

DATE:	OCTOBER 10, 2018
NUMBER:	E
SUBJECT:	TABLE OF CONTENTS

COUNTY PAROLE AND ALTERNATIVE CUSTODY

- E.1 Philosophy, Goals and Policies
- E.2 Electronic Monitoring
- E.3 Home Detention Criteria
- E.4 Installation and Removal of Devices
- E.5 Home Detention Violations
- E.6 Home Visitation Procedure
- E.7 Prisoner Transportation/Vehicles
- E.8 County Parole Board
- E.9 Supervision Caseload Standards
- E.10 Fire Camps
- E.11 Work Release Program

DATE:	JUNE 25, 2012
CATEGORY:	COUNTY PAROLE AND ALTERNATIVE CUSTODY
NUMBER:	E.1
SUBJECT:	PHILOSOPHY, GOALS AND POLICIES
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018

PURPOSE

The County Parole and Alternative Custody Unit (CPAC) maximizes jail bed space through alternative custody programs designed to socially reintegrate offenders through evidence-based practices and proactive supervision methods.

POLICY

The San Diego County Sheriff's Department recognizes the use of evidence-based practices and the usefulness of reentry services. These practices and programs are designed to produce self-reliance in incarcerated individuals. The philosophy and methodology of supervision and management practices that incentivize participant cooperation and compliance provide increased flexibility and availability for custody options. This method of supervision places the staff in contact with inmates so that the goals and objectives of community safety, security and programs can be achieved.

DATE:	JULY 25, 2018
NUMBER:	E.2
SUBJECT:	ELECTRONIC MONITORING
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018, 1208

PURPOSE

The purpose of the County Parole and Alternative Custody Unit (CPAC) is to identify, assess and electronically monitor inmates with global positioning (GPS) and/or alcohol monitor devices who are participating in any CPAC program except county parole.

POLICY

Inmates participating in any CPAC program will be electronically monitored with GPS and/or alcohol monitoring devices with the exception of county parole participants. Participation may be voluntary (generally offender-funded) or involuntary (generally department-funded). Participants under 21 years of age shall be department funded pursuant to California Senate Bill 190 (SB190).

PRODEDURE

- I. CPAC RESPONSIBILITIES
 - A. Review all court minutes, applications, and the Jail Information Management System (JIMS) for inmates who meet the eligibility criteria for any CPAC program.
 - B. All applicants will undergo a risk assessment to determine eligibility for all the CPAC programs they apply for or have been selected for by the CPAC unit.
 - C. Complete required enrollment documents and maintain a custody file for each participant. Access to these files will be limited to authorized personnel.
 - D. Install devices and monitor all CPAC inmates to ensure compliance with the program rules and regulations. County Parole participants are not supervised with GPS but may be required to use alcohol monitoring as part of their conditions of parole.
 - E. Acknowledge and determine appropriate responses to all electronic monitoring violations.

DATE:	MARCH 4, 2019
NUMBER:	E.3
SUBJECT:	HOME DETENTION AND RRC/WF CRITERIA
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018 and 1208.

PURPOSE

To assess and determine the eligibility of inmates for placement in the Home Detention and/or Residential Reentry Center/Work Furlough Programs with electronic monitoring.

POLICY

Inmates currently in the custody of the San Diego County Sheriff's Department and court-referred applicants may be screened for participation in the Home Detention or RRC/WF Program with electronic monitoring. County Parole and Alternative Custody (CPAC) staff is the only personnel authorized to determine eligibility for the program. Each inmate will be considered on a case by case basis.

PROCEDURE

I. INELIGIBILITY FACTORS

Those applicants who meet any of these ineligibility factors are generally disqualified and may not grieve the denial.

- A. Inmates/defendants sentenced according to CA Penal Code 1170(h)(B) (prison/local split sentence), Post Release Community Supervision (PRCS), documented prison gang members, and active state/federal parolees.
- B. If the applicant was not arrested, convicted and sentenced in the County of San Diego.
- C. Inmates/defendants with open or pending charges (pretrial and pre-arraignment defendants are excluded), detainers or active bookable warrants.
- D. A residence that does not meet minimum qualifications.
- E. Is charged with any of the following offenses:
 - 1. Murder PC 187
 - 2. Manslaughter PC 192(a)
 - 3. Vehicle Manslaughter PC 191.5, 192(a)(1), and 192(c)(3)
 - 4. Mayhem PC 203 and 205
 - 5. Kidnapping PC 207, 208 and 209
 - 6. ADW on a Peace Officer PC 245(c) and 245 (d)

7. Arson PC 451
8. Grand theft firearm PC 487.3
9. Any of following sex offenses: PC 220, 261, 264.1, 286 (c), 286(d), 288, 288.5, 289(a), 311-312.3.
 - a. Any sex offense wherein the victim or presumed victim is/was under 18 years of age.
 - b. All crimes which require registration under PC 290.
10. Any of following violent crimes: PC 12022(b), 12022.5, and 12022.7.

If these offenses were committed in the past, by the applicant, they might be evaluated on a case-by-case basis.

II. ELIGIBLE APPLICANTS

The following may apply for Home Detention with electronic monitoring:

- A. Sentenced in-custody inmate (self-referral)
- B. Court Referred:
 1. Pretrial (instead of bail).
 2. Presentenced (defined as the court is requesting a prescreen review to see if a defendant qualifies for any CPAC program).
 3. Sentenced (in or out of custody).
- C. Pretrial Services Unit (PTS) Pre-Arrestment
 1. The courts and the PTS Unit vet these participants. The CPAC Unit electronically monitors the defendant only.
 2. After arraignment is completed, the courts may refer the participant to CPAC as a Pretrial participant.
 3. Most sentenced inmates may apply for RRC/WF as long as they do not meet any of the ineligibility factors.
- D. CPAC detention deputies will review the extract on a daily basis to locate any qualified participants.

III. HOME DETENTION ELIGIBILITY CRITERIA

- A. Out of custody applicants must submit their CPAC Electronic Monitoring Application (J-142 form) and their sentencing minute order to the CPAC Unit within 14 business days of their report date to custody.

1. In custody applications (J-142 form) shall be reviewed within 14 business days after received.
 2. Presentenced application (J-142 form) and a court order should be received within 14 days of sentencing.
- B. Inmates must agree to program supervision requirements, wear a monitoring device, and when applicable, pay any administrative and daily fees.
 - C. Inmates must have been arrested, convicted and sentenced to serve a minimum of 96 hours in San Diego County on Home Detention.
 - D. Sentenced inmates that have not been precluded from participating in the program by a judge.
 - E. Sentenced or un-sentenced inmates must not have any open bookings, detainers, or active warrants (in county or out of county).
 - F. Inmates must have a verified place of residence or accept placement into appropriate housing as determined by CPAC staff (refer to section V).
 - G. Any inmate whose criminal history reveals an arrest or conviction for sex offenses to include sexual assault, lewdness, indecent exposure, or child-victim crimes, shall be presumptively ineligible for the program unless an exception is appropriate based on the severity of the crime and the passage of time from the date of the offense. The CPAC deputy recommending the exception shall:
 1. Submit written documentation to the CPAC lieutenant regarding the exception.
 2. Place a copy of the written documentation in the program case file.
 - H. A Domestic Violence Screening Instrument (DVSI) shall be completed on inmates whom criminal history reveals the following:
 1. Any instance of domestic violence where a valid protection order is in effect. The protection order may preclude participation in the CPAC program.
 2. Current domestic violence charge(s).
 3. Domestic violence incidents and or a recent pattern of domestic violence incidents within the past five years.

When feasible, CPAC deputies will notify domestic violence victims of the inmate's acceptance on the CPAC program, provide domestic violence resources to the victim and input any victim notification information in Offender 360.

IV. RRC/WF ELIGIBILITY CRITERIA

- A. Inmates must agree to program supervision requirements and wear a monitoring device.
- B. Sentenced inmates cannot be precluded from participating in the program by a judge.

- C. Sentenced inmates must not have any open or pending charges, detainers, or active bookable warrants (in county or out of county).
- D. Criminal history that reveals any instance of domestic violence where a valid protection order is in effect may preclude participation.
- E. Inmates must not have any medical condition that prevents them from either programming or working.
- F. Inmates must have a minimum of 20 days left on their sentence. Inmates who are 1170(h)(A) (straight local sentence) may be reviewed when they have a minimum of 90 days left on their sentence.

V. RESIDENCE ELIGIBILITY CRITERIA

An eligible inmate must reside at a location that meets the following criteria:

- A. Unfettered access to the residence for CPAC staff to conduct random, unannounced home checks.
- B. Working utilities, specifically electricity. A hardline telephone is not required unless the residence is located in an area where cell phone coverage is absent.
- C. No firearms, alcohol, or illegal drugs may be used by the participant in the residence during the incarceration period.
- D. GPS device must be able to transmit and receive a signal to provide an accurate and consistent location from their residence.
- E. A signed Cohabitant Acknowledgement (J-144 form) must be completed by all persons, 18 years and older, living at the applicant's residence.

Cohabitants that are active state or federal parolees, mandatory supervision probationers and or documented street or prison gang members may preclude the participant from living at that residence.

- F. A Consent to Search (SO-135 form) must be signed by the applicant prior to residence check. Failure to sign the SO-135 form will be grounds to deny the applicant for Home Detention. The consent to search pertains to the participant's living areas and common areas of the residence as well as vehicles or items under the participant's control.

VI. APPLICANT BACKGROUND INVESTIGATION

CPAC staff shall complete a comprehensive criminal and personal background check on all applicants and review, at a minimum, the following:

Presentenced or prescreened backgrounds will be completed by the PTS Unit.

- A. SD Law Reports to include, but not limited to the following:

1. Criminal History Databases (State and Federal).
 2. Department of Motor Vehicles Databases.
 3. Temporary Restraining Order Databases.
- B. JIMS Incident Reports
- C. Court Case Documentation
- D. Arrest and criminal reports
- E. Inmate's family and community structure
- F. Prior treatment programs
- G. Probation Reports (Pre-Sentenced Reports)
- H. All applicants shall have a risk assessment completed.
1. A full risk assessment shall be completed on any applicant serving more than 30 days in Home Detention. It will be completed by the PTS Unit, but the CPAC staff shall assist when necessary.
 2. A basic risk assessment shall be completed on any applicant serving less than 30 days in Home Detention and will be completed by CPAC staff.
 3. Pre-arraignment risk assessments are completed by the PTS Unit and approved by the courts.
- I. Any participant sentenced and approved for CPAC for over 30 days will have a case plan developed by the Correctional Counselors.
1. The case plan will consist of assigned classes the participant will be required to attend and complete while in the CPAC program.
 2. The classes are assigned based on the participant's "needs" which is determined by their risk assessment.

VII. APPROVAL PROCESS

All applicants recommended, or not recommended, for Home Detention or RRC/WF by CPAC deputies will be reviewed and approved by a CPAC sergeant.

- A. CPAC deputies or STAR staff will submit the inmate's program case file with all required documents.
- B. CPAC sergeants will review all case file documents, and approve or deny participation.
- C. All inmates or defendants who score as a "High" on their risk assessment for violence will be approved or denied by the CPAC lieutenant or designee.

VIII. DENIAL AND APPEAL PROCESS

- A. All court referred applicants who are denied placement into the program will be denied through the CPAC chain of command to the rank of lieutenant. Presentenced or prescreened applicants will be denied by the CPAC lieutenant or designee.
 - 1. The CPAC deputy shall report in writing to the CPAC sergeant why he or she is not recommending the applicant.
 - 2. If the CPAC sergeant or designee agrees with the deputy's assessment he or she will deny the applicant and forward the applicant's folder to the CPAC lieutenant or designee who will make the final decision.
- B. Non-court referred in custody applicants for Home Detention will be notified in writing and be informed of the grievance process.
 - 1. Non-court referred out of custody applicants will be informed either in writing or by phone.
 - 2. Out of custody applicants cannot grieve the denial.
- C. Prescreen applicants will be informed of the denial utilizing the Prescreen Notification CPAC (J-167 form) issued to the court.
- D. After the applicant is denied and informed of the denial they may grieve the denial based on the Detention P&P N.1 Grievance Procedure.

If not in custody at the time of the denial they may grieve the denial once in custody utilizing the Detention P&P N.1 Grievance Procedure.
- E. If the inmate disagrees with the grievance decision of the CPAC sergeant, the inmate may file a third level appeal to the CPAC lieutenant who shall respond within 10 calendar days as outlined in Detention P&P N.1 Grievance Procedure.

VIII. INCOMPLETE APPLICATION PROCESS

If the applicant fails to complete the application process before their report date, due to their inaction, the applicant will be told by CPAC staff to report to custody as stated on their court order.

- A. These applicants will have no course of appeal for their denial.
- B. These applicants can reapply for any CPAC program after they are in custody.
- C. This will be documented in JIMS under HDR/ISR and approved by a CPAC supervisor.
- D. If necessary, a letter can be sent to the court identifying the reason for the denial.

DATE:	JULY 25, 2018
CATEGORY:	COUNTY PAROLE AND ALTERNATIVE CUSTODY
NUMBER:	E.4
SUBJECT:	INSTALLATION AND REMOVAL OF DEVICES
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018

PURPOSE

To establish guidelines for the installation and removal of home electronic monitoring devices from participants.

POLICY

County Parole and Alternative Custody Unit (CPAC) personnel will install all electronic monitoring Global Positioning System (GPS) ankle bracelets, and shall have primary responsibility for the removal of the GPS ankle bracelets.

PROCEDURE

I. Installation of GPS Devices

Upon an inmate's successful acceptance into the Home Detention Electronic Monitoring Program, the CPAC deputy will be responsible for verifying the following has been completed:

In Custody Participants:

- A. GPS device shall be installed and activated by CPAC staff prior to release.
- B. CPAC staff will ensure participant signs the rules and regulations form.
- C. CPAC staff will ensure the inmate has pre-authorized transportation on site.
- D. CPAC staff will ensure jail staff has turned over all of the inmates' personal belongings.
- E. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Out of Custody Participants:

- A. GPS device shall be installed and activated primarily by the vendor, but CPAC staff can assist if necessary.
- B. CPAC staff will complete the booking procedure (photo and fingerprints).
- C. CPAC staff will ensure the participant signs the rules and regulations form.
- D. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Upon an inmate's successful acceptance into the Residential Reentry Center / Work Furlough program (RRC/WF), the CPAC deputy will be responsible for verifying the following has been completed:

In Custody Participants:

- A. GPS shall be installed and activated by CPAC Staff.
- B. CPAC staff will ensure jail staff has turned over all of the inmates' personal belongings.
- C. CPAC staff will ensure the participant signs rules and regulations form.
- D. CPAC staff transports participant to RRC/WF facility.
- E. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Out of Custody Participants:

- A. GPS shall be installed and activated by vendor primarily, but CPAC can assist if necessary.
- B. CPAC staff will complete booking procedure (photo and fingerprints)
- C. CPAC staff will ensure participant signs the rules and regulations form.
- D. CPAC staff transports participant to RRC/WF facility.
- E. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Upon a Pretrial defendant's successful acceptance into an Electronic Monitoring Program, the CPAC pretrial deputy will ensure the following has been completed:

In Custody Pretrial Participants:

- A. CPAC pretrial deputy will notify JPMU Deputies of an impending pretrial release and complete Sentinel enrollment.
- B. Trained JPMU deputies will ensure participant signs the rules and regulations form, install and activate the GPS device.
- C. CPAC pretrial deputy will verify proper installation and functionality of the GPS device through the EM software tracking platform prior to the participant's release.
- D. JPMU deputies will ensure the participant have all their personal belongings and escort them to final release.

II. Removal of Devices

A. Successful Completion

Home Detention

1. The participant will be instructed to go to the vendor on their release date with all electronic monitoring equipment with them.
2. Special circumstances may require CPAC staff members to meet a participant during the weekend or at an alternate location for the removal of their device. This shall require authorization from a CPAC supervisor prior to the event.
3. In general, inmates who are scheduled to be released on holidays or weekends will have their GPS devices deactivated on their scheduled release date, and removed on the next available business day by the vendor.
4. The vendor will remove and deactivate the participant's GPS device, and remove them from the program monitoring system.
5. Upon the participant's release, the vendor will notify CPAC staff. CPAC staff will complete the release in JIMS, ONS, Active list and forward the participant's case file to Records.

RRC/WF

The RRC/WF staff will have a list of all participants' release dates provided by CPAC staff. On the day of release, the RRC/WF staff will remove the GPS device and store until a CPAC staff member picks up the device from their site.

Upon the participant's release, the RRC/WF staff will notify CPAC staff. The CPAC staff will complete the release in JIMS, ONS, Active list and forward the participant's case file to Records.

B. Revocation

Home Detention Voluntary Termination

1. CPAC staff can instruct the participant to turn themselves into the closest booking facility, if they have a GPS device only.
2. CPAC staff shall notify the booking facility of the participant arrival.
3. A trained JPMU deputy will remove the device prior to housing.
4. CPAC staff shall verify the participant has been processed and then ensure the participant's device is deactivated and update JIMS housing location.
5. CPAC staff will complete the entries in JIMS, update ONS and Active list and forward the participant's case file to IPD.

OR

1. The participant will be instructed to report to the vendor's office with all the electronic monitoring equipment. If the participant is unable to arrange for transportation, CPAC staff may be required to transport.
2. A CPAC deputy will transport or meet the participant at the vendor's office, terminate them from the program, remove the device and transport them to the appropriate jail for processing.
3. CPAC staff will complete the entries in JIMS, update ONS and Active list and forward the participant's case file to IPD.

C. Violation of Program Rules

Home Detention

1. The severity of the violation will determine the location and time of the removal of the device.
2. Regardless of the time and location, CPAC staff will meet with the participant to remove the device and return to custody.
3. CPAC staff will complete the entries in JIMS, update the ONS and Active list and forward the participant's case file to IPD.

RRC-WF

1. RRC/WF staff will get permission from a CPAC supervisor to remand a participant.
2. Once the permission is given, the RRC/WF staff will ensure they complete the Rule Violation hearing on the participant before the participant is remanded.
3. CPAC staff will then pick up the participant, remand the participant at the appropriate detention facility and remove the device.
4. CPAC staff will complete the entries in JIMS, update the ONS and Active list and forward the participant's case file to IPD.
5. If CPAC staff initiates the remand, a Rule Violation will be completed by CPAC staff and a hearing will be completed by a CPAC Supervisor or designee.

D. New Arrests/Bookings

1. If a participant is arrested on a new charge(s) by any law enforcement agency, a trained deputy from the JPMU at the booking facility will remove the GPS ankle bracelet prior to housing the inmate. CPAC staff will retrieve the device from the facility during working hours.

2. A CPAC staff member will complete the entries in JIMS, update the ONS and Active list and forward the participant's case file to IPD.
3. If other electronic monitoring equipment needs to be collected, the cohabitants will first be contacted to arrange for equipment drop off at the vendor's office. Otherwise, a CPAC deputy may be required to retrieve the electronic monitoring equipment from the participant's residence.

DATE:	JULY 25, 2018
NUMBER:	E.5
SUBJECT:	HOME DETENTION AND RRC/WF VIOLATIONS
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018 and 1208

PURPOSE

To set forth rules governing the Home Detention and Residential Reentry Center/Work Furlough (RRC/WF) program participant's behavior in an effort to provide a safe and healthy environment for the community, staff, and program vendors.

POLICY

Upon acceptance, Home Detention participants will be required to read, sign and adhere to the program rules and regulations (J-148 form).

PROCEDURE

I. DISCIPLINARY SANCTIONS

As part of the orientation process, inmates placed on the program will be provided with a written copy of the rules and regulations. Inmates will also be advised of the disciplinary process and the sanctions they can expect for violating the rules of the program.

Rule violations may result in the following:

- A. Verbal warning
- B. Written warning
- C. Restricted movement
- D. Mandatory or increased reporting
- E. Mandatory or increased drug or alcohol testing
- F. Mandatory or increased programming
- G. Step down from Home Detention to RRC/WF
- H. Loss of good time credits (4019 P.C.)
- I. Revocation and return to a detention facility
- J. Additional criminal charges

II. REPORTING PROCEDURES

A. Home Detention and pretrial participants

1. County Parole and Alternative Custody (CPAC) staff will follow the established procedures as outlined in DSB P&P section O.1 as it relates to rule violation reports if the violation requires a remand to a detention facility or loss of good time credits.
2. All other rule violations will be documented in JIMS under a HDR incident entry and approved by a CPAC supervisor.
3. If a participant has a grievance with the rule violation sanctions, the participant can grieve verbally or by writing to the CPAC sergeant.

Any grievances resulting from the rule violation will be handled through the DSB P&P section N.1 Grievance Procedure.

B. RRC/WF participants

1. All rule violations that occur at this site will be handled by CoreCivic staff through their hearing process, but a CPAC supervisor or designee will approve the discipline.
2. If CoreCivic staff recommends the participant be remanded to a detention facility, CoreCivic staff will hold the hearing and have the remand approved by a CPAC supervisor or designee. A copy of the rule violation from CoreCivic will be provided to the participant.

Any grievances resulting from the rule violation will be handled through the DSB P&P section N.1 Grievance Procedure.

3. If CPAC staff determines the participant will be remanded to a detention facility or CoreCivic staff did not document the remand through their rule violation process, CPAC staff will follow the established procedures as outlined in DSB P&P section O.1 as it relates to rule violation reports.

Any grievances resulting from the rule violation will be handled through the DSB P&P section N.1 Grievance Procedure.

III. REMANDS

A. Home Detention

All Home Detention participants will be remanded by CPAC deputies, unless the participant is arrested for a new crime, then the arresting agency will remand the participant with the new charge as a "B" booking under the current booking number.

B. RRC/WF

1. Normal business hours:
During normal business hours, Monday-Friday from 0600-1600 except holidays, CPAC deputies will remand all RRC/WF.
2. After normal business hours and holidays:
 - a. RRC/WF staff will notify the San Diego Central Jail (SDCJ) watch commander for any remands for both Sheriff's and Probation participants. It will be the SDCJ watch commander or designee's responsibility to coordinate these remands. If the watch commander or designee has any questions regarding a remand they can contact the on-call CPAC supervisor or designee.
 - b. Probation staff will be notified first to remand probation inmates. In the event probation staff are not available for the remand the SDCJ watch commander or designee will be notified to coordinate the probation remand.
3. Participants are not to bring any property with them other than their wallet, clothes and jewelry they are wearing, identification, and cell phone. It is the participant's responsibility to have a family member pick-up their remaining belongings from RRC/WF within 30 days.
4. Documents needed for remands:
 - a. For Sheriff's inmates, a Booking Intake/Personal Property Inventory (J-15 form) shall be completed with the participant's current booking number. The charge will be "1208 Violation."
 - b. For Probation inmates, a J-15 form shall be completed with the inmate's current booking number. The charge will be "WF Re-class."
 - i. RRC/WF staff shall provide a letter indicating the remand.
 - ii. The transporting deputy will be provided with a packet containing the J-15 form, the RRC/WF letter, a sentencing calculation sheet, court minutes, and plastic property bag. The packet will be delivered to the Inmate Processing Division upon arrival.

DATE:	JULY 25, 2018
CATEGORY:	COUNTY PAROLE AND ALTERNATIVE CUSTODY
NUMBER:	E.6
SUBJECT:	HOME VISITATION PROCEDURE
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018

PURPOSE

To ensure adherence to the Home Detention Electronic Monitoring Program's Rules and Regulations (Form J-148), and evaluate proper electronic monitoring equipment placement and operation.

POLICY

Each program participant will be subject to environmental review of their residence and their electronic monitoring equipment by County Parole and Alternative Custody (CPAC) deputies. Failure to comply with the program's rules and regulations may result in their immediate return to a detention facility and removal from the program.

PROCEDURE

- I. Field Operations
 - A. Patrol-trained CPAC deputies shall operate as a two-person unit for daily activities, such as house visits and compliance checks. Assistance from local on-duty patrol should be requested any time resistance is anticipated during the arrest, or other circumstances exist which may compromise officer safety.
 - B. Field units will not proceed to any location or residence without first contacting their immediate supervisor when there is prior knowledge of any of the following:
 - 1. Uncooperative participants
 - 2. Have knowledge of weapons in control of the participant
 - 3. Any other officer safety hazardous conditions
 - C. Deputies conducting a home visit should announce their purpose and presence during the home checks in order to warn all residence occupants of their presence. Deputies, in general, will not force entry for the purpose of performing a home compliance check unless exigent circumstances exist.
 - D. Deputies should contact a CPAC supervisor prior to making forced entry in order to affect an arrest of a participant. If forced entry is anticipated at a participant's residence of record, an SO-101 "High Risk Entry Checklist" and S0-125 "Comm OP Plan" shall be completed prior to the entry in order to ensure that all hazards are considered and available resources are present.

In addition, a 4th waiver status should be confirmed and/or CPAC forms J-144 and J-148 should be verified, and granted consent for CPAC deputies to enter a participant's residence. If forced entry is made, the knock and notice requirements outlined in PC 844 shall be adhered to.

- E. Any illegal contraband or evidence located within the scope of a home visit will be handled in accordance with existing law and departmental policy and procedures.

II. Home Visit Objectives

- A. Ensure the participant is in compliance with the program's rules and regulations.
- B. Assess the suitability of the residence and living arrangements.
- C. Verify the participant's address, and take digital photos of the property and vehicles for the case file, if the deputy believes there are officer safety concerns with the residence, (e.g. video surveillance, fortification).
- D. Develop support from the participant's spouse, family, or roommates.
- E. Develop contacts within the immediate community to hold participants accountable.
- F. Develop contingency plans should high control contacts (i.e. arrests, searches, crisis intervention) become necessary.

DATE:	DECEMBER 12, 2018
NUMBER:	E.7
SUBJECT:	CPAC TRANSPORTATION/VEHICLES
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018, 1208

PURPOSE

To ensure participants enrolled or removed from the Home Detention and Residential Reentry Program/Work Furlough (RRC/WF) programs are transported to and from Sheriff's detention facilities in a safe and secure manner.

POLICY

Participants enrolled or removed from the program shall be transported safely and free of contraband to and from a detention facility upon accepting or failing to meet the program rules and regulations.

PRODEDURE

I. VEHICLE OPERATIONS

The County Parole and Alternative Custody Unit (CPAC) will have unmarked caged vehicles and unmarked non-caged vehicles. These vehicles are unassigned and not available for take home privileges unless prior approval is granted.

II. SEARCHES

- A. CPAC deputies shall assume that the enrolled or revoked participant may have had an opportunity to obtain contraband and/or a weapon prior to the time that the enrolled or revoked participant came into their custody. Therefore, CPAC deputies shall search every enrolled or revoked participant prior to placing them in their vehicle for transportation.
- B. CPAC deputies shall assume that contraband and/or weapons may have been placed in or on their vehicles, both before and after transporting the participant. CPAC deputies must inspect their vehicles for such items or any irregularities prior to and after transporting the participants.

III. PRISONER MEDICAL EMERGENCIES

If a medical emergency arises during the transportation of a participant, the inmate will be taken to the nearest emergency department or trauma center. All other medical needs will be assessed during intake at the facility.

DATE:	SEPTEMBER 11, 2018
CATEGORY:	COUNTY PAROLE AND ALTERNATIVE CUSTODY
NUMBER:	E.8
SUBJECT:	COUNTY PAROLE
RELATED SECTIONS:	P.C. SECTIONS 3074 THROUGH 3088

PURPOSE

To ensure all legal and department requirements are met under the authority for County Parole in San Diego County contained in California Penal Code Sections 3074 thru 3088.

POLICY

The San Diego County Board of Parole Commissioners establishes the following rules for the administration of parole functions in San Diego County as provided for under the authority of P.C 3076.

PROCEDURE

I. COUNTY PAROLE

- A. The authority for County Parole in San Diego County is contained in California Penal Code Sections 3074 through 3088. The Board of Parole Commissioners establishes and enforces the rules for the administration of parole functions in San Diego County.
- B. The Board establishes the terms and conditions for each applicant who is granted County Parole. The County Parole term will last at least until the inmates projected release date, but the Board may order parole for a longer period of time (up to a maximum of 2 years). Inmates may apply for County Parole only once during each sentence. The County Parole Board decision is final and not subject to appeal.
- C. The San Diego County Board of Parole Commissioners consists of a representative from the Sheriff's Department, the Probation Department, and a public member appointed by the Presiding Superior Court Judge. The public member shall serve for a term of one year, not to exceed three consecutive years.

II. ELIGIBILITY

Any inmate, who is sentenced to serve time in San Diego County, confined in or committed to any county jail, camp facility, or work furlough facility under a judgment of imprisonment or as a condition of probation for any criminal offense, may apply for County Parole.

However, any of the following would deem them ineligible:

- A. The Court ordered "no parole" or "no early release" at the time of sentencing.

- B. Inmate is serving a local sentence for a serious or non-violent offense listed in PC 667.5(c) or PC 1192.7(c).
- C. Criminal cases are pending.
- D. An active felony hold or warrant exists.
- E. The Court has denied sentence modification on this case.
- F. 3 or more days of "good time" were lost (PC 4019).
- G. County Parole was revoked within the past 3 years.
- H. Inmate has served a state or federal prison term within the last 5 years.
- I. Not enough time remains to process an application, or hearing date closed prior to release date.
- J. Inmate is a current federal, state, or local prison commit (AB 109, PC 1170).
- K. Post Release Community Supervision Offender serving time in county jail (PRCS).
- L. New charge or major rule violation prior to release on County Parole.
- M. Poor in-custody behavior, assaultive behavior towards staff, or attempt to escape.

The County Parole Officers will process applications and determine applicants meet basic eligibility requirements. The facility correctional counselor will send the completed application along with any accompanying documents to the County Parole Officer.

If an applicant is determined to be ineligible for County Parole, the County Parole Officer will complete and send a notification stating the reason(s) for denial ineligibility via interoffice mail to applicants at jail facilities, and email to applicants under CPAC.

All eligible applicants will be scheduled for a County Parole Hearing date on or after the applicant has served ½ of their calculated sentence. The County Parole Officer will send a notification of the scheduled hearing date via interoffice mail to applicants at jail facilities, and email to applicants under CPAC.

All male applicants are scheduled for hearings at South Bay Detention Facility (SBDF) on the 1st, 3rd, and 5th Thursdays of the month. All female applicants are scheduled for hearings at Las Colinas Detention & Reentry Facility on the 2nd, and 4th Thursdays of the month. Females already enrolled in a CPAC program will be seen at SBDF on the 1st, 3rd and 5th Thursday of the month.

III. APPLICATIONS

- A. Inquiries by inmates and requests for applications are referred to the correctional counselors assigned to the facility.

- B. The facility correctional counselor will review and send the completed application and any attached documents to the County Parole Officer via email to CPAC@sdsheriff.org OR interoffice mail to MAILSTOP 0-312.

IV. INPUT

- A. The jail staff's input into the parole process consists of records, especially ISR's and behavior observations.
- B. Facility staff desiring to comment on an inmate's actions, behavior or attitude must contact the Correctional Counselor assigned to that particular housing unit or to the County Parole Officer.

Letters of recommendation may not be sent directly to the Parole Board or court by the facility staff unless directed to do so by the facility commander.

V. CONDITIONS OF PAROLE

The standard conditions of parole include, but are not limited to, the following:

- A. Obey all laws of the United States, State of California, and any ordinance of any city, county, political subdivision or public district thereof.
- B. Follow such course of conduct as directed by the County Parole Officer and report when, and as, instructed.
- C. Notify the County Parole Officer of any changes in residence, telephone numbers or place of employment.
- D. Shall NOT leave the County of San Diego without permission of the County Parole Officer.
- E. Neither visit nor communicate nor attempt to visit or communicate with inmates of any jail, camp, or work furlough facility without the written permission of the County Parole Officer.
- F. Submit your person, property, place of residence, vehicle, personal effects to search at any time with or without a warrant and with or without reasonable cause, when required to do so by the County Parole Officer or any law enforcement officer.
- G. Additional conditions of parole deemed appropriate by the Board will be imposed and outlined in the County Parole grant.

VI. HEARING PROCESS

- A. The applicant is scheduled for a County Parole hearing after serving at least one-half of their sentence time, and will appear before the Board for a personal interview. They may waive their right to appear at the hearing, but this may weaken their chances of being paroled. At the hearing the applicant must give the Parole Board a good reason to be released early and be prepared to answer questions from the Board relating to their criminal history, behavior in custody, program participation, and post-release plans.

- B. Inmates may apply for County Parole only once during each sentence. The decision of the Parole Board is final and cannot be appealed. Decisions are made on a case by case basis, and will be determined on the candidate's behavior in custody, seriousness of the offense, criminal history, custody programming, and the post-release plans presented at the hearing. Immediately after the hearing, all applicants are notified of the Board's decision. They are each presented with either a denial or grant of County Parole. In addition, a note is entered into their JIMS inmate history.
- C. The Board may grant County Parole effective immediately or at a later date. The applicant may be required to secure a residential treatment bed prior to release, or satisfy other conditions similar to formal Probation. All grants of County Parole are sent directly to Inmate Processing Division to conduct the release of the inmate as ordered by the Board.

VII. RETURNED TO CUSTODY

When a County Parolee is determined to be in violation of the conditions of County Parole, the County Parole Officer must contact the County Parole Board members and request a 2/3 majority vote to rescind the offer of County Parole. A Parolee may return to custody by self-surrendering, or by being arrested for a County Parole Warrant and/or new crime.

If the Parolee is in violation of any of the conditions of County Parole, the County Parole Officer will instruct the Parolee to self-surrender at a booking facility. The County Parole Officer will complete and submit a County Parole Hold to the booking facility Inmate Processing Division to notify them of a pending self-surrender to ensure that the Parolee does not bail out of custody.

If a County Parolee fails to self-surrender or is unable to be contacted, the County Parole Officer will complete and submit a warrant to the Sheriff's Records & ID Division, and notify the Board that a warrant has been issued.

Warrants are served by law enforcement as stated in P.C. 3081 (c). A warrant may be recalled due to unforeseen circumstances; however, the County Parole Board must have a 2/3 majority vote to recall the warrant. Otherwise, the warrant will remain in effect.

If a County Parolee is arrested by law enforcement for committing a new crime, the County Parole Officer may be notified of the arrest by the arresting officer, Inmate Processing Division, and/or a Probation representative.

- A. The County Parole Officer must notify the Board of the arrest.
- B. The County Parole Officer will complete and send a Notice of Revocation to the facility correctional counselor where the inmate is housed.
- C. The facility correctional counselor will present the notice to the inmate for signature. The inmate may appeal or decline to contest the revocation.
- D. The County Parole Officer must notify the Board of the inmate's decision. If the inmate declines to contest the revocation, the inmate will stay in custody and serve the remainder of their custody time.

- E. When an inmate decides to appeal their revocation, the County Parole Officer will schedule the inmate for the next available Board Hearing.
 - 1. If the inmate's County Parole remains revoked the inmate will stay in custody and serve the remainder of their custody time.
 - 2. If the inmate's County Parole is reinstated, the County Parole Officer will complete and submit a grant of County Parole along with the Remove Parole Hold to the facility Inmate Processing Division.

VIII. SUPERVISION

All County Parolees are supervised and report weekly to the County Parole Officer pursuant to P.C. 3088. They must comply with all terms and conditions outlined on the County Parole grant. Parolees must submit documentation via fax or email monthly showing compliance of the following conditions, including but not limited to:

- A. Treatment Program progress reports
- B. Self-Help Meeting Attendance Record
- C. Proof of restitution payments
- D. Proof of enrollment in DUI Program/Classes
- E. Proof of enrollment and completion of Court-ordered classes
- F. Proof of Employment and/or Education status
- G. Completion of community service

If the Parolee is in compliance with all the terms and conditions outlined on the County Parole grant by the end of the County Parole term, the Parolee may request a Completion Letter from the County Parole Officer.

DATE:	-JULY 25, 2018
NUMBER:	E.9
SUBJECT:	CPAC SUPERVISION CASELOAD STANDARDS
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018 and 1208

PURPOSE

To monitor a County Parole, Home Detention, and Residential Re-entry Center and Work Furlough (RRC/WF) Program participant's behavior through home compliance checks, case manager-participant interactions, and evidence-based treatment interventions that are aligned with the participant's risk and needs.

POLICY

Each participant will undergo a validated risk/needs assessment. The assessed risk level will have corresponding minimum supervision standards requiring staff to maintain contact with participants so that the goals and objectives of community safety, security and programming can be achieved.

PROCEDURE

The County Parole and Alternative Custody Unit (CPAC) will utilize the Northpointe® COMPAS software to assess a participant's risk level. The initial supervision standards will be based on the highest risk score or may be determined based on criminogenic needs. This standard can be modified based on the participant's performance while in the program. Any adjustment to a participant's supervision level will be authorized by a CPAC supervisor.

The target caseload for CPAC deputies is 40:1, which may include 10 high risk and 30 low/medium risk participants. The case loads will be divided between the CPAC staff. Generally, the law enforcement CPAC staff will be responsible for the Home Detention participants and detention CPAC staff will be responsible for the RRC/WF participants, but they may be intermixed.

I. HOME DETENTION STANDARDS

At the minimum, home detention participants are required to physically check-in at the vendor's case management office bi-weekly.

In addition, the following minimum supervision standards will be set forth for all Home Detention CPAC participants:

A. GENERAL RISK LEVEL SUPERVISION

1. Low Level (1-4)

a. CPAC correctional counselors and the vendor staff will provide programming as appropriate.

b. Monthly home compliance checks as needed.

- c. Bi-weekly phone contact by CPAC case manager.
- 2. Medium Level (5-7)
 - a. CPAC correctional counselors and the vendor staff will provide programming as appropriate.
 - b. Bi-weekly home compliance checks required.
 - c. Weekly phone contact by CPAC case manager.
- 3. High Level (8-10)
 - a. CPAC correctional counselors and the vendor staff will provide programming as appropriate.
 - b. Weekly home compliance checks required.
 - c. Weekly phone contact by CPAC case manager.

II. RRC/WF STANDARDS

The following minimum supervision standards will be set forth for all RRC/WF CPAC participants:

- A. All Levels (1-10)
 - 1. CPAC correctional counselors and the RRC/WF staff will provide programming as appropriate.
 - 2. Participants will meet with the RRC/WF case manager on a weekly basis or as directed.
 - 3. Participants will meet with CPAC staff when requested by RRC/WF staff or when needed.
 - 4. Participants shall obey all rules and regulations required by the RRC/WF facility.
 - 5. All participants will have a ten day black-out period when first arriving at the RRC/WF site. The black-out period prevents the participant from leaving the site for the first ten days allowing participant to become familiar with program before being allowed into the public.

The black-out period can be shortened, extended or waived with CPAC supervisory approval.

III. COUNTY PAROLE STANDARDS

The following minimum supervision standards will be set forth for all County Parole participants:

- A. All County Parole participants will follow all conditions set forth by the County Parole Board.
- B. CPAC correctional counselors may request assistance from the CPAC staff if a County Parole participant is having issues with complying with their parole conditions.

IV. CRIMINOGENIC NEEDS

- A. Participants may be required to undergo random alcohol and/or drug testing at intervals set forth by CPAC staff or by the vendor requirements.
- B. Participants may be required to complete programming/classes as set forth by CPAC correctional counselors or required by the vendor.
- C. Home Detention and RRC/WF participant schedules may be reviewed and approved by CPAC staff. Schedules may include employment, job seeking, school, medical appointments, and general needs.

Vendors can obtain preapproval from CPAC staff to approve certain schedules.

V. DOCUMENTATION

- A. All home compliance checks will be documented as follows:
 - 1. Home Detention participants: in Offender 360 (O-360) under CPAC Conditions using "HCC" (Home Compliance Check).
 - 2. County Parolees: in the County Parole database under case file notes.
 - 3. RRC/WF facility does not require home compliance checks but if any contact is made with a participant at the facility, a CPAC deputy shall make notations in O-360 on incidents of significance.
- B. All phone contacts shall be documented as follows:
 - 1. Home Detention participants: in O-360 under CPAC Conditions "PCAL" (Phone Call).
 - 2. RRC/WF participants: in O-360 under Case Notes using CPAC Review (if needed).
 - 3. County Parolees: in the County Parole database under case file notes.
- C. Alcohol and/or drug testing of Home Detention and RRC/WF participants will be documented by the vendor and recorded in their case management software. Any anomalies will be reported to CPAC staff.

- D. Class/program attendance and completion will be documented as follows:
1. Home Detention and RRC/WF participants: by the vendor and recorded in their case management software.
 2. County Parolees: required to fax proof of class/program attendance and completion to CPAC correctional counselors.
- CPAC correctional counselors will monitor attendance and completion of required courses.
- E. All vendors and CPAC staff will communicate on a regular basis to evaluate each participant's case and discuss their progress in the program.

DATE:	JULY 25, 2018
CATEGORY:	COUNTY PAROLE AND ALTERNATIVE CUSTODY
NUMBER:	E.10
SUBJECT:	FIRE CAMPS
RELATED SECTIONS:	PENAL CODE SECTION 1170(h)

PURPOSE

Provide general guidelines for the screening and placement of sentenced Penal Code § 1170(h) inmates at fire camps.

POLICY

Per Penal Code § 1170(h), sentenced inmates currently in the custody of the San Diego County Sheriff's Department (SDSD) may be screened for participation in the fire camps. The fire camps will be operated collaboratively by Cal Fire and California Department of Corrections and Rehabilitation (CDCR) as an alternative housing option. Participants will be screened by the Inmate Processing Division (IPD), Jail Population Management Unit (JPMU) and Medical Services Division (MSD). Each inmate will be considered on a case-by-case basis.

PROCEDURE

I. SELECTION

- A. Program participation will be on a voluntary basis, initiated by the inmate, via an Inmate Request form (J-21) to IPD.

IPD staff will verify that the inmate is eligible under the following criteria:

- 1. Inmate is sentenced under Penal Code 1170(h) with at least 18 months in custody for male inmates and 6 months in custody for female inmates (after application of credits).
- 2. Inmate is not sentenced as a mandatory supervision offender.

- B. A CDCR County Fire Camp Offender Screening and Processing form will be submitted via email to the IPD, Fire Camp email account inbox.

- C. The Fire Camp Screening Packet (FCSP) electronic file will be stored in the IPD, Fire Camp email account. As each division completes their review, they will update the electronic file as well as the Fire Camp Tracking Spreadsheet to identify that it is ready for the next screening step.

- D. Non-Qualified Inmates

The electronic FCSP's title will be changed to identify that the inmate was disqualified. IPD will place the original J-21 and a copy of the Fire Camp Decision form (J-141) in the inmate's custody record, and a copy of both will be returned to the inmate with a written explanation of denial. The electronic FCSP will be printed and placed in the inmate's

custody record. This same procedure will be followed when inmates are disqualified by MSD, JPMU or CDCR.

E. Qualified Inmates

The electronic FCSP's title will be changed to identify that it is ready to be screened by JPMU.

II. CRIMINAL HISTORY SCREENING

A. JPMU staff will screen the inmate's history using the following criteria:

Definitive Exclusionary Criteria:

1. Violent felonies
Current or prior PC 667.5(c) convictions or comparable out-of-state conviction(s).
2. Serious felonies
Current or prior PC 1192.7(c) and/or PC 1192.8 convictions(s) or comparable out-of-state conviction(s).
3. History of escape or "walk-away" within the past ten years.
4. Active felony hold, warrant or detainer for a felony offense.
5. Misdemeanor holds are not exclusionary except where it is unclear whether a charge is a felony or a misdemeanor.
6. Active or potential United States Immigration and Customs Enforcement (U.S. ICE) hold with prior deportation.
7. Active U.S. ICE hold with no prior deportation and no immediate family ties and/or no established work history of 12 months or more.
8. Prison gang membership (active or inactive gang member or associate).
9. Disciplinary history which includes any in-custody misconduct in the last 12 months of incarceration, resulting in a finding of guilt that could constitute a felony, whether or not prosecution is pursued.
10. A California Department of Corrections Security Housing Unit (SHU) or Psychiatric Service Unit (PSU) term in the last 12 months.
11. Designated high notoriety or public interest case.
12. Current or prior commitment for arson of structure, forest, property or arson with injuries.
13. Conviction, arrest or detention for possession of explosive device.

B. Qualified Inmates

The electronic FCSP's title will be changed to identify that it is ready to be screened by MSD.

III. MEDICAL SCREENING

A. MSD staff will screen the inmate using the following criteria:

1. Functional Capacity

- a. Has no work restrictions
- b. Has bilateral vision with 20/40 each eye with corrective spectacles
- c. Has good bilateral grip strength
- d. Has good mobility and endurance
- e. Able to dig ditches, chop wood and haul water
- f. Able to work at high altitudes

2. No chronic medical conditions or chronic medical conditions that are in good control and are common conditions.

3. Does not require any medications to be administered by a nurse. Requires only access to limited nurse sick call and to emergency care.

4. Requires two or fewer consultations to General Surgery, Orthopedics, GYN, Radiology, Ophthalmology or Internal Medicine.

B. Mental Health Criteria

1. Is not presently prescribed any psychotropic medication (e.g., antipsychotics, antidepressants or mood stabilizers).

2. Has been screened by a Mental Health Clinician who has determined that the individual:

- a. Has a past history of mental health treatment, has been emotionally stable without psychotropic medication(s) for a period of at least six months or
- b. Does not require mental health treatment.

C. Dental Criteria

1. Is not presently awaiting delivery of dental prosthesis.

2. Is not currently experiencing toothache/pain.

3. Has no unusual or soft tissue pathology requiring treatment within 60 days.

D. Qualified Inmates

The electronic FCSP's title will be changed to notify IPD that the inmate is ready to continue the selection process.

IV. CDCR APPROVAL

- A. All qualified FCSP packets will be electronically sent to CDCR via a Secure Transfer Protocol for their approval.
- B. CDCR will notify IPD of the acceptance or denial of the inmate packets provided.
- C. IPD will create the Fire Camp transfer list with qualified inmates and notify JPMU to arrange for the inmate to be transported to CDCR.
- D. Once the inmate is transferred to Fire Camp, CPAC staff should be notified to place the inmate into appropriate housing area in JIMS.

V. TRANSPORTATION

A. Male Inmates

- 1. Qualified male inmates will be transferred to the Vista Detention Facility (VDF) to await transfer to the CDCR High Desert State Prison.
- 2. CDCR Statewide Transportation will pick-up these inmates, as scheduled by CDCR.
 - a. The inmates will be fed breakfast before the arrival of Statewide Transportation.
 - b. Statewide will strip out the inmates and dress them in a CDCR jumpsuit prior to transporting. Inmates will keep jail issued shower shoes during transport.
- 3. Inmates are not allowed to take any property with them to Fire Camp. All male inmate property will be stored at East Mesa Reentry Facility.

B. Female Inmates

Qualified female inmates will be transported from the Las Colinas Detention Reentry Facility (LCDRF) by the San Diego Sheriff's Prisoner Transportation Detail to the California Institute for Women (CIW). This transport will occur during the regularly scheduled transportation run on Tuesday, Wednesday or Thursday.

Inmates are not allowed to take any property with them to Fire Camp. All female inmate property will be stored at LCDRF.

VI. HOUSING

Inmates at fire camp will be housed under the County Parole and Alternative Custody Unit (CPAC) housing area in the Jail Information Management System (JIMS). They will be considered to be out at an alternative housing site and under the responsibility of CPAC.

A. Fire Camp Returns

1. Inmates are to be returned to SDSD custody at least 30 days before release date.
2. Inmates may need to be returned to custody for various reasons, to include, but not limited to:
 - a. Sickness, or need medical care beyond what is available at the camp.
 - b. They are injured at camp.
 - c. Unable to complete the training.
 - d. Violate the camp rules.

B. CPAC will be notified of any change in an inmate's housing situation in order to move the inmate back into the perspective SDSD's facility X-module.

C. If an inmate is returned to SDSD's custody for medical reasons, the inmate may return back to their original Fire Camp location upon clearance by SDSD's Medical staff. An IPD staff member from EMRF will coordinate the transport back to Fire Camp along with SDSD's Medical staff, CDCR and the San Diego Central Jail (SDCJ) processing sergeant. Once the details of the transport are coordinated with all parties, a SDCJ deputy will complete the transport. A SDCJ deputy will meet CDCR at the secured parking lot of the Alpine Sheriff's Station: 2751 Alpine Blvd., Alpine, CA 91901-3820, thus completing the transfer of the inmate back to Fire Camp.

VII. Return to Custody

A. Transporting Deputy

1. Will complete or ensure an Inmate Status Report is written in JIMS detailing the reason for the return to custody of a Fire Camp Inmate.
2. The deputy will take custody of the inmate and may need to sign the CDCR Body Receipt (Form 123) to accomplish the transfer of the inmate.

B. Male Inmates

CDCR staff will contact the designated Sheriff's staff member. The SDCJ Processing Sergeant will then be notified to arrange for a deputy to meet with their staff to return the inmate to custody. CPAC staff will be the second point of contact if SDCJ cannot provide a transport deputy.

1. The meeting place will be the secured parking lot of the Alpine Sheriff's Station: 2751 Alpine Blvd., Alpine, CA 91901-3820

2. The deputy will then transport the inmate to a designated facility for return to custody.

C. Female Inmates

1. CDCR Fire Camp staff will return female inmates to CIW. CDCR Fire Camp staff will notify the designated Sheriff staff member. The SDSD's Prisoner Transportation Detail will be notified to pick-up the returned inmate during their regularly scheduled transportation run to CIW.
2. If the inmate is located in San Diego County and needs to be returned to our custody immediately, CDCR will contact the designated Sheriff's staff member. The watch commander at LCDRF or VDF, whichever is closer, will then be notified to arrange for a deputy to meet them and transfer the inmate.

D. Injured Inmates

CDCR staff will take the injured inmate to the nearest hospital for treatment. If the hospital is within the county, they will contact designated Sheriff's staff member(s). The SDCJ's Processing Sergeant will then be notified to arrange for a deputy to relieve their staff and take custody of the inmate.

- E. A JPMU or CPAC staff member should be notified to move the inmate in JIMS to the designated facility.

DATE:	OCTOBER 12, 2018
NUMBER:	E.11
SUBJECT:	WORK RELEASE PROGRAM
RELATED SECTIONS:	PC 4024.2

PURPOSE

Provide eligible persons referred by the courts an opportunity to perform public service work in lieu of serving a term of confinement in custody as ordered by the court.

POLICY

The Sheriff's Work Release Program will review for eligibility any referral by the Superior Court of San Diego County if the person referred has been sentenced to a term in custody of the Sheriff not exceeding 30 days. Participation by the person referred is on a voluntary basis if the person meets background and medical standards.

The County Parole and Alternative Custody Sergeant (CPAC) designated as the supervisor for the Work Release program is further designated as the person in charge of the program for purposes of issuing Work Release Notifications of Failure, PC 4024.2 subsection 4 (c).

Pursuant to section 4024.2 subsection 4 (d) Work Release staff may find that an individual authorized by the court to participate in the Work Release Program in lieu of custody is not a suitable subject for participation if it appears from the record that the person has refused to satisfactorily perform as assigned or concludes that the person is not eligible.

PROCEDURE

- I. OUT OF CUSTODY OPERATIONAL PROCEDURES:
 - A. Self-commit referrals to Work Release will be initiated by the court sending a copy of the court order to the Work Release office. It is the responsibility of each court to make sure that court orders are forwarded in a timely fashion. On receipt, Work Release staff will document the referral by entering the referral into the Work Release database.
 - B. The court shall provide the defendants assigned to the program the Work Release telephone number (858) 614-7650 . The court should also inform the self-commit to contact Work Release within 72 hours. A voice mail message does not meet this requirement.
 - C. Work Release staff will gather the necessary information and perform a background check. The referrals that are cleared for participation will be scheduled for an intake appointment for enrollment.

For those rap sheets with questionable or borderline charges/convictions, the CPAC sergeant will conduct a review of the rap sheet and make a final determination about eligibility.

- D. Work Release staff will notify the referring court of all participants who are found to be ineligible for the program by completing a Notice of Ineligibility form and sending it to the Criminal Division of the Clerk of the Court with a copy of the notice to the defendant.

All Notices of Ineligibility will be reviewed and signed by the supervising correctional counselor or designated staff prior to mailing.

- E. Work Release staff (or designated staff in his/her absence) is responsible for Work Release Orientation and will review the booking slip to ensure that all recorded information is correct. The Work Release staff (or designated staff) will also review the participant's photo identification and court papers. All approved participants will be given an Order to Release and Referral to Work Project (pink copy) indicating the total number of days to complete on Work Release and a date by which they must report to the Work Project Office.

The participant will be provided with a copy of the Program Orientation Sheet that outlines the program and provides direction to the Work Project Office. The participant will also be given verbal and written instructions and directions to proceed to the San Diego County Probation Department's Work Project Office. At the Probation Work Project Office, the participant is to pay the administrative fee which is subject to change on an annual basis. At this location, the participant will be enrolled and be provided a work schedule.

II. PROGRAM FAILURE PROCEDURES

- A. Every week, Work Release staff will receive a list from the Probation Department's Work Project Office of participants that have completed their commitments, as well as program failures.
- B. On receipt of this information, Work Release staff is responsible for updating the records by inputting the data into the Work Release database. Two to three days after receipt of the list noted above, documentation will be received from the Work Project on each participant either completing the commitment or failing the program. Work Release staff will pull the participant's packet, insert the documentation and return the packet to the appropriate file drawer.
- C. If the participant has successfully completed the program the packet will be filed in the Work Release Completions file drawer.
- D. If the participant failed to complete and was terminated from the Work Release program, Work Release staff will document the participant's termination from the program and prepare a Notification of Failure. The notification will include the name and date of birth of the defendant and will provide the number of days remaining to be served.
- E. The CPAC Sergeant or designated staff will review and sign the Notification of Failure for content and accuracy prior to mailing.
- F. A copy of the Notice of Failure will be mailed to the participant's last known address and the court.

- G. Copies will be attached to the participant's packet, which will be filed in the Ineligible/Failures file cabinet.
- H. If the person authorized to perform work release in lieu of custody does not contact the Work Release office within 72 hours as directed by the court, Work Release staff will inform the court of the non-compliance by forwarding a Notification of Failure form to the court. The Supervising Correctional Counselor or designated staff will review and sign the Notification of Failure prior to mailing.
- I. As the need arises or when requested by the court, the Supervising Correctional Counselor shall provide in-house training or presentations to court personnel regarding Work Release procedures, P&P, documentation or any other Work Release related subject for which the court needs clarification.

III. WORK RELEASE PROGRAM FILE AUDITS AND REVIEWS

- A. On a quarterly basis, the Supervising Correctional Counselor overseeing the Work Release Program shall conduct an audit. Each audit will include, but not be limited to, a review of the following items:
 - 1. All current active cases – this will help determine whether any cases listed as “active” should actually be closed out.
 - 2. A review of a reasonable percentage of the Notifications of Failure that have been issued – this is to ensure that accurate reporting has taken place and no errors in days worked vs. days owed has been made.
 - 3. Court commits received directly from the court in the “pending” file have not been “pending” for more than 30 days post-sentencing.
- B. The audit will be conducted with the use of the Work Release Audit Form. At the end of each calendar year, the previous year's Work Release files will be stored and retained for three years.

IV. EXCLUSIONARY CHARGES

Persons convicted of the following offenses or the attempts thereof are not eligible for the Work Release Program.

- PC 187 Murder
- PC 192 Manslaughter
- PC 191.5 Vehicular manslaughter while intoxicated
- PC 192C (1) Vehicular Manslaughter
- PC 192C (3) Vehicular Manslaughter
- PC 203, 205 Mayhem
- PC 207, 208 Kidnapping
- PC 209 Kidnapping for ransom, robbery, rape
- PC 211 Robbery
- PC 220 Assaults w/intent to commit sex crime
- PC 245C, D ADW on Peace Officer
- PC 261 Rape

PC 264.1 Rape w/Foreign Object
PC 286C, D Forcible Sodomy
PC 288 Lewd Act on a child
PC 288.5 Continuous Sexual Abuse of a child
PC 288a (2) Forcible oral copulation
PC 288C, D Victim has mental disorder, dev. Disabled or unconscious
PC 289A Forcible acts of penetration
PC 451 Arson
PC 487(d) (2) Grand theft firearm
PC12022B Offense w/personal use of deadly weapon
PC12022.5 Personal use of firearm
PC 12022.7 Personal infliction of great bodily harm
PC 273A Child abuse
PC 273.5 Spousal abuse
PC 136.1 Witness intimidation
HS 11382 Possession for sale of controlled substance
HS 11378 Possession for sale

Additional exclusionary offenses, whether felony or misdemeanor, include any sex offense wherein the victim is a child under the age of 18, including all offenses requiring registration as a sex offender under section 290 of the Penal Code; and also offenses involving child pornography as described in sections 311 through 312.3 of the Penal Code.