

SECTION - SUPPORTIVE SERVICES
ADMINISTRATIVE DIRECTIVE NO. 640
(Replaces A.D. No. 640 dated 6/15/06)

Effective Date: June 14, 2007

SUBJECT: HOSPITAL RELIGIOUS PRACTICES

I. PURPOSE

To ensure Individuals have access to religious services.

II. AUTHORITY

California Code of Regulations, Title 9, chapter 4.5, Article II, Section 883 (10); and Title 22, chapter 2, Sections 71243 (g)(4); and 73379 (a)(4) & 73381 (d).

III. POLICY

It is the policy of Coalinga State Hospital (CSH) to endorse appropriate aspects of religious practice:

A. Constitutional guarantees and limitations:

1. Freedom of religion and freedom of speech are among the basic liberties that are guaranteed to all by the Constitution of the United States and the State of California.
2. It is also necessary to recognize the American doctrine and practice called "separation of Church and State".
3. Complex issues are involved in these areas of law, and from time to time the courts are called upon for reinterpretation.
4. Briefly stated, CSH is an agency of the State of California and is thus required to refrain from active promotion of any specific form of religious belief or activity, and to refrain from any opposition to such belief or activity.
5. In practice, this means treading a fine line between appropriate permission and encouragement of expression of religious beliefs and activities by staff and Individuals on the one hand, and inappropriate activities called "proselytizing" on the other hand. Proselytizing is the attempt to influence or persuade a person to change his religious belief or allegiance. The resources of this hospital, as a public agency, may not be used for proselytizing, especially since Individuals are hospitalized involuntarily and many are in a state of mind that makes them unduly susceptible to being influenced by proselytizers.

B. Integration of religious matters into the treatment program:

1. Diagnostic evaluation and appropriate treatment of psychiatric Individuals require recognition that many people experience profound meaning in religious concepts, symbols, metaphors, doctrines, and observances, all of which are woven into the life-long fabric of family and community. Some illnesses or problems have a religious component, and consultation with a chaplain or religious counselor is appropriate and desirable.
2. It is also necessary to recognize that the religious experience of an Individual may be distorted by psychotic illness, trauma, neurosis, or personality disorder.
3. In addition, attention should be paid to the significant transference or counter-transference issues that arise in areas of religious belief and activity.
4. It is generally undesirable for anyone to change his religious belief during psychiatric hospitalization. Such a change should not be made abruptly or without consultation with a chaplain or appropriate religious counselor.

C. Security:

1. Freedom of religious belief and practice may not extend to activities that would jeopardize the essential security of the hospital.
2. Certain religious activities may be modified as to not pose a significant risk to the health or safety of anyone or the security of the hospital.
3. Organized religious activities are directed by the Chief, Central Program Services (CPS), and monitored by a chaplain designated by the Chief of CPS.
4. CPS is responsible for security clearance and processing of all Authorized Religious Volunteers (ARVs). Including required orientation, training, required updated training. ARVs may provide religious services when a staff member is present in the immediate area. If no staff is in the immediate area of the services, a staff escort must remain with the ARVs.
5. The Department of Pastoral Services consists of all chaplains who are part-time, or intermittent employees of the hospital. They report to the Chief of CPS.

D. Department of Pastoral Services:

The Department of Pastoral Services has the following regular duties and functions:

1. Direct provision of authorized scheduled religious activities such as weekly religious services with Individuals, special services and observances, and scheduled groups for shared study and other religious activities.
2. Direct provision of individual religious counseling, instruction, religious articles, dietary needs, or other activities. Any dietary concerns are referred to Nutritional Services. Chaplains will gain Contraband Committee approval prior to Individuals receiving religious articles.
3. To make arrangements, subject to the approval of the Chief of CPS, for scheduled services or individual needs and activities not otherwise provided. Authorized religious leaders or resources for Individuals who have religious affiliations or needs that cannot be satisfactorily provided by the hospital chaplains may be arranged with chaplains from other state facilities by contract, or by authorized religious visitors ARVs.
4. Consultation with the clinical or administrative staff of the hospital about general or individual religious issues, such as religious dietary requests that require the attention of the Wellness and Recovery Team (WRT) and Nutrition Services.
5. Participation as members of hospital staff, committees, and training activities as designated by the Clinical Administrator or Executive Director.
6. Management of the use of the All-Faith Chapels and other areas utilized or designated for religious uses.
7. Management of the budget of the Department of Pastoral Care so that it is used as equitably as possible in proportion to the numbers of Individuals identifiable as members of various religious denominations or groups.
8. Provision of evaluation and testimony when required.
9. Liaison with Individual's family members, or other significant persons or organizations.
10. Notification to an Individual when there has been a death in his family or other event of serious concerns.

E. ARVs:

1. ARVs are volunteers and are not employees of the hospital, nor members of Pastoral Services. They provide approved regular or intermittent religious services and activities to Individuals with whom they have similar religious membership and beliefs, and who prefer their services.
2. Under staff escort or supervision of the chaplains, ARVs may conduct approved religious services.

3. Each ARV is required through CPS, to:
 - a. Fill out a written application.
 - b. Furnish a letter of authorization from a denomination or other defined religious organization, or a local clergy person.
 - c. Receive security clearance, orientation, and training according to their determined category and consistent with Administrative Directive No. 846, through CPS.
 - d. Agree to conduct religious activities, and to provide religious materials, only as authorized by the Chief of CPS designee.
 - e. Maintain compliance with the rules and regulations of the hospital.
4. If an ARV carries out activities that are not authorized or is in serious violation of hospital rules or regulations, the ARV may be suspended by a chaplain or Department of Police Services Officer until reviewed by the Chief of CPS.

F. Religious Volunteers:

Each Individual may meet with religious volunteers in the visiting room, on the same basis as any other visitors.

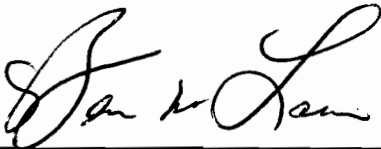
IV. METHOD

- A. The procedure of admission of each Individual to the hospital shall include a determination, if possible, of his religious affiliation or preference, which shall be noted in his hospital record.
- B. Each Individual shall be informed that he has a right to communicate with a chaplain or ARV of his choice, and encouraged to express his religious beliefs and maintain his religious activities within the constraints of the hospital situation.
- C. Practice of religion shall be on a voluntary basis, and no Individual shall be coerced into any religious activity, nor shall he be discouraged from any religious activity that is permissible. Staff has a responsibility to intervene whenever an Individual is the object of belittling, heckling, harassment, or intimidation about his belief or religious activity.

- D. The hospital chaplains are members of all Wellness and Recovery Planning (WRP) Teams. The WRP Team, which includes the Individual, develops a wellness and recovery plan, including spiritual and religious activities designed to help the Individual to make meaningful changes in his life. It is the responsibility of all Team members to evaluate and understand the importance of religion in the Individual's process of change and to recognize the Individual's rights to choose his spiritual and religious practices. Other team members do have the responsibility to help the Individual appreciate dangerous religious thought or behavior, provide treatment, and consult with a chaplain when such consultation is requested or otherwise indicated. Such consultation is almost always indicated when an Individual wishes to fast or observe a special diet, for religious reasons, or to carry out some other religious activity that could have significant consequences to his health.
- E. Each Individual has the right to attend the religious service of his choice once a week at a minimum unless that right is specifically denied by appropriate procedure. Attendance at services, more frequently than weekly, must be permitted if it does not conflict with other required treatment or work activities. Staff will schedule activities so as to interfere minimally with the religious activities of an Individual, including special observances such as holy days and will provide staff escort to enable those Individuals to attend religious activities who require escort.
- F. Individuals are allowed to purchase religious items from unapproved vendors with permission from their designated chaplain, Chief of CPS, and the WRT. This includes religious materials as allowed per AD: 640, 642, 818, and the CSH allowable list. The Authorization for use of unapproved vendor for purchase of religious material form must be completed and approved in order to purchase religious items.
- G. The unit staff will permit chaplain's access to any unit at any time, and will make every effort to accommodate the chaplain whenever possible.
- H. An Individual who is disruptive to a religious activity may be removed from it by staff. This should be done discretely, and, if possible, only with the concurrence of the chaplain or ARV who is present.
- I. The unit staff will notify a chaplain as soon as possible when an Individual is in a crisis situation such as serious medical or surgical treatment or suicide precautions, especially when an Individual is transferred to a community hospital.
- J. During any shakedown procedure that involves areas for which a chaplain has responsibility, the staffs that are conducting the shakedown will not proceed until a chaplain is present, and will not disturb or remove any articles that a chaplain has designated for religious purposes.

V. CONFIDENTIALITY AND PRIVILEGED COMMUNICATION

- A. Chaplains have access to hospital records and may make notes in the records. ARVs do not have such access.
- B. ARV may have a list of the Individuals who have requested to be identified with a specific religious group that is served by the ARV.
- C. All staff, ARVs, and volunteers are subject to the usual laws about confidentiality, and receive documented training in these areas.
- D. Under specific circumstances in which there is a pastoral relationship between a chaplain and an Individual, both civil law and religious law provide a special privilege of confidential communication. The chaplain may not disclose such communication without the consent of the Individual. Such consent should be in writing, signed by the Individual, in the presence of a competent witness.
- E. ARVs are sometimes, but not always, included in the provision for special pastoral confidentiality. Each ARV should understand his status in this matter, and should obtain counsel from his religious organization, or legal counsel, if any uncertain situation arises.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

- A.D. No. 642 Native American Spiritual Items
- A.D. No. 818 Contraband
- A.D. No. 846 Security/Facility Access Clearances

Attachment – Authorization for Use of Unapproved Vendor for Purchase of Religious Material

**AUTHORIZATION FOR USE OF UNAPPROVED VENDOR
FOR PURCHASE OF RELIGIOUS MATERIAL**

FORM MUST BE COMPLETED BY STAFF AND SIGNED BY CHAPLAIN SUPERVISOR BEFORE ORDERING MATERIALS.
PACKAGES WILL BE REFUSED IF NOT PRE-APPROVED BY CHAPLAIN STAFF SUPERVISOR.

Name and Address of Religious Material Source

Name of Individual

Date Requested

CO Number

Unit Number

Signature of Chaplain

Signature of Chaplain Supervisor or Department Head (required)

Date

This form is for **religious materials only** which have been approved by CPS Chaplain Staff and the Wellness and Recovery Team. This may include religious materials as allowed per A.D. 640, 642 and on the allowable list which normally would be considered contraband if purchased from an unapproved vendor. This authorization does not include items that are considered contraband regardless of source such as firearms or drugs. Any clarification of this policy is subject to the interpretation of the Executive Director.

List of Items ordered

White -Warehouse/Patient Packaging Officer
Yellow-Warehouse
Pink- CPS