**Section 2425.100 Requests for Religious Accommodations**

a) Committed youth requesting religious items shall submit the request in writing to the youth center chaplain and shall be required, if requested by the youth center chaplain or the Director, 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 youth's religion or that the item is a symbol or integral part of the youth's religion.

b) Committed youth requesting religious activities of the type not offered by the Department shall submit the request in writing to the youth center chaplain and shall be required, if requested by the youth center chaplain or the Director, to submit the following information:

1) Written verification that other committed youth belong to that faith and are interested in attending 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 the volunteer's address, telephone number and credentials; and

6) The documentation required under Section 2425.50(g).

c) Committed youth requesting religious accommodations not addressed in this Section may be required, if requested by the youth center chaplain or Director, 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 Director.

(Source: Amended at 43 Ill. Reg. 14183, effective November 25, 2019)