

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.26	PAGES: 1 of 3
	RELATED ORDERS: P&P 1.14, 8.03, 10.07, 10.20, 17.03, 18.17	
	ISSUED DATE: April 27, 2012	
	REVIEW DATE: October 8, 2015	
	REVISION DATE: November 5, 2013	
CHAPTER: Inmate Services and Programs	SUBJECT: Santa Rita Jail Youth Educational Program	

- I. **PURPOSE:** To establish a youth education program at Santa Rita Jail (SRJ). The program will allow approved community members to participate in a youth education program to deter criminal and anti-social behavior. The program will be called "Santa Rita Jail Youth Education Program" (SRJYEP).

- II. **POLICY:** The SRJYEP is a comprehensive intervention program designed to discourage youths from becoming criminal offenders.
 - A. The program will be facilitated inside the Sandy Turner Building and the Training Classroom located at SRJ.
 - B. Sworn staff will maintain the security and safety of the facility, the program participants, and the inmates volunteering for the program.
 - C. In the event of exigent circumstances, the program will be terminated, and the program participants will be escorted off the premises.
 - D. The program will be evaluated annually for the prior year's activities to assess its effectiveness.
 - E. The program will include a tour of SRJ. During the tour, physical contact between participants and inmates are prohibited.
 - F. Program participant / inmate conversations, not part of the program, are prohibited.
 - G. The program date and time will be established by the Inmate Service's Lieutenant and SRJ's Facility's Watch Commander. If the program does not contain ten (10) youth participants, it will be postponed until minimum attendance is established. The maximum number of youth attendees is thirty (30).
 - H. No items shall be passed between program participants and inmates.

III. PROCEDURE:

A. INMATE PARTICIPATION:

1. A list of inmates identified for program presentations will be provided to the Classification Unit one week prior to the date of the program. The inmates will be vetted and approved by the Classification Unit. The inmates will only participate in the program under the supervision of sworn staff.
2. In-custody behavior, classification, criminal history, and staff input should be utilized to select the best inmate for the program while balancing the safety of the community members participating in the program.
3. The inmates' participation in the program will be voluntary.
4. The inmates shall not be compensated for participating in the program.

B. YOUTH PARTICIPATION:

1. Youths participating in the program will consist of minors referred by Sheriff's Office employees and/or are Alameda County residents.
2. Youth participation must be approved in writing by a parent and/or guardian. Youths who are incarcerated, active to parole and/or probation, or are ordered to participate in a juvenile program in lieu of incarceration are prohibited from participating in the program. Youths currently charged with a felony violation are prohibited from participation until their case has reached final disposition. Youths must provide a completed site clearance application two weeks prior to the program start date.

Program coordinators are responsible for screening youth site clearance applications and disqualifying youths who do not meet the established criteria. Additionally, program coordinators will speak with the parent / guardian who signed the program permission slip. During the conversation, verbal consent will be obtained to verify the youth has permission to attend the program.

3. Participants will not be allowed to bring any personal items into the jail. This includes phones, money, or gang-altered clothing. All tattoos will be covered while inside SRJ. Participants will be screened and cleared of any contraband prior to entering the facility.
4. Youths participating in the program must be between 10-17 years old.
5. No more than thirty (30) youths will be admitted in the program, per session.
6. Youths will only be allowed to participate in the program one time.

C. ADULTS ENTERING INTO THE FACILITY:

1. Adult participants must fill out and submit a site clearance application two weeks prior to the program start date. Classification shall receive the site clearances a minimum of ten days from the program start date. Classification is responsible for screening the adult applicants. Criteria used to allow contractors/volunteers access to SRJ will apply to adult participants of the SRJYEP.
2. Participants will not be allowed to bring any personal items into the jail. This includes phones, money, or gang-altered clothing. All tattoos will be covered while inside SRJ. Participants will be screened and cleared of any contraband prior to entering the facility.

D. STAFFING FOR THE PROGRAM:

1. The Lieutenant of Inmate Services will identify the proper deputy sheriff staffing level to operate the program.
2. Deputies will not allow any physical contact between the inmates and program participants.
3. Other than conversation facilitated by the program, the deputies will not allow conversation between the youths and any inmate.
4. The deputies will closely supervise and escort the program participants throughout the facility.

E. TOUR OF SANTA RITA JAIL:

1. The youths will receive an escorted tour of SRJ as part of the program.
2. For the safety of the program participants, inmates, and Sheriff's Office personnel, the program can be terminated at any time.