



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY

PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE

7/2/12

PAGE NUMBER

1 of 6

NUMBER

DOC 560.100

POLICY

TITLE

**PRIVILEGED COMMUNICATION AND CHAPLAINS
RESPONSIBILITIES**

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:


Numerous changes. Read carefully!

APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

5/19/12
 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 5.60.060](#); [RCW 72.01.210-230](#); [ACA 4-4430](#); [ACA-4-4514](#); [ACA 4-4516](#); [DOC 560.200 Religious Program](#); Handbook of Religious Beliefs and Practices

POLICY:

- I. All religious groups recognize some form of privileged communication for their clergy/ spiritual advisors and/or religious providers, allowing freedom for the person being counseled to reveal sensitive personal information without fear of reprisal. However, in a Prison setting, some communication may not be privileged.
- II. The Department has established roles and responsibilities for Chaplains, contract Religious/Cultural Service Providers, Religious Program Specialists, volunteers, and other clergy working in Prisons.
 - A. Chaplains will have qualifications consistent with community standards for the faith group to which they belong. Under the direction of the Headquarters Program Manager for Religious Programs and Appointing Authority, Chaplains will:
 1. Conduct religious services, give religious/moral instruction to facility offenders, and attend to offender spiritual requests.
 2. Counsel, interview, and assist offenders and their families concerning offender social/family problems.
 3. Function as religious program coordinators for all faith groups represented at the facility.

DIRECTIVE:

- I. Privileged Communication
 - A. Chaplains, contract Religious/Cultural Service Providers, Religious Program Specialists, volunteers, and other clergy working in facilities as staff or religious volunteers must:
 1. Be informed of this policy at the time they are hired or assume a volunteer position, and
 2. Immediately report to their supervisor, or Shift Commander if their supervisor is unavailable, any information received from an offender that:



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- a. Threatens facility security or the safety of staff, offenders, or the public, or
- b. Is specifically addressed by statute (e.g., plots to escape, intent/plans to harm staff or others, suicidal thoughts, knowledge of riots or planned disturbances).


B. Offenders will be informed, both orally and in writing, of the limitations of their privileged communications during initial orientation at the Reception Diagnostic Center.

C. Staff will be informed, both orally and in writing, of the limitations of their privileged communications.


II. Chaplain Responsibilities

A. The Chaplain, in consultation with the Superintendent/designee and in coordination with the Headquarters Program Manager for Religious Programs, will plan, direct, and coordinate all aspects of the local religious program. [4-4514]
The Chaplain will:

- 1. Perform the following functions, to the extent possible without violating the tenets of his/her faith:
 - a. Conduct religious services,
 - b. Provide religious and moral instruction to offenders and their families as requested,
 - c. Attend to the spiritual needs of all offenders as requested, regardless of faith tradition, and
 - d. Interview and provide requested counseling assistance to offenders concerning their spiritual, social, and family problems.
- 2. Serve as a liaison to integrate offender religious practices into the facility treatment programs.
- 3. Function as a religious program coordinator, which entails facilitating and coordinating religious programs and activities at facility, including but not limited to volunteer recruitment, room scheduling, and religious volunteer orientation.
- 4. Advise the Superintendent/designee about spiritual, moral, welfare, and ethical/social concerns, either directly or through the chain of command,

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5. Approve all religious volunteers, recruit volunteers as needed, and assist the Volunteer Specialist in training community volunteers as necessary, [4-4514]
6. Facilitate the development of religious education, spiritual formation, and training opportunities requested by offenders and staff, and provide diverse religious programming training for Department staff, in cooperation with the facility Performance Coordinator,
7. Work in cooperation with contract Religious/Cultural Service Providers, Religious Program Specialists, volunteers, and other clergy working in the facility as staff or religious volunteers in identifying and assessing offender needs to ensure necessary programs and services are available, [4-4430]
8. Coordinate religious activities within available resources and provide programs intended to meet the faith needs of the offenders,
9. Visit and/or coordinate visits for all offender living units, including Infirmary, Extended Family Visit units as requested, Intensive Management, Segregation, and Reception,
10. Process religious diets per DOC 560.200 Religious Programs,
11. Maintain facility approved resources consistent with the faith groups represented at the facility, including:
 - a. A library, or portion thereof, where all offenders will have reasonable space to access and use approved materials (e.g., books, magazines, reference materials, catalogs, other media),
 - 1) Materials will be provided by religious organizations and denominations listed in the Handbook of Religious Beliefs and Practices and other organizations approved by the Chaplain.
 - 2) Materials will be marked as facility property.
 - 3) No materials will be allowed in the library that is demeaning or denigrating of other religions, denominations, or faiths.
 - b. Resources for study groups (e.g., textbooks, lessons, handouts, videos), including resources for the hearing and vision impaired, and

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c. Current technological worship resources (e.g., CDs, DVDs, PowerPoint, required operating systems) and religious objects/symbols, herbs/plants, and sacraments, as needed for services/programs,

12. Coordinate access to appropriate facility space and equipment,

13. Develop and maintain close relationships with community religious resources, and interact with communities and foster support for facility religious programs through speaking engagements and written communications, [4-4516]

14. Assist and refer offenders and their families to religious assistance programs, agencies, and other resources in the community, as appropriate, and


15. Provide information as requested by the Headquarters Program Manager for Religious Programs.

B. The assigned Chaplain may also assist offenders with re-entry into the community.

III. Contract Religious/Cultural Service Provider and Religious Program Specialist Responsibilities

A. Contract Religious/Cultural Service Providers and Religious Program Specialists will work under the guidance and supervision of the Chaplain and coordinate as necessary through the Headquarters Program Manager for Religious Programs and attend to the spiritual/cultural needs of offenders for their specific denomination or religious group by performing the following functions:

1. Conduct and supervise denominational religious and/or cultural services for offenders,
2. Provide faith group religious and moral instruction to offenders,
3. Provide spiritual guidance to offenders, as requested,
4. Coordinate and support diverse religious programming training for Department staff in cooperation with the Facility Performance Coordinator,
5. Advise the Chaplain on spiritual, moral, and social concerns of offenders,
6. Facilitate the development of religious education, spiritual formation, and training opportunities requested by offenders and staff,

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7. Recruit volunteers and coordinate volunteer schedules to meet faith group needs,
 8. Interact with communities and foster support for facility religious programs through speaking engagements and written communications,
 9. Assist and refer offenders and their families to religious assistance programs, agencies, and other resources in the community, as appropriate,
 10. Serve as advisors for proposals and policies,
 11. Comply with established facility procedures and practices and suggest/recommend changes to the Chaplain, when appropriate, and
 12. Visit all offender living units as requested, including Infirmary, Extended Family Visit units, Intensive Management, Segregation, and Reception.
- B. Contract Religious/Cultural Service Providers and Religious Program Specialists may also assist offenders with re-entry into the community.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None