



THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



**DIRECTIVE**

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE 8 / 26 / 82		*TERMINATION DATE / /	
FACILITY RELIGIOUS ACTIVITIES			
CLASSIFICATION # 3251	SUPERSEDES	DATED	DISTRIBUTION A
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		PAGE 1 OF 5 PAGES	
SIGNATURE		AUTHORIZED BY THE COMMISSIONER  SIGNATURE	

I. PURPOSE:

To provide definitive guidelines for the duties and responsibilities of the Director of Ministerial Services and for Departmental Chaplains and for facility access of such employees.

II. POLICY:

DEPARTMENTAL DIRECTOR OF MINISTERIAL SERVICES

This position shall function under the direction of the Deputy Commissioner for Program Services and Legal Policy. He/she shall be responsible for the coordination, supervision, administration and execution of the entire religious program in the New York City Department of Correction.

MAJOR DUTIES AND RESPONSIBILITIES

- A. To continuously upgrade formulated philosophy, objectives, guidelines and administrative procedures in consultation with the Departmental executive staff.
- B. To assist in the hiring, terminations and transfer of religious personnel in consultation with other Departmental administrative personnel and appropriate religious authorities.
- C. To maintain contacts with various denominational groups such as:  
The Board of Rabbis, Archdiocese of Brooklyn, Council of Churches, and the World Community of Islam.
- D. To coordinate, direct and evaluate the Department's Chaplaincy staff.
- E. To assist in disseminating information about all aspects of the Department relative to Chaplains.

	EFFECTIVE DATE 8 / 26 / 82	SUBJECT  FACILITY RELIGIOUS ACTIVITIES	
	CLASSIFICATION # 3251		
	DISTRIBUTION A	PAGE 2 OF 5 PAGES	

### III. SALARIED CHAPLAINS:

- A. The Department shall provide salaried Chaplains for each Departmental housing facility. The Chaplain shall be responsible for the development of the religious services and programs necessary to ensure that inmates in the custody of the New York City Department of Correction are provided reasonable access to religious and spiritual counselling in compliance with Departmental Directives, Minimum Standards and Court Orders.
- B. The Chaplain shall maintain a spiritual counselling and assistance program which will provide inmates with sources necessary to maintain the tenets of a chosen faith.
- C. The Warden of each facility shall in conjunction with the Director of Ministerial Services designate one (1) of the permanently assigned Chaplains the in house title of "Facility Administrative Chaplain." The Administrative Chaplain shall have the simulated rank of Deputy Warden. All other Chaplains shall have the simulated rank of Assistant Deputy Warden. All Chaplains shall be authorized to wear the uniform, insignia, and facility designation that conforms to their simulated rank.

### IV. ADMINISTRATIVE CHAPLAIN:

- A. As Administrative Chaplain he/she shall participate in at least one (1) monthly meeting with other unit heads and administrators at the facility so as to ensure coordination and adequacy of the religious services.
- B. As principle program planner he/she shall be responsible for the development of volunteer programs, which, when necessary, supplement the institutional religious program.
- C. As principle program planner the Administrative Chaplain shall develop a pool of volunteer religious counselors to supplement the Departmental religious program.
- D. These volunteers shall be selected from the religious communities which represent the inmate population.
- E. The Administrative Chaplain shall be responsible to ensure that the volunteers he/she solicits will meet the necessary security requirements so that they pose no threat to the security of the Department.

	EFFECTIVE DATE 8 / 26 / 82	SUBJECT  FACILITY RELIGIOUS ACTIVITIES	
	CLASSIFICATION # 3251		
	DISTRIBUTION A	PAGE 3 OF 5 PAGES	

IV. ADMINISTRATIVE CHAPLAIN: (con't.)

- F. All permanent volunteers shall undergo a fingerprint investigation.
- G. The Administrative Chaplain shall, under the direction of the facility training Captain, develop and maintain a training program for all volunteers to ensure that all volunteers are provided the information necessary to work in a secure environment.
- H. The facility training program shall be approved by the Head of the Facility.
- I. No permanent volunteer or new employee shall be allowed to participate in the religious program unless they have completed the required training program.
- J. The Head of the Facility, in conjunction with the Administrative Chaplain, shall be responsible for the granting of approval to visiting clergymen or religious volunteers who wish to provide religious services for inmates.
- K. In order for visiting clergy to officiate at religious services or provide spiritual advice to adherents of their faith, they must have the endorsement of the denomination or religious approving body.
- L. Verification of a visiting clergy's credentials shall be made by the Administrative Chaplain and submitted to the Head of that Facility. The verification shall be made prior to the initial visit to the facility.
- M. The Chaplain shall control the number of volunteers who may enter the facility. The volunteers shall in no event number more than five (5) unless approval is given by the Head of the Facility.
- N. The Administrative Chaplain shall deliver at least one day in advance, a list of persons who are expected at the facility. The Warden shall ensure that the Program Deputy Warden reviews this list and that it is forwarded to the Security Deputy Warden.
- O. Facilities located on Rikers Island shall ensure that a copy of the approved list is forwarded to Rikers Island Security, so that the volunteer can gain access to Rikers Island.

	EFFECTIVE DATE 8 / 26 / 82	SUBJECT FACILITY RELIGIOUS ACTIVITIES	
	CLASSIFICATION # 3251		
	DISTRIBUTION A	PAGE 4 OF 5 PAGES	

V. CHAPLAINS:

The Director of Ministerial Services shall assign to each facility such other chaplaincy staff, whether full or part time, as required and as resources allow. These Chaplains shall report to the Administrative Chaplain of each facility.

VI. DEPARTMENTAL AREA CHAPLAIN:

- A. Whenever the Department does not have salaried Chaplains of a particular denomination assigned to the facility, the Office of Ministerial Services shall be responsible for the assignment of a Chaplain to the facility as needed.
- B. These unassigned Chaplains shall report to the Director of Ministerial Services who shall supervise, coordinate and schedule their activities.
- C. The centrally assigned ministers shall also be responsible for developing and conducting the religious services as assigned. In addition, they shall be responsible to solicit volunteers to supplement institutional religious programs where necessary.

VII. VESTMENTS, MEDALS AND RELIGIOUS ARTICLES:

- A. During the religious services, clergy persons may wear their religious vestments and/or insignia.
- B. Religious articles which may present potential danger to the safety or security of the participants may not be used.
- C. Inmates may also be permitted to wear religious medals.
- D. Muslims who wish to use the fez or kuffi during religious services will be allowed to do so.

III. ACCESS:

It is the policy of the Department of Correction to permit access by Department staff Chaplains to all inmates, consistent with religious and security needs.

- A. Chaplains shall submit to the Warden a weekly schedule of activities.
- B. Chaplains may amend their schedule as frequently as their duties require.
- C. Department Chaplains may require the delivery of any inmate to counselling areas between 7:00 a.m. and 11:00 p.m. Wardens shall provide for the prompt delivery of all such inmates together with

	EFFECTIVE DATE 8 / 26 / 82	SUBJECT FACILITY RELIGIOUS ACTIVITIES	
	CLASSIFICATION # 3251		
	DISTRIBUTION A	PAGE 5 OF 5 PAGES	

VIII. ACCESS: (con't.)

appropriate security escorts, where necessary. However, if a Head of a Facility and the Administrative Chaplain deem it necessary for any Department Chaplain to visit inmate housing areas and the Head of the Facility can provide for the safety of the Chaplain, these Chaplains shall have authorized access to inmate housing areas. The definition for "Head of Facility" is Warden, or Deputy Warden for Security in his or her absence, or the Tour Commander in the absence of the above. Department Chaplains allowed access into inmate housing areas may not enter any cell without the authority of the Head of the Facility. In the event that a Department Chaplain is given permission to interview or counsel an inmate in a cell, the cell door must remain open. A security officer shall be stationed at a discreet distance from the cell during any such cell visit.

- D. The provisions of Subdivision "C" paragraph VII, shall apply only to Department Chaplains. UNDER NO CIRCUMSTANCES shall volunteer clergy, volunteer Chaplains or other volunteer be admitted into inmate housing areas.