

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.61.03	Page 1 of 16
	Original Effective Date: 11/07/02	New Effective Date: 12/01/20
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Chapter: 309 Resources for Inmates		
Subject: Religious Diets		

POLICY

The Division of Adult Institutions shall make accommodation available through standardized religious diet menus for inmates whose sincerely held religious beliefs require abstaining from certain prohibited foods.

REFERENCES

Federal Public Law 106-274, Sec. 3 – Protection of religious exercise of institutionalized persons

Wisconsin Statutes s. 301.33 – Freedom of Worship; religious ministrations

Wisconsin Administrative Code s. DOC 303.40 – Unauthorized transfer of property

Wisconsin Administrative Code s. DOC 309.02 – Definitions

Wisconsin Administrative Code s. DOC 309.23 – Food

Wisconsin Administrative Code s. DOC 309.61 – Religious Beliefs and Practice

DOC Diet Manual #101 – Nutrition Standards

DAI Policy 306.00.11 – Restrictive Housing Meal Restrictions

DAI 309.04.01 – Inmate Mail

DAI Policy 309.20.03 – Inmate Personal Property and Clothing

DAI Policy 309.61.01 – Religious Beliefs and Practices

DAI Policy 309.61.02 – Religious Property

DAI Policy 500.30.24 – Modified Diets for Medical/Dental Reasons

Attachment A – Kosher Symbols

Attachment B – Religious Diet Participation Agreement

DEFINITIONS, ACRONYMS AND FORMS

Academy of Nutrition and Dietetics (AND) – Organization of credentialed practitioners including Registered Dietitian Nutritionists (RDNs), Dietetic Technicians Registered (DTRs), and other professionals holding undergraduate and advanced degrees.

Advanced Care Provider (ACP) – Health care provider with prescriptive authority.

Chaplain – Employee who coordinates and supervises the facility's religious programs and who may provide direct services.

Chaplain Designee - An employee assigned by the facility leadership to perform these duties in the absence of a chaplain.

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Commercial Food Vendor – For the purpose of this policy, a business licensed or otherwise authorized by a state or federal agency to process/serve foods in compliance with applicable food safety laws/regulations. For production of wild game meat, this may include participation in a voluntary inspection program which verifies that animals were commercially raised for food, slaughtered and processed according to laws/regulations governing meat and poultry inspection.

Computrition – Foodservice management software.

DAI – Division of Adult Institutions

DAI Annual Religious Dietary Accommodations Memo – Posted notice of dates and sign-up deadlines for temporary/multi-day religious fasting/dietary prohibitions and URG religious observance congregate meals within the coming year.

DOC – Department of Corrections

DOC-184 – Disbursement Request

DOC-643 – Interview/Information Request (Bilingual)

DOC-761 – Interview/Information Request

DOC-1090 – Religious Preference (electronic WICS screen ORPT160 or paper version if electronic form is unavailable.)

DOC-2075 – Request for New Religious Practice

DOC-2167 – Religious Diet Request

DOC-2466 – Incident Report (WICS)

DOC-2810 – Request to Purchase Personal Ceremonial Food Item

DOC-3220 – Refusal of Recommended Health Care

DOC-3341 – Modified Diet Consent/Refusal

DOC-2935 – Request Accommodation for Temporary/Multi-Day Religious Fasting/Dietary Prohibitions

DOC-2935A – Request Temporary Change of Medication Schedule for Religious Fasting

FSA – Food Service Administrator

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Halal – “Lawful” foods in accordance with Islamic law. The DOC halal diet shall include halal meat meals served four times per week, as well as fish entrees (scale fish only). The DOC halal diet excludes foods identified in accordance with the strictest interpretation of Islamic law as:

- Haram – Something which is unlawful or prohibited. “Forbidden” foods or behaviors.
- Mushbooh – A food designated as “doubtful” or “suspect” - unclear whether the food is halal or haram.

HSM – Health Services Manager

HSU – Health Services Unit

Inmate Complaint Review System (ICRS) – Inmates requesting religious accommodation shall exhaust administrative remedies via DOC-2075 prior to initiating ICRS.

Kosher/Kashrut – “Clean, fit or proper,” according to Jewish scripture, practice and rabbinical authorities. The DOC kosher diet accommodates the strictest interpretation of kosher law defining:

- Treif – Food prohibitions, including 1) specified ingredients such as pork, shellfish, birds of prey, insects, reptiles; 2) combining meat and dairy products within a meal; and 3) foods which are not prepared according to specified kosher procedures.
- Pareve – Foods identified to contain no meat or dairy (e.g., fruits, vegetables, grains, fish, eggs), which can be served with either meat or dairy meals.
- Chametz – Grains or leavened products, which are prohibited during annual multi-day Passover. These items are permissible under kosher law at other times during the year. Inmates may request “Kosher for Passover” accommodation per Section II. to abstain from chametz at the appropriate time.

Medical/Dental Dietary Treatment – Per DAI Policy 500.30.24, therapeutic dietary requirements for medical or dental reasons ordered by licensed health care staff, and reviewed by a central office Registered Dietitian.

Personal Ceremonial Food Item – Product used for symbolic ritual, based upon individual sincerely held religious beliefs. Inmates may receive permission to purchase and consume during the URG Annual Religious Observance Congregate Meal via DOC-2810.

Plant-based – Food obtained from plant sources (e.g., fruits, vegetables, beans, legumes, cereals, grains, nuts, etc.). Prepared foods and recipes that do not contain beef, pork, poultry, eggs, fish and milk or dairy ingredients (e.g., milk-free margarine, milk-free bread).

Point of Service – The point at which the inmate receives his/her meal tray/bag (e.g., dining hall, housing unit servery, in cell).

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PSU – Psychological Services Unit

Religious Diet Participation Agreement – Compliance expectations inmates must accept in order to be eligible for religious dietary accommodations.

Religious Diet Tenets – Principles or faith doctrines supporting adherence to certain dietary practices. Dietary practices may include prohibition of certain foods and/or food handling guidelines. Note that some foods are permissible under religious tenets, but not provided in the DOC religious diet program (e.g., eggs and fish may be acceptable for some faiths that adhere to vegetarian diets, but are not included in the DOC plant-based religious diet). Inmates consuming such items would not be in violation of the religious diet policy.

Religious Practices Advisory Committee (RPAC) – Committee comprised of representatives of community religious groups and DOC staff who provide the DOC with policy recommendations.

Religious Practices Coordinator – DAI staff member who chairs the RPAC, reviews religious issues, coordinates information about inmate religious accommodations within the Department and between other agencies and provides the Administrator with policy recommendations.

RH – Restrictive Housing

RPAC Executive Committee – RPAC subcommittee which consists of DAI staff members and responds to inmate religious requests.

Self-Selection from General Menu – An individual chooses to consume or abstain from foods provided on the general menu. Inmates may make choices at each meal for religious, secular or personal preference reasons. DOC does not provide supplemental foods to replace menu items the inmate voluntarily chooses not to consume.

Umbrella Religion Group (URG) – An inclusive group designed to appeal to a wide range of religious beliefs within a given faith tradition: Catholic, Eastern Religions, Humanist/Atheist/Agnostic, Islam, Jewish, Native American/American Indian, Pagan and Protestant/Other Christian. Example: A Protestant/Other Christian URG would incorporate and accommodate Protestant/Other Christian denominations such as Lutheran, Baptist, Methodist, Presbyterian, etc.

PROCEDURE

I. Religious Diet Requests

- A. The DOC religious dietary accommodations are constructed to allow adherents to abstain from religiously prohibited foods and still receive adequate calories and nutrition. The menus exclude food products or

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- ingredients considered prohibited under the strictest interpretation of faith tenets and dietary adherence standards.
- B. The DOC halal, kosher and plant-based religious diet accommodations are not intended to provide all possible foods considered to be permissible, preferred, traditional, cultural, ceremonial or sacred under religious tenets. As with the general menu, inmates may supplement food consumption to satisfy personal preferences from inmate canteen purchases or other allowable foods.
- C. Inmates may be approved for religious dietary accommodations consistent with their designated religious preference only.
- D. Procedure
Inmates shall complete and submit DOC-2167 to the Chaplain/designee to be considered for religious diet accommodation.
1. All sections of the request form shall be completed in sufficient detail to ensure the request is clear and complete.
 2. Inmates shall accept all terms of the Religious Diet Participation Agreement (delineated in DAI Policy 309.61.03 Attachment B and DOC-2167) to be eligible to receive accommodation.
 3. The Chaplain/designee may interview the inmate to assess basis for dietary request. Inmates shall comply with Chaplain/designee interview.
 4. Inmates may submit DOC-2075 to request a religious diet accommodation not offered under this policy (see Section IX).
 5. Inmates who are denied religious diet accommodation shall be advised by the Chaplain/designee to self-select from the general menu.
 6. Inmates may appeal the denial of a religious diet request by submitting DOC-2075. This administrative remedy shall be exhausted prior to utilizing the ICRS.
 7. The Chaplain/designee shall retain original DOC-2167 records, and provide copies to Food Service, the housing unit and the inmate, notifying each of any approval or change of religious diet.
 8. Following transfer to another facility, inmates shall submit DOC-2167 to the Chaplain/designee to request continuation of the religious diet.
- E. Food Service shall:
1. Maintain records of inmates receiving religious diets.
 2. Maintain facility "As Served Menus" for halal, kosher and plant-based diets.
 3. Direct all questions regarding religious diet menus, substitutions and preparation to the Dietetic Services Director/designee.
- F. RH Safety Procedures
Inmates in RH who are receiving a religious diet accommodation and are subsequently placed on meal restrictions for safety/security shall receive

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religious accommodation in the least restrictive means possible per DAI Policy 306.00.11.

1. Proper accommodation shall be assessed on a case-by-case basis in consultation with the Dietetic Services Director/designee and Religious Practices Coordinator.
2. New religious diet requests for inmates on RH meal restrictions shall be reviewed after safety/security measures have been lifted.

G. Compliance Expectations

1. Inmates receiving any religious dietary accommodation shall adhere to Attachment B of this policy.
2. Once approved, Food Service shall provide only the approved religious diet meal until formally cancelled.
3. Inmates receiving any religious diet accommodation are not permitted to choose religious diet tray or general menu tray on a meal-to-meal basis.
4. Violations

Inmates who violate the terms of Attachment B of this policy twice in a six month period may become ineligible for religious diet accommodation for no less than a period of six months.

 - a. Upon witnessing possible/suspected inmate religious diet violations, staff members shall complete DOC-2466 with notification to the Chaplain/designee.
 - b. Chaplain/designee shall investigate DOC-2466 to determine whether inmate has violated faith tenets or religious dietary laws. If investigation indicates:
 - i. No violation occurred (e.g., inmate consumed allowable item not provided on DOC meal tray), Chaplain/designee shall document via DOC-2466.
 - ii. First violation within six months occurred, Chaplain/designee shall counsel inmate and shall document via DOC-2466.
 - iii. Second violation within six months occurred, Chaplain/designee shall rescind inmate's religious diet accommodation via DOC-2167, and document via DOC-2466.

H. An inmate may request in writing that his/her religious diet be cancelled at any time by submitting DOC-643 or DOC-761 to the Chaplain/designee. Verbal cancellations shall not be accepted.

I. Inmates shall wait six months after denial, voluntary cancellation or termination of a religious diet before requesting reinstatement or a new religious diet.

II. Temporary/Multi-Day Religious Fasting/Dietary Prohibitions

A. Some faith traditions may require adherence to temporary dietary prohibitions for select holidays (e.g., Bahá'í fasting, Kosher for Passover, Ramadan fasting, Tisha B'Av fasting, Yom Kippur fasting).

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- B. The DOC shall provide accommodation to ensure that inmates may receive adequate nutrition while adhering to the temporary dietary prohibitions. Accommodations are not intended to provide all possible foods considered to be permissible, preferred, traditional, cultural, ceremonial or sacred under religious tenets.
- C. Determination of Dates/Notice of Deadlines
1. The RPAC Executive Committee shall issue a memo each year indicating the timeframe for these multi-day dietary religious accommodations.
 2. Specific dates shall be established in consultation with community faith advisors.
 3. Facilities shall post the DAI memo in the facility Chapel throughout the year, specifying deadlines for requesting accommodation.
 4. Facilities without a designated Chapel space shall post in a central location accessible to the general population.
 5. Facilities may post the memo on RH units, facility television channels, etc., at the discretion of the Warden/designee, though inmates should not rely exclusively upon these information sources – which may vary by facility.
 6. Inmates who are unable to visit the Chapel (e.g., hospitalization, Infirmary, RH, supervised living facility) are responsible to request dates/deadlines in writing from the Chaplain/designee via DOC-643 or DOC-761.
- D. Sign-Up Procedure & Inmate Verification Process
1. Inmates shall request accommodation by submitting a DOC-2935.
 - a. Forms must be received by the Chaplain/designee at least 60 days prior to the initial meal.
 - b. Inmates may submit DOC-2935 up to 12 months in advance.
 - c. Inmates are responsible to verify approval prior to specified deadline, and resubmit DOC-2935 in a timely manner as needed.
 - d. DOC-2935 forms received by the Chaplain /designee after specified deadline or “lost in mail” shall be deemed untimely and shall be denied.
 2. Deadline exceptions may be considered under the following conditions:
 - a. Inmate was initially received into DAI custody within 60 days prior to the start date.
 - b. Inmate submits request within five business days of transfer between facilities; and Chaplain/designee is able to confirm the inmate requested accommodation in a timely manner at the prior facility.
 3. Inmates who change religious preference designation less than 60 days prior to the start date are not eligible for accommodation.
- E. Participant Lists
1. The Chaplain/designee shall review DOC-2935 requests and compile a list of approved participants for each multi-day fasting or dietary prohibition.
 2. List shall be provided at least 45 days prior to the initial meal date to:
 - a. Food Service.
 - b. HSM/designee.

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3. Food Service shall review the participant list in advance to identify inmates receiving medical/dental dietary treatment, consulting with HSU as appropriate, per Section VIII.
 4. HSM/designee shall ensure that an ACP reviews the participant list in advance to arrange patient education/counseling for individual inmates, as needed, about medical risks or contraindications of fasting or dietary prohibitions, per Section VIII.
- F. Temporary Change of Medication Schedule for Religious Fasting.
1. Inmates shall submit DOC-2935A to request an alternative medication(s) schedule for religious fasting.
 2. Upon receipt of DOC-2935A, HSU/PSU shall schedule appointment to review medications with inmate patient.
 3. ACP shall:
 - a. Review DOC-2935A and health record to assess for potential medical contraindications.
 - b. Educate/counsel inmate patient concerning potential consequences of medication schedule changes.
 - i. Inmate patient may withdraw altered schedule request.
 - ii. Inmate patient may elect to fast against medical advice; HSU/PSU shall obtain signed DOC-3220 from inmate patient acknowledging/accepting risk.
 - c. Order temporary medication schedule changes:
 - i. Start date.
 - ii. End date (resuming normal schedule).
 - d. Document visit and patient education in health care record.
 4. Patient shall notify HSU in writing or during health care appointment of any subsequent request to discontinue alternative medication schedule prior to specified end date.
- G. Inmates who wish to voluntarily discontinue multi-day fasting/dietary accommodation shall notify the Chaplain/designee in writing, by submitting DOC-643 or DOC-761.
1. Verbal cancellations shall not be accepted.
 2. There shall be no opportunity to resume fasting/dietary accommodation if voluntarily halted.
- H. The DOC shall not provide dietary accommodation for single-day fasting, as inmates may resume normal meal schedule the next day.
- III. URG Annual Religious Observance Congregate Meal**
- A. For each URG that holds regular congregare religious services (i.e., large enough inmate population per DAI Policy 309.61.01 and facility procedure), facilities may provide one opportunity per year for a religious observance congregare meal. URG event shall maintain its spiritual purpose.
1. Attendance from outside of the facility shall be limited to religious volunteers or spiritual leaders approved by the facility.

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2. Religious observance congregate meals shall occur within the daily limits of inmate movement within the facility.
- B. Determination of Event Dates/Notice of Deadlines
1. The RPAC Executive Committee shall issue a memo each year indicating the timeframe in which facilities may schedule and observe the URG Annual Religious Observance Congregate Meals.
 2. Specific dates shall be established in consultation with community faith advisors.
 3. Facilities shall post the DAI annual religious dietary accommodations memo in the facility Chapel throughout the year, specifying deadlines for requesting accommodation.
 4. Facilities without a designated Chapel space shall post in a central location accessible to the general population.
 5. Facilities may post the dates on RH units, facility television channels, etc. at the discretion of the Warden/designee, though inmates should not rely exclusively upon these information sources – which may vary by facility.
 6. Inmates who are unable to visit the Chapel (e.g., hospitalization, Infirmary, RH, supervised living facility) are responsible to request dates/deadlines in writing from the Chaplain/designee via DOC-643 or DOC-761.
- C. Sign-Up Procedure/Requesting Participation
1. Inmates shall request participation by submitting a DOC-643 or DOC-761 to the Chaplain/designee at least 30 days in advance of the event date.
 2. Inmates who change religious preference designation less than 30 days prior to the event are not eligible to attend.
- D. Participant List
1. The Chaplain/designee shall review requests and compile approved participants for each URG Annual Religious Observance Congregate meal.
 2. Chaplain shall provide participant list to Food Service at least 15 days prior to the event date.
- E. Menu
- Facility Food Service shall provide each inmate's regular food service meal (general menu, religious or medical/dental dietary treatment, as appropriate), thereby ensuring DAI compliance with DOC Diet Manual #101 for providing consistent, adequate and appropriate nutrition.
1. Food Service may accommodate the celebration by switching the general menu for that day with another meal from within the weekly menu rotation. The Chaplain/designee shall coordinate menu with the FSA a minimum of 45 days prior to the URG event for proper planning.
 2. DAI shall not purchase, prepare or otherwise subsidize or use state taxpayer resources to provide ceremonial foods.

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3. Except as provided within DAI 309.61.02 for congregate-use ritual items, facilities shall not accept donation of foods.

F. Personal Ceremonial Food Item

1. Inmates may request individual accommodation to purchase and consume a single-serving portion of one ceremonial food item or one packaged ceremonial set (e.g., Seder plate) in conjunction with the URG Annual Religious Observance Congregate Meal.
2. Product shall satisfy the following conditions:
 - a. Source of food item is a commercial food vendor.
 - b. Shall be mailed/shipped/delivered to the facility in accordance with DAI Policy 309.04.01 and DAI Policy 309.20.03.
 - c. Product is delivered in a single, sealed package.
 - d. Packaging allows for inspection in the mail/property room per normal facility procedures.
 - e. Product is shelf-stable, non-perishable or otherwise capable of being stored at room temperature.
 - f. Product packaging does not include any chemical refrigerant or heating elements.
 - g. Product does not require refrigeration, heating or preparation.
3. Inmates shall submit a DOC-2810 to the Chaplain/designee at least 60 days in advance of the event date, and shall include the following details:
 - a. Specific ceremonial food item requested.
 - b. Religious/spiritual/ceremonial significance.
 - c. Source of food item from a commercial food vendor.
 - d. Individual portion cost.
 - e. Delivery method and charges.
 - f. Possible substitution if preferred ceremonial food item is not approved or is unavailable.
4. Upon receiving approval of DOC-2810 request to purchase ceremonial food item, inmate shall initiate the DOC-184 and order product within five business days.
 - a. Inmate shall have sufficient funds in their account at the time of the order.
 - b. Family or friends may deposit funds into inmate account for purchase of these items, per Business Office procedures and accounting methods.
 - c. DAI facilities shall not accept delivery of ceremonial food item purchased directly from any vendor by inmate family or friends.
 - d. DOC-2810 approval for purchase of ceremonial food item becomes null and void if inmate submits DOC-184 after the five-day deadline or has insufficient funds for purchase and delivery costs.
 - e. Inmate is responsible to coordinate timely delivery with vendor.
 - f. DAI facilities are not responsible for vendor supply or shipping failure/schedule/delays which result in the ceremonial food item being unavailable on the date of the URG event.

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5. If DOC-2810 request is denied due to incomplete information, inmate may correct and resubmit within five business days, to be considered timely based upon original submission date.
6. After processing through the mail/property room per DAI Policy 309.20.03, ceremonial food items for individual inmates (purchasers) shall be delivered to the Chaplain/designee for appropriate distribution:
 - a. DAI facilities shall store shelf-stable ceremonial food items for individual inmates (purchasers) until the appropriate date/time of the URG event.
 - b. DAI facilities are not responsible to provide specialized food storage or preparation (e.g., refrigeration; heating/warming; serving utensils/dishes).
 - c. Chaplain/designee shall distribute ceremonial food items to individual inmates (purchasers) at the URG event site.
 - d. Ceremonial food items shall be disposed of per facility procedure, if:
 - i. Inmate becomes unable to attend the event.
 - ii. Not received and processed at the facility prior to date of the URG event.
7. Inmates shall adhere to Wisconsin Administrative Code Ch. 303, which prohibits donating/providing/sharing ceremonial foods with other event attendees.
8. All ceremonial food items shall be consumed by individual inmates (purchasers) or disposed of at the conclusion of the event.
9. DOC is not liable for any food-borne illness which may result from consumption of personal ceremonial food items from commercial food vendors.

IV. Halal Diet Menu/Preparation

- A. Food Service shall provide inmates identifying Islamic URG religious preference a halal diet when DOC-2167 is approved by the Chaplain/designee.
- B. Islamic URG practitioners may adhere to different interpretations of Islamic halal law, particularly related to animal products such as eggs and dairy.
 1. The DOC halal diet has been designed to meet inmate caloric and nutritional needs while abstaining from food prohibitions of strictest halal adherence regimens.
 2. All foods identified haram or mushbooh under the strictest interpretation of Islamic law are excluded. Examples of products excluded from the DOC halal menu: non-halal meat or fish (e.g. pork, shellfish); eggs/dairy/other ingredients which may be derived from animals maintained or slaughtered in non-halal conditions; ingredients which may contain alcohol/intoxicants (e.g. baking extracts).
 3. Milk is not deemed haram or mushbooh, as it is derived from non-slaughtered animals.
 4. Halal adherents with fewer food prohibitions are thereby accommodated, inclusively.

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- C. Food Service shall ensure the following requirements are met when providing halal diets:
1. Halal-certified meats shall be served four times weekly.
 2. Halal-compliant fish entrees shall be served when on the general menu.
 3. Remaining foods shall be consistent with the DOC plant-based diet (see Section VI.).
 4. Prepared foods containing eggs or dairy ingredients shall not be served.
 5. Beverage (e.g. milk, fortified fruit drink) shall be served consistent with DOC – HALAL Computation menus.
- D. Food Service shall ensure that halal meats are halal-certified and shall maintain documentation thereof.

V. Kosher Diet Menu/Preparation

- A. Food Service shall provide inmates identifying Jewish URG religious preference with a kosher diet when DOC-2167 is approved by the Chaplain/designee.
- B. Kosher menus and procedures are approved by the Dietetic Services Director, consistent with the Academy of Nutrition and Dietetics guidelines for serving kosher meals in non-kosher food service operations.
- C. Food Service staff shall follow kosher menus, recipes and procedures documented in Computation.
1. Food products are labeled kosher-certified.
 - a. Reference Attachment A for Kosher symbols.
 - b. If individual portions are not labeled, Food Service shall ensure the case is properly labeled and shall maintain documentation thereof.
 2. Single-serving containers shall be served unopened.
 - a. Pre-packaged items shall be served with seal intact.
 - b. Eggs shall be served hard-cooked with shells intact.
 - c. Whole fresh fruit and whole fresh vegetables shall be served with skin intact.
 - d. Baked potatoes shall be served with skin intact and double-wrapped.
 3. Multi-serving containers shall be opened and handled consistent with specific kosher procedures in Computation recipes.
 - a. Disposable cookware and utensils (foil pans, aluminum foil, plastic wrap or disposable spoons) shall be used to prevent contamination by non-kosher cooking vessels/equipment.
 - b. Kosher items may be heated in non-kosher ovens, steamers, etc., provided the container remains sealed and double-wrapped.
 4. Only disposable meal trays, containers, serving dishes, cups and utensils shall be used in serving kosher meals.
 5. Milk shall not be served with any meal containing meat, poultry or fish.
 - a. Water or fortified fruit drink mix shall be served as a beverage.

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- b. Menu items containing dairy products shall not be served (as an ingredient or side dish).
- c. Only dairy-free margarine shall be served.
- d. Bread shall be dairy-free.
6. If RH meal restrictions necessitate serving opened containers (e.g., utensil/foil/container/eggshell restrictions) staff shall either:
 - a. Allow the inmate to open the container under observation; or
 - b. Open the container in the inmate's presence.

VI. Plant-Based Diet Menu/Preparation

- A. Food Service shall provide a plant-based diet to inmates when DOC-2167 is approved by the Chaplain/designee.
- B. Multiple forms of vegetarianism have been identified in literature.
 1. The DOC plant-based diet has been designed to meet inmate caloric and nutritional needs while abstaining from food prohibitions of the most restrictive vegetarian regimens (e.g., meat, poultry, fish, eggs and animal products).
 2. Vegetarian adherents with fewer food prohibitions are thereby accommodated, inclusively.
 3. To ensure adequate nutrition, some products may contain vitamin/mineral fortification derived from live-animal products (e.g. Vitamin D3 derived from sheep wool).
- C. Food Service shall ensure the following requirements are met when providing plant-based diets:
 1. Foods provided under this policy shall be plant-based.
 2. Bread shall be dairy-free.
 3. Margarine shall be dairy-free.
 4. Milk and dairy products shall not be used as a food ingredient.
 5. Fortified fruit drink mix is served as a beverage.

VII. Typical DOC Religious Diet Accommodations

The most common religious dietary adherence practices of religious groups are listed below (not all-inclusive).

UMBRELLA RELIGION GROUP	OPTIONAL COMMUNITY RELIGIOUS DIET PRACTICES and SPECIAL OBSERVANCES	DOC ACCOMMODATION OPTIONS
Catholic	Vegetarianism Lent: Meatless entrée on Ash Wednesday, Good Friday, and every Friday during Lent. Adherents fast between meals on Ash Wednesday and Good Friday.	Self-Selection or Plant-based
Eastern Religion	Vegetarianism Bahá'í Fast: sunrise to sunset 19-days in March	Self-Selection or Plant-based
Humanist/Atheist/ Agnostic	Vegetarianism	Self-Selection or Plant-based

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UMBRELLA RELIGION GROUP	OPTIONAL COMMUNITY RELIGIOUS DIET PRACTICES and SPECIAL OBSERVANCES	DOC ACCOMMODATION OPTIONS
Islam	Halal or Vegetarianism Fast: Ramadan – dawn to sunset 29 to 30 days	Self-Selection or Plant-based or Halal
Jewish	Kosher or Vegetarianism Fast: Six days which vary throughout the year. Passover (Kosher for Passover)	Self-Selection or Plant-based or Kosher
Native American/ American Indian	Vegetarianism	Self-Selection or Plant-based
Pagan	Vegetarianism	Self-Selection or Plant-based
Protestant/Other Christian	Vegetarianism	Self-Selection or Plant-based
Other	Vegetarianism	Self-Selection or Plant-based

VIII. Concurrent Requests – Medical/Dental Dietary Treatment and Religious Diet Accommodation

- A. Dietary needs are addressed through two possible avenues:
1. Inmates are responsible to request religious diet accommodations (e.g. halal, kosher, plant-based) through the Chaplain/designee, per Section A.
 2. Health needs are addressed by a qualified health care professional, per DAI Policy 500.30.24.
- B. Food Service staff are responsible to cross-check:
1. New religious diet approvals with existing medical/dental dietary treatment orders.
 2. New medical/dental dietary treatment orders with existing religious diet approvals.
 3. Participant lists for multi-day religious fasting/dietary accommodation with existing medical/dental dietary treatment orders.
- C. Food Service staff shall notify the following of concurrent requests:
1. DOC Dietetic Services Director/designee.
 2. HSM/designee for notification to the ACP.
- D. Menu Modifications
1. Religious diet menus shall only be altered by the Dietetic Services Director/designee, consulting health services staff as needed.
 2. Compatibility of concurrent requests shall be assessed on a case-by-case basis.
 3. Menus/procedures shall not be altered to accommodate inmate personal food preferences.
 4. If compatible, concurrent requests shall be accommodated. Dietitian shall notify Food Service and Health Services of appropriate menu in Computation.
 5. If Dietitian determines concurrent requests are not compatible:

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Chapter: 309 Resources for Inmates		
Subject: Religious Diets		

- a. Dietitian shall notify HSU/ACP that medical/dental dietary treatment needs cannot be met in conjunction with requested religious accommodation.
- b. HSU/ACP shall educate inmate on risks associated with declining medical/dental dietary treatment.
- c. Inmate may elect to receive:
 - i. Medical/dental dietary treatment in lieu of religious diet accommodation by notifying the Chaplain/designee in writing (via DOC-643 or DOC-761) of desire to cancel religious diet.
 - ii. Religious diet accommodation in lieu of medical/dental dietary treatment by completing DOC-3341.
- d. Food Service shall provide prescribed medical/dental dietary treatment unless/until DOC-3341 is received.

IX. Inmate Request for New Religious Accommodation

- A. Inmates shall submit DOC-2075 to the Chaplain/designee per DAI 309.61.01, Section IV to:
 1. Request a religious dietary accommodation not specified in this policy.
 2. Appeal denial of a religious diet request.
- B. Inmates may appeal denied DOC-2075 through the ICRS.
- C. Inmates shall maintain documentation of approved DOC-2075 individualized accommodations.

Administrator's Approval: _____ **Date Signed:** _____
 Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 11/21/08	DAI Policy Number: 309.61.03	Page 16 of 16
New Effective Date: 01/11/21	Supersedes Number: 309.61.03	Dated: 7/1/17
Chapter: 309 Resources for Inmates		
Subject: Religious Diets		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jon Noble		

FACILITY PROCEDURE

- I. In accordance with Section III.F.3-4 of this DAI policy, when an inmate's approved DOC-2075 is received and he chooses to purchase an individual portion of a shelf-stable ceremonial food item, he shall submit a DOC-184 to the Chaplain to facilitate this purchase.
- II. The Chaplain shall:
 - A. Verify the approval for this item on the completed DOC-2075.
 - B. Approve or deny the item requested for purchase on the DOC-184.
 - C. Forward all approved DOC-184s to the Business Office for processing.
 - D. Return any denied DOC-184s to the inmate noting the reason for the denial on that form.
- III. The Property/Mailroom staff shall process the shelf-stable ceremonial food items received at this facility in accordance with DAI Policy 309.20.03 and forward them to the Chaplain.
- IV. The Chaplain shall store any individual portions of shelf-stable ceremonial food items and distribute them to the inmates who bought them in accordance with Section III.F.4.a-c of this DAI policy.