

Lassen County Adult Detention Facility Public Information Plan

Public Information Plan

Lassen County ADF maintains a Public Information Plan in the Receiving Office of the ADF that is available to the public and inmates upon request. It is also available on the Lassen County Website. The public information plan will include the following in accordance with Title 15 Division 1, section 1045:

Click on any of the blue text to jump directly to the section referenced

Title 15 Reference	<u>Local Reference</u>
(1) 1045, Public Information Plan	ADF Policy 1-5
(2) 1061, Inmate Education Plan	ADF Policy 3-19
(3) 1062, Visiting	ADF Policy 3-20a
(4) 1063, Correspondence	ADF Policy 3-25
(5) 1064, Library Service	ADF Policy 3-19
(6) 1065, Exercise and Recreation	ADF Policy 3-15
(7) 1066, Books, Newspapers, and Periodicals	ADF Policy 3-25
(8) 1067, Access to Telephone	ADF Policy 3-9
(9) 1068, Access to Courts and Counsel	ADF Policy 3-20
(10) 1069, Inmate Orientation	Orientation Manual <small>Separate Document</small>
(11) 1070, Individual/Family Service Programs	ADF Policy 3-19
(12) 1071, Voting	ADF Policy 3-17
(13) 1072, Religious Observance	ADF Policy 3-19
(14) 1073, Inmate Grievance Procedure	ADF Policy 3-22
(15) 1080, Rules and Disciplinary Penalties	ADF Policy 3-24
(16) 1081, Plan for Inmate Discipline	ADF Policy 3-24
(17) 1082, Forms of Discipline	ADF Policy 3-24
(18) 1083, Limitations on Discipline	ADF Policy 3-24
(19) 1200, Responsibility for Health Care Services	ADF Policy 5-1

INFORMATION RELEASES

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- (2) Subject to the restrictions imposed by Section 841.5 of the Penal Code, the time, substance, and location of all complaints or requests for assistance received by the agency and the time and nature of the response thereto, including, to the extent the information regarding crimes alleged or committed or any other incident investigated is recorded, the time, date, and location of occurrence, the time and date of the report, the name and age of the victim, the factual circumstances surrounding the crime or incident, and a general description of any injuries, property, or weapons involved. The name of a victim of any crime defined by Section 220, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9 or 647.6 of the Penal Code may be withheld at the victim's request, or at the request of the victim's parent or guardian if the victim is a minor. When a person is the victim of more than one crime, information disclosing that the person is a victim of a crime defined in any of the sections of the Penal Code set forth in this subdivision may be deleted at the request of the victim, or the victim's parent or guardian if the victim is a minor, in making the report of the crime, or of any crime or incident accompanying the crime, available to the public in compliance with the requirements of this paragraph.
- (3) Subject to the restrictions of Section 841.5 of the Penal Code and this subdivision, the current address of every individual arrested by the agency and the current address of the victim of a crime, where the requester declares under penalty of perjury that the request is made for a scholarly, journalistic, political, or governmental purpose, or that the request is made for investigation purposes by a licensed private investigator as described in Chapter 11.3 (commencing with Section 7512) of Division 3 of the Business and Professions Code. However, the address of the victim of any crime defined by Section 220, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6 of the Penal Code shall remain confidential. Address information obtained pursuant to this paragraph may not be used directly or indirectly, or furnished to another, to sell a product or service to any individual or group of individuals, and the requester shall execute a declaration to that effect under penalty of perjury. Nothing in this paragraph shall be construed to prohibit or limit a scholarly, journalistic, political, or government use of address information obtained pursuant to this paragraph.

ABSOLUTELY NO INMATE INFORMATION WILL BE PROVIDED TO OTHER INMATES.

INFORMATION RELEASES

II. Official request.

Identified law enforcement agencies may be provided with any legitimate request for information. Requests must be made in person by an identified representative of the requesting agency. Telephone requests will be honored if followed up by a teletype request, fax request, or department letter request.

Any release of confidential information will be recorded in the Controlled Document Log.

III. News media release.

All requests for information, regarding ADF activities, from the news media will be referred to the Commander or Program Administrator.

All requests for information regarding Departmental activities from the news media will be referred to the appropriate Division Commander.

IV. Requests for employee information.

Requests for information regarding employees will be referred to the Commander or Lieutenant.

Absolutely no personal information regarding employees will be provided to anyone without the employee's written consent.

Inquires from law enforcement agencies will be referred to the Division Commander.

V. Public Information Plan.

A Public Information Plan is maintained in the Receiving Office of the ADF and is available to the public and inmates upon request. It is also available on the Lassen County Website. The public information plan will include the following in accordance with Title 15 Division 1, section 1045:

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INFORMATION RELEASES

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(11) 1070, Individual/Family Service Programs	Orientation Manual
(12) 1071, Voting	ADF Policy 3-17
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(19) 1200, Responsibility for Health Care Services	ADF Policy 5-1

revised:

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deprives an arrested person of any right granted by this section is guilty of a misdemeanor.

3. The following instructions will be posted in bold black type in the intake area:

a. Arrested persons have the right to free telephone calls within the local dialing area, to any of the following:

- 1) An attorney of their choice, public defender, or Court appointed attorney. This call is confidential.
- 2) A bail bond person or company.
- 3) A relative or other person.
- 4) If you are a custodial parent or have minor children and need to make child care arrangements, notify the booking officer so you can make additional calls.

B. Pursuant to Penal Code Section 810, the officer in charge of a jail, or a person he designates, will assist an arrested person or his attorney in contacting the On-call Magistrate for the purposes of obtaining release on bail.

1. Calls made for this purpose are in addition to those calls provided for in Penal Code Section 851.5.

C. Pursuant to Penal Code Section 976, inmates that are held in custody at the ADF that are pending a transfer for arraignment in another county will be entitled to three (3) completed telephone calls within the local dialing area prior to being transported.

1. These calls are in addition to any other calls allowed by law and are at no expense to the inmate.

D. Those telephone calls mentioned above will be place on the "local only" phone located in the intake area.

II. TELEPHONE PRIVILEGES

A. Housing unit phones: Each housing unit within the facility will be equipped with collect only "inmate phones". The special housing unit will have the telephones available in the dayrooms. The dormitories will have phones available in the dayroom area.

INMATE TELEPHONE RIGHTS

1. The inmates will be allowed to use the "inmate phones" to place collect calls to persons outside the facility.
2. The inmate phones will be available as follows:
 - a. Dormitory units will have inmate phones available between 0700 hours and 2300 hours.
 - b. Special housing units will have inmate phones available between 0700 hours and 2300 hours.
 - c. Administrative segregation units will have inmate phones available on a case by case basis.
3. Limitations may be placed on the frequency of such calls to allow equal access to telephones. No limitation shall be placed on the numbers, identity, or relationship to the inmate of the person called, providing the person agrees to accept all charges for the call.
4. Calls placed on inmate phones are subject to being monitored at any time by ADF staff.
 - a. Inmate Notification: A conspicuous notice, in the English and Spanish languages, shall be posted at each telephone installation where inmates are normally permitted to make personal outside calls or will be listed in the Inmate Orientation Manual.
 - 1) The notices shall read: Any call placed on this telephone may be monitored and recorded without prior notice to the caller or the person called.
 - 2) Use of this telephone constitutes consent to monitoring, recording and acceptance by the caller of the responsibility to inform the person called that their conversation may be monitored and recorded.
 - 3) When outside calls are permitted from a telephone where this notice is not posted, the staff member authorizing the call shall verbally inform the inmate of the notice information.
 - b. Tape Recording: Telephone monitoring devices will be utilized whenever the telephones are in use. A recording system is integrated into this system. Staff may review these recordings at any time as a part of any new

or ongoing investigation or to find any information that could be pertinent to the safe and secure operations of the Adult Detention Facility.

- c. Safety Issues: Monitors shall immediately report any information adversely affecting the security or safety of the facility and submit the tape recording if present to the Shift Supervisor.

The Shift Supervisor will cause an ADF Information Report to be completed and will forward it to the Jail Commander or Program Administrator as soon as possible.

- B. Pay Phones: A pay phone will be available in the inmate area to be used for long distance calls during booking.
1. All calls placed on this phone will be at the expense of the inmate, charged to a calling card, collect or charged to a third party. A pay phone will be located in the lobby/waiting room open to the public.
- C. Facility Phones: All phones, with the exception of those noted above, are considered facility phones and their usage will be restricted as follows:
1. Inmates shall not use or be allowed access to a facility telephone with the capability of direct connection with a public system, except as authorized in this section.
 2. Authorized confidential calls shall not be monitored. Confidential calls can only be made with authorization as specified in ADF Policy 3-20.
- D. Emergency Calls: An emergency is defined as a death, serious illness, or accident involving an immediate family member. When a member of an inmate's family calls to convey an emergency message, the call shall be referred to the Shift Supervisor. The staff member accepting the call shall attempt to verify the emergency. The inmate shall be informed of the message and may be permitted a monitored telephone call, which shall be placed as a collect call or paid for by the inmate's trust account.
- E. If the inmate is permitted an emergency call, upon completion of the call, the staff member shall evaluate the inmate's reactions and behavior in order to determine whether or not any of the following courses of action are indicated: an increase in custody and/or change of housing and/or follow-up counseling. If the staff member is unable to independently make a determination, the matter shall be referred to the appropriate administrator. Inmates shall be notified of an emergency as soon as practical.

EXERCISE YARD ACCESS

1. Each dormitory will be allowed one (1) hour access in the morning and one (1) hour access in the afternoon.
 2. Inmates housed in separate dormitories will not be mixed during yard time, except as outlined in ADF Policy 3-12, gender specific.
 3. Inmates that are allowed access during their yard time, will remain in the yard for the duration of the allocated time.
- C. Special Housing Unit Sections: Inmates housed in the lock-down sections of the special housing unit will be allowed access to exercise to exercise yard #435, one (1) hour per day.
1. Inmates housed in Sections 405, 411, 414, 419, 424 and 429 will be allowed access to the exercise yard separately. There will be no mixing of high-maximum security inmates from other Sections.
 - a. Inmates housed in these Sections will be escorted to the yards as needed. They will not be allowed to and from the yard unless there is at least two officers present in the unit.
 - b. There should not be more than 4 high-maximum security inmates in the yard at the same time
 2. Inmates housed in Section 601 will be allowed access to the exercise yard no more than 10 inmates at one time.
 - a. Yard access will be determined by cell assignment.
 3. Inmates being housed in the special housing unit that wish to access the yard will be required to go when the access is first allowed and will be required to remain in the yard for the allocated time.
- D. Administrative Segregation Inmates: Inmates determined to be high risk, requiring isolation, will be allowed solo access to yard #435 at least one (1) hour per day.
1. Female inmates requiring isolation will be allowed solo access to yard #404 at least one (1) hour per day.

II INDOOR EXERCISE ACCESS

- A. Inmates will be provided with adequate space and access to indoor recreation and exercise when the exercise yards are not suitable for use.
 - 1. Specific location and access will be provided by separate directive when applicable.
 - 2. Utilization of this provision must be approved by the Jail Commander or Program Administrator.
- B. Inmates will be allowed to exercise within their housing units or dayrooms to the extent that they are not being disruptive to staff and/or other inmates or programs.

III CCF INMATES

- A. Inmates Confined Pursuant to the CDC-CCF Contract in dormitories 502 and 504 will be allowed access to the appropriate exercise yard, 501 or 510, as outlined in Section I(A) of this order and as allowed by specific CCF Policy.
 - 1. Provisions of this Section are subject to specific restrictions and modifications as determined by the Program Administrator.

**LASSEN COUNTY SHERIFF'S DEPARTMENT ADF/CCF
MANUAL OF POLICIES AND PROCEDURES**

05/21/91

ADULT DETENTION FACILITY

OPERATIONS

No. **3-19**

Subject:

INMATE EDUCATION AND SERVICE PROGRAM

Pg. 1 of 3

Related:

Compliance:

TITLE 15, SECTION 1061, 1070, CCR

Purpose:

To provide written information and guidelines to ADF personnel regarding the availability of educational and service programs for inmates, and appropriate referral procedures for acquiring these services.

Policy:

It will be the policy of the ADF to make available to all eligible inmates educational programs and related service programs, in coordination with the appropriate public or private agencies. Access will be dependant upon available services, inmate classifications and security considerations.

Procedure:

I. EDUCATIONAL PROGRAMS

- A. School Furlough Programs: Eligibility for these types of programs will be determined by the County Probation Department, who will coordinate enrollment and participation at the appropriate public school, vocational training center or institution.
- B. In Custody Tutoring: Inmates that have existing tutoring programs established prior to incarceration will be allowed to continue in the program to the extent that security allows.

Tutors will be screened and cleared for admittance into the facility by the Jail Commander or Program Administrator prior to the program being approved. The tutoring will take place in the multi-purpose room, #227, or the interview room, #106.

- Tutors will not be allowed within the housing units.

- C. Individualized Work-Study Programs: Inmates will be provided with individual work-study packets available through Library Services. The individual programs may include the following:

- 1. Study programs for G.E.D.
- 2. Vocational study programs.
- 3. Academic study programs.
- 4. Individual reading programs.

- These services will be made available upon request with the approval of the Jail Commander or Program Administrator.

D. Library Services: General library services will be offered to ADF inmates on a bi-weekly basis. Officers will bring a mobile library cart pre-stocked with a variety of books to the various housing units. For security reasons: special requests for particular titles, authors, etc will not be allowed.
Law Library will be handled according to policy 3-20 "access to courts and counsel."

E. Correspondence Programs: Inmates will be allowed to participate in correspondence training programs to the extent that security allows.

* Specific training materials may be restricted or excluded from admittance into the facility due to security considerations.

II. INDIVIDUAL/FAMILY SERVICE PROGRAMS

A. Availability: Eligible inmates will be allowed to participate in service programs made available through public and private agencies. Eligibility will be determined by the provider in coordination with the Program Administrator, Jail Commander and/or the court having jurisdiction.

B. Programs: The following programs will be made available to eligible inmates:

- 1. Individual, group and/or family counseling: Provided by the Mental Health Department, Child Protective Services and County Probation and/or private providers.
- 2. Drug and alcohol counseling: Provided by public and private agencies in coordination with the County Probation Department.
- 3. Community volunteer programs: Provided by ADF Shift Supervisors according to ADF Policy 3-11.
- 4. Vocational testing and counseling: Provided by public and private

agencies in coordination with the County Probation Department.

- 5. Employment counseling, community resource and program referrals: Coordinated by the County Probation Department.
 - 6. Pre-release and release assistance: Provided by ADF personnel and County Probation Department.
 - 7. Legal assistance: Provided through Library Services, Public Defender's Office and ADF personnel according to ADF Policy 3-20.
 - 8. Regional Center Services for the developmentally disabled person: Provided by the Far Northern Regional Center, coordinated by ADF personnel according to ADF Policy 3-8.
 - 9. Religious Services: Religious services will be provided to meet the spiritual needs of inmates. Inmates are free to participate or abstain from any available religious services. Clergy members of many denominations are approved to visit inmates within the facility. Any denomination is eligible to provide religious services within the facility upon security clearance
- C. Additional Programs/Services: Any additions or deletions to the programs or services currently available must be approved by the Jail Commander or Program Administrator.

**LASSEN COUNTY SHERIFF'S DEPARTMENT ADF/CCF
MANUAL OF POLICIES AND PROCEDURES**

5/21/91

ADULT DETENTION FACILITY

OPERATIONS

No. 3-20

Subject:

ACCESS TO COURTS AND LEGAL COUNSEL

Pg. 1 of 4

Related:

U. S. CONSTITUTION

Compliance:

TITLE 15, SECTION 1068, CCR

Purpose:

To provide written information and guidelines to ADF personnel regarding inmates' rights to access courts and legal counsel.

Policy:

It will be the policy of the ADF to provide inmates with the access to courts and legal counsel required to insure due process of legal proceedings. The access will include correspondence by mail, telephone, personal visits and law library visitation for research.

Procedures:

I. CORRESPONDENCE AND COMMUNICATION

- A. Mail Inmates will be allowed unlimited access to legal mail and other correspondence from legal counsel, courts and governmental agencies.
 - 1. Legal mail will be screened and handled according to ADF Policy 4-4.

- B. Telephones: Inmates will be allowed telephone access to legal counsel for emergencies or if other forms of communications are not available.
 - 1. Access to confidential telephones will be provided during business hours to the above criteria and as staffing allows.
 - 2. Inmates may also make attorney calls on the inmate phone in the housing unit. If an inmate wishes to make toll free, unmonitored calls on the inmate phone, the inmate must make a written request. If an inmate makes such a request, it will be forwarded to the Inmate Services Officer (ISO). The ISO will coordinate with the attorney of record to determine if the attorney wants the inmate to be able to make unlimited, toll free, unmonitored calls from the housing unit. If the attorney consents, the ISO will work with command staff to make the appropriate modifications for that specific number for toll free, unmonitored calls.

- C. Messages: Inmates may request that ADF personnel delivery messages to the court or counsel, if other forms of communication are not appropriate. Messages received from the courts or counsel will be delivered to the inmate as soon as practicable.

II. CONSULTATIONS

- A. Attorneys: Inmates will be allowed unlimited visitation with attorneys at the request of the attorney.
1. The visit will take place in the Attorney Visiting Room, #107, subject to security situations and considerations. Attorney visits may take place in Interview Room, # 106 (Video Arraignment), if #107 is being used for legal visitation. Access to # 107 for attorneys will be first come first served. Other usage of room # 107 will be pre-empted for attorney visits.
 2. Agents for attorneys will be allowed to visit inmates on their behalf, if prior notification was provided to the facility by the attorney identifying the agent by name and title.
 3. Attorney visits will not be counted as a visit outlined in CCF Policy 3-20a.
- B. Governmental Agencies: Inmates will be allowed unlimited visitation with officials from governmental agencies at the request of the official.
1. The visit will take place in the attorney visiting room, #107, or the interview room, #106.
 2. Officials visiting inmates must request the visit through the Shift Supervisor, Program Administrator or Division Commander.
 3. Official visits will not be counted as a visit outlined in CCF Policy 3-6.

III. LAW LIBRARY ACCESS

- A. Request Procedures: Inmates confined within the ADF may be allowed access to the County law library County law library through Legal Research Associates (LRA), under specific criteria.
1. Inmates will be required to request the law library access, in writing, to the Housing Officer on an "Inmate Request Form". The request must contain the inmates custody and court status.

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2. The Shift Supervisor will review the request and reason for request to determine eligibility. If the inmate is eligible for access, help facilitate LRA correspondence.

IV. PROCEDURE

- When an inmate makes a request for legal research, the Special Housing Unit Officer will supply the inmate with the "Legal Information Request" form
- Once the inmate completes the request form, it must be delivered to the on duty supervisor to be logged and faxed.
- The Correctional Supervisor will log the request in the Legal Research Ledger
- All legal research requests will be the two-digit year followed by ADFL followed by the next number in sequence. 09-ADFL-001, 002, etc
- That log number will serve as our local tracking number for the request. That number must be written on the form received back from the inmate.
- The supervisor will fax the request to LRA at ~~(510) 581-3748~~. The fax coversheet should indicate the total number of pages in the fax plus the Log number(s) contained in the fax.
- LRA will handle the request and send a reply via courier
- When the legal response returns to the facility, the supervisor will make an additional log entry to indicate the date the request is returned to the inmate

B. Eligibility: Inmate requests for law library access will be reviewed for eligibility and priority as follows:

1. Inmates who are on record as representing themselves in pending criminal court proceedings will have priority in the use of the law library(s).
 2. Inmates who are sentenced to County Jail and are on record as representing themselves in post-conviction proceedings will have next priority in the use of the law library(s).
 3. Inmates who are filing writs or performing legal research not connected with an ongoing criminal case, without legal assistance or legal counsel, will have next priority in the use of the law library(s).
3. Inmates who are represented by legal counsel in their criminal proceedings may be provided with access to the law library. These requests will be submitted to the Facility Commander and evaluated on a case by case basis.

V. ONLINE ACCESS TO LEGAL FORMS

The Adult Detention Facility maintains subscriptions to online legal research vendors for addition legal resources. The online system will allow the facility to process requests for specific types of legal pleadings, documents, etc. An Inmate may make a written request for a specific legal form, facility personnel have access to the online system to fill these requests.

The online access may also be used to obtain specific sections of California Law, as requested by inmates. Inmates also have access to a California Penal Code and Title 15 within the housing units.

- 4. Inmate to inmate visits may be approved and scheduled for inmates that are legally married, siblings, parental, or consanguineous relationships.
- 5. Command Staff may, at any time, cancel or alter the visiting schedule if facility security is jeopardized.
- 6. In all cases that an inmates visit request does not meet the requirements of this policy or existing directives, the denial will be made by the Shift Supervisor, in writing, with the reason listed, and returned to the inmate.

B. FREQUENCY:

- 1. Each inmate will receive a total of two (2) visits in a calendar week. These visits will last no longer than one-half (1/2) of an hour at a time. Consultations with attorneys, mental health workers, clergy, etc. will not be counted as a visit.
- 2. Inmate to inmate visits will be counted as a visit for each inmate.

C. LOCATION:

- 1. All public visiting will be conducted in the facility Visiting Room, #108. Visitors will be separated from inmates at all times.
- 2. Visitors will not be allowed to bring food or drinks into the Visiting Room, except as necessary for the feeding of infants, ie, baby bottles, etc.
- 3. Inmates will not be allowed to bring food or drinks into the visiting area.
- 4. Smoking will not be allowed in the Visiting Room.
- 5. Purses, carry bags, packs etc.. will not be allowed in the Visiting Room, **unless specifically associated with infant care and safety.** Infant walkers and strollers will not be allowed. All items authorized will be searched prior to entering the facility

***** CONTACT VISITS WILL NOT BE ALLOWED WITHOUT SPECIFIC DIRECTION FROM A COMMAND OFFICER OR A COURT ORDER**

D. VISITORS:

1. All Visitors will identify themselves at the time of the visitor check-in. The following shall be approved forms of identification:
 - Valid California Drivers license with picture
 - Valid California Department of Motor Vehicles I.D. card with picture.
 - Valid federal passport with photo.
 - Armed Forces identification card with picture (includes dependents card).
 - All identification cards issues by agencies of the United States government, or state governments with a picture of the visitor.
 - Photo identification cards issued by local governmental agencies.
 - Personal knowledge of the visitors identity

All other forms of identification must be approved by the on duty Shift Supervisor. Visitors will not be denied the visit except by the Shift Supervisor or a higher ranking officer

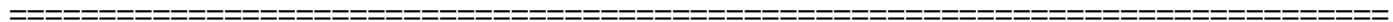
2. Upon making a positive identification, the correctional officer assigned to visiting shall summon the inmate to the visiting area.
3. Visits by persons under the age of 18 years old will not be permitted. The exception to this is if the visitor is the legal spouse of the inmate. Juveniles that are accompanied by an adult may visit, if the inmate or the accompanying adult, is the legal or temporary guardian.
4. Visitors to county inmates shall not be routinely searched. If correctional officer has reason to believe that the security of the facility, or safety of staff/ inmates is in jeopardy, they may request to search the visitor. If the visitor refuses to be searched, no visit will be allowed. If the visitor agrees to be searched, written authorization will be obtained and a search shall be conducted by a correctional officer of the proper sex. The search shall consist of a clothed pat down search of the body and a thorough search shall be conducted of all pockets, hand bags, or any item capable of hiding contraband.

- 5. All visitors must wear appropriate attire. Visitors will wear shoes or sandals. Visitors shall be fully clothed. Shorts or skirts shall not expose more than mid-thigh. This includes slits in the garments. Buttons and zippers shall remain fastened. Persons attempting to visit with the following types of clothing will be prohibited from visiting:
 - a. Due to the housing of state inmates in the CCF facility, blue denim shirts and blue denim pants will not be worn by visitors.
 - b. Transparent clothing, tank tops, short shorts, or short skirts.
 - c. Strapless, halter, spaghetti straps, or bare midriff clothing.
 - d. Attire displaying obscene or offensive language or drawings.
 - e. Articles of clothing that could be deemed gang related, including but not limited to hats, belts, bandanas, shoes.
 - f. Clothing advocating any prejudice or bias against any race, creed, ethnicity, religion, or sexual preference.
 - g. All undergarments must be fully covered.

**** Questions concerning appropriate dress will be referred to the Shift Supervisor for approval or denial of the visit**

- 6. If at anytime during a visit an incident should occur that jeopardizes the order or security of the facility or threatens the safety of staff, visitors or inmates, the visit will be terminated. Visitors are responsible for supervising any minor children that accompany them in the Visiting Room. If it appears that supervision is lacking, the visit will be terminated.
- 7. Upon termination of a visit based on conduct or security, the visitor will be requested/directed to leave the premises immediately, and the inmate(s) returned to secure housing.
Any violation of the visiting procedure, including refusing to be searched, may be grounds for the cancellation of future visits.
- 8. All persons that have previously been convicted of a felony and confined in prison, will not be allowed on the facility grounds, unless specifically required to be present for an official function, ie parole hearings, summons, etc; or at the direction of a Command Officer (4571 PC)

*Only the Sheriff or Division Commanders may alter or authorize exceptions to the outlined visiting procedures.

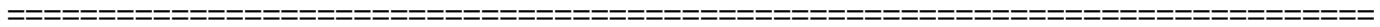


II. Community Correctional Facility:

The administration and operation of the CCF visiting program will be in accordance with California Department of Corrections policy and regulations. The regulations are found in Chapter 5000, Sub-

Chapter 54000 of the CDC Operations Manual. Not all parts of the aforementioned sections apply at Lassen CCF. Specific applications can be found in CCF Policy 3-6.

INMATE GRIEVANCE PROCEDURES



- B. Resolution Procedure: Completed inmate grievance forms will be referred to a level one officer.
 - 1. Level one officer will attempt to resolve the complaint by conducting a full investigation into the complaint or grievance.
 - a. The level one officer will propose a resolution to the inmate within two (2) days.
 - b. If the inmate is satisfied with the resolution the inmate will sign the form approving the resolution and terminating the grievance.
 - c. If the inmate is not satisfied with the resolution, the level one officer will complete the appropriate section and refer the grievance to level two officer.
 - 2. Level two officer will review the grievance and the action taken by the level one officer.
 - a. The level two officer will propose a resolution to the inmate within (24) hours.
 - b. If the inmate is satisfied with the resolution, the inmate will sign the grievance form approving the resolution and terminate the grievance.
 - c. If the inmate is not satisfied with the resolution, the level two officer will complete the appropriate section and refer the grievance to the level three officer.
 - 3. The level three officer will review the grievance and the actions taken by level one and two officers. If the level three officer is not able to propose an alternate resolution acceptable to the inmate, a hearing will be held not later than two (2) days after the level two resolution was rejected.
 - a. The hearings officer will be the Jail Commander or Program Administrator.
 - b. The hearings officer will review all pertinent information and will hear all inmates or witnesses with relevant information.

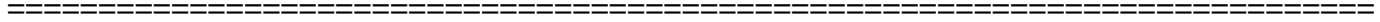
INMATE GRIEVANCE PROCEDURES

- c. The hearings officer will resolve the grievance. A written statement of the final results will be provided to the inmate by the end of the next business day.
 - 1) If the inmate is satisfied with the final resolution, the inmate will sign the statement approving the resolution and terminating the grievance.
 - 2) If the inmate is not satisfied with the resolution at hearing, the inmate may appeal the level three decision to the level four officer, the Sheriff.

- 4. The Sheriff will accept and review the appeal from the inmate, within two (2) working days of the hearing officer's decision.
 - a. The Sheriff will uphold the level three decision or submit a proposed resolution to the inmate, within two (2) days of receiving the appeal.
 - b. If the grievance is not resolved at this level, the inmate may pursue the grievance through the court system.

- C. Internal Affairs: If a grievance involves an allegation of a violation of ADF Policies, Departmental General Orders, state or federal laws by ADF personnel, the grievance will be forwarded directly to the Jail Commander or Program Administrator.
 - 1. If the violation could result in formal discipline of an employee amounting to more than a reprimand, the grievance will be forwarded by the Jail Commander to the Assistant Sheriff for a determination as to the course of action or the assignment of an Internal Affairs investigation.
 - 2. The inmate's grievance will be answered within 24 hours advising them what action was initiated, unless the notification would endanger the investigation.
 - a. If the inmate is not satisfied with the results of the investigation, he/she may appeal the results to the Sheriff. The Sheriff's final determination will be the last step short of pursuing that matter in the court system.

INMATE GRIEVANCE PROCEDURES



- D. Internal Jurisdictional Boundaries: If the grievance involves a division within the ADF that is staffed or managed by non-custodial personnel, the grievance will be forwarded to the Program Administrator who will refer the grievance to the appropriate Division Supervisor as the level two officer.
 - 1. The Division Supervisor will be required to respond to the Program Administrator who will give a proposed resolution to the inmate. If the inmate is not satisfied, he may appeal to the level three officer for a hearing and then to the level four officer.
 - 2. The Program Administrator will be the level three officer.
 - 3. The Sheriff will be the level four officer.

II. DOCUMENTATION

- A. Grievance Forms: A copy of the grievance form with the inmate's signature of approval or with the final appeal disposition will be provided to the inmate.
 - 1. Each level of the grievance procedure will document the date and time received and the date and time resolved or referred to the next level.
- B. Storage: Grievance forms will be stored in the Records Division. A copy of the final disposition will be placed in the inmate's ADF file. The original form will be kept in a Central Grievance File in the Records Division. The Central Grievance file will only contain resolved grievances and may only be accessed by the Records Supervisor, Shift Supervisor or higher Ranking Officers.
 - 1. Grievances used in Internal Affairs investigations will be stored according to Personnel Rules of Confidentiality.

**LASSEN COUNTY SHERIFF'S DEPARTMENT ADF/CCF
MANUAL OF POLICIES AND PROCEDURES**

05/25/91 ADULT DETENTION FACILITY OPERATIONS No. **3-24**

Subject: INMATE RULES OF CONDUCT Pg. 1 of 10

Related: **Compliance:**
TITLE 15, SECTION 1080, CCF

Purpose:

To provide information to ADF personnel and inmates regarding the rules, regulations and expected conduct for all inmates confined in the facility.

Policy:

It will be the Policy of the ADF to establish and maintain fair and consistent Rules of Conduct for inmates and to provide disciplinary procedures for inmates found to be in violations of the Rules of Conduct of any applicable law. Violations will be divided into three main categories: criminal violations, major rule violations and minor rule violations.

Procedures:

I. RULES OF CONDUCT

Rules of inmate conduct apply to all inmates of all classifications. In addition, special rules apply to inmates assigned to the trustee and work/school furlough programs. If you violate any of these rules, you may have committed a crime, a major rule violation or a minor rule violation. If you commit a crime, you may be prosecuted in court. In addition to prosecution, you may also be subjected to one or more of the penalties for a major rule violation.

A. **Crimes:**

1. Inmates will obey all laws of the United States, State of California and the County of Lassen.
2. Inmates will NOT break, mark, damage or destroy County buildings or property, including law and general library books and property purchased by the Inmate Welfare Fund.
3. Inmates will NOT gamble.
4. Inmates will have NO contraband or dangerous weapons in their possession and will not possess, consume or ingest drugs (except as prescribed by a physician) or alcoholic beverages.

- 5. Inmates will have no sharpened or pointed objects in their possession, excluding authorized writing implements, unless authorized by an officer.
- 6. Inmates will return at the date and time specified on their release authorization when released under 4018.6 Penal Code (temporary release).
- 7. ASSAULTS / BATTERY ON OTHER INMATES WILL BE PROSECUTED,
- 8. Threatening another with bodily harm or with any offense against his person or his property.
- 9. Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm or under threat of informing.
- 10. Escape, attempting or planning escape.
- 11. Setting a fire, any type.
- 12. Stealing (theft).
- 13. Rioting or encouraging others to riot.
- 14. Giving or offering any official or staff member a bribe or anything of value.
- 15. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses and making plans to commit any of the above offenses, shall be considered the same as a commission of the offense itself.

B. Major Rules:

- 1. Inmates will obey all rules and regulations established for the 4018.6 Penal Code (temporary release) program.
- 2. Inmates will obey all lawful orders from the ADF staff.
- 3. Inmates will have in their possession, only those items issued by the ADF, purchased at the Commissary or previously approved in writing by the ADF staff.

4. Inmates will NOT consume or be under the influence of any unauthorized drug or alcoholic beverage.
5. Inmates will IMMEDIATELY take and swallow all medications dispensed by competent authority, unless otherwise instructed in writing.
6. Inmates will not remove any property from their work area without the approval in writing of a Correctional Officer, staff member or civilian in charge.
7. Inmates will NOT knowingly furnish false information to the ADF staff.
8. Inmates will NOT give or loan money to or borrow money from other inmates.
9. Inmates will NOT prepare unauthorized foods or beverages when assigned to kitchen work.
10. Inmates will NOT smoke while incarcerated in the ADF.
11. Inmates will submit to urinalysis or intoxilizer tests when requested to do so by ADF staff.
12. Inmates will NOT engage in sexual activities with other inmates.
13. Making sexual proposals or threats to another.
14. Indecent exposure.
15. Transfers of money from one prisoner to another will not be allowed.
16. Wearing a disguise or mask.
17. Tampering with or blocking any locking device.
18. Misuse of authorized medication.
19. Mutilating or altering clothing, blankets or bedding issued by the County.
20. Refusing to work or to accept a program assignment.
21. Encouraging others to refuse to work or participate in work stoppage.
22. Refusing to obey an order of any staff member.

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23. Violation of a condition of furlough.
 24. Failing to perform work as instructed.
 25. Conduct which disrupts or interferes with the security or orderly running of the jail.
 26. Being in an unauthorized area.
 27. Failure to follow safety or sanitation regulations.
 28. Using any equipment or machinery not specifically authorized.
 29. Interfering with the taking of inmate count.
 30. Making an intoxicant or being intoxicated.
 31. Tattooing or self mutilation.
 32. Unauthorized contacts with the public.
 33. Giving or furnishing another inmate any item not authorized.
 34. Giving money or anything of value to, or accepting money or anything of value from another inmate, member of his family or his friend.
 35. Inmates will wear and will not alter or remove assigned wrist band identifications, if applicable

C. Minor Rules:

1. Inmates will meet specified dress codes when outside their housing areas. Shirt and trousers or coveralls will be worn. Coveralls will be buttoned completely.
2. When out of an assigned housing area, inmates will NOT loiter, will not go into any area unless directed by a Correctional Officer, ADF staff or civilian in charge, and will NOT talk to other inmates when it would create a clear and present danger or disruption of ADF routine.
3. Inmates will wear hairnets or food service hats, footwear (not thongs) and scrub their hands and nails immediately prior to handling food when assigned to kitchen work.

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4. Inmates will be in phone areas or use telephones ONLY at scheduled time or when authorized by staff.
 5. Inmates will NOT move or change assigned beds and/or lockers, unless authorized to do so by a Correctional Officer.
 6. Inmates will NOT lie on another inmate's bed.
 7. Inmates will remain on their own beds after lights out, except for necessary bathroom trips and will make no unnecessary noise.
 8. Inmates will keep their sleeping areas neat and clean at all times. Beds are to be made up according to regulations: bedding is not to be placed on the floor.
 9. Inmates will NOT cover or tamper with lights or air vents.
 10. Inmates make only keep as much personal property in their cell or bunk area as will fit in their assigned storage area. This includes books, papers, photos, letters, clothing, commissary, etc. The only exception to this provision will be for legal materials.
 11. Inmates, other than kitchen workers and those housed in special observation cells, shall make up their beds and clean their individual areas around them prior to 7:00 A.M. each weekday, excluding court holiday. Beds will remain made until 6:00 P.M. Inmates assigned to work/school programs shall accomplish these tasks prior to going to work or school. Inmates in special observation cells are exempt from making their own beds.
 12. Inmates will remain seated in the dayrooms during meals, unless authorized to move by a Correctional Officer.
 13. Inmates will be responsible for all clothing and bedding issued to them, loss of these items is an infraction, excess items are not allowed.
 14. Inmates will NOT wear any jewelry, except wedding bands.
 15. Inmates will treat all officers, staff, and visitors with courtesy and respect.
 16. For health and sanitary purposes, all inmates shall shower at least every other day.

INMATE RULES OF CONDUCT

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17. Inmates will report promptly to their assigned or reporting points, perform the assigned tasks and follow the directions of the Correctional Officer, staff member or civilian in charge.
 18. Inmates will remain in their assigned duty areas unless given permission, in writing, to leave by a Correctional Officer, staff member, or civilian in charge.
 19. Inmates will NOT be loud, boisterous or offensive.
 20. Inmates will NOT push, shove or line jump.
 21. Inmates will NOT run, except in the recreation area.
 22. Inmates will NOT hang photographs or other items up for display on the walls or windows of their housing area.
 23. Inmates will NOT store boxes, bags, containers or personal items on the floor of any housing unit. Inmates shall use storage lockers or bins as provided.
 24. Inmates will NOT pass notes. Inmates will NOT exchange property with other inmates without the approval of a Correctional Officer in writing.
 25. All inmates are subject to search of their person or belongings, at any time, for contraband and for security purposes. "Legal mail" or documents to or from attorneys, courts, holders of public offices or the Board of Corrections and clearly identified as such will be searched only in the inmate's presence.
 26. Possession of money or currency, unless specifically authorized.
 27. Possession of property belonging to another person.
 28. Possession of anything not authorized for retention or receipted by the inmate and not issued to him through regular ADF channels.
 29. Possessing unauthorized clothing.
 30. Engaging in, or encouraging a group demonstration.
 31. Malingering, feigning an illness.
 32. Insolence towards a staff member.
 33. Smoking where prohibited, ie. bedding areas, intake.

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34. Using abusive or obscene language.
 35. Unauthorized use of mail or telephone.
 36. Correspondence or conduct with a visitor in violation of posted regulations.
 37. Possession of any food items, except commissary.

II. SPECIAL RULES AND REGULATIONS, WORK/SCHOOL FURLOUGH PROGRAM

These rules apply to all inmates accepted for the participating in the work/school furlough program as authorized by Penal Code Section 1208.

A. Crimes:

1. While on the program, inmates will obey all federal, state and local laws. While away from the facility, inmates will conduct themselves in a responsible manner.
2. Inmates will return from "special" release made pursuant to 1208 (d) Penal Code, at the date and time specified. If the inmate is unable to return due to unforeseen and unusual circumstances, the inmate shall request an extension from the Work/School Furlough Coordinator or the Shift Supervisor on duty.
3. Inmates will go directly to and directly from their place of training or such other place to which the inmate is authorized to go under the program. If the inmate is terminated, resigns or is temporarily laid off (includes time on the job not compensated for), the inmate shall return to the facility immediately.

B. Major Rules:

1. Inmates shall not change jobs or alter any terms of the Work/School Furlough agreement without written approval from the Work/School Furlough Coordinator.
2. Inmates will not knowingly provide false information to the Work/School Furlough Coordinator or any employee of this facility or Sheriff's Department.
3. Inmates will not drink, consume, take, accept or possess:
 - a. Any beverage, medication or food containing alcohol.
 - b. Any drug, except where the same has been lawfully prescribed by or

issued by and has the specific approval of the medical staff of the facility. Inmates accept full responsibility and will be fully accountable for any non-prescription medication they take on their own.

4. Inmates will willingly cooperate with and submit to any alcohol test, urinalysis, blood test, other such test or examination, including an examination by the medical staff, for the purpose of determining whether they have taken, consumed or are in possession of any drugs or alcohol.
5. Inmates will not arrange for nor visit with their friends, family or relatives, except at the regular time for visiting at the facility unless the visit relates directly to the program activity and/or has been approved, in writing, by the Jail Commander or Program Administrator.
6. Inmates shall not change their approved means of transportation without the prior written approval of the Work/School Coordinator.
7. Inmates will not bring any items for themselves or any other inmate to the facility without prior written approval of the Work/School Furlough Coordinator and the Jail Commander or Program Administrator.
8. Inmates will keep the issued identification card with them at all times while away from the Jail facility as a means of identification and as evidence of authorization to be away from the Jail facility.
9. If an inmate cannot return to the facility for any reason at the required time, the inmate will notify the Work/School Furlough Coordinator or the Shift Supervisor on duty at once and follow the instructions given.
10. Inmates who have a problem that causes them to violate these rules or any other term of the Work/Furlough agreement will notify the Work/School Furlough Coordinator or an officer at the Jail immediately.

III. PENALTIES FOR VIOLATIONS

- A. Criminal: Inmates violating this type of rule may have criminal charges filed against them and be subject to prosecution in the courts. In addition, such inmate(s) may also be re-classified, which can result in removal from the Work/School Furlough program(s) and/or re-housing. If there is no prosecution, the violation may also be charged as a Major or Minor Rule violation.
- B. Major Rule Violation: Inmates violating this type of rule may be charged with a Major Rule violation and face a hearing to determine their responsibility for the violation. If

you commit a Major Rule violation, the penalties may be one or more of the following:

1. Disciplinary isolation for ten (10) days, if an assault is directed at staff. Disciplinary isolation is confinement in cell or housing unit separate from the general jail population where the inmate is isolated from other inmates, on a punishment status, as a result of violating a Major Rule.
 2. Loss of time credit for good behavior.
 3. Loss of time credit for work.
 4. Removal from the work furlough program.
 5. Removal from the school furlough program.
 6. Loss of visiting with relatives and friends.
 7. Loss of commissary use up to two (2) weeks, except as necessary for:
 - a. Access to phones to call attorneys, bail bondsmen, and the court.
 - b. Personal hygiene items.
 - c. Stamped envelopes and paper for "legal mail."
 8. Loss of telephone use, up to two (2) weeks, except to attorneys, bail bondsmen and the court.
 9. Re-housing.
 10. Interruption of mail, except for "legal mail", if the offense is a violation of correspondence regulations.
 11. Loss of bedding or clothing, if you destroy or attempt to destroy either.
 12. One or more of the penalties for Minor Rules violation.
- C. Minor Rule Violations: If you commit a Minor Rule violation, the penalty may be one or more of the following:
1. Loss of telephone use, not more than one (1) week, except calls to attorneys, bail bondsmen, or to the courts.

2. Loss of commissary use, not more than one (1) week, except for:
 - a. Access to phones to call attorneys, bail bondsmen, and the court.
 - b. Personal hygiene items.
 - c. Stamped envelopes and paper for "legal mail."
 3. Extra work duty, not more than four (4) hours.
 4. Loss of visiting with relatives and friends.
 5. Re-classification for not more than 24 hours.
 6. Re-housing for not more than 24 hours.
- D. Repeat Offense: Inmates who have been disciplined for one Minor Rule violation and later violate the same Rule, may receive one or more of the penalties for a Major Rule violation. If they have been disciplined for two (2) Minor Rule violations, whether or not the same and commit a third, they may receive one or more of the penalties for a Major Rule violation.

LASSEN COUNTY SHERIFF'S DEPARTMENT ADF/CCF
MANUAL OF POLICIES AND PROCEDURES

01/07/91 ADULT DETENTION FACILITY OPERATIONS

No. 3-25

Subject: WORK RELEASE PROGRAMS

Pg. 1 of 4

Related:
ADF 3-11;

Compliance:
CPC SECTION 1208

Purpose:

To provide written criteria and guidelines for the management and operation of Lassen County inmate release programs.

Policy:

It will be the policy of the Lassen County Adult Detention Facility to operate, maintain and supervise inmate release programs according to established rules, regulations and criteria, within the parameters of existing law. The programs established at the Lassen County Adult Detention Facility will be administered with the following objectives in mind.

- Provide for the public safety
- Reduce correctional care costs.
- Reduce welfare expenditures for care of families of inmates.
- Preserve careers and jobs of prisoners.
- Help keep families intact.
- Provide a more realistic rehabilitation program.
- Assist in the collection of restitution.
- Help a successful re-entry to the community

Procedures:

I. WORK FURLOUGH:

- A. Application Process: Inmates sentenced to a county jail term may apply for work furlough.

Applications will be made available to inmates, as well as persons with specific commitment dates prior to incarceration, upon their request.

1. Completed applications will be submitted to the Inmate Service Officer, who will review the applications against the general eligibility criteria, court commitment orders, and probation recommendations.

Subject:

WORK RELEASE PROGRAMS

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2. The Inmate Service Officer will be responsible for submitting this information to the Facility Commander for final determination of eligibility to participate.
- B. Program Requirements: Inmates permitted to participate in the Work Furlough Program will be responsible for completing and maintaining administrative requirements as follows:
1. Provide worksite location
 2. Provide work schedule
 3. Pay all fees related to the program
 4. Provide valid driver's license
 5. Provide proof of vehicle insurance
 6. If the participant is unable to be properly licensed and insured, then the participant must make arrangements to ride with another driver who will provide proof of license and insurance.

The Courts may recommend or refer a person to the work furlough administrator at time of sentencing. The recommendation or referral of courts will be given great weight in the determination of acceptance for placement in the work furlough program, however the Facility Commander will review all criteria and will make the decision of those allowed to participate in the program.

II. GENERAL ELIGIBILITY CRITERIA FOR WORK RELEASE PROGRAMS:

WORK FURLOUGHS:

Inmates must be:

- currently employed at time of incarceration
- sentenced to a county jail term of more than 10 days, with no concurrent sentences from another jurisdiction
- willing and able to pay work furlough fees after acceptance into the program
- willing to accept all terms and conditions of the program

CRITERIA

The following criteria will be considered before considering participation in the work furlough program.

- The nature of the crime.
- Prior record of arrests.

Subject:

WORK RELEASE PROGRAMS

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- Type of employment.
- The needs of the prisoner's dependents and financial obligations.
- The liability to the County in allowing participation of inmate.

Specific issues may include, but not be limited to:

- Has applicant been removed previously from the work furlough within the past three- (3) years?
- The determining factors will be reviewed as for the reason for removal.
- History of serious drug or alcohol abuse.
- History of Failure to appears in court proceedings.
- Financial need must be evident (dependents, self employed business, large debts)
- The employer must be willing to cooperate in seeing that defendant follows set rules and regulations by the ADF.
- Applicant must have had prior employment before time of incarceration.
- Under most circumstances, those with ten (10) day sentence will not be considered
- The applicant must be covered by the employers insurance in case of an accident.
- Restraining order in effect in order to protect victim or property?
- Prior custody behavior.
- Is applicant a witness in a pending criminal case?
- History of violent offenses, consideration of liability in allowing applicant to participate in program.
- Does applicant have charges pending in this or any County?
- Do any factors or history leave cause for caution of escape risk?
- Applicant must be a United States citizen, if a naturalized citizen, a naturalization certificate must accompany application.
- Any inaccuracies, misrepresentations, or falsifications discovered during review of application will result in denial or removal from the program.

Automatic exclusions:

- Falsified / incomplete/inaccurate application
- Location of employment prohibits supervision
- Pending criminal matters
- Violation of Formal Probation in any jurisdiction
- Active parole status
- Holds or warrants from any jurisdiction
- History of violent crime
- History of drug traffic/sales
- Documented escape risk
- Serious disciplinary problems in custody, supported by Due Process records
- Court orders restricting participation

Subject:

WORK RELEASE PROGRAMS

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- Prior violations of court orders, TRO's, etc....
- Registered sex offender
- Registered arson offender
- Convicted of a violent crime against a person
- Active restraining order
- Any case factors that would cause reason to believe subject could be a liability for the County and public if allowed released to participate in program.

Administrative/discretionary factors affecting approval/denial:

- Nature of the original charges
- Circumstances surrounding arrest
- Crimes against the person vs. property crime
- Victim considerations
- Custody conduct
- Potential liability to county
- Threat to the community, individual(s), Program
- Perceived liabilities, risks on release
- Nature of employment
- History of serious drug or alcohol abuse
- Prior Failures to Appear in any Judicial proceeding
- Prior Failures to Pay Fines or any Judicial Orders
- Prior failure to successfully complete a work release program
- Ability to verify employment

The circumstances of the prior record and the offense committed will be evaluated, not merely the actual Penal Code section for which the applicant was convicted.

CHARGES FOR PARTICIPATION:

Work Furlough candidates will pay for the cost of the work furlough program at the rates set in relation to candidate's gross pay per week. The money owed will be collected at the Lassen County Collections. Proof of payment will be required before approval of work furlough.

III. Supervision:

To ensure that participants comply with program requirements, the Inmate Services Officer will supervise active participants. The Inmate Services Officer may conduct follow up checks both with the employer and at the actual work site.

