

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: INCARCERATED PEOPLE PROGRAM PLAN

C-1500

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: Title 15, Section 1061

POLICY

The Kern County Sheriff's Office Compliance Section, Programs Unit, in cooperation with contractors, community-based organizations (CBO), and other professional and non-profit organizations, will provide or arrange for the facilitation of a variety of curriculum to the eligible in-custody population.

The goal of incarcerated people programs is to collaborate with community agencies and organizations to produce programs that promote the goal of removing barriers to successful re-entry into the community while reducing recidivism in Kern County. The purpose of this procedure is to establish a uniform process for assigning incarcerated people to in-custody programs. When feasible, specific program placement should be guided by data collected from approved risk and needs assessments and educational testing.

DEFINITIONS:

When used in this policy:

- **Community-Based Organization (CBO)** means a non-governmental organization that provides services to the community.
- **Education-Based Program** means a program focused on the acquisition of knowledge using methods that include teaching, training, storytelling, discussion, and directed research.
- **Evidence-Based Program** means a program implemented with fidelity to a consistent model that is research-based, with a rigorous research design and grounded in relevant, empirically based knowledge.

- **Vocational Program** means a program focused on practical application of learned skills and provides hands-on instruction in a specific trade

Incarcerated people programs offered at the Lerdo Detentions Facilities include a variety of educational, vocational, and evidence-based curriculum. Educational and vocational programs are generally facilitated by a contracted service provider and partner agencies.

Evidence-based programs focusing on cognitive behavioral therapy are generally facilitated by KCSO Program staff and Behavioral Health and Recovery Services (BHRS) staff.

Program staff shall be trained in conducting risk and needs assessments to determine the best programming and/or re-entry services for the incarcerated people population. These assessments conform to best practices related to addressing the specific risks and needs for an individual. Program staff will assign incarcerated people to programs by request in accordance with eligibility requirements for the specific class. Eligibility can be limited based upon security of staff or other incarcerated people, inclusion/exclusion criteria of the specific class, class purpose and fidelity, and/or classroom capacity.

Procedure A: Program Requests

Any individual incarcerated in the Detentions Bureau jail facilities may request to participate in a program at any point in their incarceration. Incarcerated people may contact any detentions staff (including Program staff) and request information through the normal incarcerated people request process (i.e., request slip, intercom, in-person). Such requests will be referred to Program Staff.

Program staff will:

- Review and respond to all requests to attend programs by the incarcerated people population;
- Determine incarcerated person eligibility in accordance with the following:
 - Classification
 - Security level
 - Housing location
 - Program requirements/capacity
 - Gang affiliations
 - “Keep-away” status
 - Disciplinary history

- Medical/Mental Health status
- When feasible, conduct an assessment to identify the specific criminogenic needs of incarcerated person requesting a program;

Coordinate with other program staff to determine the most appropriate program(s) for each individual;

Assign the incarcerated person to the appropriate programs via the Jail Management System (JMS);

Notify the incarcerated person of their enrollment into the program(s) and ensure they are aware of their schedule and immediate responsibilities as they relate to attending class.

Procedure B: Program Attendance

While program attendance for the in-custody population is not mandatory, it is strongly encouraged. Many in-custody programs include a signed behavioral contract wherein the incarcerated people agree to certain rules while attending the specific class. Failure to adhere to class rules or a behavioral contract may lead to removal from the class.

Guest speakers inside the classrooms are allowed upon the review and approval of the Programs Sergeant. Outside service providers, CBOs, and other county or private agencies are also encouraged and will be allowed access to incarcerated people programs and participants upon the approval of the Programs Sergeant on a case-by-case basis.

Housing Unit Deputies and Sheriff's Aides will:

- Familiarize themselves with the daily program schedules;
- Make announcements at the appropriate time for each program in the housing units via the public-address system advising the incarcerated people to prepare for classes. Repeat the announcements as needed;
- Take reasonable measures to ensure all incarcerated people who are both eligible and currently enrolled in educational, vocational, and evidence-based programs are given the opportunity to attend the classes for which they are scheduled.

Program Deputies and Specialists will:

- Ensure the housing/control room deputy/sheriff's aide is aware of the program schedule for that housing unit;

- Obtain a printed JMS list of the incarcerated people enrolled in each class;
- Provide the instructor with a copy of the printed list;
- Ensure that the incarcerated people are escorted safely to and from the classroom in accordance with facility escort protocols;

Note: Program Specialists may not escort incarcerated people without a detentions deputy or deputy sheriff present.

- “Send” the incarcerated people in the JMS via the “IMMNTOUT” function;
- Ensure the incarcerated people are returned to their housing unit at the completion of class;
- “Receive” the incarcerated person in JMS via the “IMMNTOUT” function once they are returned to their housing units.

Directive B-1

The facility manager or shift supervisor may cancel a class or classes if an unusual circumstance arises that makes continuation of the class(es) unsafe or infeasible. If class(es) are canceled, the shift supervisor will notify the Programs Sergeant of the cancellation and the reason for it.

Procedure C: Classroom Supervision

Program and facility staff will supervise classes each day via the cameras and/or direct supervision to assist in improving the programs at the Lerdo Detention Facilities. This will be done for the following reasons:

- To eliminate potential security issues;
- To ensure maximum participation/attendance;
- To promote communication among instructors and security staff regarding programs.

Directive C-1

The Program Sergeant will ensure instructors and guest speakers are informed of the rules they are expected to follow, including:

- Adhering to all Program and Facility procedures/directives;

- Wearing their approved/issued KCSO identification card (instructors) or a KCSO issued visitor's badge (guest speakers);
- Carrying and monitoring a departmentally issued radio when inside the classroom (instructors only);
- Not giving or receiving anything other than class materials from any incarcerated person;
- Not carrying verbal or written messages for incarcerated people;
- Not hugging, kissing, grabbing, feeling, or touching any incarcerated person, or encouraging or suggesting that incarcerated people touch each other;
- Being subject to search at any time. The Program Sergeant will be notified before a search is conducted unless prior notification is prevented by exigent circumstances. In such cases, the Program Sergeant will be notified as soon as possible.

Instructors who are cleared for facility access via the background investigation process will attend the civilian training course facilitated by the Sheriff's Office.

Procedure D: Program Development

The Programs Unit Supervisor is responsible for the coordination of all educational, vocational, evidence-based programs, re-entry services, and referrals to community resources and programs in the custody setting. This responsibility includes but is not limited to:

- Coordination between the detention facilities, the program provider, and other community-based organization service providers that may be involved in any of the programs;
- Establishing classroom hours of operation;
- Coordinating with providers to develop a schedule of classes at each Lerdo facility.

Any new program or program element will be first piloted through a Pilot Program Proposal for a minimum of 30 days, unless implementation without a pilot program is authorized by the Compliance Section Manager. A Pilot Program Proposal Form (Attachment A) will be completed for each new program that is proposed. If the Compliance Section Manager approves, the new program or program element may be fully implemented.