
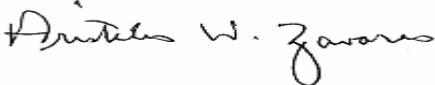


<u>ADMINISTRATIVE REGULATION</u>		REGULATION NUMBER	PAGE NUMBER
		1550-06	1 OF 6
COLORADO DEPARTMENT OF CORRECTIONS		CHAPTER: Support Operations	
		SUBJECT: Religious Diets	
RELATED STANDARDS: ACA Standards 2-CO-4C-01, 2-CO-5E-01, and 4-4319		EFFECTIVE DATE: March 1, 2007	
		SUPERSESION: 06/01/06	
OPR: OFS	REVIEW MONTH: December	 Aristedes W. Zavaras Executive Director	

I. POLICY

It is the policy of the Department of Corrections (DOC) to make available **special diets for offenders whose religious beliefs require the adherence to religious dietary laws, [2-CO-4C-01] [2-CO-5E-01] [4-4319]** within the inherent limitation of resources, and the need for facility security, safety, health and order, through standard menu alternatives, canteen selections and Faith and Citizen Programs.

II. PURPOSE

The purpose of this administrative regulation is to establish and outline procedures for requesting, verifying, approving, and preparing nutritionally sound religious diet meals.

III. DEFINITIONS

- A. Alternate Meal: A vegetarian alternative to the standard master menu that is completely free of meat/poultry/fish and their by-products (e.g., meat-based soups, gravies and gelatin).
- B. Facility Volunteer Coordinator: A full-time, qualified DOC employee designated by the administrative head, who is responsible for the organizing, monitoring, and managing of the facility's Faith and Citizen delivery system.
- C. Food Service Administrator: **The Central Office DOC employee responsible for general supervision and policy development for the DOC's Food Service Program. [2-CO-4C-01]**
- D. Holy Day Observance: A faith based observance, supported by faith tenet, which may or may not support accommodation of group gatherings.
  - 1. Allow up to two hours for group gatherings on non-work proscripton days.

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2. Allow up to four hours of group gatherings on work proscription days (Exception: Up to eight hours for American Indian sweat lodge ceremonies).
- E. Master Menu: A six-week cyclic menu used by all CDOC facilities. The master menu is planned by a menu committee and is analyzed and approved for nutritional adequacy by the registered dietitian.
- F. Qualified Faith Group Representative: An individual approved by Faith and Citizen Programs and the facility administrative head/designee as having the necessary knowledge and recognized status in a specific faith group to provide expertise relevant to faith group practices, dietary requirements, and that faith groups programs.
- G. Religious Diet: Specific foods, or food preparation techniques, that satisfy recognized religious dietary requirements.
- H. Vegetarian Diets: A diet composed predominately of plant foods and may or may not include fish, eggs, and dairy products.
1. Lacto Vegetarian: A diet which excludes meat, poultry, fish, and eggs. May contain milk and milk products.
  2. Lacto-Ovo Vegetarian: A diet which excludes meat, poultry, and fish. May contain eggs, milk, and milk products.
  3. Lacto-Ovo-Pesco: A diet which excludes meat, and poultry. May contain fish, eggs, milk, and milk products.
  4. Vegan: A diet which excludes meat, poultry, fish, eggs, and dairy products. May contain fruits, grains, legumes, vegetables, nuts, and seeds.

#### IV. PROCEDURES

##### A. General Diet

1. In most instances, the general offender diet program with alternate meals, as provided through the master menu, will be sufficient to meet religious dietary requirements. Alternate meals must be prepared and provided in accordance with the following guidelines:
  - a. The alternate meal and associated food preparation practices are designed to allow offenders with certain food restrictions to manage their diet needs without the preparation of a special diet tray.
  - b. Recipes are to be strictly followed and meat/poultry/fish and their byproducts excluded, such as meat-based soups, gravies and gelatin.
  - c. Alternate meal menu items are not to be grilled using animal fats. Griddles are to be thoroughly cleaned of all animal by-products prior to preparation of an alternative meal.

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- d. Kitchen practices must ensure that the deep fat fryer is free of animal by-products when cooking alternative meal menu items or a suitable substitute that does not require deep fat frying can be served.
  - e. Substitutions for soups, gravies and gelatin are not needed. The alternate meal is nutritionally adequate without the soups, gravies and gelatin. If the standard menu item is a gelatin with fruit, the fruit must be served separately for the alternative meal.
  - f. In serving, care must be taken to keep vegetarian food items free of animal byproducts. Clean, separate utensils are to be used to serve each menu item with care taken to avoid dripping meat/poultry/fish product into the alternate product.
2. The master menu must be posted at all times with those items containing beef or beef by-products clearly designated.
  3. Offenders who are in situations where an alternate entrée is not available (e.g. satellite meals service, infirmary, work crew) and who are listed in the PCDCIS Religious Diets database as being approved for an alternate meal will be provided an alternate meal in accordance with the guidelines in section IV.A.1.
  4. Some special religious food items may be made available to offenders through the canteen program.
  5. Volunteers may bring special religious food items into facilities for holy days in strict accordance with AR 800-1, *Religious Programs, Services, Clergy, Faith Group Representatives and Practices*, and AR 300-43, *Authorization to Provide Food Items for Offenders*.

B. Request for Religious Diets

1. Offenders desiring a religious diet must submit a diet request utilizing AR Form 1550-06A, "Request for Religious Diet," (Attachment "A," page 1). All sections of the request form must be completed in sufficient detail to ensure the request is clear and complete.
2. Requests for a religious diet must be accompanied by a "Religious Diet Participation Agreement," (Attachment "A," page 2) that has been signed by the offender making the request and his/her case manager. Offenders currently approved for a religious diet may be required to resign the participation agreement to correspond to updates to this regulation.
3. The "Request for Religious Diet and Religious Diet Participation Agreement" will be submitted by the offender to the facility correctional programs manager, or designee, who will forward the request to the Central Food Service and Laundry Office. The Food Service and Laundry Programs administrator or designee will review the request and recommend an appropriate religious diet, if deemed necessary.

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4. If a determination is made that extraordinary accommodations may be necessary, the request will be forwarded for review by the chief of Faith and Citizen Programs and the Food Service and Laundry Programs administrator, who will jointly research the request and consult qualified faith group representatives in the community, as necessary, for assistance in designing an appropriate plan of action.
5. Copies of the approved or disapproved request, and "Religious Diet Participation Agreement," if applicable, will be distributed to the Food Service and Laundry Programs administrator, offender department and working files, and the offender making the request. The Food Service and Laundry Programs administrator will ensure the department's PCDCIS religious diets system is updated to reflect the decision made.
6. Upon an offender's transfer to another facility, the religious diet will be continued. It is the offender's responsibility to notify the Food Service Department that they were receiving a religious diet at a previous facility. Offenders receiving a Lacto-Ovo or Lacto-Ovo-Pesco vegetarian diet who move from a satellite, contract, or lock-down setting to a facility where they receive meals in a dining room will not need to have a diet tray continued as they can select the alternate meals.
7. All religious diets must be handled through the process stated above. Religious diets may not be ordered by Clinical Services DOC employees.

C. Administrative Segregation

1. Alternate meals will not be provided in segregation unless the offender has an approved religious diet recorded in the PCDCIS religious diets database.
2. If an offender has a religious need for an alternate meal but does not currently have an approved religious diet recorded in the PCDCIS religious diets database, the offender must submit AR Form 1550-06A, Request for Religious Diet, in accordance with this regulation.
3. Offenders moved from general population where alternate meals are available to all offenders to segregation where alternate meals are only available for approved religious diets should make their religious diet needs known to the Food Service Department as soon as possible. The Food Service supervisor should check the PCDCIS system to see if such a diet has previously been approved. If not, an alternate meal will not be provided. It is the offenders' responsibility to submit AR Form 1550-06A, Request for Religious Diet.

D. Religious Diet Preparation

1. Any religious diets requiring deviation from the general diet menus must be analyzed for nutritional values by a DOC therapeutic registered dietitian.
2. Approved religious diets shall be prepared according to religious dietary requirements. The diet should be kept as simple as possible, and should conform closely to the foods served to other offenders.

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E. Diet Compliance, Review and Removal from a Religious Diet

1. Incidents of non-compliance, as outlined in the “Religious Diet Participation Agreement,” AR Form 1550-06A, will be recorded on AR Form 1550-06B, “Religious Diet Non-Compliance Report.” A two strikes policy will be enforced. For the first incident of non-compliance with the aforementioned rules of compliance, a warning will be given to the participant using AR Form 1550-06B. The second offense, within a one year time period, will result in cancellation of the diet for one year from the date of the second offence.
2. Written documentation shall be maintained regarding non-compliance to support diet cancellations.

F. Voluntary Diet Cancellation

1. An offender may request that their religious diet be cancelled. Such requests should be in writing utilizing AR Form 1550-6C, “Religious Diet Cancellation Request,” or other written and signed correspondence, and will be effective immediately.
2. An offender who voluntarily requests that their religious diet be canceled must wait for a period of one year before requesting that the current diet be reinstated or before requesting that a new diet be approved, unless a change of religious affiliation is approved.

G. Holy Days

1. The dietary requirements of religious holy days will be taken into consideration as far as practical through the master menu. ***The facility shall make a reasonable effort to accommodate recognized religious holy days requiring special foods or serving times consistent with this AR, AR 800-01, Religious Programs, Services, Clergy, Faith Group Representatives and Practices, and direction from the Food Service and Laundry Programs administrator. [2-CO-5E-01]***
2. Some special religious food items may be made available to offenders through the canteen program.
3. Volunteers may bring special religious food items into facilities for holy days in strict accordance with ARs 800-01, *Religious Programs, Services, Clergy, Faith Group Representatives and Practices*, and 300-43, *Authorization to Provide Food Items for Offenders*.

V. RESPONSIBILITY

- A. It is the responsibility of the facility administrative head to ensure the procedures in this administrative regulation are consistently and fairly applied and that records of offender religious diet requests and compliance are maintained.

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- B. It is the responsibility of the Food Service and Laundry Programs administrator to ensure the master menu program meets the basic dietary needs of the offender population and that any special religious diets prepared are nutritionally adequate.
- C. It is the responsibility of the facility Food Service supervisor to ensure general diet meals are properly prepared, valid religious diet orders are carried out, and records of offender compliance are kept.

VI. AUTHORITY

CRS 17-1-103. Duties of the executive director.

VII. HISTORY

November 1, 2005  
November 15, 2004  
November 15, 2003  
March 1, 2002  
September 1, 2001  
April 1, 2001  
September 15, 2000  
April 15, 2000  
April 1, 2000  
March 15, 1999

- ATTACHMENTS:
- A. AR Form 1550-06A, Request for Religious Diet and Participation Agreement
  - B. AR Form 1550-06B, Religious Diet Non-compliance Report
  - C. AR Form 1550-06C, Religious Diet Cancellation Request
  - D. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

**COLORADO DEPARTMENT OF CORRECTIONS  
REQUEST FOR RELIGIOUS DIET**

<b>OFFENDER NAME:</b> _____ <b>OFFENDER NO:</b> _____ <b>FACILITY:</b> _____ <b>HOUSING UNIT:</b> _____ <b>DATE OF REQUEST:</b> _____ <b>OFFENDER SIGNATURE:</b> _____	<b>FAITH GROUP AFFILIATION:</b> _____ <b>MEMBER OF THIS GROUP SINCE:</b> _____  <b>GROUP CONTACT PERSON:</b> <b>Name:</b> _____ <b>Address:</b> _____ <b>City, State, Zip:</b> _____ <b>Phone Number:</b> _____	
<i>Foods Prohibited:</i>	<i>Dietary Laws Requiring the Prohibition:</i>	<i>Documentation of Dietary Laws: (Outline specific source or attach copies.)</i>
<p><i>The Colorado Department of Corrections offers an alternate meal program which has been designed to meet most religious diet requirements. Requests for dietary accommodations outside of the alternate meal program must be clearly stated with the corresponding dietary laws outlined in this request.</i></p>		
<b>FOOD SERVICE ADMINISTRATOR or DESIGNEE RECOMMENDATION:</b>  _____ <i>Request does not match faith group affiliation recorded in PCDCIS which is:</i> _____ _____ <i>No religious basis for request.</i> _____ <i>Alternate meal.</i> _____ <i>Other diet recommended:</i> _____ _____ <i>Previous diet cancelled less than one year ago. Eligible to reapply:</i> _____		
<b>SIGNATURE OF FOOD SERVICE REVIEWER:</b> _____  <b>DATE:</b> _____		

**DISTRIBUTION:**

CENTRAL FOOD SERVICE AND LAUNDRY OFFICE  
 OFFENDER DEPARTMENT FILE  
 OFFENDER WORKING FILE  
 OFFENDER

**COLORADO DEPARTMENT OF CORRECTIONS  
RELIGIOUS DIET PARTICIPATION AGREEMENT**

I, \_\_\_\_\_, at \_\_\_\_\_  
(Print Name and Number) (Name of Facility)

would like to participate in the **Religious Diet Program**. I understand that in order for me to be served a religious diet special foods may have to be procured for me and special preparation practices must be used. Therefore, **I agree to abide by the following conditions:**

- A. I understand that I may change my religion and corresponding religious diet no more often than once each year.
- B. I understand that if I voluntarily request that my religious diet be canceled, I must do so in writing and I must wait for a period of one year before requesting that my diet be reinstated or requesting a new religious diet.
- C. During meals I will eat and possess on my food tray only those food items served as a part of the Religious Diet Program.
- D. I will not purchase, possess or consume any food items that are not permitted under my religious diet. I understand that my Canteen purchases will be routinely monitored.
- E. I will not eat foods from the general diet that are not served to me as part of my religious diet.
- F. I will follow all facility policies for dining in my facility.
- G. I will not provide all or portions of my specially prepared meal to other offenders.
- H. I will not collect religious food items (other than Canteen items) in my cell.
- I. I understand that should I violate one of the provisions in paragraphs C, D, or E, I will receive one (1) written warning, but will be allowed to continue to participate in the Religious Diet Program.
- J. I further understand that should I violate one of the provisions in paragraphs C, D, or E, a second time within a one year time period, I will be terminated from the Religious Diet Program for a period of one (1) year from the date of the second incident.
- K. I understand that should I violate one of the provisions in paragraphs F, G, or H, I will be prosecuted for violation of the Code of Penal Discipline.

By my signature below, I acknowledge that I have read and/or discussed with a DOC employee or contract worker the contents of this agreement. I further agree that if permitted to participate in the Religious Diet Program **I will abide by the conditions of participation set forth above in this agreement.**

Offender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: CENTRAL FOOD SERVICE AND LAUNDRY OFFICE  
OFFENDER DEPARTMENT FILE  
OFFENDER WORKING FILE  
OFFENDER

**COLORADO DEPARTMENT OF CORRECTIONS  
RELIGIOUS DIET NON-COMPLIANCE REPORT**

<b>OFFENDER NAME:</b>	<b>DOC #:</b>	<b>DATE OF INCIDENT:</b>
<b>FACILITY:</b>	<b>UNIT:</b>	<b>TIME OF INCIDENT:</b>
<p><b>I OBSERVED THE ABOVE NAMED OFFENDER VIOLATING THEIR RELIGIOUS DIET PARTICIPATION AGREEMENT IN THE FOLLOWING MANNER: (Be specific: when, where, what food item(s), others involved, etc.)</b></p>		
<p><b>FACILITY:</b>  <b>REPORTER'S NAME: (Print)</b> _____ <b>DATE OF REPORT:</b> _____  <b>REPORTER'S SIGNATURE:</b> _____  <b>WARDEN'S SIGNATURE:</b> _____</p>		
<p><b>DOC CENTRAL OFFICE/FOOD SERVICE OFFICE:</b></p> <p><b>FOOD SERVICE REVIEWER NAME:</b> _____ <b>DATE FORWARDED:</b> _____  <b>REVIEWER'S SIGNATURE:</b> _____</p>		
<p><b>DOC CENTRAL OFFICE/OPERATIONS:</b></p> <p>_____ <b>FIRST WARNING:</b> <i>Upon receipt of your first notice of non-compliance you will be permitted to continue your participation in the religious diet program. If you receive a second notice of non-compliance within a one year time frame, you may lose the privilege of receiving a religious diet for one year.</i></p> <p>_____ <b>Religious DIET TERMINATION:</b> <i>Due to your non-compliance with one or more provisions contained in your signed Religious Diet Participation Agreement, your religious diet will be terminated.</i></p> <p><b>Termination of diet is effective:</b> _____</p> <p><b>Director of Prison Operations Signature:</b> _____</p> <p><b>Date:</b> _____</p>		
<p><b>DISTRIBUTION:</b>  CENTRAL FOOD SERVICE AND LAUNDRY  OFFENDER DEPARTMENT FILE  OFFENDER WORKING FILE  OFFENDER</p>		

## RELIGIOUS DIET CANCELLATION REQUEST

I request that my religious diet be cancelled immediately. I understand that I must wait for a period of one year before requesting that my diet be reinstated or before requesting a new religious diet.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

NUMBER: \_\_\_\_\_

FACILITY: \_\_\_\_\_

UNIT: \_\_\_\_\_

DISTRIBUTION:

CENTRAL FOOD SERVICE AND LAUNDRY OFFICE  
FOOD SERVICE SUPERVISOR  
OFFENDER DEPARTMENT FILE  
OFFENDER WORKING FILE  
OFFENDER

ADMINISTRATIVE REGULATION  
IMPLEMENTATION/ADJUSTMENTS

AR FORM 100-01A (11/15/05)

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(FACILITY/WORK UNIT NAME) \_\_\_\_\_  
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN    NOT APPLICABLE    WITH THE FOLLOWING ADJUSTMENTS TO MEET  
LOCALIZED OPERATIONS/CONDITIONS

(SIGNED) \_\_\_\_\_ (DATE) \_\_\_\_\_  
Administrative Head