

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 18.09	<b>PAGES:</b> 1 of 4
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-66, 5A-01, 5A-09 MJS 1061	
	<b>ISSUED DATE:</b> July 1, 1989	
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<b>CHAPTER:</b> Inmate Services and Programs	<b>SUBJECT:</b> Educational Program Planning	

I. **PURPOSE:** To provide guidelines for accredited academic program planning.

II. **POLICY:**

- A. The academic programs provided by the Alameda County Sheriff's Office shall provide an accredited and comprehensive educational program to meet the needs of the inmates who wish to participate. Eligibility will be based on inmate behavior, motivation, and subject to security requirements. The program will provide:
  - 1. Day and evening educational programs to allow scheduling flexibility.
  - 2. Accurate records of the inmate's educational achievements toward relevant employment in the community.
  - 3. Formal recognition of an inmate's educational accomplishments acknowledged through appropriate diplomas, certificates, and other awards.
- B. Academic training equipment shall be adequate to support program needs minimally including audio visual materials, *whiteboards*, and administrative space.

III. **DEFINITIONS:**

- A. **LIFE SKILLS TRAINING:** A self-improvement program which includes developing problem solving skills, interpersonal communications, and employment seeking skills.
- B. **ACCREDITED ACADEMIC PROGRAM:** Program curriculum approved by the State Department of Education.

IV. **PROCEDURE:**

A. **EDUCATIONAL PLAN:**

- 1. The Inmate Services' lieutenant and staff shall develop an educational plan containing:
  - a. A statement of purpose and objectives for each educational course that is reviewed annually and revised if necessary.

b. Written standards for admission to each educational course.

c. State adopted course outlines for:

- 1) Literacy training
- 2) Communication skills (reading, writing, speech, etc.)
- 3) Basic mathematics
- 4) Life-skills training
- 5) High school equivalency testing

2. A regular evaluation system for assessing the need for specific educational programs.

3. A schedule of educational classes.

4. A system to obtain and maintain necessary educational equipment.

5. A method for keeping academic records.

6. An achievement recognition process.

7. Adequate space to provide equal participation opportunities by male and female inmates.

8. When space constraints are identified, the Inmate Services Lieutenant shall notify the facility Commanding Officer and make recommendations for alternative program locations.

B. The Inmate Services' lieutenant, through the contracted education provider, shall communicate with State Department of Education officials and maintain up-to-date records relative to accreditation requirements.

C. RECORD KEEPING AND ACHIEVEMENT RECOGNITION:

1. Daily attendance records shall be maintained by each instructor and retained by the contracted education provider for at least twelve months.

2. Records reflecting participation and progress shall be maintained for each inmate by the contracted education provider. These are to be made part of the inmate's permanent file and transferred upon request if the inmate moves to another facility.

3. Periodic teacher evaluation and objective measures of progress shall be made on each student.

4. Quarterly graduation ceremonies shall be scheduled to recognize educational accomplishments. Top officials within the Alameda County Sheriff's Office, community, facility, and Inmate Service programs will be invited to participate.

D. ACADEMIC EDUCATION OUTLINE:

1. The following methods will be utilized to offer programs to inmates:

- a. Classroom instruction
- b. Individual instruction (one-on-one tutoring)

- c. Independent study
  - d. Tele-courses
2. Only inmates housed in minimum, medium, and maximum security will be eligible for classroom instruction. All others seeking participation will be reviewed as to classification and behavioral history and will be assigned accordingly.
  3. Classroom instruction for male and female inmates will be held Monday through Friday. Saturday instruction for some classroom instruction may occur.
  4. One-on-one tutoring by the Alameda County Library will occur in the Contract Interview Room or multi-purpose room of the respective housing units. This program is tutorial and involves one inmate and one tutor. Each inmate will be evaluated prior to enrollment for determination of the level of instruction necessary to further his/her educational needs and instruction will be geared those needs.
  5. Independent study will occur by the inmate receiving instructional material for independent study in his/her living area.
- E. PROVISIONS FOR SPECIAL EDUCATION: Inmates meeting the criteria of Section 94-142 of Federal Public Law may apply for special education classes. Housing classification of the inmate will determine the method of instruction provided. Inmates are only eligible when:
1. They are under the age of twenty one.
  2. They are without a high school diploma.
  3. They have an active Individualized Education Plan (IEP).
  4. The IEP has not lapsed within the last year.
  5. They can supply their high school transcript or provide verification of active IEP.
- F. EDUCATION PROGRAM PROVIDERS: Education programs are provided through the Tri-Valley Regional Occupational Program and the Alameda County Library Adult Literacy Program.
- G. APPLICATION PROCESS: Unsentenced inmates may apply upon completing their twenty-ninth (29<sup>th</sup>) day in custody. Inmates may apply to an educational program by:
1. Submitting a message request slip to Inmate Services; Inmate Services will return a blue application form to the inmate for completion.
  2. Completing the application contained in the Inmate Rules and Regulations Handbook given to them upon admission to the facility.
  3. Court referral.
  4. Referral by existing jail programs.