
Inmate Programs and Services

804.1 POLICY

A variety of programs and services will be provided in order to help maintain the physical, social, and emotional health of inmates. These activities will include, but not be limited to, the rehabilitative programming; maintenance and support of the legitimate practice of religion. All such activities shall be consistent with the need to maintain order and security within the context of departmental policy.

Mobility-disabled inmates will be provided all reasonable accommodations as necessary to ensure access to jail programs, services and activities in a manner consistent with their custody designation.

804.2 DEFINITIONS

CLERGY - *Legitimate and authorized representatives of an organized religion.*

RELIGION - *The private belief or worship of a higher power consistent with court interpretation of First Amendment Constitutional principles.*

PROGRAM CREDITS - *When a prisoner participates in a program pursuant to Section PC 1203.016 or Section PC 4024.2 receives time off their sentence for attending approved programs.*

804.3 PROGRAMS AND SERVICE

The establishment, coordination, scheduling, and monitoring of programs for inmates, shall be the responsibility of the Facility Manager.

The Facility Manager shall have the right to curtail, postpone, or discontinue such activities as may be necessary for security or other valid reasons.

The Facility Manager shall have the right to institute new activities or otherwise modify those in place.

Staff members may assist the program process by forwarding both positive and negative comments about existing programs together with suggestions for improvement.

Programs are to be offered in a detention level classroom as part of the inmate housing activity.

Inmates will be afforded equal opportunity to participate in facility programs. All inmates, regardless of whether they have a disability and regardless of their housing placement, that wish to participate in the various programs or services available to inmates, shall submit an Inmate Request Form and staff route to the Watch Commander.

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Programs and Services

Mobility-disabled inmates shall be notified of the programs available to them in either paper or electronic format, or both.

Mobility-disabled inmates shall be escorted, to the extent necessary, to any program in which they are otherwise eligible to participate in, provided that program is available in the Jail in which the mobility-disabled inmate is housed

The Watch Commander shall research and determine the inmate's eligibility for the requested programs and services.

If an inmate's request to participate in programs and services may potentially be declined, the information will be presented to the Facility Manager, who will have the final decision on whether or not the inmate will attend the various Jail programs and services. An inmate's request to participate in programs and services shall not be declined without the prior approval of the Facility Manager.

Security considerations, classification, and individual status, i.e. lock down versus non-lock down, will always take precedence.

Disciplinary lock downs are not allowed to participate in regularly scheduled program activity. Custody staff may limit or discontinue a specific activity for good cause as follows:

- A threat to order or security of the facility.
- A threat to individual safety.
- Inmate
- Program workers
- Staff
- As directed by higher authority.

Modified academic or vocational opportunities may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.

In all cases where a program has been limited or discontinued, the following will be done by the staff member taking such action. Immediately notify the Watch Commander. Complete a Jail Incident Report. In all cases where a program has been limited or discontinued by staff, the Watch Commander shall ensure that a copy of the Jail Incident Report is forwarded directly to the Facility Manager.

Questions concerning programs or services, including inmate participation which cannot be resolved by custody staff, shall be directed to the Watch Commander for resolution.

Programs and services which are established and may be affected are as follows:

- Religious
- Education
- Recreation

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Programs and Services

- Alcoholics Anonymous
- Narcotics Anonymous
- General library service
- Volunteer programs

804.4 RELIGIOUS PROGRAMS

Departmental Policy on clergy will be followed. The jail chaplain shall be responsible for coordinating the religious and volunteer programs within the Custody Division.

Only those clergy who have been approved and cleared by the jail chaplain and jail Administration will be allowed contact visits.

Local pastors *MAY* be provided a contact visit if they have prior approval of the chaplain.

They must provide an acceptable credential showing ordination, certification or licensing by a recognized church body.

A schedule of authorized religious services and activities will be maintained on the mod control levels.

Inmates will be searched by a Correctional Deputy after completion of the religious services and activities before being returned to their housing areas.

A clergy person not on the contact list and cleared by the jail chaplain, can receive a glass visit with an inmate upon request.

804.5 VOLUNTEERS

Volunteer programs are provided for and will be established at the direction of the Facility Manager.

All aspects of security and control for volunteers are to be the same as those of other programs.

804.6 PROGRAM CREDITS

804.6.1 BACKGROUND

This policy establishes a guideline for credit reduction programs for realignment inmates who successfully complete specific program performance objectives for approved rehabilitative programming, including, but not limited to, credit reduction of not less than one week to credit reduction of not more than six weeks for each performance milestone under AB 624 in accordance with PC 4019 and PC 4019.4.

Programming is an integral part of Rehabilitative Services. Based on his/her individual needs, inmates may attend a substance abuse treatment program, academic and/or vocational classes.

Inmates may receive program sentence credits for program participation.

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Programs and Services

804.6.2 DEFINITION

Inmates who successfully complete specific program performance objectives for approved rehabilitative programming, including, but not limited to, academic programs, vocational programs, vocational training, substance abuse programs, and core programs such as social life skills will be awarded graduated credits.

An inmate may not have his or her term of imprisonment reduced by more than six weeks for credits awarded pursuant to this section during any 12-month period of continuous confinement. Program credit is a privilege, not a right per AB624. Inmates shall have a reasonable opportunity to participate in program credit qualifying assignments in a manner consistent with facility security, available resources, and guidelines set forth by the Sheriff.

804.6.3 POLICY

The Shasta County Sheriff's Office shall make inmate program assignments without regard to race, religion, national origin, sex, handicap, color, age or political beliefs and based on an assessment of each inmate's specific needs in conjunction with the security and support needs of the jail.

804.6.4 ATTENDANCE

In order for time credits, if eligible, inmates shall be present at the program assignment. An inmate not reporting to the program regardless of the reason shall not receive time credits.

Each inmate eligible for program credits shall receive an amount of credit for each day attending the program. If an inmate's sentence expiration date does not allow time for completion of the program, he/she shall still be considered eligible for the program.

When an inmate is released from custody and subsequently returns to jail, the inmate must re-submit a request form to attend a program.

Inmates will not be reassigned immediately to a program if they were dismissed due to the conviction of a disciplinary offense.

No program assignment shall result in an inmate being obligated to obey or be supervised by another inmate in any manner.

Attendance of a program will not conflict with any work detail an inmate is already assigned to. Subsequent changes in such inmate's availability to participate in that program should not result in displacement of the inmate's position.

Inmates missing an unacceptable amount of work for excused reasons may be subject to a non-disciplinary dismissal if the absences result in the inability of meeting program expectations.

A documented pattern of assignment-related rule infractions may be grounds for the Watch Commander to request a non-disciplinary dismissal for an inmate.

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Programs and Services

804.6.5 CREDIT ALLOCATION

Completion of a Jail Program in which inmates are provided a certificate with a passing percentage, will be given credits for sentence reduction. Inmates **MUST** receive a certificate to receive the credit reduction. Certificates with a percentage score of 69% or less will **NOT** receive credits, as this is not a passing score, it is merely a certificate of completing the course. For each certificate with a passing percentage, inmates will receive seven (7) days of credit reduction. Inmates earning a GED or Diploma will receive the maximum credit of six weeks (42 days).

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804.7 DENIED PROGRAM

Documentation of the denial shall be maintained in the inmates file.

The Shasta County Jail may limit the number of names placed on a register for a specific program.

Inmates whose requests for register placement are denied due to a full register shall be notified of this temporary denial and may submit a request for placement at a later date.

In the event an inmate is not eligible or qualified for a program, the coordinator will be notified of the inmates denied request. Reasons an inmate may be denied attending a program are:

- Administrative Separation
- Disciplinary Isolation
- Safety and Security or orderly operational reasons as determined by the Facility Manager

If it is felt that the inmate's continued presence in the program is detrimental to the morale of the program, the productive operation of the area, or to the safety and security of the jail, an inmate may receive a non-disciplinary dismissal upon recommendation of the Watch Commander or other designee. Specific reason(s) for the dismissal shall be documented.

Inmate programs are a privilege. No inmate shall have the right to participate in any particular program. Non-disciplinary dismissals may be appealed through the inmate grievance process.

804.8 MARRIAGE

It is the policy of this facility to allow any inmate that wishes to do so, to be married while in custody.

Inmates must submit a request form to the watch commander, requesting to conduct a marriage ceremony.

The watch commander will schedule an appointment during normal business hours for the marriage to take place in booking at a visiting booth.

- Each ceremony will be coordinated by the inmate and their spouse to be.
- There will be no more than three persons authorized for each ceremony (maximum).
1 witness, 1 officiating party, 1 person getting married.

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Inmate Programs and Services

- Once the ceremony is complete, all parties must exit the jail as the ceremony will not be used as a regular visiting period.

804.8.1 PROCEDURE

It will be the responsibility of the inmate or his/her intended spouse to obtain the marriage license from the County Clerks Office.

Notification from the inmate/intended spouse in the form of an Inmate Request Form should be forwarded to the Watch Commander, one week in advance of the planned marriage. This will help to ensure the inmate is not moved out of the jail, or in the case where movement is inevitable, prior notice can be given that the marriage cannot be accommodated.

Regular disciplinary rules apply and an inmate in disciplinary separation can and will, be denied this privilege visitation privileges. It is incumbent upon each inmate to ensure they violate no facility rules or laws.

The jail chaplain shall not perform any marriages in the jail. Only three persons will be allowed during the marriage ceremony. This includes the minister, the bride or groom, and one witness.

The parties involved shall be responsible for all costs (i.e. license, blood test (if required), lab and physician fees).

Due to laws concerning delivery and signature of a confidential marriage license, the wedding official conducting the marriage will deliver the license to Reception.

Reception will request a housing unit deputy to assist with having the license signed by the inmate to be married, and deliver it back to the marriage official.

804.9 EDUCATION PLAN

This facility provides an inmate education program in partnership with the Private Industry Council and a local high school district. This plan provides for inmates, both un-sentenced and sentenced, on a voluntary basis, to obtain a G.E.D. Certificate and other vocational education certificates.