

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.10	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-5A-09 MJS 1070 (d)	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 20, 2015	
	REVISION DATE: September 15, 2014	
CHAPTER: Inmate Services and Programs	SUBJECT: Vocational Training Programs	

- I. **PURPOSE:** To set forth a procedure to train inmates in job-related skills that is relevant in the current job market.
- II. **POLICY:** Vocational courses shall be available to all sentenced, minimum- and medium-security inmates incarcerated at the Santa Rita Jail (SRJ). The vocational programs will be conducted in conjunction with the local high school district's Adult Education Program and the contracted educational/vocational provider. If circumstances dictate that it be implemented at the Glenn E. Dyer Detention Facility (GEDDF), the same programs and processes will apply. The programs shall be designed to:
- A. Provide job-related skill training that is consistent with the needs of the inmate population.
 - B. Coincide with the results of academic test scores.
 - C. Provide apprenticeship training for certain skills.
 - D. Prepare inmates for more advanced training opportunities following release.
- III. **PROCEDURE:**
- A. **ENROLLMENT:**
- 1. Inmates interested in enrolling in a vocational program may submit a program application to Inmate Services.
 - 2. Each application will be screened for eligibility by Inmate Services.
 - 3. Each inmate must successfully complete a six (6) week Employability Life Prep class presented by the contracted educational/vocational provider. The class may be taken while participating in vocational training classes.
- B. **PROGRAM ELIGIBILITY:** Acceptance into a program will be based on the following:
- 1. Behavioral patterns
 - 2. Interest level
 - 3. Desire to learn
 - 4. Length of sentence; only inmates with sixty days or more remaining on their sentence are eligible

C. TYPES OF PROGRAMS:

1. Baking
2. Food Services
3. Cosmetology
4. Barbering
5. Employability
6. Computer basics

D. RECORD KEEPING:

1. Progress records for each inmate in a vocational program will be maintained by the contracted educational/vocational provider.
2. When an inmate receives a certificate of program completion or a certificate of competency for a phase of a particular program, the document will be issued as follows:
 - a. Original to the inmate.
 - b. Copy to the inmate's classification file.
3. Vocational training program records will be maintained for one year.
4. Each month, the files will be purged of one year old files.
5. When an inmate re-enters after one year, a new file will be created.

E. PROGRAM CONTINUATION:

1. Upon Release: Inmates may continue their vocational training through the educational/vocational provider. If the inmate wishes to continue with the program, the Inmate Services staff will supply a list of locations upon request.
2. Upon Re-Entry: If an inmate is re-arrested within one year and sentenced to the Alameda County Sheriff's Office, he/she must re-apply to participate in the same program or any other programs. The vocational training instructor will determine at what phase of the program the inmate will re-enter.

- F. PROGRAM EVALUATION: Inmate Services' staff, in conjunction with the contracted educational/vocational provider will conduct an annual evaluation of the vocational training programs to ensure courses and curriculums are up to date and consistent with the needs of the inmates.