

# **ALAMEDA COUNTY SHERIFF'S OFFICE**

## **Detention and Corrections Division**

**Gregory J. Ahern, Sheriff**

### **INMATE RULES AND INFORMATION**

#### **Santa Rita Jail**

**5325 Broder Blvd.**

**Dublin, CA 94568**



#### **Glenn E. Dyer Detention Facility**

**550 6<sup>th</sup> Street**

**Oakland, CA 94607**

## ***Inmate Rules and General Information***

The Inmate Rules and General Information provided in this handout are intended to inform the inmate of the procedures and services available to him/her at the Alameda County Sheriff's Office Detention and Corrections Division. The inmate rules and regulations are also to inform the inmate of what is expected while in the custody of the Sheriff of Alameda County.

**All inmates are expected to read the following pages:**

# **PRISON RAPE ELIMINATION ACT (PREA)**

## **Your sexual safety**

The Alameda County Sheriff's Office has a zero tolerance policy toward sexual harassment and abuse. If you are assaulted or attacked, or fear you will be attacked, or are being harassed sexually, whether by another inmate or a staff member, tell someone who can get you help. Sexual harassment includes any unwanted sexual comments or touching. Your safety is our concern. If you don't report it and the attacker(s) are not identified, we will not be able to protect you. Reports can be made in writing or verbally, in the following ways.

- Tell a deputy or Sheriff's Technician, medical or mental health staff member, or any contractor or volunteer. All of these people have been trained in how to protect you for sexual harassment or abuse.
- You can tell your lawyer or have someone on the outside, such as a friend or family member make the report for you.
- Another inmate can report for you.
- You can call \*89 from any inmate telephone. These calls go directly to a local rape crisis center staffed by trained counselors. These calls are not monitored or recorded and are completely confidential.
- Counselors are available to you for recent or past sexual assaults and all meetings and discussions are confidential and are not recorded or monitored in any way.
- You can submit a message request, sick call slip or file a grievance. This type of grievance is considered an emergency grievance and there is no time limit to submit this type of grievance.
  - If you are filing an emergency grievance, be very clear about your complaint.
  - If it is against a staff member, provide the staff member's name or badge number if you know it.
  - These grievances are acted upon immediately and taken very seriously.
  - You are not required to give the grievance to the person you are complaining about, nor will you or your grievance be referred to them.
  - If you need help completing the grievance, you may seek help from others if needed.
- **WARNING:** The filing of a grievance in bad faith (trying to get somebody into trouble) is a violation of jail rules and those found to be in violation will be punished as outline in the jail rules.

While you are in jail, the possibility exists that you may be sexually harassed or abused by others. The following suggestions may help you to avoid this as well as thefts and attacks.

- Avoid getting into debt with other inmates: do not accept gifts or favors
- Be direct and firm if other inmates ask you to do something you do not want to do.
- Be alert at all times
- If you are bisexual, homosexual, or transgender and do not feel safe in your current housing, submit a message request to the Classification Unit or speak to your housing deputy.

If you were a victim of sexual abuse on the outside, even if was a long time ago, you are entitled to medical and mental health care. Be sure to tell a medical or mental health professional while you are in booking. If you cannot, you may also submit a sick call slip from your housing unit requesting these services, which will be provided within 14 days of the request.

If you are released before you can get help in jail, call the Alameda County Health Care Services-Sexual Assault Center Hotline (510) 534-9291, 24-hours a day or the (Highland) Medical Social Services Dept. (510) 437-4688, located at 1411 East 31<sup>st</sup> Street, Oakland. Other local health centers that offer free services are:

### **Asian Community Mental Health Services**

310 8<sup>th</sup> Street, Suite 201  
Oakland, CA  
(510) 451-6729

### **West Oakland Health Center**

<b>(Medical)</b>	<b>(Mental)</b>
700 Adeline Street	2730 Adeline Street
Oakland, CA	Oakland, CA
<b>(510) 835-9610</b>	<b>(510) 465-1800</b>

**Bay Area Women against Rape**

470 27<sup>th</sup> Street  
Oakland, CA 94612  
(510) 845-7273

**Tri Valley Haven**

3663 Pacific Ave.  
Livermore, CA 94550  
(925) 449-5845

The agencies listed below can assist you with any immigration needs you may have.

**Catholic Charities of the East Bay**

433 Jefferson Street  
Oakland CA 94607  
(415) 861-7444

**Alameda County Bar Association  
Volunteer Legal Service**

70 Washington Street, Suite 200  
Oakland, CA 94607  
(510) 302-2222

**Centro Legal de La Raza**

3022 International Blvd., Suite 410  
Oakland, CA 94601  
(510) 437-1554

**East Bay Community Law Center**

2921 Adeline Street  
Berkeley, CA 94703  
(510) 548-4040

**ASSAULTING ANOTHER INMATE**

Section 653.75 of the California Penal Code states, *any person who commits any public offense while in custody in any local detention facility or state prison is guilty of a crime.* The Sheriff's Office will file criminal charges against any inmate who is found attacking or sexually assaulting other inmates.

Any inmate who voluntarily aids or encourages another inmate in any public offense, whether or not they actually committed the offense may be charged as a principal under Section 31 of the Penal Code. Any inmate, who after the offense, harbors, conceals or aids a principal, may be charged as an accessory under Section 32 of the Penal Code.

Do you feel like hurting someone or sexually assaulting another inmate? Do not be afraid to get help. Talk to someone from the medical staff immediately, before it is too late; they can schedule an appointment with Criminal Justice Mental Health. The services and care you receive are confidential and their program for treating the sex offender has been successful.

**IMPORTANT:** There are limits of confidentiality for counselors, medical, and mental health staff. If you disclose your intent to kill or injure yourself or another, or sexually assault another, these professionals are required by law to report to law enforcement.

**Inmates Shall Observe the Following Procedures During an Emergency Evacuation:**

- Listen and follow instructions given to you by staff.
- Move away from the hazardous area as directed by a deputy.
- Do not attempt to recover personal property – delays in evacuations could cause serious injuries or death.
- Remain calm, do not panic – Walk, do not run.

You are reminded that all Inmate Rules and Regulations, local, state and federal laws relative to criminal behavior are fully in effect while you are in the care, custody, and control of the Sheriff of Alameda County. Violations may result in criminal prosecution and/or disciplinary action.

## **INFORMATION FOR PREGNANT FEMALE INMATES**

Inmates known to be pregnant or in recovery after delivery, shall not be restrained by the use of leg irons, waist chains, or handcuffs from behind the body.

Pregnant inmates in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.

An inmate known to be pregnant or in recovery after delivery, shall not be handcuffed in the front of the body unless restraints are deemed necessary for the safety and security of the inmate, the staff, or the public.

Restraints shall be removed when a professional who is currently responsible for the medical care of the inmate during a medical emergency, labor, delivery, after delivery, or recovery determines that the removal of restraints is medically necessary.

- While you are in custody within this county jail, and it is confirmed that you are pregnant, the following standards and policies governing pregnant inmates will apply to you:
- Facility medical staff will ensure necessary medication and vitamins, as recommended by a doctor, are available to you.
- Prenatal and postpartum information, health care information, and childbirth education / infant care will be provided to you by the facility's medical staff.
- Medical diets, which are balanced and nutritious, will be authorized by the facility medical staff during the intake process, or after you have been housed.
- Pregnant or lactating inmates will be given 8 ounces of milk at each meal and a snack with 8 ounces of milk during the evening. The housing unit deputy will ensure the snack is received by you.

For your protection, you have been provided this information to assist with your pregnancy while in custody. If you have questions, you are encouraged to speak to custody staff, a nurse or other medical professional assigned to this facility.

## **INFORMATION ABOUT PREGNANCY TESTING**

Pregnancy testing is encouraged so staff can provide females with appropriate medical care, and appropriate accommodations and benefits. Pregnancy testing nonetheless is optional, absent a court order or an emergency, in which the patient is not capable of providing consent.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Inmates with disabilities are entitled to the same privileges as other inmates. There are specific processes in place to ensure all inmates who are disabled, receive these privileges. If you have a disability that is not noted by medical staff, you may file a request for accommodation.

Inmates with disabilities are entitled to the same privileges as other inmates. There are specific processes in place to ensure all inmates who are disabled, receive these privileges. Persons with disabilities may not be refused participation in services, programs, or activities by reason of their disability, unless the individual and/or participation in services, programs, or activities presents a direct threat to the health and/or safety of themselves or others. If you have a disability, whether or not that disability is noted by medical staff, you may file a request for accommodation. Requests for accommodations may be filed by filling out either a message request form, a grievance form, or a Request for Accommodations form. All of these forms are available in your housing unit. Federal law prohibits passing along the costs of accommodations to the disabled individual.

If you have a grievance regarding an ADA issue, you may file a grievance which will be reviewed by the ADA Coordinator. Be sure to mark the "Disability Related" box in the upper right hand corner of the grievance form. This ensures proper routing of the form. If you require assistance filling out a grievance form due to your disability a deputy will assist you.

If you have a request of any kind related to an ADA issue, you may file a message request. Be sure to mark the "Disability Related" box in the upper right hand corner of the message request form. Your request will be reviewed by the ADA Coordinator. If you require assistance filling out a message request form due to your disability a deputy will assist you.

Inmates with prosthetic devices who have been refused their prosthesis have specific rights under California law. Pursuant to California Penal Code Section 2656, inmates who are refused their prosthetic device may only be denied the device while the facts which constituted the probable cause for removal exist. If the device is removed, you have the right to be examined by a physician within 24 hours. The physician shall make his/her recommendation to the facility Commanding Officer, who shall make a final decision. You will be notified in writing of the final decision and provided with an appeal form so you may petition the Superior Court for return of the device.

Inmates who are hearing impaired shall be provided with the proper equipment to assist them in making telephone calls and communicating with staff and visitors. This includes, but is not limited to the use of sign language interpreters, amplified telephones, TDD/TTY machines and/or computer tablets equipped with Video Relay Service (VRS). These computer tablets are also equipped with Video Relay Interview (VRI) technology, at no charge to the inmate. American Sign Language and Tactile Interpreters are also available for those who require them. Ask a deputy for assistance.

If you are deaf or hearing impaired and require the use of any of these devices, tell a booking deputy immediately, or once you are housed, send a message request to the ADA Coordinator and one will be provided.

# **PATIENT INFORMATION FACT SHEET – SUICIDE PREVENTION**

## **“YOUR BROTHER’S KEEPER”**

### **WHAT IS SUICIDE PREVENTION?**

- Suicide Prevention is keeping someone from dying by their own hand.
- It is everyone’s job.
- It means:
  - Knowing the warning signals of suicide.
  - Putting your own feelings aside to try to save another’s life.
  - Knowing the facts.
  - Listening to others.

### **WHAT SHOULD I DO IF I THINK SOMEONE MAY BE SUICIDAL?**

- Do not be afraid to ask the person, “Are you thinking about suicide?”
- Stay with the person and ask someone to go for help.
- Do not worry about risking a friendship if you truly feel someone is suicidal.
- Ask for help from staff if the person talks about suicide or makes statements related to death.
- Ask for help from staff if someone you know:
  - Has had something very stressful happen such as a death in the family, relationship break-up, or received bad news regarding their case or sentence.
  - Is giving away their possessions along with suddenly acting as if they feel better.
  - Seems to have lost interest in things they usually enjoyed.
  - Take all threats seriously. Most everyone that attempts suicide or commits suicide has given some warning.

### **WHAT SHOULD I DO IF I AM THINKING ABOUT SUICIDE?**

- Ask for help. Suicide is final. It is often a reaction to a temporary problem.
- Be aware of the warning signs.
- Ask questions of your health care provider.
- Ask for help if you:
  - Have lost interest in things you usually enjoyed.
  - Are having overwhelming feelings of shame, guilt, helplessness and hopelessness.
  - Are thinking about your own death.
  - Have had a very stressful thing happen to you.

### **EMERGENCY! TELL A DEPUTY TO CALL MEDICAL IF:**

- ▶ You are having suicidal thoughts
- ▶ You are concerned that someone you know may be suicidal.

### **Inmates may communicate with jail administrators in writing by submitting one of the following:**

- A **Message Request form (ML-76)**. Inmates may request this form from a Deputy.
- **Sealed envelope**, addressed to a specific administrator.

### **The following services may be requested through a Message Request:**

#### **Services & Classes**

ADA  
A.B.E. (Adult Basic Education)  
Alcohol/Detox Information  
Computer Technology  
D.A.D.S. (Dads Acquiring & Developing Skills)  
D.E.U.C.E. (Substance & Alcohol Abuse Program)  
Employability  
E.S.L. (English as a Second Language)  
G.E.D. – (General Equivalency Diploma)  
Legal Assistance Program  
Literacy and Independent Study  
M.O.M.S. (Maximizing Opportunities for Mothers to Succeed)

#### **Direct Message Request to:**

Deputy-ACA Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit  
Inmate Services Unit

Notary Public (**outside provider only**)  
 Recreation Activities  
 Reading for Life  
 Religious Services and Literature  
 R.O.P. (**Regional Occupational Programs**)  
 T.A.L.K. (**Teaching and Loving Kids**)  
 Writ Forms  
 Inmate Account Balances  
 Release of Money  
 Release of Personal Property  
 Classification  
 Emergency Releases  
 Disciplinary Matters  
 Haircuts (**General Population**)  
 Haircuts (**Special Management Inmates**)  
 Work Assignments  
 Work in Lieu of Confinement Applications (Sheriff's Work Alternative Program)  
 Court Dates  
 Release Dates  
 Video Orientation and Information  
 Grievance Forms  
 Identification Armbands  
 Family Planning  
 Medical/Dental/Psychiatric (**non-emergency**)  
 Commissary  
 Forms/1381 PC (out of custody warrants)  
 Mail  
 State Parole (**CYA**)

Inmate Services Unit  
 Inmate Services Unit  
 Inmate Services Unit  
 Inmate Services Unit- **Chaplain**  
 Inmate Services Unit  
 Inmate Services Unit  
 Inmate Services Unit- **Legal Assistance**  
 Accounting Unit  
 Accounting Unit  
 Property Unit  
 Classification Unit  
 Classification Unit  
 Classification Unit  
 Classification Unit  
 Detail Office  
 Detail Office  
 Detail Office  
 Housing Control  
 Housing Control  
 Housing Control  
 Any Deputy  
 Any Deputy  
 Medical Staff (PHS Correctional Healthcare)  
 Medical Staff (PHS Correctional Healthcare)  
 Trinity Services  
 Booking-Records Deputy  
 Mailroom Staff  
 Parole Officer



## INMATE RULES AND REGULATIONS

It shall be department policy and therefore all inmates shall be housed as directed by staff. Additionally, inmates assigned to double-cell will do so as directed by staff and this policy shall be adhered to in general population, medium, maximum, and additional segregation units. If you are transferring to or from another facility, you should be aware the policies at Alameda County facilities may differ from those at other facilities.

### Category I Violations

101. No inmate is to engage in an action that will:
  - a. Endanger the safety of a staff member, visitor or another inmate.
  - b. Violate the security or proper running of any facility (courtrooms and holding facilities).
102. Gambling is prohibited.
103. Fighting or challenging to fight is prohibited.
  - a. Horseplay, mock fighting, martial arts instruction, or practice is prohibited.
104. Sexual contact between inmates is prohibited.
105. Fires are prohibited.
106. Theft, extortion, or loaning for profit is prohibited.
  - a. Receiving canteen and/or maintenance kit items for another inmate is prohibited.
  - b. The charging or bartering for services between inmates is prohibited.
  - c. Using the telephone PIN number of another inmate with or without consent is prohibited.
107. The making, drinking, being in possession of, or under the influence of any narcotic, drug, intoxicant, non-prescribed medication or misuse of prescribed medication is prohibited.
108. Unauthorized communication with visitors is prohibited.
109. Possession of unauthorized items is prohibited. Unauthorized items include, but not limited to, the following:
  - a. Weapons or simulated weapons, including, but not limited to, blades from disassembled razors.
  - b. Money found in an inmate's possession will be taken and placed into the Inmate Welfare Fund.
  - c. **Stockpiling of medication.** Stockpiling is defined as having in your possession more than one unit dose of medication that has been issued to you by medical staff. Medication must be in its sealed package.
  - d. Any jewelry (including jail-made jewelry) such as earrings, rings, and necklaces are prohibited.
  - e. Makeshift headgear and/or crochet items of any kind are prohibited. Makeshift bags or boxes (used to carry personal items or store items in living space) are prohibited.
  - f. Inmates are only allowed to take the following items to court: Legal paperwork, medication (authorized by medical staff), two (2) sanitation packets, and a flexible comb not over six (6) inches long. **All other items going to, or returning from court are considered contraband and are subject to confiscation and destruction.**
  - g. Anything altered from its original form or used for anything other than its original purpose is prohibited. This includes bottles from vending machines, cartons from meals served, as well as jars purchased from commissary. You are to place the empty container in the appropriate designated garbage or recycling container.

- h. Commissary items stored in anything other than their original packaging are prohibited.
- i. **Stockpiling of containers.** Stockpiling is having in your possession one (1) or more containers of the same product with a broken seal. Examples: two (2) open soda bottles, two (2) open milk or juice cartons, or two (2) open Vaseline jars, and/or lotion bottles. You must consume or utilize the contents of any open container and dispose of the container prior to breaking the seal or opening a new container. Possession of more than one (1) open container of the same product is a violation.
- j. Inmates may not possess more than 15 vending machine tokens. Excess tokens will be returned to Trinity Commissary Services and the dollar value will be added to the inmate's account.
110. Taking or removing unauthorized utensils and trays from the dining area or failing to return utensils or trays after meal time is prohibited.
111. Filing or the making of a false report of sexual harassment or sexual abuse against staff or other inmates.

**Category I Violations** have the following recommendations for punishment:

- Disciplinary Isolation – up to 30 days
- Disciplinary Isolation Diet – up to 72 hours
- Extra duty – 30 to 45 hours
- Loss of Privileges – 30 to 60 days
- Loss of Time – 10 to 30 days
- Repayment of the repair or replacement cost for damages to county property.

**Category II Violations**

211. Disrespect is prohibited (this includes any use of profanity towards staff or other inmates).
212. Inmates will obey all posted signs, Inmate Rules and Information, verbal and written orders.
213. During count, all inmates will return to their assigned housing areas and follow instructions given by a deputy.
214. Inmates are responsible for personal cleanliness of themselves and their living area.
215. Inmate identification armbands shall be worn at all times. If an inmate's armband is damaged or loose that it may slip off, the inmate will notify a staff member to have it replaced.
216. Excessive and persistent noise, loud whistling, singing, yelling or pounding is prohibited.
217. Defacing, tampering or destroying County property or property belonging to private vendors is prohibited. Inmates may have to pay for the item or any repairs, and/or charged criminally under the appropriate California Penal Code Section.
218. Inmates are not allowed in an unauthorized area, housing unit, cell or bed. Inmates are not to change cells or beds without authorization. Entering another inmate's cell, laying, or sitting on another inmate's bed are all prohibited. Inmates are prohibited from changing housing assignments without authorization from the Classification Unit.
219. Possession of tattoo kits or tattoo paraphernalia is prohibited.
220. Inmates having in their possession more than the authorized jail issued clothing or bedding is prohibited. If an inmate is issued special work clothing, jacket, boots, stocking cap, etc., or is issued extra clothing/items secondary to a medical condition, they are to remain in the inmate's possession.
- a. Jackets will be worn **only** to and from work. Jackets and boots are not to be worn to the yard, visiting, appointments, or in the housing unit during normal activities.
- b. **Wearing of any type of headgear** when outside of the cell is prohibited, except when medically prescribed or when assigned to an outside work crew and the job or weather condition dictate wearing **approved** headgear (**knit cap or hairnet**).

- c. **Wearing of religious headgear** will be allowed on an individual basis and when **approved** by the Division Commander.
- d. **Thermal underwear** may be worn outside of the living area, underneath jail issued clothing only. Inmates shall have no more than one (1) set of thermal underwear in their possession (1 top, 1 bottom) at any time. **Note: Thermal underwear may be purchased through commissary by male and female inmates.**
- e. **Boxer shorts** may be worn outside of the living area, underneath the jail issued clothing only. Inmates shall have no more than two (2) pair of boxer shorts in their possession at any time. **Note: Boxer shorts may be purchased through commissary by male inmates only.**

221. Inmates are required to report to their work detail/program on time and dressed in proper clothing for the day.

222. Inmates are required to cooperate with the work and education program.

223. Stockpiling commissary items is prohibited. Stockpiling is defined as having in your possession more than ten (10) items of any one type. Example, ten (10) Top Ramen, **not** ten (10) of each flavor, or ten (10) candy bars, **not** ten (10) of each brand. Any excess found will be considered contraband and will be confiscated and /or destroyed.

224. Communication with inmates of other classifications or housing areas is prohibited.

225. While in the dining area, having personal property at the table, more than one spoon, tray, cup, or going through the service line more than once is prohibited.

- a. Bag lunches are to be eaten before the next served meal (the day they are received). Stockpiling of food/drink is prohibited. Any portion of the lunch not eaten by the next meal will be considered contraband and will be thrown away.

226. Lay-in slips will be carried at all times.

- a. Inmates with lay-in slips or no duty status will remain inside their living area.

227. Diet slips will be shown to a Deputy at each meal. Trading, altering or giving away a diet slip is prohibited.

- a. Trading, altering or giving away a Detail Office Special Request Slip (for lower bunk, extra blanket, etc.) is prohibited. All inmates having in their possession any medically approved device (wheel chairs, extra blankets, crutches, walking canes, thermal underwear or any other items prescribed by the medical staff), **must** have in their possession a Medical Detail Slip. Inmates must present the Medical Detail Slip to any staff member for inspection upon request.

228. Smoking is prohibited. All tobacco products, matches and lighters are prohibited.

**Category II Violations** have the following recommendations for punishment:

- Disciplinary Isolation – 15 days
- Disciplinary Isolation Diet – up to 72 hours
- Extra Duty – 25 to 40 hours
- Loss of Privileges – 15 to 30 days
- Loss of Time – 2 to 10 days
- Repayment of repair or replacement cost for damages to county property.
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### **Category III Violations**

329. No articles are to be hung from security screens, light fixtures, beds, cell and/or housing unit railings, vents or left on the floor. No windows are to be covered by any articles.

- a. Hanging of clotheslines in living area is prohibited.
- b. Air vents will not be covered or blocked in any manner.
- c. No items shall be exchanged and/or left in front of cell or pod doors (food, clothing, books, letters, etc.) unless the Deputy has granted permission. Such items will be considered contraband and subject to destruction.

330. No pictures (including personal photos), decorations, or writings will be affixed to walls, doors, vents, windows, cell railings or light fixtures. All items will be considered contraband and subject to destruction.
331. Littering of pod floors, cell floors, dining areas and walkways is prohibited.
332. Makeshift tables, chairs, clotheslines, or shelves are prohibited.
333. Unauthorized removal or use of bedding or other materials is prohibited. When not in use, beds will be neatly made.
334. Blankets or other materials used to conceal the occupant or contents of a cell, bed, dorm, drawer, or pod is prohibited.
335. During group movement inmates will, without delay, proceed to the designated area in an orderly manner.
336. All inmates leaving their cells or dorms will be fully clothed. Inmates moving from their cells or dorms to exterior appointments, to visiting, or to dining will be fully clothed. Inmates participating in physical exercise activities in the pod or yard area may, during physical activities, remove their jail issued shirt and t-shirt. At the completion of the physical activity, inmates will be allowed a reasonable cool-down period. Inmates must then replace either their t-shirt or jail issued shirt or both.
337. Cutting in line is prohibited.
338. Cell doors must be kept closed whether in or out of cell.
339. Authorized personal items shall only be stored in the jail issued tub or property drawer and shall not exceed lip level of the jail issued tub or property drawer. No more than three pounds of paper goods, excluding legal work, will be in a cell. Inmates are not allowed to possess more than 6 books and/or magazines (a combination of both books and magazines totaling six).
340. The cell intercom is only to be used for emergencies; misuse of the intercom is prohibited.
- a. Covering intercoms is prohibited.
341. Sitting on the top surface of dining tables in the dayroom or dining area is prohibited.

**Category III Violations** have the following recommendations for punishment:

- Oral Reprimand
- Extra Duty – 10 to 25 hours
- Loss of Privileges - 5 to 15 days
- Repayment of repair or replacement cost for damages to county property

**Violation of any Rules and Regulations may subject you to any of the following forms of action:**

1. **Oral Reprimand**
2. **Disciplinary Report** may result in loss of time credit, loss of privileges, and placement into disciplinary isolation, disciplinary isolation diet, extra work detail, or a combination of disciplinary actions.
3. **Disciplinary Report** for damaged or destroyed county property that does not exceed \$250.00 for any one incident. Debiting the commissary account of the responsible inmate shall make restitution.
4. **Criminal Prosecution** may result from the violation of any law or ordinance.
5. **Loss of Privileges.** Loss of one or more of the following:
  - a. Purchase of commissary items (except personal hygiene items and correspondence material)
  - b. Visiting privileges

c. Special non-mandatory programs

d. Telephone privileges, other than contact with legal counsel.

**These are guidelines only and not limited to the above. Failure to follow any of these rules may result in disciplinary action. A copy of the inmate's disciplinary record may be sent to State Prison, Parole Department, Probation Department or any jail when the inmate leaves the custody of the Alameda County Sheriff's Office.**

## **GENERAL INFORMATION**

1. Inmates shall be courteous to staff, visitors, and other inmates. Inmates will address staff by their title/last name.
2. Inmates and their property are subject to search at any time, including a custodial search. An inmate's personal property in the jail can be searched at any time, whether or not the inmate is present. All unauthorized items are contraband and may be disposed of by staff. Inmates are responsible for all items in their possession, cell, property tub, or drawer.
3. All inmates are responsible for their personal hygiene and the cleanliness of their living area. Cleaning materials are available upon request.
  - a. Shower areas, shaving areas, and lavatories are to be kept clean. Notify a deputy if repairs are needed.
4. Inmates should be attentive to announcements made over the Public Address System. If the speaker in the living area is inoperative, notify a deputy.
5. Inmate armbands will be worn at all times for identification. Inmates will not be allowed to visit or receive commissary and/or mail without it. If an inmate's armband breaks, is incorrect, or becomes unreadable, contact a deputy immediately.
  - a. Inmates must inform family and friends of their name and PFN (jail number).
6. **Release of Personal Property or Money:**
  - a. Inmates must obtain three (3) property release forms PD-132 from a deputy.
  - b. Inmates must complete all three (3) request forms and return forms to the deputy.
  - c. Processing of release forms may take up to seven (7) days.
  - d. Inmates are not allowed to transfer money or property from one inmate to another.
7. **Car Impoundment** (if an inmate's car was impounded upon arrest)
  - a. A friend or family member of the inmate will need to contact the agency that has the inmate's car and find out the type of documentation needed from the inmate so the car may be released to them.
  - b. Usually a letter from the inmate is sufficient. The letter should include:
    - Make and Model of the Vehicle
    - License Plate Number
    - Color (any other details you can provide)
    - Name of the person who is authorized to claim the inmate's car
  - c. The inmate should mail the letter to the person who will be picking up the car.
  - d. Release of keys from the inmate's property requires a Property Release Form PD-132.
8. On scheduled court or appointment days, all bedding will be left in the cell; inmates will return to their original cell. Inmates are only allowed to take the following items to court:
  - a. Legal Papers
  - b. Medication (authorized by medical staff)

- c. A flexible comb – not over 6 inches long
- d. 2 sanitation packets

**NOTE: Any other items going to, or returning from court are considered contraband and subject to confiscation and/or destruction.**

- 9. If an inmate has a scheduled court appearance or other appointment and he or she is not staged for such an appointment the inmate should contact the deputy immediately.
- 10. Inmates will be issued county clothing and bedding weekly; laundry exchange days are posted in the housing unit.
  - a. If an inmate misses clothing/bedding exchange, he or she should notify a deputy upon return to the housing area.

**11. Ordering Commissary:**

- a. Once a week (days vary among housing units) Commissary order forms and Maintenance Kit order forms are distributed to the inmates. **Inmates may spend up to \$125.00 per week.**
- b. Inmates must fill out the form completely using a pencil. Ordering instructions are posted in all housing units. Forms need to be returned to the deputy the same day in order to receive the items.
- c. In the case of commissary order discrepancies and soda machine malfunctions, inmates may report the issue to the commissary provider by submitting a message request to "Commissary."
- d. Maintenance Kits are only for indigent inmates. (An indigent inmate is defined as one with less than \$4.45 on their account (based on the price of a Bart ticket).
- e. New book bags are available to all inmates newly booked into the facility. The cost of the kit (\$1.63) will be deducted from the inmate's account. If the inmate is indigent, the bag is free.
- f. Legal correspondence materials (paper, pencil, envelopes, etc.) for indigent inmates are requested through the Inmate Services Unit via Message Request form. Postage will be placed on legal mail by mailroom staff after address verification.

**12. Soft Drink Vending Machines are accessible by purchasing tokens from Commissary.**

- a. The value of a token will be the current purchase price of one bottled soda.
  - b. Inmates may not possess more than 15 vending machine tokens. Excess tokens will be returned to Trinity Commissary Services and the dollar value will be credited to the inmate's account. Repeat offenders will be banned from purchasing and possessing soda tokens.
  - c. An inmate is not allowed to give or buy soda tokens for another inmate.
13. **A chaplain is available for consultation and special services.** To contact the Chaplain an inmate must submit a Message Request form addressed to the Chaplain via the Inmate Services Unit. For emergency situations contact the housing unit deputy. Religious services are announced via the housing unit intercom system.

**14. Inmate Services Unit – (Contact with this unit must only be made by Message Request)**

**a. Educational Programs:**

- A.B.E. (Adult Basic Education)
- Computer Technology
- D.A.D.S. (Dads Acquiring & Developing Skills)
- D.E.U.C.E. (Substance & Alcohol Abuse Program)
- Employability
- E.S.L. (English as a Second Language)
- G.E.D. (General Equivalency Diploma)
- Literacy and Independent Study
- M.O.M.S (Maximizing Opportunities for Mothers to Succeed)
- Reading for Life
- R.O.P. Regional Occupational Programs-Food Services, Cosmetology, Barbering)
- T.A.L.K. (Teaching and Loving Kids)

**b. Services:**

- Alcohol Detox Information
- Legal Assistance
- Schedule appointments for outside Notary Public Services
- Recreational Section which provides services, games and athletic gear
- Religious services and literature
- DMV, Tax, and Voter Registration Forms

**c. Notary Request:**

- Santa Rita Jail does not have notary services
- A family member or friend must hire a notary on the outside
- The notary must call the Inmate Services Unit to set up an appointment and get clearance to enter the facility
- The Inmate Services Unit will make the necessary arrangements to have the documents notarized

**15. Child Support**

If you owe child support through the Department of Child Support Services (DCSS), you may be able to have your support reduced to zero while you are incarcerated.

If you think you have a child support case, contact DCSS immediately. Inform your Probation Case Manager that you have a child support case or complete a "Child Support Referral" form (found in each housing unit), or you may contact them directly at the following address:

**Alameda County Department of Child Support Services**  
**5669 Gibraltar Drive**  
**Pleasanton, CA 94588**

**16. Mail Procedures**

**a. Address:**

Santa Rita Jail  
(Inmates' Name & PFN)  
5325 Broder Boulevard  
Dublin, CA 94568

Glenn E. Dyer Detention Facility  
(Inmates' Name & PFN)  
550 6<sup>th</sup> Street  
Oakland, CA 94607



b. **INCOMING MAIL**

- 1) Incoming mail will be distributed daily, Monday through Friday, **excluding holidays, emergencies or other special circumstances.**
- 2) All incoming mail must have the inmates' name and PFN on the face of the envelope/package. If not, mail will be returned to sender unopened (the PFN is used to obtain inmate's housing location).
- 3) Incoming mail without a return address shall be returned to the U.S. Postal Service to be placed in their Dead Letter File.
- 4) All incoming mail will be opened and inspected for contraband with the exception of legal mail which will be opened and inspected in the presence of the inmate.
- 5) Mail will be distributed only to the addressee. If the inmate has been transferred or released, the mail will be returned to sender if possible.
- 6) Incoming mail with any perceived bio-hazard (i.e. lipstick, gloss, scents, etc.) shall be returned to sender.
- 7) Inmates will be required to identify themselves by their armband when receiving mail.
- 8) There is no limit on the number of mail inmates may send or receive.
- 9) There is no limit on the number of pages in each letter, unless they are numerous copies of the same item, such as copies of newspaper articles, religious booklets, coloring book pages, crossword puzzles, etc.
- 10) Inmates may correspond in any language.
- 11) Incoming *Certified* or *registered* mail for inmates will be processed as all other mail.
- 12) Padded envelopes will be opened and the contents transferred to a plain envelope. The name, PFN, and housing location of the inmate will be written on the front of the plain envelope.
- 13) **Items which are considered contraband and will cause the mail to be returned to the sender are envelopes, stamps, and writing materials.** These items are to be purchased by the inmate through Commissary.

c. **OUTGOING MAIL**

- 1) All outgoing mail must have the name, PFN, and return address of the inmate. If mail is returned to the jail without a name and PFN, it will be destroyed.
- 2) Outgoing mail must be flat and in envelopes (minimum 3.5" x 6.5"; maximum 9" x 12") or greeting cards purchased through Commissary. Mail that is not flat and in envelope will be discarded by Mailroom staff.
- 3) All outgoing mail, excluding legal correspondence, may be inspected and reviewed to determine if the safety and security of the facility or the general public is threatened.
- 4) Outgoing mail that is returned for any reason is subject to an inspection prior to returning it to the inmate.
- 5) The inmate shall be notified of the option to provide additional postage to the Mailroom to ensure delivery, when outgoing mail has been returned by the U.S. Postal Service for additional postage.
- 6) Sexually explicit drawings on the exterior of mailing envelopes will not be accepted by the U.S. Postal authorities and will be returned to the inmate.
- 7) Upon request, **indigent inmates** shall receive postage and stationary sufficient to send at least two (2) letters per week.
- 8) All inmates may write to the Sheriff or jail officials. This mail does not require postage.

9) Items that **cannot be mailed by the inmate** include, but are not limited to:

- a) County property, including library books
- b) Items purchased by the Inmate Welfare Fund
- c) Items purchased through Commissary
- d) Items made by the inmate
- e) Letters containing gang graffiti, markings, verbiage, or other indication of gang affiliation.

d. **LEGAL MAIL**

- 1) Legal mail will be opened and inspected *in the presence* of the inmate to search for contraband.
- 2) Legal mail must be labeled "Legal Mail" and clearly identified as being from state and federal courts, any member of the State Bar or holder of any public office and the Corrections Standards Authority.
- 3) All contents will be given to the inmate after the inspection and the envelope will be signed by inmate and return to the mailroom.
- 4) Outgoing mail to public officials (judges, attorneys, elected officials, the Attorney General, Sheriff, jail officials, or a probationary officer) will be sealed under the following conditions:
  - Inmates must notify the housing unit deputy of their intention to send a letter to a public official prior to sealing the letter. The deputy shall make a cursory visual inspection, without reading the contents. The deputy will also verify the inmate's name and PFN.
  - The deputy will initial and write his/her badge number on the envelope/packet next to the word "CONFIDENTIAL" and then place the letter/packet in the mail bag containing the outgoing mail for delivery to the appropriate muster room at SRJ.
  - If "CONFIDENTIAL" mail is sent to the mailroom without a deputy's initials and badge number, it will be returned to the housing unit.

e. **MONEY RECEIVED**

- 1) **Money** is accepted through the mail in Money Order or Cashier's check form **only**. **NO CASH is accepted**, as well as **Tax Refund, Social Security, Payroll, or personal checks**; they will be returned.
- 2) The money order amount will be credited to the inmate's account and a receipt will be completed and forwarded to the inmate with their mail.
- 3) Money can be deposited into the inmate's account using the kiosk in the lobby at the Glenn E. Dyer Detention Facility and the Santa Rita Jail.
- 4) Money can be deposited online as a "Smart Deposit" through the website mycarepack.com.

f. **BOOKS, NEWSPAPER, AND SUBSCRIPTIONS**

- 1) **New Books and Magazines (Limit of six per day)** will **only** be accepted **directly** from the publisher or an on-line bookstore (such as Amazon.com and Barnes&Noble.com). On-line bookstore must have a legitimate website that is verifiable and allows consumers to order directly. Any website that re-directs to another website is not accepted. Packages must be professionally labeled and recognized as an on-line bookstore. Books from private sellers will be returned. Hard cover books are not accepted.
- 2) Inmate **newspaper subscriptions** must be made directly to the newspaper company by a third party.
- 3) Cancellations or change of address for subscriptions must be made directly to the Newspaper Company or Magazine Publisher.

- 4) Newspapers are distributed through regular mail channels via the Post Office; therefore, newspapers are not the current day's paper. Weekend and holiday newspapers are distributed the next working day (**These newspapers do not contain ads**). Each housing unit receives a Daily Tribune (6 per housing unit) paid by the Inmate Welfare Fund.
- 5) Mailroom staff will dispose of newspapers of an inmate no longer in custody.
- 6) Any special delivery, such as Federal Express, UPS, OnTrac, and overnight mail will be accepted by mailroom staff after the inmate is verified to be in custody.
- 7) Books, magazines, and newspapers shall be delivered to inmate without packing slips or ads, including cosmetic and fragrance samples. Items will be removed prior to delivery.
- 8) Books, magazines, and photographs which depict partial and/or full nudity are not acceptable and will be returned to sender.

g. **PHOTOGRAPHS**

- 1) Photographs may not be larger than 4" x 6".
- 2) Polaroid and negative photographs are not accepted.
- 3) Photographs that are altered or blacked out in any manner will be returned to sender.
- 4) Photographs or pictures that are pornographic, nude, suggestive, showing gangs, gang tattoos, or hand gestures (signs) are not allowed.

h. **PROHIBITED MAIL**

- 1) Inmates are generally prohibited from corresponding with other inmates housed in the same facility, or other facility (CRC) operated by the Alameda County Sheriff's Office. This includes mail delivered via the U.S. Postal Service, special delivery service, or "jail mail".
- 2) Inmates are also generally prohibited from corresponding with any inmate housed at any local, state, or federal correctional institution operated outside the Alameda County Jail System.
- 3) Inmates are allowed to submit a request form asking to correspond with another inmate. The inmate's request must include a legitimate reason for the correspondence. The request shall be directed to the Facility Commander via the Classification Unit.

i. **Sexually explicit material sent to an inmate through the mail will not be accepted**, as defined in Penal Code 311, described below:

- Penetration of the vagina or anus, or contact between the mouth and genitals, and such is the pervasive theme.
- Bestiality, sadomasochism, or an excretory function including urination, defecation, or semen.
- Nudity of a minor, or acts, which include a minor or person who appears to be a minor.

- j. Sexually explicit material, that is not otherwise deemed to be contraband, is subject to confiscation if exhibited in a manner that risks conflict or hostility.

**NOTE:** Inmates are not allowed to store **more than three pounds of paper goods**, excluding legal work in their cell at a time. **Excess of personal property** may be placed in the property room until the inmate is released or the inmate releases the property to someone. Deputies will provide a receipt for the items taken and added to the inmates' property. **Due to limited storage space, inmates may be directed to release excess property.**

17. The Alameda County Library provides library services to inmates monthly.

18. **Medical Services - There is a doctor, nurse or medical technician on-duty at all times.**

- a. Inmates should notify a deputy or a medical staff person immediately if they or another inmate have a medical problem or are injured.

- b. To be seen for non-emergency medical, psychiatric, or dental problems, inmates must fill out and submit a three-part *Medical Request Form* and place it into the medical service box located in the dining area of each housing unit or hand it directly to medical staff. **Inmates may be charged \$3.00 for each health care visit.**
- c. **No inmate will be denied health care services for lack of funds.**
19. Family planning services and classes are available. Appointments to see the Health Educator can be made through the medical staff. Inmates may ask to be seen in sick call by submitting a *Medical Request Form* for questions concerning health, classes on family planning, pregnancy, or birth control.
20. If an inmate requires medical services (by a physician) not available through Alameda County facilities, arrangements **must** be made through the medical staff. The acquired expense for elective medical procedures will be the inmate's responsibility.
21. Sign language and tactical interpreters, TTY's and other auxiliary aids are available free of charge to inmates who are deaf or hard of hearing and/or blind. Inmate Rules & Regulations are available in Braille. Obtain information from any Deputy.

22. **Santa Rita Jail Visiting Schedule**

**Visiting is done by appointment only - no same day or walk up appointments will be given.** Visitors must pre-register by calling the public visiting line at (925) 551-6578 daily, from 8:00 am to 12:00 noon, and from 1:00 pm to 5:00 pm, or on-line 24 hours a day at <http://www.alamedacountysheriff.org>. Appointments may be scheduled up to three (3) days in advance. Visitors are encouraged to arrive 30 minutes before their scheduled appointment. **Visitors will not be allowed to visit after their scheduled start time.** It is the visitor's responsibility to check in advance if the inmate is still in custody and/or available for the visit.

**"Visiting days and hours are subject to change due to holidays or special circumstances."**

Housing Units	Days	Times
1, 2, 3, & 4	Wednesday	8:00 AM to 11:00 AM
	Thursday	6:00 PM to 9:00 PM
	Saturday	8:00 AM to 11:00 AM
6, 7, 8, & 9	Wednesday	12:00 PM to 3:00 PM
	Friday	8:00 AM to 11:00 AM
	Saturday	6:00 PM to 9:00 PM
21, 22, 23 & 24	Thursday	8:00 AM to 11:00 AM
	Friday	6:00 PM to 9:00 PM
	Sunday	8:00 AM to 11:00 AM
31, 32, 34 & Outpatient HU	Wednesday	6:00 PM to 9:00 PM
	Friday	12:00 PM to 3:00 PM
	Sunday	12:00 PM to 3:00 PM
25 & 35	Thursday	12:00 PM to 3:00 PM
	Saturday	12:00 PM to 3:00 PM
	Sunday	6:00 PM to 9:00 PM

- a. One 30-minute visit, per visitor, per inmate, each day. **A visitor may visit more than one inmate per day.**
- b. All inmates, regardless of classification, are eligible to receive visits, *except* for the following:
- Inmates on disciplinary isolation.
  - Inmates on disciplinary loss of privileges.
  - Inmates housed in the infirmary may receive visits during normal visiting hours, with prior approval from the Medical Director and Watch Commander.
  - When a housing unit is on lockdown.

23. **Glenn E. Dyer Detention Facility Visiting Schedule**

Visiting is done by walk-in same day appointments only. Visitors must **pre-register** with lobby personnel at least one (1) hour prior to visiting time. **Visitors will not be allowed to visit after their scheduled start time.** It is the visitor's responsibility to check in advance if the inmate is still in custody and/or available for the visit.

**"Visiting days and hours are subject to change due to holidays or special circumstances."**

Housing Units	Days	Registration Times	Visiting Times
H1S, H3S, H5S	Thursday	9:30 AM to 2:00 PM	12:00 PM to 3:00 PM
H1N, H3N, H5N	Thursday	3:30 PM to 8:00 PM	6:00 PM to 9:00 PM
H2S, H4S, H6S	Friday	9:30 AM to 2:00 PM	12:00 PM to 3:00 PM
H2N, H4N, H6N	Friday	3:30 PM to 8:00 PM	6:00 PM to 9:00 PM
H1S, H3S, H5S	Saturday	7:15 AM to 10:00 AM	8:00 AM to 11:00 AM
H1N, H3N, H5N	Saturday	10:10 AM to 2:00 PM	12:00 PM to 3:00 PM
H2S, H4S, H6S	Sunday	7:15 AM to 10:00 AM	8:00 AM to 11:00 AM
H2N, H4N, H6N	Sunday	10:10 AM to 2:00 PM	12:00 PM to 3:00 PM

- a. One 30-minute visit, per visitor, per inmate, each day. **A visitor may visit more than one inmate per day.**
  - b. All inmates, regardless of classification, are eligible to receive visits, *except* for the following:
    - Inmates on disciplinary isolation.
    - Inmates on disciplinary loss of privileges.
    - Inmates housed in the infirmary may receive visits during normal visiting hours, with prior approval from the Medical Director and Watch Commander.
    - When a housing unit is on lockdown.
24. **Available transportation options for visitors**
- a. BART – Call for transit routes (510) 464-6000. Routes are also available in visiting lobby.
  - b. Wheels Bus – Call for transit routes (925) 455-7500. Schedule available in visiting lobby.
  - c. Alameda County Transit – (510) 891-4700.
  - d. Taxi Cab – located in the BART and Santa Rita Jail parking lots, 24 hours a day, seven days a week.
25. **Available Services for Hearing & Visually Impaired Visitors**
- a. Sign language & tactical interpreters
  - b. Signage in the lobby
  - c. TTY devices
  - d. Rules & Regulations in Braille

26. **Visiting Rules**

- a. Remain seated.
- b. Do not give or receive anything without the approval of a deputy.
- c. Inmates must proceed directly to their housing unit after their visit is completed.
- d. Advise family and friends of the following:
  - A parent or guardian must accompany persons under the age of 18 years of age (birth certificate required).
  - Valid picture identification is required.
  - Only the following forms of identification will be accepted:
    - **Current Driver's License** (An expired Driver's License will NOT be accepted; even with paper documentation from DMV regarding a renewal)
    - **California Identification Card**
    - **Military Identification Card**

- Immigration Card or "Matricula Consular" issued by the Consulate General of Mexico in San Francisco
  - Passport
  - No other forms of identification will be accepted; no exceptions
- Visitors must ask for an inmate by name/PFN as it appears on the inmate's identification armband.
  - Money may be left for an inmate's account at the Lobby, 24-hours a day; seven days a week.

**NOTE: The Alameda County Sheriff's Office has the authority to monitor and record visiting conversations.**

**27. Grievance Procedure - When an inmate wishes to submit a formal written grievance, he/she must proceed as follows:**

- a. Obtain the Inmate Grievance form (ML51) from a deputy.
- b. Only one complaint per grievance will be accepted. Grievances with more than one complaint are subject to refusal.
- c. Fill out the form completely and legibly. State the exact nature of the grievance and all the facts that substantiate the complaint.
- d. Return the completed grievance form to a deputy. The inmate will receive a copy of the grievance form with the date and name of the deputy receiving the grievance, and a grievance tracking number if the deputy is unable to resolve the grievance.
- e. Grievances are investigated by the Grievance Unit at Santa Rita Jail. The inmate will receive a response within twenty one (21) working days once the grievance has been received.
- f. Upon completion of the investigation, the inmate will receive a written response of corrective action taken if affirmed or reason if denied.
- g. If denied, the grievance may be appealed to the next higher level (Appeals Officer).
- h. All grievances and responses are reviewed by the Commanding Officer or his/her designee. **All decisions made by the Commanding Officer are final.**
- i. Grievances directed towards Commissary must be submitted on a Discrepancy Form (available in the housing unit) and are to be given to the housing unit deputy for processing.
- j. Grievances may not be made on another inmate's behalf unless they pertain to sexual abuse or harassment. No petitions will be accepted.
- k. If an inmate is filing a grievance against a staff member for sexual assault or harassment, the inmate is not required to submit the grievance to the involved staff member, nor shall they be referred to them for any reason.

**28. Demands for a Speedy Trial – 1381 PC (Out of County Warrants)**

- a. Penal Code Section 1381 states, when a person is sentenced in this county and has unsentenced "HOLDS" from another county, a demand for a speedy trial may be made.
- b. Penal Code Section 1381 does not apply to parole, out of state, or sentenced holds from another county.
- c. The sentence for this county must be 90 days or more.
- d. Inmates must send in a Message Request to the Records Deputy to inquire about eligibility for 1381 PC.
- e. Eligible inmates will receive forms from the Records Deputy. The forms need to be filled out completely and legibly. Return the forms with a prepaid, un-addressed envelope to the Records Deputy. The original documents will be sent to the District Attorney's Office, a copy filed, and a copy will be sent to the inmate.

29. Petitions for Writ of Habeas Corpus forms are available via the Legal Assistance Program (See #27). **Jail staff is prohibited by law from retaliating against inmates seeking relief from the courts.**
30. If an inmate has any questions regarding the rules and regulations, they may ask a deputy for clarification, as it may save the inmate disciplinary action resulting in loss of time credit served.

31. **Law Library - Legal Assistance**

On May 7, 2004 the Law Libraries at Glenn Dyer and Santa Rita Jail facilities were closed. The Presiding Judge of the Superior Court, all Alameda Superior Court Judges, County Counsel, District Attorney, Public Defender, and the U.S. District Courts were advised of this closure. In ***Bounds v. Smith, 430 U.S. 817, 52 L. Ed. 2d 72, 97 S. Ct. 1491 (1977)*** (*Bounds*), the court held that prison inmates have a constitutional right of access to the courts that "requires prison authorities to assist inmates....by providing prisoners with adequate law libraries or adequate assistance from persons trained in the law."

Based on the courts' decision the Sheriff's Office is in compliance with an inmate's constitutional right of being provided with a law library **or** adequate assistance from persons trained in the law. The Sheriff's Office contracted with *Legal Research Associates*, a law firm based in the Bay Area, to assist inmates with their legal research, with **priority service** to inmates in *pro-per status*.

**In order to utilize this service, inmates must request and fill out the white legal form which can be found in each housing unit.** Legal requests will be processed through the Inmate Services Unit.

32. **Inmate Telephone Usage**

- a. Outgoing inmate telephone calls can be made collect or paid by an inmate debit account.
  - All inmates will be given a preset, nine-digit PIN number.
  - Newly booked inmates will receive a nine-digit PIN at booking, and it will be printed on their armband.
  - Each inmate will also receive a preset four-digit security code. This will be defaulted to the birth month and birth year of the inmate. With the first use of the security code, the inmate should change his/her four-digit security code.
  - Each inmate is notified that he or she is responsible for the security of his or her PIN and security-code numbers.
  - Instructions for using the phone system will be posted at each inmate telephone.
  - Braille instructions for utilizing the pin system and security code are available in English and Spanish. These instructions are located in each Watch Commander's Office.
- b. Telephones are used only when authorized by jail staff (usually during pod time).
- c. If an inmate has an emergency and needs access to a phone, they must request permission from a deputy.
- d. TDD machines are available for the hearing impaired.
- e. Any attempt to place a three-way call will result in termination of the call and a block will be placed on that telephone number for 90 days. If the number called has "call-waiting" and a call comes to that number while you are on the telephone, your call will be disconnected.
- f. The inmate telephone provider (Global Tel Link) sells telephone time for debit call use. There is no telephone card issued. The telephone money is held by the inmate telephone provider in a telephone account for each inmate. Inmates may use their telephone account by using the debit call feature on the pod telephones.
- g. Be advised, it is the policy of the inmate telephone provider that there will be no refund of the telephone account money during an inmate's incarceration. Unused telephone money can be refunded upon release by completing and sending in a refund postcard. Postcards are available at the release counter in the jail lobby.
- h. Global Tel Link and the Alameda County Sheriff's Office are not responsible for unauthorized purchases made with your PIN number. It is the responsibility of each inmate to protect their PIN number. Inmates who use a PIN number to access another inmate's account may be prosecuted.

### 33. Inmate Telephones – Dialing Procedures

- a. **The Alameda County Sheriff's Office has the authority to monitor and record conversations on any telephone located within its facilities** for the purpose of preserving security, orderly management and public protection. An inmate's use of the telephone constitutes consent to monitor and record conversations pursuant to CA PC Section 2600.
- b. **Normal Calls – Screened – Collect**
  - Lift receiver---Dial tone is heard.
  - Press 0.
  - Enter nine-digit PIN number and four-digit security code.
  - Dial 0 + telephone number---Operator will come on line and complete call.
- c. **Normal Calls – Screened – Debit**
  - Press 1.
  - Enter nine-digit PIN number and four-digit security code.
  - Enter 10-digit phone number.
  - For International calls, press 011, the country code and phone number.
- d. **TDD Telephones**
  - Available to hearing impaired inmates. Contact the housing unit deputy.
- e. **County Calls/Rape Crisis Hotline – Unscreened – Toll Free**
  - Lift Receiver---Dial tone is heard.
  - Dial # + 2-digit code for the County Office or "Star"(\*) + 89 for Rape Crisis Hotline. A "click" is heard and then silence for ten (10) seconds. If all outgoing toll free lines are busy you will hear "high pitched beeps." Hang up and try again later.

### 34. Inmate Telephone Call Diverter

<u>County Office</u>	<u>Auto Dial Code</u>
Public Defender - Oakland .....	#21
Public Defender - Oakland Brach.....	#22
Public Defender - Alameda.....	#24
Public Defender - Hayward.....	#25
Public Defender - Fremont.....	#26
Public Defender – Pleasanton.....	#27
U.S. Marshal Public Defender* .....	#28
Probation Department – Oakland.....	#30
Probation Department – Pleasanton.....	#33
Probation Department – Fremont-Hayward.....	#41
<b>TDD Access.....</b>	<b>#88</b>
<b>Rape Crisis Hotline.....</b>	<b>*89</b>

**\*U.S. Marshal Public Defender - Speed dial number only available from Glenn E. Dyer Detention Facility.**

**Public Defenders are easier to reach during the following hours:**

**8:30 a.m. to 9:00 a.m.**

**11:30 a.m. to 2:00 p.m.**

**After 4:00 p.m.**



# COMMUNITY HEALTH CARE RESOURCES

## HOSPITALS

ACMC – Highland Hospital 1411 E. 31 <sup>st</sup> Street Oakland, CA 510-437-4800	ACMC – Fairmont Campus 15400 Foothill Blvd. San Leandro, CA 510-895-4200
Eden Medical Center 20103 Lake Chabot Road Castro Valley, CA 510-537-1234	Children's Hospital 747 52 <sup>nd</sup> Street Oakland, CA 510-428-3000
Alta Bates Summit Medical Center 350 Hawthorne Avenue Oakland, CA 510-655-4000	Valley Care Medical Center 5555 W. Las Positas Blvd. Pleasanton, CA 925-847-3000
San Francisco General Hospital 1001 Potrero Ave. San Francisco, CA 415-206-8000	Saint Rose Hospital 27200 Calaroga Ave. Hayward, CA 510-264-4090
Washington Hospital 2000 Mowry Ave. Fremont, CA 510-797-1111	Fremont Hospital 39001 Sundale Drive Fremont, CA 510-796-1100

## COMMUNITY HEALTH CARE

Eastmont Wellness Center 6995 Foothill Blvd. #200 Oakland, CA 510-567-5700	Winton Wellness Center 24100 Amador St. #250 Hayward, CA 510-266-1700	Newark Health Center 6066 Civic Terrace Ave. Newark, CA 510-505-1600
East Oakland Health Center 7450 E. 14 <sup>th</sup> St. Oakland, CA 510-430-9401, 510-613-2233	West Oakland Health Center 700 Adeline St. Oakland, CA 510-835-9610	AXIS Community Health 4361 Railroad Ave. Pleasanton, CA 925-462-1755
La Clinica De La Raza 1515 Fruitvale Ave. Oakland, CA 510-535-3500	Asian Health Services 818 Webster St. Oakland, CA 510-986-6800	AXIS Community Health 3311 Pacific Ave. Livermore, CA 925-462-1755
Tri City Health Center 39500 Liberty St. Fremont, CA 510-770-8040	Tiburcio Vasquez Health Center 22331 Mission Blvd. Hayward, CA 510-471-5880	Tiburcio Vasquez Health Center 33255 – 9 <sup>th</sup> St. Union City, CA 510-471-5880
AIDS Project – The East Bay 499 – 5 <sup>th</sup> St. #306 Oakland, CA 510-663-7953	Ahf Magic Johnson Healthcare 411 – 30 <sup>th</sup> St. #200 Oakland, CA 510-628-0949	Healthy Communities, Inc. Primary Care; Other Services 2580 San Pablo Avenue Oakland, CA 510-444-9655

Issued by PHS in conjunction with the Alameda County Sheriff's Office

## COMMUNITY HEALTH CARE RESOURCES

### PERINATAL CLINICS

<p>East Bay Perinatal 5730 Telegraph Ave. #117 Oakland, CA 510-204-1507</p>	<p>Family Planning Specialist 200 Webster St. #100 Oakland, CA 510-268-3720</p>	<p>Berkeley Primary Care Clinic 2001 Dwight Way #1363 Berkeley, CA 510-204-4666</p>
<p>Highland Hospital Women's Health Services 1411 E. 31<sup>st</sup> St. Oakland, CA 510-437-8500</p>	<p>Native American Health Center 3124 International Blvd. Oakland, Ca 510-535-4400</p>	<p>La Clinica De La Raza 3451 E. 12<sup>th</sup> St. Oakland, CA 510-535-4000</p>

### MENTAL HEALTH AND DRUG REHABILITATION

<p>John George Psychiatric Pavilion 2060 Fairmont Dr. Oakland, CA 510-346-1300 Psych Crisis 510-346-7500</p>	<p>Berkeley Therapy Institute 1749 Martin Luther King Jr Way Berkeley, CA 510-841-8484</p>	<p>Options for Recovery 1931 Center St. Berkeley, CA 510-666-9552</p>
<p>West Oakland Mental Health 2730 Adeline St. Oakland, CA 510-465-1800</p>	<p>BATS – Berkeley Addiction Treatment Services 2975 Sacramento St. Berkeley, CA 510-644-0200</p>	<p>The Solid Foundation 4778 International Blvd. Oakland, CA 510-533-5317</p>
<p>HAART 10850 MacArthur Oakland, CA 510-875-2300</p>	<p>Highland Substance Abuse Treatment Program 1411 E. 31<sup>st</sup> St. Oakland, CA 510-437-5192</p>	<p>East Bay Community Recovery Project 22971 Sutro St. Hayward, CA 510-728-8600</p>
<p>Alameda County Behavioral Health Care Services (mental health and substance abuse services) ACCESS 800-491-9099</p>	<p>Alameda County Social Services – Dial 211 Eden Information &amp; Referral 510-537-2710 <a href="http://www.edenir.org">www.edenir.org</a></p>	<p>Sausal Creek 2620 – 26<sup>th</sup> Ave. Oakland, CA 24 hr. psych crisis stabilization 510-437-2363</p>

### OTHER CLINICS AND COMMUNITY RESOURCES

<p>Davita Dialysis 21615 Hesperian Blvd. #F Hayward, CA 510-727-1840</p>	<p>East Bay Peritoneal Dialysis 13939 E. 14<sup>th</sup> St. #110 San Leandro, CA 510-614-1380</p>	<p>San Francisco County Public Health Department <a href="http://www.sfdph.org">www.sfdph.org</a></p>
<p>Alameda County Public Health Department <a href="http://www.acphd.org">www.acphd.org</a></p>	<p>Highland Hospital Pediatric Department 1411 E. 31<sup>st</sup> St. 6<sup>th</sup> Flr. Oakland, CA 510-437-4887</p>	<p>Santa Clara County Public Health Department <a href="http://www.sccgov.org/portal/site/phd">www.sccgov.org/portal/site/phd</a></p>
<p>Contra Costa County Public Health Department <a href="http://www.cchealth.org">www.cchealth.org</a></p>	<p>San Joaquin County Public Health Department <a href="http://www.co.san-joaquin.ca.us/PHS">www.co.san-joaquin.ca.us/PHS</a></p>	<p>San Mateo County Public Health Department <a href="http://www.smhealth.org">www.smhealth.org</a></p>

## WOMENS' PROGRAM DESCRIPTIONS (Notice Classification Restrictions)

### D.E.U.C.E.

#### Minimum and Medium Security

#### **"DECIDING, EDUCATING, UNDERSTANDING, COUNSELING and EVALUATING"**

This is a 60-day Substance Abuse program which addresses addictive behavior, and lifestyles. Offers counseling, pharmacology, and relapse prevention through personal development.

### T.A.L.K.

#### Minimum Security

#### **"TEACHING AND LOVING KIDS"**

A Parenting Program where self-esteem, basic child development and child bonding are taught. Contact visits with your children are offered after two consecutive classes.

### Independent Studies

#### Maximum and P/C Security

For students who wish to earn high school credits or obtain the skills necessary to pass the General Education (G.E.D.) test and receive a Certificate.

### G.E.D.

#### Minimum and Medium Security

#### **"GENERAL EDUCATIONAL DEVELOPMENT"**

For the student who needs a high school equivalency diploma. Students study the material then take the tests while in custody.

### Literary

#### Minimum, Medium, Maximum, and P/C Security

One-on-one tutorial program sponsored by the Alameda County Library for those students who need to improve their reading and writing skills.

### M.O.M.S.

#### Minimum, Medium Security

#### **"MAXIMIZING OPPORTUNITIES FOR MOTHERS TO SUCCEED"**

A unique program designed to help young mothers with parenting, educational, and living skills. Pregnant women and women with at least one child under the age of 10 may apply. Use the green M.O.M.S. application to apply.

### Anger Management

#### Minimum Security

Explore the roots of anger and family violence. Intervention techniques are taught through counseling, recognizing and controlling anger, communication techniques, stress reduction, changing behavior patterns and follow-up upon release.

### Computer

#### Minimum Security

Beginning word processing & keyboarding. Basic tools designed to enhance job skills.

### \*Cosmetology

**Minimum Security** - (Non-Pregnant Only) Hair Care & Design, and personal hygiene

### \*Food Service

**Minimum Security** - Basic Food Sanitation and Baking Skills

### \*Employability

**Minimum & Medium Security** - Learn skills to successfully obtain employment.

Employability is required if taking Food Service, Cosmetology, D.E.U.C.E. or Computer Classes.

## FORMS THAT CAN'T BE READ WILL BE DISCARDED!



# WOMEN'S PROGRAMS

Santa Rita Jail offers the following programs to enrich your life and further your education. Please take a moment to fill out this form as neatly and completely as you can, then return it to the Inmate Services Unit.

PLEASE PRINT CLEARLY

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

PFN: \_\_\_\_\_ Housing Unit: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\*\*\*\*\*

Circle the subject (**one** program per application) you would be interested in taking.

See other side for a description of each program.

**D.E.U.C.E.**      **T.A.L.K.**      **INDEPENDENT STUDY**  
(Maximum and PG Only)

**G.E.D.**      **LITERACY**  
(Minimum and Medium)

**M.O.M.S. (Use Green Form)**

**COSMETOLOGY**

**FOOD SERVICE**

**COMPUTERS**

**ANGER MANAGEMENT**

You will be assessed once this form has been reviewed. If you are accepted into a class, you will be expected to attend each class, respect the staff and fully participate in order to receive credit for it.

*Do something for YOU!*

DENIED DUE TO:

\_\_\_\_ Disciplinary      \_\_\_\_ No Time      \_\_\_\_ Classification      \_\_\_\_ KSF in Class  
\_\_\_\_ Work History/Refused Program Prior      \_\_\_\_ 3056 P.C. Only

**FORMS THAT CAN'T BE READ WILL BE DISCARDED!**

# MEN'S PROGRAM DESCRIPTIONS

## (Notice Classification Restrictions)

### D.E.U.C.E.

#### Minimum, Medium and Maximum Security

#### **"DECIDING, EDUCATING, UNDERSTANDING, COUNSELING and EVALUATING"**

This is a 60-day Substance Abuse Program that addresses addictive behavior and lifestyles. Offers counseling, pharmacology and relapse prevention through personal development.

### T.A.L.K.

#### Minimum Security

#### **"TEACHING AND LOVING KIDS"**

A Parenting Program where self-esteem, basic child development and child bonding are taught. Contact visits with your children are offered after two consecutive classes.

### Independent Studies

#### Maximum and P/C Security

For students wishing to earn high school credits or obtain the skills necessary to pass the General Education (G.E.D.) test and receive a certificate.

### G.E.D.

#### Minimum, Medium and Maximum Security

#### **"GENERAL EDUCATIONAL DEVELOPMENT"**

For the student who needs a high school equivalency diploma. Students study the material then take the tests while in custody.

### A.B.E.

#### Minimum and Maximum Security

#### **"ADULT BASIC EDUCATION"**

A Pre-G.E.D. class designed for those with an 8th grade education or below. The class teaches skills for progress toward receiving your G.E.D. Certificate.

### Literacy

#### Minimum, Medium, Maximum and P/C Security

One-on-one Tutorial Program sponsored by the Alameda County Library for those students who need to improve their reading and writing skills.

### E.S.L.

#### Minimum Security

#### **"ENGLISH AS A SECOND LANGUAGE"**

Improve English language, conversation, and writing skills.

### Anger Management

#### Minimum Security

Explore the roots of anger and family violence. Intervention techniques are taught through counseling, recognizing and controlling anger, communication techniques, stress reduction, changing behavior patterns and follow-up upon release.

### D.A.D.S.

#### Minimum and Maximum Security

#### **"Dads Acquiring & Developing Skills"**

A special program designed to help single and married men to think differently about their roles as fathers become more involved with their children. Custodial and non-custodial men with children under 18 may apply.

### COMPUTER

#### Minimum Security

Beginning word processing and keyboarding. Basic tools designed to enhance job skills.

### \*Barbering

**Minimum Security:** Hair Care & Design, and Personal Hygiene

### \*Food Service

**Minimum Security:** Basic Food Sanitation and Baking Skills

### \*Employability

**Minimum Security:** Learn skills to successfully obtain employment.

**Employability class is required if taking Food Service, Barbering or Computer Class.**

**FORMS THAT CAN'T BE READ WILL BE DISCARDED!!!!**



# PROGRAMS FOR MEN

Santa Rita jail offers the following programs to enrich your life and further your education. Please take a moment to fill out this form neatly and completely, and then return it to the Inmate Services Unit.

**PLEASE PRINT CLEARLY**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

PFN#: \_\_\_\_\_ Housing Unit#: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Circle only 1 (one) program per application you would be interested in taking.  
See other side for a description of each program.

D.E.U.C.E.

T.A.L.K.

INDEPENDENT STUDY  
(Maximum & PG Only)

G.E.D.

A.B.E.

LITERACY

(Minimum & Medium Only)

E.S.L.

ANGER MANAGEMENT

BARBERING

FOOD SERVICE

D.A.D.S. (Use Salmon Form)

COMPUTERS

You will be assessed once this form has been reviewed. If you are accepted into a class, you will be expected to attend each class, respect the staff and fully participate in order to receive credit. *Do something for YOU!*

## REASON FOR DENIAL

\_\_\_ Disciplinary    \_\_\_ No Time    \_\_\_ Classification    \_\_\_ KSF in Class

\_\_\_ Work History / Prior Refusal of Program    \_\_\_ 3056 P.C. Only

**FORMS THAT CAN'T BE READ WILL BE DISCARDED!**