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<b>DATE:</b>	SEPTEMBER 7, 2018
<b>NUMBER:</b>	T.1
<b>SUBJECT:</b>	CORRECTIONAL COUNSELING PROGRAM
<b>RELATED SECTIONS:</b>	<a href="#">E.8</a> , <a href="#">T.5</a> , <a href="#">T.7</a> , , <a href="#">T.25</a>

PURPOSE

To provide consistent correctional counseling services at each detention and reentry facility.

POLICY

Each facility will maintain a correctional counseling program that provides opportunities for inmates to participate in programs and counseling services.

PROCEDURES

- I. Correctional counselors (CCs) will provide the following counseling services:
  - A. Counselors will assess inmate needs for educational, vocational, psychosocial, wellness, special religious issues, pre-release, post-release, or other program needs necessary for reentry purposes.
  - B. A variety of reentry programs are available to inmates. CCs shall be responsible for the coordination of educational, vocational, psychosocial and wellness programs.
  - C. Counselors will provide individual and group interventions as well as case management based off assessed needs.
  - D. Counselors may facilitate psychosocial classes.
  - E. Inmates with disabilities shall not be excluded from participation in reentry programs.

NOTE: All counseling services are voluntary and the inmate must agree to participate in programs. Requests for counseling services may be made by the inmate, family members, social service agencies, government agencies, or Sheriff's staff.

- II. CCs may be responsible for the coordination of the following programs at their respective facilities, as directed by a supervising correctional counselor (SCC) and/or the Reentry Services Manager (RSM):
  - A. Educational programs such as High School Equivalency (HSE) and college classes.
  - B. Vocational programs
  - C. Psychosocial programs
  - D. Wellness Programs

- E. Library Services (operation of the inmate reading library and distribution of reading materials).
- III. CCs will fulfill the following duties as directed by a SCC and/or the RSM.
- A. Screen inmates in conjunction with classification for transfer to minimum-security institutions, other alternative housing and programs.
  - B. Provide case management and coordinate inmate referrals to social service providers.
  - C. As directed by the RSM, assist the facility commander and staff with special projects related to Reentry Services.
  - D. Prepare inmate jail behavior reports for County Parole Board hearings and review hearings.
  - E. Serve as the Sheriff's representative on the County Parole Board (3075 P.C.).
  - F. Legal Research
    - 1. CCs shall provide Legal Research Assistant (LRA) request forms, as needed.
    - 2. CCs are responsible for timely processing and delivery of LRA requests and responses.
    - 3. Correctional Counselors are responsible for the documentation and adherence to the established policies governing legal assistance to inmates.
    - 4. CCs shall provide reasonable assistance to inmates who are representing themselves in propria persona (pro per) in a criminal case or an action challenging the conditions of their confinement, and who have been granted pro per status by the court. "Reasonable assistance" consists of assisting an inmate in learning how to operate the electronic research kiosks, and how to formulate queries for such research. Counselors shall not conduct research for the inmate, nor suggest topics of research, nor give legal advice.
  - G. Serve as volunteer coordinator for religious programs, contracted service providers, and any other applicable voluntary programs for all detention facilities.
  - H. Attend interagency and community meetings relating to the work being done in the Sheriff's detention and reentry facilities.
  - I. When assigned, assist in preparing applications for grants to fund new programs.

**San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures**

<b>DATE:</b>	MAY28, 2014
<b>NUMBER:</b>	T.2
<b>SUBJECT:</b>	INMATE ORIENTATION
<b>RELATED SECTIONS:</b>	
<b>IN COMPLIANCE WITH:</b>	TITLE 15, SEC. 1069

**PURPOSE**

To orient all newly received inmates at the time of placement in a living area.

**POLICY**

All facilities will ensure that inmates are oriented at or before the time of placement into a living unit. This orientation will be provided to inmates in English, Spanish and sign language. The content of the orientation shall be documented and shall include, but not be limited to, the following;

- I. Correspondence, visiting, and telephone usage rules
- II. Rules and disciplinary procedures
- III. Inmate grievance procedures
- IV. Programs and activities available and method of application
- V. Medical services
- VI. Classification/housing assignments
- VII. Court appearance where scheduled, if known
- VIII. Voting, including registration
- IX. Department Prison Rape Elimination Act (PREA) policy

**PROCEDURE**

The most current version of the Inmate Orientation Video supplied by the Reentry Services Division shall be played at least once per day at each of the Sheriff's detention facilities. Facility green sheets shall be created to specify the time(s) in which the video will be played. Deputies shall make a log entry in the control log documenting the date/time the video was shown.

<b>DATE:</b>	SEPTEMBER 7, 2018
<b>NUMBER:</b>	T.3
<b>SUBJECT:</b>	LEGAL RESEARCH AREA RULES
<b>RELATED SECTIONS:</b>	TITLE 15, SEC. 1064, N.7

**PURPOSE**

To establish rules and procedures by which Pro Per inmates shall abide while utilizing the Jail Legal Research Area

**POLICY**

All inmates granted in propria persona (in pro per) status by court order in a criminal case will be allowed reasonable access to the Legal Research Area. The detention facility will maintain a Legal Research Area providing access to a research kiosk.

**PROCEDURE**

Legal Research Area Rules

- A. In order that the Legal Research Area facilities will be most productively utilized, the inmates:
  - 1. Will use the available legal resources only.
  - 2. Will not carry on conversations with other inmates.
  - 3. Will not remove from the Legal Research Area any book, pamphlet or document belonging to the Legal Research Area unless authorized by the Legal Research Area Counselor. Any unauthorized removal of items from the Legal Research Area will constitute a theft (484 PC).
  - 4. Will not deface or destroy computer terminals or kiosks in the Legal Research Area.
- B. Inmates using the Legal Research Area who damage or deface books or computers, or who violate any of the rules of the Legal Research Area will be disciplined. Legal Research Area privileges may be lost and/or criminal complaints may be filed.
- C. Inmates may use the Legal Research Area only for their own legal research. Inmates who use the resources of the Legal Research Area, or any materials provided to in pro per inmates, to perform work for, or give legal advice to another inmate, will have their Legal Research Area privileges revoked, and their pro per materials will be taken away.

<b>DATE:</b>	MAY 6, 2016
<b>NUMBER:</b>	T.5
<b>SUBJECT:</b>	JAIL LIBRARY/BOOK DONATIONS
<b>RELATED SECTIONS:</b>	<a href="#">P.3</a> , <a href="#">T.1</a> , <a href="#">V.1</a> , <a href="#">V.3</a> ; TITLE 15, SEC. 1064

**PURPOSE**

To provide library services that are responsive to the interests and educational needs of the inmates.

**POLICY**

Each facility library shall be kept clean and orderly. Library books shall be checked periodically for signs of wear and contraband. The correctional counselor assigned to the library shall coordinate the donation and purchase of books.

**PROCEDURE**

**I. LIBRARY OPERATION**

- A. The correctional counselor assigned to the library shall inspect the library and books on a regular basis to ensure the area is clean, orderly and the books are usable.
- B. The correctional counselor shall keep a record of library services to ensure each housing unit has an adequate opportunity to obtain books.

**II. BOOK DONATIONS**

- A. The facility shall not accept donations of books through the jail information window except by approval of the watch commander or correctional counselor. Community groups wishing to make donations shall be referred to the correctional counselor. Religious groups wishing to donate literature shall be referred to the chaplain coordinator.
- B. Books or magazines mailed to the facility by the general public shall not be accepted. Books or magazines mailed directly from publishers shall be accepted. Magazines and periodicals mailed to specific inmates must follow the guidelines contained in Detention P&P Section P.3 (Inmate Mail).
- C. Prior to their placement on the library shelves, the correctional counselor shall inspect all books that have been purchased or donated. This inspection is designed to control the flow of contraband and to determine the usability of the books.
- D. The facility commander has the prerogative to allow or deny any hardbound book into their facility. The procedures for handling hardbound books shall be incorporated into a "Green Sheet" for each facility.

- E. Donated hardbound books may be allowed into the detention facility only after each volume has been screened for contraband by the correctional counselor and/or security staff. Generally, hardbound books shall be kept in the inmate library; however, they may be checked out or distributed to the following classes of inmates.
  - 1. Inmate workers
  - 2. Inmates in minimum or medium security housing areas
  - 3. Inmates in maximum security housing areas approved by the facility commander.
- F. Inmates in disciplinary status or those housed in administrative segregation may not possess hardbound books.
- G. Donations of books for specific inmates shall not be accepted from the general public.
- H. All reading material must meet the standard set forth in Detention P&P Section P.3, which covers violence issues, obscene materials, etc.

### III. USE OF VOLUNTEERS

The correctional counselor shall determine how many, if any, volunteers could be used in the facility library. The correctional counselor shall coordinate the selection and use of volunteers in accordance with Sections V.1 and V.3 of this manual.

<b>DATE:</b>	JUNE 17, 2016
<b>NUMBER:</b>	T.7
<b>SUBJECT:</b>	LEGAL ASSISTANCE TO INMATES
<b>RELATED SECTIONS:</b>	<a href="#">N.3</a> , <a href="#">N.5</a> , <a href="#">N.7</a> , <a href="#">P.15</a>

**PURPOSE**

To outline what a Sheriff's Department employee, working within a detention facility, may and may not do to assist an inmate with legal matters.

**POLICY**

All requests for legal assistance shall be referred to those organizations established and properly equipped to handle such matters. No legal advice is to be given to an inmate by any staff member. No encouragement is to be given to an inmate pursuing a legal claim against any branch of government or its' employees. No attorney or group of attorneys is to be recommended by a staff member to any inmate.

**PROCEDURE**

- I. When a request is received from an inmate for legal assistance, the request should be given to the facility correctional counselor. The counselor may:
  - A. Explain to the inmate the availability, rules and protocol for accessing the off-site legal research service.
  - B. Ensure the appropriate and timely use of the off-site legal research service, include documentation and delivery of responses.
  - C. Refer the inmate to the San Diego County Bar Association Lawyer Referral and Information Service.
  - D. Refer the inmate to any other appropriate legal service that does not violate this policy.



<b>DATE:</b>	SEPTEMBER7, 2018
<b>NUMBER:</b>	T.9
<b>SUBJECT:</b>	SHERIFF'S COMMISSARY
<b>RELATED SECTIONS:</b>	TITLE 15, SEC. 1264; 4025 P.C.; L.11

PURPOSE

To enable inmates to purchase certain personal items, snacks and stationary, and provide consistent procedures for the operation of the Sheriff's Commissary.

POLICY

The Sheriff's Commissary shall be operated in a clean, efficient and legal manner. Inmates who have sufficient funds will be allowed to purchase commissary items unless they have had their commissary privilege suspended for disciplinary reasons.

PROCEDURE

I. COMMISSARY ORDERS

- A. The ability to order from commissary will be offered to inmates at all detention facilities. Inmates are limited to a bi-weekly purchase not to exceed \$200 or \$100 per order. Purchases of phone time and orders placed via website, by an outside party, are independent of these caps and can be ordered in unlimited quantities. The commissary stores order form will be completed by the inmate purchaser and will include housing unit, booking number, date and the inmate's signature. Forms without signatures will be rejected. Incomplete forms, other than missing signatures, may be rejected.
- B. Housing deputies will collect completed commissary order forms following night count and will deliver them to the facility storekeeper for scanning.
- C. Selected housing units will place their Commissary order through the Commissary application on the Video Visitation terminals inside the housing unit. Commissary items on the application are only available between midnight to midnight the day prior to their delivery. Phone time will be available every day. Housing units that use the Commissary application on the video visitation phones will not receive Commissary scantron forms unless there are technical issues with the terminals. It will be at the facility's discretion if inmates on lockdown will be allowed to use the terminals to order Commissary.
- D. Commissary staff will make deliveries Monday through Friday to all detention facilities.
- E. Commissary staff will be solely responsible for delivering commissary. Deputies may stand by for security purposes, but will not assist with deliveries. Commissary staff will verify the inmate's identity by checking and scanning the wristband of the inmate who purchased the commissary. If the inmate's wristband is unable to be scanned for any

reason, commissary staff will return the order to the commissary warehouse. No un-scanned orders will be left for later distribution.

- F. As a general rule, commissary staff will not accept order refusals without just cause. Any inmate who contests their commissary order must do so in writing via an Inmate Request (J-21) form. The J-21 form will accompany the refused order and be returned to Commissary for further review. Commissary personnel will have 10 calendar days to review and respond to the claim. If after review, the claim is without merit, the items will be returned to the inmate and the inmate charged for the order. If the inmate has a legitimate claim, the order will be returned to inventory and any monies taken will be refunded.
- G. Inmates may address any disputes and/or discrepancies via a J-21 form addressed to commissary staff.
- H. If an inmate on disciplinary lockdown has over \$2.00 on his/her account, he/she will not be given a welfare pack and will be required to order allowed items through commissary.
- I. The following items are exempt from suspended commissary privileges:

- Irish Spring Deodorant Soap
- Dial Antibacterial Soap
- Hand and Body Lotion
- Cocoa Butter Cream
- Tampax Tampons
- Balsam Shampoo
- Balsam Conditioner
- Dandruff Shampoo
- Comb
- Afro Pick
- Bergamot
- Ladies Deodorant
- Men's Deodorant
- Body Powder
- Shaving Cream
- Toothbrush 4" Stub
- Toothpaste
- Washcloth
- Toothbrush Cap
- Soap Box
- Golf Pencil
- Eraser Cap
- Writing Pad
- First Class Stamps
- Stamped Postcard
- Stamped Envelope
- Manila Envelope
- Antacid Tablets
- Cough Suppressant Tablets
- \$5 Phone Time

\$10 Phone Time

\$20 Phone Time

II. PHONE TIME ORDERS

- A. Inmates may order phone time daily. There is not a limit of the amount of phone time an inmate may order.
- B. Deputies shall collect phone time order forms and verify the name and booking number matches the inmate's wristband. The deputy will initial and include their ARJIS number on the top right corner of the form.

III. AVAILABLE ITEMS

A complete list of available commissary items and their prices shall be kept in each housing unit.

<b>DATE:</b>	APRIL 22, 2016
<b>NUMBER:</b>	T.10
<b>SUBJECT:</b>	APPROVAL PROCEDURES FOR STOCKING AND SALE OF COMMISSARY RESALE ITEMS
<b>RELATED SECTIONS:</b>	<a href="#">T.9</a> , <a href="#">M.20</a>

PURPOSE

To provide uniform procedures for the approval of new products to be stocked and sold to the inmate population by the Sheriff's Commissary.

POLICY

The Sheriff's Commissary will only stock and sell products to the inmate population that are approved by the Inmate Welfare Committee (IWC).

PROCEDURE

The following procedures will be utilized whenever the Commissary is considering changes to the items it sells to the inmate population.

I. CURRENT PRODUCT

- A. All products currently stocked and sold by Sheriff's Commissary have been previously approved by the IWC in accordance with the following guidelines:
  - 1. Packaging – must not contain any glass or metal or hard plastic (except for the cap) which may be made into a weapon by an inmate.
  - 2. Chemical Composition – personal care items, such as hair or skin care items, should not contain any toxic or harmful chemicals or ingredients which could be used as potential weapons by inmates.
  - 3. Size – most products should be similar in size to those carried by “convenience stores” due to the lack of available secured storage for inmates.

II. NEW ITEMS

- A. For purposes of this instruction, “new items” which require full IWC approval, are defined as items which may pose a significant risk to the safety or security of jail staff or inmates, and which have not been previously carried nor are similar to any product currently being sold by the commissary. Items that are merely changed with respect to a different manufacturer or product size, as long as they continue to meet the stocking criteria approved by the IWC, are not considered new items.
  - 1. Sheriff's Commissary will select appropriate products that it plans on adding to the commissary's product mix.

2. The commissary stores supervisor will contact the designated member of the IWC for concurrence.
3. The designated member of the IWC will present any questionable items to the full IWC for approval. Additionally, he/she will:
  - a. Annually, around March or April, visit the commissary to review all new items recommended by the commissary stores supervisor. Any item(s) with safety or security concerns will be presented to the IWC in the previously prescribed manner.
  - b. Obtain concurrence and approval of the Sheriff's medical director for any proposed additions to the current line of previously approved over-the-counter (OTC) medications.
4. The IWC will vote on whether or not to approve the proposed new item for sale by the Commissary. A simple majority vote is required for approval.

### III. REMOVAL OF ITEMS

- A. Items previously approved by the IWC may only be discontinued in one of the following ways:
  1. Sheriff's Commissary may discontinue an item if the anticipated sales potential does not materialize.
  2. Subsequent Safety or Security concerns.
    - a. Jail staff who feel that an existing item may present a risk to safety or security must make their concerns known to their facility commander via their internal chain of command.
    - b. Unless an item poses an immediate danger to staff or inmates, sworn staff will neither confiscate the item from inmates nor direct Commissary personnel not to provide the item to inmates who properly ordered it.
    - c. Confiscation action of any commissary item requires facility commander approval, and concurrent notification to the commissary stores supervisor. This latter notice is essential so that the sale of the item to that particular jail can be temporarily suspended until the Inmate Welfare Committee has completed an appropriate evaluation.
    - d. If the applicable facility commander approves the confiscation action, he/she will raise the issue at the next IWC meeting.
- B. If the IWC approves the discontinuance of the item and to avoid a potential financial drain on both the Commissary and associated inmate welfare fund revenues, the Commissary will discontinue the item as follows:
  1. If the Commissary's existing stock of the item can be returned for credit, it will be discontinued immediately.

2. If existing stocks cannot be returned for credit, and unless the IWC determines the item should be discontinued immediately, the item will continue to be sold until existing stocks of the item have been fully depleted.

<b>DATE:</b>	SEPTEMBER 7, 2018
<b>NUMBER:</b>	T.11
<b>SUBJECT:</b>	EXERCISE AND RECREATION
<b>RELATED SECTIONS:</b>	TITLE 15, SEC. 1065

**PURPOSE**

To provide an opportunity for adequate exercise and recreation for all inmates.

**POLICY**

An exercise and recreation program shall be available to inmates at each facility. It shall afford the inmate an opportunity to utilize an area designed for recreation. It shall include a minimum of two (2) exercise periods, and a minimum of three (3) hours per week, per inmate.

**PROCEDURE**

Each facility shall develop a green sheet that will ensure minimum Title 15 standards for exercise and recreation are provided to all inmates. This policy shall identify the area to be used for exercise and recreation, the types of authorized activity, and the equipment that will be made available.

Since each facility has different security concerns and structural limitations, the facility commander shall determine what activities will be allowed and what equipment will be provided.

I. Each facility's inmate worker deputy will ensure there is an adequate supply of equipment. For some facilities an inmate recreational advisory group might be desired. Certainly, the information from inmates as to their interest should be sought.

II. LOGGING ACTIVITIES

A. Mainline inmates or group entries:

1. The start and end of recreation time must be documented in the Jail Information Management System (JIMS). The start of recreation will be documented by selecting "REC YARD STARTED" from the drop-down of the Area Activity. The "Area" and "HU" will denote the housing unit/module being offered recreation time. The "Count" field must indicate the accurate number of inmates that went to the recreation yard. The end of recreation will be documented by selecting "REC YARD ENDED" from the drop-down of the Area Activity. The "Area" and "HU" will denote the housing unit/module returning from recreation time. Housing units at Las Colinas Detention and Reentry Facility, where the recreation yard is directly attached to the dayroom, may deviate from this procedure but the deviation must be outlined in the facility green sheet. The "Count" field must indicate the accurate number of inmates returning from the yard. Deviation from this procedure section, for specific groups of inmates at reentry facilities (East Mesa Reentry Facility & Las Colinas Detention and Reentry Facility), shall be outlined via a facility green sheet.

2. If inmates elect not to utilize the recreation yard, an entry will be made in JIMS to indicate the refusal of recreation time. The refusal of recreation time will be documented by selecting "REC YARD REFUSED" from the drop-down of the Area Activity.
  3. There may be circumstances that preclude the inmates from utilizing the recreation yard during the scheduled time (e.g., inclement weather, maintenance issues, facility emergency, etc.). An entry will be made in JIMS by selecting "REC YARD UNAVAILABLE" from the drop-down of the Area Activity. The "Description" must specify the reason recreation time was not available. If necessary, the "Notes" area may be used to provide a detailed explanation. In these cases, the watch commander will be notified.
- B. Administratively segregated inmates or individual entries:
1. A JIMS entry will be made in the inmate's history using the "REC YARD STARTED" drop-down to indicate when the inmate has been given access to the recreation yard. Another JIMS entry will be made using the "REC YARD ENDED" drop-down in the inmate's history to indicate when the inmate has been returned to his/her housing unit.
  2. If an inmate(s) chooses not to utilize the recreation yard, an entry will be made in the inmate's history by using the "REC YARD REFUSED" drop-down in JIMS.
  3. If there are circumstances that preclude the inmate(s) from utilizing the recreation yard during the scheduled time (i.e. - inclement weather, maintenance issues, facility emergency, etc.), an entry will be made in the inmate's history in JIMS. Using the "REC YARD UNAVAILABLE" drop-down, the deputy will describe why the recreation yard was not available. If necessary, the "Notes" area may be used to provide a detailed explanation.
  4. The facility sergeants should utilize the JIMS Report Housing Module History Audit Report under the Housing Header to ensure the appropriate drop-downs for ADSEG Recreation Yard are being utilized and Title 15 compliance for recreation yard are being met.



<b>DATE:</b>	AUGUST 1, 2007
<b>NUMBER:</b>	T.12
<b>SUBJECT:</b>	VIDEO PROGRAMMING
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To ensure that the Sheriff's staff manages all inmates' activities including television and video programming. To maximize the broadcasting television and video programming. To maximize the broadcasting capabilities of the existing resources and minimize the potential conflicts emanating from relinquishing control to inmates.

**POLICY**

Each Facility Commander or his/her designee will develop a plan to exercise the best control and utilization of the facility's existing television and video equipment through Green Sheets.

**PROCEDURE**

The utilization plan should reflect a combination of informational, educational and recreational videos representative to the needs of the inmate population. Likewise, television programs and movies shall be appropriate excluding anything extremely graphic in sex or violence.

<b>DATE:</b>	JULY 27, 2016
<b>NUMBER:</b>	T.13
<b>SUBJECT:</b>	SENTENCE MODIFICATION
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To establish guidelines and give specific direction to staff regarding sentence modifications.

**POLICY**

Detention staff shall adhere to the following procedures concerning the evaluation of inmates who, through the courts or their attorney, have requested sentence modifications.

**PROCEDURE**

- I. Sentence modification is a motion made before the sentencing judge requesting re-consideration of the terms and conditions of the sentence.
- II. A motion for sentence modification may seek to have the inmate's sentence modified to:
  - A. A "served time" release.
  - B. A temporary release for special purposes (i.e., family illness or death).
  - C. Convert the remaining sentence to weekends or short term Work Furlough.
  - D. Reflect credit for time previously served (on same case).
  - E. Effect changes in fines, terms of probation, etc.
- III. Inmates may make a motion for sentence modification in any of the following ways:
  - A. Through the attorney of record in the case or a new attorney.
  - B. Through legal services.
  - C. Through Probation Officers.
  - D. Through the inmate's direct correspondence with the court.
- IV. Detention staff shall not communicate with the court in order to initiate a modification motion except in cases relative to correctional or rehabilitative programs conducted by Reentry Services and with approval of the facility commander.

- V. Detention staff may provide an Inmate Adjustment report to the court for the Modification Hearing.
- A. The report is prepared by a correctional counselor upon written request of the court, the inmate, or the inmate's attorney. It is directed to the court and signed by the facility commander or his designee, or the correctional counselor.
- B. The report summarizes:
1. The inmate's status in regard to his/her sentence.
  2. The inmate's work record, if he/she is an inmate worker.
  3. The inmate's behavior/conduct while in custody.
  4. The inmate's participation in rehabilitation programs.
  5. Detention staff desiring to comment on an inmate's behavior should contact a correctional counselor. Evaluations or recommendations may not be made directly to the court or the inmate's attorney.

<b>DATE:</b>	OCTOBER 1, 2008
<b>NUMBER:</b>	T.19
<b>SUBJECT:</b>	INMATE MARRIAGES
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To provide guidelines for the handling of inmate marriages.

**POLICY**

Inmate marriages will only be allowed during normal visit periods or at a time set by the watch commander, given the operational needs of the facility. The inmate's clergy will do inmate marriage preparation unless a court order dictates otherwise. Marriages between inmates will not be facilitated.

**PROCEDURE**

**I. NON-COURT ORDERED MARRIAGES**

- A. The persons involved are responsible for fulfilling the requirements of the Civil Code relating to confidential marriages.
- B. The officiating clergy (or judge) must present the "Confidential Marriage License" to the jail information clerk prior to the regularly scheduled visit. The County Clerk shall issue this license to the person performing the ceremony in accordance with Civil Code Section 4213.1 as amended.
- C. The jail information clerk will obtain the inmate's signature on the form and return it to the clergy or judge.
- D. The marriage will be performed during regular visiting hours over the facility visit-phone system.
- E. In cases where the marriage would disrupt or delay the visit process, the watch commander may set a special time to perform the marriage.
- F. The officiating clergy (or judge) is responsible for filing the necessary forms at the appropriate county office(s).

**II. COURT ORDERED INMATE MARRIAGES**

- A. When a court order is received, it is distributed to the watch commander and the inmate's file.

- B. The watch commander will:
  - 1. Ensure the valid marriage license is presented prior to the ceremony.
  - 2. Notify the appropriate agencies (i.e., District Attorney, adult or youth authority, Probation Department, federal authorities, etc.)
  - 3. Coordinate the date and time of the ceremony, as in Section: I.D, E.
  - 4. Determine if a special visit is warranted.
- C. The officiating clergy (or judge) is responsible for filing the necessary papers at the appropriate county office(s).

<b>DATE:</b>	FEBRUARY 9, 2017
<b>NUMBER:</b>	T.21
<b>SUBJECT:</b>	HIGH SCHOOL EQUIVALENCY - AND EDUCATIONAL PROGRAMS
<b>RELATED SECTIONS:</b>	TITLE 15, SEC. 1061

**PURPOSE**

To establish guidelines governing the administration of the high school equivalency program (HSE) and other educational programs.

**POLICY**

To actively encourage inmates to continue their education while incarcerated.

**PROCEDURE**

**I. CRITERIA**

- A. A variety of educational programs are available to inmates who wish to continue their education. The correctional counselor at each facility shall maintain a monthly schedule of available classes.
- B. HSE classes are available to inmates not possessing a high school diploma or a high school equivalency certificate.
- C. Inmates must meet security criteria. Each facility shall maintain a green sheet outlining security criteria for participation.
- D. Inmates with disabilities shall not be excluded from participation in programs. The facility supervising correctional counselor shall make arrangements to accommodate qualified ADA inmates.

**II. ADMINISTRATION**

The detention facility supervising correctional counselor is responsible for coordination of educational programs. The responsibility includes:

- A. Coordination between the Reentry Services Division and the program provider.
- B. Establishing classroom hours of operation.
- C. Adherence to inmate security clearance criteria.
- D. Other duties as may be prescribed by the facility commander, the commander of the Detention Support Division, or the Reentry Services Division Manager.

### III. SECURITY

- A. Prior to entry into a Sheriff's Detention Facility, a security clearance shall be conducted in accordance with policy and procedure section I.71. The appropriate facility identification shall be issued to the - instructors upon entry.
- B. The total number of inmates attending per class shall be kept at a manageable level.
- C. Classroom security will be maintained while inmates are present.
- D. Inmates may eat their lunch in the classroom. The supervising correctional counselor at each facility shall determine if the program schedule requires the lunch meal be served in the classroom and coordinate accordingly.

<b>DATE:</b>	MAY 6, 2016
<b>NUMBER:</b>	T.23
<b>SUBJECT:</b>	NARCOTICS ANONYMOUS (NA)/ALCOHOLICS ANONYMOUS (AA)
<b>RELATED SECTIONS:</b>	

PURPOSE

To provide guidelines for programs that address drug and alcohol abuse.

POLICY

Each facility will establish inmate programs, which will assist the inmate in preventing or deterring his/her dependency on alcohol or drugs.

PROCEDURE

- I. The correctional counselor will coordinate the establishment of “AA” and “NA” and other self-help programs at the facility.
  - A. Scheduling will be done by the correctional counselor based upon:
    - 1. Volume of inmate interest
    - 2. Language considerations
    - 3. Facility security
    - 4. Other activities
  - B. All program volunteers must be cleared through the standard process for Sheriff’s volunteers as outlined in Detention Policy and Procedure Sections V.1 and V.3
- II. Correctional counseling or sworn staff members may deny access to inmates who have demonstrated an unwillingness to abide by the rules of the facility or who present a security risk due to their classification.
- III. Staff shall take all reasonable measures to ensure eligible inmates who wish to participate in self-help and recovery programs may do so. The cancellation of self-help and recovery programs shall only be implemented when articulable facility security concerns are present and only when approved by the watch commander.



<b>DATE:</b>	SEPTEMBER 7, 2018
<b>NUMBER:</b>	T.25
<b>SUBJECT:</b>	TRANSPORTATION FOR RELEASED INDIGENT INMATES
<b>RELATED SECTIONS:</b>	4025P.C.

**PURPOSE**

To provide guidelines for the dispersal of Inmate Welfare Fund monies to cover the cost of transportation for released indigent inmates (those who have little or no funds upon release).

**POLICY**

Inmate Welfare Fund monies may be expended to provide indigent inmates with essential clothing and transportation expenses within the county or at the discretion of the Sheriff, transportation to the inmate's county of residence, if the county is within the state or within 500 miles of the County of San Diego.

**PROCEDURE**

- I. An indigent inmate may ask for transportation assistance at the time of his/her release. The detentions processing technician (DPT) shall direct the request to the watch commander or detention processing supervisor (DPS).
  
- II. NON-LOCAL TRAVEL
  - A. An Indigent Inmate Travel Voucher (J-82) form is issued to inmates who are released and reside within 500 miles of San Diego County and is limited to the State of California.
  - B. The DPT will complete the appropriate sections of the J-82 form and have the inmate sign the form. The watch commander or DPS shall sign to authorize the J-82 form and make a copy.
  - C. Upon release, the inmate will deliver the original J-82 form to the Greyhound station ticket counter. A ticket will be issued to the inmate for the designated destination.
  - D. The DPS, of the issuing detention facility, will scan a copy of the J-82 form to the Reentry Services Division (RSD) for payment from the Inmate Welfare Fund.
  - E. RSD will be billed by Greyhound for all travel vouchers expended.
  
- III. LOCAL TRANSPORTATION
  - A. Inmates who have less than \$ 5.00 in their account upon release from custody may be given a Limited Use Compass Card and/or taxi voucher (if releasing from East Mesa Detention Facility or George Bailey Detention Facility).

- B. The DPT will complete the appropriate sections of the Indigent Inmate Transportation Voucher Log (J-81) form. Upon receipt of the card/voucher, the indigent inmate will sign in the appropriate section.
  - 1. Limited Use Compass Card: One card shall be given to an inmate.
  - 2. Taxi Vouchers: One to five inmates can ride per voucher.
- C. At the end of each shift, the J-81 form will be scanned and saved to the appropriate online folder and the original sent to the RSD (MS S-286). The DPS or other designated person will maintain a supply of cards/vouchers and ensure an adequate supply is on hand between purchase requests.
- D. Replacement cards/vouchers will be purchased by the RSD with Inmate Welfare Fund monies.
  - 1. The DPS, or other designated person, will prepare and scan the Inmate Welfare Purchase Request (IW-101) form to the RSD.
  - 2. The RSD will process and deliver the cards to the requesting facility within 14 days of processing the IW-101 form.