

## 5-15-030 Chaplaincy and Clergy Visits in the Visiting Area and Attorney Room



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use of the Inmate Video Visitation System (IVVS) and Attorney Room for members of the Chaplaincy and Clergy.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working at Men's Central Jail (MCJ).

### ORDER:

- I. Members of clergy from churches throughout the outside community may obtain passes for the attorney room by contacting the Office of Religious and Volunteer Services (RVS) at [REDACTED TEXT]
- II. Outside clergy shall be issued an attorney room pass only after submitting proof of ordination, documents verifying standing as the pastor of an area church, and a valid picture identification. A warrant and record check shall be performed by the RVS office deputy prior to the issuance of a pass.
- III. The following limitations apply specifically to outside clergy visits:

Men's Central Jail (MCJ) Unit Orders : 5-15-030 Chaplaincy and Clergy Visits in the Visiting Area and Attorney Room

---

- A. Clergy must have ministerial credentials and a valid picture identification.
  - B. Clergy must be the minister of the inmate or the inmate's family.
  - C. Clergy requesting a visit with members of their own family shall be allowed a visit at the regular visiting area only. The watch commander may approve an attorney room visit under exceptional circumstances.
  - D. Clergy may visit an inmate once per week for a period not to exceed 50 minutes. **This will not count as a regular visit.**
  - E. Clergy visits shall be permitted for the sole purpose of conducting spiritual counseling only, services shall not be performed.
  - F. Physical contact is not permitted.
  - G. Clergy may not be accompanied by any other person during the attorney room visit. Clergy may be accompanied at a visit in the visiting screen.
  - H. Clergy shall not give anything to the inmate. Appropriate religious materials shall be presented to the RVS office deputy, who will forward the material to the inmate.
- IV. Full-time facility chaplains shall be allowed visits in the attorney room, subject to the following limitations:
- A. Only those inmates not allowed access to the facility chaplain's offices will be seen in the attorney room.

Men's Central Jail (MCJ) Unit Orders : 5-15-030 Chaplaincy and Clergy Visits in the Visiting Area and Attorney Room

---

- B. Chaplains may visit an inmate once per week, for a period not to exceed 50 minutes.
- C. Chaplains shall not give anything to an inmate in the attorney room. Appropriate religious materials must be presented to the RVS office deputy for inspection and distribution to the inmate.
- D. Restrictive housing inmates shall be requested one at a time.
- E. After 1900 hours each day, a chaplain shall be limited to one restrictive housing inmate.
- F. At the watch commander's direction, inmates deemed to be an exceptional security risk may be excluded from chaplain visits in the attorney room. Visits may take place in the regular visiting area.
- G. Chaplains are banned from private booths. Exceptions shall be approved by the unit commander.

**Revision Date 12/24/24**

**Revision Date 05/08/19**

**Revision Date 02/12/09**

---