



February 10, 2016

County of Santa Barbara
123 East Anapamu Street
Santa Barbara, CA 93101

Attention: Mona Miyasato, County Executive Officer

Subject: Inmate Grievance Coordinator

Dear Ms. Miyasato:

On September 8, 2015, the Board of Supervisors approved the creation of the position of an Inmate Grievance Coordinator (IGC) to oversee the grievance process at the Santa Barbara County Jail. The subject came up again about a month ago and the Board instructed your office to report back next week, on February 16, 2016.

Families ACT! has not seen anything on the county's web site indicating that a job description has been posted or even developed. To assist in formulation, and to move this project forward, we attach a proposed job description for your consideration. The essential aspects of the position are as follows:

1. The IGC must be independent of the Sheriff's Department and the medical and mental health providers in the custodial facilities with whom the person must interact.
2. The person selected must have a background and skill set that will inspire trust and confidence from the inmate population he or she will serve. Such a person will likely have experience in criminal defense or defense investigation, civil rights advocacy, or as a medical care provider. (Former law enforcement personnel may not be able to develop the requisite level of trust with this target population.)
3. The IGC must have direct access to the inmate population in the custodial facilities for providing information on the grievance process and to receive grievances directly from inmates.
4. The inmates must have a quick and direct means of contacting the Inmate Grievance Coordinator, perhaps with dedicated and confidential (non-recorded) telephone line to the IGC's county telephone extension.

5. The IGC must be able to meet with individual inmates in a confidential setting.
6. The IGC must have timely access to inmate grievances submitted directly to the sheriff's custodial staff.
7. The information developed by the IGC will be reported to the Board of Supervisors monthly, and will be part of the public record, subject to required confidentiality for certain information (for example, HIPAA requirements.)

We are confident that this position can be filled with a qualified candidate who will upgrade the inmate grievance process, lessen the legal liability to which the county may be subjected, while respecting the legitimate security needs in the custodial settings. We will be happy to meet with you to discuss these ideas, and to review any other proposals which may be presented to fulfill this important function.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Rory O. Moore". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Rory O. Moore
President, Board of Directors

C: Members of the Board of Supervisors (by email only, with attachment)

Inmate Grievance Coordinator – Extra Help (DRAFT)

Salary: \$30 Hourly

Location: All Locations

Job Type: Temporary Extra Help

Department: County Executive Office

Job Number:

Closing: April 15, 2016

Description:

The County Executive Officer invites applications for the position of Inmate Grievance Coordinator. This position, reporting to the County Executive Officer, will be responsible for educating the inmate population of Santa Barbara County Jail and satellite facilities, and Juvenile Detention facilities, in the proper use of the inmate grievance procedures while in custody, and tracking the processing of inmate grievances. Note: Hours worked per year are limited to 1,040 for the year and average 28 hours per week maximum. Hours are **NOT** guaranteed.

Position:

The Inmate Grievance Coordinator will conduct periodic training sessions inside the jail with inmates, and will distribute, assist in the preparation and receive Grievance Forms from inmates and deliver them to the appropriate custodial personnel, depending on the nature of the issue (ie: Medical or Custodial Conditions.)

The Inmate Grievance Coordinator will track the handling and processing by the responsible agency, for example, custodial staff or the jail medical provider. Weekly, the Inmate Grievance Coordinator will provide the CEO with a report on the number and nature of the inmate grievances filed and the resolutions reached. The Inmate Grievance Coordinator will be permitted to pass information and documentation about an inmate's grievance to his or her legal counsel, or to the Public Defender, with the inmate's consent.

The Inmate Grievance Coordinator will have direct access to the inmates of the Santa Barbara County Jail, the Juvenile detention facilities, and court holding areas. He or she will be able to meet privately with inmates as needed, and will be permitted to document conditions reported by inmates by taking photographs and recorded statements in the custodial facilities.

Employment Standards:

- Completion of 90 transferable quarter units or 60 transferable semester units of college coursework, including 14 quarter or 9 semester units in sociology, psychology, criminology, or a related field that would provide the required knowledge and abilities;

OR

- A combination of training, education and experience equivalent to that listed above that would provide the required knowledge and abilities (an example of equivalent experience would be working in an advocacy position for civil rights, or in criminal defense and investigation, or indigent medical care.)

Appointees must be at least 21 years of age.

Possession of a valid California Class C Driver's License and current automobile insurance. Driver's license must be kept valid throughout the term of employment. Incumbents must be able to travel independently.

Must be a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship.

Abilities:

Read and comprehend material at college level. Interact with law enforcement, custodial staff, and jail medical personnel in an assertive, calm manner; communicate effectively both orally and in writing; work well under pressure; work in a structured, regimented environment; meet deadlines; maintain confidentiality and impartiality; maintain professional demeanor even when dealing with hostile or abusive individuals; use a computer keyboard.

Knowledge:

Standard English grammar, spelling, punctuation, and usage; college-level report writing; standard computer applications used in an office; basic math including addition, subtraction, multiplication, and division of whole numbers and percentages.

Desirable Qualifications:

Knowledge of psychology, counseling, the criminal justice system, and public health care.

Education: A bachelor's degree from an accredited four-year college or university with related course work focus is most desirable along with bilingual Spanish skills.

The background process may include:

- Completion of the Personal History Statement and associated documents and waivers
- Fingerprint submission
- Credit/Financial check
- Medical evaluation
- Psychological evaluation

Please be advised that the following circumstances are cause for disqualification:

- Use of any controlled substances within one year and within a specified time frames after one year depending on the drug.
- Any felony convictions, within the past five (5) years.
- Convicted for any sex offense with a victim.
- Conviction with elements of violence within the past five (5) years.
- Conviction for crimes against property within the past five (5) years.
- Felony conviction reduced to a misdemeanor within the past five (5) years.
- Evidence of alcohol or substance abuse dependency within the past 24 months which demonstrates impairment must be accompanied by a minimum of 24 months sobriety.
- Presently on probation (formal or informal).
- Domestic violence

The ideal candidate will possess:

- Excellent command presence
- Strong written and oral communication
- Reputation for honesty and trustworthiness
- Good moral character
- Credibility
- Integrity