

Religious Articles

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Religious Article Procedure Processing

Religious articles such as Hijabs, Kippahs and long sleeves will be available for individuals being processed in Central Booking.

1. Screening **SHALL** notify the Chaplain when a person has a religious covering by email at dale.brown@traviscountytx.gov and provide the following information:
 - Name
 - DOB
 - Booking Number
2. Chaplain will conduct a follow-up review upon the inmate being housed.
3. If a subject requires a religious article:
 - A jail issued article will be provided to the individual
 - If there is a concern about a subject's request for a religious article, staff **SHALL** seek guidance from their supervisor rather than inquiring with the subject regarding the basis of their religious need.
 - The individual's personal religious items **SHALL** be documented on the property inventory sheet and in Tiburon under Management/Narrative.
 - Any religious article is only allowed to be worn in the proper manner and should only be worn by the inmate to whom the item was issued.
4. Religious articles as they relate to individuals with Medical or Mental Health concerns will be evaluated by Medical and/or Mental Health providers on a case-by-case basis.
 - If the inmate does not qualify for a jail issued religious article:
 - Their personal items **SHALL** be placed in the inmate's property.
 - This information **SHALL** be documented on the property inventory sheet.
 - It **SHALL** be documented why the inmate is not authorized to have the item(s).
5. If the religious article was being misused after being approved:
 - The item **SHALL** be confiscated.
 - Notification to Chaplain **SHALL** be made of the violation
 - An Informational **SHALL** be written to address reasons for the confiscation of the head covering. Include a list of witnesses if possible.

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SEARCHING HEAD COVERINGS

1. Allow the inmate to remove the head covering for search on their own. They are required to submit their head covering for search.
2. Searches **SHALL** be done in private by officers of the same gender only. When the search is completed, afford the inmate the jail issued head covering, and give them time to put it on before returning them to the intake counter.

CLOTHING

1. As an accommodation for a religion that prohibits exposure of an inmate's arms, an article of clothing with long sleeves will be provided at intake.
 2. This will be documented on the post status card and in the jail management system.
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BOOKING PHOTOS

1. Inmates with religious head coverings will have their photo taken with the head covering.
2. Booking photos with the head covering on will be completed by officers of the same gender as the inmate. This photo will be used for the post status card and is public information. Fingerprints will also be completed by an officer of the same gender.
3. The photographing process may be modified on a case-by-case basis for medical, mental health and special handling inmates. Photographs will be taken by an officer of the same gender regardless of the situation.