

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 9.09	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-4D-14 MJS 1053, P&P 8.09, 8.19, 10.02, 10.05 13.03, 17.01, 17.04, 18.08	
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CHAPTER: Special Management Inmates	SUBJECT: Special Inmate Management Plan	

- I. **PURPOSE:** To establish a means to manage problematic inmates through formal planning and utilization of resources available within the criminal justice system.
- II. **POLICY:** It is the policy of the Sheriff's Office, Detentions and Corrections (D&C) Division to identify any inmate who presents a unique threat or security risk to himself/herself or others. An inmate in this category is one who has not been successfully managed through the normal disciplinary or behavioral health protocols. Once identified, a formal written plan can be developed in accordance with these procedures.
- III. **DEFINITIONS:** A SPECIAL INMATE MANAGEMENT PLAN is a formal written plan approved by the facility Commanding Officer that is developed through a cooperative effort of the various correctional, medical and behavioral health disciplines.
- IV. **PROCEDURE:**
- A. Any deputy, medical clinician, or behavioral health specialist may recommend that an inmate be reviewed to determine whether a special inmate management plan should be implemented. The request for review can be made via memorandum to the Classification Lieutenant or directly to the facility Commanding Officer.
 - B. The facility Commanding Officer will approve the initiation/implementation of a Special Inmate Management Plan.
 - C. Once an inmate has been identified as a candidate for a Special Inmate Management Plan, the Classification Unit will conduct a thorough assessment, including the following:
 1. Complete booking information including booking date, charges, court of jurisdiction and court dates, conviction and sentencing information if applicable.
 2. Criminal History: Past arrests and convictions, prior state prison commitment, including intelligence from California Department of Corrections officials if applicable. If necessary, the agency(s) of jurisdiction for inmate's previous arrests and convictions

- may be contacted to obtain additional information regarding the inmate's history, behavior, etc.
3. Inmate's current classification status and housing assignment
 4. Criteria for classification: A synopsis of the reason for the inmate's current classification status and housing assignment.
 5. Behavioral or potential behavioral problems and issues: A synopsis of the inmate's current in-custody behavior, including information obtained from the classification file, disciplinary records, interviews of line-staff, reports, memorandums and logbook entries. ***Information obtained from an inmate's classification file or disciplinary records is confidential information and cannot be released to an outside agency without a subpoena.***
 6. Medical and psychological status: medical staff or ***Adult Forensic Behavioral Health (AFBH)*** shares with the facility Commanding Officer or designee only that information necessary to preserve the health and safety of an inmate, other inmates, volunteers, visitors or Sheriff's Office staff; as it relates to housing, program placement, security and transport. The circumstances are specified. Information that may have an impact on management options should be included and may be obtained from medical staff, ***AFBH***, and from the inmate's classification file.
 7. Transportation, inmate movement issues and courtroom security issues: If applicable, the Transportation Unit and Bailiff's/Marshal's Office will be contacted to address issues regarding the inmate's movement to and from appointments, and temporary holding at facilities other than county jails.
 8. Inmate management options and recommendations: The options and recommendations will be determined after completing a thorough analysis of the available information. In all cases, a Classification deputy will be identified as a liaison to the inmate.
- D. The completed Special Inmate Management Plan will be submitted to the facility's Commanding Officer for approval and/or additional recommendations.
- E. When the Special Inmate Management Plan is approved, a Classification deputy will be designated as the inmate's liaison. The liaison deputy will be the inmate's primary means of communication with the facility's management.
- F. Minimally, the liaison will have weekly contact with the inmate. The liaison will monitor and thoroughly document the inmate's behavior. The liaison deputy will interview housing unit staff, and review logbook entries, memorandums and reports.
- G. The facility Commanding Officer will be kept apprised weekly, of the inmate's behavior, and in all cases will be notified immediately of any negative behavior.

- H. The Special Inmate Management Plan must be updated, reviewed and approved as new information develops. Changes to the Special Inmate Management Plan must be made in writing and submitted through the chain of command to the facility Commanding Officer for approval and implementation. These written addendums will be attached to the original plan, with copies of the addendums appropriately disseminated by the Classification Unit.
- I. Dissemination of the approved written plan will, minimally, include the Division Commander, facility Commanding Officer, Classification Unit, all Watch Commanders and Watch Sergeants, and applicable housing unit staff. If the inmate is transferred to another facility, the facility Commanding Officer and Classification Unit of that facility will be notified and provided with a copy of the Special Inmate Management Plan.
- J. Additional dissemination will include, if applicable, the following: Transportation Unit, Bailiff's and/or Marshal's Office, District Attorney's Office, Public Defender's Office and Probation Department.
- K. The Special Inmate Management Plan will become a part of the inmate's classification file, and will be treated with the same confidentiality as any other classification document.