



Jim Hart, Sheriff Coroner

Santa Cruz County Sheriff's Office Corrections Bureau

Inmate Programs Handbook

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INTRODUCTION

This handbook is a guide for Program Staff/Volunteers to serve as a reference manual during their term providing programs, services and activities within the corrections bureau. The handbook provides an overview of the Santa Cruz County jail system and identifies the policies and operational procedures, as well as the responsibilities of Program Staff and Volunteers, in providing services within the Corrections Bureau of the Santa Cruz County Sheriff's Office.

Thank you in advance for your valuable contribution of time, experience and skill building for the inmates at the Santa Cruz County Jails.

We sincerely appreciate your service to improving the safety of our community.

I. THE SANTA CRUZ COUNTY SHERIFF'S OFFICE: CORRECTIONS BUREAU

a. OVERVIEW OF THE CORRECTIONS BUREAU AND STAFFING

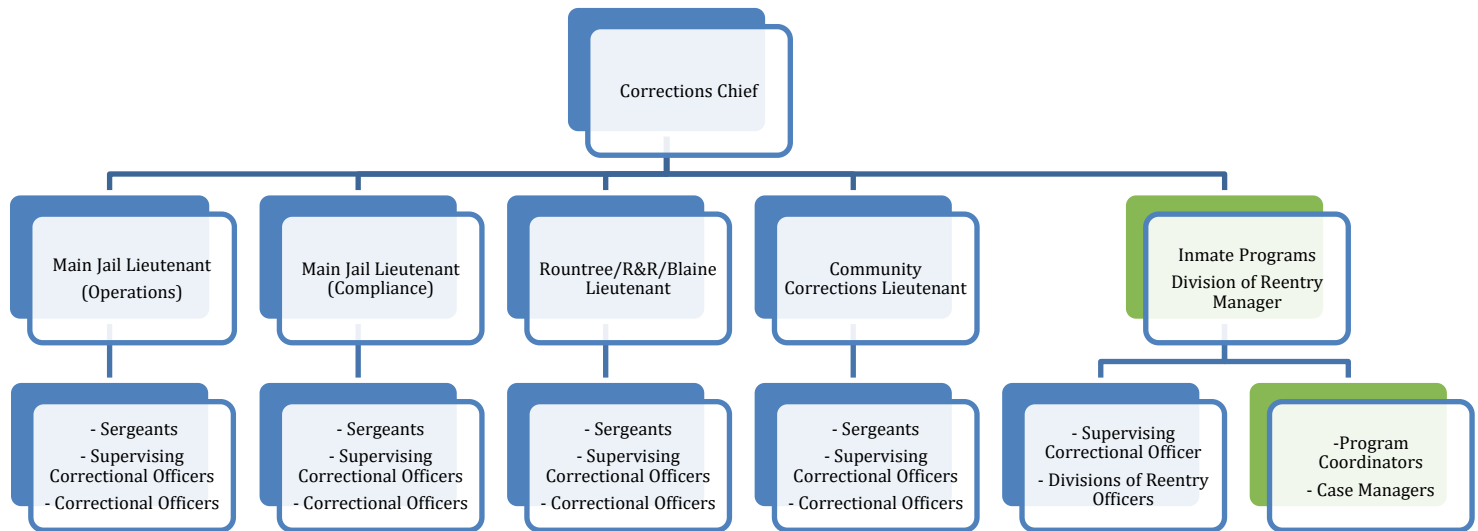
The Santa Cruz County Sheriff's Office Corrections Bureau is responsible for the oversight of individuals who have been arrested and are awaiting court processing or who have been sentenced to serve time in jail. The Corrections Bureau manages daily operations of all four county correctional facilities; administers the Work Release and Custody Alternatives Program and provides court security for the Superior Court.

The managing executive of the Corrections Bureau is the Chief of Corrections. He upholds the guidelines and policies that are established by the Jail Authority and has the final authority on daily operations of the Corrections Bureau. Four lieutenants and one civilian staff Manager report directly to the Chief.

Corrections also has Sergeants who report to the Lieutenants and who function as "Watch Commander;" supervising the day-to-day activities of staff and inmates at each facility. Supervising Correctional Officers (SCO) assist him/her in this process.

Correctional officers directly supervise the custody, care, safety, and security of inmates. This entails ensuring that rules, regulations and applicable legislation is followed, maintaining order, discipline and peace in the jail, conducting searches, tactically responding to emergency situations and transporting and transferring inmates. In addition, Officers support inmate programs by facilitating movement of providers and inmates to and from classes, encouraging program participation and managing attendance.

The Division of Reentry (DOR), the newest component of the Corrections Bureau is responsible for the administration of the Custody Alternatives Program (CAP), Work Release Program as well as providing all programming, services and activities for all inmates throughout the Corrections Bureau. The DOR is comprised of Correctional Officers, Program Coordinators and Case Managers who work to assess inmates needs and risks, move them to the least restrictive environment, engage them in programming that addresses their needs and risks and helps prepare them for successful reentry to the community while working to reduce recidivism. DOR staff schedule, support, facilitate, evaluate and teach programming throughout the bureau.



b. SANTA CRUZ COUNTY CORRECTIONAL FACILITIES

MAIN JAIL - A maximum-security in-direct supervision facility with a Board Rated Capacity of 319 male, female and transgender inmates. All law enforcement organizations transport arrested individuals to the Main Jail facility for booking. The Sheriff's Office is responsible to book, process, classify, house, medically treat, and transport all inmates to court. Based on classification, inmates may be transferred to a medium/minimum security facility. Main Jail houses pretrial and sentenced inmates including those awaiting transport to state prison.

BLAINE STREET WOMEN'S MEDIUM SECURITY PROGRAM FACILITY – A medium-security direct supervision facility with a Board Rated Capacity of 32 inmates. Blaine Street houses pretrial and sentenced inmates who identify as female. All inmates are expected to participate in programming.

ROUNTREE MEDIUM SECURITY PROGRAM FACILITY - A medium-security direct supervision facility with a Board Rated Capacity of 96 inmates. Rountree houses pretrial and sentenced inmates who identify as male. All inmates are expected to participate in programming.

REHABILITATION & RE-ENTRY (R&R) FACILITY – A minimum-security direct supervision facility with a Board Rated Capacity of 64 inmates. R&R provides a more independent living environment with single “rooms” for inmates. The intention of this facility is to provide a space in which inmates have the opportunity to gain the skills necessary to succeed in the community.

c. CONTACT INFORMATION FOR FACILITIES AND STAFF

Main Jail Facility 259 Water Street, Santa Cruz, CA 95060	454-7800
Blaine Street Facility 141 Blaine Street, Santa Cruz, CA 95060	454-7861
Rountree Facility 90 Rountree Lane, Watsonville, CA 95076	454-7873
Rehabilitation & Re-Entry Facility 100 Rountree Lane, Watsonville, CA 95076	454-7873
Vacant Inmate Programs Manager	454-7863
Laura Hagen Inmate Programs Coordinator <i>Main Jail and Blaine St.</i>	454-7840 laura.hagen@santacruzcounty.us
Tona Gonzalez Karlsson, MSW Inmate Programs Coordinator <i>Rehabilitation and Reentry Facility</i>	454-7896 tona.gonzalezkarlsson@santacruzcounty.us
Ed Greene, MSW Inmate Programs Coordinator <i>Rountree Facility</i>	454-7810 edward.greene@santacruzcounty.us

d. PURPOSE OF INMATE PROGRAMS

Inmate Programs is one of three components of The Division of Reentry (DOR) which is responsible for providing all programming, services and activities throughout the Corrections Bureau.

Inmate Programs Mission:

To provide incarcerated individual's access to quality rehabilitative programs that provide an opportunity to focus on self-improvement; learn evidence based interventions and skills to sustain healthy behaviors and prepare for successful re-entry to the community; thereby reducing recidivism.

Core Values:

- Safety
- Integrity
- Accountability
- Compassion
- Excellence
- Community

e. TITLE 15: MINIMUM PROGRAM STANDARDS FOR LOCAL CORRECTIONS FACILITIES

The California Code of Regulations Title 15, Minimum Standards for Local Corrections Facilities, establishes the mandated areas of programming for inmates.

- Section 1061: Education and vocation.
- Section 1064: Library services and access to community resources.
- Section 1065: Exercise and recreation.
- Section 1070: Individual and family services.
- Section 1071: Inmate voting.
- Section 1072: Religious observances.

We offer Programming in each of our four facilities: Maximum Security Main Jail, Medium Security Men's Facility – *Rountree*, Medium Security Women's Facility – *Blaine Street*, and the Rountree Men's Rehabilitation and Reentry Facility. Rountree, Blaine and R&R are considered Programs Facilities.

Inmate Programs are divided into 3 general categories: Activities, Programs and Services. The general types of curricula offered in each category are described below.

Programs: Cognitive behavioral based curricula, high school diploma/equivalency, life skills, mental health, parenting, substance use disorder, mindfulness, Career Technical Education, Batterers Intervention Program

Services: Benefits enrollment, health services, legal services, 12-step programming, library services, re-entry planning, spiritual support services, veteran's services, voting

Activities: Visual arts, writing, recreation, yoga

- There are a total of 56 activities, programs and services available between all facilities.
 - By category: 30 Programs, 19 Services, 7 Activities
- There are over 150 total classes offered between the facilities each week. The majority of programs meet weekly. Several are offered monthly or quarterly. Many classes are offered in multiple facilities. Many programs are offered in both English and Spanish.
- There are over 60 service providers who offer support across the three facilities. Providers include community-based organizations, community groups, educational institutions, skilled and inspired individuals, and religious organizations. Some providers offer various programs at multiple facilities. There are approximately 500 volunteers and program staff providing services throughout the facilities annually.
- Many of the programs offered in-custody are available to individuals in the community, in order to support continuity of care.

A complete inventory of classes is available upon request.

The goal of both the Sheriff's Office and Program Staff/Volunteers are the same:

To assist individuals while in custody to make safer choices that support healthier lifestyles

II. CORRECTIONS ACCESS

a. 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 active 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 Safety Rules 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 new/renewal/day 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.

INMATE PROGRAMS ORIENTATION FOR NEW STAFF/VOLUNTEERS

- Jail Orientations are held at the Main Jail facility at 259 Water St. on the first and last Wednesdays of the month. The Orientation is from 1:30 – 3:30 pm on the first Wednesday, and from 6:00 – 8:00 pm on the last Wednesday and is for all new staff/volunteers providing inmate programming including religious services, and county employees.
- There is a limit of 20 people in each orientation. Note: Most orientations are booked by mid-month.
- 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.
- Upon completion of orientation, staff/volunteer is cleared to provide services in the facilities the following week.
- Note: If a staff/volunteer member's clearance has lapsed 2 or more years, they must attend Inmate Programs Orientation again.

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 that includes updated expiration dates.
- Staff/volunteers whose clearance expires will not be granted access to the facility.

The Sheriff's Office maintains the right to refuse or revoke clearance at their discretion at any time.

III. WORKING IN A CORRECTIONS SETTING

a. SAFETY REQUIREMENTS TO WORK IN A CORRECTIONS SETTING

Corrections facilities are secure environments housing serious offenders. Security is the first and foremost consideration of every action taken or decision made within a facility. Access to adult correctional facilities shall be at the sole discretion of the Sheriff's Office Corrections personnel. Entry into a corrections facility may place you in danger and your personal safety is not guaranteed. You may be exposed to offensive language/and or behavior. The Sheriff's Office does not recognize the taking of hostages as a reason to relinquish control of a correctional facility.

The following guidelines must be adhered to at all times:

- Access to facilities and contact with inmates is permitted for official business only. Private practice by professionals for purposes other than those stated in the application is prohibited.
- Always bring a government issued photo ID to the facility.
- No one will be admitted into the secure area without first checking in with reception.
- Program staff/volunteers must wear a visitor's badge at all times.
- Program staff/volunteers are to leave all personal effects in their vehicle, locker, or designated storage areas outside of the secured area in the jail.
- All items brought in MUST be removed upon exit of classroom.
- Program staff/volunteers are responsible for class materials and equipment. Do not leave any items unattended.
- All persons are subject to search of their person and belongings.
- Conversations may be monitored or recorded.
- Only communicate with inmates with whom you have approved business.
- Only go where regular business requires you to go.
- Receipt of any information that jeopardizes the personal safety of any person or the security of the institution must be reported to Corrections Staff immediately.
- Always follow instructions given by Correctional Officers.
- In case of emergency, unless a Correctional Officer or Public Safety Officer directs you to do otherwise, and if safe to do so, make your way to the nearest exit and wait in a safe place to be accounted for.
- Be on time. Program staff/volunteers will not be allowed to disrupt the jail schedule by coming in early or late, or by ending a program late. Classes may be cancelled if jail schedules are not adhered to.
- The Sheriff's Office reserves the right to cancel scheduled activities at any time, without notice, if required for security or orderly running of the facility.
- All information concerning jail operations of the facilities and the inmates within them is considered confidential and may not be disclosed to anyone without approval from Inmate Programs Coordinators or Corrections Staff.

Your adherence to the Safety Requirements, outlined in the Inmate Programs Handbook, is essential to maintaining the safety and security of Staff, Inmates and community members while in a Correctional Facility.

a. PROHIBITED ITEMS

The control of contraband is one of the most important areas of jail security. As a broad definition, contraband can be defined as “anything in possession of a person that is contrary to the rules and regulations of the institution.” Bringing certain contraband items into a jail facility is unlawful and may result in arrest and prosecution. All persons are subject to a security-screening search before entering a jail facility.

- **Do not buy, give, share, promise, or exchange any contraband with inmates under any circumstance.**

PROHIBITED ITEMS:

- Personal items including: Keys, purses, backpacks, bags, wallets, cash, bobby pins
- Weapons of any kind, replicas including: Firearms, ammunition, knives, chemical sprays or explosives
- Flammable materials including: Matches, lighters, candles, incense, and smudge
- Drugs including: Prescription medication, over the counter medication, illegal drugs, alcohol or tobacco
- Electronic devices including: Cell phones, cameras, pagers, audio or video recorders, computers, tablets, radios, speakers (unless pre-approved by Inmate Programs Coordinator)
- Class supplies including: Pencils, pencil sharpeners, highlighters, staples, scissors, binder clips, paper clips, metal bound binders
- Food: No food of any kind is to be brought into the facility. Prior approval is required for communion “wine”
- Hygiene items: for instance - Cosmetics, hair bands, lotion, tampons, toothbrushes

PERMISSIBLE ITEMS:

Providers may hand carry in the following items:

- Paper program materials: Books, handouts, brochures (staple free and without metal bindings)
- Manila envelopes without any metal clasps
- Notepads/Journals (staple free and without metal bindings)
- DVD/CD, thumb drives, computers, speakers, when approved by program coordinators
- Sealed plastic bottle of water

Any exceptions to the above list of permissible items **MUST BE APPROVED IN ADVANCE** by Program Coordinator and Corrections Access Profile must be updated in the system in order to allow for items to be brought in.

ITEMS TO CHECK OUT AT THE FACILITIES:

Supply Bag

All items in supply bag **MUST** be returned in the supply bag. Please notify reception/control of any faulty or broken items, but leave them in the bag.

Contains the following items:

- 2 Expo white board markers
- 1 Dry erase eraser
- 1 Instructor pen (to be used by provider **only**)
- 5 Pack of inmate pens (for inmates to use if they did not bring a pen to class or the pen runs out of ink. These must be returned at the end of class)

Items Stored at the Facilities

Program Providers who need materials in addition to what is hand carried in or is provided in the Supply Bag, may store and check-out pre-approved items at all facilities. To store or replenish items, contact Program Coordinator. NO items can be brought into the facilities or taken out of the facilities without pre-approval.

The types of items that can be approved to be stored include:

- Art supplies: Paper, colored pencils, chalk, magazines (no staples), paint, paint brushes, glue sticks, and crayons
- Religious supplies including: Candles (battery operated), prayer cloths, and religious objects
- Curriculum including: Books, handouts, journals
- Calculators (R&R & Blaine)

Electronic Devices

Providers may check out a laptop, projector and speakers upon pre-approved request. Providers may also get laptops, speakers approved to bring in.

Keys (R&R ONLY)

When instructors check in at the R&R they may check out keys to the Programs Office and cabinets in the room in which they are assigned.

If an Inmate asks for contraband of any kind, always decline. Report incident to corrections personnel.

b. DRESS CODE

Program staff/volunteers must be appropriately dressed to enter the facilities. Clothing should allow for comfort yet maintain a level of professionalism commensurate with position and job responsibilities. Undergarments, shirts, and shoes are required.

Correctional Officers will determine the appropriateness of clothing and accessories.

The following is not permitted:

- Open toed shoes, including sandals and flip-flops.
- Clothing that is tattered, frayed, or excessively worn.
- Clothing that is too tight, transparent, revealing or otherwise inappropriate.
- Dress appropriately for a professional setting. No Shorts. Dresses should be at knee length or below.
- Clothing or accessories that display images, words, or symbols that are offensive, obscene, gang related, hate related or that promote illegal activity or substance use.
- Clothing or accessories with spikes, razor blades, safety pins or other sharp objects.
- Head coverings: Bandanas, beanies, hats (unless for religious purposes).
- Display of tattoos or body art that is offensive, gang or hate related.
- Red or blue clothing as well as clothing promoting certain sports teams may be inappropriate.
- Strong perfumes or scents.

c. CODE OF CONDUCT FOR PROGRAM STAFF/VOLUNTEERS

The Santa Cruz County Sheriff's Office is committed to providing a high quality of support and services to individuals in our custody. To this end, the integrity of a professional relationship with inmates must be maintained at all times. Avoid doing or saying anything that could cause your character to be brought into question or suspicion.

The following professional guidelines must be adhered to:

- Do not enter facilities while under the influence of illegal drugs, alcohol, or medication that impairs judgment.
- Do not discriminate in duties on the basis of race, color, sex, religion, marital status, national origin, sexual orientation, gender identity, or the presence of any physical, mental or sensory handicap.
- Minimal disclosure, only share necessary information as it relates to program curriculum.
- Do not share personal information about yourself, jail staff or other program staff/volunteers with inmates.
 - Do not disclose any personally identifying information about yourself including address, phone number, email, etc.
 - Do not maintain contact on social networks such as Facebook, Instagram, LinkedIn etc. post release.
 - Maintain neutrality. Do not criticize the facility, staff or inmates either by agreeing with criticism or speaking negatively.
- Maintain appropriate professional relationships with program participants while incarcerated and post release. This prohibition applies to both in-person and electronic interactions or relationships.
 - Do not develop personal relationships with inmates.
 - Do not react to flirting, direct or indirect come-ons, etc.
 - Maintain appropriate physical distance. No physical contact with an inmate, only a handshake or pat on the back.
 - Program staff/ volunteers are prohibited from providing service for relatives or friends or persons with whom they have an existing or previous sexual and/or romantic interaction or relationship. If you have an existing personal relationship with an inmate you may not use your programs clearance to visit them; you may see them using the visitor procedure.
 - Do not provide services to relatives, friends or people with whom you have had sexual and/or romantic interactions or relationships. Refer them to another service provider.
 - Do not go to the home of a former inmate or allow them to come to your home upon release.
 - Once you have established a professional relationship with an inmate in-custody, do not develop an additional non-related professional relationship with them.
 - Sexual and/or romantic interactions or relationships with former clients (their romantic partners, or their family members) are prohibited for a period of 3 years following the last professional contact. If you have a personal relationship with a former inmate you *must* stop providing inmate programs/services.
- Maintain professional boundaries. Do not buy, give, share, promise, or exchange messages, money or contraband with inmates.
 - Do not facilitate personal communication, verbal or written, between inmates or anyone in the facility or community.
 - Do not pass contraband from one inmate to another.
 - Do not make personal telephone calls for inmates.
 - Do not contact an inmate on behalf of a person on the outside.
 - Do not correspond to inmates should they transfer to another jail, state prison or return to the community.
 - Do not give legal advice or discuss custody status.
 - Do not write letters of any type or appear in court on behalf of an inmate.
 - NOTE: If you receive a subpoena related to your work in the jail, you **MUST** report it to the Program Coordinator immediately
 - Do not put "money on the books" of an inmate.

If you have any questions regarding an issue related to the Code of Conduct, please ask.

d. SPECIAL CONSIDERATIONS FOR RELIGIOUS PROGRAMS

- Pastoral Visits (one-on-one contact visits) need to be approved and scheduled through the Programs Coordinator and can ONLY be conducted by ordained individual. Proof of ordination is required.
- If your service uses sacraments there is no alcohol allowed inside the facility, please use a sealed substitution.
- Any donations of religious materials, clothing etc. must be made through the Programs Coordinator.
- Bring a message of faith, hope and community. No proselytizing.

e. PRISON RAPE ELIMINATION ACT (PREA)

The Santa Cruz County Sheriff's Office and the Correctional Division holds a zero-tolerance policy for sexual abuse and sexual harassment of inmates; and supports an environment which honors the Inmates' right to be free from sexual abuse and sexual harassment; including inappropriate relationships with inmates and volunteers.

- If an Inmate discloses information regarding a PREA incident, report to corrections personnel immediately.
- Incidents of sexual abuse and sexual harassment will be investigated and prosecuted as necessary.

IV. CLASS MANAGEMENT

a. GUIDELINES FOR WORKING WITH INMATES

Providers are responsible to know their tasks and group responsibilities. Please refer immediate questions regarding appropriateness of class materials, class management, scheduling, or safety to a Correctional Officer and follow up with your direct supervisor and Inmate Programs Coordinators.

- **Know your professional goals and ethical limitations.**
- **Know the populations that you serve.**
- **Assure program content is consistent with the mission and objectives of Inmate Programs.**
- **Address disruptive or manipulative behavior and take action as issues arise.**

The following guidelines must be adhered to:

- Stay within your program's mission and purpose. Only facilitate approved curriculum and program content. Refer inmates to Program Coordinator to assist them with issues that your program may not address.
- If you provide services for multiple programs/organizations, you must maintain a clear boundary between each role.
- Create a safe learning environment for all participants.
- Be aware of the verbal and non-verbal messages you send out. Be conscious of your own biases and prejudices and avoid using language and behavior that may convey biases and prejudices to inmates.
- It is generally unnecessary to ask inmates about their crimes or allow them to divulge details about their crimes. This can be embarrassing or upsetting for the inmates and cause unnecessary or harmful interactions.
- Know your audience. Do not discuss a topic or bring in materials that can in any way jeopardize the safety and wellbeing of an inmate. It is important to maintain sensitivity to gang affiliations and communal living environments.
- Do not "open" a challenging topic with inmates if you cannot support them to regain emotional stability by the end of class. If this happens inadvertently, notice an officer immediately.
- Let an Officer know if an inmate appears to be in crisis or if there were incidents in your group that could impact the housing unit (i.e. a disagreement or argument between inmates, the exchange of contraband between inmates).

You are responsible to monitor the inmate activities in the classroom.

- Inmates must be in sight at all times.
- Do not permit inmates to deface property in any way including drawing on furniture, accessing cabinets, etc.
- Do not permit inmates to take supplies or materials on any kind
- All supplies and materials MUST be accounted for at the end of class. REPORT ANY LOSSES IMMEDIATELY.

You are not responsible for inmate discipline.

- If an inmate is disruptive or unable to participate appropriately, call an officer to remove the inmate and note this on the attendance form at the end of class. We also encourage you to contact the Program Coordinator directly.
- If there is a fight between inmates do not attempt to intervene physically. Use the available panic alarm or immediately get the attention of someone else.
- If an inmate is aggressive toward you, use the available panic alarm or immediately get the attention of someone. Do not argue with the inmate. Your goal is to get away and report the incident to a Correctional Officer.

b. INMATE GUIDELINES FOR PARTICIPATION IN PROGRAMS

The Sheriff's Office is committed to the success of each individual to achieve their academic and personal goals through full participation in the services and programs offered in the jails. The following guidelines have been established to promote a safe, supportive and flourishing learning environment for students and program staff/volunteers. Adherence to these guidelines is mandatory for class participation.

Upon completion of orientation at all Programs Facilities all inmates are given the following Respect and Commitment Agreement and asked to sign it.

It is the expectation that in a Program Facility everyone, including all inmates, officers, staff, and instructors will be treated and will treat each other with dignity and respect. By signing below you are indicating your commitment to yourself, to this facility and to each other.

General Facility Agreements:

- I will take responsibility for maintaining a safe and respectful environment where everyone is entitled to learn
- I will extend respect to myself, to other inmates, officers, instructors and visitors
- I will abide by the Facility Inmate Rules
- I will take responsibility for maintaining a substance free environment including abstaining from substance use
- I will take responsibility for any disrespectful behavior on my part and will work to change my behavior
- I will ask the appropriate staff for clarification if I do not understand what is being asked of me
- I will address any difficulties I am having directly with the appropriate staff
- I will address any conflicts in a respectful manner and ask for assistance or support when needed
- I will be aware of the language I use - I will refrain from judgmental, disrespectful or prejudicial language
- I will refrain from drawing or writing any form of hateful or disrespectful symbols or signs
- I will be on time
- I will be prepared
- I understand that violations of the Facility Rules and Agreements will result in disciplinary action that may include transfer to the Main Jail

Program Participation:

- I will participate to the best of my ability in programs I am enrolled in
- I will speak when called upon and not interrupt others
- I will respect the confidentiality of all participants and not speak about confidential information to others
- I will complete all out of class assignments
- I will focus on the topic being presented and refrain from behavior that is unrelated to the topic at hand
- I will be aware and mindful of my participation and will not dominate groups or discussions
- I will not ask anyone to violate facility or program rules
- I understand that absences from programming in which I am enrolled are not permitted with the exception of court, medical appointments or illness cleared by the medical staff - if any of these exceptions should arise I will communicate with staff.
- I understand that leaving before the end of any class will be considered an unexcused absence and will result in no credit for the class and may result in disciplinary action.

V. INMATE PROGRAMS FORMS

a. JAIL VISITOR LOG

All Program Staff/Volunteers must sign in and out of the facilities on the Visitors Log, located at reception in all facilities. This log tracks attendance and also allows jail staff to account for Program Staff/Volunteers should there be an emergency.

b. INMATE PROGRAMS ATTENDANCE FORM

Volunteer / Program Staff must complete a Programs Attendance Form each time they meet with inmates individually and/or hold a class. The Program Attendance Form lets us know when class is held as well as tracks attendance in class (either by individual participant or total numbers). If a Program Attendance Form is not submitted, there is no record that class occurred.

- Program Attendance Forms can be obtained at Reception.
- Completed forms can be returned to the drop box near Reception.
- Fill out the top portion of the form: Circle the facility, write the date, time, name of group, name of instructor and unit.
- At the end of class, the participants write in their name and S# on the attendance sheet. *assure that the same number of inmates is written as attended group.
- In the case of anonymous groups, the instructor writes the total number of attendees at the top of the form no names are required but inmates may choose to include their names to get "credit"
- The "Comments" section is for notes about the class. Note things for Inmate Programs, i.e., units not called, meeting started late, need books, etc., Also provide any feedback on class, specifically any behavioral issues that occurred in class.
- The "Names of individuals who earned certificates today" section is to document who successfully completed the class hours and curriculum required to earn a program certificate. Program includes a copy of the certificate when they turn in the Attendance Form. Certificates are required to calculate milestone credits for inmates.
- **Managed Enrollment Classes:** In managed enrollment classes inmates enroll in specific programs, enter programs at specified times, and attend class for the duration of the program.
 - Managed enrollment Attendance Forms are obtained at reception when signing in for class.
 - The Attendance Forms list the names of the students enrolled in the class.
 - Instructors take roll in class and initial in the "credit" column for those students who participate and attend the full class. Inmates do not sign the form.
 - Fill out the top portion of the form: write the date, time, name of instructor, # absent and # attended.
 - See instructions above on how to complete the "Comments" and "Names of individuals who earned certificates today" sections.

c. INMATE PROGRAM WORKSHEET

Inmates can track their class attendance on the Inmate Programs Worksheet, which lists all the classes offered at the facility.

- Instructors date and initial in the appropriate signature box to authorize class attendance.
- Inmates must attend the whole class to receive full credit for attendance.
- Inmates are responsible for keeping track of their forms!

d. PROGRAM PARTICIPATION SUMMARY

Inmate Programs staff will provide a "Program Summary" for inmates upon request. This document can be helpful for court hearings, pretrial services, Probation, applications to treatment programs, Custody Alternatives Program, etc.

Program Staff/Volunteers cannot write letters of reference or support for inmates!

Should an inmate request a letter of reference, refer them to contact Inmate Programs for a Program Summary.

VI. GENERAL PROCEDURES FOR ENTERING AND EXITING FACILITIES

a. ENTRY AND EXIT PROCEDURES

ENTRY:

1. Providers **MUST** arrive on time to be escorted into the facility at or before the start of their class
2. Providers must sign the Visitors Log noting date and time of arrival - The log is located at Reception
3. Providers must leave personal identification, keys and other personal items at Reception (control after hours)
4. The Receptionist or Officer checking-in will give providers a visitor badge which must be visible at all times
5. Check out a Supply Bag at Reception
6. Obtain Classroom Assignment, Program Attendance form or Managed Enrollment Form from reception
7. Upon request, show any class materials to the Officer
8. Inform Officer if pre-approved supplies are needed
9. Escort Officer will escort Provider to assigned classroom.
10. Inmates will arrive in class escorted by an Officer *at R&R and Blaine St. instructors and inmates are un-escorted

EXIT:

1. When the class has ended, gather up and count materials to assure all are accounted for – NOTIFY OFFICER IMMEDIATELY OF ANY MISSING ITEMS
2. At Main Jail or RT: press call button to summon Corrections Staff and wait for arrival (this may take a few minutes)
3. Sign Inmate Program Worksheets as requested by inmates
4. Complete Programs Attendance Form
5. At Main Jail & RT an Officer will escort inmates back to units and provider out of the secure area of the facility
6. At Blaine St: release students from class and walk to lobby
7. At R&R: release students from class and walk to and wait in Core of R&R to coordinate with an officer for escort out
8. Check-out
 - A. Return any items checked out to officer or location from which they were checked out (Programs Office at R&R)
 - B. Return: 1) visitor badge 2) keys 3) supplies - notify reception of any missing, broken or expended supplies
 - C. Retrieve: 1) ID 2) keys 3) personal items
 - D. Submit completed Programs Attendance Form at the drop box near the Reception window
 - E. Sign-out on the Visitor's Log, noting time of departure

NOTE: If entering after business hours press Call Button next to lobby doors at all facilities and let officers know: your name & the program you are there to deliver