

Special Religious Request

Facility

Nature of Request:

- | | | |
|--------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------|
| <input type="checkbox"/> Religious Paraphernalia | <input type="checkbox"/> Personal Grooming | <input type="checkbox"/> Other |
| <input type="checkbox"/> Diet (Not Vegan or Restricted Vegan Meal Plan. See SOP 409.04.28) | <input type="checkbox"/> Religious Medallions | |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Religious Headwear | |

Offender Name: _____ ID#: _____ Date: _____

Reason and Justification for exception to normal allowances: Must include length of commitment or involvement in faith. Must include the religious scripture or reference this request is based upon. (**Any offender proven to be abusing the rights obtained through this request shall be subject to disciplinary action and rights will be terminated. Do not complete this form to request regular items already approved for possession such as religious medallions.**)

Offender's Signature

Facility Chaplain (Signature/Date) Approved/Disapproved (Circle one)

Warden/ Superintendent (Signature/Date) Approved/Disapproved (Circle one)

Field Operations Director/Designee (Signature/Date) Approved/Disapproved (Circle one)

Director of Chaplaincy Services (Signature/Date) Approved/Disapproved (Circle one)

General Counsel/Designee (Signature/Date) Approved/Disapproved (Circle one)

Comments:

Retention Schedule: Upon completion, this attachment shall be placed in the offender's institutional file and the file shall be maintained according to the official retention schedule for that file.

RECEIPT FOR SPECIAL REQUEST FORM AT COUNSELOR'S LEVEL:

OFFENDER'S NAME _____ GDC I.D. #: _____

I ACKNOWLEDGE RECEIPT OF THE SPECIAL REQUEST FORM FROM THE ABOVE OFFENDER.

DATE: ____/____/____ COUNSELOR'S SIGNATURE _____