

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.11	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-2A-66, 4C-37, 5A-01, 5A-03, 5A-04, 5A-05, 5A-06, 5A-07, 5A-08, 5A-09, 5B-13, 6B-08, 4C-21 MJS 1070	
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CHAPTER: Inmate Services and Programs	SUBJECT: Social Service Programs	

- I. **PURPOSE:** To describe the facility's Social Services' Programs and establish minimum program criteria which shall be available to all inmates.
- II. **POLICY:** It shall be the policy of the Detention and Corrections' (D&C) Division to ensure that all inmates have access to a variety of social service programs while incarcerated, to prepare for treatment, education, shelter, food, and employment upon release. Community resources will be solicited to provide services, which cannot be provided by regular staff. Programs should be focused on education and substance abuse recovery and shall include, but not be limited to:
- A. Substance abuse education for drug and alcohol addiction.
 - B. Vocational education and preparation for employment.
(Employability, career, and reentry exposition).
 - C. Pre-release resource information (via case management).
 - D. Parenting (T.A.L.K., M.O.M.S., and D.A.D.S. programs).
- III. **DEFINITIONS:**
- A. **SOCIAL SERVICE PROGRAMS:** Planned activities designed to promote the inmate's social adjustment and assist in resolving personal or interpersonal problems.
 - B. **CORRECTIONAL HEALTH CARE:** Contracted medical provider providing inmate medical services for inmates in the custody of the sheriff's office.
 - C. **CRIMINAL JUSTICE MENTAL HEALTH (CJMH):** Contracted mental health provider providing mental health services for inmates in the custody of the sheriff's office.
 - D. **DECIDING, EDUCATING, UNDERSTANDING, COUNSELING, EVALUATION PROGRAM (DEUCE):** A program providing focused-education and group process activities designed to prevent further substance abuse and criminal activity that supports addiction.
 - E. **DOULA:** *Doulas are trained birth assistants who work in partnership with the contracted inmate medical services provider. Doulas provide continuous physical, emotional, and informational support to mothers before, during, and after childbirth.*

IV. **PROCEDURE:**

A. REQUESTS FOR SERVICES:

1. Inmates may request an education program by submitting a program application and/or inmate message request slip to the Inmate Services Unit.
2. Staff members may initiate a request for an inmate to receive educational services.
3. If a staff member is acting at the request of an inmate, the staff member shall utilize the message request slip procedure.
4. The Classification Unit may initiate a request by contacting an Inmate Services deputy.
5. After receiving a request for an inmate to participate in program services, the Inmate Services deputy will refer the inmate request to a program which matches his/her specific eligibility.

B. DRUG AND ALCOHOL SERVICES:

1. Drug and alcohol services shall be jointly provided by medical/mental health services personnel in addition to Inmate Services via the DEUCE Program.
2. Substance abuse programs for inmates with drug and alcohol addiction problems should include:
 - a. Staff who have training in drug and alcohol education programs. Staff should be knowledgeable in the design and supervision of substance abuse programs.
 - b. Selected and trained former addicts and recovering alcoholics to serve as employees or volunteers in the program.
 - c. Coordination with community based organizations (CBO's) and substance abuse programs.
 - d. Efforts to motivate addicts to seek help.
 - e. Realistic goal setting for educating inmates with substance abuse problems.
 - f. Have a variety of approaches to provide flexibility to meet the varying needs of different addictions.
3. Services for drug and alcohol related problems are available through:
 - a. Alcoholics Anonymous
 - b. Narcotics Anonymous
 - c. DEUCE Program
 - d. Correctional Healthcare Services
 - e. CJMH

- f. Community-Based Organizations (CBO's)

C. DOULA SERVICES:

1. Administration:

- a. Inmate Services shall complete site clearances for Doula volunteers.*
- b. Inmate Services shall maintain a current roster of Doula volunteer staff*
- c. Inmate Services shall ensure Doula volunteers complete all required training.*
- d. Inmate Services shall schedule and coordinate all doula sessions.*

2. Services:

- a. One on one and group support sessions in the housing unit dayroom or multi-purpose room.*
- b. Doulas shall, at the direction of the contracted inmate medical services provider, respond to a hospital facility to provide support for inmates when birth is imminent or has occurred.*
- c. Doulas shall be permitted to take a photo of the mother and baby while at the hospital. Doulas may take enough pictures to obtain a quality photo (proper focus, framing, etc.) This photo may be printed and given to the inmate or put on the inmate's property and also mailed, at the Doula Organization's expense, to the inmate's family.*

D. ANNUAL EVALUATION OF SOCIAL SERVICE PROGRAMMING: An annual assessment of the collective service needs of the inmate population is to be completed by the Inmate Services Unit. This evaluation will include a review of statistics concerning the previous years' activities. Recommended changes will be submitted to the Inmate Welfare Committee as soon as practical. The following data sources will be used to determine the collective needs of the inmate population:

- 1. A review of randomly selected individual client plans and individual client evaluations/exit interviews.
- 2. Discussions with Inmate Services staff.
- 3. Discussions with inmates.
- 4. Contracted educational service staff, recovery service providers, CBO's, and related social services and programming staff.