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| ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE | NUMBER: 18.17 | PAGES: 1 of 5 |
| | RELATED ORDERS: ACA 4-ALDF-5A-01 MJS 1061 P&P 10.20 P.C. 11165.7 W&I 300 | |
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| CHAPTER: Inmate Services and Programs | SUBJECT: Teaching and Loving Kids (TALK) Program | |

- I. **PURPOSE:** To provide a program wherein parent and children maintain physical and emotional contact while the parent is incarcerated. This policy and procedure applies only to the Santa Rita Jail (SRJ).

- II. **POLICY:** The Detention and Corrections Division (D&C) will offer a parenting class to minimum-security inmates that include special contact/extended visits between parent and child for the essential maintenance of their relationship. Inmates who participate in this program shall have access to educational materials and counseling. All available community resources will be utilized. This program will be referred to as TALK (Teaching and Loving Kids). This class is only provided to minimum-security inmates, therefore, it will be held solely at the SRJ.

- III. **PROCEDURE:** Inmate Services is responsible for implementing, managing and coordinating this program.
 - A. **GENERAL INFORMATION:** The program objective is to maintain family ties while the parent is incarcerated, therefore, reducing many of the psychological problems experienced by those children of incarcerated parents.
 1. The TALK program is a voluntary program offered to minimum-security inmates only.
 2. The TALK program is made up of two components:
 - a. Parenting classes in a classroom setting.
 - b. Contact visits between children and parent.

 - B. **PROGRAM REQUIREMENTS:**
 1. Inmates must meet the following requirements to participate in the TALK program.
 - a. Be classified minimum-security.
 - b. No disciplinary actions pending:
 - 1) No disciplinary actions within four weeks of acceptance into the program. The seriousness of the prior violations will be considered.

- 2) If a disciplinary action is received, the inmate will be dropped from the program. Depending on the violation, the inmate may re-apply thirty (30) days following the end date of his/her loss of privileges (LOP).
 - 3) If a second disciplinary action is received while in the program, expulsion without re-entry privilege will result.
 - 4) If the inmate is dropped from the program, the inmate may not re-apply without an interview.
- c. Inmates with a history of sexual assault, child, or sexual abuse are not eligible.
 - d. The Sheriff's Office is the final authority on program participation.
2. Instructors:
 - a. Must possess a valid California Adult Teaching credential.
 - b. Must receive security clearance from the Sheriff's Office to work within the facility.
 - c. Must have a background in both parenting and working with children.
 - d. Must possess good communication skills.
 - e. Must maintain a good working relationship with the Sheriff's Office.
 - f. Must attend a Facility Orientation class.
 - g. Must comply with all Sheriff's Office's security procedures.
 - h. Must not bring in guests or items for the program without prior Sheriff's Office approval.
 3. The deputies assigned to this program should have an interest in the program and volunteer to be assigned. Consistency is one of the keys to the success of this program; therefore, the same deputies should be assigned on a permanent basis (refer to SRJ Policy and Procedure 10.20, "Teaching and Loving Kids (TALK) Program Deputy - Post Orders" for job details).
- C. PROGRAM RESTRICTIONS: Care givers bringing children to the facility for contact visit with the parent will be given a copy of the program policies which include:
1. The only item allowed in with the children is formula in a plastic bottle. Everything else needed for the hour and a half visit, such as disposable diapers, toys, etc., will be supplied by the program. Care givers are required to remove all articles from the children's pockets and maintain control of the children's jackets, hats, and all exterior garments.
 2. All children able to walk are required to pass through the metal detector before entering the visiting area. A cursory or visual search will be conducted by the deputies on infants and children unable to walk through the metal detector.
 3. Inmate parents of children wearing diapers will be instructed to change the child's diaper immediately upon entering the visiting area. Soiled diapers will be discarded and replaced with a fresh disposable diaper supplied by the program. The program instructor will oversee the diaper changes.

4. Children over the age of twelve (12) are not allowed in for contact visiting. Exception: If the inmate is participating in child visitation at the time of the child's thirteenth (13th) birthday, the inmate may apply for extended visits with the program instructor and with the approval of the Sheriff's Office.
5. A maximum of three (3) children per inmate/parent per visit is allowed.
6. Visits are limited to the inmate's own children (no nieces, nephews, grandchildren, etc., unless proof of guardianship can be provided). Inmates who have stepchildren living in their home may apply for program visiting privileges.
7. Care givers bringing children to the program will not be allowed into the visiting area. Care givers must provide a contact telephone number when dropping children off for their visits. Care givers will be asked to wait in the press room in the lobby in case of an emergency. Care givers will be asked to sign a "Consent for Emergency Medical Treatment" form before children will be admitted into the visiting area.
8. Small children who can sit up on their own and toddler age children that need assistance walking will utilize the toddler stroller from the lobby to the visiting area.
 - a. The child's care provider will properly secure their child into the seat using the seat belts. The stroller parking brake will be engaged while securing children into the seats.
 - b. Infants will be carried to the visiting area by staff.

D. PROGRAM PROCEDURES:

1. Inmates who wish to apply for the program may do so by requesting an application from the housing unit deputy, completing the application, and returning it to Inmate Services.
2. Inmate Services and Classification staff will review the application. If an inmate is denied entry into the program, the original application will be returned to the inmate with an explanation for the denial. A copy will be filed in Inmate Services. Denial into the program is not grievable.
3. Inmates will begin the next available parenting class after being approved for the program.
4. Each inmate must complete two parenting classes before participating in the contact visiting portion of the program. Two unexcused absences from the class may result in removal from the program.
5. Program staff will decide on the size of the class. Class size will depend on program curriculum and space available. When the program has reached maximum enrollment, inmates accepted into the program will be placed on a waiting list according to the date their application was approved. Inmates may be removed from the waiting list if involved in a disciplinary action.
6. Inmates enrolled in the program will receive an information sheet explaining the program objectives and what is expected of them.

7. The Sheriff's Office can at any time, cancel the visitation or refuse to admit children into the visiting area without advance notice. Jail security will always be the primary priority.

E. PROGRAM ACTIVITIES:

1. Parenting Class: Parenting classes will be held Monday through Thursday excluding holidays. Inmates enrolled in the parenting class will be staged in their housing unit by 1845 hours.
2. Parenting Class Drop-In:
 - a. Minimum-security inmates must sign-up to drop in and attend the parenting class. The sign-up sheet is posted on the bulletin board in the housing units.
 - b. After attending the parenting class, the inmate can apply to become a permanent program participant. Applications can be obtained from a housing unit deputy or via a message request to Inmate Services.
 - c. Only inmates whose names appear on the program list will be allowed to attend; no exceptions.

F. CONTACT VISIT: The contact visit portion of the program takes place in the gymnasium on Saturdays. A typical schedule is as follows:

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| 0730-0800 | Female inmates prepare the gymnasium for visiting |
| 0800-0930 | Female inmates visit with their children |
| 0930-0945 | Female inmates are returned to their housing units |
| 0945-1015 | Lunch |
| 1015-1030 | Male inmates are escorted to the gymnasium by program deputies |
| 1030-1200 | Male inmates visit with their children |
| 1200-1300 | Male inmates clean and secure all items and supplies in the gymnasium program area |
| 1300-1315 | Male inmates are returned to their housing units |

G. ABANDONED CHILD: The following procedures apply if a care giver leaves the facility and does not return for a child or for any reason is unable to assume responsibility for a child after a TALK visit. The welfare and safety of the child shall be the primary objective of any actions taken to resolve the situation.

1. The program deputies will immediately inform the on-duty watch commander of the situation and follow his/her direction, which should include the following:

- a. The program deputies will consult the inmate parent and attempt to have a relative or other responsible adult pick up and assume responsibility for the child.
 - b. The program deputies will obtain written, signed authorization from the inmate parent to release the child to any person other than the person who brought the child to the facility.
 - c. If there is any question or dispute about the lawful custody of the child or if the program deputies is not convinced the alternate arrangements are in the best interests of the child, the child shall be referred to the juvenile authorities, as listed below.
2. If unable to accomplish the above, the child falls within the parameters of Section 300(g) of the Welfare and Institutions Code. The program deputy will contact Child Protective Services (CPS) (24100 Amador St., Hayward) at (510) 259-1800, inform them of the situation, and follow their instructions.
 - a. CPS staff will direct that the child be delivered to CPS or for the reporting deputy to call (510) 780-8800 to register the child for a foster home.
 - b. If the child is an infant, the program's infant seat will be used for transportation.
 - c. The reporting program deputy will complete a Consolidated Arrest Report which must accompany the child to CPS or the private foster home.
 3. Prior to leaving the facility, the reporting program deputy will complete a report detailing what occurred and what actions were taken. The report must be processed through ETS as expeditiously as possible to ensure that the juvenile authorities have the information necessary to provide care for the child.
- H. Existing law requires individuals whose duties require direct contact and supervision of children to report known or suspected instances of specified child abuse (11165.7 PC).