



Illinois Department of Corrections

Administrative Directive

Number: 04.25.102	Title: Religious Diets	Effective: 4/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	04.25.102 effective 6/1/2018

Authority: 730 ILCS 5/3-2-2 and 3-7-2 20 IAC 425, 501 and 504	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1E-01, 5-ACI-1F-01, 06, 5-ACI-3C-01, 07, 08, 5-ACI-3D-19, 5-ACI-7F-02, 03, 05
Referenced Policies: 04.25.101, 05.02.145	Referenced Forms: DOC 0286 – Individual in Custody Request DOC 0388 – Request for Religious Diet DOC 0389 – Notice to Discontinue Religious Diet DOC 0434 – Incident Report

I. POLICY

The Department shall accommodate religious diets in accordance with Department Rule 425 and the procedures outlined herein.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff for accommodating the religious diets of individuals in custody.

B. Applicability

This directive is applicable to all correctional facilities, excluding Transitional Security facilities. Adult Transition Center Supervisors shall make arrangements for religious diets on a case-by-case basis in consultation with the Office of the Chief Chaplain.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. Individuals in custody may request a religious diet or a special religious meal for observance of a specific religious holiday or ceremony.
2. All requests for religious meals for the observance of a religious holiday or ceremony shall be submitted, in writing, at least 45 days prior to the event.
3. Approved requests for religious diets shall begin the first day of the month.
4. Individuals in custody may grieve decisions regarding religious diets in accordance with 20 Ill. Adm. Code 504.

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5. The Chief Chaplain shall ensure the Chaplaincy Handbook includes procedures in regards to religious diets.

F. Requirements

The Chief Administrative Officer (CAO) of each facility shall:

1. Ensure the Food Service Operations Manual provides a local procedure for menu planning and meal service for religious diets in accordance with Administrative Directive 05.02.145.
2. Ensure individuals in custody are notified of the procedure for requesting religious diet accommodations via Warden's Bulletins, posted notices or the individual in custody handbook.

G. Processing Requests for Religious Diets

1. Individual in custody requests for religious diets or to receive a special religious meal for the observance of a specific holiday or ceremony shall:
 - a. Be submitted in writing to the facility Chaplain on a Request for Religious Diet, DOC 0388, and shall identify an individual in custody's written declaration of religious affiliation.
 - b. Identify under what religion the diet is requested; provide a description of the specific dietary requirement, tenet or practice being requested; and provide an explanation demonstrating why the diet is being requested.
 - c. Be submitted at least 45 days in advance of the observance of the religious holiday or ceremony.
2. Upon receipt of the DOC 0388, the Chaplain shall review the request by verifying the individual in custody's religious affiliation on Offender 360 (O360) and review the sincerity and the reason provided for the request. Other available information, including standard tenets of the religious affiliation, commonly exercised religious dietary practice and known religious dietary requirements may be reviewed in consideration of the request.

NOTE: Changes to an individual in custody's self-designated religious affiliation shall be processed and approved in accordance with Administrative Directive 04.25.101.

- a. If the request is incomplete or the information is inconsistent with the individual in custody's self-designated religious affiliation, the Chaplain shall:
 - (1) Request additional information from the individual in custody; or
 - (2) Deny the request and notify the individual in custody.
- b. Individuals in custody may request a diet that is not required by their religious affiliation.
- c. If the individual in custody requests a diet other than a commonly exercised or acknowledged dietary practice of the particular religion, he or she may be requested to provide:
 - (1) An explanation of the practice, including the significance of the tenets upon which it is based; or
 - (2) A letter from a religious leader or faith representative of the individual in custody's faith group, indicating that adherence to the dietary practice is required

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or a highly significant tenet or practice of the religious faith.

3. Upon approval of a request, the Chaplain shall sign the DOC 0388 and forward to the CAO for approval or denial.
4. The CAO shall review the DOC 0388 and, prior to a denial, consider the least restrictive alternative. Sincere individual in custody requests shall be allowed unless there is a valid reason, such as, the extent of the burden in providing the requested diet and any potential safety and security risks, to deny the request; the least restrictive alternative shall then be allowed. Upon his or her determination, the CAO shall return the DOC 0388 to the facility Chaplain.
5. Upon receipt, the Chaplain shall:
 - a. If approved:
 - (1) Explain the conditions under which the religious diet has been approved.

NOTE: If the individual in custody refuses to sign the DOC 0388, the request shall be denied and the individual in custody shall not be provided the diet.
 - (2) Forward the signed DOC 0388 to the Food Services Manager who shall ensure the religious diet is provided on the start date indicated.
 - (3) Update O360 to reflect the religious diet type and start date.
 - b. If denied:
 - (1) Notify the individual in custody.
 - (2) Update O360 to reflect the denial and rationale.
6. Religious diets that have been approved shall remain effective for the individual in custody's term of incarceration or until the diet is discontinued in accordance with Paragraph II.I.

H. Monitoring of Religious Diets

1. Meal Service
 - a. The Chaplain shall:
 - (1) Maintain a list of all religious diet participants;
 - (2) Provide a copy of the list to the CAO for distribution to security and dietary staff; and
 - (3) Update the list as needed.
 - b. Individuals in custody receiving religious diet meals shall be required to sign for their meal upon receipt of the tray. The Food Services Manager shall:
 - (1) Provide a sign-in sheet for each meal on a daily basis. Receipt of the meal trays by religious diet participants shall be documented.
 - (2) Forward a summary of the month's religious diet accommodations to the Chaplain by the 15th day of the following month. The summary shall identify those individuals in custody whose receipt of religious diet meals has fallen

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below 66 percent.

- c. Any individual in custody found to be in possession of, or consuming any food items from meal trays other than that which was provided with his or her religious diet meal, shall be subject to disciplinary action in accordance with Department Rule 504 for unauthorized property or contraband. A copy of the Incident Report, DOC 0434, shall be forwarded to the facility Chaplain.

2. Property Boxes and Commissary Food Purchases

The Food Services Manager shall:

- a. Maintain a list of all commissary food items that are acceptable for each type of approved religious diet;
- b. Update the list as needed;
- c. Make the list available to all religious diet participants upon request; and
- d. Complete a monthly review of the commissary purchases for all individuals in custody on approved religious diets.

I. Discontinuation of Religious Diets

- 1. Religious diets may be voluntarily discontinued by the individual in custody or involuntarily discontinued by the Department.
 - a. Individuals in custody may request to voluntarily discontinue their religious diet by submitting an Individual in Custody Request, DOC 0286, to the facility Chaplain. Requests may be submitted at any time.
 - b. Upon notification of the request to terminate a religious diet, the facility Chaplain shall complete the Notice to Discontinue Religious Diet, DOC 0389, and forward a copy to the Food Services Manager who shall cease serving the religious diet immediately.
- 2. The Department may involuntarily discontinue an individual in custody's religious diet, in accordance with the Chaplaincy Handbook, due to the individual in custody's demonstrated lack of sincerity as evidenced by:
 - a. Missing more than 33 percent of the religious diet meals in a given month without sufficient justification such as fasting, illness or absence from the facility, or as otherwise approved by the CAO.
 - b. The repeated consumption or possession of food items that are not compatible with the approved religious diet.
- 3. In determining whether to discontinue an individual in custody's participation in a religious diet, the facility Chaplain shall interview the individual in custody to ensure there are no extenuating circumstances that have prevented the individual in custody from participating in the religious diet. The interview and all pertinent information shall be documented in the O360 Case Notes.
- 4. Upon the decision to involuntarily discontinue an individual in custody's participation in a religious diet, the facility Chaplain shall:
 - a. Complete the DOC 0389;

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- b. Notify the individual in custody of the determination;
 - c. Enter the date the last religious diet meal shall be served to the individual in custody in O360; and
 - d. Forward a copy of the DOC 0389 to the Food Services Manager.
5. The Food Services Manager shall cease serving the religious diet immediately.

NOTE: An individual in custody may reapply for participation in a religious diet no sooner than 60 calendar days from the voluntary or involuntary discontinuation date of previous religious diet participation. If an individual in custody has discontinued participation, voluntarily or involuntarily, more than once, he or she shall be restricted from reapplying for participation in a religious diet for a minimum of six months for the second re-application and one year for any subsequent reapplications.
