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INMATE PROGRAMS

I. POLICY

- A. The Mendocino County Sheriff's Office offers programs to inmates incarcerated in the Mendocino County Jail. Programs shall be open to both sentenced and unsentenced inmates who meet participation criteria.
- B. Inmate Programs will include, but not limited to the following:
 - 1. Education Program;
 - 2. Counseling Programs;
 - 3. Religious Programs; and
 - 4. Recreational Programs.
- C. Corrections Division staff will make every effort to further Inmate Programs through cooperation, security and supervision.
- D. Inmate Programs shall be designed to improve inmate management within Mendocino County Jail and seek to protect the community through educating the inmate in ways that will encourage more responsible citizenship, respect for self and others, and improvement of employment skills. Inmate Programs are also a way of encouraging community interaction in the habilitation and rehabilitation of inmates.

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II. GENERAL INFORMATION

A. Title 15, Article 6, requires certain Inmate Programs to meet minimum standards, provided funds are available. Beyond available grants, the only funding source is the Inmate Welfare Fund.

1. Education Program

a. The Education Program is administered by the "Ukiah Adult School." The program consists of both Adult Education and Life Skills Classes.

b. The "Ukiah Adult School" will determine course curriculum and content. The course curriculum and content will be consistent with the policies and goals of the Mendocino County Sheriff's Office.

c. An inmate may continue the Adult Education program at the "Ukiah Adult School" upon being released from the Mendocino County Jail.

d. Inmates completing sections on education may be eligible for sentence reduction - See P/P 600.11

2. Counseling Program

a. Counseling Programs shall include

- (1) Substance abuse; and
- (2) Anger management.

b. These programs can be provided using volunteers and/or by government and non-government agencies in the community.

3. Religious Program

a. To satisfy religious needs, inmates can forward an "Inmate Request Form" to the Jail Chaplain. The inmate needs to explain the religious need.

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b. The Jail Chaplain will then evaluate the request to determine if he can provide the resources.

(1) If he can, he will deliver the resources or service to the inmate.

(2) If he cannot, he will respond, explaining the reason.

4. Recreational Programs

a. Inmates will have access to recreational opportunities, equipment, and outdoor exercise to maintain the physical, social, and emotional health of the individual. (Refer to Policy and Procedure 605.00 - *Inmate Recreation*.)

III. RESPONSIBILITIES

A. Inmate Services Coordinator - Shall be appointed to oversee the operation of and ensure the continuation of Inmate Programs. (Refer to Policy and Procedure 102.00 - *Operations and Responsibilities*; section "Responsibilities - Inmate Service Coordinator.") The responsibilities shall be to:

1. Maintain and oversee the operation of existing programs;

2. Develop new programs, if needed;

3. Keep the Corrections Division Commander apprised of the programs in place, overview, and problem areas;

4. Ensure that all volunteers/program providers undergo a background check and orientation before being given a Jail clearance; and

5. Ensure an up-to-date file is maintained with information on cleared providers.

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B. Jail Chaplain – Acts as the Religious Programs Manager for the facility. The Jail Chaplain is responsible for:

1. Implementing Religious Programs Policies,
2. Recruiting, training and coordinating religious volunteers,
3. Provides Pastoral Counseling for newly incarcerated inmates,
4. Provides Grief Counseling and death notifications; and
5. Marriage counseling for inmates that are married or contemplating marriage.

C. Corrections Division Staff

1. Shall remain in complete charge during all program sessions;
2. Shall clear all material brought into the facility by program providers;
3. Shall clear material given to the inmates;
4. Shall pat search inmates upon leaving all programs; and
5. Shall monitor all programs to ensure safety, security and compliance with Mendocino County Jail policies and procedures.

IV. INMATES

A. Eligibility:

1. All inmates, both sentenced and unsentenced, are eligible for the program, provided they:
 - a. Pose no threat to themselves, to others, or to property; and
 - b. Meet the requirements of the program.

B. Removal or Restriction From the Program:

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1. If the inmate's unit is in lockdown;
2. If the inmate refuses to do assigned program work;
3. If the inmate deliberately provides false information to the program provider or fails to adhere to program guidelines, policies, or rules;
4. If the inmate is disrespectful to the program provider or displays disruptive conduct; and/or
5. If discipline measures are in effect against the inmate.

C. Limits

1. Inmate to instructor ratio is 10 to 1. This limit shall not be exceeded.

V. PROGRAM PROVIDERS

- A. In order to protect the integrity of the Corrections Division, all program providers shall submit to a clearance procedure. This will consist of:
1. Questionnaire, verbal and written;
 2. Full identification documentation;
 3. Photograph; and
 4. A background check which may include:
 - a. A criminal history check by name;
 - b. Fingerprints; and
 - c. Employers and personal references.
- B. All potential program providers applying for a clearance shall also have a Corrections Division staff explain the Corrections Division's policies and procedures as it pertains to the program provider's status within the facility. The potential program provider will also be given a tour of the area where the program will be held and be issued a "Jail Program Provider Handbook."

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