark bread loaf, 1</td>
<td>Dream catchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drinking horn</td>
<td>Dried corn</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Drums</td>
<td>Drums</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Flat altar stones, 5</td>
<td>Flutes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Flute</td>
<td>Leather</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Forked stick, 6’ tall</td>
<td>Leather medicine wheel</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gandr (wand - 2)</td>
<td>Mandalas</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Goat skull, painted</td>
<td>Native blue corn</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Goddess candle</td>
<td>Partial hawk wing</td>
<td></td>
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<td></td>
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<tr>
<td>God/goddess statues</td>
<td>Pictures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grain, small bag</td>
<td>Pipe bundle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handkerchief with wood runes</td>
<td>Prayer flags</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incense (assorted - 200 +/-)</td>
<td>Prayer ties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large cast iron cauldron</td>
<td>Rattles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large wooden runes, 12+ leather pouch</td>
<td>Red felt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. bones and rocks</td>
<td>Sage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. leather and cloth swatches</td>
<td>Shells</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Offerings (in folded envelope)</td>
<td>Sinew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil for anointing, sm. vial</td>
<td>Songbooks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prayer flags (13+)</td>
<td>Spoons</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Scrying mirror wrapped in cloth</td>
<td>Squash seeds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shell</td>
<td>Sweet grass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silk altar cloth (2)</td>
<td>Talking sticks</td>
<td></td>
<td></td>
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<tr>
<td>Small black bag w/chalk</td>
<td>Tin w/cedar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small brass bell</td>
<td>Turkey feather</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small porcelain cauldron</td>
<td>Bitterroot</td>
<td></td>
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</tbody>
</table>
Notes:
1. Books, pamphlets, papers, newspapers, cassette tapes, CDs and videos are not listed on these lists as all groups are allowed these items. Group property books, cassette tapes, CD’s, DVD’s, and videos are kept in the Chapel Library.
2. Statues/icons; no group may posses more than two statues and these must be no taller than 18 inches
3. Office supplies such as markers and erasers may be kept with group property, but they are not listed, as they are not items of a religious nature.
New Hampshire Department of Corrections

QUESTIONNAIRE REGARDING NEW OR UNFAMILIAR RELIGIOUS COMPONENTS

Individuals under DOC custody requesting the introduction of a new component to the Religious Services Program (schedule, meeting time, and space, religious items and attire) shall provide to the Chaplain a comprehensive response to each of the following questions for consideration by the Religious Review Committee for confirmation of practice at the institutional, regional and national level. Because of the review at these levels, the process may require up to 180 days for completion. The committee recommendation will be forwarded to the Commissioner’s Office for consideration.

1. What is the official name of the faith group?

2. Who is the head of the faith group in the United States?

3. What is the address and telephone number of the faith group?
   Headquarters in the United States?

4. What are the basic teachings of the faith group? Please provide titles or attach particular reference material which would be useful for researching this group.

5. Does the faith group have ministers or teachers?

6. Are ministers available to visit incarcerated members of the faith group?

7. Are there religious holidays to be observed by members? If so, when are the holidays and what religious practices are necessary for the observance?

8. Are there any necessary religious items and what is the religious significance of each?

9. Are there time and space requirements for the group?

10. Are you aware of related faith groups or other groups with similar practices?

11. Is the religion open to all individuals under DOC custody?
New Hampshire Department of Corrections

Request to Change Religious Preference

Name: ___________________________ ID# ___________________ Date: ___________________

Institution: _______________________

Current Religious Preference of Record: ________________________________

To Chaplain: _______________________

I request that I be allowed to change my religious preference to: __________________________

________________________________________________________________________

I understand that any diet change requested along with this change of faith/path may take up to 30 days to take effect.

I understand that I will have to send out any religious property that I currently have with respect to my present religion, if it is not authorized for my new faith/path.

I understand that once I establish or change my religious preference, I must wait one (1) month before requesting another change.

I understand that I am only allowed to attend one feast event per calendar year, regardless of any changes in religious affiliation.

Thank you,

___________________________________
(Signature)

Approved: ___________________________

Effective date: ______________________
622:22 Religious Ministrations. – The rules and regulations established for the government of any prison, county correctional facility, or public charitable or reformatory institution shall provide for suitable religious instruction and ministration to the inmates.


622:23 Religious Preferences. – The inmates shall have freedom of religious belief and freedom to worship God according to the dictates of their consciences, but this shall not permit anything inconsistent with proper discipline and management or any expense beyond that made under RSA 622:22.


Cor 302.07 Religious Activities.

(a) Religious programs and counseling shall be offered to all inmates. Inmates shall be able to participate in religious activities regardless of their custody grade. Inmates in minimum, medium and close security settings shall be able to attend group religious activities. Inmates during quarantine cycle, in punitive and administrative segregation and maximum custody status shall have access only to individual religious counseling and group religious activities available in their respective housing units.

(b) The prison shall encourage religious volunteers to visit the prison for the purpose of providing religious ministrations to the inmates.

(c) Proselytizing shall be prohibited.

Cor 304.02 Secure Psychiatric Unit Patient Management.

(i) Secure psychiatric unit patients shall be provided the opportunity for religious counseling by ministers, priests, rabbis, or other religious representatives of organized faiths on a regular basis.

Cor 404.04 Pending Administrative Review (PAR).

(k) Inmates retained under this policy in pending administrative review status shall be afforded the same recreation, work, education, and other activities as are other inmates in the same housing unit unless security of the institution mandates otherwise.

Cor 404.06 Medical Segregation

(g) An inmate placed in medical segregation shall retain all rights and privileges in consonance with the inmate's custody grade including all personal property and participation in programs, unless the medical authority determines in his/her opinion that the exercise of a particular right or privilege by the inmate might jeopardize the medical treatment that the inmate is undergoing, in which case the medical authority shall prescribe in writing a partial or total curtailment of such rights and privileges.
NHDOC SWEAT LODGE CEREMONY CHRONOLOGICAL CHECKLIST

Ceremony Date _______________ Outside Volunteers: ________________________________

Four weeks prior

____ Sign-up window set: _______________ to _______________
____ Check firewood availability
____ Set feast menu
____ Send feast signature sheet (Warden, Chef, Chaplain)
____ Confirm details with security
____ Confirm details with NHSP/M Chaplain

Two weeks prior

____ Check on fire permit with Safety Officer
____ Confirm details with outside volunteer _________________ # _________________
____ Confirm blankets with laundry
____ Get medical releases from participants
____ Fire tenders
____ Blanket tenders
____ Provide final details including names to _______________ for Ops Bulletin
____ Confirm final details with security

One day prior

____ Confirm blankets
____ Confirm fire permit
____ Confirm other items (wood, rocks, tools)
____ Confirm volunteer

Ceremony Day

____ 0800 Rocks, firewood and tools brought in to ceremony compound; hose run
____ 0900 Fire tenders get kindling from wood shop; start fire
____ 1000 Blanket & fire tenders get blankets from laundry and water from kitchen; both drinking water and 5 gallon bucket of water for pouring on the stones in the lodge
____ 1020 Participants called for lunch with first chow
____ 1100 Participants allowed access to lodge compound
____ Participants have signed medical releases and memorandums of understanding
____ 1100 Ceremony starts
____ 1600 Ceremony ends (no later than)
____ Ceremony area cleaned up
____ Blankets returned to laundry
____ Water hose, other tools returned to proper places
____ Ceremony area secured
____ Security begins monitoring fire burnout via camera or direct visual
____ 1630 Feast begins

Day after Ceremony

____ Blanket tenders fold and put away blankets (in laundry room)
NHDOC Religious Sincerity Assessment Sheet

Name ______________________ ID # __________ Block ______ Date __________

Seeking (Circle all that apply):

_________ Religious Preference Card ________ Diet ________ Other __________________

Religion of record _______________________________

1. What exactly do you want and why?

2. Tell me about your religious history both in the community and in prison. While you were in the community did you have a particular church/temple with which you associated? A faith leader with whom you worked?

3. What influenced you to decide to put your historical faith behind you and become __________? Did you receive guidance from anyone as part of this process? Have you read materials that helped shape your decision?

4. Tell me about your journey practicing/ living this faith. When did you own this faith as your own?

5. Tell me about persons that have been role models to you in living this faith.

6. Are you prepared to formally change your religion of record?

7. Tell me about your religious beliefs:

   About some of your most important beliefs

   About portions of your holy book/ path which have been meaningful to you

8. How are you learning about your new belief? Reading? Corresponding with persons outside the institution?

9. Tell me what you currently do to demonstrate that you are sincerely practicing this faith

   How do your beliefs find expression in daily life?

10. Tell me which religious services and/ or study classes you attend in prison. How often? If you don’t attend, why not?

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11. Tell me what initiative you’ve taken since your incarceration to interact with your faith group chaplains/ spiritual advisor/ outside religious organizations.

12. Tell me about those religious books that have helped you grow in this faith.

13. Tell me about any dietary requirements of your faith (if any) and how you seek to maintain those requirements in prison.

14. Can you discuss the importance of _________ [the particular religious practice they are seeking, such as the kosher diet] in your faith generally and to you personally?

15. Tell me about the resources you used to help prepare the Inmate Request Slip and for this interview.

16. Some persons file a religious accommodation request simply to obtain special property/ privileges. If you were asked to demonstrate that you were sincere in the practice of your faith, what would tell someone who questioned your motives?

17. Additional comments

Based on the above interview, request is:

APPROVED   DENIED

Chaplain’s signature  Date
NHDOC Religious Review Committee Proposal

Name ___________________________ ID# ___________________________ Date ___________________________

Religious preference listed in CORIS ___________________________

Each proposal may only address one property item or practice. There is a limit of five proposals per individual per RRC meeting. If you need more space, do not attach more sheets; write smaller and be more concise.

This is (check one from first three and one from second three):

1. ___ Initial proposal
2. ___ First appeal of proposal; denied on ___________________________
3. ___ Second or subsequent appeal; previously denied on __________ and __________, approved

for resubmission now by ___________________________ on ___________________________

(commissioner’s level signature required here)

1. ___ Addition of new or unrecognized faith group or religion (PPD 7.17 Attachment 4 attached)
2. ___ Request for property: ___________________________
3. ___ Request for practice: ___________________________

Specifies (Who, what, when, where, how):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Significance (Why):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Other support:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_____________________________________________________________________________

(signature)

___ Approved, subject to: ___________________________________________________________

___ Denied, because: ______________________________________________________________

Signed ___________________________ Date ___________________________

PPD 7.17
NHDOC Facilitator Application and Agreement

Religious Faith/Path ___________________________ Date __________

Requestor’s Name ___________________________ # __________ Unit ______

I have been a practitioner of this faith/path for __ years. I am a good candidate for facilitator because

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

My knowledge of this faith/path

________________________________________________________________________

I certify the following to be true:

1. I have been A-level disciplinary report free for at least one year; B-level for at least six months.

2. I feel knowledgeable enough in this faith and mature enough to lead the study/ritual/prayer time/worship of this group in a way that respects and promotes its core beliefs/practices.

3. I agree to provide lesson plans/sermon notes/ritual instruction/service order in a timely manner as requested by the facility Chaplain.

4. I agree to keep the subject matter pertinent to this faith, while respecting the diversity of other faiths, and not to use this opportunity as a platform to spread hate and discontent.

5. I understand that my approval is subject to change, should I violate any part of this agreement, become ineligible, be moved to another facility, should an approved outside volunteer be found to lead this group, or simply at the discretion of the DOC staff.

6. I understand that, should I be approved, the duration is one year from the date of approval, and I must reapply no later than 30 days prior to expiration if I desire continuation.

________________________________________________________________________

Signature

D-free check done __________ Signature ___________ Date __________

Chaplain’s Comments

________________________________________________________________________

Signature __________ Date __________

Investigations Officer’s Comments

________________________________________________________________________

Signature __________ Date __________

Facility Warden’s Comments

________________________________________________________________________

Signature __________ Date __________

PPD 7.17
Approved  Denied  (circle one)