

## 1.5.F.3 Community Religious Activity Guidelines

### I Policy Index:



Date Signed: 03/09/2014  
Distribution: Public  
Replaces Policy: N/A  
Supersedes Policy Dated: 01/28/2013  
Affected Units: Adult Units  
Effective Date: 03/10/2014  
Scheduled Revision Date: January 2015  
Revision Number: 6  
Office of Primary Responsibility: DOC Administration

### II Policy:

As a tool to strengthen the re-entry process, inmates on work release may be provided the opportunity to attend approved religious activities in the community.

### III Definitions:

#### Community Religious Host/Transporter:

For the purposes of this policy, a Community Religious Host/Transporter is an interested person from a community religious organization who has been approved to provide transportation to an inmate to and from approved religious activities and/or assist the inmate in becoming more involved in their chosen religious activities.

#### Work Release Program:

A program that allows approved inmates access to the community for the purposes of employment, vocational training and/or educational programming pursuant to SDCL § 24-8-1.

### IV Procedures:

#### 1. Inmate Application Guidelines:

- A. Inmates approved for work release may attend approved religious activities in the community (See DOC policy 1.5.A.5 [Work Release](#)).
- B. Offenders placed in the Community Transition Program (CTP) who are interested in attending community religious activities may request permission from their respective parole agent (See DOC policy 1.5.G.2 [Community Transition Program](#)).
- C. Work release inmates interested in participating in the community religious program must complete the [Community Religious Attendance Application](#) (See [Attachment 1](#)) and submit the application to their respective Department of Corrections (DOC) Cultural Activities Coordinator at least ten (10) working days prior to the scheduled date of the community religious activity.
- D. Once the inmate's [Community Religious Attendance Application](#) has been reviewed and approved by

the respective facility Cultural Activities Coordinator, the inmate is required to review and sign the [Community Religious Attendance Acknowledgement of Rules and Regulations](#) (See [Attachment 2](#)). The Work Release Case Manager will be notified of the approval.

## 2. Approved Religious Activities and Guidelines:

- A. Work release inmates who meet the criteria set forth in the [Inmate Application and Guidelines](#) section are eligible to sign-up for religious activities offered in the community. Community religious activities are subject to review and approval by the Cultural Activities Coordinator.
  - 1. Religious activities include organized activities at an approved house of worship and/or other religious events as approved by the Cultural Coordinator and/or designated DOC staff.
- B. An inmate's time away from the unit for an approved religious activity shall not exceed three (3) hours, including travel time to and from the activity/event. The Unit Manager or Associate/Deputy Warden may grant exceptions on a case by case basis.
  - 1. The total distance an inmate/offender may travel from their assigned housing unit to attend the community based religious activity/event may not exceed 25 miles, one way.
  - 2. Inmates/offenders may not travel outside of the state of South Dakota for the purpose of attending a religious activity/event.
- C. Work release inmates may attend a maximum of one community religious activity/event per week (Monday through Sunday).
- D. Inmates/offenders attending religious activities in the community are allowed to wear civilian clothing to religious activities.

## 3. Community Religious Host/Transporter Application and Guidelines:

- A. Persons interested in becoming an approved community religious host/transporter must meet the following criteria:
  - 1. Must be 18 (eighteen) years of age or older and of the same gender as the inmate/offender they are transporting/hosting.
  - 2. Shall not transport inmates/offenders any further than twenty-five (25) miles from the housing area where the inmate/offender is housed or outside the state of South Dakota.
  - 3. May transport up to three (3) inmates/offenders at one time, with prior approval by the Unit Manager and/or designated DOC staff.
  - 4. A host/transporter who charges inmates for transportation expenses must be licensed through the South Dakota Department of Revenue.
  - 5. The host/transporter must complete the [Community Religious Host/Transporter](#) application and attach a copy of their South Dakota driver's license and a copy of their automobile insurance information. Applications may be submitted/forwarded to the respective DOC Work Release case manager (See [Attachment 3](#)).
  - 6. The host/transporter must complete the [Community Religious Host/Transporter Background Check and Release and Waiver of Liability](#) and return this to the DOC (See [Attachment 4](#)).

- a. A criminal background check (NCIC) will be completed on all host/transporters and is subject to review and approval by the senior security officer.
  7. Hosts/transporters shall review and sign the [Community Religious Host/Transporter Rules](#) (See [Attachment 5](#)).
- B. Once the host/transporter is approved, a sign-up process will be initiated by the applicable DOC unit informing the inmates/offenders of the religious activity and transporter. The posting will include the following information:
1. Brief description of the community religious activity;
  2. Date, location, start and end time of the community religious activity;
  3. Any necessary details pertaining to the community religious activity; and
  4. The number of inmates the host/transporter is able to transport; not to exceed more than three (3) inmates/offenders per trip.

#### 4. Approved Public Transportation For Inmates:

- A. Work release inmates/CTP offenders may utilize public transportation or other means of self-transportation (walking or biking) to attend a religious activity.

## V Related Directives:

SDCL § [24-8-1](#).

DOC policy 1.5.A.5 -- [Work Release](#)

DOC policy 1.5.G.2 -- [Community Transition Program](#)

## VI Revision Log:

**June 2010:** New policy.

**January 2011:** **Added** ss 1. A. "may attend approved religious activities in the community" Added hyperlink to DOC Work Release policy. **Replaced** ss 1 B. "participate in" with "utilize". **Deleted** D. in ss 1. **Deleted** "appropriate" in ss D. 1. and renumbered to C. 2. **Deleted** from ss 2 a. "the following community" **Added** "These activities are subject to review and approval by DOC staff. Activities include but are not limited to the following:" Deleted 4. a. b. c. d. & f. from ss 2 in A. Renumbered "weddings" (4) and "other events" (5). Inserted "age 18 (eighteen) or older and" in ss 3 A. 1. **Added** "or transport the inmate outside of the state of South Dakota" to ss 3, A. 2. **Deleted** 5. from ss 3. **Replaced** with "Hosts/transporters who charge inmates for transportation expenses must be licensed through the Department of Revenue". **Added** "Inmates" to 7. in ss 3. **Replaced** 7. a. in ss 3. With "A criminal background check will be completed on all hosts/transporters and be approved by the senior security officer". **Replaced** "The denomination" with "Brief description in ss 3 B. 1. **Deleted** 2. from ss 3 B. **Added** "start and end time" and "location" and replaced "at one time" with "per trip" in the newly re-numbered B.2 in ss 3. **Deleted** ss 4. A. "All inmates who have been approved to utilize public transportation to a community religious activity must have an approved religious host at the religious event and **Replaced** ss 4. A. with "CTP inmates and inmates approved for work release may utilize public transportation to attend approved religious activities or other means of self- transportation as approved by DOC staff." Attachment 2. **Added** "all DOC" to agreement statement. **Added** 1. "except in the case of an emergency to contact the DOC". **Deleted** "arrived at the approved community religious activity" from 5. and **Replaced** with "departed from the facility". **Deleted** "with any member associated with the community religious activity" in 7. and **Replaced** with "or engage in inappropriate relations with other inmates attending the activity, the transporter or others attending the activity". **Added** 8. "except those tobacco products approved for use during cultural/religious activities. **Added** "or other inmates attending the activity" to 11. **Deleted** 20. "I will only wear

the state approved clothing and shoes while participating in community religious activities". Attachment 5.

**Added** 1. "other than those tobacco products approved and used in conjunction with religious/cultural activities"

**Added** "except in the case of an emergency or to contact the DOC and **Deleted** "at community religious activities from 3. **Replaced** "visitors" with "friends or family members" and replaced "activities other than

religious services" with "social or romantic relations with boy/girl friends, spouses or partners". **Deleted** 6. "All religious hosts/transporters must take part in DOC specified training prior to inmate transports and annually thereafter". **Deleted** 7. Religious hosts/transporters must know where inmates are at all times". **Deleted** 8. "A

religious host/transporter will not be sexually involved with an inmate". In 7. **Replaced** "drink" with "beverages (absolutely no alcohol)". **Added** "please call 911" to 9. **Added** "or violating any of the rules or conditions contained in this document" to 10. **Deleted** "arrived at the community religious activity in 12. **Replaced** with "when they departed from the facility". **Added** "or other communication devices" to 14. **Deleted** 19." An inmate will only wear the approved personal clothing to community religious activities".

**October 2011:** **Added** definition of "Work Release". **Deleted** 2. "The approval for CTP parolees to participate in community religious activities is subject to their respective agent". in Section 1 A. **Deleted** "3. CTP parolees approved to participate in community religious activities may utilize the same transportation arrangements offered to inmates on work release". in Section 1. A. **Added** "and submit the application to their respective DOC Cultural Activities Coordinator ten (10) working days prior to the date of the requested activity". in Section 1 B. **Added** "by the Cultural Activities Coordinator" and "through their DOC Work Release Case Manager" to Section 1 C. **Deleted** "1. Approved CTP parolees are not required to complete the Community Religious Attendance application of the Community Religious Attendance Acknowledgement of Rules and Regulations". in Section 1 C. **Deleted** "2. Inmates attending religious activities in the community will be allowed to wear civilian clothing to religious activities". in Section 1 C. **Added** "and Guidelines" to title of Section 2. **Deleted** "but are not limited to the following:" and **Replaced** with "organized religious events at an approved house of worship and other events as approved" in Section 2. A. **Deleted** criteria 1-5. **Added** B. "Time away from the unit for an approved religious activity is not to exceed three (3) hours including travel to and from the activity". in Section 2. **Added** C. "A maximum of one community religious activity per work (Monday through Sunday) per inmate may be approved". in Section 2 **Added** "Inmates attending religious activities in the community will be allowed to wear civilian clothing to religious activities". in Section 2. **Deleted** "3. Will not be allowed to select a specific inmate to transport/host". in Section 3. **Deleted** a. "Unless the interested person is a family member or friend previously on the inmate's visit list and wishes to volunteer as a community religious transporter/host" in Section 3 . **Deleted** "not host" and "more than" and **Replaced** with "up to" **Added** "with prior approval in Section 3 A. 4. **Deleted** "cultural activities coordinator" and **Replaced** with "Work Release Case Manager" in Section 3 A.7. **Deleted** "8. Participate in required training set forth by DOC". in Section 3 A. **Deleted** a. Community religious transporters/hosts who are transporting/hosting CTP inmates are not required to complete the Community Religious Host/Transporter, Community Religious Host/Transporter Background Check and Release and Waiver of Liability of the Community Religious Host/Transporter Rules" in Section 3 A. 9. **Deleted** "CTP inmates and inmates approved for" and **Added** "examples include walking and biking" to Section 4. A.

**March 2012:** Reviewed with no changes.

**January 2012:** **Added** "approved for" and **Deleted** "and will be informed of the community religious program" in Section 1 A. **Added** the Cultural Coordinator or designated DOC staff" to Section 2 A. and 2 A. 1 **Added** "without prior approval from the unit manager and Deputy/Associate Warden" in Section 2 B. **Added** 1 & 2 to Section 2 B. **Deleted** "DOC staff" and replaced with "unit manager" in Section 3 A. 3. **Added** "unit manager" to Section 4 A.

**February 2014:** Reviewed with no changes.

*Denny Kaemingk* (original signature on file)

Denny Kaemingk, Secretary of Corrections

03/09/2014

Date

## Attachment 1: Community Religious Attendance Application

The **Community Religious Attendance Application** is located on the states WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Religious Attendance Application** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Community Religious Attendance Application**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Community Religious Attendance Application Please refer to DOC policy 1.5.F.3 Community Religious Activity Guidelines	
<b>COMMUNITY RELIGIOUS ATTENDANCE APPLICATION</b>			
Name:	Number:	DOB:	
Prior PV: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of PV:		
Offense:	Sentence:		
City Sentenced From:	County:		
Education (Highest grade completed):			
Initial Parole Eligibility Date:		Next Parole Date:	
Did you attend religious activities in the community? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you attend religious activities in prison? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your religion/denomination?			
Why would you like to participate in this program?			
What religious activities have you attended in the past? (Name and Location)			
Name of Activity		Location of Activity	
Name of Activity		Location of Activity	
What town do you plan to be released to?			
Is there an individual on your visit list of the same sex that you would like to be your religious transporter/host? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name:		Phone #:	
Street:		City:	Zip Code:
I respectfully ask permission of the Department of Corrections to allow me to attend religious activities in the community. I hereby authorize that my records, or any portion thereof, be revealed to prospective religious transporters/hosts and hereby exempt authorized religious transporters/hosts from any and all liability thereof. I agree to abide by all rules and regulations concerning my participation in the Community Religious Attendance Program.			
Inmate's Signature		Date	
<b>FOR ADMINISTRATION USE ONLY</b>			
<input type="checkbox"/> Recommend Approval		<input type="checkbox"/> Recommend Denial	
Unit Manager's Signature		Date	
Deputy/Associate Warden or Warden Signature		Date	
Created: 4/25/2010		Page: 1 of 1	

## Attachment 2: Community Religious Attendance Acknowledgement of Rules and Regulations

The **Community Religious Attendance Acknowledgement of Rules and Regulations** is located on the states WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Religious Attendance Acknowledgement of Rules and Regulations** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Community Religious Attendance Acknowledgement of Rules and Regulations**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections		Attachment: Community Religious Attendance Acknowledgement of Rules & Regulations	
Policy		Please refer to DOC policy 1.5.F.3	
Distribution: Public		Community Religious Activity Guidelines	
<b>COMMUNITY RELIGIOUS ATTENDANCE ACKNOWLEDGEMENT OF RULES AND REGULATIONS</b>			
I, <input type="text"/> , the undersigned, an inmate of the South Dakota DOC, do hereby agree to abide by the rules and regulations of community religious attendance.			
1.	I will be on time and ready for transport according to my schedule.		
2.	I will remain in the area indicated to me by my religious host/transporter and will not leave without his/her knowledge and approval.		
3.	I understand I will not be permitted to use the telephone while attending any community religious activities and can not possess a cell phone.		
4.	I understand that if the religious host/transporter is not satisfied with my conduct, I can be removed from the program with or without disciplinary action.		
5.	I understand that I am not allowed to bring anything back from community religious activities to the housing unit except items I had when I arrived at the approved community religious activity.		
6.	I understand that I cannot operate a motor vehicle.		
7.	I understand I cannot ask for or receive personal favors or gifts from my religious host/transporter or anyone involved in the community religious activity. I will not involve myself in non-religious related activities with any member associated with the community religious activity.		
8.	I understand that I am not allowed to use or possess any alcoholic beverage, narcotic or tobacco products at any time while an inmate of the Department of Corrections.		
9.	I understand that I may not involve myself in any financial dealings with anyone I come in contact with through community religious activity attendance (lending, borrowing, giving money or purchasing or selling). This does not preclude contributing to the community religious offering.		
10.	I understand that any blatant, disruptive or intentional misconduct by me will be reported and will result in disciplinary action (arguing, refusing to cooperate, damaging property, etc.).		
11.	I understand that I will report any inappropriate behavior, including my approved religious host/transporter and/or any member of the community, to unit staff or any DOC staff.		
12.	I fully understand that any unauthorized activities or absence from my designated location during the scheduled community religious activity will result in disciplinary action and/or criminal prosecution.		
13.	I understand I am not to use the privilege of community religious attendance to meet visitors who are not usual attendees of the religious activity.		
14.	I will not engage in sexual activity while participating in community religious activities.		
15.	I understand that my person, my possessions, my living quarters and my work site are subject to search at any time.		
16.	I understand that I will be held responsible for any contraband found on my person, in my possessions and in my living quarters.		
17.	I will not use/operate any computer at community religious activities.		
18.	I understand that I will report any accident, incident, unsafe condition or injury received while off unit for community religious attendance to my religious host/transporter and DOC staff.		
19.	I will not purchase lottery tickets, play video lottery or participate in any gambling pool activities.		
20.	I will only wear the state approved clothing and shoes while participating in community religious activities.		
I have read, understand and agree to the above rules and regulations.			
<input type="text"/>			
<input type="text"/>			
Inmate Signature		Number	Date
<input type="text"/>		<input type="text"/>	<input type="text"/>
Witness		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Created: 5/11/2010		Page 1 of 1	

## Attachment 3: Community Religious Host/Transporter

The **Community Religious Host/Transporter** application is located on the states WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Religious Host/Transporter** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Community Religious Host/Transporter**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Community Religious Host/Transporter Please refer to DOC policy 1.5.F.3 Community Religious Activity Guidelines
<b>COMMUNITY RELIGIOUS HOST/TRANSPORTER</b> Please Complete Sections A, B and C and turn into the respective institution's Cultural/Activities Coordinator	
Date: _____	
<b>A.</b>	
Pastor/Priest: _____	Church Name: _____
Address: _____	
City/State/Zip: _____	Telephone #: _____
<b>B.</b>	
Host/Transport Person's Name: _____	
Address: _____	Phone #: _____
Street Address: _____	City: _____ State: _____ Zip Code: _____
Date of Birth: _____	Boo. Sec. #: _____ Driver License #/State: _____
Are you on any Inmates Visit List? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Inmate Name: _____	
Transport Arrangements: <input type="checkbox"/> Public Transportation <input type="checkbox"/> Transporter _____	
Name of Auto Insurance Carrier: _____ Full Name of Transporter: _____	
**A copy of proof of driver license and insurance is required. If driver transporter, attach both documents to this form.	
<b>C. COMMUNITY RELIGIOUS TRANSPORTER (Not Applicable, if using public transportation)</b>	
I, _____ agree to transport inmates: _____	
to and from the community religious activities. I certify that I do have a valid driver's license. I agree that I will take inmates directly to the approved community religious activities, without any unauthorized stops. I understand that these inmates have limited access to the community. It is my responsibility to come into the unit and identify myself when I pick the inmates up for community religious activities and when I drop the inmates off from community religious activities.	
Community/Religious Host/Transporter/Signature: _____	Date: _____
<b>D. For DOC Staff Use Only</b>	
Background Check Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver License Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ Staff: _____
Training Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Training Date: _____	
Forms Attached: Copy of Background Check: <input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Driver License: <input type="checkbox"/> Yes <input type="checkbox"/> No
←N/A if not transporter→ Copy of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Staff Member Signature: _____	
*NOTE: A separate form is required for each person who will be hosting and/or transporting inmates.	
Created: 7/1/2009	Page 1 of 1

## Attachment 4: Community Religious Host/Transporter Background Check and Release and Waiver of Liability

The **Community Religious Host/Transporter Background Check and Release and Waiver of Liability** is located on the states WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Religious Host/Transporter Background Check and Release and Waiver of Liability** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Community Religious Host/Transporter Background Check and Release and Waiver of Liability**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections  
Policy  
Distribution: Public

Please refer to DOC policy 1.5.F.3  
Community Religious Activity Guidelines

### COMMUNITY RELIGIOUS HOST/TRANSPORTER BACKGROUND CHECK AND RELEASE AND WAIVER OF LIABILITY

(Valid for One Year)

#### COMMUNITY RELIGIOUS HOST/TRANSPORTER BACKGROUND CHECK

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street address PO Box: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_ Cell Phone Number (optional): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ State Issuing Drivers License: \_\_\_\_\_

Previous Names Used (if applicable): \_\_\_\_\_

Have You Ever Been Convicted of a Felony?  Yes  No (If Yes, please explain below: \_\_\_\_\_)

Do You Know Any Inmates at a South Dakota DOC Facility?  Yes  No (If Yes, please explain: \_\_\_\_\_)

**WARRANT**  
I, the undersigned, a South Dakota Department of Corrections, or its representative(s) is/are and review my personal background and any other background information necessary to verify it is the information given is true, correct and complete to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### COMMUNITY RELIGIOUS HOST/TRANSPORTER RELEASE AND WAIVER OF LIABILITY

By my signature below, I acknowledge that I am aware of, appreciate the character of and voluntarily assume the risks involved in participating in the Community Religious Host/Transporter Program.

By my signature below, on behalf of myself, my heirs, next of kin, successors or interest, assigns, personal representatives, and agents, I hereby:

1. Waive any claim or cause of action against and release from liability the State of South Dakota, its officers, employees, and agents for any liability for expenses to my person or property resulting from my participation in the activity listed above.
2. Agree, indemnify and hold harmless the State of South Dakota, its officers, employees, and agents for any claims, causes of action, or liability to any other person arising from my participation in the activity listed above and

I have read this background check and release of waiver and liability, assumption of risks and hold me by agreement and fully understand its terms, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without any inducement, coercion, or pressure being made to me and intend my signature to be complete and un-conditional release of all liability to the greatest extent allowed by law.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Background Check Complete  Yes  No (Check Transfer) Approved  Yes  No

Background Completed By: \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Transporter/Host Reviewed By: \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Revised: 8/20/2010 Page 1 of 1

## Attachment 5: Community Religious Host/Transporter Rules

The **Community Religious Host/Transporter Rules** is located on the states WAN.

A copy may be printed using **Microsoft Word 97** as follows:

- Click [here](#) to access the **Community Religious Host/Transporter Rules** by:
  - Placing mouse on the word "here" above
  - Press and hold the "Ctrl" key on the keyboard
  - Click the left button of mouse.
- Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Community Religious Host/Transporter Rules**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Community Religious Host/Transporter Rules Please refer to DOC policy 1.5.F.3 Community Religious Activity Guidelines
<b>COMMUNITY RELIGIOUS HOST/TRANSPORTER RULES</b>	
1. Alcoholic beverages, legal drugs or tobacco products will not be available to inmates at any time.	
2. Inmates may not operate vehicles.	
3. Inmates will not be allowed to use the telephone at community religious activities. Inmates may not possess a cell phone.	
4. Community religious activities are not to be a time for the inmate to receive or interact with their visitors other than an approved religious transporter/host and persons on their visit list who are regular attendees of the community religious activity. Inmates are not to use the privilege of community religious attendance to meet visitors who are not regular attendees of the religious activity or to engage in activities other than religious services. Sexual activity is specifically prohibited.	
5. No religious host/transporter will do any personal favors for the inmates (mail letters, mail packages, arrange phone calls, make unauthorized articles available to the inmates, etc.).	
6. All religious host/transporters must take part in DOC specified training prior to inmate transports and annually thereafter.	
7. Religious host/transporters must know where inmates are at all times.	
8. A religious host/transporter will not be sexually involved with an inmate.	
9. No religious host/transporter will participate in any financial dealings with the inmates (lending, borrowing, giving money, purchasing or selling) except as approved by unit staff pursuant to DOC policies and OMs.	
10. Inmates may share in food and drink offered by the community religious activity, as part of a religious activity if the food and drink are made available as part of the worship service, a religious activity or fellowship time.	
11. A religious activity schedule will be provided to the institution by the religious host/transporter including an indication of the number of inmates who can sign up to be considered for community religious attendance.	
12. Medical emergencies will be handled at the nearest treatment facility and reported to the institution as soon as possible.	
13. Misconduct by inmates is to be promptly reported to the institution (arguing, refusing to cooperate, etc.).	
14. Walk-aways must be reported immediately to the institution. No religious host/transporter will try to restrain or stop any inmate who attempts to leave the community religious activity.	
15. Inmates are not allowed to bring anything back to their housing unit except items that they had when they arrived at the community religious activity.	
16. An inmate, an inmate's possessions and an inmate's living quarters are subject to search at any time by DOC staff.	
17. Inmates will not have access to computers.	
18. Religious host/transporters are responsible for reporting any accident, incident or unsafe condition involving an inmate occurring while the inmate was at a community religious activity to unit staff.	
19. An inmate will only wear the approved personal clothing to community religious activities.	
20. For clarification or any questions regarding the rules or policies, please contact the: Central Control Room   367-5120   367-5121   367-5122 Main DOC Office   773-3478   8DWP Control Room   773-5368   MD 8P   369-2201	
Name of church/community religious activity location: _____	
I attest that I have read the above rules and participated in required training and that I will embrace to the best of my abilities the rules set forth by the Department of Corrections.	
Signature of Religious Host/Transporter	Date
_____	_____
Created: 5/11/2010	Page 1 of 1