

# Religious Artifacts Process

## 2014.1 PURPOSE, POLICY, & DEFINITION

- (a) The purpose of this document is to establish a policy to provide opportunities for inmates to exercise their religious rights while providing for the security needs of the Orange County Jail facilities.
- (b) Definitions
  - 1. Clergy means an individual duly designated by a religious denomination to discharge specified religious duties, including a Native American Indian spiritual leader.
  - 2. Religious Artifact means any cross, medallion, totem, holy book, or other item in which the possessor places religious or spiritual significance.
  - 3. Religious Service means an authorized ritual or gathering intended to serve the religious or spiritual needs of the inmates.

## 2014.2 PROCEDURE

- (a) An inmate needs to request religious artifact through the inmate message slip process.
- (b) The inmate must be specific as to the type of religious artifact and why the artifact meets their religious need.
- (c) An inmate message slip can be collected by any Deputy Sheriff/Sheriff's Special Officer/Correctional Services Assistant/Correctional Programs Technician and sent to the Correctional Programs Supervisor via Sheriff's internal mail system.
- (d) Correctional Program Supervisor will document and track all inmate message slip requests received.
- (e) The Correctional Programs Supervisor will review the inmates request and will compare requested artifact item to the Jail's pre-approved religious artifact item list.
- (f) If the religious artifact is on the pre-approved list, then the Correctional Programs Supervisor or designee will deliver the artifact consistent with the below UNLESS there is a threat to security that would support denying the request. A written response for denial will be provided.
- (g) If the religious artifact is not on the pre-approved list, then the Correctional Programs Manager will review the item requested with the Inmate Services Director and Division Commanders or their designees for approval.
- (h) If the religious artifact item is denied, then a written response is created by the Correctional Program Supervisor or designee and that written denial is delivered back to the inmate by a Correctional Programs Technician.
  - 1. The Correctional Programs Technician will also give a copy of the response to the Sheriff's Records Supervisor to retain a copy in the inmate's file.

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- (i) If approved, then the Correctional Programs Supervisor or designee will coordinate the delivery of the religious artifact to the inmate, chapel or official visiting area.
  - 1. All religious artifacts will be searched by an Inmate Services Deputy prior to the delivery of the item to the inmate or items supplied to the jail facility.
  - 2. The approved request will be documented and a copy of the request and delivery of the item to the inmate will be forwarded to the Sheriff's Records Supervisor to retain a copy in the inmate's file.

#### **2014.3 AREAS OF THE JAIL RELIGIOUS ARTIFACTS ARE ALLOWED**

Approved religious artifacts may be allowed in the following area(s) as deemed appropriate by a Correctional Programs Manager, the Inmate Services Director and Division Commanders or their designee:

- (a) Cell - If the religious artifact has been approved by the previously mentioned procedure the inmate can possess the item in their cell only. The inmate will not possess religious artifact outside of their cell.
- (b) Chapel - If the religious artifact has been approved by the previously mentioned procedure the inmate can possess the item in the chapel only. The inmate will not possess the religious artifact used during the service outside the chapel. Religious artifacts once approved for chapel service will be kept in a locked container inside the chapel area. Religious volunteer will only use religious artifacts from the locked container or that have been pre-approved by Sheriff's Department staff. The religious volunteer providing religious service may distribute pre-approved religious artifacts to inmates but will be accounted for by Deputy observing chapel service. The religious volunteer will not bring in any religious artifacts for their personal use unless previously authorized.
- (c) Official Visiting Area - If the religious artifact has been approved by the previously mentioned procedure the religious artifact can be possessed by inmate during the visit from religious volunteer. The inmate will not possess the religious artifact used during this service outside the official visiting area. The religious artifact once approved and searched by the Inmate Services Deputy, will be delivered to the appropriate Guard Station Deputy. The assigned Guard Station Deputy will deliver the religious artifact to the visiting religious volunteer for use by the religious volunteer and the inmate.
- (d) Outside the Cell Area - If the religious artifact has been approved by the previously mentioned procedure the religious artifact can be possessed by the inmate in general jail facility areas such as; during day room activities, recreation and chow hall in addition to the inmate's cell, chapel, or official visiting area.

#### **2014.4 RELIGIOUS ARTIFACTS REFERENCE GUIDE**

- (a) A computer accessible reference guide will be available to jail personnel to check all approved religious artifacts. This reference guide will be updated on a continual basis by Inmate Services personnel.

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- (b) Only religious artifacts that have been approved by Division Commanders will be added to the reference guide. If there are any issues or problems with religious artifacts or the process notify the shift supervisor and the Watch Commander.

#### **2014.5 RELIGIOUS ARTIFACTS GENERAL**

- (a) Correctional Programs is responsible for coordinating all religious activities within the facility. The Correctional Programs staff will ensure that the varying religious needs of the inmates are met and that services and counseling are made available.
- (b) Religious Volunteers
  - 1. Approved religious volunteers for each facility will check in at the appropriate facility location. After reading and completing a security clearance form, the visitor will be directed to the service location.
  - 2. Volunteers and their property may be searched.

#### **2014.6 APPROVED RELIGIOUS ARTIFACTS**

- (a) Hijab
  - 1. The headwear for a female Muslim is called the Hijab. This is the 42 square inch material that they wrap around their head and neck.
  - 2. The Hijab is a requirement of the Muslim religion for females and is allowed to be worn at all times. For further information refer to [CCOM Section 2015 – Religious Headwear, Clothing and Grooming](#).
  - 3. Ensure the privacy of the inmate while the headwear addressed above are removed and the inmate is photographed.
  - 4. Approved for all Orange County Jail Facilities.
  - 5. The Hijab may be worn throughout the entire facility.

[See attachment: Hijab.jpg](#)

- 6. The Male head cap "Kufi" is approved to be worn throughout the entire facility.

[See attachment: Kufi.png](#)

- (b) Muslim Prayer Rug
  - 1. During Islamic prayers, worshippers bow, kneel, and prostrate on the ground. Requirement in Islam is that prayers be performed in an area that is clean. Prayer rugs are not universally used by Muslims, nor specifically required in Islam, but they have become a traditional way for many Muslims to ensure the cleanliness of their place of prayer. Prayer rugs are usually about 3 feet long, Modern, commercially-produced rugs are often made of silk or cotton. A towel may be used.
  - 2. Approved for all Orange County Jail Facilities.
  - 3. Muslim Prayer Rugs are only authorized in the following locations:

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- i. In Cell
- ii. Chapel/Official Visit

[See attachment: Muslim Prayer Rug.jpg](#)

- (c) Muslim Prayer beads known as "Thikr" beads may be carried to and from court and throughout the entire jail facility.

[See attachment: Muslim Prayer Beads - Thikr.png](#)

- (d) Latter Day Saints Books and Pamphlets
  - 1. All Holy books and Pamphlets are approved as long as they are softbound.
  - 2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
  - 3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
  - 4. Approved for all Orange County Jail Facilities.
  - 5. Latter Day Saints Books and Pamphlets are only authorized in the following locations:
    - i. In Cell
    - ii. Chapel/Official Visit
    - iii. Court

[See attachment: Latter Day Saints Book.jpg](#)

- (e) Tallit (Jewish)
  - 1. A Tallit Katan is a garment worn under the clothing all day by Jewish Inmates. It is a poncho like garment that has strings on the 4 bottom corners of the garment called Tzitzit. The strings are intended to hang out from under the shirt.
  - 2. Approved for all Orange County Jail Facilities.
  - 3. A Tallit is only authorized in the following locations:
    - i. In Cell
    - ii. Chapel/Official Visit

[See attachment: Tallit \(Tzitzit\).pdf](#)

- (f) Tefillin (Jewish)
  - 1. Tefillin are garments worn by Jewish Inmates. It is worn on the arms and the head. The Tefillin is black leather boxes attached to the head and arms by black leather straps. It has scripture written on the boxes and scrolls places in the boxes on the arms. It is worn during Morning Prayer. Will be stored with the Correctional Programs staff.

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2. Approved for all Orange County Jail Facilities.
3. A Tefillin is only authorized in the following locations:
  - i. Chapel/Official Visit

[See attachment: Tefillin.jpg](#)

(g) Yarmulke (Jewish)

1. A Yarmulke or Kippah/Kippot is a skullcap head cover worn by Jewish Inmates during Services or Prayers. It should be no larger than 4-1/4" in diameter and could be made from a variety of materials. No additional pins should be used to secure cap. May be carried to and from cell in the inmate's pocket.
2. Approved for all Orange County Jail Facilities.
3. A Yarmulke is authorized in the following locations:
  - i. Entire Facility

[See attachment: Yarmulke.jpg](#)

(h) Christian Science Books

1. Christian Science Books are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Christian Science Books are only authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
  - iii. Court

(i) Holy Bible or religious Books

1. All Holy Bibles and religious books are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Holy Bibles and religious books are only authorized in the following locations:
  - i. In Cell

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- ii. Chapel/Official Visit
- iii. Court

[See attachment: Holy Bibles and Religious Books.pdf](#)

(j) Catholic Pamphlets and Books

1. All Holy books and Pamphlets are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Catholic Pamphlets and Books are authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
6. Catholic Pamphlets and Books may not be used in the following locations:
  - i. Entire Facility

[See attachment: Catholic Pamphlets and Books.pdf](#)

(k) Rosary beads

1. The Catholic Rosary Bead Necklace is given to inmates by the Catholic Volunteers. They are made of plastic beads that are a breakaway version. No other versions will be approved.
2. Approved for all Orange County Jail Facilities.
3. Rosary Beads are only authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
  - iii. Court

[See attachment: Rosary Beads.png](#)

(l) Eucharistic Celebration/Religious Communion

Anglican, Catholic, Christian, Eastern Orthodox, Jehovah's Witnesses, Latter Day Saints and Protestant religious rites include the use of consecrated bread and wine which are consumed.

1. A Catholic Priest, Eucharistic Minister, or Extraordinary Minister of Holy Communion may use a Sacramental Wine Container (cruet/flagon) and/or a Sacramental bread/host container (pyx). The cruet is a 2 ounce container that contains the wine. A Pyx is a small round circular container about the size of a pocket watch that may hold multiple eucharistic "hosts".

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- i. Wine and communion "hosts" may be consumed by the inmate so long as the wine is non-alcoholic. Any sacramental wine "host" containing alcohol will only be consumed by the Priest, Eucharistic Minister, or Extraordinary Minister of Holy Communion.
2. Each of these containers are approved for all Orange County Jail Facilities.
3. Sacramental Wine and Bread Containers are authorized in the following locations:
  - i. Chapel/Classrooms/Official Visit
4. Communion Wine and Bread Containers are prohibited from use in all other areas of the facility.

[See attachment: Communion Wine and Bread Containers.pdf](#)

(m) Alcoholics Anonymous Books and Magazines

1. All Alcoholic Anonymous (AA) Books and Magazines are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Alcoholics Anonymous Books and Magazines are only authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit

[See attachment: Alcoholics Anonymous Books and Magazines.pdf](#)

(n) Jewish Menorah

1. A menorah is a nine-branched candle used to celebrate the Jewish holiday, Hanukkah. It is used for eight nights during Hanukkah. The menorah will be plastic, and battery operated. The menorah will be lit after sundown.
2. The menorah is approved for use at all Orange County Jail Facilities in the following locations:
  - i. Chapel/Classroom/Official Visit
3. A menorah is prohibited from use in all other areas of the facility.
4. Menorahs will be delivered to all jail facilities before the start of Hanukkah by Inmate Services Division and will be located in the Operation Sergeant's or Watch Commander's office.
5. Upon request, either verbally or via Inmate Message Slip, any inmate may be temporarily given a menorah each night of Hanukkah. The inmate may use the

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menorah each night of Hanukkah only in one of the approved locations listed above.

6. Each night, at the completion of the menorah lighting, the inmate will return the menorah to their housing Deputy/CSA prior to returning to their housing location. The requested menorah will be stored in the guard station of the inmate's housing location for the duration of Hanukkah for use by the inmate each night of Hanukkah.
7. Where an inmate's classification status allows, multiple inmates within the same housing unit may attend the same menorah lighting. One menorah can be used by multiple inmates, either at the same time or individually.
8. At the completion of Hanukkah, staff will return the menorah to the Operation Sergeant's or Watch Commander's office and the menorah will be picked up by Inmate Services Division to be stored at their facilities until the next Hanukkah.

See attachment: [Menorah.pdf](#)



## **Attachments**

**Hijab.jpg**

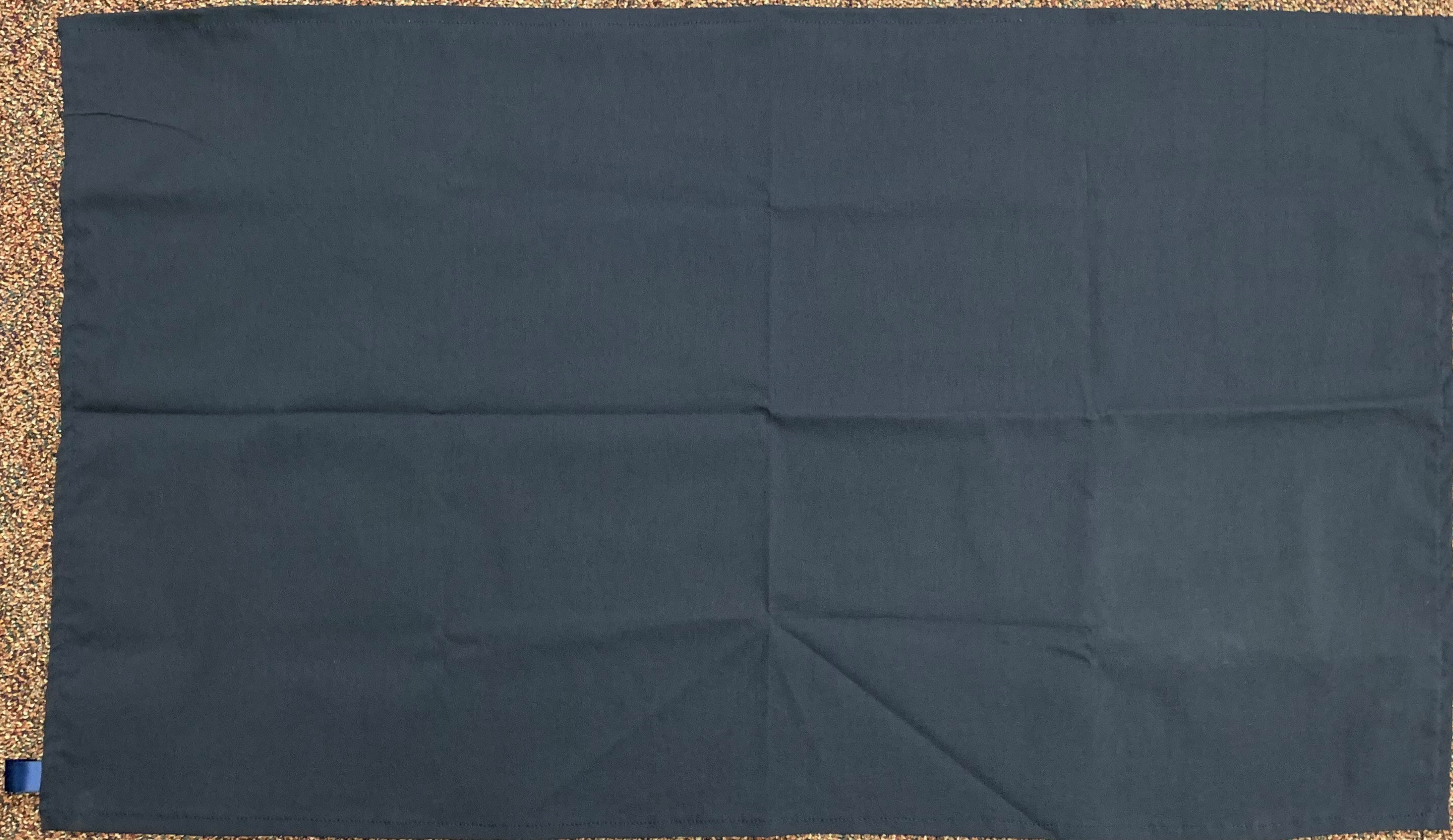


**Kufi.png**



## **Muslim Prayer Rug.jpg**







## **Muslim Prayer Beads - Thikr.png**





## **Latter Day Saints Book.jpg**

## Insign

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## **Tallit (Tzitzit).pdf**



**Tefillin.jpg**



**Tefillin**

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**Yarmulke.jpg**

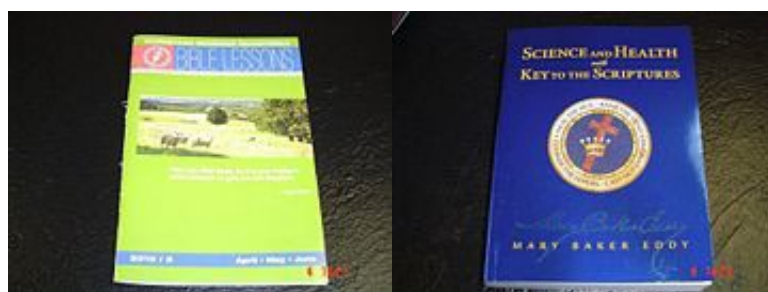




Yarmulke

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## **Holy Bibles and Religious Books.pdf**



## **Catholic Pamphlets and Books.pdf**



## Rosary Beads.png



**Catholic Rosary Necklace  
with a Miraculous Medal  
in the Center (Plastic)**

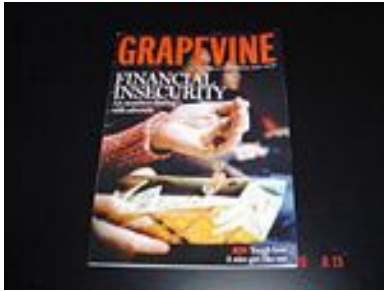
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## **Communion Wine and Bread Containers.pdf**





## **Alcoholics Anonymous Books and Magazines.pdf**



## **Menorah.pdf**

