



4/4/25

Dear Chaplaincy Services Colleagues,

Due to ongoing budgetary constraints, Chaplaincy departments may be augmented to posts outside their normal chapel assignments. As BOP law enforcement personnel, we all work together to meet agency needs as correctional workers.

Chaplains, as the religious SMEs and pastoral care providers, should make their Executive Staff aware of policy guidance on their appropriate non chapel posts assignments. PS3939.08, CN-2, *Chaplains' Employment, Responsibilities, and Endorsements* (2/25/25) states: **When staff members are needed to cover emergency posts, Chaplains will be assigned posts consistent with their pastoral roles. Chaplains ordinarily should not be assigned to mass shakedowns, searching inmates, or the more visible custody posts as they maintain high visibility throughout the institution and provide needed crisis intervention and pastoral care.**

Please advise your Executive Staff of your pastoral roles and responsibilities and which Chaplains are trained in Oleoresin Capsicum (OC) Aerosol Spray and/or firearms. Please help your Executive Staff understand time sensitive religious observances your department provides. These programs are protected under the First Amendment and the Religious Freedom Restoration Act (RFRA).

While the department may adjust religious programming in specific instances; there are certain days and times when such programming cannot be modified, and the augmentation of Chaplains and Chaplaincy Services Staff would be religiously and legally inappropriate. Be mindful of the weekly time-sensitive services which require direct constant supervision. Lastly, ensure you have adequate coverage for upcoming religious observances including the Sabbath into Passover (April 11-20) and Holy Week (April 13-20).

By maintaining clear communication, working together, and advance planning, Chaplains can provide institutional coverage and ensure departmental operations continue with minimal interruptions.

Peace and prayers,

Chaplain Heidi Kugler

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