

**MEETING THE RELIGIOUS AND SPIRITUAL NEEDS OF YOUTH
IN PROBATION FACILITIES**

- AUTHORITY:** California Code of Regulations, Title 15, Section 1372
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-009, dated 01/21/16 (Recertified)
- FORMS:** Religious Preference, Religious Follow-up and Parent Consent (F057-9129)
Religious Request (F057-6008)
- PURPOSE:** To outline departmental responsibilities in meeting the religious and spiritual needs of youth in Probation facilities.

I. GENERAL INFORMATION:

- A. A Religious Preference form is to be completed by every youth as soon as possible, after his or her entry into a facility.
- B. In the absence or failure of the parent or guardian to endorse the religious preference, the youth's wishes will be honored.
- C. On any occasion when the youth changes his/her religious preference, a new form must be completed and the change must be endorsed by the youth's parent or guardian.
- D. Any participation by youth in weekly religious services must be voluntary, with no semblance of pressure or coercion by peers, religious VIP's or staff. No controversial or denominational doctrines may be advocated at the non-denominational services and no altar calls, open invitations by showing of hands or coming forward may be used at any service.
- E. It is the responsibility of staff, all professional clergy representatives and VIPs to ensure confidentiality and right to privacy issues, as well as strict observance of all rules of the facility.
- F. Any religious literature for distribution to the youth must first be approved by the facility Division Director or designee.
- G. Youth will be allowed to attend only the service that has been indicated on the Religious Preference forms (i.e., youth who indicate a Catholic preference will attend Catholic services, youth who indicate a Protestant preference will attend Protestant services, etc). **YOUTH WHO SELECT MORE THAN ONE RELIGIOUS PREFERENCE WILL BE ALLOWED TO ATTEND ONLY ONE OF THE SELECTED RELIGIOUS SERVICES EACH WEEK.**
- H. Each youth will be allowed access to the family's designated religious clergy for spiritual instruction, counseling or guidance. When no family religious clergy is

designated, or when the family's religious clergy is unavailable, youth may request the services of a denominational religious clergy or may request the services of the facility's Protestant Chaplain/VIPs, or Catholic Chaplain/VIPs for instruction, counseling or guidance.

- I. If a youth or his family request the spiritual services of a denominational religious clergy, the facility Division Director or designee will attempt to schedule such services from denominational representatives who have indicated their willingness to serve in that capacity. Upon written request and verification, staff will arrange such services as directed by the Division Director.
- J. Parents/legal guardians may indicate their willingness for their child to have continuing contact with the religious clergy that provided services to their child in the juvenile facility following the child's release from custody by documenting their consent on the Religious Preference, Religious Follow-up and Parent Consent form (F057-9129).
- K. Youth who decline to participate in religious activities shall not be barred from other activities or in any other way penalized for declining religious activities (i.e. kept in their rooms or denied other programming).

II. PROCEDURE:

- A. Deputy Juvenile Correctional Officers will:
 - 1. Ensure that all youth entering the facility have an up-to-date and complete Religious Preference form in their facility folders.
 - 2. Ensure that all youth are aware of the process for obtaining religious instruction, guidance or counseling.
 - 3. Ensure that all youth are aware that they may request religious clergy representative follow-up upon release.
 - 4. On occasions when youth request counseling or instruction from their family's religious clergy, verify that the request is consistent with the youth's Religious Preference form and forward the request to the unit Supervising Juvenile Correctional Officer (SJCO).
 - 5. When the family's religious clergy is unavailable, or when youth specifically request the services of the Protestant or Catholic Chaplain, provide the youth with a Religious Request form, verify the request is consistent with the Religious Preference form, sign the completed form, and forward the request to the appropriate Chaplain's Office.
- B. Supervising Juvenile Correctional Officers will:
 - 1. Upon receiving any request for family religious clergy, contact the youth's family and when possible make the necessary arrangements.
 - 2. Ensure the guidelines listed in the "General Information" section are followed.

3. Ensure the instructions for obtaining religious guidance are posted in each unit/dorm/living area and that all youth are aware of the request procedure.

C. The following must be posted in all units, dorms, living areas of all Probation Department facilities.

If you have indicated your interest on the Religious Preference Form, you may:

1. Request to see your family religious clergy for religious counseling, guidance or instruction. Upon your written request, staff will make every effort to arrange such an appointment for you.
2. Request to see religious clergy from your own denomination, if you do not have a family religious clergy. Upon your written request, staff will contact the Training and Volunteer Services unit and every effort will be made to secure such a representative as soon as possible from the denominational representatives.
3. Request to see the non-denominational Protestant Chaplain or the Catholic Chaplain if you do not have a family religious clergy or if your family's religious clergy is not available. Upon your written request, the Chaplain will make arrangements to meet with you.
4. Request to attend weekly religious services unless prohibited for safety or security reasons, or by order of the court.
5. Request a mentor from the MatchPoint Orange County mentoring program, which is the authorized aftercare component of the Protestant Chaplaincy Ministry.
6. Request that contact with a religious clergy member continue after release from custody. Probation will forward such requests to appropriate religious clergy.

D. Division Director or designee will:

1. Consider requests for any special religious program or one-time-only volunteer that are presented seven (7) days in advance. Any request for special group programs other than regularly scheduled religious services and/or studies provided by religious organizations that have entered into a Memorandum of Understanding with the Probation Department must be submitted for authorization by Probation administration. Any musical instruments, catered food items, use of portable cassette recorders must be approved before their use by the Division Director or designee.
2. Process all requests for religious student internship that are submitted seven (7) days in advance of intern placement.
 - a. All religious intern clearances will be valid for not more than 120 days.
 - b. Religious interns shall not provide one-on-one religious counseling.

- c. Religious interns must be supervised at all times by chaplains.
3. Ensure religious clergy are aware of any youths' requests for follow-up upon release from a facility (with parental consent).
4. If available, provide religious clergy from religious organizations that have entered into a Memorandum of Understanding with the Probation Department to regularly provide religious services and/or counseling:
 - a. An office.
 - b. Telephones for ministry business related to their work in the juvenile facility only.
 - c. Facility/county mail boxes for U.S. Mail and intra-facility religious/ministry correspondence only.
 - d. Storage space to collect and dispense religious materials.
 - e. Facility areas to conduct religious services for youth.
 - f. Parking cards and access cards for professional clergy and their staff (Juvenile Hall only).
 - g. ID cards for all religious VIP's (F057-8046 or 6301B).
 - h. Use of department duplication machines to reproduce religious materials for use in the facility.

REFERENCES:

Procedures:	1-2-102	Volunteers in Probation Program
	3-1-022	Minor's Rights
	3-2-011	Intake
	3-3-008	YGC Transfer and Intake Procedure
	3-4-002	Intake/Admission Procedure at Joplin Youth Center
	3-8-008	Transfer and Intake Procedures Youth Leadership Academy
Policies:	E-8	Volunteers
	F-6	Religious Programs and Services at Probation Department Juvenile Institutions

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APPROVED BY: