

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 1.15	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-5A-02	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: September 7, 2016	
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CHAPTER: Administration, Organization and Management	SUBJECT: Roles and Functions of Community Agencies and Private Contractors	

- I. **PURPOSE:** To specify the roles and functions of community agencies and private contractors that provide services to the Detention and Corrections (D&C) Division.
- II. **POLICY:** A variety of services by outside agencies, both public and private, will be utilized in maintaining the well-being of inmates. Community resources will be solicited to provide those services which cannot be provided by regular staff. The roles and functions of employees from other agencies and private contractors providing a service to the D&C Division shall be reviewed annually.
- III. **PROCEDURE:**
- A. The roles and functions of community agencies and private contractors providing a service to the D&C Division include, but are not limited to, the following:
1. Health Care: Medical, Dental, and Mental Health Services will be provided under the control *of the contracted medical service provider* and the Criminal Justice Mental Health Program (CJMH)
 2. Food: ARAMARK Food Service will provide meals for inmates and staff which are nutritionally adequate and properly prepared
 3. Religious Services: Under direct supervision of the Inmate Services Section, the Chaplain along with a consortium of volunteers and contract employees shall provide a variety of religious and counseling services to meet the needs of the inmate population
 4. Library Services: Under direct supervision of the Inmate Services Section, Alameda County Library personnel will provide a systematic approach for determining the library service needs of the inmate population
 5. Commissary Services: Under direct supervision of the Inmate Services Section, commissary personnel will provide a procedure for inmates to purchase approved items that are not available through jail issue

6. Social Services: Social Service Programs shall be made available to all inmates. These programs will include activities designed to promote the inmate's social adjustment and assist in resolving personal or interpersonal problems. Social Service Programs will include, but not be limited to, the following:
 - a. Psychological testing
 - b. Substance abuse programs for drug and alcohol addiction
 - c. Vocational placement counseling
 - d. Pre-release programs
 - e. Health education and child placement programs
 - f. Individual counseling programs
 - g. Crisis intervention programs
- B. All community agencies and private contractors that provide services to the D&C Division shall adhere to all applicable local, state, and federal laws, contractual agreements, and accreditation standards
- C. Liaison personnel will be assigned to all community agencies and private contractors that provide services in order to ensure compliance with all laws, contractual agreements, and accreditation standards. The Inmate Services Section shall monitor all religious, library, commissary, and social service programs being offered
- D. Budget staff from the Alameda County Sheriff's Office's Management Services Division shall monitor all monetary and negotiating aspects with community agencies and private contractors that have contractual agreements with the D&C Division
- E. ANNUAL REVIEW:
 1. Information pertaining to the roles and functions of community agencies and private contractors providing a service to the D&C Division can be found in numerous documents. These documents include, but are not limited to the following:
 - a. Contracts
 - b. Monthly Reports
 - c. Quality Assurance Reports
 - d. Quarterly Reports
 2. In addition to the aforementioned reports, the roles and functions of community agencies and private contractors providing a service to the D&C Division will be reviewed annually and documented in the Alameda County Sheriff's Office's Annual Report