**Section 425.110 Requests for Religious Accommodations**

a) Committed persons requesting religious items shall submit the request in writing to the facility chaplain and shall be required, if requested by the facility chaplain or the Religious Practice Advisory Board, to include written verification from an outside faith group or from a religious authoritative source that the religious item is necessary for the practice of the committed person's religion or that the item is a symbol or integral part of the person's religion.

b) Committed persons requesting religious activities of the type not offered by the Department shall submit the request in writing to the facility chaplain and shall be required, if requested by the facility chaplain or the Religious Practice Advisory Board, to submit the following information:

1) Written verification that other committed persons belong to that faith and are interested in attending such religious activities;

2) The names, addresses, and telephone numbers of the outside leaders of the faith;

3) Copies of the by-laws, charters, or articles of incorporation, to the extent available;

4) Written verification of the religion's practices, requirements, historical origins, size of membership population, organization hierarchy and structure, role of religious personnel, and dietary restrictions;

5) The time, place, and nature of any religious activities to be conducted and the identity of the religious program volunteer who will conduct the requested religious activities as well as their address, telephone number, and credentials; and

6) The documentation required under Section 425.60.

c) Committed persons requesting religious accommodations not addressed in Section 425.110 may be required, if requested by the facility chaplain or Religious Practice Advisory Board, to provide some or all of the following:

1) The names, addresses, and telephone numbers of the outside leaders of the faith;

2) Copies of the by-laws, charters, or articles of incorporation, to the extent available; and

3) Written verification of the religion's practices, requirements, historical origins, size of membership population, organizational hierarchy and structure, role of religious personnel, and dietary restrictions.

d) The chaplain shall inform the Chief Administrative Officer of any religious request and may, as determined necessary, submit the request and any required documentation to the Religious Practice Advisory Board for review in accordance with Section 425.40.

(Source: Added at 19 Ill. Reg. 6515, effective May 1, 1995)