

Chapel Etiquette

- Chapel lights **must** remain on if there are inmates in the Chapel. (If you are showing a video etc., there must remain at least one light on).
- All storage rooms/areas **must** remain locked during services. They should only be accessed, **under direct supervision**, before and/or after a service.
- Inmates shall not be behind a closed door in any room if you cannot see them.
- Inmates shall not congregate in the hallways, or in any room/area, except for the Chapel Sanctuary area(s) where their service is being conducted.
- No food or drink is permitted in the Chapel Sanctuary (except sacramentals and other ritual foods items used for services).
- You are responsible to make sure the Chapel is cleaned after your service(s).
- Staff shall have a personal alarm **on their person** while in the Chapel.
- Don't be a hero, if there is a fight or any other instance of safety or security breach, use your personal alarm.
- Other appropriate times to use your personal alarm include, but are not limited to, if an individual faints, has a seizure, needs immediate medical help, etc.
- Make sure any room with inmates inside is unlocked (**including the Chapel office**).
- No inmate shall enter the Chapel (including clerks) without having been pat-down searched by custody staff.
- No free-staff (Chaplains, volunteers, etc.) shall allow inmates in or out of the Chapel. Correctional staff shall be contacted to allow the inmates in or out.
- No sponsor shall leave the facility in use without first making sure there is another staff member able to cover supervisory duties.
- Custody staff shall conduct a security check of the Chapel area after it has been vacated.
- No inmate shall be in the Chaplains office alone.
- No inmate shall use the Chapel computer assigned to staff. **Only the assigned clerks may use the inmate computer.**
- No inmate shall use the Chapel phone unsupervised, phone should be utilized for approved use only (approved family emergency contacts, bereavement calls, etc. – **all under direct supervision**). A log shall be kept with the date, time, number called, person called, relationship to inmate, inmate name and CDCR number, and reason.
- Double-check that all doors are locked and/or secured before leaving.
- Any safety or security threat to staff, inmate, or institution, **must** be reported to the Facility Captain or on-duty Lieutenant, **even if told in confidence**. All other clergy correspondence is confidential and is privileged information.
- All inmates must have their blue shirts on and tucked-in.
- No hats are to be worn in the Chapel, unless they are of religious importance (Yarmulkah, Kufi, etc.).
- All inmates are required (upon request) to relinquish their ID Cards to the Education Officer upon entering the Chapel.
- Inmates not assigned to the Chapel shall not be in the inmate clerk's office **without direct supervision**.
- No unapproved item(s) shall be exchanged by staff with any inmate at any time, **no exceptions**, including food.

PLEASE LEAVE THE CHAPEL THE WAY YOU FOUND IT.