

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.01	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-5A-01, 5A-02, 5B-13, 6A-09, 6B-02, 6B-03, 6B-04, 6B-05, 6B-07, 7F-05 MJS 1061, 1070 (g), 1071 P.C. 4018.6	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 7, 2015	
	REVISION DATE: August 16, 2012	
CHAPTER: Inmate Services and Programs	SUBJECT: Introduction to Inmate Services	

- I. **PURPOSE:** To describe the Inmate Services functions.

- II. **POLICY:** It is the policy of the Detention and Corrections' Division to ensure that programs and services are available to inmates and include, but are not limited to, social services, religious services, recreation and leisure time activities; and library services consistent with security and classification limitations. Discrimination based on disability in providing services, programs and activities for inmates, program beneficiaries, and participants, is prohibited.

- III. **PROCEDURE:** The Inmate Services Unit under the direction and supervision of the Inmate Services Lieutenant will:
 - A. Introduce new programs to the Inmate Welfare Fund (IWF) Committee for review prior to implementation or denial.
 - B. Develop a plan for inmate programs and services which provides for identification and use of available community resources.
 - C. Ensure funds are available for community services to supplement existing programs and services.
 - D. Annually prepare and submit an IWF budget to the IWF Committee for approval.
 - E. Maintain a detailed inventory of all IWF property by location.
 - F. Receive and process requests for Inmate Service-related services from inmates.
 - G. Coordinate and control the basic educational programs provided for inmates.
 - H. Ensure that equal opportunity for participation in programs and services are provided to male and female inmates. Neither sex is to be denied opportunities solely based on their smaller number in the inmate population.
 - I. Ensure that inmates, program beneficiaries and participants will not be denied access to programs and services based on race, religion, national origin, sex, disability, or political views.
 - J. Develop recreational and entertainment services for inmates; e.g., sports, games, movies, etc.

- K. Conduct security background checks for individuals involved in programs and volunteer organizations.
- L. Conduct an orientation for new volunteer and program workers including handout material that outlines security procedures and facility rules.
- M. Produce a weekly calendar of inmate events and programs. Copies of the calendar are to be distributed to the Commanding Officer, Watch Commanders, Watch Sergeants, and other staff as appropriate.
- N. Develop and keep current printed listings of available programs and services with printed instructions on how each may be obtained. Implement procedures on how to deliver the information to inmates.
- O. Develop and keep current printed listings of pre- and post-release services available to inmates with printed instructions on how to contact the service providers. Implement procedures to ensure that all inmates receive the printed material as part of the release process.
- P. Function as a clearinghouse for Notary Public requests for jail access.
- Q. Maintain close liaison with Chaplains at both facilities. Make maximum use of their services in all areas compatible with their primary mission as spiritual advisors and religious services providers.
- R. Coordinate legal resource requests via the contracted legal resource provider.
- S. Coordinate library services via the County Library.
- T. Coordinate and control Social Services Programs.
- U. Coordinate with the Registrar of Voters to allow inmates qualified by the Registrar of Voters to vote in local, state and federal elections, pursuant to applicable election codes.
- V. Obtain State and Federal Income Tax Forms for inmates.