



Sheriff-Coroner  
Jim Hart

## SANTA CRUZ COUNTY SHERIFF'S OFFICE INMATE PROGRAMS ORIENTATION SCHEDULE CALENDAR YEAR 2020

### CRITERIA TO RECEIVE AND MAINTAIN CORRECTIONS ACCESS

- All staff and volunteers who enter the facility to provide any type of programming must go through the Corrections Access process and maintain current status.
- Individuals must be 18 years old to receive corrections access. The Sheriff's Office will run a background check for all persons who apply for access to facilities. The following are reasons for denial: 1) Any pending felony or misdemeanor case 2) Any felony conviction within the last five years 3) Any misdemeanor conviction within the last three years may be cause for disqualification and will be taken on a case-by-case basis 4) Any information that indicates the person may threaten the safety of any person or the security of any facility 5) Lack of legitimate need for access to the security areas of facilities 6) The organization has an excessive number of persons cleared to access facilities.
- The following are reasons for suspension and/or revocation of jail clearance: 1) Charges of a new crime 2) Failure to comply with rules and regulations outlined in Inmate Programs Handbook 3) Violation of the Code of Conduct or behaving in a way deemed unfit by corrections staff.
- The Sheriff's Office maintains the right to refuse or revoke clearance at their discretion at any time.

### PROCESS TO RECEIVE AND MAINTAIN CORRECTIONS ACCESS

- All programs must have a designated "Director" who is the only person approved to submit Corrections Access Applications on behalf of the program.
- Corrections Access expires one year from the month the application was initially submitted (and the background clearance was completed for the individual). Note: This may not be the month in which the individual completed the Inmate Programs Orientation if there was a delay in their attending the Inmate Programs Orientation.
- The Director must contact a Program Coordinator immediately when a Staff/Volunteer no longer works for the organization so that their jail clearance can be terminated.

### NEW STAFF/VOLUNTEERS

- The Director notifies the corresponding facility Program Coordinator of new staff/volunteers by sending an email requesting to register staff/volunteer for orientation.
- The Director submits an electronic or hard copy of completed Corrections Access Application and a copy of the individual's government issued identification (i.e. Drivers License, Passport, State ID) to the corresponding facility Program Coordinator.
- Applications missing information will not be processed.
- Applications for orientation **must** be received no later than the Friday prior to orientation. \*Orientation is generally full by that time so applicants may be registered for the following month.
- Program Coordinators will notify Directors within 7 – 10 business days of application submission that staff/volunteer is registered for orientation or if they are not cleared for orientation.
- The Director should inform Program Coordinator if applicant cannot attend scheduled orientation and/or corrections access is no longer requested.

## ORIENTATION FOR NEW STAFF/VOLUNTEERS

- Jail Orientations are held twice each month at the Main Jail facility at 259 Water St.
- ALL new staff/volunteer providers and county staff who have inmate contact MUST attend either of the monthly orientations:
  - The first Wednesday of the month from 1:30 – 3:30pm OR
  - The last Wednesday of the month from 6:00 – 8:00pm
- **Note:** If a staff/volunteer's clearance has lapsed 2 or more years, they must attend orientation again
- There is a limit of 20 people registered for each orientation.
- The maximum registration for each organization is 4 staff/volunteers per orientation.
- Registrants are expected to arrive 15 minutes prior to the orientation.
- Registrants are expected to follow all Corrections Access Agreements contained in the Inmate Programs Handbook
- Upon completion of orientation, staff/volunteer is cleared to provide services in the facilities the following Monday

## ANNUAL RENEWAL

- The Director is responsible for tracking clearance expiration dates for their staff/volunteers and for initiating the submission of a renewal application.
- As a courtesy, the Inmate Program Coordinators will notify Directors within 30 days of clearance expiration.
- The Director submits an electronic or hard copy of completed Corrections Access Application and a copy of the individual's government issued identification (i.e. Drivers License, Passport, State ID) to the corresponding facility Program Coordinator.
- Applications missing information will not be processed.
- Unless otherwise notified, renewals will be automatically cleared to enter the facility within 7 business days of application submission.
- Program Coordinators will send Directors an updated roster by the first week of each month following the month in which there were any new/renewed staff/volunteers
- Staff/volunteers whose clearance expires will not be granted access to the facility.

<b>Calendar Year 2020 Schedule</b>			
<b><i>1st Wednesday REGISTRATION DEADLINE</i></b>	<b><i>1st Wednesday 1:30 – 3:30 pm ORIENTATION DATES</i></b>	<b><i>Last Wednesday REGISTRATION DEADLINE</i></b>	<b><i>Last Wednesday 6:00 – 8:00 pm ORIENTATION DATES</i></b>
<b><i>January 3rd</i></b>	<b><i>January 8th</i></b>	<b><i>January 24th</i></b>	<b><i>January 29th</i></b>
<b><i>January 31st</i></b>	<b><i>February 5th</i></b>	<b><i>February 21st</i></b>	<b><i>February 26th</i></b>
<b><i>February 28th</i></b>	<b><i>March 4th</i></b>	<b><i>March 20th</i></b>	<b><i>March 25th</i></b>
<b><i>April 3rd</i></b>	<b><i>April 8th</i></b>	<b><i>April 24th</i></b>	<b><i>April 29th</i></b>
<b><i>May 1st</i></b>	<b><i>May 6th</i></b>	<b><i>May 22nd</i></b>	<b><i>May 27th</i></b>
<b><i>May 29th</i></b>	<b><i>June 3rd</i></b>	<b><i>June 19th</i></b>	<b><i>June 24th</i></b>
<b><i>June 26th</i></b>	<b><i>July 1st</i></b>	<b><i>July 24th</i></b>	<b><i>July 29th</i></b>
<b><i>July 31st</i></b>	<b><i>August 5th</i></b>	<b><i>August 21st</i></b>	<b><i>August 26th</i></b>
<b><i>August 28th</i></b>	<b><i>September 2nd</i></b>	<b><i>September 25th</i></b>	<b><i>September 30th</i></b>
<b><i>October 2nd</i></b>	<b><i>October 7th</i></b>	<b><i>October 23rd</i></b>	<b><i>October 28th</i></b>
<b><i>October 30th</i></b>	<b><i>November 4th</i></b>	<b><i>November 13th</i></b>	<b><i>November 18th</i></b>
<b><i>November 27th</i></b>	<b><i>December 2nd</i></b>	<b><i>December 11th</i></b>	<b><i>December 16th</i></b>