

SB-1022 Project Details

Project Details:

2-50 bed Multiple Occupancy Cells style housing pods for Transitional Housing.

1-64 bed pod for Sheriff's Treatment Program housing.

1-64 bed pod for program housing for Sensitive Needs (Protective Custody) inmates.

Office space for the Alternative Sentencing Bureau.

Project totals 228 beds

Main Jail Closures:

45 Beds at the Female Medium Security Facility.

70 Beds in the Male Basement dorm 1 and 2.

50 Beds in the Male Basement dorm 3.

165 total beds lost.

63 total beds will be gained system wide

Staffing:

1- For 64 bed STP program unit-body is transferred from closing MBD-1 and 2.

1- For 64 bed Special needs/ Protective Custody programming unit- Body transferred from closing MBD-3.

2- For the 50 bed Transitional housing units. 1 body transferred by closing the Female MSF and the other will require adding 5 FTE's for 24 coverage.

3- Counselors for N/A, Drug, Anger Management, ect...

Northern Branch Jail with AB 900 and SB-1022 combined will be 604 beds.



JAIL NEEDS ASSESSMENT STUDY

County of Santa Barbara



Office of the Sheriff

Draft: September 13, 2013

Santa Barbara



SEPTEMBER 13, 2013

County of Santa Barbara – Office of the Sheriff

Jail Needs Assessment Study

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Santa Barbara County

Executive Steering Committee

Sheriff - Coroner Bill Brown

Chief Deputy Laz Salinas

Commander Jenny Sams

Lieutenant Kelly Hamilton

Lieutenant Tim McWilliams

Santa Barbara County Board of Supervisors

1st District: Salud Carbajal, Chair

5th District: Steve Lavagnino, Vice Chair

2nd District: Janet Wolf

3rd District: Doreen Farr

4th District: Peter Adam

Santa Barbara County Office of the Sheriff

Ret. Commander Tom Jenkins

Sergeant Ryan Sullivan

Chief Financial Officer Doug Martin



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EXECUTIVE SUMMARY

PURPOSE

The Purpose of this Jail Needs Assessment Study, 2013, is to respond to the Request for Proposals for State Funding under SB1022 in order to construct much-needed transitional housing and program space for Santa Barbara county jail inmates. This additional unit will provide transitional and reentry programming for inmates meeting specific criteria and/or nearing the end of their sentence, as well as those special needs inmates for whom services have been limited in the past due to the myriad of issues involved with service delivery to this particular population.

The County of Santa Barbara has been proactive in the use of alternative programming in lieu of incarceration and also in the implementation of programming designed to address the criminogenic needs of those offenders who, while required to serve time in the County Jail, will eventually be returning to the community. The Santa Barbara County Sheriff's Office (SBCSO) has developed programs aimed at reducing recidivism. The facility currently being requested through SB1022 will allow for the expansion and support of existing programs, while also providing the space to develop a new and more intensive re-entry program for transitional inmates. Additionally, special needs inmates will be better served with programming that attends to their particular needs and enhances the safety and security of the facility as a whole by decreasing the exposure of these offenders to the general population of the Jail.

The co-location of community based programming and service providers, with in-house transitional and re-entry services, will further support the Sheriff's objective of cooperation and collaboration between community and detention resources to reduce recidivism and increase public safety.

METHODOLOGY

This Study is a result of a series of planning meetings and data collection by the Santa Barbara County Sheriff's office. The Planning Team drew on their operational expertise and well documented research as to "what works" to develop a comprehensive transitional program. Data was collected and analyzed to project the potential number of inmates to be housed in the proposed re-entry program and the Sensitive Needs Unit, as well as the number and type of programs and resources to best serve these



offenders. Programming space requirements for both detention and alternative programming was projected.

Continued workshops contributed to the development of the space outline contained in this report. Concepts for configuring the space were then tested on the site and cost estimates were developed. This report is a compilation of the results. Referenced documents and supporting data can be found in the Appendix.

ELEMENTS OF THE SYSTEM

The existing system includes the Main Jail and the Medium Security Facility. The issues of overcrowding and physical deficiencies of both of these facilities is well documented in this and previous Studies. Funded by AB900 and currently under design, the new Northern Branch Jail will add 376 male and female beds and provide designated housing for those inmates requiring medical and mental health services.

Facility	Rated Capacity	Actual Population	Variance
Main Jail	659	759	100
MSF (Male)	120	202	82
MSF (Female)	41	41	--
Northern Branch (in design)	376	-	-

An important element of the system in Santa Barbara County is the use of risk-reduction programs for incarcerated inmates. These include the Sheriff's Treatment Program (STP) which serves an average of 110 inmates on a daily basis; 160 were being served based as of a June, 2013 snapshot. In 2011, 843 inmates participated in this program for offenders with addiction issues. The recidivism rate for the program is reported to be 34% as opposed to 66% for the general inmate population¹. There is a 2-3 month waiting period for this promising program which currently has only 32 beds available.

Funding requested from SB1022 will allow the SBCSO to fully implement the STP program as well as implement the newly developed Sheriff's Transition and Reentry Program (S.T.A.R.). Additionally, staff and program space for the existing Electronic Monitoring and Sheriff's Work Alternative Program (SWAP) will be provided.

¹ UC Santa Barbara study 2011.



THE SHERIFF'S OFFICE'S OPERATIONAL AND DESIGN PHILOSOPHY

The Santa Barbara Sheriff's Office has embraced contemporary correctional operational practices, both in the management of the inmate population, design of the new Northern Branch Jail, and the implementation and support for alternative and rehabilitative programs. Faced with long-standing overcrowding at the existing facilities, the Sheriff's Office has been proactive in developing and supporting custody alternatives and maximizing every available space for housing and program delivery. Never relaxing its mission to protect the public and detain violent and repeat offenders in a safe and secure manner, the Sheriff's Office has also recognized that many non-violent offenders can be served in community based programs that decrease their risk of recidivism by supporting non-criminogenic skills and behaviors.

The facility for which the SBCS is now seeking funding will further support the philosophy that, because up to 97% of the inmates incarcerated at the Santa Barbara Jail will be released to the community, the delivery of reentry programs is critical to its mission. The new S.T.A.R. Unit of both service delivery and transitional living units will support this mission of inmate reintegration into the community. The major components of this proposed Unit are described below:

Housing Unit Name	Housing Unit Type	Unit Mission
Sensitive Needs Unit	64-Bed, Direct Supervision Double Occupancy Room Unit (Replaces Existing Housing)	Designated housing as the inmate steps down from the traditional jail setting and requires additional intensive programs. Serves both local jail population and AB109 inmates.
STP Unit	64-Bed, Direct Supervision Double Occupancy Room Unit (Replaces Existing Housing)	Designated housing as the inmate steps down from the traditional jail setting and requires additional intensive programs. Serves both local jail population and AB109 inmates.
Reentry Housing Unit 1	50-Bed, Direct Supervision 4-Person and Double Occupancy Room Unit	Inmate reentry programming for release into the community for high risk offenders. Serves both local jail population and AB109 inmates.
Reentry Housing Unit 2	50-Bed, Direct Supervision 4-Person and Double Occupancy Room Unit	Inmate reentry programming for release into the community for high risk offenders. Serves both local jail population and AB109 inmates.



Overall, the S.T.A.R. will offer the County the opportunity to provide space for inmates to participate in individual counseling, group counseling, release planning, relapse prevention, 12-Step programming, and anger management life skills education.

All the housing units for S.T.A.R. will be supported by the infrastructure of the new Northern Branch Jail. By co-locating the new Jail and the S.T.A.R. there will be no duplication of support services, such as food and laundry, and many economies will be achieved.

The design philosophy of each of these housing units will vary, but the basic tenets of all include:

- A direct supervision management approach will be utilized.
- Services will be delivered on the unit, such as adult education, vocational training, counseling, religious services, medical exams, and visiting.
- Outdoor recreation will be accessible to each living unit.
- Dayrooms will be provided and comply with Standards of Title 24.
- Larger program space will be shared between units whenever feasible.
- Operational space for alternative programs will be provided that allow for collaboration of staff and community agencies.

THE CURRENT INMATE POPULATION

A look at the history of the inmate population in Santa Barbara County's Jail facilities must be tempered with an acknowledgement that the Capacity Limit (CAP) has resulted in the release of a number of inmates each month.² The average number of persons released each month has ranged from a high of 158 in 2009 to a low of 68 in 2012. Releases seem to be stabilizing in 2013 at 70, but the added pressure of AB109 inmates returning to the jail may very well increase the likelihood of increased early releases in the future.

While the number of offenses reported in the County in 2012 was the highest in the past ten years, arrests in 2012 were the lowest in the past ten years. Bookings have decreased in 2011 and 2012 from a high in 2010 and appear to have stabilized at approximately 16,300 projected for 2013. While the Average Daily Population (ADP) decreased in 2011, it returned to an average of 1,048 in 2012 and has remained stable in 2013. This trend is likely to continue but must be considered in conjunction with the CAP mentioned previously.

² Per *Rodriguez v. County of Santa Barbara*, the Sheriff is authorized to "release or refuse to accept into the jail facilitieswhenever said facilities, or any one of them, is within ten percent of being filled to maximum capacity."



Further observations of the jail population include the following:

- In 2012, a total of 11,652 inmates were seen at medical sick calls, which is a 21% increase from 2011.
- Mental Health contacts also rose 9% during the same period.
- Off-site medical services increased by 53% over 2011.
- 78% of the population was being held for a felony offense.
- The vast majority of the population is male (85.5%).

CLASSIFICATION SYSTEM

There is a well developed classification instrument in place at the Santa Barbara County Jail that complies with Title 15 and all federal, state, and local requirements.³ The classification plan is used to assign inmates to existing housing units and activities based on their levels of risk and need. Classification begins at intake and can be reviewed based on behavior, sentence length, legal status and other factors. The classification levels, described in this report, include the following:

- Minimum Level I
- Minimum Level II
- Medium III
- Maximum IV
- High-Risk Level V
- Special Handling

Housing Units are designated by classification levels and are based on the characteristics of the physical plant and the type of housing provided (i.e., dormitory, single cell, multiple occupancy cell, etc.).

This procedure and process results in the following current distribution of inmates by housing area.⁴

³ Appendix D and Section D-4.

⁴ Source: Santa Barbara County Sheriff's Office



MALES	
<u>Level II: Medium Level II Classification</u>	
<ul style="list-style-type: none">• Medium Security Facility Inmate Workers - Green Jump Suits. (84 Beds)• West 1 Green Shirts/Blue Pants. (12 Beds)	
<u>Level III General Population: Medium Level III Classification</u>	
Blue Shirts/Blue Pants	
<ul style="list-style-type: none">• East 1 (27 Beds)• East 4 (18 Beds)• East 24 (40 Beds)• Medium Security Facility (Pre-Trial). Blue Jump Suits. (156 Beds).• West 13 (27 Beds)• West 16 (18 Beds)• South Dorm Medical (36 Beds)• South Tank Mental Health (24 Beds)	
<u>Level IV General Population Males: Medium Level IV Classification</u>	
Blue Shirts/Blue Pants	
<ul style="list-style-type: none">• Northwest A, B, C and D Modules. (80 Beds).• Inmate Reception Center 300 Unit. (32 Beds).	
<u>Level V: High Risk Level V, Special Handling, Disciplinary Status</u>	
<u>Single and Two-person cells</u>	
Orange or Red Jump Suits	
<ul style="list-style-type: none">• Inmate Reception Center 100 Unit. (32 Beds)• East Isolation (26 beds)• Northwest Isolation (40 beds)• South Isolation (23 beds)	
<u>Administrative Segregation Civil Prisoner Unisex: Special Handling Classification</u>	
White Jump Suits	
<ul style="list-style-type: none">• Central 17 (4 Beds)• Northwest (4 Beds)• South (2 Beds)	

**MALES (continued)****Protective Custody: Level II and III Special Handling Classification****Orange Shirts/Blue Pants**

-
- East 6 (18 Beds)
- East 8 (27 Beds)
- East 23 (20 Beds)
- Male Basement Dorm 1 (16 Beds)
- Male Basement Dorm 2 (54 Beds)
- Male Basement Dorm 3 (50 Beds)

Level IV Max Protective Custody: Level IV Special Handling Classification**Orange Shirts/Blue Pants**

- Inmate Reception Center 200 Unit (32 Beds)



FEMALES	
<u>Level II General Population Females: Level II Classification</u> Green Jump Suits <ul style="list-style-type: none">Female Medium Security Facility Inmate Workers (12 Beds)	
<u>Level III General Population Females: Level III Classification</u> Blue Shirts/Blue Pants <ul style="list-style-type: none">Medium Security Facility Blue Jump Suits (33 Beds)West 4 (18 Beds)West 6 (18 Beds)West 8 (18 Beds)West 10 (27 Beds)	
<u>Protective Custody Females: Level II and III Special Handling Classification</u> Orange Shirts/Blue Pants <ul style="list-style-type: none">Back Central 1 (12 Beds)Back Central 4 (12 Beds)	
<u>Level V Special Handling Female: High Risk and Special Handling Classification</u> <u>Single-person cells</u> <ul style="list-style-type: none">West (12 Beds)	



A one month snapshot shows the number of prisoners by security level by gender. Any discrepancy between the number of beds and the number of inmates by classification is due to the limited number of beds available.

ADP by Classification - July 2013		
Males		
PC	220	25.0%
Level III	174	19.8%
Level II	132	15.0%
Ad-Seg	109	12.4%
Level IV	107	12.1%
Level I	77	8.7%
Medical	36	4.1%
MH	24	2.8%
TOTAL MALES	878	
Females		
F Level III	78	50.2%
FMSF P/T	31	20.2%
Female PC	23	14.6%
FMSF I/W	12	7.5%
Female Ad Seg	12	7.5%
TOTAL FEMALES	155	

PROGRAM NEEDS

The SBCSO currently provides programs to the jail inmates that are geared toward reducing the risk of recidivism. These include alternatives to incarceration – Electronic Monitoring (EM) and Sheriff's Work Alternative Program (SWAP). Additionally, the Sheriff's Treatment Program (STP) is a successful, jail-based program providing substance abuse treatment and reentry services to inmates. Existing partnerships with community agencies provide educational classes, including Adult Basic Education, GED, Basic Computer Skills Training, and Adult High School training. Participation in these programs is limited by the amount of space currently available to deliver the services.



There is only one Main Jail Classroom Learning Center sized for a maximum of 20 inmates and one housing unit for STP limited to 32 beds for males. This has resulted in a 90 day waiting list for the STP.

To further implement a rehabilitative philosophy of providing services that reduce the risk of offender's returning to jail, the SBCSO would use the funding from SB1022 to implement a new program called S.T.A.R. The step-down program will include five interventions which have shown promising results in correctional research:

- Cognitive Behavioral Life Skills training
- Substance Abuse treatment
- Job Readiness and Employment training
- Educational programs
- Housing and Community Reintegration Planning

Existing programs will be expanded and enhanced with the addition of program space and collaborative case management if the new facility is funded. The SBCSO plans to continue to evaluate the programs it operates as a part of the County's realignment strategy and will continue to partner with UC Santa Barbara and others to measure the outcomes of the planned S.T.A.R. project if the facility is constructed.

LOCAL TRENDS AND CHARACTERISTICS WHICH INFLUENCE PLANNING ASSUMPTIONS ABOUT FUTURE CORRECTIONS SYSTEM CHANGE, PROJECTED INMATE POPULATION, AND ALTERNATIVE PROGRAMMING

The last decade has produced a number of national criminal justice trends that are unprecedented. Predominately manifested as reductions in the crime rate and the average daily population of local and state detention and correctional facilities, it is difficult to predict the impact on the local system in Santa Barbara, and if these trends will continue. Further exacerbating the ability to project is the unknown impact of AB109. This Legislation, which will clearly have an impact on local detention, has not yet been fully implemented and will continue to create uncertainty for the planning period.

Important trends for consideration include:

- The general population in California and in Santa Barbara County will continue to grow – by up to 18% - with the largest growth in the county occurring in Santa Maria City.



- While the at-risk population is projected to decrease slightly through 2030, this group of individuals in the 18-64 year old age group will still represent more than 505% of the County's population.
- The number of reported crimes, which decreased significantly since 2007, has increased in 2012 over 2011 rates. This increase is mirrored locally with the total number of offenses reported in 2012 being the highest in the past 10 years. This is a critical trend to monitor in the near future.
- Arrests, however, decreased in 2012 in Santa Barbara County to the lowest level in ten years – perhaps due to decreases in law enforcement budgets.

The jail population projection anticipates an increase in the number of jail inmates through 2015 – an increase of 377 inmates. This projection assumes that certain factors will remain the same: the underlying general population, crime trends, judicial sentencing practices, and no new legislative initiatives that affect the number of offenses leading to confinement. The table below displays the projection, by year, by gender.

Santa Barbara County Jail Population Projection Model (Includes Adjustments for Peak Months and Classification)			
Year	Males	Females	Total
2013	1,047	178	1,225
2014	1,078	183	1,261
2015	1,103	187	1,290
2016	1,129	191	1,320
2017	1,155	196	1,351
2018	1,180	200	1,380
2019	1,207	205	1,412
2020	1,234	209	1,444
2021	1,261	214	1,475
2022	1,289	219	1,507
2023	1,316	223	1,539
2024	1,343	228	1,571
2025	1,370	232	1,602



Of these projected numbers, 78% are projected to be incarcerated for a felony offense and 72% will be pre-adjudicated. Further projections of the population by number and type are displayed in this report. All projections are predicated with the observation that the Jail's average daily population (ADP) has historically been affected by the operational population cap. All of the early release and alternative programs implemented by the County have created reduction in both the average length of stay and the average daily population. Further the impact of AB109 is just now beginning to be felt. So far the impact is greater than expected. For planning purposes, the forecast presented is considered to be highly conservative.

Santa Barbara County has implemented and expanded a number of alternatives to incarceration and jail-based programs aimed at addressing underlying the causes of criminal behavior. The implementation of the S.T.A.R. program, if funded through this application, will further enhance risk of reoffending and reentry services to inmates. The benefits of the implementation of effective programs to break the cycle of crime and repeat incarceration will far outweigh the costs of the continued pattern of recidivism on families and businesses in the community.

ADEQUACY OF STAFFING LEVELS

Although Santa Barbara County has experienced many of the same difficulties in recruiting and retaining qualified staff as other California Counties, they have maintained a high level of retention. The S.T.A.R. planning has included a draft staffing plan. Many of the designated positions will come from existing operations and not increase the staffing total for the jail. Direct supervision security posts for each housing unit will be staffed largely from the reassignment of existing positions in the Basement Dorms 1, 2, and 3 and the Female Unit of the Medium Security Facility. Programs will also be supported by staff from community based organizations.

THE ABILITY TO PROVIDE VISUAL SUPERVISION

This study focuses on the areas of the existing jail that are related to the SB1022 grant application. The ability to provide visual supervision in these area -- Dorms 1, 2, and 3 and the Female Medium Security Facility -- can only be described as dismal. Photographs in the report clearly document this observation. The planned facility to be funded by SB1022 will be designed around clear sight lines and open communications between staff and inmates.



ADEQUACY OF RECORD KEEPING

Files are maintained electronically and manually. The Jail Management System was implemented in 2008 and will be continued for the records for the S.T.A.R. when the facility is operational. There is adequate security of confidential records, with access restricted on a “need to know” basis and access and security is clearly documented by policy and procedure. All reasonable safeguards are in place to protect the confidentiality and integrity of inmate and other records.

HISTORY OF THE SYSTEM’S COMPLIANCE WITH STANDARDS

Despite the age and overcrowding of the existing facilities, the Santa Barbara County Sheriff’s Office has remained in compliance, to the extent possible with all regulatory requirements. Inspection reports are included in this document in the Appendix. In July, 2013, however, the inspection by the Board of State and Community Corrections indicated capacity violations in the Basement Dormitory area and the Medium Security Facility. Both areas are slated for closure upon the completion of the new S.T.A.R. housing. All compliance issues reflect the limitation of the physical plant as it now exists.

UNRESOLVED ISSUES

While the Santa Barbara Sheriff’s Office has done an admirable job of addressing overcrowding and implementing programs designed to improve outcomes for jail inmates, there are a number of factors that remain unknown that may impact future operational requirements. These include the impact of full implementation of AB900 and also the full realization and utilization of STP and other reentry initiatives. Many of the unresolved issues identified by the Sheriff’s Office recognize the need for developing and monitoring outcome measures to help insure accountability and the best use of limited resources. These challenges are presented in their entirety in the Realignment Plan documented in the Appendix.



INTRODUCTION AND METHODOLOGY

INTRODUCTION

The County of Santa Barbara began, long ago, focusing on the issue of overcrowding within its detention facilities. As a result, the County has produced a number of Needs Assessments over the last several decades in order to document the pressing needs for additional jail beds. Because these conditions have been well described in prior reports, this Needs Assessment focuses on current conditions and directly relates to the Request for Proposals for State Funding under SB1022. The narrative presented in each of the eleven sections of this report, therefore, supports and documents the requirements for the types of beds the County is requesting funding for under its SB1022 Grant Application.

In the County's proactive manner, the Santa Barbara County Sheriff's Office (SBCSO) has creatively strategized to develop programs that assist offenders as they transition back into the community. The SBCSO has implemented programs such as SWAP, Electric Monitoring and the STP in order to maximize bed space and transitional services. Recognizing, however, that 97% of the incarcerated population will return to the community, the County has placed a great deal of emphasis on inmate programming that may reduce the likelihood that these individuals return to jail. The goal of the programs and housing described in this Needs Assessment is to provide the transitional housing and program space necessary to offer meaningful transitional services for inmates. This type of step-down model allows for offenders to earn their way into this program and move to a less restrictive condition for confinement based on compliance with jail policies and program requirements. The offender who meets these criteria can move into a housing unit where greater program opportunities exist and more independent movement will be the norm. These units will house inmates prior to transition into the community, and provide designated and accessible group space for program services for extensive counseling and educational programs. To increase employability, the design concept includes vocational training space to provide inmates with much needed job training. In addition to this type of housing and program, there will be housing for inmates with sensitive needs. Movement of the sensitive needs population through the jail to attend a program and/or receive services causes logistic challenges in a detention environment. The current jail configuration had no space on a unit level for programming. Having a designated Sensitive Needs Unit will allow for the delivery of a wide array of services right in the unit without compromising the safety of these inmates or the staff associated with inmate escort.



In addition, under the proposed concept for SB1022 funding, the facility will bring the SWAP and the Electronic Monitoring program into the same unit (relocating the Alternative Sentence Bureau) so that transition, reentry, and community-based services can share resources, collaborate and synchronize efforts. Community providers and multi-disciplinary team meetings with the Sheriff's staff, Probation, and specialized reentry service providers will now be able to occur on site with far greater inmate participation.

METHODOLOGY

In order to comply with the requirements of the SB1022 RFP, the Santa Barbara County's Sheriff Office provided the technical assistance to prepare the September 2013 Needs Assessment. The work conducted on behalf of this report involved a comprehensive effort in data collection and a number of planning meetings. The Assessment was vigorously reviewed and edited for final publication.

Prior to the onset of data collection for this Assessment, the SBCSO Planning Team was assembled in order to develop a program for a housing and treatment model as described in the Introduction. This model will allow offenders to move through the facility and step down to a minimum security area as they complete program requirements and prepare for reentry into the community. A series of workshops were held and a space outline was then prepared to describe what has been named the S.T.A.R. (Sheriff's Treatment and Reentry). The space outlined was then tested on the site. A correlating cost estimate was developed. Lastly, the supporting data for this project is organized and presented in this Needs Assessment.

The data collected and the associated narrative presented in this report directly correspond to the outline and format of Title 24, Part 1, Section 13-102(c), and are listed in the following order.

- A. Elements of the System
- B. The Sheriff's Office's Operational and Design Philosophy
- C. The Current Inmate Population
- D. Classification System
- E. Program Needs
- F. Local Trends And Characteristics Which Influence Planning Assumptions About Future Corrections System Change, Projected Inmate Population, and Alternative Programming
- G. The Adequacy of Staffing Levels
- H. The Ability to Provide Visual Supervision
- I. Adequacy of Record Keeping
- J. History of the System's Compliance with Standards
- K. Unresolved Issues



A. ELEMENTS OF THE SYSTEM

Before providing a description of the new facilities planned by the Santa Barbara County Sheriff's Office, it is beneficial to describe the operation and each of the elements that make up the Santa Barbara County Sheriff's Office's (SBCSO) current detention system. After understanding these components, it should be very clear how the new facilities will fill a significant void in the system. A description of the system as it exists today is presented below followed by a description of the missing elements of a successful detention system.

THE SYSTEM AS IT EXISTS TODAY

Two major facilities compromise the vast majority of beds and programs operated by the SBCSO: the Main Jail and the Medium Security Facility.

MAIN JAIL

The Santa Barbara County Sheriff's Office Main Jail is located on the side of a small hill at 4436 Calle Real, Santa Barbara, California 93110. The jail is situated in a series of buildings at the Sheriff's Office Complex. The Sheriff's Administrative Building is located on the south side of the complex, and is separated from the jail by a common parking lot.



The Main Jail's "core" was originally constructed in 1971 as a full service jail that included booking, a kitchen, laundry, visiting, and other functional use areas necessary for jail operations. Living units (new cells and control room) were added in 1988, which is known as "Northwest." In 1992, the new "Inmate Reception Center" consisting of a new booking/release area, holding cells, and living units was added to the Main Jail. In 1999, fourteen additional "violent offender" cells and two small exercise yards were added to the complex. In addition to this incremental addition of beds, a large portion of a basement area of the Main Jail (originally designed as both storage and training space) was converted to dorm units to originally house inmate workers and now houses general population inmates, protective custody inmates, or inmates assigned to the Sheriff's transition program (STP). All of these many additions have attempted to incrementally address the chronic overcrowding that this facility has experienced for the last several decades.



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The Main Jail has a rated capacity of 659 beds based on compliance with Title 24, California Code of Regulations and as rated by the BSCC (Board of State and Community Corrections). It is a labyrinth of narrow



hallways leading to even narrower corridors that are lined with



very small cells. It is extremely difficult for staff to supervise inmates in these cells due to their linear design. Staff must be in front of each cell to view its occupants and their activities. Exacerbating the

problem, visibility was reduced into the cells because perforated metal plates (which are difficult to see through) were attached to the bars. This was necessary due to inmates reaching through the bars and grabbing staff who happened to be walking by. The corridors are so narrow that the staff could not avoid this contact.



This portion of the jail also contains multiple-occupancy cells that share common dayrooms; however, these too are arranged in a linear fashion that was popular in jail construction from the 1800s to the late 1970s. It is staff-intensive and difficult to supervise inmates housed in these areas.



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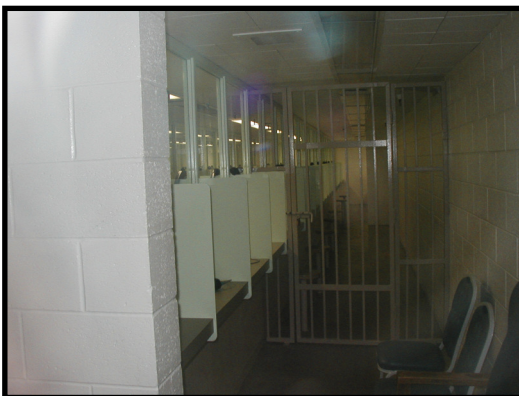
Jail Needs Assessment Study

The old portion of the main jail also contains the facility's kitchen. Located in the basement of the old jail, this kitchen operates over 20 hours a day in order to produce the necessary number of meals for inmates and staff. The kitchen was sized and constructed for the original capacity of the Main Jail. With the addition of the newer living units (IRC, Northwest, Violent Offender unit, and basement dorms) it is being used to produce meals far in excess of its design. Consequently, overused machinery has less of a life expectancy and must be frequently repaired or replaced. The kitchen, however, is currently scheduled to be renovated in the immediate future.



The Main Jail Recreation Yard represents another challenge to staff. This centralized area, while quite large and airy, is a security hazard for a number of reasons. First, with the many types of classified inmates

that the jail currently houses, each must have their own dedicated time in the yard and must not be mixed with other types of classified inmates. Secondly, this yard lacks an overhead screen area and is highly susceptible to escapes. To address this flaw, a staff station was added to the yard where staff must constantly monitor the activities of the inmates during recreational periods. This, of course, is very staff-intensive and costly. Finally, the yard represents outdated operational philosophy requiring inmates to be delivered to services. Escorting inmates to and from this area is not only staff intensive (again costly), but poses a staff safety problem as well. It should be noted that the newer units have their own on-unit dedicated exercise yards and these comments do not apply to them.



Visiting for male inmates also occurs in the basement level. Again, inmates must be escorted to this visiting area making it a staff-intensive operation. The outside visitors enter the facility through the front door and inmates access the visiting area via stairwells from housing units



NORTHWEST

The Northwest living units are attached to the existing Main Jail through a hallway into the “Main Jail west side.” Once in the Northwest unit there are 10 administrative segregation cells on the lower level and 14 on the upper level. 20 of these cells were rated for 1-person, however are double-bunked. They are arranged in a linear fashion that is difficult to supervise. It is apparent that this was a design necessity due to the fact that this is an “add-on” unit to the old jail.



On the opposite side of the hallway are four podular designed living units each with a mezzanine level and common dayroom. They also have a dedicated exercise yard eliminating the need for the inmates housed here to be escorted to exercise. Each pod contains eight double or triple occupancy cells (20-beds). They are rated for 12-beds.

VIOLENT OFFENDER UNIT

The Violent Offender Unit is the newest addition to the Main Jail having opened in 1999. It was constructed with grant funds from the Federal Violent Offender Incarceration and Truth in Sentencing funds (VOITIS) administered by the Board of Corrections. This unit, used for high risk offenders, contains 14 single occupancy cells, a small control room, a small dayroom and two very small exercise rooms. It is accessed through a hallway located on the northeast portion of the old main jail. This living unit is appropriately constructed to hold the type of inmate housed here.





BASEMENT DORMS

The Basement Dorms, Dorms 1, 2, and 3, are located in a remodeled portion of the Main Jail basement. They were originally intended to house minimum-security inmate workers with direct access to the intake parking lot. These units are poorly ventilated and very crowded. Originally, the space was designed for storage, conference and training areas. Dorms 1 and 2 were converted in 1987.



access to direct sunlight, the Plaintiff's Attorneys (*Inmates of Santa Barbara Jail vs. Sheriff John Carpenter, Case #152487*) have expressed concerns with the new housing unit. The use of this area to detain inmates reflects the extremes that Sheriff's staff have had to go to find adequate space to house inmates in this jail. Even with the many innovative fixes to increase the number of beds that have been made, the jail is still overcrowded.



Dorm 3 was recently opened in 2013 in an attempt to mitigate the number of inmates who are housed without a bunk. However, due to the unit not having





INMATE RECEPTION CENTER (IRC)



Officers and their arrestees enter the IRC through the north sallyport doors. Five holding cells line the corridor leading to the booking vestibules. Prior to reaching these vestibules, the officer must first complete pre-booking paperwork including medical screening.

The IRC is a well-designed and functional building that significantly complements the activities of the

Main Jail. The entire booking process including prints, photos, classification, clothing exchange (dress-out) and medical exams occurs within the core of this building. The facility supports the operational process for intake. The control room for this building is located on the second floor of the core.



The IRC Housing Unit is currently designated as male housing. There are four podular designed (new generation) living units occupying each of the four corners of the building. Each of these units contains 16 double occupancy cells on two levels with a common dayroom. Exercise yards are located in each living unit (a much smaller version in unit 100) so that inmates do not have to be escorted for these services. Ideally, these living units should be used to hold pre-arraigned inmates held prior to a more thorough classification

process, and pre-adjudicated inmates who are in trial but not eligible for release, rather than females only. However, crowding has forced the alternative use of this housing.

Located in a series of parking lots are “temporary buildings” that house staff from the County “O.R.” (Own recognizance) Unit, the Transportation Office, Inmate Services, and Alternative Sentence Bureau Offices. These are but a few examples of the widespread use of these “temporary buildings” that surround the jail buildings. This is indicative of the shortage of space for these functions within the secure portion of the jail.





MEDIUM SECURITY FACILITY

The Medium Security Facility was originally constructed as an Honor Farm in 1959. Minimum-security inmates were housed here in non-secure, dormitory buildings that were constructed as barracks. Because of overcrowding pressures, the facility was reconfigured with some security enhancements and classified and renamed the Medium Security Facility.

The Medium Security Facility Living Units are actually seven rectangular barracks buildings that are arranged around a central core area like spokes on a wheel. Originally, “model inmates” and inmate workers were housed here. These inmates worked on projects either on or off grounds, with appropriate supervision. A portion of this facility was converted to a female housing unit in 1999.



After the medium-security inmates were transferred to these buildings, some additional security features were added, including some interior bars separating the housing dorms from the central core area. Because this is a “non-fire-rated building,” the exterior doors may not be locked. Consequently, these medium security inmates have access to a minimally secured exercise yard as well as each other. These buildings provide numerous safety and security issues including the possibility of escapes, assaults on staff and assaults on other inmates. These buildings were simply never

designed to hold inmates of the current classification level. They still may have some useful life to house minimum-security inmates, but not inmates with higher security levels.





RATED CAPACITY VS. ACTUAL POPULATION

Below is a summary of the rated capacity versus the actual inmate population on September 15, 2013.

Facility	Rated Capacity	Actual Population	Variance
Main Jail	659	759	100
MSF (Male)	120	202	82
MSF (Female)	41	41	--

THE MISSING ELEMENTS OF THE SYSTEM

SBCSO was the recipient of an AB900 grant which will be used to construct a desperately needed facility in the North County. Currently in the planning stages, this facility, the new Northern Branch Jail, will help to overcome some of the overcrowding issues described on the previous pages; overcrowding that has resulted in operating at over 120 percent of rated capacity. This facility is described below.

THE NEW NORTHERN BRANCH JAIL

The new Northern Branch Jail, funded by AB900, currently under design as a 376-bed Type II facility with all the necessary infrastructure to operate as a stand-alone jail. Located in close proximity to Santa Maria, and in the part of the County where 57% of the inmates come from, the facility will house both male and female inmates. Housing units will include single occupancy, double occupancy, and multi occupancy cells. There will also be a 32-bed special needs unit to house inmates requiring mental health or medical services and a designated medical unit which will provide a more extensive level of care.

Intake and booking for the North County will be operated in the new facility. Programs will largely occur within the housing unit, requiring little inmate movement outside of the unit. There will be some centralized program and recreational areas, however, for those inmates who are now serving much longer sentences as a result of AB109. Programs will be provided for educational, vocational, self improvement and substance abuse issues.



ADDITIONAL MISSING ELEMENTS OF THE SYSTEM

In addition to addressing the problem of overcrowding, the County is committed to furthering their extensive use of outcome-based programs to reduce recidivism among their detained and supervised population.

The **Sheriff's Treatment Program (STP)** began providing services in 1995 with two male inmates. Today it maintains an ADP of 110 inmates. In 2011, 842 men and women participated in this intensive treatment program for offenders with addiction issues, in preparation for their transition back to the community. Positive results are being demonstrated with this treatment program. The 2011 study done by STP staff revealed that compared to the 66% recidivism rate of the general population, the recidivism rate for STP participants dropped substantially - to 34%. Funding from AB109 helps expand the provision of substance abuse treatment services to the increased population of inmates released/removed from state control to the County, generally with 1-3 years remaining on their sentence. Gender responsive programs for substance abuse treatment were implemented in 1997. Additionally, upon release from jail, the Sheriff's staff provides transportation of the offenders to a treatment facility in an effort to support and encourage their rehabilitation. Most importantly, there is coordinated effort now between provider agencies, probation, and the jail to offer transitional services for offenders as they enter the community. This includes service provision within the jail, and coordination of post-release supportive services for each offender through a unified case plan. The STP is designed to guide inmates/clients in the direction of establishing a Foundation in Recovery and reduce their recidivism in the Criminal Justice System.

The new addition of the inpatient STP in the Main Jail came to fruition in March, 1998. E-23 was designated as a Drug and Alcohol Treatment housing unit. Eighteen (18) beds were available for inmates requesting drug and alcohol counseling, and two (2) beds were designated for Drug Court clients. This innovative program mirrored the STP that was implemented on the Male Honor Farm, and continues to evolve with the ever-changing needs of the inmates. In 1999, the program was moved to the IRC (Inmate Receiving Center). This enabled the program to expand from eighteen (18) to thirty-two (32) beds. In 2005, when female inmates were located in the IRC, STP moved back to E-23. In 2010 the Main Jail experienced another re-organization that put the STP Male inmates back into IRC-400, increasing the bed capacity from 20 to 32. ***There is now a 2 to 3 month waiting period to get into STP in IRC-400.***

As described above, it is more than evident that the Sheriff and Jail staff have put forth tremendous thought and effort into creating available space within the existing facilities to offer transitional services to offenders as they prepare to return to the community from jail. These facilities, however, are woefully inadequate. SBCSO has also worked on enhancing space to coordinate electronic monitoring and other secondary services within the community.



The S.T.A.R. (Sheriff's Transition and Reentry) described in this Needs Assessment will provide, if funded, the program space to allow the County to develop a step-down model where offenders are offered the incentive to transfer to a minimum security area and engage in interventions and risk reduction services conducive to positive reintegration. Staff from the jail, community-based providers, and Probation can collaborate and work with the inmates as they transition back to the community. Movement of the special needs population through a facility in order to attend programming and services causes logistical challenges in a jail environment. Having designated units for this function will allow for the delivery of a wide array of services right in the unit without compromising the safety of these inmates. Because the STP has never had a unit designed for programming; the special needs population has never had access to programming within the unit and the jail has never had the facilities that would fully support true reentry transition programming.

The S.T.A.R. will provide opportunity and a physical plant that will support each of these initiatives. It is an element of the SBCSO detention system that is currently missing, but this gap will be overcome when implemented. The S.T.A.R.'s operational and design philosophy is described in detail in Section B of this Needs Assessment.



B. The Sheriff's Office's Operational and Design Philosophy

The overall operational philosophy and mission of the Santa Barbara County Sheriff's Office (SBCSO) has been thoroughly documented in previous Needs Assessments. This Needs Assessment, therefore, concentrates on the operational and design philosophy of the S.T.A.R. (Sheriff's Transition and Reentry) facility for which the SBCSO is seeking funding.

The Santa Barbara County Jail Administration has developed a new operational and design philosophy for the S.T.A.R. -- one which greatly contrasts with the current practice demanded by the limitations of the existing jail configuration. The desired operational parameters, which the SBCSO would like to achieve, fully embrace the concept of inmate programs for transition and community reentry. The Sheriff's Office, having thought about this for years, has developed a series of operational and design objectives that will be incorporated into these new facilities:

Specifically, Santa Barbara County was selected as one of eight sites national to participate in the National Institute of Corrections *Transition from Jail to Community* Project in August of 2012. In that regard, the Sheriff and Jail Staff have been focused on developing an area in their existing facilities to offer transitional services to offenders as they prepare to return to the community from the jail. The SBCSO's desire, however, is to have both designated housing and program space specifically designed for this mission and operation. Additional space to coordinate home-based electronic monitoring and work alternative programs is also a critical need to support a comprehensive concept of inmate programming. There is also a need for designated units to house the Sheriff's Treatment Program (STP) and for housing offenders in special custody with sensitive needs. Having such units would allow these inmates the ability to receive services away from the general population and complete a concept of a step-down facility as the inmate transitions back into the community.

The new construction described on the following pages will allow the County to provide space for offenders participating in programs to be housed together, with a design that facilitates best practice initiatives for the STP, special custody population, and the two transition/reentry units. The design further allows for collaboration and continuity of efforts by collocating Probation and Transition Staff for their work with offender reentry services.



The specific program, S.T.A.R., whose mission is inmate reintegration into the community, has been defined in Section A of this Needs Assessment; however, for clarity's sake, has been presented again below.

S.T.A.R. OPERATIONAL PHILOSOPHY

Housing Unit Name	Housing Unit Type	Unit Mission
Sensitive Needs Unit	64-Bed, Direct Supervision Double Occupancy Room Unit (Replaces Existing Housing)	Designated housing as the inmate steps down from the traditional jail setting and requires additional intensive programs. Serves both local jail population and AB109 inmates.
STP Unit	64-Bed, Direct Supervision Double Occupancy Room Unit (Replaces Existing Housing)	Designated housing as the inmate steps down from the traditional jail setting and requires additional intensive programs. Serves both local jail population and AB109 inmates.
Reentry Housing Unit 1	50-Bed, Direct Supervision 4-Person and Double Occupancy Room Unit	Inmate reentry programming for release into the community for high risk offenders. Serves both local jail population and AB109 inmates.
Reentry Housing Unit 2	50-Bed, Direct Supervision 4-Person and Double Occupancy Room Unit	Inmate reentry programming for release into the community for high risk offenders. Serves both local jail population and AB109 inmates.

Overall, the S.T.A.R. will offer the County the opportunity to provide space for inmates to participate in individual counseling, group counseling, release planning, relapse prevention, 12-Step programming, and anger management life skills education.



DESIGN PHILOSOPHY

The design philosophy of the S.T.A.R. will vary between the Sensitive Needs Unit, the STP, and the two Reentry Units. The SBCSO, however, intends to employ a direct supervision management approach to all four units. The design approach to each unit has been described below. This description is followed by a preliminary space outline of the physical requirements needed to support each unit.

Infrastructure for the S.T.A.R., as well as other major support services, will be provided by the new Northern Branch Jail. The jail, funded by AB900, has been designed as a 376-bed, Type II facility, with all the necessary infrastructure to operate as a stand-alone jail. As previously described, this facility will be located in close proximity to Santa Maria, and in the part of the County where 57% of the inmates come from, the facility will house both male and female inmates. Housing units will include single occupancy, double occupancy, and multi occupancy cells. There will also be a 32-bed special needs unit to house inmates requiring mental health or medical services and a designated medical unit which will provide a more extensive level of care.

SENSITIVE NEEDS UNIT AND STP UNIT

Both units will be identical in design and include 64 total beds in double rooms. These units serve as step-down units from the traditional jail setting, and will be double-tiered with a mezzanine.

- Areas will be provided in each living unit for functions for extensive inmate programs such as adult education classes, vocational training, counseling, religious services, medical exams, and visiting.
- An Outdoor Recreation yard will be accessible to each living unit; its entrance will be controlled from the Officer's Workstation in the Housing Unit. This area will comply with Title 24 standards.

Dayrooms will be provided in each of the living units as required by the Standards of Title 24, or at a rate of 35 square feet per user. Each Dayroom will be equipped with tables, a television, a drinking fountain, a public address system, and telephones. Inmates will be served their meals in the dayroom. Food will be prepared in the new Northern Branch Jail and transported via cart to these units.

Daily Sick Call and initial screening will occur in these units. Nursing staff will visit inmates in their living units and triage areas, and schedule appointments for inmates with medical staff, when required. If an inmate is judged to require further medical attention, he will be escorted to the Outpatient Housing of the new Northern Branch Jail until he can be discharged.

The Jail Administration of the new Northern Branch Jail facility will be a distinct operational unit within the Sheriff's Administrative arm and will provide the management of these units as well.



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These units will utilize the Public Lobby which serves as the main entry point to the Northern Branch Jail for inmate visitors and the public in general. No additional public entry will be required.

Laundry will be managed and distributed from the new Northern Branch Jail. It will be responsible for providing clean bedding, uniforms, and personal items, transported to these units via carts.

The Warehouse, or designated Receiving Space at the new Northern Branch Jail, will provide general storage functions for these units.

These units will be maintained from the GSA Operations at the new Northern Branch Jail.

Inmates assigned to either the Sensitive Needs Unit or the STP Unit may receive vocational training in the Shared Program Area located in the S.T.A.R.

The detailed space outlines follow for the Sensitive Needs Unit and the STP Unit.



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Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Sensitive Needs Unit (64 Beds, Direct Supervision)					
1	Double Occupancy Cell	30	70	2,100	cuff port on door, stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	2	80	160	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	2,240	2,240	movable furniture; telephone bank for 6; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
6	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
7	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
8	Inmate Showers	3	32	96	1 located on dayroom level, 2 located on mezzanine level; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
9	Inmate Showers (H/C)	1	40	40	located on dayroom level; handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
10	Multipurpose Room	1	200	200	data port; flexible seating and tables
11	Exam Room	1	120	120	located off vestibule; with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria
12	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
13	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
14	Storage	1	50	50	secured; with shelving
15	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
16	Issue Room	1	100	100	located off vestibule; with pass-thru; serves commissary, laundry, and pill call; with work counter, cabinet storage and sink; glazed windows
17	Janitor's Closet	2	25	50	mop sink and shelving; with ventilation; 1 located on dayroom level and 1 on mezzanine
18	Outdoor Recreation	1	(750)	(750)	not included in sq. ft. total; stainless steel combination fixture, screened; secured overhead, intercom; two (2) cameras, opposing view; fire egress doors, as required; drinking fountain
Total NSF for Sensitive Needs Unit				5,500	
Departmental Grossing Factor				1.55	
Departmental Square Feet for Sensitive Needs Unit				8,525	



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Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
STP (Sheriff's Treatment Program) Unit (64 Beds, Direct Supervision)					
1	Double Occupancy Cell	30	70	2,100	cuff port on door, stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	2	80	160	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	2,240	2,240	movable furniture; telephone bank for 6; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
6	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
7	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
8	Inmate Showers	3	32	96	1 located on dayroom level, 2 located on mezzanine level; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
9	Inmate Showers (H/C)	1	40	40	located on dayroom level; handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
10	Multipurpose Room	1	200	200	data port; flexible seating and tables
11	Exam Room	1	120	120	located off vestibule; with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria
12	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
13	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
14	Storage	1	50	50	secured; with shelving
15	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
16	Issue Room	1	100	100	located off vestibule; with pass-thru; serves commissary, laundry, and pill call; with work counter, cabinet storage and sink; glazed windows
17	Janitor's Closet	2	25	50	mop sink and shelving; with ventilation; 1 located on dayroom level and 1 on mezzanine
18	Outdoor Recreation	1	(750)	(750)	not included in sq. ft. total; stainless steel combination fixture, screened; secured overhead, intercom; two (2) cameras, opposing view; fire egress doors, as required; drinking fountain
Total NSF for STP (Sheriff's Treatment Program) Unit				5,500	
Departmental Grossing Factor				1.55	
Departmental Square Feet for STP (Sheriff's Treatment Program) Unit				8,525	



REENTRY HOUSING UNITS 1 AND 2

Reentry Units 1 and 2 are also identical in design philosophy. These units will provide the final housing assignment in the inmates' reentry/transition program, also known as The Transition from Jail to Community Program (TJC). These 50-bed, direct supervision transition units, with a combination of multi-occupancy (4 inmates per cell) and double-occupancy (2 inmates per cell), will provide extensive opportunity for inmate programming and further allow the greatest amount of unescorted inmate movement within the S.T.A.R.

The specific design guidelines are described below.

- Areas will be provided in each living unit for functions for extensive inmate programs such as adult education classes, vocational training, counseling, religious services, medical exams, and visiting.
- An Outdoor Recreation yard will be accessible to each living unit; its entrance will be controlled from the Officer's Workstation in the Housing Unit. This area will comply with Title 24 standards.

Dayrooms will be provided in each of the living units as required by the Standards of Title 24, or at a rate of 35 square feet per user. Each Dayroom will be equipped with tables, a television, a drinking fountain, a public address system, and telephones. Inmates will be served their meals in the dayroom. Food will be prepared in the new Northern Branch Jail and transported via cart to these units.

Daily Sick Call and initial screening will occur in these units. Nursing staff will visit inmates in their living units and triage areas, and schedule appointments for inmates with medical staff, when required. If an inmate is judged to require further medical attention, he will be escorted to the Outpatient Housing of the new Northern Branch Jail until he can be discharged.

The Jail Administration of the new Northern Branch Jail facility will be a distinct operational unit within the Sheriff's Administrative arm and will provide the management of these units as well.

These units will also utilize the Public Lobby which serves as the main entry point to the Northern Branch Jail for inmate visitors and the public in general. No additional public entry will be required.

Laundry will be managed and distributed from the new Northern Branch Jail for the most part. It will be responsible for providing clean bedding, uniforms, and personal items, transported to these units via carts. Limited laundry of a personal nature will be done by the inmates within the housing units.

The Warehouse, or designated Receiving Space at the new Northern Branch Jail, will provide general storage functions for these units.

These units will be maintained from the GSA Operations at the new Northern Branch Jail.



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Inmates assigned to either of the Reentry Units may receive vocational training in the Shared Program area located in the S.T.A.R.

The detailed space outlines follow for Reentry Housing Units 1 and 2.

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 1 (50 Beds, Direct Supervision)					
1	Multi-occupancy Cell (4 inmates/ cell)	12	140	1,680	70 sq. ft. per double bunk; cuff port on door, stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	1	80	80	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	1,750	1,750	35 sq. ft. per inmate; movable furniture; telephone bank for 4; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Strip Search Area	1	50	50	with privacy screen
6	Inmate Transfer Room	1	80	80	with camera and security door
7	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
8	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
9	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
10	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
11	Food Cart Storage	1	150	150	with access to electrical outlets
12	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
13	Inmate Showers	2	32	64	wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
14	Inmate Showers (H/C)	1	40	40	handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
15	Medical Examination Room	1	100	100	with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria



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Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 1 (50 Beds, Direct Supervision) - continued					
16	Family Reunification Room	1	300	300	equipped with sofa and 2 chairs (fit out similar to residential living room); requires close proximity to Private Video Visitation area; lockable cabinet storage for storage of children's toys; coffee alcove, sink, and small refrigerator
17	Orientation Room	1	160	160	flexible seating; with audiovisual capability
18	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
19	Vocational Training Lab	1	600	600	accommodates 15 inmates at 40 sq. ft. per inmate
20	Private Office	3	120	360	with desk, seating for 2; computer, telephone
21	Computer Lab	1	500	500	accommodates 20 inmates at 25 sq. ft. per inmate; plastic chairs, 2-person learning tables; white board; cabled for video learning; computers
22	Classroom	1	625	625	accommodates 25 inmates at 25 sq. ft. per inmate; teacher station; plastic chairs, 2-person learning tables; white board; cabled for video learning; computer carrels with CD-ROM capabilities
23	Outdoor Visiting Area	1	--	--	with picnic tables; not included in sq. ft. totals
Total NSF for Reentry Housing Unit 1				6,883	
Departmental Grossing Factor				1.55	
Departmental Square Feet for Reentry Housing Unit 1				10,669	



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Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 2 (50 Beds, Direct Supervision)					
1	Multi-occupancy Cell (4 inmates/ cell)	12	140	1,680	70 sq. ft. per double bunk; cuff port on door, stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	1	80	80	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	1,750	1,750	35 sq. ft. per inmate; movable furniture; telephone bank for 4; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Strip Search Area	1	50	50	with privacy screen
6	Inmate Transfer Room	1	80	80	with camera and security door
7	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
8	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
9	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
10	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
11	Food Cart Storage	1	150	150	with access to electrical outlets
12	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
13	Inmate Showers	2	32	64	wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
14	Inmate Showers (H/C)	1	40	40	handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
15	Medical Examination Room	1	100	100	with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria



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Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 2 (50 Beds, Direct Supervision) - continued					
16	Family Reunification Room	1	300	300	equipped with sofa and 2 chairs (fit out similar to residential living room); requires close proximity to Private Video Visitation area; lockable cabinet storage for storage of children's toys; coffee alcove, sink, and small refrigerator
17	Orientation Room	1	160	160	flexible seating; with audiovisual capability
18	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
19	Vocational Training Lab	1	600	600	accommodates 15 inmates at 40 sq. ft. per inmate
20	Private Office	3	120	360	with desk, seating for 2; computer, telephone
21	Computer Lab	1	500	500	accommodates 20 inmates at 25 sq. ft. per inmate; plastic chairs, 2-person learning tables; white board; cabled for video learning; computers
22	Classroom	1	625	625	accommodates 25 inmates at 25 sq. ft. per inmate; teacher station; plastic chairs, 2-person learning tables; white board; cabled for video learning; computer carrels with CD-ROM capabilities
23	Outdoor Visiting Area	1	--	--	with picnic tables; not included in sq. ft. totals
Total NSF for Reentry Housing Unit 2				6,883	
Departmental Grossing Factor				1.55	
Departmental Square Feet for Reentry Housing Unit 2				10,669	



Shared Program Area

There will also be a shared treatment area used by both Reentry units, the Sensitive Needs Unit, and the STP Unit. This designated space will provide treatment and programming opportunities beyond those available in the housing unit. These spaces in the shared program areas will also provide opportunities for interaction and involvement with the community. Numerous educational, vocational, and rehabilitative and reentry programming activities will occur here.

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Shared Program Area					
1	Training Kitchen	1	400	400	with stove, refrigerator, dishwasher, counter space, and limited seating
2	Conference Room	1	250	250	with audiovisual capability, with availability to CBO's
3	Public/Staff Toilets (Male/Female)	2	100	200	water closet, 2 standard, 1 ADA; wash basin, 3; mirrors and accessories; add urinals for male toilets; ADA design criteria
4	Storage Room	1	100	100	secure; with shelving
5	Inmate Toilet	2	50	100	with water closet, wash basin, mirror and accessories; ADA design criteria
6	Janitor's Closet	1	25	25	mop sink and shelving; with ventilation
7	Outdoor Exercise Area	1	--	--	accommodates volleyball, basketball, and jogging track
Total NSF for Shared Program Area				1,075	
Departmental Grossing Factor				1.40	
Departmental Square Feet for Shared Program Area				1,505	



Alternative Sentencing Bureau (ASB)

In addition to the housing units described on page B2, the County is requesting funds to support the construction of an Alternative Sentencing Bureau. In the past, the SBCSO developed several best practice programs which have been put in place in its existing facilities. Programs offered by the ASB in lieu of a jail sentence have been an invaluable resource to the judiciary. These programs, like electronic monitoring and SWAP, have managed in very limited space. The need to locate these programs in a facility that supports their operational mission is long overdue. The Alternative Sentencing Bureau (ASB) will be located on the site and include the requisite space for continuity of programming (funded by either the County or SB109) within the community for alternatives to jail sentencing programs. The detailed space outline for the ASB follows.

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Alternative Sentencing Bureau (ASB)					
1	Entry / Waiting Area	1	250	250	with fixed seating for 15 persons
2	Group Meeting Room	2	200	400	multipurpose use, with audiovisual capability
3	ASB Supervisor's Office	1	120	120	includes desk with seating for 2, file cabinet, computer, printer, telephone
4	General Purpose Office	2	120	240	includes desk with seating for 2, file cabinet, computer, printer, telephone
5	ASB Cubicle Workstations	5	80	400	include small closet storage for GPS equipment and counter access to Entry/Waiting Area
6	Storage Supply Room	1	50	50	secure; with shelving
7	Break Room	1	180	180	with refrigerator, sink, counter, under counter storage
8	Locker Room	1	150	150	lockers for 10 staff; with public address, telephone
9	Staff Toilet (Unisex)	1	50	50	water closet; wash basin; mirror and accessories; ADA design criteria
10	Inmate Toilet	1	50	50	used for testing; with water closet, wash basin, mirror and accessories; ADA design criteria
11	Latent Input Terminal (LIT) Room - Fingerprints	1	144	144	includes full-size desk, ink print location, DNA collection machine, Live Scan machine, printer/copy machine, full-size lockable filing cabinet
Total NSF for Alternative Sentencing Bureau				2,034	
Departmental Grossing Factor				1.60	
Departmental Square Feet for Alternative Sentencing Bureau				3,254	



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SUMMARY

In summary, the combination of the housing units provided at S.T.A.R. along with the associated programming space will allow the County to provide desperately needed transition beds. S.T.A.R., in combination with the potential offered by a designated Alternative Sentencing Bureau (ASB), will enable the SBCSO to continue to manage the inmate population with fairly limited jail bed resources while, at the same time, providing facilities that are more conducive to and suitable for delivery of inmate services and programs in the most cost effective manner possible.



C. THE CURRENT INMATE POPULATION

INTRODUCTION

The information presented in the following pages depicts and describes the current inmate population housed in the Santa Barbara County Custody Division in both the Main Jail and the Medium Security Facility. The charts and graphs presented in this chapter provide a broad overview of the characteristics of the incarcerated population. A daily snapshot is presented, in some cases, because it is the most recent dataset. In other cases, historical data has been presented in order to give the reader an overview of various characteristic trends which are prevalent in the Santa Barbara County Detention System.

Characteristics identified in this profile:

- Number of Offenses reported in Santa Barbara County
- Number of Arrests reported in Santa Barbara County
- Persons Booked into Santa Barbara County Jail Facilities
- Santa Barbara County Jail Population
- Female Inmates in the Santa Barbara County Jail Population
- Santa Barbara County Jail Population by Court Status
- Santa Barbara County Jail Population – Average Length of Stay (ALOS)
- Santa Barbara County System-wide jail Population by Offense Severity
- Santa Barbara County Jail Population by Security Level
- Santa Barbara County Jail Population Needing Medical and Mental Health Medication
- Santa Barbara County Jail Population – Gang Affiliation
- Santa Barbara County Jail Population – Incidents
- Santa Barbara County Jail System – Offenders Released Due to Capacity Limit (CAP)
- Santa Barbara County Jail system Offenders Released Due to Capacity Limit – Yearly Totals



The information presented on the following pages examines the trends in Santa Barbara County's jail population. The charts and graphs provide snapshots of the current population and provide a broad overview of the characteristics of the population during the last five years. Some of the major findings are summarized below.

- The number of arrests in 2012 was the lowest in the past ten years.
- The number of persons booked into the County jail facility has decreased 11.3% between 2007 and 2012. A total of 16,183 persons were booked into the County jails in 2012. Using the first half of 2013 as a guide, this trend is expected to continue for 2013. However, due to overcrowding mitigations, 450 to 520 bookings are diverted to a contract with the Lompoc City Jail.
- The combined average daily population in Santa Barbara County's Main Jail and the Medium Security Facility was stable from 2007 through 2010, ranging between 1,040 and 1,102 during the four-year period. In 2011, the combined population decreased 8.6% to 951 offenders. In 2012, the ADP returned to 1,048 and has remained stable in the first half of 2013. This trend, however, must be considered in conjunction with the CAP.
- The number of persons released each month because of the capacity limit set for the County's jail system averaged 146 in 2007. This figure increased to 158 by 2009. In 2010, the average number of offenders released each month was 120. In 2011, the number of persons released each month because of the capacity limit decreased to 71 and has remained stable in 2012 and the first half of 2013.
- From 2007 through 2013, the average number of females confined in the Main Jail and the Medium Security Facility ranged from 100 to 164. Females represented 13.5% to 15.6% of the population during this period.
- While the number of pre-adjudicated prisoners held in jail increased 12.8% between 2007 and 2013, the number of sentenced prisoners dropped by 13.6% for that same time period.
- "In 2012, Custody Operations experienced higher than normal averages in medical and mental health service requests. A total of 11,652 inmates were seen at medical sick calls during 2012, which represents a 21% increase from 2011. Mental health service contacts rose 9% for the same time period. Additionally, off-site medical services, including emergency hospital transports and specialty appointments, increased by 53% over 2011. These numbers do not represent all medical service, but do provide a generalized view of the increases."¹

Detailed information on each of these topics and more follows.

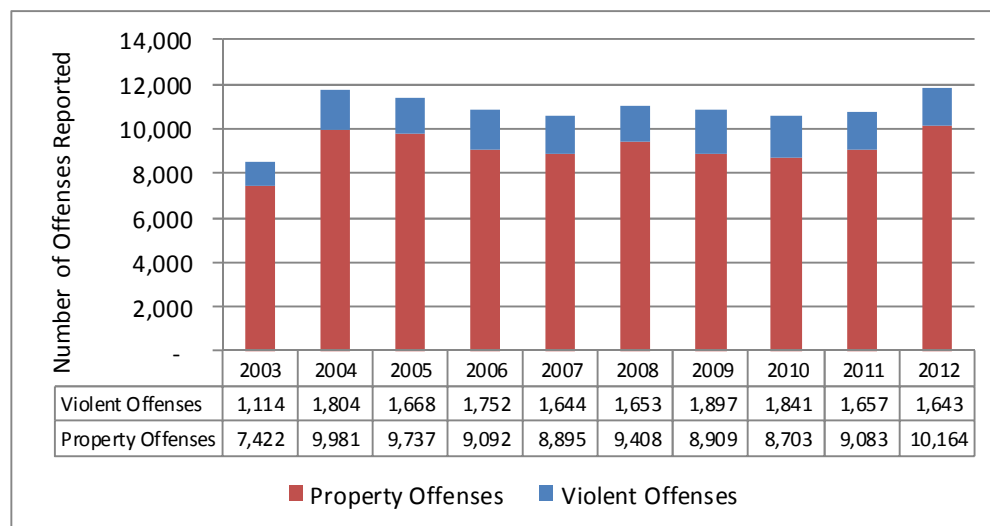
¹ 2011 Public Safety Realignment Act (Assembly Bills 109/117), FY 2013-14 Plan, Santa Barbara



Number of Offenses Reported in Santa Barbara County 2003-2012

The number of offenses reported in Santa Barbara in 2012 is the highest number in the past ten years. Violent offenses have remained relatively stable between 2004 and 2012, peaking in 2009 at 1,897 and reaching its lowest point in 2012 at 1,643. Violent crimes have decreased every year since 2009, decreasing 13.4% between 2009 and 2012.

The number of property offenses fluctuated between 2004 and 2012, decreasing 10.9% between 2004 and 2007 before increasing 5.8% in 2008. Property crimes decreased again in 2009 and 2010 followed by increases in both 2011 (4.4%) and 2012 (11.9 %).



Source: Santa Barbara County Sheriff's Office

Violent offenses include homicide, forcible rape, robbery, and aggravated assault.

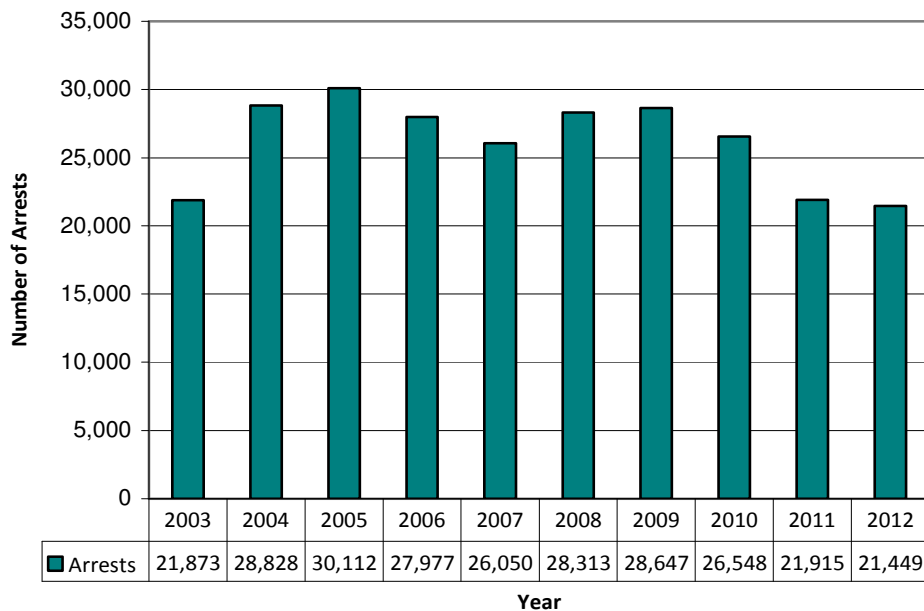
Property offenses include burglary, motor vehicle theft, and larceny theft.



Number of Arrests in Santa Barbara County 2003-2012

The number of arrests in Santa Barbara County in 2012 is the lowest number of arrests in a ten year time span. Arrests peaked in 2005 (30,112) and remained relatively stable through 2010. Arrests decreased by 17.5% between 2010 and 2011 and by 2.1% between 2011 and 2012. For the past two years, the number of arrests averaged 1,807 month.

Number of Arrests in Santa Barbara County - by Year 2003-2012

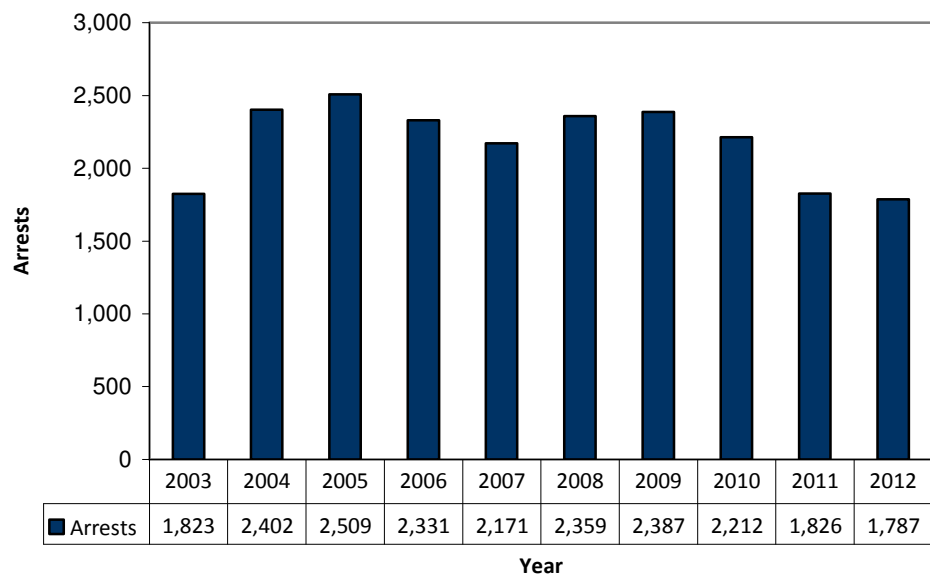


Source: Santa Barbara County Sheriff's Office



**Number of Arrests in Santa Barbara County
2003-2012 (continued)**

**Number of Arrests in Santa Barbara County - Monthly Average
by Year 2003-2012**



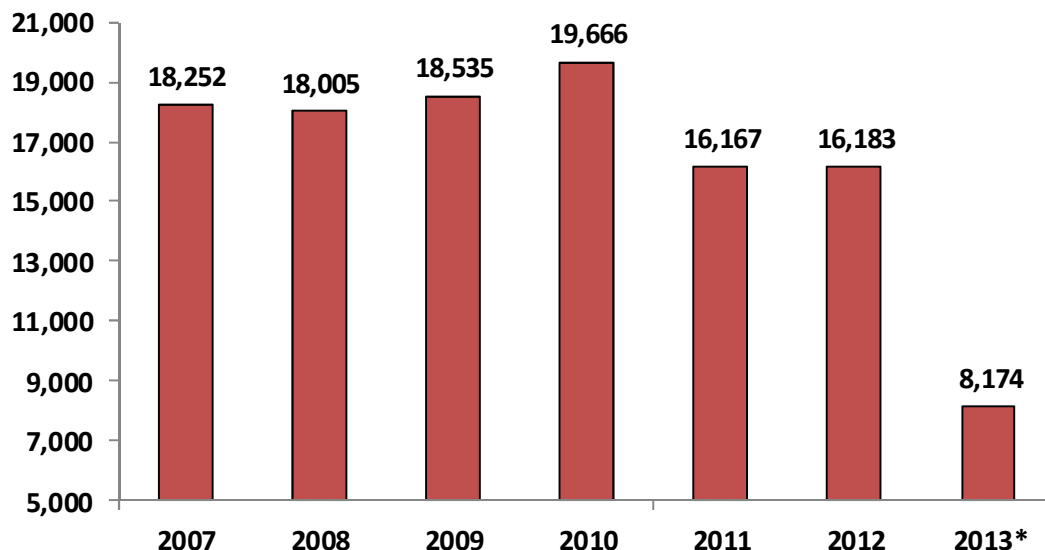
Source: Santa Barbara County Sheriff's Office



Persons Booked into Santa Barbara County Jail Facilities

The population in jail facilities is driven by the number of admissions to those facilities and length-of-stay. The number of persons booked into jail decreased slightly from 2007 to 2008. Since 2008, however, the annual number of bookings has been rising. Between 2008 and 2010, bookings increased 9.2%. In 2010, bookings totaled 19,666 for the year. Bookings decreased by 17.8% between 2010 and 2011 and only increased 0.1% the following year. Data is only available for the first half of 2013. If that data is extrapolated through December 2013, there would be 16,348 intakes. It appears that intakes have stabilized from 2011 to 2013.

Persons Booked into Santa Barbara County Jail Facilities



Source: California Board of Corrections Monthly Jail Profile Survey, Santa Barbara Sheriff's Office

*Please note that 2013 includes data from January through June.

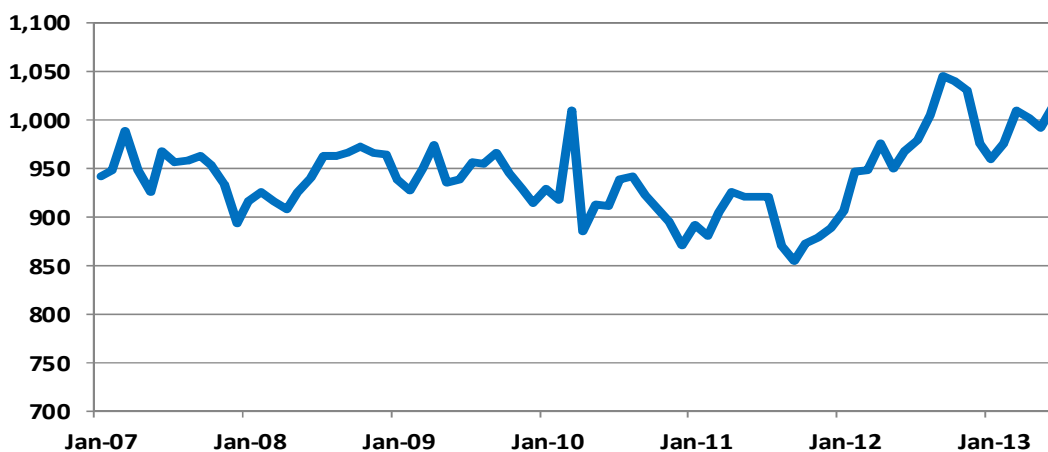


Santa Barbara County Jail Population

The average daily population (ADP) in Santa Barbara County's jails was examined for approximately seven years, from January 2007 through June 2013. The combined average daily population in Santa Barbara County's Main Jail and the Medium Security Facility remained flat from 2007 through 2009, ranging from 944 to 948 during this period. In 2010, the combined population in the two facilities fell to 920 prisoners, a decrease of 2.6%. The decline experienced in Santa Barbara County is not unlike that seen elsewhere in the nation. According to the Bureau of Justice Statistics (BJS), the number of persons held in the custody of county/ city jail authorities across the U.S. fell by 2.3% in 2009 (the first decline since BJS implemented the survey) and by 2.4% in 2010 (Bureau of Justice Statistics, *Jail Inmates at Midyear 2010 Statistical Tables* at <http://bjs.ojp.usdoj.gov/index.cfm?ty=pbdetail&iid=2375> accessed July 19, 2011).

From January through October 2011, the combined population in the two facilities had remained fairly level, but began declining through February 2012. The lowest ADP (866) since January 2007 was experienced in February 2011. The 2012 ADP increased 11% over 2011, but quickly stabilized through June 2013.

**Average Daily Population (ADP) in
Santa Barbara County's Main Jail and Medium Security Facility (Combined)**



Source: Santa Barbara County Sheriff's Department

Historical Fiscal Year (FY) ADP

FY	2007	2008	2009	2010	2011	2012	2013 through June
ADP	1,094	1,094	1,102	1,040	951	1,048	1,051



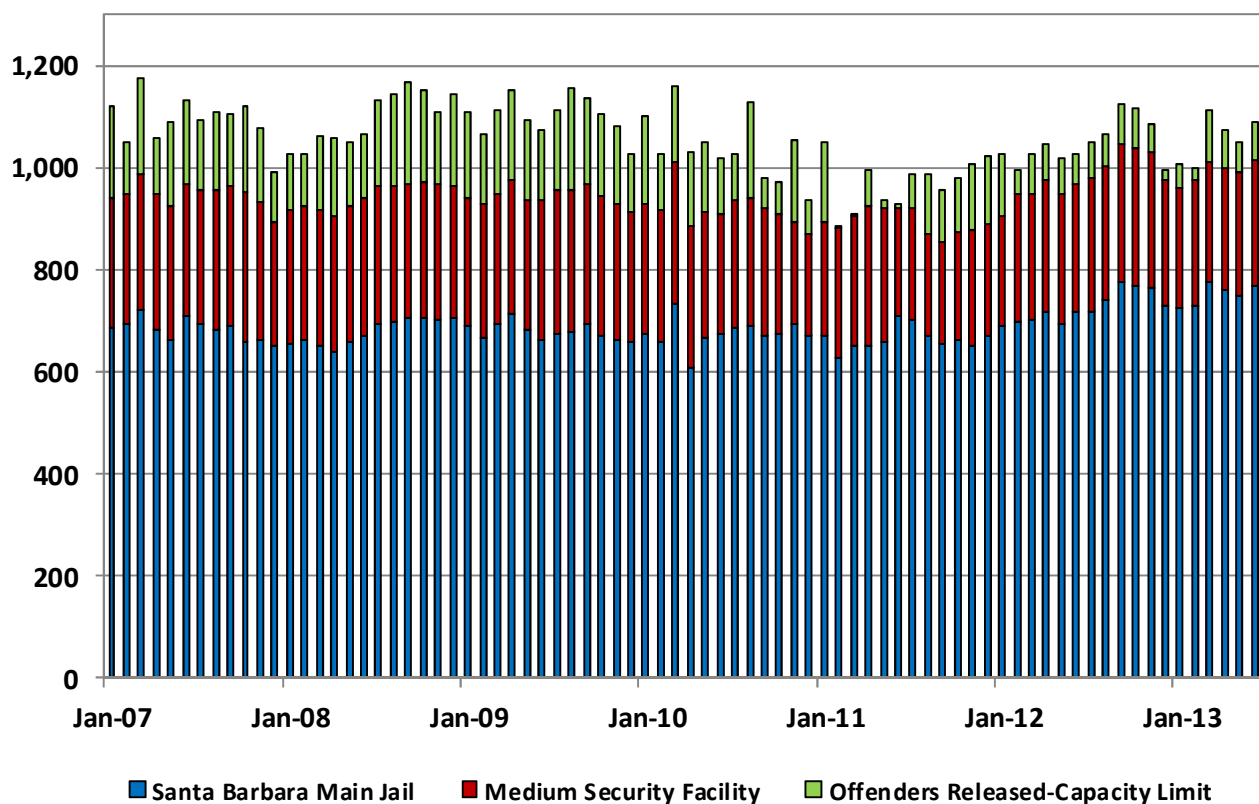
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The chart below displays the average daily population in Santa Barbara County's Main Jail and the Medium Security Facility together with the number of offenders released each month due to the set capacity limit. ***Absent the capacity limit, many of the released offenders would most likely have been confined in one of the county's jail facilities.***

**Average Daily Population (ADP) in
Santa Barbara County's Main Jail and Medium Security Facility
with Offenders Released Due to Capacity Limit**



	Santa Barbara Main Jail ADP	Medium Security Facility ADP	Offenders Released Monthly Due to Capacity Limit (Avg.)
2007	683	265	146
2008	679	265	150
2009	679	265	158
2010	675	245	120
2011	665	221	71
2012	726	255	68
2013 through June	751	241	70

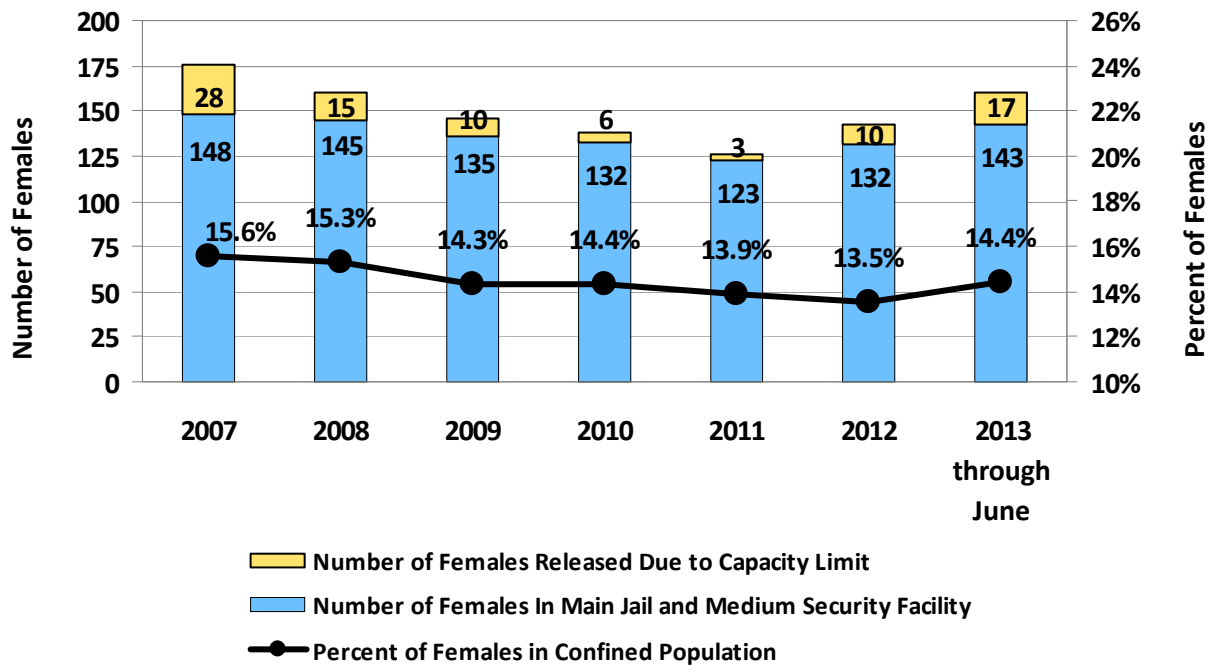
Note: The No Bunk Available count is included in the facility ADP numbers shown above.



Female Inmates in the Santa Barbara County Jail Population

The number and percent of females in the Santa Barbara County jail population are shown below. From 2007 through June 2013, the average number of females confined in the Main Jail and the Medium Security Facility ranged from 100 to 164. Females represented 13.5% to 15.6% of the confined population during this period. ***In addition, the County jails released an average of 3 to 28 females each month due to the existing capacity limit.***

Santa Barbara County Jail Average Daily Population (ADP) of Female Prisoners



Source: Santa Barbara County Sheriff's Office

Note: The "No Bunk Available" count is included in the facility ADP numbers shown above.

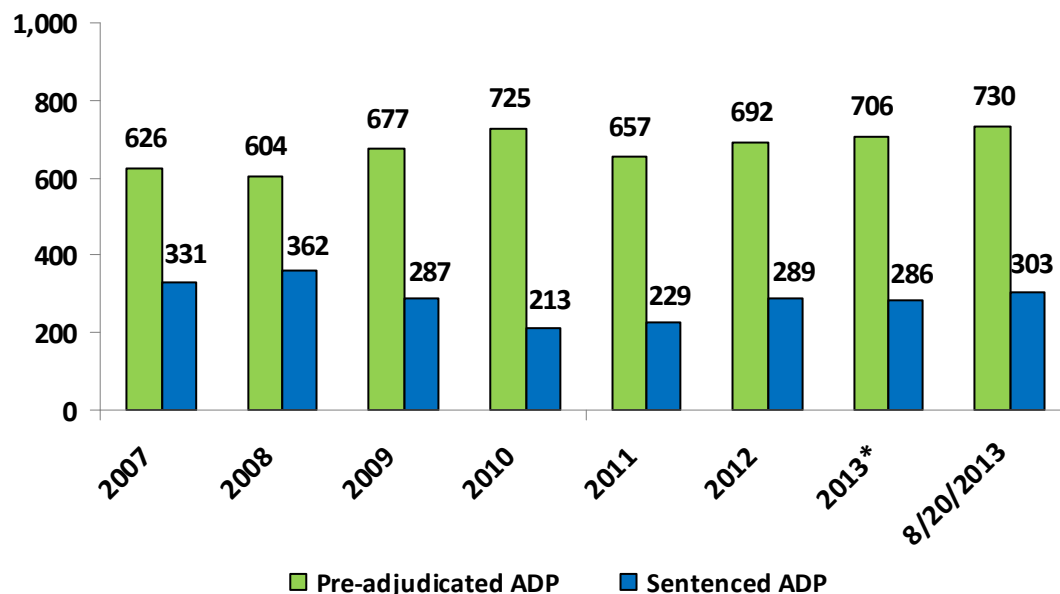


Santa Barbara County Jail Population by Court Status

The Santa Barbara County Jail population was examined by population categories to identify any pertinent trends. Categorizing prisoners by court status (pre-adjudicated or sentenced) reveals diverging trends. The pre-adjudicated population in the jails has increased by 20% (up 121 prisoners) since 2008 but decreased slightly by 2.6% from 2010 through the first half of 2013. The number of sentenced prisoners fell 41% (149 prisoners) from 2008 to 2010 but increased by 34.3% from 2010 to 2013.

A one day snapshot on 8/20/2013 is included in the chart below. This illustrates that both the pre-adjudicated ADP as well as the sentenced ADP continues to increase.

**Santa Barbara County Jail Average Daily Population (ADP) of
Pre-adjudicated and Sentenced Prisoners**



* Please note that 2013 includes data from January through June.

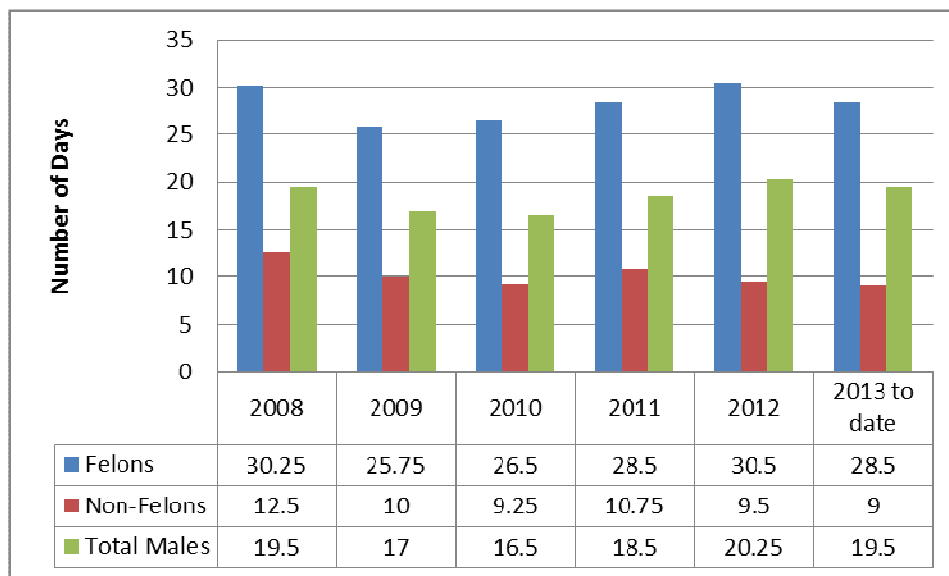
Source: California Board of Corrections Monthly Jail Profile Survey, Santa Barbara County Sheriff's Office



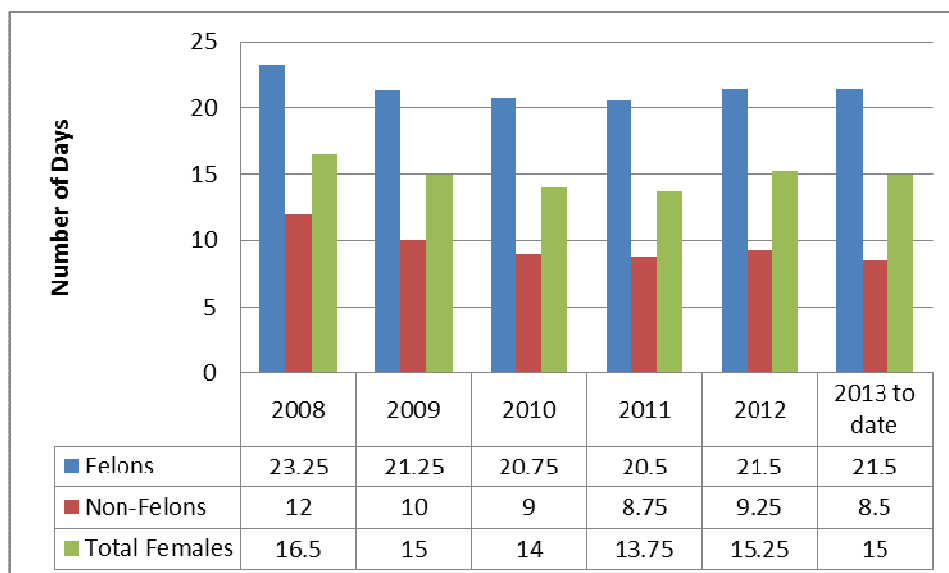
Santa Barbara County Jail Population – Average Length of Stay (ALOS) 2008-2012

The average length of stay began to climb in 2009 for male inmates with felony charges, reaching a high in 2012. The trend in average length of stay for female inmates charged with a felony was steady in 2010 and 2011, began to climb slightly in 2012, and currently remains consistent with the 2012 length of stay.

Males – ALOS



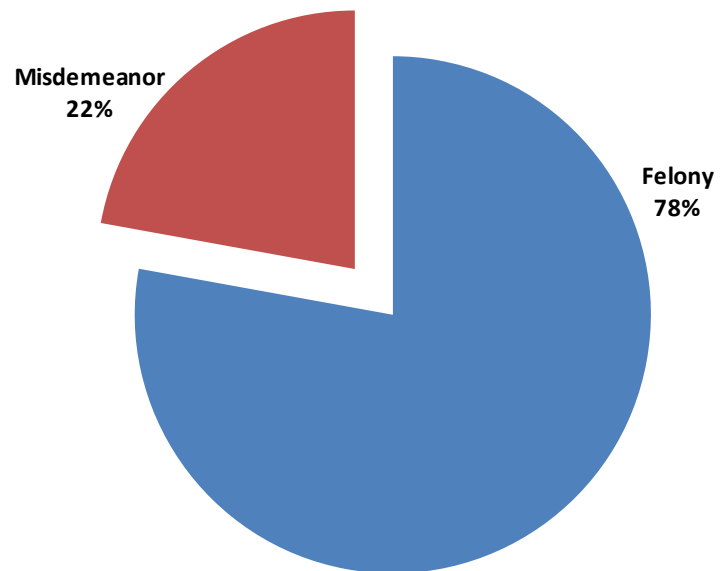
Females – ALOS





Santa Barbara County System-wide Jail Population by Offense Severity

A one day snapshot on August 20, 2013 revealed that 78% of the population held system-wide in Santa Barbara County Jails was there for a felony offense. Conversely, 22% of the population were held for a misdemeanor offense.



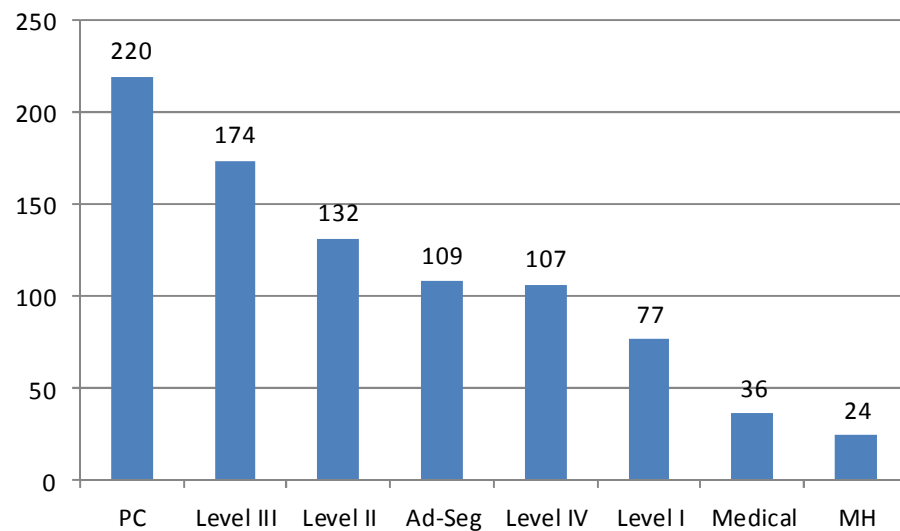
Data Source: Santa Barbara County Sheriff's Office



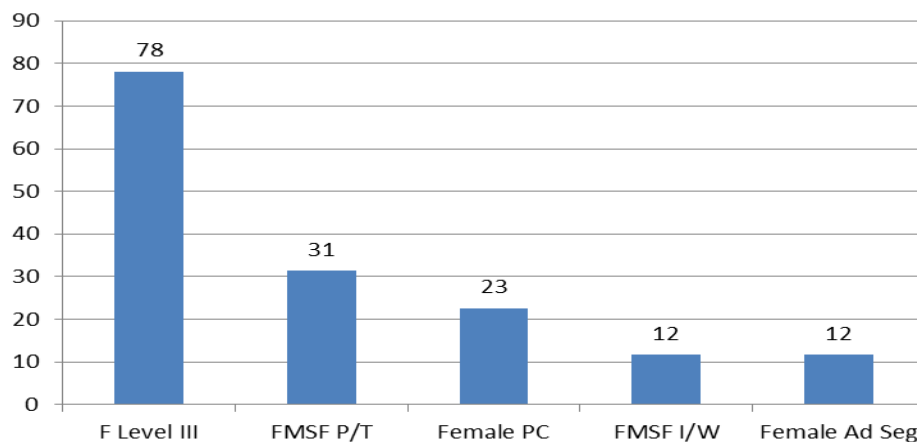
Santa Barbara County Jail Population by Security Level

Analyzing the population by security level is critical to jail planning. A one month snapshot of the jail population for July 2013 is shown below.

**Santa Barbara County Jail Average Daily Population (ADP)
by Security Level - Males**



**Santa Barbara County Jail Average Daily Population (ADP)
by Security Level - Females**



Source: Santa Barbara County Sheriff's Office

Note: PC's, Ad-Seg's, Medical and Mental Health are considered either High Risk Level V inmates or Special Handling inmates.

**Santa Barbara County Jail Population by Security Level (continued)**

The number of prisoners by security level by gender is shown below.

ADP by Classification - July 2013		
Males		
PC	220	25.0%
Level III	174	19.8%
Level II	132	15.0%
Ad-Seg	109	12.4%
Level IV	107	12.1%
Level I	77	8.7%
Medical	36	4.1%
MH	24	2.8%
TOTAL MALES	878	
Females		
F Level III	78	50.2%
FMSF P/T	31	20.2%
Female PC	23	14.6%
FMSF I/W	12	7.5%
Female Ad Seg	12	7.5%
TOTAL FEMALES	155	

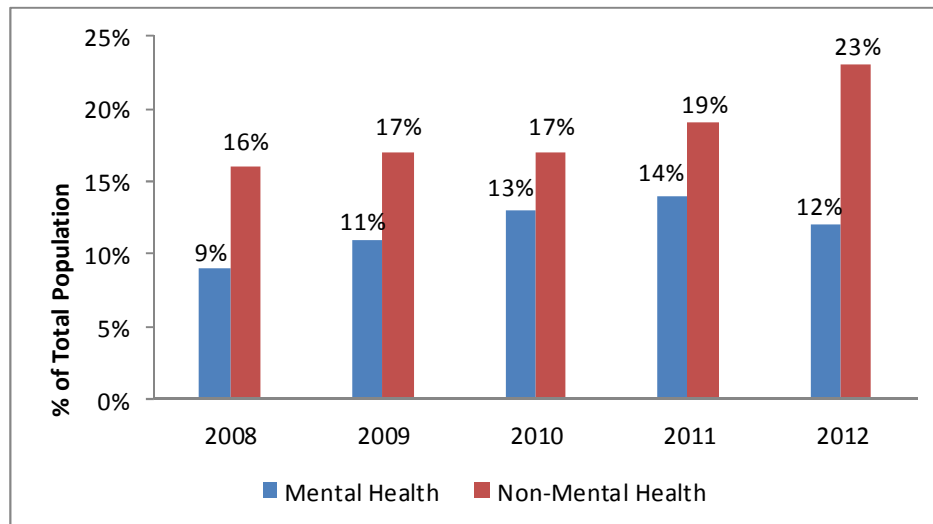
Data Source: Santa Barbara County Sheriff's Office



Santa Barbara County Jail Population Needing Medical & Mental Health Medication 2008-2012

The percentage of inmates requiring medication for mental health needs has remained between 9% and 14% for the past five years. The percentage of inmates requiring medication for non-mental health needs remained stable from 2008 through 2010. This percentage increased 2% between 2010 and 2011 and another 4% between 2011 and 2012.

Inmates Needing Mental Health and Non-Mental Health Medication



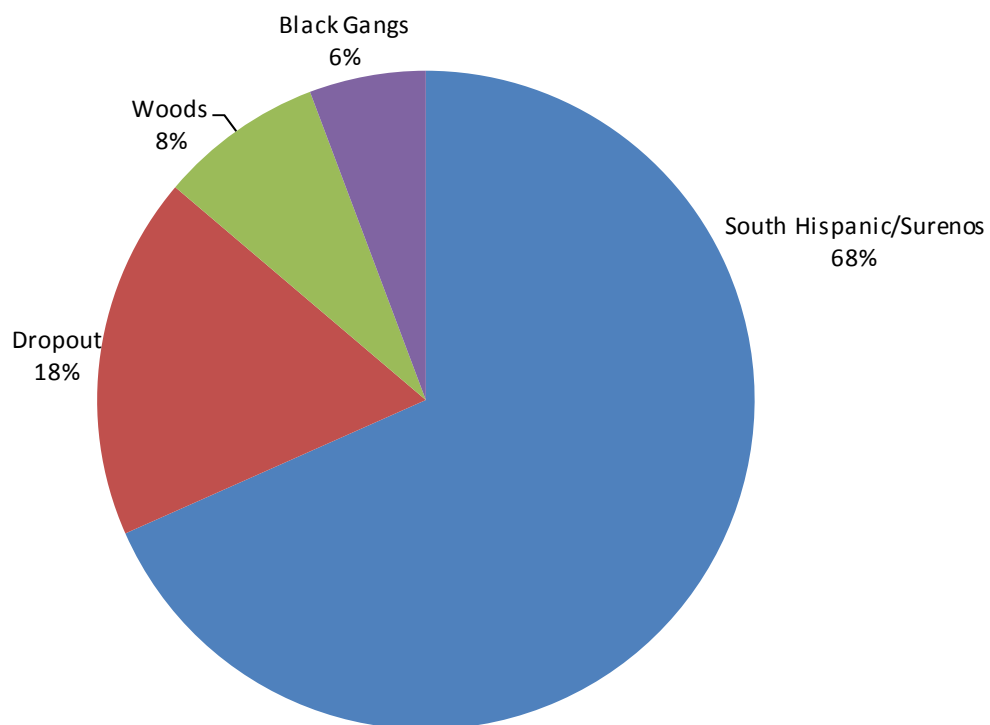
Year	Total Population	Inmates Needing Mental Health Medication	% of Total Population	Inmates Needing Non-Mental Health Medication	% of Total Population
2008	944	83	9%	151	16%
2009	944	103	11%	156	17%
2010	920	122	13%	160	17%
2011	886	124	14%	172	19%
2012	981	122	12%	225	23%

Data Source: Santa Barbara County Sheriff's Office



Santa Barbara County Jail Population – Gang Affiliation

Inmates with a gang affiliation represented 29% of the population on June 19, 2013. The most predominant gang was the South Hispanics/Surenos (68%). The Black Gangs includes smaller factions of Bloods/Crips and other local gangs. Dropouts are a combination of any gang member who has dropped out and is now housed in protective custody.

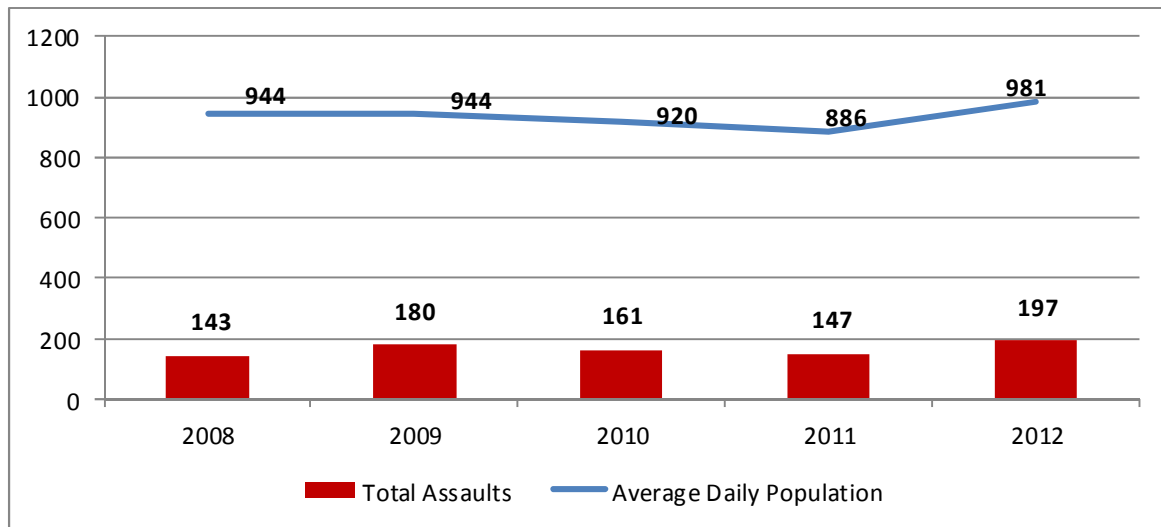


Data Source: Santa Barbara County Sheriff's Office



Santa Barbara County Jail Population - Assaults 2008-2012

The chart below depicts the average daily population in the blue line. The total number of assaults is shown in the red bars. The chart illustrates that the number of incidents increases as the ADP increases. This is especially evident in 2012 when the ADP increased by 10.7% and the total number of incidents increased by 34%.



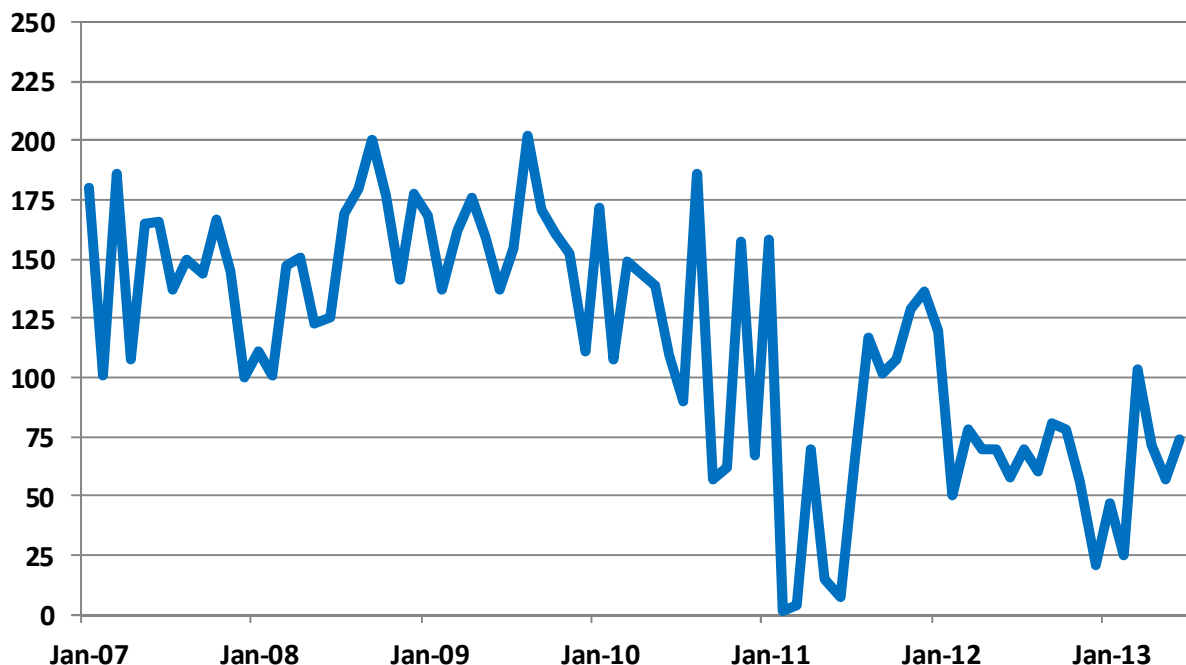
Data Source: Santa Barbara County Sheriff's Office



Santa Barbara County Jail System Offenders Released Due to Capacity Limit (CAP)

Per *Rodriguez v. County of Santa Barbara*, the Sheriff is authorized “to release or refuse to accept into the jail facilities...whenever said facilities, or any one of them, is within ten percent of being filled to maximum capacity...”² **The average number of persons released each month because of the capacity limit set for the County’s jail system grew between 2007 and 2009, increasing from 146 to 158.** In 2010, the average number of persons released each month was 120. Releases due to capacity limitations decreased by 41% from 2011 compared to 2010, averaging only six releases from February through June 2011. Releases continued to increase during the remainder of 2011 before stabilizing through June 2013. With the added pressure of the AB109 inmates coming into the jail, the likelihood of more inmates of questionable suitability for early release becomes a worsening reality.

**Santa Barbara County Jail System
Offenders Released Due to Capacity Limit**



Average Number of Offenders Released Monthly Due to Capacity Limit

Calendar Year	2007	2008	2009	2010	2011	2012	2013 through June
# of Releases	146	150	158	120	71	68	63

² Data Source: *County of Santa Barbara Sheriff's Office Jail Needs Assessment* (June 26, 2007), SBC Sheriff's Office

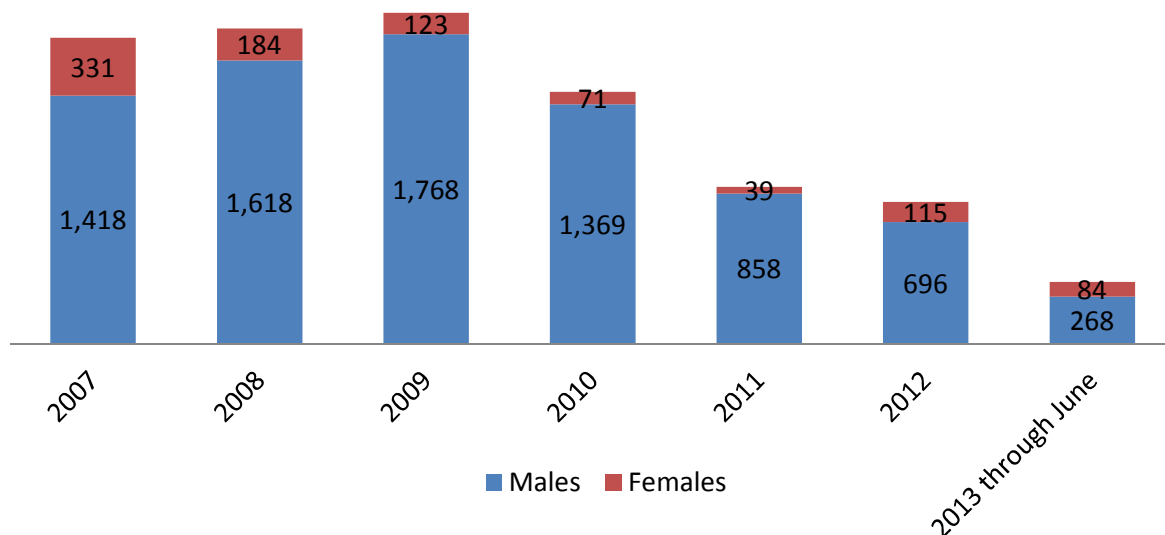


Santa Barbara County Jail System Offenders Released Due to Capacity Limit (continued)

As noted on the prior page, under *Rodriguez v. County of Santa Barbara*, the Sheriff is authorized “to release or refuse to accept into the jail facilities...whenever said facilities, or any one of them, is within ten percent of being filled to maximum capacity...”³ **The total number of offenders released due to a lack of capacity peaked in 2009 at a total of 1,891 (1,768 males and 123 females) for the year. Releases for these offenders have drastically decreased since 2010.**

The Sheriff in Santa Barbara aggressively diverts as many inmates as possible from the jail based on CAP. It should be noted that the capacity limit has not been increased as a result of additional AB109 inmates now housed in jail.

**Santa Barbara County Jail System
Offenders Released Due to Capacity Limit
Yearly Totals**



Source: Santa Barbara County Sheriff's Office

³ County of Santa Barbara Sheriff's Office Jail Needs Assessment (June 26, 2007)



D. CLASSIFICATION SYSTEM

DESCRIPTION

The Santa Barbara County Jail System uses a well developed classification instrument that complies with all federal, state, and local laws, as well as what is required by Title 15. The classification plan is documented and designed to properly assign inmates to living units and activities according to the categories of:

- Sex
- Age
- Criminal sophistication
- Seriousness of charge
- Physical or mental health needs
- Assaultive/non-assaultive behavior
- Other criteria which will provide for the safety of inmates and staff

Included in Appendix D of this document, in its entirety, is the forty-two page procedure and process manual just updated in July 2013 for the classification process. This policy manual is employed by detention staff and addresses the topics of:

1. Identifying inmates requiring classification and locating associated files
2. Obtaining and reviewing criminal histories
3. Obtaining juvenile probation record
4. Obtaining probable cause forms
5. Reviewing use of inmates files
6. Determining if DNA collection is necessary
7. Interviewing inmates
8. Completing the narrative portion
9. Description of inmate housing levels
10. Mental Health referral procedures



11. Sheriff's Treatment Program (STP) housings
12. Work Status
13. Re-housing inmates
14. Clearances from observation and safety cells
15. Hospital assessment and assignment
16. No Bunk assigned log documentation
17. Monitoring phone calls
18. Monitoring U.S. mail
19. Disciplinary diets
20. Temporary release procedures
21. Scanning items
22. Classification recap

In Santa Barbara, classification procedures begin at the time the intake process begins. The receiving officer makes an initial determination as to cell assignment during booking. Procedurally, a trained classification officer then interviews the inmate to determine both his/her status (i.e., pretrial, sentenced, civil, juvenile, or other) and reviews his/her criminal history, previous classification records, and any documentation which supports gang association or affiliation. Upon completion of this review, an appropriate housing assignment is made based on the objective application of security level and housing criteria currently in use by the Office of the Sheriff.

FIVE-LEVEL SYSTEM OF CLASSIFICATION

Santa Barbara County uses a five-level system of classification to determine how to classify and house inmates. Assignment to each level is based on the same criteria: custody status, holds, disciplinary history, exempted charges, and unspecified other criteria which may be relevant. There are also inmates who, under certain circumstances, are identified as requiring special handling. These inmates do not receive a classification designation by level. Each level is described below¹.

Minimum Level I: An inmate with little or no criminal history, and whose charges and behavior allow the inmate to serve his or her jail time out of physical custody, in the Electronic Monitoring or the Work SWAP program.

¹ Source: Santa Barbara County Sheriff's Office



Minimum Level II: An inmate with little or no significant criminal history, and who does not have an extensive history of violence in his/her criminal background. An inmate, who has proven, through his/her actions, that they can follow the rules with little to no behavioral problems.

Medium III: An inmate who displays more criminal sophistication through his/her time in and out of Jail or Prison. This inmate has proven through his/her actions that, at times, they may not comply with facility rules. This inmate also associates or claims a known street or prison gang.

Maximum IV: An inmate with substantial criminal sophistication, through his/her time in and out of Jail / Prison. He or she has displayed continually poor behavior and has committed or been involved in assaults in custody. These inmates actively participate in Street and/or Prison gangs and have a view that their rules supersede the rules set forth by the jail. These inmates are disruptive and manipulate towards staff and/or other Inmates. These inmates' will have a modified dayroom and yard program.

High-Risk Level V: An inmate who displays substantial behavioral problems and poses a risk to safety and security of the facility, other inmates, and staff. This may include gang leaders, highly manipulative, or influential inmates whose behavior is such that they are unable to be housed with other inmates.

****Special Handling:** An inmate who may fall within any of the aforementioned levels, but who requires separation from other inmates within those levels due to their charges, medical or mental health issues, and those who are easily manipulated putting them at a high risk of being preyed upon by other inmates.

As described earlier, the procedures for addressing any related topic to the classification process, inmate status, availability of programming, or any special circumstances required for inmate housing assignments have been developed in detail by the County in the classification plan. These procedures augment the Sheriff's Office comprehensive plan for reentry/transition type programming.

The classification procedures are also documented here. Procedure and practice at the Jail requires the use of a classification form, which is used to determine initial security classification level and housing assignment. The form displays the criteria that are used in the classification process.

The receiving officer at intake makes the initial assessment of an inmate's risk and/or need by observation and communication with each individual entering the jail. If intoxication, drug use, mental disorders, medical conditions, or suicide risk is reported or observed, the receiving officer takes appropriate action and/or referral for mental health or medical evaluation. Cell assignment while in the Intake Unit is also based on the initial assessment of the inmate.



A classification officer interviews all inmates who remain in custody and completes a custody assessment synopsis on each. The classification officer also requests and reviews criminal history, previous classification records from past incarcerations, and other documentation of gang association and affiliation. The classification officer makes an initial security classification determination and housing assignment based on the information gathered using the Custody Assessment Synopsis, using the information received, and based on a similar process to the decision tree process, and documents the reasons for overrides of the policy and procedures. The decision tree used in this process is included on pages D7 and D8 of this section.

Using this system, inmates receive a classification level and housing assignment. This procedure and process results in the following:²

MALES	
<u>Level II: Medium Level II Classification</u>	
<ul style="list-style-type: none">• Medium Security Facility Inmate Workers - Green Jump Suits. (84 Beds)• West 1 Green Shirts/Blue Pants. (12 Beds)	
<u>Level III General Population: Medium Level III Classification</u>	
Blue Shirts/Blue Pants	
<ul style="list-style-type: none">• East 1 (27 Beds)• East 4 (18 Beds)• East 24 (40 Beds)• Medium Security Facility (Pre-Trial). Blue Jump Suits. (156 Beds).• West 13 (27 Beds)• West 16 (18 Beds)• South Dorm Medical (36 Beds)• South Tank Mental Health (24 Beds)	
<u>Level IV General Population Males: Medium Level IV Classification</u>	
Blue Shirts/Blue Pants	
<ul style="list-style-type: none">• Northwest A, B, C and D Modules. (80 Beds).• Inmate Reception Center 300 Unit. (32 Beds).	

² Source: Santa Barbara County Sheriff's Office. (See Appendix D – Classification Plan.)



MALES (continued)	
<u>Level V: High Risk Level V, Special Handling, Disciplinary Status</u>	
<u>Single and Two-person cells</u>	
Orange or Red Jump Suits	
<ul style="list-style-type: none">• Inmate Reception Center 100 Unit. (32 Beds)• East Isolation (26 beds)• Northwest Isolation (40 beds)• South Isolation (23 beds)	
<u>Administrative Segregation Civil Prisoner Unisex: Special Handling Classification</u>	
White Jump Suits	
<ul style="list-style-type: none">• Central 17 (4 Beds)• Northwest (4 Beds)• South (2 Beds)	
<u>Protective Custody: Level II and III Special Handling Classification</u>	
Orange Shirts/Blue Pants	
<ul style="list-style-type: none">• East 6 (18 Beds)• East 8 (27 Beds)• East 23 (20 Beds)• Male Basement Dorm 1 (16 Beds)• Male Basement Dorm 2 (54 Beds)• Male Basement Dorm 3 (50 Beds)	
<u>Level IV Max Protective Custody: Level IV Special Handling Classification</u>	
Orange Shirts/Blue Pants	
<ul style="list-style-type: none">• Inmate Reception Center 200 Unit (32 Beds)	



FEMALES	
<u>Level II General Population Females: Level II Classification</u> Green Jump Suits <ul style="list-style-type: none">Female Medium Security Facility Inmate Workers (12 Beds)	
<u>Level III General Population Females: Level III Classification</u> Blue Shirts/Blue Pants <ul style="list-style-type: none">Medium Security Facility Blue Jump Suits (33 Beds)West 4 (18 Beds)West 6 (18 Beds)West 8 (18 Beds)West 10 (27 Beds)	
<u>Protective Custody Females: Level II and III Special Handling Classification</u> Orange Shirts/Blue Pants <ul style="list-style-type: none">Back Central 1 (12 Beds)Back Central 4 (12 Beds)	
<u>Level V Special Handling Female: High Risk and Special Handling Classification</u> <u>Single-person cells</u> <ul style="list-style-type: none">West (12 Beds)	

Source: Santa Barbara County Sheriff's Office



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INMATE CLASSIFICATION		01/08/2008 14:48.02
INMATE NAME:	DOE, JOHN	
INMATE NUMBER:	0000000	DATE: 12/10/2007
EVALUATION:		
PRIOR PRISON NAME:	PRISON DATE:	HOW LONG:
MAJOR DISC REPORT WHAT FOR: WAS IT A VIOLATION? CDC POINTS LEVEL YARD MINOR DISC REPORT WHAT FOR: ANY GANG AFFILIATION: NONE. ENEMIES: WORKED AS INFORMANT OR TESTIFIED AGAINST ANY ONE: MEDICAL ISSUES: MENTAL HEALTH ISSUES: EVER CONSIDERED OR ATTEMPTED SUICIDE:		
CAUTION FLAGS:		
INF DISEASE		
DECISION TREE :		
<pre>graph TD A[Severe Mental Health Issues Or Developmentally Disabled] --> PC[Protective Custody] B[Current or Past PC Issues] --> IBP1[Institutional Behavior Problem] B --> CAF1[Current Assaulative Felony] B --> PAF1[Prior Assaulative Felony] IBP1 --> PC IBP1 --> AD[AD SEG] IBP1 --> 5 CAF1 --> IBP2[Institutional Behavior Problem] CAF1 --> EH1[Escape History] CAF1 --> PAF2[Prior Assaulative Felony] PAF1 --> IBP3[Institutional Behavior Problem] PAF1 --> EH2[Escape History] PAF1 --> PAF3[Prior Assaulative Felony] IBP2 --> PC IBP2 --> AD IBP2 --> 5 IBP2 --> 4 IBP2 --> 3 IBP2 --> 2 IBP2 --> 1 EH1 --> PC EH1 --> AD EH1 --> 5 EH1 --> 4 EH1 --> 3 EH1 --> 2 EH1 --> 1 EH2 --> PC EH2 --> AD EH2 --> 5 EH2 --> 4 EH2 --> 3 EH2 --> 2 EH2 --> 1 PAF3 --> PC PAF3 --> AD PAF3 --> 5 PAF3 --> 4 PAF3 --> 3 PAF3 --> 2 PAF3 --> 1 P[Parolee] --> PC P --> AD P --> 5 P --> 4 P --> 3 P --> 2 P --> 1 PS[Pre-sentenced] --> PC PS --> AD PS --> 5 PS --> 4 PS --> 3 PS --> 2 PS --> 1</pre>		
ARMBAND COLOR:		
Red: Assaulative/Officer Safety Risk Yellow: Escape Risk Blue: Homicide or 3 Strike		



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<u>DISCRETIONARY OVERRIDES - TO INCREASE CUSTODY LEVEL:</u>		
Current Charge or Previous Conviction for Sex Crime	Serious Violence Threat	
Known Management Problems	Suspected Escape Threat	
Nature of Offense More Severe Than Charge Would Indicate	Prior Drug Possession	
Severe Felony Arrest History Beyond 5 Years (Cumulative)		
Other (Explain):		
<u>DISCRETIONARY OVERRIDES - TO LOWER CUSTODY LEVEL:</u>		
Description of Offense Not as severe as Scale Would Indicate	Prior Record Not as Severe as Scale Would Indicate	
Other (Explain):	Good Institutional Behavior	
<u>FINAL CUSTODY AND HOUSING LEVEL:</u>		
<u>Custody</u>	<u>Housing</u>	
Minimum	General Population	Administrative Segregation
Medium	Protective Custody	Mental Health
Maximum	Medical	Other
REASON(S) FOR PLACEMENT IF THIS DEPARTS FROM RECOMMENDED LEVELS:		
OFFICER: MCWILLIAMS T F 2204	DATE	12/10/2007
SUPERVISOR: MCWILLIAMS T F 2204	DATE	
INMATE SIGNATURE	DATE	



E. PROGRAM NEEDS

As budgets recover and strengthen, the Santa Barbara County Sheriff's Office continues to look for opportunities to expand and add to inmate programs.

A well crafted step-down reentry model, the S.T.A.R., has already been designed by the Santa Barbara County Sheriff's Office (SBCSO). The model includes a number of educational, vocational, and counseling programs with the objective of reducing the risk factors for recidivism. It is in the area of the physical plant that the true need is presented, however. The County's program is designed to implement the principles of effective interventions. The proposed Santa Barbara County program will focus on these five areas of intervention services: 1. Cognitive Behavioral Life Skills groups (R & R II); 2. Substance Abuse groups (Matrix Model, etc.); 3. Job Readiness and Employment; 4. Educational programs (Learning Center Concept); and 5. Housing & Community Reintegration Planning. Participants will work through the four phases of programming: Orientation and Screening (Assessment), Intensive Treatment, Community Corrections, Transition and Post Release. Each of these four phases addresses the risks and needs of this targeted high risk offender population.

Following the assessment phase, inmates will receive treatment services and educational programming on a full-time, daily basis. The core treatment approach will be cognitive behavioral therapy, accompanied by introduction to Twelve Step Theory, life skills training, job skills development, conflict resolution, etc. A typical day will include substance abuse groups, educational and employment classes, life skills, recreation, and vocational programming.

In addition, the SBCSO has and will continue to create partnerships with community agencies to provide instructional programs and support services to inmates. The educational classes that are offered include Adult Basic Education, GED, Basic Computer Skills Training, and Adult High School Instruction. The County also intends to explore more web-based learning, requiring less space and less instructor time.

The key to the delivery and effectiveness of all of these services is an adequate physical plant. Currently, there is only one Classroom Learning Center sized for a maximum of 20 inmates. The lack of space has resulted in a 90-day waiting list for participants currently in the STP.

The S.T.A.R. facility's design objectives include space for the delivery of all the elements of the reentry model as well as space for the alternative programs (EM and SWAP), such as staging and storage of electronic monitoring equipment, and group counseling and classrooms. Computerized and classroom



learning would be enhanced by additional laboratory and educational capacity sized to meet the number and type of the needs of this particular inmate population.

ALTERNATIVES TO INCARCERATION DETENTION PROGRAMS

As in the case with STP and other inmate programs within the jail, the lack of designated space represents the greatest need in the area of alternative programs. The SBCSO, today, operates successful programs. With the provision of appropriate space, the potential of these programs is greatly enhanced.

A synopsis of the extent to which alternatives to detention programming is available follows.

“Alternatives to incarceration managed by the Sheriff’s Office have been expanded and made available to the Realigned population providing they meet eligibility criteria. Offenders who are not automatically disqualified because of their post conviction charges are assessed with evidence-based instruments to determine their eligibility for release on an alternative program. In addition to the evidence-based instruments, the presentence report and court commitment period, in-custody behavior, participation and progress in jail programs and services, eligibility based on current charges and prior convictions, and the availability of alternatives to incarceration best suited for the offender are considered in the decision making process. Depending on the status of the offender and jurisdiction, Sheriff and/or Probation staff provides supervision in the community.

In February 2012, the Board of Supervisors approved the updated Alternative Sentencing Program for the Sheriff’s Office. The updated program allows for involuntary placement on an alternative incarceration option as outlined in §1203.016 PC and provides flexibility for increasing participation in alternative programs while balancing the program use with the need for public safety.

There has been general success in increasing participation in Alternative Sentencing Programs. In 2012 the Alternative Sentencing ADP for inmates on EM was 126, as compared to the previous year’s ADP of 87, for an increase of 45%. It is anticipated this increase will continue and eventually level out in 2013.”¹

¹ 2011 Public Safety Realignment Act (Assembly Bills 109/117), FY 2013-14 Plan, Santa Barbara County, Community Corrections Partnership, excerpt from page 9. (See Appendix C.)



Electronic Monitoring Program (EM)

This is a program in which offenders are allowed to serve jail sentences while confined to his/her place of residence. Compliance is monitored by electronic GPS devices which are affixed to the participants' ankle. Participants are required to have an active telephone (landline or cellular) and are required to remain at their place of residence while on the program unless authorized leave is given from ASB staff. Leave may be authorized to go to places of employment, education, counseling, or substance abuse treatment programs, court appointments, probation appointments, etc.

Target Population

- Low to medium risk offenders. High risk offenders are allowed on a case by case basis (usually with residential or outpatient treatment program stipulations).

Average Duration

- 51 Days (generally between 30-120 days, however longer sentences are considered on a case by case basis)

Participants/Year

- 1153

Success Rate

- 91%

Staff Ratios

- Santa Maria – Two custody deputies (split between SWAP and EM)
- Santa Barbara – Two custody deputies (split between SWAP and EM)
- Countywide – One supervising custody deputy (CDII) and one custody sergeant to supervise both offices and program staff.

Total Beds Saved

- 58,713 Total days served on EM.
- Average Daily Population – 161 (58,713 / 365)



Sheriff's Work Alternative Program (SWAP)

This is a program in which offenders are allowed to serve jail sentences by means of performing general labor work at an approved and designated work site selected by the Sheriff's Office. SWAP allows an offender to perform eight (8) hours of general labor for every one (1) day of jail credit. Participants must not have any physical or medical limitations that may prevent them from general labor duties.

Target Population

- Low to medium risk offenders.

Average Duration

- 1-60 days generally (actual numbers not available due to the fact that offenders do not work on a day to day basis)

Participants/Year

- Total – 544
- Santa Maria - 301
- Santa Barbara - 243

Success Rate

- 95%

Staff Ratios

- Santa Maria – Two custody deputies (split between SWAP and EM)
- Santa Barbara – Two custody deputies (split between SWAP and EM)
- Countywide – One supervising custody deputy (CDII) and one custody sergeant to supervise both offices and program staff.



OUTCOME EVALUATION

There are currently 160 clients being served by the STP, either in custody or in the communities of Santa Barbara and Santa Maria. The recidivism rate for STP clients has ranged from 40% to a low of 30% since the program's inception, compared to 66% rates in the general inmate population. Since beginning this program in 1996, over 9,000 clients have participated in the program.

The STP is an important part of the County's realignment strategy and, as such, must be evaluated from a success standpoint. In order to ensure this occurs, the County's *2011 Public Safety Realignment Act* states that:

"Santa Barbara County is reviewing Realignment-related outcomes in a variety of ways. A monthly Realignment impact report was developed for submission to the Board of Supervisors on a quarterly basis (attachment 5). This monthly snapshot allows the Board as well as local stakeholders to monitor trends in population, sentencing, and use of fiscal resources.

On a quarterly basis, local data is submitted to the Chief Probation Officers of California (CPOC). An interactive data dashboard is electronically accessible at <http://www.cpoc.org/assets/Realignment/splitsentencedashboard.swf>, where local data as well as statewide data is available. Through CPOC's data effort, outcomes regarding PRCS and PSS recidivism can be compared statewide.

Local documents addressing Realignment outcomes are also created as needed. An example of this is the Public Safety Realignment: One Year Later (attachment 6), which details the first year of implementation.

The University of California Santa Barbara (UCSB) is also very much engaged in evaluating local outcomes, which include a variety of data elements (attachment 7). UCSB's evaluation will allow for a more in-depth review of local Realignment programming and will become more robust as each new year of data becomes available."²

These measures will each serve the County well in the analyses of the performance of these programs and ultimately determine their ability to reduce the demand for future jail beds.

² 2011 Public Safety Realignment Act (Assembly Bills 109/117), FY 2013-14 Plan, Santa Barbara County, Community Corrections Partnership, excerpt from page 21. (See Appendix C.)



CRITERIA FOR SHERIFF'S TREATMENT PROGRAM (STP)

The County is currently reevaluating the criteria for participation in the Sheriff's Treatment Program (STP). The following will be put into use shortly.

Target Group for STP 90 Day Program³

FIRST TIER – (determined by need, not request)

- Main Jail
- Male /Female
- General Population
- Rate as High Risk for Recidivism (8, 9, 10 on ROVAR or 7, 8 on IST)
 - Based upon Compas score
 - Classification issues
- Identified Substance Abuse Problem
- Court recommendation preferred but not mandatory (only admitted if assessed as High Risk ROVAR/TCU for reentry drug court)
- Sentenced to County Jail only
- Split Sentence / Straight Sentence

SECOND TIER – (determined by need, not request)

- Main Jail
- Male /Female
- General Population
- Rate as High or Medium – High for Recidivism
 - Based upon Compas score
 - Classification Issues
- Identified Substance Abuse Problem
- Court Recommendation preferred but not mandatory (only admitted if assessed as High Risk ROVAR/TCU for reentry drug court)
- Pre-adjudicated
 - May only have Non-Non-Non charges or (acceptable category – to be defined)
 - No prior serious/violent strikes

³ Source: Santa Barbara County Sheriff's Office



THIRD TIER – (determined by need, not request)

- Main Jail & MSF
- Male/Female
- General Population
- Rate as Medium – High (5,6,7 ROVAR or 5,6 IST)
 - Based upon Compas score
 - Classification Issues
- Identified Substance Abuse Problem
- Court Recommendation preferred but not mandatory (only admitted if assessed as Medium Risk or higher ROVAR/TCU for reentry drug court)
- Pre-adjudicated or Sentenced
 - May only have Non-Non-Non charges or (acceptable category – to be defined)
 - No prior serious/violent strikes

NO ADMISSION TO MALE STP IN MAIN JAIL

- Inmates Sentenced to State Prison
- Inmates with holds to other agencies
- Rate as Low and/or Medium for Recidivism/Violence
 - Based upon Compas score
 - Classification Issues
- No identified Substance Abuse Problem
- Protective Custody housing
- High Security housing
- Administrative Segregation housing
- Severe discipline issues
- Kite request – when rated as Low or Medium
- No singular referral, must go through team process
 - Must be driven off Compas & Classification
- Refusals to participate
 - Those that refuse the program
 - Those that fail to participate in program will be removed
 - Those that cause problems while in program will be removed
 - All would not be allowed to be released early



Strict adherence to this process shall be followed for all STP groups.

The First Tier group of inmates will be examined for potential placement in STP. Those that meet the requirements for placement shall be notified and arrangements for movement completed. Notice, by Probation, should be provided to the courts for those that refuse to move or fail to participate in STP and are recommended by the Courts to participate in STP.

Once all persons from the First Tier have been evaluated and more participants are needed, the Second Tier shall be reviewed for potential placement in STP. Those that meet the requirements for placement shall be notified and arrangement for movement completed. Those names of persons that participate in the STP process shall be forwarded to Probation and the courts.

Third Tier shall be utilized only when the prior two tiers have been exhausted.



F. LOCAL TRENDS AND CHARACTERISTICS WHICH INFLUENCE PLANNING ASSUMPTIONS ABOUT FUTURE CORRECTIONS SYSTEM CHANGE, PROJECTED INMATE POPULATION, AND ALTERNATIVE PROGRAMMING

The information in Section F addresses three major topics:

1. What are the local trends that may impact future detention requirements?
2. What is the projected number of inmates the County may be required to house in the future?
3. What are the alternative programs that the County has in place to divert as many offenders as safely possible from incarceration?

Each of these topics is addressed individually.

Part I - Local Trends and Characteristics which Influence Planning Assumptions about Future Corrections System Changes

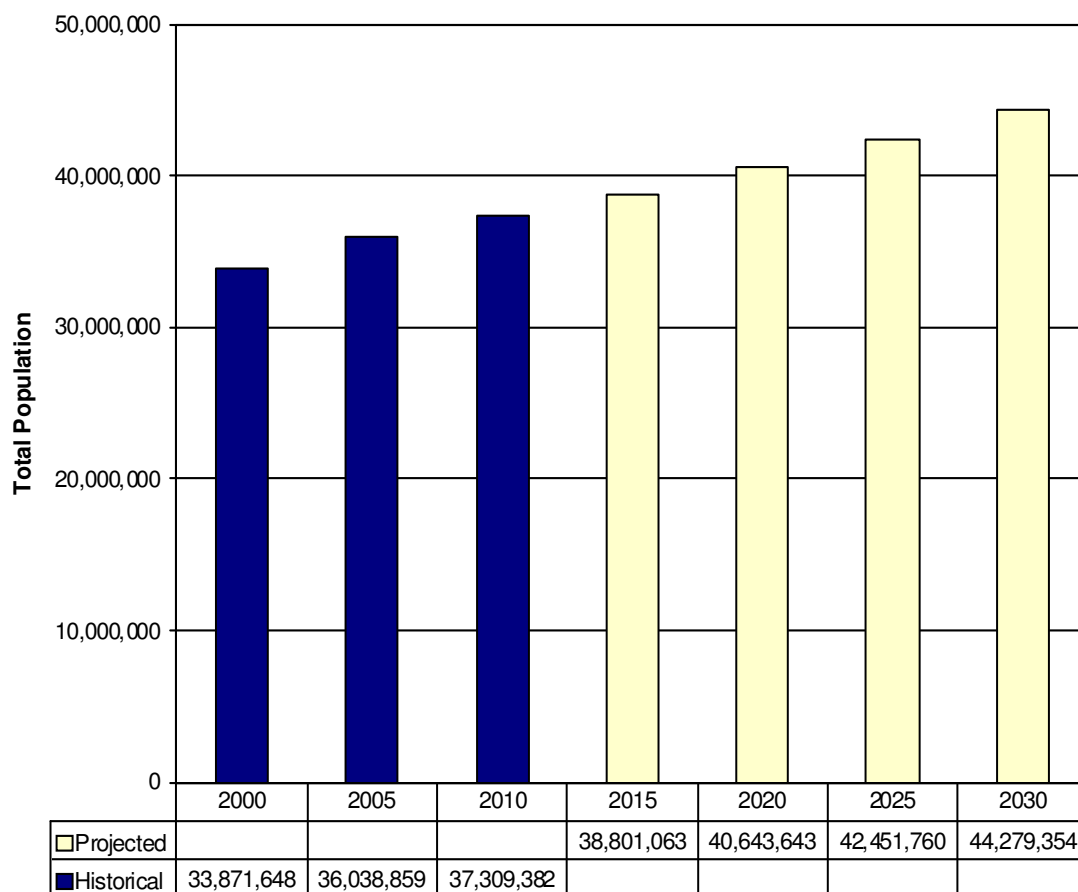
The last decade has produced a number of trends that are unprecedented in the history of the criminal justice system. Declining crime rates prior to 2013 have little in the way of empirical rational to explain the phenomenon. Conversely, State Legislation such as AB109 is yet to be fully felt in either the Community or the County criminal justice system. The impact of these major events is the topic of much discussion among national criminal justice experts as well as on a grass roots level amongst the Sheriffs and Jail Administrators throughout the State of California.



Information presented in this section addresses trends occurring on a State level as well as in the County of Santa Barbara that may impact the future development of the Santa Barbara County Justice System. Beginning on a State level, the population of California is projected to continue to grow.

The chart below depicts the U.S. Census population estimate figures for California (2000, 2005, and 2010). Projected population figures, at five-year intervals, are presented for 2015 through 2030. As the population of the State as a whole grows, it is very likely that the crime rate will increase.

California Historical and Projected Population



Source: U.S. Census Bureau (<http://quickfacts.census.gov/qfd/states/06000.html>)

- The population of California increased 10.15% between 2000 and 2010.
- The population of California is projected to increase by 8.94% between 2010 and 2020, and 8.95% between 2020 and 2030.

The change in population is shown graphically on the next page.

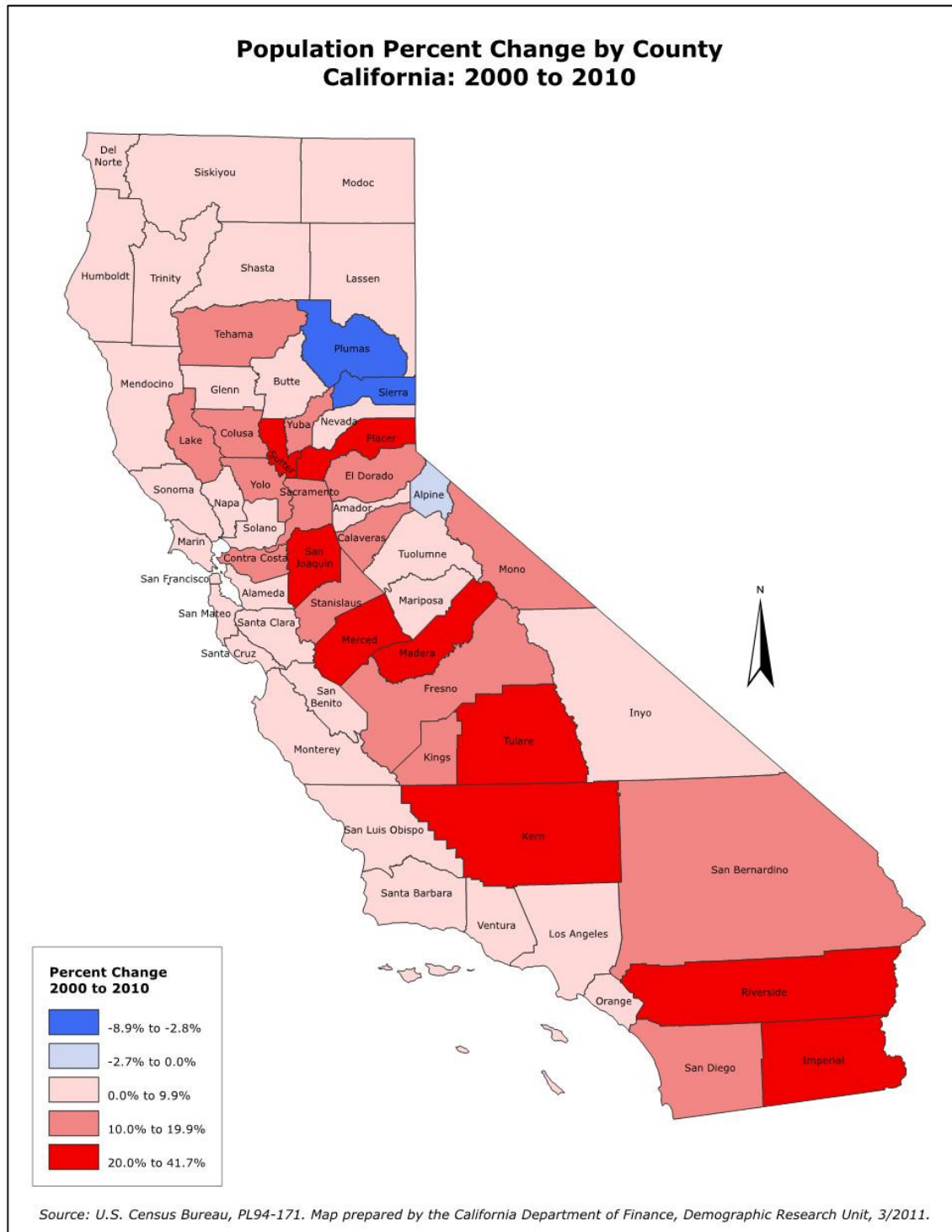


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It is evident by this map that the growth rate that Santa Barbara County had during the period of 2000 to 2010, in the range of up to 9.9%, has mirrored the majority of the counties in the State.



Local Trends And Characteristics Which Influence Planning Assumptions About Future Corrections System Change, Projected Inmate Population, and Alternative Programming

Section F-3



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Specific numbers for Santa Barbara County's past growth are as follows through 2010.¹

California Department of Finance
Demographic Research Unit
State Census Data Center
Phone: 916-323-4086

Census 2010
Redistricting Data (Public Law 94-171) Summary File
Generated on 3/8/2011

Table 1
Total Population: 2000 and 2010
Incorporated Cities by County in California

County / City	Total Population		Change, 2000-2010	
	April 1, 2000 (2)	April 1, 2010	Number	Percent
Santa Barbara County	399,347	423,895	24,548	6.1%
Buellton city	3,828	4,828	1,000	26.1%
Carpinteria city	14,194	13,040	-1,154	-8.1%
Goleta city	(1)	29,888	(1)	(1)
Guadalupe city	5,659	7,080	1,421	25.1%
Lompoc city	41,103	42,434	1,331	3.2%
Santa Barbara city	89,600	88,410	-1,190	-1.3%
Santa Maria city	77,423	99,553	22,130	28.6%
Solvang city	5,332	5,245	-87	-1.6%

(1) City incorporated after 2000 Census. 2000 Census data not available.

Particularly noteworthy here is the growth rate that Santa Maria City has experienced. This, the largest residential area in the County, has grown by almost 29% from 2000 to 2010. This growth pattern will certainly cause an impact on crime rates within this area of the County.

In addition to the general population within the State, it is also interesting to see how ethnic demographics have changed. The following page presents a graphic visual in the form of a map of non-white residents by County. Santa Barbara County has changed from 35% to 49.9% of its population being classified as non-white in 2000 to 50% to 86.3% classified as non-white in 2010. The details of this population composite follow on the subsequent pages and are broken down by white, black, Asian, and Hispanic/Latino.

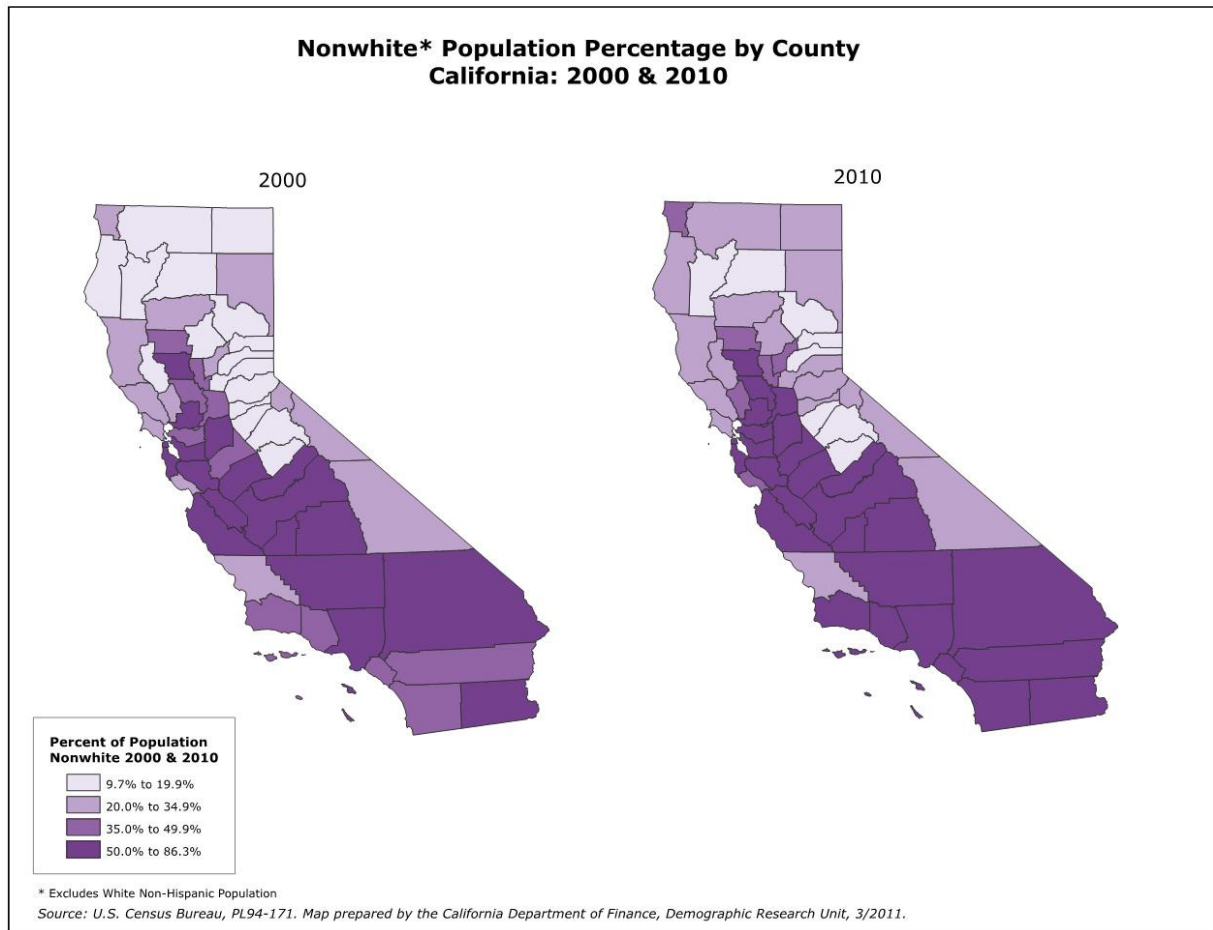
¹ Table 1, Redistricting Data (Public Law 94-171) Summary File, Generated on 3/8/2011, Census 2010, California Department of Finance, Demographic Research Unit, State Census Data Center



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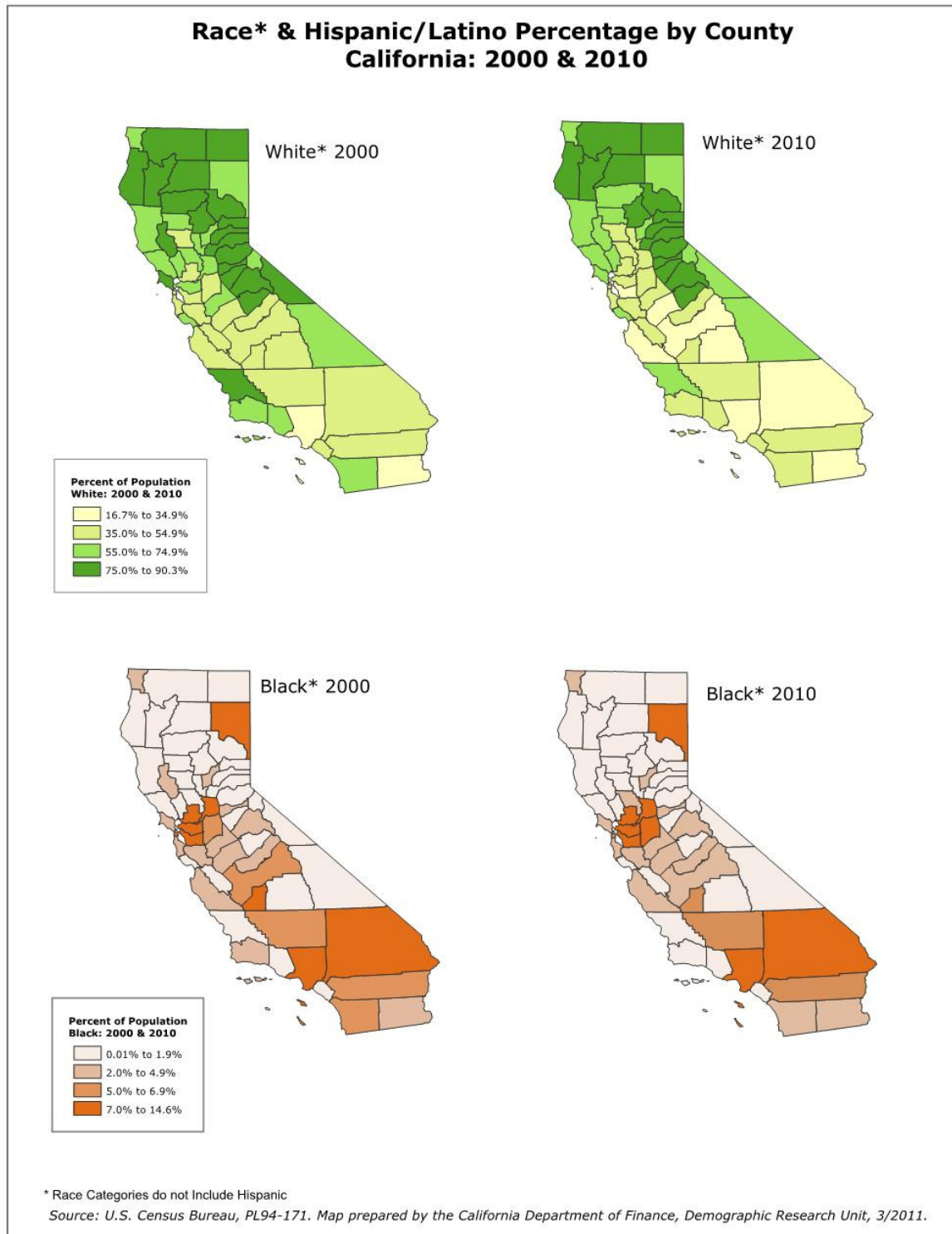




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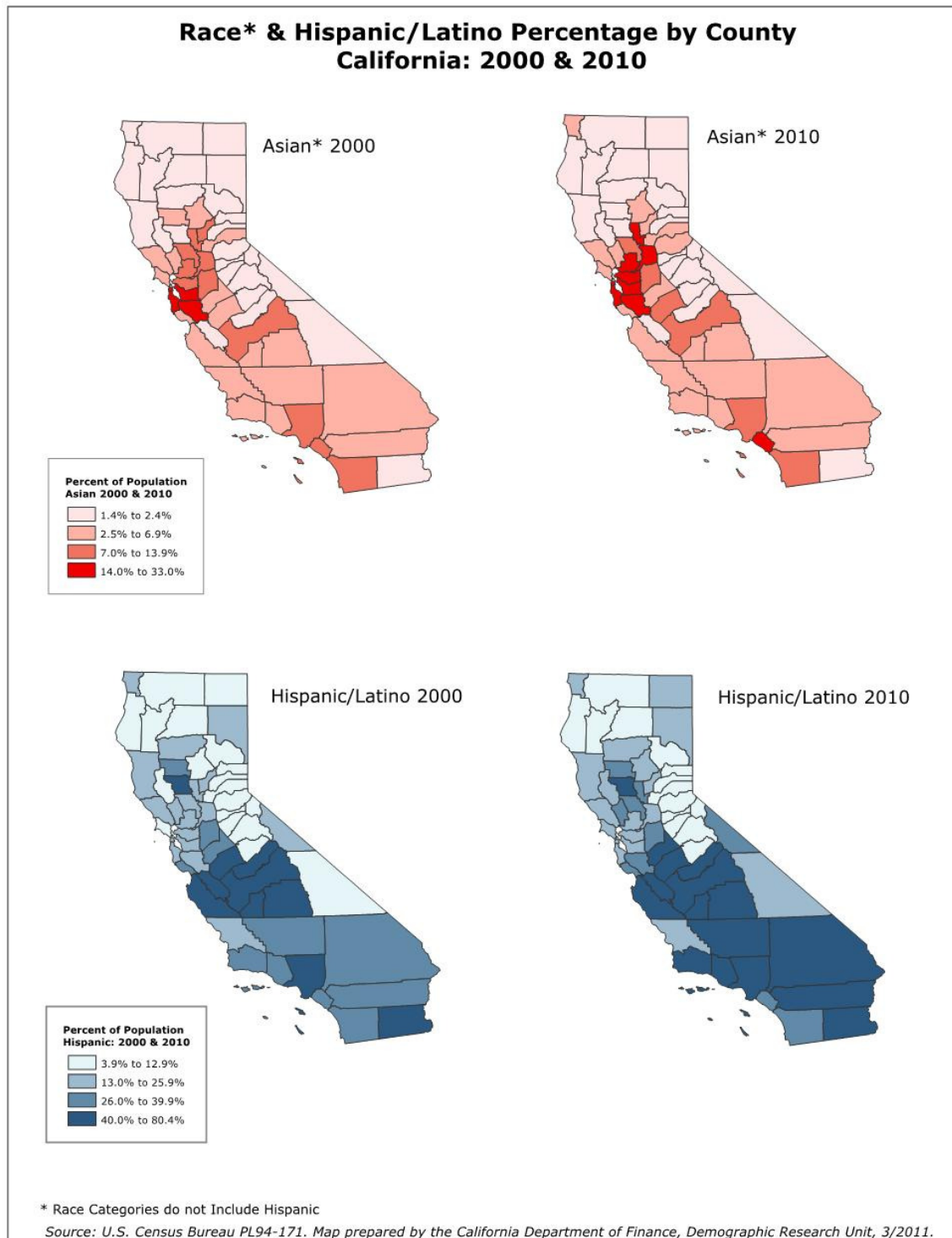




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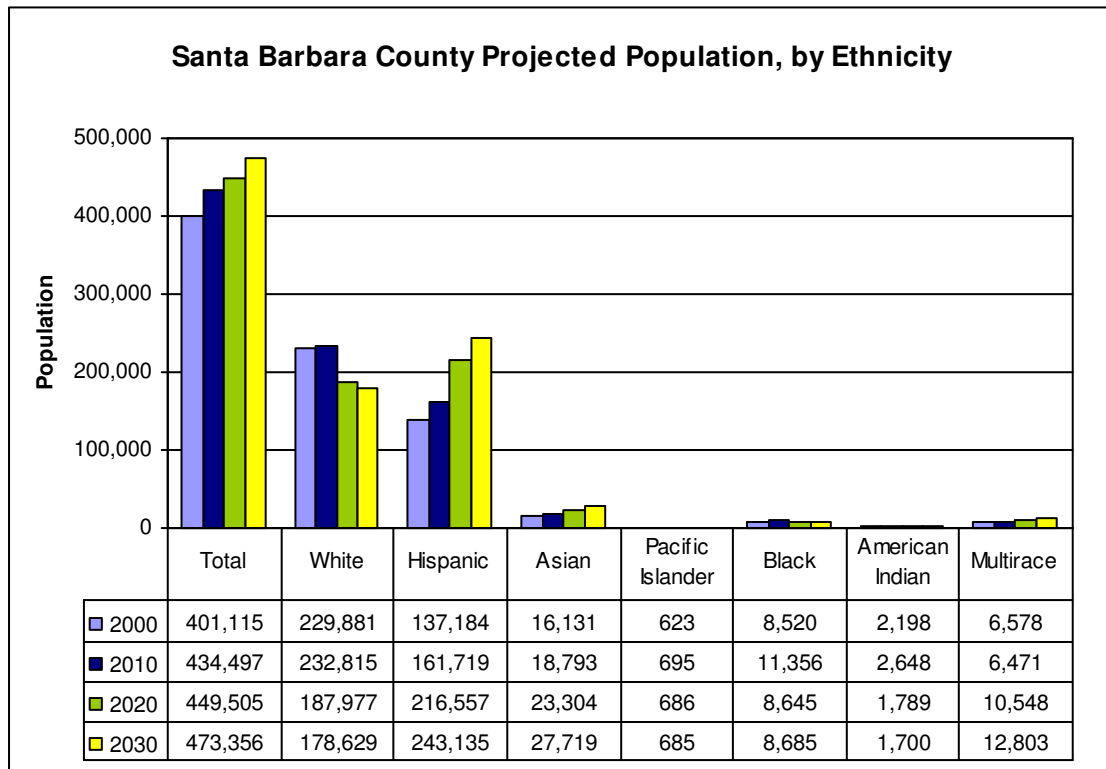
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This ethnicity classification has been projected through 2030. The chart below depicts both historical and projected population, at ten-year intervals, for 2000 through 2030.



Source: State of California, Department of Finance Demographic and Research Unit.

- The overall population is projected to increase between 2000 and 2030 by almost 18%.
- The population of whites is expected to decrease significantly.
- The Hispanic population is projected to increase by 2030.
- All other ethnic groups are projected to increase in population.
- By 2030, the majority of the population of Santa Barbara will be Hispanic, comprising 51.4% of the total population.



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A subset of the population which can greatly impact criminal activity is the “At Risk” population, generally defined as individuals between the ages of 18 and 64 years (as pertaining to adults rather than juveniles).

Year	Total Population	18-24 Years Old	% of Total Population	25-64 Years Old	% of Total Population	Total “At Risk” Population	% of Total Population
2020	449,505	60,796	13.5%	218,567	48.6%	279,063	62.1%
2030	473,356	62,157	13.1%	219,632	46.4%	281,789	59.5%

Source: U.S. Department of Commerce, United States Census Bureau – www.census.gov/population/projections/

Even considering the fact that this population as a whole is slightly declining from 2020 through 2030, as projected, the “At Risk” population will still represent more than 50% of the County’s population.



Perhaps, the most crucial trend that is noteworthy is the actual number of crimes that are reported. In California, both violent crime and property crime have been on a downward trend since 2007. Violent crimes dropped by 16.1% since 2007 and property crimes dropped 5.7% for this same period.

Table 15
CRIMES CLEARED, 2007-2012
Number of Crimes, Clearances, and Clearance Rate

Crimes, clearances, and clearance rates	2007	2008	2009	2010	2011	2012
Number of crimes reported						
Violent crimes.....	191,493	185,233	174,579	163,957	155,313	160,629
Homicide.....	2,258	2,143	1,970	1,809	1,794	1,878
Forcible rape.....	9,047	8,906	8,698	8,325	7,678	7,828
Robbery.....	70,702	69,391	64,006	58,100	54,358	56,491
Aggravated assault.....	109,486	104,793	99,905	95,723	91,483	94,432
Property crimes ¹	1,112,366	1,081,272	1,006,788	981,523	974,666	1,048,764
Burglary.....	237,759	237,988	229,523	228,672	230,334	245,601
Motor vehicle theft.....	220,126	192,631	163,651	152,494	147,030	168,516
Total larceny-theft.....	654,481	650,653	613,614	600,357	597,302	634,647
Arson.....	11,400	10,674	9,233	7,864	7,164	7,519

¹In 2011, a decision was made to include total larceny-theft in the property crime category.

Source: *Crime in California 2012*, by Kamala D. Harris, Attorney General, California Department of Justice – excerpt from page 15

This trend, however, has changed recently. In 2012, every crime category, including both violent and property, increased over the 2011 rates. This is a significant trend for the State, and may be impacted by the early release of certain types of inmates back into the communities.

Crimes, clearances, and clearance rates	Percent change	
	2007-2012	2011-2012
Violent crimes.....	-16.1	3.4
Homicide.....	-16.8	4.7
Forcible rape.....	-13.5	2.0
Robbery.....	-20.1	3.9
Aggravated assault.....	-13.7	3.2
Property crimes ¹	-5.7	7.6
Burglary.....	3.3	6.6
Motor vehicle theft.....	-23.4	14.6
Total larceny-theft.....	-3.0	6.3
Arson.....	-34.0	5.0

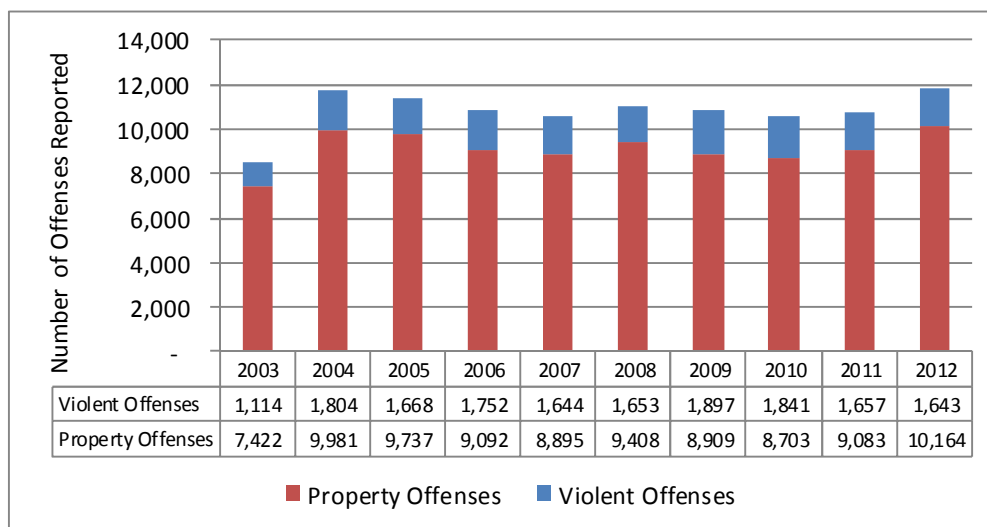
Source: *Crime in California 2012*, by Kamala D. Harris, Attorney General, California Department of Justice – excerpt from page 15



Number of Offenses Reported in Santa Barbara County 2003-2012

Most importantly, is what is occurring on a local level. The total number of offenses reported in Santa Barbara in 2012 is the highest number in the past ten years. Violent offenses have remained relatively stable between 2004 and 2012, peaking in 2009 at 1,897.

The number of property offenses fluctuated between 2004 and 2012, decreasing 10.9% between 2004 and 2007 before increasing 5.8% in 2008. Property crimes decreased again in 2009 and 2010 followed by increases in both 2011 (4.4%) and 2012 (11.9 %).



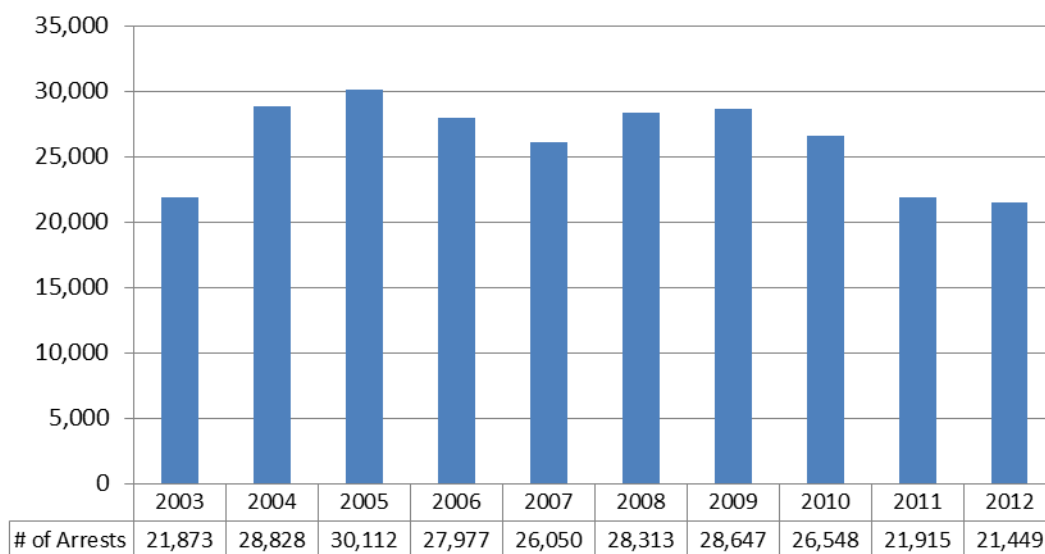
Violent offenses include homicide, forcible rape, robbery, and aggravated assault.
Property offenses include burglary, motor vehicle theft, and larceny theft.



Number of Arrests in Santa Barbara County 2003-2012

The number of arrests in Santa Barbara County in 2012 is the lowest number of arrests in a ten-year time span. Arrests peaked in 2005 (30,112) and remained relatively stable through 2010. Arrests decreased by 17.5% between 2010 and 2011 and by 2.1% between 2011 and 2012. For the past two years, the number of arrests averaged 1,807 per month.

This decline in arrests can perhaps be correlated to the decreases in the operating budgets of law enforcement in the community.



Source Data: Santa Barbara County Sheriff's Office



PART II Projections of the Santa Barbara County Jail Population

Introduction

Projections of criminal justice populations are essential for budgeting, operations, and capacity planning. The projections of the Santa Barbara County jail population are based on all of the statistical and trend information known at the time that these forecasts were produced. The projections were developed using a set of statistical techniques known as time-series forecasting and were based on rigorous statistical testing. Time-series forecasting assumes that there is a pattern in the historical values that can be identified. The goal is to define the pattern, understand the short-term and long-term trends, and pinpoint any seasonal fluctuations. Significant policy changes made in past years, if known, can be quantified and included in the statistical model. Time-series forecasting then utilizes the pattern, trend, and seasonal variation identified in the historical data to project future values. Future changes in policies or in critical factors affecting the jail population cannot be accounted for using historical data.

The projection for the Santa Barbara County jail population was generated from the historical data reported by the Santa Barbara County Sheriff's Department for the period of January 2007 through June 2013. The projection captures the combined average daily population in Santa Barbara County's Main Jail and the Medium Security Facility and includes the number of offenders released each month because of the capacity limit set for the County's jail system. Absent the capacity limit, many of the released offenders would likely have been confined in one of the County's jail facilities.

A time series is simply a series of observations taken at evenly spaced time intervals; e.g., a daily inventory taken in a stock room, or the monthly average population of a jail. Forecasters use time series analysis to examine cyclical and seasonal patterns in the data. Such patterns could include a tourist town's population increase in the summer months due to summer renters, or a rise in jail populations in the fall due to truancies and offenses reported by schools. These recurring patterns are an important part of forecasting.

Several statistical models can provide projections using time series data. Sometimes one statistical model will yield projections that planners believe are too high or too low because policy changes are expected to have an effect for which the model does not account. In such cases, planners would accept the projection that fits more appropriately with the expected changes. Further modifications may then be made to the selected model, to account for the policy changes. The short term AB109 has been in place is an example of such a policy in which its full impact has yet to be felt.



Time series models are intended for short-term planning. However, it is often necessary for planners to have some estimate of populations in the more distant future. Analysts used two separate methods to achieve short and long-term projections. The shorter projection (the monthly projection for the next two years) uses the estimate from the time series projection model. The longer projection applies the average percent change in population from the time series projection to the years 2013-2028. These methods can work well for more distant populations, but it should be understood that short-term projections are more accurate than long-term projections. This projection, however, captures the average daily population in Santa Barbara Jail system through 2025.

All models were developed using SPSS, a **S**tatistical **P**ackage for **S**ocial **S**cientists. This software is widely used by analysts to develop time series models for projections.

Assumptions

The following projections are statistical calculations of the expected future inmate population, assuming current conditions remain the same.

The projections include these assumptions:

- Underlying civilian populations of Santa Barbara will generally follow the same patterns of the past decade.
- No new legislative initiatives will be implemented that could increase or decrease the number of offenses leading to confinement.
- Crime trends will follow generally the same patterns of the past decade.
- Judicial sentencing practices will follow generally the same patterns of the past decade.



Projection Model

The jail population projection anticipates an **increase** in the population through 2025, a continuation of the increase that occurred in 2011-2013 to date. For 2013 through 2025, the population is projected to be between 1,225 and 1,602 prisoners.

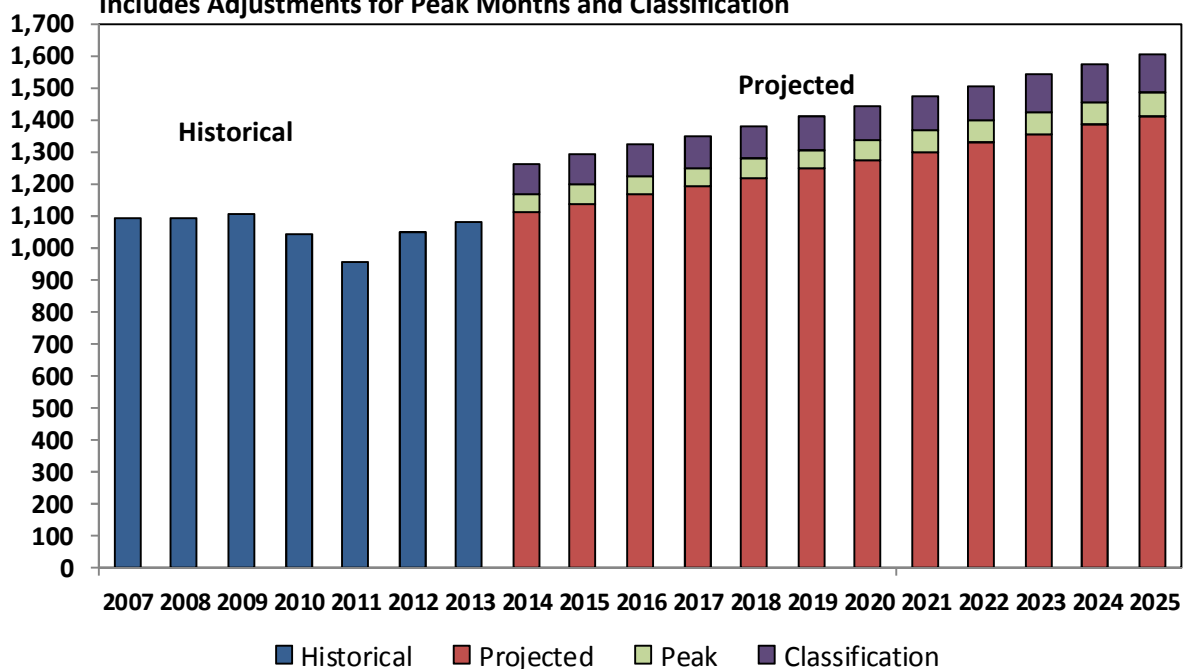
There are months in which the Santa Barbara County jail system houses more prisoners than is reflected by the average daily population (ADP) for the year. These peaks, or “surges,” in the population can be factored into the projection. Population figures from 2007 through June 2013 were analyzed and each monthly figure was compared to the average daily population for the year. During this period, the highest monthly peak was 8.4% above the average daily population for the year. The projections produced by the statistical model were increased by 8.4% to accommodate months when the population peaks.

In addition, a 5% increase was applied to the projected ADP to account for appropriate classification procedures. It is rare for the number and type of detention beds to identically match the inmate population on any given day. In order to provide a sufficient number of beds for each inmate security level, a “classification factor” must be calculated in the bed capacity equation. As stated, a 5% factor has been used here to address those beds which must be reduced from the overall capacity to deal with classification issues. In effect, 5% more beds will be needed than what the projection shows.

Santa Barbara County Jail Population:

Main Jail and Medium Security Facility with Offenders Released Due to Capacity Limit Historical (2007-2013) and Projected (2014-2025)

Includes Adjustments for Peak Months and Classification





Projection by Gender

Because males and females are housed separately in jails, it is important to break out the population by gender. From 2007 through 2013, the average number of females confined in the Main Jail and the Medium Security Facility ranged from 100 to 164. Females represented 13.5% to 15.6% of the population during this period.

The overall projection captures the combined average daily population in Santa Barbara County's Main Jail and the Medium Security Facility as well as the number of offenders released each month because of the capacity limit set for the County's jail system. Also included in the projection are adjustments for peak months and classification, as mentioned. Using the projection model described above, the projection has been disaggregated by gender. As shown below, these projections are based on the average percent of males and females inmates in the jail population between 2007 and 2013 (males 85.5%/females 14.5%).

Santa Barbara County Jail Population Projection Model (Includes Adjustments for Peak Months and Classification)			
Year	Males	Females	Total
2013	1,047	178	1,225
2014	1,078	183	1,261
2015	1,103	187	1,290
2016	1,129	191	1,320
2017	1,155	196	1,351
2018	1,180	200	1,380
2019	1,207	205	1,412
2020	1,234	209	1,444
2021	1,261	214	1,475
2022	1,289	219	1,507
2023	1,316	223	1,539
2024	1,343	228	1,571
2025	1,370	232	1,602



Projection by Court Status

The overall population projection includes the combined average daily population in the Main Jail and the Medium Security Facility as well as the number of offenders released each month because of the capacity limit set for the County's jail system. Also included in the projection are adjustments for peak months and classification, as mentioned. Using this model, the projection has been disaggregated by court status (pre-adjudicated versus sentenced). These projections are shown below. The projections are based on the average percent of pre-adjudicated and sentenced inmates in the County's jail population from January 2011 through June 2013 (pre-adjudicated 72%/sentenced 28%).

Projections of the Santa Barbara County Average Daily Jail Population By Court Status			
Year	Pre-adjudicated	Sentenced	Total
2013	882	343	1,225
2014	908	353	1,261
2015	929	361	1,290
2016	950	370	1,320
2017	972	378	1,351
2018	994	386	1,380
2019	1,017	395	1,412
2020	1,039	404	1,444
2021	1,062	413	1,475
2022	1,085	422	1,507
2023	1,108	431	1,539
2024	1,131	440	1,571
2025	1,154	449	1,602

Population categories may not sum to the total population projection due to rounding.

**Projection by Security Level - Males**

Analyzing the population by security level is also critical to jail planning. The overall projection captures the combined average daily population in Santa Barbara County's Main Jail and the Medium Security Facility as well as the number of offenders released each month because of the capacity limit set for the County's jail system. Also included in the projection are adjustments for peak months and classification, as mentioned. The projection has been disaggregated by security levels, by special needs, and by gender as shown below. These projections are based on a one day snapshot of inmates in the County's jail population in July 2013.

Projections of the Santa Barbara County Average Daily Jail Population - Males By Security Level									
Year	Total Males	PC 25.0%	Level III 19.8%	Level II 15.0%	Ad-Seg 12.4%	Level IV 12.1%	Level I 8.7%	Medical 4.1%	Mental Health 2.8%
2013	1,047	262	207	157	130	127	91	43	29
2014	1,078	270	213	162	134	130	94	44	30
2015	1,103	276	218	166	137	134	96	45	31
2016	1,129	282	223	169	140	137	98	46	32
2017	1,155	289	229	173	143	140	100	47	32
2018	1,180	295	234	177	146	143	103	48	33
2019	1,207	302	239	181	150	146	105	49	34
2020	1,234	309	244	185	153	149	107	51	35
2021	1,261	315	250	189	156	153	110	52	35
2022	1,289	322	255	193	160	156	112	53	36
2023	1,316	329	261	197	163	159	114	54	37
2024	1,343	336	266	201	167	162	117	55	38
2025	1,370	343	271	206	170	166	119	56	38

Population categories may not sum to the total population projection due to rounding.



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Projection by Security Level - Females

Projections of the Santa Barbara County Average Daily Jail Population - Females By Security Level						
Year	Total Females	F Level III 50.2%	FMSF P/T 20.2%	Female PC 14.6%	FMSF I/W 7.5%	Female Ad Seg 7.5%
2013	178	89	36	26	13	13
2014	183	92	37	27	14	14
2015	187	94	38	27	14	14
2016	191	96	39	28	14	14
2017	196	98	40	29	15	15
2018	200	100	40	29	15	15
2019	205	103	41	30	15	15
2020	209	105	42	31	16	16
2021	214	107	43	31	16	16
2022	219	110	44	32	16	16
2023	223	112	45	33	17	17
2024	228	114	46	33	17	17
2025	232	117	47	34	17	17

**Projection by Gang Affiliation**

Year	Gang Affiliation	Total Population	% of Total Population
2013	355	1,225	28.98%
2014	366	1,261	29.02%
2015	374	1,290	28.99%
2016	383	1,320	29.02%
2017	392	1,351	29.02%
2018	400	1,380	28.99%
2019	409	1,412	28.97%
2020	419	1,444	29.02%
2021	428	1,475	29.02%
2022	437	1,507	29.00%
2023	446	1,539	28.98%
2024	455	1,571	28.96%
2025	465	1,602	29.03%

This projection assumes that the one day snapshot conducted on June 19, 2013 is representative of the typical gang affiliation of the average daily population.

Note that inmates with some level of gang association generally represent slightly more than 25% of the population and are projected to reach almost 30% by 2025.

**Projection by Offense Severity**

Projections of the Santa Barbara County Average Daily Jail Population By Offense Severity				
Year	Misdemeanor	Felony	Total Population	Felony as a % of Total Population
2013	269	955	1,225	77.96%
2014	277	984	1,261	78.03%
2015	284	1,007	1,290	78.06%
2016	290	1,030	1,320	78.03%
2017	297	1,053	1,351	77.94%
2018	304	1,076	1,380	77.97%
2019	311	1,101	1,412	77.97%
2020	318	1,126	1,444	77.98%
2021	325	1,151	1,475	78.03%
2022	332	1,176	1,507	78.04%
2023	339	1,200	1,539	77.97%
2024	346	1,225	1,571	77.98%
2025	353	1,250	1,602	78.03%

This projection assumes that the one day snapshot conducted on August 20, 2013 is representative of the typical offense severity of the ADP.

Note that the felony population is normally around 78% of the total population. Many of the individuals charged with misdemeanor crimes do not get sentenced to one of the County's facilities.



Additional Comments

It is important to note, in reflection on the potential accuracy of this forecast, that average daily population (ADP) is a poor predictor of future population when dealing with facilities operating under a population cap. Santa Barbara County has been extremely creative in efforts to function within the population caps placed on their facilities over time and the County's ADP and population projection has artificially leveled off because of this, in spite of the continued increase in bookings. **Early release programs have created an inappropriate reduction in the average length of stay (ALOS) and are a driving factor in reducing the ADP.**

A final consideration that must be discussed in a forecast of the future detention population of Santa Barbara County is the potential impact of AB109. As the reader is most likely aware, there is a segment of the population of offenders with prison commitments for non-violent, non-serious, non-sex offenders (known as NX3) who now serve their felony sentence locally. (This excludes 61 offenses.) NX3 offenders currently serve an average of 166 days before sentencing. It is estimated that at full implementation approximately 66 NX3 sentenced inmates and 24 NX3 violators will be incarcerated in the County's jail on an average day. CDCR also estimates that approximately 37 paroled PRCS violators will be incarcerated also on any given day.

The original projected impact of AB109 was 127 additional beds would be utilized in the jail for these inmates who are designated as AB109. The actual number the jail has experienced is 145 AB109 inmates. Additionally there is an average of 30 AB109 inmates participating in the Electronic Monitoring (EM) program. The complete impact of AB109 has not yet been experienced in Santa Barbara but the impact thus far has been significant.

Therefore, based on these estimates, it is a likely probability that the County has a demand for up to 145 collective jail beds that have not been considered in this forecast. For planning purposes, the forecast should add at least 145 to the highly conservative estimate of the future ADP.



PART III Program and Alternative Programs Costs

The Santa Barbara County Sheriff's Office (SBCSO) has been, for a long time, aggressive in the implementation of programs which impact inmate population growth. Beginning as early as 1989, the County Jail has contracted with treatment providers to deliver substance abuse counseling and release planning. The SBCSO recognizes the necessity for offender programming in order to positively impact recidivism rates. The County is participating in a three-year plan called "Transition from Jail to Community" to develop a reentry model for jails sponsored by the National Institute for Corrections and are one of only eight sites selected for this program.

The impact on future inmate growth and related detention beds would be extremely significant if the STP, described early in this document, were allowed to grow and be provided an appropriate physical plan to support its programmatic mission. As mentioned, many of the 9000 or so inmates that have participated in the program have remained clean or sober since release and have committed no further criminal activity.

The continued use of other programs currently in place will further impact the future growth of the inmate population in the Santa Barbara County Jail.

Electronic monitoring, as described in Section E of this Needs Assessment, has seen a growth of 57% in only three years – from 2010 to 2012. Utilization days have gone from 26,575 to 46,252 in this period. Participation has increased from 873 inmates in 2010 to 1042 in 2012.

The Sheriff's Work Alternative Program, also described in Section E, has experienced the reverse trend: the number of days of work has dropped from 30,362 in 2010 to 22,169 in 2012. Participants dropped from 967 in 2010 to 572 in 2012, an almost 41% drop.

Other existing programs include the operation of two Day Reporting Centers for parolees who are considered high risk to re-offend. Since July 1, 2013, over 124 clients have received services and over 66% are either employed, in school, or are income sufficient.

Lastly, a Substance Abuse Treatment Court was installed in 1995. Aimed at the substance abusing non-violent offender, the court provides immediate, continuous and judicially supervised treatment; mandatory drug testing; and graduated rewards and sanctions which hold the participants accountable for their actions. UCSB has monitored this program and has tracked a success rate of 87% in which no new jail days were incurred by participants in the following year of treatment.



Following this model, a Mental Health Treatment Court was created to provide mentally ill offenders treatment rather than incarceration. Through this program, they receive intensive case management, medication monitoring, field and office visits, group support, and alcohol/drug testing; supported housing and employment assistance.

As the County continues to advance its programming model to positively impact the need for jail beds, the issues that have arisen from the 2011 Public Safety Realignment Act must be addressed. In this process, the SBCSO has established a Community Corrections Partnership (CCP) that has taken on the task of expanding and creating programs that will positively impact recidivism and overall general criminal activity.

These programs are clearly articulated in the *FY 2013-14 Plan* in the document entitled *2011 Public Safety Realignment Act, (Assembly Bills 109/117), FY 2013-14 Plan, Santa Barbara County, Community Corrections Partnership*². (Attached to this document in its entirety in Appendix C.) Pages 23 through 28 of that document follow this page. Each program is described thoroughly and the costs associated with each program clearly delineated.

² 2011 Public Safety Realignment Act (Assembly Bills 109/117), FY 2013-14 Plan, Santa Barbara County, Community Corrections Partnership, pages 23-28. (See Appendix C.)



VI. SPENDING PLAN NARRATIVE

SANTA BARBARA COUNTY FY 2013-14 AB109 ALLOCATION

Programs-Supervision/Local Incarceration/Treatment **\$ 10,085,787**

The State has been working on developing a long-term formula for the allocation of AB109 funds. In FY 2012-13 a two year formula was agreed upon and county specific allocations for both FY 2012-13 and FY 2013-14 were released. Santa Barbara County's FY 2013-14 allocation is \$9,446,143. Agreement on a long-term allocation formula has not been reached. In addition, the State has indicated that there is AB109 revenue growth which will be allocated to counties in FY 2013-14; however the total amount of the growth allocation is currently unknown.

The FY 2013-14 spending plan totals \$10,085,787 and includes the use of \$292,045 of unspent FY 2011-12 AB109 allocation, as well as \$347,599 of anticipated unspent FY 2012-13 AB109 allocation for a total of \$639,644 in one-time funding. This is a reduction from the \$1,765,706 in one-time funding included in the FY 2012-13 spending plan. The use of one-time funding for ongoing program operations creates a risk as those funds will not be available in the future. It is anticipated that once allocated, growth funds will significantly decrease or eliminate the use of one-time funding in the FY 2013-14 spending plan.

JAIL CUSTODY/EARLY RELEASE

FY 2013-14 Jail Custody/Early Release Total **\$ 2,498,390**

State Realignment brings a significant impact to local detention facilities. Prior to the implementation of the Realignment Act, the Sheriff's Office was able to collect approximately \$375,000 annually from the State to help offset the cost of incarcerating state parolees who were being held solely on a parole revocation. Post Realignment Act implementation, the State is no longer required to provide money to house State Parole offenders in the local jails. This has left the Sheriff's Office with a budget deficit related to the housing of State Parole offenders.

Additionally, the existing jail populations were significantly increased, which necessitated an expansion of jail overcrowding mitigation efforts such as early release and alternatives to incarceration programs; i.e., Home Detention with GPS monitoring, graduated sanctions and program referrals.

Subsequently, custody risk assessment and pre-incarceration mitigations that include decision-making violation/revocation and sanction/reward protocols have been put in place to ensure appropriate responses. Alternatives to detention are also utilized. However, even with the evidence-base alternatives, there remains a need for incarcerating certain offenders.



To address public safety and guarantee that those offenders who require a custody setting have a jail bed and to provide short flash incarcerations as needed, Realignment funding must include additional jail resources. Efforts to continue improving the system will be achieved through the TJC. TJC provides technical assistance and expert consultants to assist the county. The county, in turn, must provide a 0.5 FTE Project Manager.

Jail Custody/Early Release	FY 2013-14
One (1) Custody Sergeant	\$165,018
Eight (8) Custody Deputy	1,072,000
Four (4) Custody Deputy Special Duty	539,408
Two (2) Utility Worker	128,566
One (1) AOP	86,402
Parolee Custody Backfill	375,000
Half-Time (1/2) TJC Manager	81,996
Services and Supplies	50,000
FY 2013-14 Total:	<u>\$2,498,390</u>

DETENTION RELEASE SERVICES/ALTERNATIVES

FY 2013-14 Detention Release Services/Alternatives Total \$ 878,754

In order to mitigate the need for increased jail beds, additional GPS units, two (2) additional custody deputies and two (2) additional support staff were needed to provide enhanced monitoring capacity for those Realigned or traditional offenders eligible for alternative detention. These units will be used by both Probation and Sheriff.

The jail has incorporated an evidence-based assessment tool in the identification of offenders eligible for alternative detention. Probation staff have conducted these assessments for offenders under probation supervision and have expanded services to include all offenders being considered for release to an alternative detention program.

Detention Release Services/Alternatives	FY 2013-14
Two (2) DPO Assessor	\$246,000
Two (2) Custody Deputy	247,380
Two (2) AOP for GPS Monitoring	175,374
GPS Units	200,000
Urinalysis Testing	10,000
FY 2013-14 Total:	<u>\$878,754</u>

*COMMUNITY SUPERVISION AND CASE MANAGEMENT*

FY 2013-14 Supervision And Case Management Total **\$2,713,135**

Staffing Needs Based on Workload

Additional Probation workload is associated with the supervision, programming and related violations, and Court actions for Realigned felony offenders. To provide the appropriate level of supervision for these high-risk/high-need offenders, Probation will provide caseloads of 40 offenders per officer, as well as dedicated GPS Officers based on the population needs. If current projections are accurate, Probation will require 17 DPOs, three (3) support staff, and two (2) SPOs.

Community Supervision/Case Management	FY 2013-14
Two (2) SPO	\$302,248
Three (3) AOP	234,556
Four (4) DPO Sr	549,977
Thirteen (13) DPO	1,537,254
Total Staffing	2,624,035
Urinalysis Testing	10,000
Operating Expenses	79,100
FY 2013-14 Total:	<u>\$2,713,135</u>

COLLABORATIVE EFFORTS

FY 2013-14 Collaborative Efforts Total **\$ 1,127,353**

Compliance Response Teams

Two (2) Compliance Response Teams (CRT), each made up of a Deputy Sheriff and a DPO will be deployed. These Officers will provide enhanced monitoring for offenders on the PRCS and PSS caseloads, as well as for offenders on alternative detention from the jail. The Teams will also support local law enforcement in incidents involving the Realigned population and will be deployed as needed on a countywide basis.

The Teams will conduct compliance monitoring checks through random home visits, conduct searches, facilitate and lead warrant apprehension teams, respond to high level GPS alerts, and other identified duties.

Regional Realignment Response Activity Fund

The law enforcement community in Santa Barbara County has a strong collaborative working relationship. This is evident by their active participation and support in the CLEC organization. An ongoing successful collaboration by CLEC is the Santa Barbara Regional Narcotic Enforcement Team (SBRNET). In recognition of the efficacy of joint law enforcement task force activity and collaborative efforts to improve public safety,



overtime funds have been allocated for local municipal police departments to respond to incidents related to the Realigned offender population and to participate in multi-agency operations to conduct warrant apprehensions or other operations as coordinated by the CRTs.

Collaborative Courts

Realignment supports a full-time prosecutor to ensure there is a dedicated Deputy District Attorney assigned to the Collaborative Courts in both the Santa Maria and Santa Barbara regions. This ensures a more successful and intensive effort at rehabilitating offenders who will likely qualify for sentencing under Realignment.

Rehabilitation Service Coordinators (RSC)

The Public Defender's Office employs two (2) RSCs; one is assigned to the Santa Barbara region and the other to the Santa Maria/Lompoc region. The RSCs prepare treatment plans for defendants, identifying treatment needs and matching them with available treatment programs. They also collaborate with the jail and Probation staff on the Discharge Planning Team.

Regional Response Teams	FY 2013-14
Two (2) DPO Sr	\$279,542
Two (2) DSO	337,811
Vehicles Sheriff	50,000
Total Response Teams:	667,353
Collaborative Courts (DA)	180,000
Rehabilitation Service Coordinators (PD)	160,000
Regional Realignment	
Response Activity Fund	120,000
FY 2013-14 Total:	<u>\$1,127,353</u>

MENTAL HEALTH, DRUG AND ALCOHOL, RELATED TREATMENT, AND SUPPORTIVE SERVICES

FY 2013-14 Mental Health/ AOD/Related Treatment/Supportive Services Total

\$ 2,056,381

Psychiatric care and medications are budgeted, as up to 20% of AB109 clients have required psychiatric services with up to 10% requiring more intensive services. ADMHS has in place a dedicated AB109 Clinic (AB109 Offenders' Mental Health Screening and Treatment Program) to accommodate the immediate and unique needs of this clientele. A psychiatrist and psychiatric technician are dedicated to serving AB109 clients throughout the county, providing a full range of psychiatric services including assessment, medication management, case management, and direct communication



links with Probation. Some clients have needed access to inpatient services, medications, and high intensity services such as Assertive Community Care. The dedicated funding is inclusive of all levels of care.

In conjunction with the DPOs, several CBOs are located at the PRRCs and continue to provide re-entry services that are evidence-based with a focus on cognitive behavioral interventions and treatment, employment services, substance abuse education and treatment and other offender supports such as transportation and employment certification or equipment needs. Funding continues to support specialty treatment programs for domestic violence offenders and for sex offenders.

The Sheriff's Office also will employ two (2) Pre-Release Coordinators who will be assigned to the jail and serve on the Discharge Planning Team.

**Mental Health, AOD, Related Treatment,
Supportive Services**

	FY 2013-14
Psychiatric Services and Pharmaceuticals	\$459,178
AOD and DDX Services	300,000
Batterers and Sex Offender Treatment	75,000
Offender Supports	10,000
Job Development	100,000
Transportation	4,000
One (1) DPO Sr - PRRC	141,990
One (1) DPO - PRRC	124,616
One (1) AOP - PRRC	76,597
AOD Counselors	205,000
Two (2) Pre-Release Coordinators (Sheriff)	157,580
Services and Supplies	2,420
Re-entry Services for PRCS	400,000
FY 2013-14 Total:	<u>\$2,056,381</u>

HOUSING/SOBER LIVING/DETOX BEDS

FY 2013-14 Housing/Sober Living/Detox Beds Total \$ 320,000

A significant barrier for the Realigned population is housing. To maximize treatment effectiveness and positive outcomes, housing options are essential. Sober living, transitional housing, detox, and SCRAM are all essential components in the effort to stabilization of these offenders. Unfortunately local capacity for many of these options is extremely limited. In addition to continuing current partnerships, collaborative efforts



have been made to engage the housing community in seeking affordable options and expanding capacity for this population.

EVALUATION AND DATA ANALYSIS

FY 2013-14 Evaluation and Data Analysis Total **\$ 125,811**

Evaluation of the outcomes attained by the strategies propositioned herein will be critical in order to guide future decisions in the investment of subsequent AB109 funds. Consequently, it is important to appropriate funding to support formal data analysis and outcome measurement assessment.

ADMINISTRATION

FY 2013-14 Administration Total **\$ 365,963**

Due to the expanded responsibilities for contracting and programmatic oversight, a 0.5 FTE Probation Manager is a crucial administrative need. To ensure the proper administration of AB109 funding, a reasonable administrative expense of 5.5% of direct program expenditures is recommended. Project components are overseen by both the Probation Department and the Sheriff's Office. Each department will receive 5.0% of the direct project expenditures which they oversee. Realignment also requires additional Auditor Controller resources resulting in the dedication of 0.5% of all direct program expenditures to fund these requirements.

Administration	FY 2013-14
Probation Administration	\$91,490
Half-Time (1/2) Probation Manager	81,996
Sheriff Administration	143,878
Auditor Controller	48,599
FY 2013-14 Total:	<u>\$365,963</u>



Summary

As demonstrated repeatedly throughout this Needs Assessment, Santa Barbara County has implemented and expanded a number of alternatives to incarceration beginning in the 1980's. While these programs have effectively reduced the growth in the jail population, the rising tide of the average daily inmate population is projected to continue; in fact, once again at noticeable rates based on the addition of AB109 inmates. Alternatives to incarceration are, by their nature, intended only for those offenders who can participate in and benefit from programs and sanctions other than jail. Certain risk factors such as criminal history or nature of the offense will preclude the release of certain offenders for the protection of the public. Santa Barbara has done a very credible job of implementing and expanding alternative programs that are geared not only to reduction of the inmate population but also to addressing the perceived underlying causes of criminal behaviors. The County's planning and budgeting process will continue to place the appropriate emphasis on these programs.



G. THE ADEQUACY OF STAFFING LEVELS

Recruitment and retention of qualified staff to work in a detention setting are always difficult for any county detention system. Santa Barbara is equally challenged with the ability to hire and retain staff.

The high cost of living in this area of California, in combination with the travel distances between the main jail and the area where the majority of the eligible work force lives, has exacerbated this situation in the past. Despite this, the Santa Barbara County Sheriff's Office (SBCSO) has maintained a notable record for employee recruitment and retention. The location of the new Northern Branch Jail and the S.T.A.R. (Sheriff's Transition and Reentry) center, in contrast to the existing location of the Main Jail in the South County, will greatly increase the potential pool of candidates for employment within this facility.

A recent description of the adequacy of the County's staffing level was presented on page 8 of the Community Corrections Partnership report on Realignment,

"23 of the 24 AB109 full-time employee positions have been filled, which include two (2) deputy positions assigned to the CRTs and 15 custody deputy positions. The remaining are civilian positions consisting of three (3) Administrative Office Professionals (AOP), two (2) Utility Workers, and two (2) Pre-Release Coordinators assigned to Custody Operations."¹

In order to prepare for the potential of S.T.A.R., a detailed staffing plan has been outlined by the SBCSO. The future operational philosophy for S.T.A.R. will focus on a direct supervision management approach. This design will ensure staffing efficiency to the greatest extent possible. The staffing plan will be finalized as the proposed design is completed and as, required by Section 13-102(c) 3, Title 24, CCR, will be submitted as part of the "Operational Program Statement" to the BSCC.

Specifically, staff dedicated to S.T.A.R. will include a correctional officer for each direct supervision housing unit. In addition, staff from the Programs Unit will come into the Reentry Unit to facilitate discharge planning. The Programs staffing includes a pre-release coordinator that works with offenders to develop individualized release plans linking them with community supportive services upon discharge. The alcohol and drug counselor provides the alcohol and drug abuse counseling and

¹ Santa Barbara County Community Corrections Partnership, *2011 Public Safety Realignment Act (Assembly Bills 109/117) FY 2013-14 Plan*, excerpt from page 8. (See Appendix C.)



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treatment services. Probation staff will work with the offenders on the development of their release plans from the Unit. These staff will also provide support for the Sensitive Needs Unit.

Certified teachers will provide educational classes and a certified vocational instructor will provide classroom instruction as well.

The majority of the custody positions described above are not additional positions beyond what is in place today but are existing positions available for reassignment as the result of the closure of Basement Dorms 1, 2, and 3, and the Female Unit of the MSF (Medium Security Facility).

In addition, a number of programs will be supported by community-based organizations which will provide various volunteer educational and counseling staff.



H. THE ABILITY TO PROVIDE VISUAL SUPERVISION

The complete lack of ability to provide appropriate visual supervision throughout the main jail has been thoroughly documented in previous Needs Assessments. This Needs Assessment, therefore, focuses only on those areas that are related to the SB1022 grant application.

The ability to provide visual supervision in housing areas that are recommended for decommissioning is severely restricted. These areas, Dorms 1, 2, and 3 and the Female MSF, are each described below.

BASEMENT DORMS

The Basement Dorms, originally constructed in 1987, are located in a remodeled portion of the Main Jail basement. These areas were converted from a large storage area into housing units and originally intended for minimum-security inmate workers with direct access to the intake parking lot. These units are poorly ventilated and severely overcrowded. The rated capacity of the dorms is 32; however, 70 male inmates are currently housed in Dorms 1 and 2.



This view is from Male Basement Dorms 1 and 2: the Officer work station into MB1 is shown as is the latrine area.

This is a view of Male Basement 1 and 2. The view is from the entry into the corridor. The staff workstation is shown here with its limited visibility.





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Dorm 1 is at the end of the entry off to the right. This physical layout allows for no visual oversight of the area.



This view is from the inside of MB2 Housing into the front living area. The overcrowded conditions are apparent in this photograph.

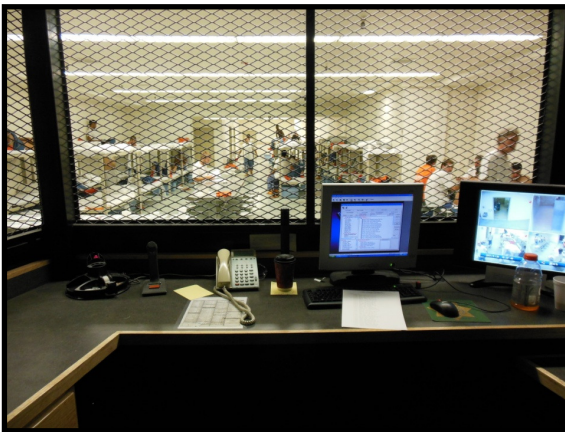


This view is looking from the Officer's Station into the sleep area. There is no program space available to these inmates, nor even natural light.



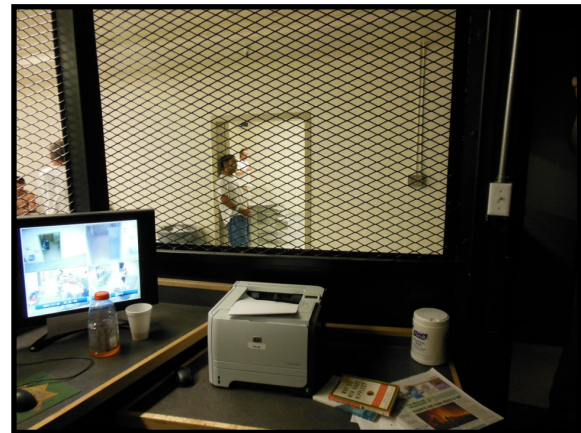
Dorm 3, just recently opened, also has a rated capacity of 32 but houses 50 inmates. This dorm was created using existing classroom and staff training space. All three dorms were cited as violating BSCC (Board of State and Community Corrections) Standards in the most recent Biennial Inspection Report dated July 17, 2013¹ as referenced in this Needs Assessment.

As shown in the photographs below, these conditions produce completely restricted lines of sight, and visual supervision is extremely impaired by the overcrowding and physical layout of the space; the exact same conditions that exist in Dorms 1 and 2.



In Dorm 3, the most troubling blind spot/lack of visibility is from the Officer's desk. The half wall enclosing the work station potentially creates an unobservable area that inmates may hide behind. The Officer has to leave the enclosure to view the space.

This view is from Dorm 3 looking towards the TV room. Most of the room is not visible.



This view is from inside the dayroom of Basement Dorm 3 looking towards the Officer Station (the Officer is normally located inside the enclosed station).

¹ For the complete report see Appendix J.



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This is the view from the front area of Basement Dorm 3 housing. The photo was taken from inside the housing unit.



This is the view from the entry door looking into the Basement Dorm 3 Housing Unit. Again, there is no program space or natural light.



MSF (MEDIUM SECURITY FACILITY) – FEMALE UNIT

Another unit scheduled for decommissioning is the MSF, Female Unit which currently houses 45 inmates.

The buildings which make up the MSF were originally constructed as an Honor Farm. They housed minimum-security inmates in non-secure dormitory buildings that were constructed as barracks. This facility was later reconfigured with security enhancements and classified and renamed Medium Security Facility.

The Medium Security Facility Living Units are seven rectangular buildings that are arranged around a central core area like spokes on a wheel. They were



View into sleep area.

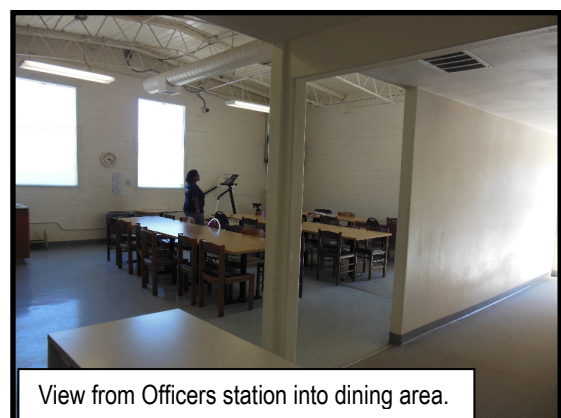


View into dayroom and sleep area.

originally constructed in 1959 and have been refurbished several times since, with the security enhancements mentioned above. The MSF was originally the location where “model inmates” and inmate workers were housed.

At the time medium-security inmates were transferred to these buildings, the added security features included interior bars separating the housing dorms from the central core area. Because this is a “non-fire rated building,” the exterior doors may not be locked.

The physical configuration of these buildings presents extreme limitations to visual supervision, resulting in a high probability of safety and security problems including escapes, assaults on staff and assaults on other inmates. These buildings were simply never designed to hold inmates of higher classification levels, and do not provide adequate sight lines and observation of inmate activities.



View from Officers station into dining area.



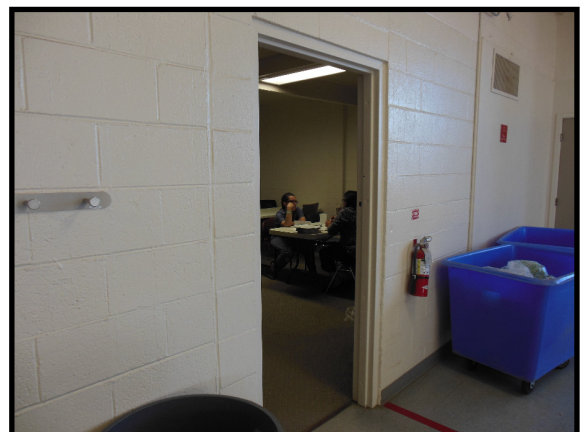
This photograph shows the view from Female Medium Security sleep room towards the security entrance. A partition was added to obstruct the view of male inmates into this area, but this partition also blocks the view of the door.

This photograph on the right is a view of the entry into the Female Medium Security Facility.



On the left is a view from Officer's station looking toward the recreation yard of the Female Medium Security Facility.

On the right and below are views from the Officer's workstation into the library/programming room of the Female Medium Security Facility.





I. ADEQUACY OF RECORD KEEPING

INTRODUCTION

Record keeping at the Santa Barbara Adult Custody Division is currently accomplished through a dual system of electronic data entry and record keeping, as well as a paper or “hard copy” filing system. In July 2008, a new Jail Management System (JMS) became operational for record keeping. This system performs adequately and can be expanded, if needed, in the future. The JMS will be used to manage records for inmates housed at the S.T.A.R. (Sheriff’s Transition and Reentry).

CURRENT PRACTICE

Current practice at the facility restricts access to inmate records on a “need to know” basis. The public is restricted from any access to the records storage areas or files; official requests for information are made to the Records Supervisor and approved and logged prior to distribution. As a general rule, the inmate file does not leave the Records area. Record keeping is managed by a Supervisor and 4 Shift Supervisors on a 24-hour, 7 days per week schedule. Classification records and medical records are further restricted and are accessible only to classification or medical staff. The JMS is a security based system. Access is controlled by employee number, and only those eligible by login are able to view and/or change appropriate records. Access is further restricted to staff by record type; i.e., only classification staff is eligible to view classification records.

Currently, the Custody Division is required to retain records for two years by law and three years by written policy of the Santa Barbara Board of Supervisors. After three years of retention, the Board may authorize the destruction of records. Prior to destruction, the staff scans and maintains electronically certain information from the files, including:

- All forms/paperwork that require an inmate signature
- Arrest/booking records
- Property cards and release of property documentation
- Fiscal records
- Criminal history

These scanned files are permanently stored electronically on the JMS for each inmate.



RECORDS AND REPORTS

Inmate Records

Currently the paper file for each inmate contains the following information:

- Arrest records
- Sentencing information
- Court documents
- Booking information
- Copy of NCIC report/criminal history if applicable
- Printout of Wants/Warrants check
- Property records
- Fiscal records
- Inmate Classification information to the extent that it is not classified
- Copies of Disciplinary violation reports as they relate to loss of visitation, commissary privileges, or good time
- Inmate grievances
- Department of Justice, Livescan, FBI, and Homeland Security information

Incident Reports

Incident Reports are completed by staff and reviewed by each Department's supervisor. They are forwarded to and retained by the Sheriff's Office's Criminal Records Bureau.

Classification Records

Separate records are maintained in Classification. Written policy and procedure defines the information that is included in the classification record. "These records are confidential and are not released without permission of the Division Commander or the Classification Sergeant or Lieutenant. Law enforcement access is limited to a need to know basis as determined by the Classification Sergeant. Classification records are internal administrative documents that are subject to release by subpoena only."¹ Classification records contain confidential information about inmates that include the following:

- Custody assessment synopsis
- Gang affiliation and co-defendants
- Incident reports and offense reports

¹ Classification Plan (see Appendix D)



- Disciplinary reports and actions
- Criminal history reports
- Previous custody assessment synopsis and tracking records
- Referral documentation to and from the mental health unit and medical department
- Housing assignments
- Intelligence reports and information on protection issues and/or other safety and security issues
- Other information deemed necessary

Medical Records

Medical Records are initiated and maintained in a secure, restricted area and access is limited to health services staff only. Santa Barbara County currently contracts with Corizon Health, Inc., for all medical services. Written policy #501 and #502, copies of which are included in Appendix I, state in part:

“All inactive medical records will be kept in the Medical Records Room or in storage areas with access restricted to Corizon Health, Inc. staff only. Active records will be kept in secure files in the Medical Department.”²

Written policy and current practice at the facility specify the content of medical records, how and who will initiate and maintain them, and the confidentiality and restricted access and distribution of such records. All policies are intended to follow the requirements of HIPAA regulations. Additionally, written policy and procedure for the Custody Operations of the Sheriff's Office requires that a medical screening form be completed by the receiving officer at Intake. The completed form is then filed in the medical record.

SUMMARY

Santa Barbara County's system for meeting the current data and record keeping needs of the Custody Division is more than adequate. All reasonable safeguards are in place to protect the confidentiality and integrity of inmate and other records.

Sample records from the JMS have been included in this report at Appendix I as further documentation.

² Policy, Corizon Health, Inc., (Appendix I)



J. HISTORY OF THE SYSTEM'S COMPLIANCE WITH STANDARDS

HISTORY

The Santa Barbara County Sheriff's Office, despite the age of its jail system and overcrowded conditions, has always worked aggressively and proactively to comply with all regulatory requirements. The appendix of this Needs Assessment includes the actual inspection reports by the Local Detention Facility Health Inspection Report dated September 26, 2012; the Board of State and Community Corrections Inspection Report (Penal Code 6031) dated July 17, 2013; the Fire Safety Corrections Notice dated December 13, 2012; and the Environmental Health Evaluation Inspection Checklist dated September 26, 2012.¹

Most of these reports clearly reflect the dedication of the staff to ensure the County's facilities comply with State standards to the greatest extent possible.

Of particular importance to this project, however, is the July 17, 2013 Biennial Inspection by BSCC, Letter to Sheriff-Coroner Bill Brown, page 2. The letter indicates the following capacity violations:

"We reviewed the newly remodeled basement dormitory during our January 2013 site visit. Based on available living and dayroom area, the Basement Dormitory is rated for 32 inmates; please see the attached Living Area Space Evaluation for details."²

This Basement Dormitory area currently houses 50 inmates and will be eliminated when the Sensitive Needs Unit in the S.T.A.R. (Sheriff's Transition and Reentry) comes on line. It will be closed upon the completion of construction.

¹ See Appendix J for these documents.

² July 17, 2013 Board of State and Community Corrections letter to Santa Barbara Sheriff's Department – Board of State and Community Corrections Biennial Inspection Pursuant to Penal Code 6031.1



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The letter further goes on to state another violation:

“At the time of our on-site visit, there were 249 inmates in the MSF [Medium Security Facility]; the rated capacity was 161.”³

This MSF area currently includes housing for 45 female inmates and this female unit will also be closed upon completion of the new S.T.A.R. housing.

New facilities will greatly enhance the system's ability to comply with all required standards. Non-compliance at this time reflects the limitations of the physical plant and does not reflect weaknesses in operational procedures.

³ July 17, 2013 Board of State and Community Corrections letter to Santa Barbara Sheriff's Department – Board of State and Community Corrections Biennial Inspection Pursuant to Penal Code 6031.1



K. UNRESOLVED ISSUES

Because the County has worked so diligently for over the past two decades on planning for the future, the number of unresolved issues related to this Needs Assessment is relatively minor. There are, however, certain system-wide issues that require further consideration as the new Northern Branch Jail comes on line and more and more AB109 inmates are housed within the County's detention facilities. These issues are not presented in any significant order and do not reflect their importance based on the order in which they appear.

- How can the County expedite a more performance based assessment process rather than a statistically oriented analysis of data of existing programs in order to continually improve upon the reentry model in current development?
- How can the County ensure that they have adequate facilities to fully deliver the step-down approach required by the current Transition Unit and STP?
- How can the County address the limitations of the existing JMS in place as demands for information management continue to increase?
- How can the Sheriff's Office increase its use of and further development of a significant Work Furlough program in the County with a focus on treatment? What is the most suitable location for this type of program?
- How can the County develop a fully integrated step-down model for evidence-based reentry which allows the inmates to begin this program at facilities located within the jail rather than in the community upon release and post release?
- How can the County maximize their affiliations with other organizations and partnerships like TJC, and the PEW Charitable Trusts, and the John and Catherine T. MacArthur Foundation to measure and ensure that funds are being utilized in the most efficient and effective way as they seek opportunities for improved offender outcomes?

The challenges that these unresolved issues present are eloquently described in the Realignment Plan, page 7, found in its entirety in Appendix C.



“The Sheriff’s Office has continued to collaborate with allied agencies and community partners to make the Realignment process in Santa Barbara County as successful as possible. However, it must be reemphasized that the capability of the existing jail system, including programs and treatment services available inside the jail and in the community, continue to be inadequate to meet current needs, let alone the additional strain Realignment has placed upon the custody system.

Traditionally in California, county jails simply have not been designed or staffed to adequately provide for detention and services of long-term inmates. The ADP of the Santa Barbara County Sheriff’s Detention Facilities for the 2012 calendar year increased 11% as compared to the 2011 ADP. This increase has already forced changes in the classification of certain housing units within the jail, and severely inhibits the ability to be flexible in inmate classification and housing. In addition, there will be an increase in medical and mental health costs due to the need to provide long-term treatments for those in the AB109 population. These treatment plans are often more intensive and complex due to the increased length of stay in Sheriff’s custody.”¹

CONCLUSION

In order to move many of these issues forward in a positive direction, the County is working closely with an Evaluation Team from UCSB (University of California, Santa Barbara) and has created a plan to respond to these issues as one element of the Realignment Plan authored by the CCP in 2011. This plan, presented in its entirety in Appendix C, has six outcomes that it seeks to achieve.

1. Implementation of a streamlined and efficient system to manage the additional responsibilities under Realignment.
2. Implementation of a data management system to manage and evaluate Realignment.
3. Implementation of a system that utilizes evidence-based best practices recidivism reduction.
4. Implementation of a system that effectively utilizes alternatives to pre-trial and post conviction incarceration where appropriate.
5. Implementation of a system that maintains public safety.
6. Ongoing assessment of the system’s impacts on criminal offender outcomes and using data to make adjustments to continually improve the system.

¹ 2011 Public Safety Realignment Act (Assembly Bills 109/117), FY 2013-14 Plan, Santa Barbara County, Community Corrections Partnership, page 7. (For the complete document, see Appendix C.)



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When each of these outcomes has been fully realized, the County of Santa Barbara will have come a very long way in resolving these issues. In addition, the funding and construction of the S.T.A.R. facility described in this Needs Assessment will provide severely needed space to contribute to the success of these goals



APPENDIX C

AVERAGE LENGTH OF STAY REPORT (ALOS) 2008 - JUNE 2013

Average Length of Stay Report (continued)

Year		2008					2009				
Quarter		1	2	3	4	Yearly	1	2	3	4	Yearly
Felons	Male	36	34	25	26	30.25	25	26	25	27	25.75
	Female	27	26	19	21	23.25	20	22	21	22	21.25
	Total	34	32	24	25	28.75	24	26	25	26	25.25
Non-Felons	Male	15	14	10	11	12.5	10	10	10	10	10
	Female	13	14	11	10	12	10	10	10	10	10
	Total	15	14	10	11	12.5	10	10	10	10	10
Totals	Male	23	22	16	17	19.5	17	17	17	17	17
	Female	19	18	14	15	16.5	15	15	15	15	15
	Total	22	21	16	17	19	17	17	16	17	16.75

Year		2010					2011				
Quarter		1	2	3	4	Yearly	1	2	3	4	Yearly
Felons	Male	27	27	26	26	26.5	26	28	29	31	28.5
	Female	23	19	21	20	20.75	20	21	21	20	20.5
	Total	27	25	25	25	25.5	25	27	27	29	27
Non-Felons	Male	10	9	9	9	9.25	11	12	10	10	10.75
	Female	10	10	8	8	9	8	9	9	9	8.75
	Total	10	9	9	9	9.25	10	11	10	10	10.25
Totals	Male	17	17	16	16	16.5	18	19	18	19	18.5
	Female	15	14	14	13	14	13	14	14	14	13.75
	Total	17	16	16	16	16.25	17	18	17	18	17.5

Source: County of Santa Barbara Sheriff's Office



Average Length of Stay Report (continued)

Year		2012					2013				
Quarter		1	2	3	4	Yearly	1	2	3	4	Yearly
Felons	Male	31	31	30	30	30.5	29	28			
	Female	21	22	22	21	21.5	22	21			
	Total	30	29	28	28	28.75	27	26			
Non-Felons	Male	10	10	9	9	9.5	9	9			
	Female	11	9	9	8	9.25	9	8			
	Total	11	10	9	9	9.75	9	9			
Totals	Male	21	20	20	20	20.25	20	19			
	Female	16	15	15	15	15.25	15	15			
	Total	20	19	19	19	19.25	19	18			

Source: County of Santa Barbara Sheriff's Office

SANTA BARBARA COUNTY

COMMUNITY CORRECTIONS PARTNERSHIP



2011 Public Safety Realignment Act

(Assembly Bills 109/117)

FY 2013-14 PLAN

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**County of Santa Barbara
Public Safety Realignment Act
FY 2013-14 Plan**

Executive Committee of the Community Corrections Partnership

Bill Brown, Sheriff

Larry Ralston, Lompoc Police Chief

Takashi Wada, M.D. MPH, Interim Director Alcohol, Drug, and Mental Health Services

Joyce Dudley, District Attorney

Arthur Garcia, Presiding Judge of the Superior Court

Rai Montes De Oca, Public Defender

Beverly Taylor, Chief Probation Officer (Chair)

Community Corrections Partnership at large members

Bill Cirone, Superintendent of County Schools

Daniel Nielson, Director, Department of Social Services

John Gannon, Director, Directions Educational Services (CBO member)

Ray McDonald, Workforce Investment Board

Megan Rheinschild, Victim Witness Program Director (victim advocate member)

Janet Wolf, 2nd District Supervisor

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INTRODUCTION

The Santa Barbara County Community Corrections Partnership (CCP) is committed to implementing Public Safety Realignment as effectively and cost efficiently as possible. This updated plan for Fiscal Year (FY) 2013-14 represents the third plan submitted since Realignment commenced on October 1, 2011. This document is intended to serve as an update to the prior documents and as such does not provide the previously submitted background data. The initial plan adopted by the Board of Supervisors on September 20, 2011, and the subsequent plan adopted on May 22, 2012, continue to be excellent resources in understanding the local community corrections resources, collaboration and partnerships. Both plans can be accessed on the Santa Barbara County Probation website: <http://www.countyofsb.org/probation/default.aspx?id=40072>.

It is clear that each year the planning process becomes more sophisticated as the stakeholders have honed in on a shared vision and understanding of fiscal limitations. The amount of coordination and integration has increased and is evident in the discussions. Most program components have multiple partnerships contributing to their success.

In 2012, Proposition 30, the Sales and Income Tax Increase Initiative, was passed by vote of the people and ensures a stable funding source for Realignment. Yet to be determined is how the county allocation formula will be designed for FY 2014-15 and beyond. More innovative and aggressive programming may be able to be explored in future years if the formula allows for more equitable distribution of the funds across the State. In the interim, the CCP will continue to endorse a balanced and efficient deployment of the resources available.

I. OVERVIEW OF 2011 PUBLIC SAFETY REALIGNMENT ACT (AB109/AB117)

In an effort to address overcrowding in California's prisons and assist in alleviating the state's financial crisis, the Public Safety Realignment Act (Assembly Bill 109 [AB109]) was signed into law on April 4, 2011. AB109, as subsequently revised by AB117 on June 29, 2011, transferred responsibility for specified lower level inmates and parolees from the California Department of Corrections and Rehabilitation (CDCR) to counties. This change was implemented on October 1, 2011.

Additionally, §1230.1 of the California Penal Code (PC) was added, which reads "(a) Each county local Community Corrections Partnership established pursuant to subdivision (b) of Section 1230 shall recommend a local plan to the county board of supervisors for the implementation of the 2011 public safety Realignment. (b) The plan shall be voted on by an executive committee of each county's Community Corrections Partnership consisting of the chief probation officer of the county as chair, a chief of police, the sheriff, the District Attorney, the Public Defender, the presiding judge of the superior court, or his or her designee, and one department representative listed in either subparagraph (G), (H), or (J) of paragraph (2) of subdivision (b) of Section 1230¹, as designated by the county board of supervisors for purposes related to the development and presentation of the plan. (c) The plan shall be deemed accepted by the county board of supervisors unless the board rejects the plan by a vote of four-fifths of the board, in which case the plan goes back to the Community Corrections Partnership for further consideration. (d) Consistent with local needs and resources, the plan may include recommendations to maximize the effective investment of criminal justice resources in evidence-based correctional sanctions and programs, including, but not limited to, day reporting centers, drug courts, residential multiservice centers, mental health treatment programs, electronic and Global Positioning System (GPS) monitoring programs, victim restitution programs, counseling programs, community service programs, educational programs, and work training programs."

Key elements of AB109 include:

- Redefined Felonies: Revised the definition of a felony to include specified lower-level (i.e., non-serious, non-violent, non-sex offenses) crimes that would be punishable in jail or another local sentencing option.

Pursuant to §1170(h)(5) PC, felony offenders no longer eligible for commitment to the CDCR can be sentenced to jail for the full term or a portion of the term, with the balance suspended for a period of post sentence probation supervision.

1. Referenced representatives listed in paragraph (2) of subdivision (b) of Section 1230 are "the head of the county department of social services, the head of the county department of mental health and the head of the county alcohol and substance abuse programs."

- Established Post Release Community Supervision Population: Parolees whose committing offense is a non-violent, non-serious felony and who are not deemed to be high risk sex offenders.
- Local Post Release Community Supervision: Offenders released from state prison on or after October 1, 2011, after serving a sentence for an eligible offense, shall be subject to, for a period not to exceed three (3) years, Post Release Community Supervision provided by a designated county agency. Each county agency shall establish a review process for assessing and refining a person's program of post release supervision.

A Post Release Community Supervision agreement shall include the offender waiving his/her right to a court hearing prior to the imposition of a period of "flash incarceration" in a county jail of not more than ten (10) consecutive days for any violation of his/her release conditions.

- Revocations Heard & Served Locally: Revocations for Realigned offenders and parole revocations will be served in local jails (by law the maximum parole revocation sentence is up to 180 days), with the exception of paroled "lifers" who have a revocation term of greater than 30 days. The Courts will hear revocations of Realigned offenders subject to county supervision and beginning July 1, 2013, will conduct violation hearings for state parolees, which is a role currently assumed by the Board of Parole Hearings (BPH).
- Changes to Custody Credits: Pursuant to §4019 PC, jail inmates serving prison sentences earn four (4) days credit for every two (2) days served. Time spent on home detention (i.e., electronic monitoring [EM]) is credited as time spent in jail custody.
- Alternative Custody: Pursuant to §1203.018 PC authorized EM for inmates being held in the county jail in lieu of bail. Eligible inmates must first be held in custody for 60 days post-arraignment or 30 days for those charged with misdemeanor offenses.

§1203.016 PC expanded and authorized a program under which inmates committed to a county jail or other county correctional facility or granted probation, or inmates participating in a work furlough program, may voluntarily participate or involuntarily be placed in a home detention program during their sentence in lieu of confinement in the county jail or

other county correctional facility or program under the auspices of the Probation Officer.

- Community-Based Punishment: Authorized counties to use a range of community-based punishment and intermediate sanctions other than jail incarceration alone or traditional routine probation supervision.

AB109 TARGET POPULATION

AB109 introduced two (2) new populations under the supervision and responsibility of local county jurisdiction. The first is the Post Release Community Supervision (PRCS) population of offenders with prison commitment offenses for non-violent, non-serious felonies and who are not deemed to be high risk sex offenders. The second population consists of non-violent, non-serious, non-sex offenders (NX3) without disqualifying offenses (current or prior), who will serve their felony sentence locally (excluding 74 offenses [attachment 1]). These NX3 offenders can be subject to a period of mandatory supervision by probation, or Post Sentence Supervision (PSS), as ordered by the Superior Court.

Projections Through June 2014

It is projected that by June 2014, Santa Barbara County's average daily population (ADP) of PRCS offenders will be approximately 403 offenders (attachments 2 and 3).

Initial CDCR estimates anticipated that Santa Barbara County Courts would sentence approximately 22 NX3 offenders per month to local incarceration. This estimate continues to be accurate based on the actual number of offenders sentenced pursuant to §1170(h)(5) PC during the first 18 months of implementation.

During FY 2012-13, the county saw an increase in the percentage of NX3 offenders being sentenced to mandatory PSS. As a result, the PSS projections have been adjusted and it is now anticipated that this population may be as high as 250 by June 2014. It is noted, however, that discharge numbers for PSS offenders may need further adjustment and could impact the accuracy of the projections. There is not yet enough discharge data to provide a level of confidence in long-term rates.

CDCR also initially projected that approximately 37 PRCS and state parole violators would be incarcerated locally on any given day in Santa Barbara County. This number has proven to be underestimated and is at least two (2) times greater than projected.

From July 1, 2012, to March 1, 2013, there have been 356 flash incarcerations in county jail involving approximately 170 PRCS offenders, resulting in 3,351 jail days. Revocation proceedings were instituted in 53 instances on 39 offenders resulting in 8,151 jail days, averaging 154 days per revocation. Fifteen (15) PSS offenders have incurred revocations accounting for an additional 741 jail days. State parole violators

continue to impact jail housing with a monthly average of 1,476 jail days from October 1, 2012, through February 28, 2013.

July 1, 2012 – March 1, 2013

	Revocations	Flash Incarcerations
<i>Population</i>	<i># of Jail Days</i>	<i># of Jail Days</i>
PRCS	8,151	3,351
PSS	741	N/A
Parolees	4,857	N/A

II. LOCAL PLANNING AND OVERSIGHT

A. COMMUNITY CORRECTIONS PARTNERSHIP

AB117 requires the CCP to develop an Implementation Plan for the Public Safety Realignment and the Executive Committee of the CCP votes to approve the implementation and annual spending plan submission to the Board of Supervisors. The annual plan and recommended programs are to be consistent with local needs and resources as applied to the Realigned population.

The CCP Executive Committee, which oversees and reports on the progress of the Implementation Plan, is chaired by the Chief Probation Officer. The CCP Executive Committee makes recommendations to the Board of Supervisors for the application of funding to the various components of the plan. The Board of Supervisors maintains full authority over the appropriation of Realignment funds. Voting members of the CCP Executive Committee include:

Bill Brown, Sheriff

Larry Ralston, Lompoc Police Chief

Takashi Wada, M.D. MPH, Interim Director Alcohol, Drug, and Mental Health Services

Joyce Dudley, District Attorney

Arthur Garcia, Presiding Judge of the Superior Court

Rai Montes De Oca, Public Defender

Beverly Taylor, Chief Probation Officer (Chair)

B. PLANNING AND DEVELOPMENT TEAM

This Implementation Plan was developed by the CCP and the CCP Executive Committee members, their designees and other key partners. Staff and volunteers assigned to workgroups included:

Probation Department

Tanja Heitman, Deputy Chief Probation Officer

Heather Bennett, Probation Manager

Kim Shean, Probation Manager
Ben Meza, Accountant

Sheriff's Office

Don Patterson, Chief Deputy
Laz Salinas, Chief Deputy
Jenny Sams, Commander
Charles Powell, Custody Lieutenant
Jeff Warren, Lieutenant

District Attorney's Office

Gordon Auchincloss, Chief Deputy District Attorney
Stephen Foley, Chief Deputy District Attorney

Public Defender's Office

Rai Montes De Oca, Public Defender

Superior Court

Darrel Parker, Assistant Superior Court Executive Officer

Alcohol, Drug, and Mental Health Services

Marianne Garrity, Deputy Director

Public Health Department/ADMHS

Takashi Wada, MD, MPH

County Law Enforcement Chiefs (CLEC)

Larry Ralston, Chief - Lompoc Police Department
Don Deming, Captain - Lompoc Police Department

University of California Santa Barbara (UCSB)

Merith Cosden, Ph.D.
Jill Sharkey, Ph.D.
Megan Donahue, M.A. Graduate Student Researcher
Ashley Mayworm, M.Ed. Graduate Student Researcher
Kayleigh Welsh, M.A. Graduate Student Researcher

Community Based Organizations

Sylvia Barnard, Good Samaritan Shelter Services
Jack Boysen, Good Samaritan Shelter Services
Donna Flores, Good Samaritan Shelter Services
Steve K. Goralski, Stalwart Clean & Sober Inc.

III. PROPOSED IMPLEMENTATION STRATEGIES

The proposed strategies that follow take into consideration the needs of the AB109 population, the resources available, and the basic services necessary to achieve acceptable public safety/community corrections outcomes. A cornerstone of all of these strategies is the use of a validated risk and needs assessment and development of individualized case plans facilitated by the COMPAS (Correctional Offender Management and Profiling Alternative Sanctions) instrument (attachment 4).

A. SHERIFF'S OFFICE

The Sheriff's Office has continued to collaborate with allied agencies and community partners to make the Realignment process in Santa Barbara County as successful as possible. However, it must be reemphasized that the capability of the existing jail system, including programs and treatment services available inside the jail and in the community, continue to be inadequate to meet current needs, let alone the additional strain Realignment has placed upon the custody system.

Traditionally in California, county jails simply have not been designed or staffed to adequately provide for detention and services of long-term inmates. The ADP of the Santa Barbara County Sheriff's Detention Facilities for the 2012 calendar year increased 11% as compared to the 2011 ADP. This increase has already forced changes in the classification of certain housing units within the jail, and severely inhibits the ability to be flexible in inmate classification and housing. In addition, there will be an increase in medical and mental health costs due to the need to provide long-term treatments for those in the AB109 population. These treatment plans are often more intensive and complex due to the increased length of stay in Sheriff's custody.

In 2012, Custody Operations experienced higher than normal averages in medical and mental health service requests. A total of 11,652 inmates were seen at medical sick calls during 2012, which represents a 21% increase from 2011. Mental health service contacts rose 9% for the same time period. Additionally, off-site medical services, including emergency hospital transports and specialty appointments, increased by 53% over 2011. These numbers do not represent all medical service, but do provide a generalized view of the increases.

PROJECTED ADDITIONAL NUMBER OF INMATES

Based on estimates supplied by CDCR and local projections, the jail was expected to have an average of 127 AB109 inmates housed in the jail facilities, or alternative detention slots, to meet the capacity required for the Realigned population upon full implementation in July 2013.

The ADP of AB109 inmates housed in the county's jail facilities or participating in EM during the 2012 calendar year was 145. This represents an estimated 14% increase over the original projections of 127 at full implementation.

In March of 2013, the total actual bed-days used for AB109 inmates housed in the facilities or participating in EM was 5,554. This represents a 44% increase over what was expected at full implementation in July of 2013.

PROPOSED STRATEGIES FOR COUNTY INMATE POPULATION CONTROL

To adequately address this expanded population, the Santa Barbara Sheriff's Office has continued with a three-pronged approach.

The first step is the utilization of alternatives to incarceration through collaborative efforts with Probation's Adult Special Programs and High Priority Supervision Units and the Sheriff's Alternative Sentencing Bureau (ASB). This effort includes the use of evidence-based assessment tools to determine those inmates eligible for post sentence alternative detention pursuant to §1203.016 PC and which service or program release conditions will be applied. During 2012, approximately 2,600 jail inmates have been assessed by the two (2) AB109 funded Deputy Probation Officer (DPO) Assessors assigned to the jail complex. Thus far, approximately 9% of those assessed have been released on EM. This number includes all inmates who were assessed regardless of their AB109 status and all inmates who were placed on Probation GPS monitoring after completing their jail incarceration.

Current alternative programs have been enhanced, including the expansion of GPS staffing and services. Additionally, the Sheriff's Day Reporting Centers (DRCs) have seen their services expanded in conjunction with the Probation Report and Resource Centers (PRRC). The implementation of the Compliance Response Teams (CRT) was also accomplished in December 2012.

The second strategy is to work with criminal justice partners in the development of pre-trial and pre-sentence release programs. The Sheriff's ASB, in cooperation with the Probation Department, is engaged in a continuous process improvement review. In November 2012 ASB implemented a three-tier supervision system for those individuals on EM. Supervision of high risk inmates is accomplished through ASB staff and in coordination with the CRTs.

The third approach is to maintain the current plan to keep the Santa Maria branch jail open as a booking facility seven (7) nights per week through AB109 funds and work towards opening the new basement dorm three housing at the main jail that will provide up to 50 additional beds.

As a result of the Sheriff's hiring efforts, 23 of the 24 AB109 full-time employee positions have been filled, which include two (2) deputy positions assigned to the CRTs and 15 custody deputy positions. The remaining are civilian positions consisting of three (3) Administrative Office Professionals (AOP), two (2) Utility Workers, and two (2) Pre-Release Coordinators assigned to Custody Operations.

SHERIFF'S ALTERNATIVE DETENTION PROGRAMS

Alternatives to incarceration managed by the Sheriff's Office have been expanded and made available to the Realigned population providing they meet eligibility criteria. Offenders who are not automatically disqualified because of their post conviction charges are assessed with evidence-based instruments to determine their eligibility for release on an alternative program. In addition to the evidence-based instruments, the presentence report and court commitment period, in-custody behavior, participation and progress in jail programs and services, eligibility based on current charges and prior convictions, and the availability of alternatives to incarceration best suited for the offender are considered in the decision making process. Depending on the status of the offender and jurisdiction, Sheriff and/or Probation staff provides supervision in the community.

In February 2012, the Board of Supervisors approved the updated Alternative Sentencing Program for the Sheriff's Office. The updated program allows for involuntary placement on an alternative incarceration option as outlined in §1203.016 PC and provides flexibility for increasing participation in alternative programs while balancing the program use with the need for public safety.

There has been general success in increasing participation in Alternative Sentencing Programs. In 2012 the Alternative Sentencing ADP for inmates on EM was 126, as compared to the previous year's ADP of 87, for an increase of 45%. It is anticipated this increase will continue and eventually level out in 2013.

ASB has been diligently working with Probation to provide a release plan for those individuals who will require Probation supervision at the conclusion of their jail sentence. This collaborative effort allows ASB to more proactively manage the jail population, while also providing the services and programs unique to the Realigned population.

As stated above, jail and Probation personnel will continue to coordinate an enhanced early release/re-entry program using Senate Bill 678 funds for traditional probationers and AB109 funds for NX3 or PRCS populations. Two (2) Pre-Release Coordinators, in tandem with two (2) DPO Assessors and staff from the PRRC will assist in the assessment process of offenders who are being considered for early release from jail and who are in the community supervised by the Probation Department.

Using the same criteria as described for alternative sentence releases, evidence-based assessment tools are used for both populations to determine the appropriateness for early release and to develop the re-entry service case plans. Ideally, the assessment and planning activities will occur 45 days prior to an offender's release to ensure the connectivity of the offender to the services required prior to his/her release from incarceration.

To ensure that limited resources are appropriately directed and effectively coordinated, these staff members will work closely with custody personnel, jail medical/mental health

staff, drug and alcohol counselors and local community providers. The Pre-Release Coordinators will also provide offenders with assistance in obtaining valid government issued identification, applying for benefit entitlements such as Medi-Cal, supplemental and disability Social Security Income (SSI) and Social Security Disability Insurance (SSDI), veterans' benefits and housing programs. Assessment, supervision, and Pre-Release Coordinator staff will work collaboratively to design and implement individualized release plans that will ensure offenders receive needed treatment and services directed towards their success in the community.

In December 2012, the Sheriff's Office and Probation Department worked together to complete and submit an application for a technical assistance grant. The Transition from Jail to Community (TJC) Grant, in conjunction with the Urban Institute and National Institute of Corrections, will provide an analytical review of statistical data currently being collected on the Realigned population. This grant will also provide recommendations on additional statistics which should be collected to allow for the measurement of the effectiveness of how services and resources are matched to the needs of this new population.

Fiscal Year 2013-14 will continue to challenge the Sheriff's resources. However, the relationships that have been formed with the criminal justice and community partners provide a foundation for success. Managing the AB109 population presents a unique opportunity to improve the jail's programs and services in an effort to reduce recidivism and make our communities safer.

The Sheriff's Office has not asked for any additional positions in the upcoming fiscal year to address the impact of AB109; however, it is imperative that no reductions in staff occur as we move towards full implementation of AB109.

B. PROBATION DEPARTMENT

The Probation Department has continued to achieve great strides in managing this offender population with creative approaches and successful collaboration with community corrections partners and stakeholders. Through the use of validated risk and needs assessment tools and the development of individualized case plans, this balanced approach matches the needs of the AB109 population and the resources available to achieve the best possible community correction outcomes. The Probation Department's primary goals continue to include accomplishing this in the most cost effective manner while employing evidence-based correctional and justice system practices.

PROJECTED NUMBER OF REALIGNED OFFENDERS SUBJECT TO PROBATION SUPERVISION

At the end of January 2013, 344 PRCS offenders and 111 PSS offenders were actively subject to probation supervision. Based on current numbers provided by CDCR and estimated discharges, the PRCS population is projected to grow to approximately 403

offenders by June 2014. In the first year of Realignment (October 1, 2011, through October 1, 2012), 337 flash incarcerations occurred involving 152 offenders (45% of the PRCS population). Approximately 50% of the flash incarcerations were based on substance abuse and absconding from probation supervision. Additionally, through the first 12 months of Realignment, approximately 5% (19/411) of offenders incurred a revocation, with the majority of violations involving absconding and removal of the GPS device and reoccurring substance abuse. As of the end of January 2013, 61 PRCS offenders completed their period of supervision with 49 (80.1%) successful completions and 12 (19.9%) receiving a new felony conviction.

Current projections for PSS offenders, who serve a portion of their prison sentence locally in jail followed by a period of mandatory supervision, are higher than previously anticipated. Based on monthly trends included in the prior year's plan, the rough estimate was a total of 33 PSS offenders by June 30, 2012, and 65 by June 2013. As of January 2013, 111 PSS offenders were under supervision. It appears that the criminal justice stakeholders are becoming much more comfortable with the new sentencing options and the use of split sentences is increasing as a result. This is consistent with both state and local efforts to increase the awareness of the evidence-based benefit to split sentences. Should local trends continue, it is now projected that the PSS population could be as high as 250 by June 2014.

On average, 22 NX3 offenders per month will be sentenced locally to either a full jail sentence or a split sentence as a PSS. However, it is noted that there is very little information available regarding the discharge rate of this population. It may take another two (2) to three (3) years to accurately make long-term projections.

PROGRAM MODIFICATION AND STRATEGIES

Since the FY 2012-13 Realignment Plan, several program modifications and enhancements have been implemented. To more effectively manage the PRCS population and to address the increasing numbers of offenders on EM through GPS, a dedicated supervision DPO was re-directed to monitor and supervise the activities of those offenders.

Several gaps in resources were identified and addressed throughout the past year. Contracts were established with community based organizations (CBO) to provide sex offender and domestic violence treatment to indigent offenders. Additionally, employment counseling services and evidence-based cognitive behavioral interventions such as Thinking For Change, were established in the Lompoc area due to the inaccessibility of the services at the PRRCs in Santa Barbara and Santa Maria.

C. CRIMINAL JUSTICE PARTNERS

COURT

PROJECTED NUMBER OF ADDITIONAL REVOCATION CASES

The Court, Public Defender, and District Attorney previously agreed that these hearings would be processed consistent with current probation violation hearings. To date there have been 90 petitions to revoke community supervision in the Court. Of those 54 or 60% waived a hearing and admitted a violation. There were 25 resulting in hearings and allegations found true. There are 11 petitions pending review in the Court.

With the Court's role in revocation proceedings for persons under state parole supervision and serious and violent parole violators being delayed per AB117 until July 1, 2013, the Court collaborative workgroup did not predict immediate or overwhelming impacts on Court operations related to violation hearings for the Realigned population, nor have they been experienced thus far. However, according to state estimates, the total parole and PRCS population expected to be serving revocation sentences in local custody was estimated to be 37 on any given day. Within the first six (6) months of realignment, however, this actual jail population number has been much larger than expected as has the PRCS population returning to the county and therefore resources have been and will continue to shift according to need. Representation of PRCS persons has been exclusively handled by the Public Defender's Office.

The State Budget appropriated separate funds for the Judicial Branch to undertake Realignment functions and Santa Barbara County's allocation for the first year was \$166,791 for local Court operations and security. The allocation for FY 2012-13 was \$80,332.

DISTRICT ATTORNEY

The District Attorney's Office is continuing its commitment to make realignment work in Santa Barbara County. That said, the challenges presented by this paradigm shift in our criminal justice system remain substantial.

Realignment and Challenge of Jail Overcrowding

Realignment shifts the burden for housing sentenced, convicted felons from state prisons to local county jails which traditionally were never designed or staffed for housing long-term inmates. It further contemplates local management, supervision and incarceration of a large population of felony offenders who, in the past, were considered by probation and the Courts to be unmanageable, unsuitable or ineligible for supervision which is why they were previously sent to state prison. Realignment also contemplates local management, supervision and incarceration for violators of prison parole who may have serious or violent felonies and/or registerable sex offenses in their past. Probation

indicates that the majority of these offenders sent to our county have high risk assessments for recidivism and future violence.

Whether dealing with new offenses or prison parolees, an imperative element of the new realignment strategy is the availability of bed space in the county jail for those who commit new crimes and for those who commit probation and parole violations. Unfortunately, Santa Barbara County experienced a chronic problem with jail overcrowding long before the implementation of realignment. The inevitable outcome of this problem is that offenders who represent a high risk for reoffending and who normally would be serving time in jail or state prison are no longer incarcerated pursuant to court ordered sentences and are being released early into our communities. All new offenders sentenced under AB 109 receive early release dates up to 21 days and a large number are being released from jail with electronic monitoring after being incarcerated for only a fraction of their court ordered sentence.

A collateral effect of this problem of jail overcrowding is that *non-realignment* offenders are also being released from their jail sentences after serving only a portion of the sentences negotiated by the District Attorney and imposed by the Courts. This problem presents a persistent disconnect between the outcomes imposed by the criminal justice system at the time of sentencing and the actual criminal outcomes experienced by the offender. Regardless of realignment status, defendants now sentenced by the Courts to serve jail sentences are being released early on electronic monitoring based on extrajudicial circumstances involving the daily availability of beds in the jail and risk assessments. These issues have little or no relationship to just outcomes or the criteria for sentencing under the law. As such, the Courts; the District Attorney and crime victims have little or no say in determining which offenders receive the windfall of early release.

The necessity of early release conflicts with Marsy's Law which added a truth-in-sentencing provision to the California Constitution. (Art.I, §28(f)(5).) This provision states that sentences imposed upon criminal wrongdoers "*shall be carried out in compliance with the courts' sentencing orders, and shall not be substantially diminished by early release policies intended to alleviate overcrowding in custodial facilities.*" The Sheriff shares the District Attorney's concern regarding the conflict between Marsy's Law and criminal outcomes; however, early release policies are mandated by Court imposed inmate caps and jail resources that are so sorely lacking that early release for some offenders is simply unavoidable.

Jail overcrowding has been further exacerbated by the fact that almost all parole violators including non-PRCS offenders are now being sentenced to county jail rather than state prison.

The problem of jail overcrowding has broad ramifications beyond realignment offenders and, until a new jail facility is built, there is no ready or simple solution that will resolve this problem. In the meantime, the District Attorney is working hard to mitigate the

negative effects of jail overcrowding and implementing strategies that promote public safety while obtaining just and fair outcomes in all criminal cases.

Current Realignment Strategies

During the past year the District Attorney has addressed Realignment through a holistic effort to reduce crime while preserving jail resources, implementing dynamic new strategies to fight crime including a new Truancy Program and new Misdemeanor Diversion Program. Both of these programs are designed as early intervention crime prevention tools with a long-term goal of reducing the number of adult felony offenders including those charged under AB 109. In addition, we have used Realignment funds to provide full-time staffing of treatment courts in North and South County. Misdemeanor Diversion and Treatment Courts both provide an immediate and positive impact on the problem of jail overcrowding by substituting evidence based programs for incarceration.

Treatment court offenders are usually charged with Realignment eligible felony charges and because of their addictions, are at a high risk to reoffend. Treatment courts can provide a therapeutic and positive alternative to jail that can end the cycle of recidivism. The strategy of investing in treatment courts is specifically authorized under §1230(d) PC, which states that drug courts is one way to “maximize the effectiveness of criminal justice resources.”

As a result of this new strategy, the number of defendants obtaining help in the treatment courts is up dramatically and the District Attorney’s Office has expanded their collaborative court participation to include a Santa Maria Re-Entry Drug Court, a Santa Maria Veterans Treatment Court, and a Santa Barbara Clean and Sober Drug Court.

Number of Defendants in the Collaborative Courts*

January 25, 2013

Program	Santa Maria	Santa Barbara
SATC	62	21
Re-Entry Drug Court	47	N/A
Proposition 36	316	276
PP-DDX	33	0
MHTC	28	11
VTC	42	11
CSDC/CS	N/A	72

**Data reflects most recent information from Core Committee meeting reports. Information compiled from Probation, UCSB statistics, Alcohol, Drug and Mental Health Services (ADMHS), and District Attorney records. Data does not reflect total number of defendants served throughout the fiscal year.*

Newly Implemented Collaborations

January 25, 2013

Program	Date of Inception	Total Number of Defendants Admitted	Graduates to Date
Santa Maria Re-Entry Drug Court	October 2011	47	8
Santa Maria VTC	November 2011	42	8
Santa Barbara CSDC	January 2011	114	41

Finally, during the last year the District Attorney's staff have been provided with multiple trainings on realignment and implemented new procedural and sentencing strategies including the utilization of split sentences to promote public safety by providing criminal offenders with mandatory supervision when they are released from custody.

The Year Ahead

During FY 2013-14 the District Attorney plans to continue the realignment strategies outlined above and add training for our attorneys on evidence-based programs to better collaborate with Probation on criminal outcomes that will be effective in reducing crime and promoting public safety. The District Attorney is also collaborating with Probation to establish new procedures for effective and sustained collection of victim restitution in all criminal cases.

Beginning July 1, 2013, the District Attorney will be tasked with enforcing parole supervision for a new classification of felony parolees. This new population will include Serious and Violent offenders; Three Strikers; High Risk Sex Offenders and Defendants with Severe Mental Disorders including Sexually Violent Predators. While State Parole will continue to supervise these parolees, the Courts; the District Attorney and the Public Defender will be tasked with litigating and determining outcomes for all new parole violations. Unless these offenders were paroled on a life sentence, these parolees must serve any new parole revocation in the county jail which - as mentioned - will increase the problem of jail overcrowding.

At the end of the year we will be in a better position to assess the additional resources required to prosecute this new realignment population and we may require additional funding to provide for these realignment services. In addition, the CCP has been informed that the District Attorney will be requesting funding next year for a .50 FTE Victim Witness Advocate to assist with victim advocate and victim restitution issues associated with Realignment. Victim restitution programs are also specifically authorized under §1230.1 PC as effective investments for Realignment funding and other counties that currently provide Realignment funding for witness advocates include: Los Angeles County; Ventura County; San Diego County; Yuba County; Riverside County; Sonoma County; Imperial County and Tuolumne County.

The road to successful realignment remains long and challenging but the District Attorney is committed to working with our community corrections partners to provide positive rehabilitation efforts to offenders while protecting public safety and achieving just criminal outcomes.

PUBLIC DEFENDER

IMPACT OF REALIGNMENT ON THE PUBLIC DEFENDER'S OFFICE

Realignment continues apace. As we enter our third year, the Public Defender's Office continues its work addressing the impact of the increased number of persons requiring jail beds, and anticipating the increased workload that enforcing parole supervision may bring to the county when the Superior Courts will be conducting parole violation hearings.

Using Realignment funds, the Public Defender's Office has worked with the justice partners to address the impact on the county's jail resulting from the increased number of former prison inmates under PRCS who have been returned to custody as part of the increased supervision they receive in the community. Two (2) extra-help employees have been hired to work as Rehabilitation Service Coordinators (RSC). The RSCs, one working in Santa Maria and the other in Santa Barbara, find custody alternatives and therapeutic interventions for sentenced and un-sentenced county jail inmates, as well as other defendants facing possible custodial sentences. Finding treatment alternatives for these clients frees up jail beds for other inmates who are not suitable for these types of sentences. The staff receive referrals from the private legal bar as well as other justice partners in law enforcement and Probation. Over time, the Public Defender's Office and justice partners have developed a coordinated and collaborative working relationship. Though initially informal, weekly conference calls have formalized this relationship between the Public Defender's Office, the jail staff, and Probation. The calls allow discussion of clients and their efforts to provide these clients therapeutic interventions. The information exchanged in these calls better focuses the work of each agency by sharing resources and preventing duplication of efforts on the part of the collaborative agencies.

From July 1, 2012 to December 31, 2012, the RSCs have typically been asked to perform the following types of tasks, successfully completing 109 assigned tasks:

No. Call from Clients	Calls/ Contacts with Clients	Program Contacts	Client Applications Processed	Record & Minute Order Requests	Record/ Medication Pickups	Client Transports to Programs	Attorney/ Probation/ Court Contacts
178	102	186	40	66	23	60	245

RSCs can intervene on behalf of defendants before and after they are sentenced; this versatility makes them an especially valuable resource for other justice partners. The Public Defender's Office hopes to be able to provide more permanent funding for these positions in the next funding cycle.

Realignment enters its next phase on July 1, 2013, at which time the duties and responsibilities of the BPH will change. The BPH will continue to determine which prisoners are ready for parole, conducting suitability hearings for life sentenced prisoners eligible for parole, medical parole hearings, as well as parole suitability hearings in mentally disordered offender cases and sexually violent predator cases. The CDCR will continue to supervise non-AB 109 offenders, but the local Courts will assume the responsibility of enforcing the obligations of paroled offenders, conducting parole violation hearings for those offenders who violate their conditions of parole. This change in the parole process will bring additional workload to the Courts as well as the prosecution and defense. And, there is no reliable estimate of the workload these hearings will bring. In 2012, there were 734 parole hearings held at the county jail, an average of 14 a week. Of these hearings, 717 were probable cause hearings conducted for the most part through documentary reviews establishing legal cause for further proceedings. These hearings were followed by a “plea” offer which was more often than not accepted, since the jail noted 18 violation hearings were held. Whatever these numbers may mean going forward, they certainly will mean the work done by the RSCs can be anticipated to increase both in volume and complexity because the needs of these parole violators will be at least equal to if not greater than the needs of the jailed inmates that currently form the bulk of the RSCs’ caseloads.

MUNICIPAL LAW ENFORCEMENT AGENCIES

Current Operations

Municipal law enforcement agencies within Santa Barbara County are allocated funding to deploy “Response Teams” as a tool to minimize the impact to local public safety by the PRCS/NX3 population. These funds (\$120,000 annually) are available to each agency, proportional to the PRCS/NX3 population in their city. These agencies, acting independently, may utilize the funds to deploy Officers to work with Probation and conduct compliance checks or other enforcement action. Enforcement efforts and the compilation of quantifiable statistics are performed by each agency in a manner that best suits their needs.

To date, the Lompoc, Santa Barbara and Santa Maria Police Departments have deployed Response Teams partnered with Probation. The Guadalupe Police Department has not yet coordinated such enforcement. In the third quarter of FY 2012-13, the following enforcement actions have taken place:

Agency	Searches/Compliance Checks	Arrests	Citations
Lompoc PD	60	6	0
Santa Barbara PD	99	11	0
Santa Maria PD	25	unknown	unknown

In addition to conducting compliance checks, the Lompoc Police Department has begun to track all contacts with, and arrests of, the PRCS/NX3 population. The contacts are those that occur with Lompoc Police Officers through routine calls for service or other

police activity. This does not include compliance checks conducted in partnership with the Probation Department. This tracking was initiated in December 2012, and is presently being refined; consequently, no figures are available.

Officers of the Lompoc Police Department have made nine (9) arrests from contacts with members of the PRCS/NX3 population. As reflected above, six (6) of those were made in conjunction with compliance checks with Probation. Of the nine (9) arrests, eight (8) were the result of a new offense rather than for a violation of terms of probation.

Contacts are not tracked for compliance checks, as due to the very nature of the task, a contact must be made; thus, tracking those as a contact could skew the statistics and give the impression of higher levels of criminality. Arrests however, regardless of the source, are tracked as that is relevant data on the population's criminal activity.

Future Operations

In January 2013, the Board of State and Community Corrections unanimously approved an additional \$24 million budget allocation for city police and sheriff departments throughout the State to continue to improve front line law enforcement efforts. The portion of the funding distributed to Santa Barbara County is an additional \$262,658. This funding is guaranteed at least through FY 2015-16 and possibly longer.

Police Chiefs/Sheriffs in each county determine the use of these funds at the local level. On February 20, 2013, the County Law Enforcement Chief's (CLEC) discussed and voted on a proposal brought to the group by Santa Barbara County Sheriff Bill Brown to use the new money (\$262,658 per year) to fund a third CRT to augment the two (2) CRTs funded through Realignment. As approved by the Lompoc City Council on April 16, 2013, the Lompoc Police Department will hire an additional officer and immediately staff this position in conjunction with Probation. This action will result in the deployment of a CRT in each region of the county.

D. TREATMENT SERVICES FOR REALIGNED OFFENDER POPULATION

PROJECTED MENTAL HEALTH/ALCOHOL AND DRUG TREATMENT SERVICES

Based on current trends, approximately 20% of the Realigned population has presented with some degree of a behavioral health condition and over 80% have a substance abuse condition that will warrant some level of intervention. Some of the interventions may be addressed with educational programming while others will require more intensive treatment. Case-by-case decisions are made to meet the clinical needs of the client. Identifying each offender's existing natural supports and augmenting with interventions to improve the possibility of enhanced functioning within the community while maintaining public safety, remains the focus throughout the planning and treatment delivery process.

TREATMENT STRATEGIES

The success of treatment begins with an evidence-based risk/needs assessment and the development of an individualized case plan, matching offender needs with the most appropriate and available resources. While certain treatment modalities and interventions are welcomed by the offender, others are mandated based on risk or determined by the type of offense. Appropriate treatment dosage delivered through evidence-based treatment modalities remains the foundation for successful treatment strategies. A variety of assessment tools are utilized and are often driven by the type of offender and the presenting issue(s) that are contributing to an offender's criminal conduct. Outpatient treatment services remain the most cost-effective, and when evidence-based treatment modalities are utilized, the most positive outcomes are likely to occur.

A stable housing environment remains an imperative first step. Absent a sober living setting, re-entry services will have little chance to effect positive change in an offender. The Jail Discharge Planning Team comprised of the DPO Jail Assessor positions, the Public Defender RSC positions, and the Sheriff's Pre-Release Coordinator positions, identifies inmates requiring assistance with housing and treatment referrals prior to their release from jail and facilitates this transition.

As 20% of AB109 clients have required psychiatric services with up to 10% requiring more intensive services, Alcohol, Drug and Mental Health Services (ADMHS) has established a dedicated AB109 Clinic (AB109 Offenders' Mental Health Screening and Treatment Program) to accommodate the immediate and unique needs of this clientele. A psychiatrist and psychiatric technician provide a full range of psychiatric services including assessment, medication management, case management, and direct communication links with Probation. All levels of care are available to this population including access to inpatient services, medications, and high intensity services such as Assertive Community Care, when required.

The PRRCs, located in the cities of Santa Barbara and Santa Maria, provide an ideal setting for offenders to receive a wide array of services in a client-friendly, treatment-oriented environment. In Lompoc, employment services, cognitive behavioral treatment, and substance abuse treatment are provided through community partners. Occasionally offenders are also provided with bus tokens in order to participate in services at the Santa Maria PRRC. The following programs are offered at the PRRCs:

Program	Description
Reasoning and Rehabilitation (R&R)	This is a group to help develop problem solving skills, teach impulse control and systematic thinking.
Resources for Change Re-Entry Program	Re-entry curriculum series that offers clients practical steps for using recovery and available resources to build a new way of life.
Treating Addictive Disorders (TAD)	Curriculum focused on multiple addictive behaviors.
Drug and Alcohol Treatment	Free drug and alcohol treatment.

Program (continued)	Description (continued)
Recovery Oriented System of Care (ROSC)	Non-religious 12 step drug treatment class.
Parenting Wisely	A class that provides useful parenting skills to parents and “soon-to-be” parents.
Employment Training	Additional job training that provides resources, techniques, resume building and practice.
Work and Gain Economic Self Sufficiency (WAGE\$\$)	Group on resume building, job search training, and interviewing techniques for answering the felony or crime question.
Self-Empowered Entrepreneurial Development (SEED) Class	Group on building a business plan to start your own business.
Drop In Education and Employment	Use of computers to do homework, job search, send resumes, get information regarding needed resources, etc.
Individualized Training	Receive tutoring, assistance with school or college enrollment and resources to locate both.
ServSafe	Certification
First Aid/CPR	Certification
AB109 Mental Health Clinics	A Psychiatrist and Psychiatric Technician providing a full range of psychiatric services including assessment, medication management, case management, and direct communication links with Probation.

Specific treatment interventions for sex offenders and domestic violence offenders are required by law. Section 1203.097(a)(6) PC requires participation in a Batterer’s Treatment Program for a minimum of one (1) year when a person is convicted of a crime of domestic violence. Additionally, §1203.067(b) PC requires offenders convicted of crimes that require sex offender registration to participate in Containment Model sex offender management programs, requiring a minimum of one (1) year of sex offender treatment through a certified sex offender treatment provider. Further, participation in polygraph programs shall be part of the Containment Model. These treatment interventions are provided by various community based providers and organizations throughout the County of Santa Barbara.

In summary, treatment interventions provided through outpatient community partners and through the PRRCs, remain the most prevalent delivery modality. Residential treatment continues as an option for those offenders requiring the highest level of mental health or substance abuse intervention. Through the use of evidence-based risk/need assessment tools, treatment plans continue to be designed that are individualized and connect the offender with the most appropriate level of care. Maintaining a broad continuum of service options that are localized and accessible to the offender will also improve outcomes. Augmenting and monitoring treatment compliance through GPS and Secure Continuous Remote Alcohol Monitoring (SCRAM) is also available for those offenders struggling with intrinsic motivation for change.

IV. OUTCOMES /EVALUATION

Santa Barbara County is reviewing Realignment-related outcomes in a variety of ways. A monthly Realignment impact report was developed for submission to the Board of Supervisors on a quarterly basis (attachment 5). This monthly snapshot allows the Board as well as local stakeholders to monitor trends in population, sentencing, and use of fiscal resources.

On a quarterly basis, local data is submitted to the Chief Probation Officers of California (CPOC). An interactive data dashboard is electronically accessible at <http://www.cpoc.org/assets/Realignment/splitsentencedashboard.swf>, where local data as well as statewide data is available. Through CPOC's data effort, outcomes regarding PRCS and PSS recidivism can be compared statewide.

Local documents addressing Realignment outcomes are also created as needed. An example of this is the *Public Safety Realignment: One Year Later* (attachment 6), which details the first year of implementation.

The University of California Santa Barbara (UCSB) is also very much engaged in evaluating local outcomes, which include a variety of data elements (attachment 7). UCSB's evaluation will allow for a more in-depth review of local Realignment programming and will become more robust as each new year of data becomes available. It is anticipated that the first report will be released by July 1, 2013. UCSB's scope of work (attachment 8) provides an overview of the evaluation plan.

V. CLOSING STATEMENT

The CCP continues to recognize the many challenges of Realignment. Of concern is the uncertainty of the final outcome of the Federal Three-Judge Panel ruling on the Prison Population Limit. The current order pending before the Governor of California is to produce a plan that will accomplish the further reduction of approximately 7,000 state prison inmates by December 2013. There is statewide opposition to this ruling by CPOC, California State Sheriffs' Association (CSSA), California State Association of Counties (CSAC), etc. Even with this uncertainty there are also many opportunities for continued collaboration and systems improvement. Fortunately, the county is positioned well to utilize technical assistance from other agencies, such as the TJC, to guide its efforts. Most recently, a partnership is being explored with Santa Barbara County and The Pew-MacArthur Results First Initiative, a project of the Pew Charitable Trusts and the John D. and Catherine T. MacArthur Foundation. Results First is designed to help assess the costs and benefits of options available to the criminal justice system and allow for the use of data to make decisions based on results. This is an exciting opportunity that could greatly aid the CCP's future efforts to ensure the most efficient and effective use of the available funding as they continue to seize opportunities for improved offender outcomes and enhanced public safety.

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VI. SPENDING PLAN NARRATIVE

SANTA BARBARA COUNTY FY 2013-14 AB109 ALLOCATION

Programs-Supervision/Local Incarceration/Treatment

\$ 10,085,787

The State has been working on developing a long-term formula for the allocation of AB109 funds. In FY 2012-13 a two year formula was agreed upon and county specific allocations for both FY 2012-13 and FY 2013-14 were released. Santa Barbara County's FY 2013-14 allocation is \$9,446,143. Agreement on a long-term allocation formula has not been reached. In addition, the State has indicated that there is AB109 revenue growth which will be allocated to counties in FY 2013-14; however the total amount of the growth allocation is currently unknown.

The FY 2013-14 spending plan totals \$10,085,787 and includes the use of \$292,045 of unspent FY 2011-12 AB109 allocation, as well as \$347,599 of anticipated unspent FY 2012-13 AB109 allocation for a total of \$639,644 in one-time funding. This is a reduction from the \$1,765,706 in one-time funding included in the FY 2012-13 spending plan. The use of one-time funding for ongoing program operations creates a risk as those funds will not be available in the future. It is anticipated that once allocated, growth funds will significantly decrease or eliminate the use of one-time funding in the FY 2013-14 spending plan.

JAIL CUSTODY/EARLY RELEASE

FY 2013-14 Jail Custody/Early Release Total

\$ 2,498,390

State Realignment brings a significant impact to local detention facilities. Prior to the implementation of the Realignment Act, the Sheriff's Office was able to collect approximately \$375,000 annually from the State to help offset the cost of incarcerating state parolees who were being held solely on a parole revocation. Post Realignment Act implementation, the State is no longer required to provide money to house State Parole offenders in the local jails. This has left the Sheriff's Office with a budget deficit related to the housing of State Parole offenders.

Additionally, the existing jail populations were significantly increased, which necessitated an expansion of jail overcrowding mitigation efforts such as early release and alternatives to incarceration programs; i.e., Home Detention with GPS monitoring, graduated sanctions and program referrals.

Subsequently, custody risk assessment and pre-incarceration mitigations that include decision-making violation/revocation and sanction/reward protocols have been put in place to ensure appropriate responses. Alternatives to detention are also utilized. However, even with the evidence-base alternatives, there remains a need for incarcerating certain offenders.

To address public safety and guarantee that those offenders who require a custody setting have a jail bed and to provide short flash incarcerations as needed, Realignment funding must include additional jail resources. Efforts to continue improving the system will be achieved through the TJC. TJC provides technical assistance and expert consultants to assist the county. The county, in turn, must provide a 0.5 FTE Project Manager.

Jail Custody/Early Release	<u>FY 2013-14</u>
One (1) Custody Sergeant	\$165,018
Eight (8) Custody Deputy	1,072,000
Four (4) Custody Deputy Special Duty	539,408
Two (2) Utility Worker	128,566
One (1) AOP	86,402
Parolee Custody Backfill	375,000
Half-Time (1/2) TJC Manager	81,996
Services and Supplies	50,000
FY 2013-14 Total:	<u><u>\$2,498,390</u></u>

DETENTION RELEASE SERVICES/ALTERNATIVES

FY 2013-14 Detention Release Services/Alternatives Total **\$878,754**

In order to mitigate the need for increased jail beds, additional GPS units, two (2) additional custody deputies and two (2) additional support staff were needed to provide enhanced monitoring capacity for those Realigned or traditional offenders eligible for alternative detention. These units will be used by both Probation and Sheriff.

The jail has incorporated an evidence-based assessment tool in the identification of offenders eligible for alternative detention. Probation staff have conducted these assessments for offenders under probation supervision and have expanded services to include all offenders being considered for release to an alternative detention program.

Detention Release Services/Alternatives	<u>FY 2013-14</u>
Two (2) DPO Assessor	\$246,000
Two (2) Custody Deputy	247,380
Two (2) AOP for GPS Monitoring	175,374
GPS Units	200,000
Urinalysis Testing	10,000
FY 2013-14 Total:	<u><u>\$878,754</u></u>

COMMUNITY SUPERVISION AND CASE MANAGEMENT

FY 2013-14 Supervision And Case Management Total

\$2,713,135

Staffing Needs Based on Workload

Additional Probation workload is associated with the supervision, programming and related violations, and Court actions for Realigned felony offenders. To provide the appropriate level of supervision for these high-risk/high-need offenders, Probation will provide caseloads of 40 offenders per officer, as well as dedicated GPS Officers based on the population needs. If current projections are accurate, Probation will require 17 DPOs, three (3) support staff, and two (2) SPOs.

Community Supervision/Case Management	FY 2013-14
Two (2) SPO	\$302,248
Three (3) AOP	234,556
Four (4) DPO Sr	549,977
Thirteen (13) DPO	1,537,254
Total Staffing	2,624,035
Urinalysis Testing	10,000
Operating Expenses	79,100
FY 2013-14 Total:	<u>\$2,713,135</u>

COLLABORATIVE EFFORTS

FY 2013-14 Collaborative Efforts Total

\$1,127,353

Compliance Response Teams

Two (2) Compliance Response Teams (CRT), each made up of a Deputy Sheriff and a DPO will be deployed. These Officers will provide enhanced monitoring for offenders on the PRCS and PSS caseloads, as well as for offenders on alternative detention from the jail. The Teams will also support local law enforcement in incidents involving the Realigned population and will be deployed as needed on a countywide basis.

The Teams will conduct compliance monitoring checks through random home visits, conduct searches, facilitate and lead warrant apprehension teams, respond to high level GPS alerts, and other identified duties.

Regional Realignment Response Activity Fund

The law enforcement community in Santa Barbara County has a strong collaborative working relationship. This is evident by their active participation and support in the CLEC organization. An ongoing successful collaboration by CLEC is the Santa Barbara Regional Narcotic Enforcement Team (SBRNET). In recognition of the efficacy of joint law enforcement task force activity and collaborative efforts to improve public safety,

overtime funds have been allocated for local municipal police departments to respond to incidents related to the Realigned offender population and to participate in multi-agency operations to conduct warrant apprehensions or other operations as coordinated by the CRTs.

Collaborative Courts

Realignment supports a full-time prosecutor to ensure there is a dedicated Deputy District Attorney assigned to the Collaborative Courts in both the Santa Maria and Santa Barbara regions. This ensures a more successful and intensive effort at rehabilitating offenders who will likely qualify for sentencing under Realignment.

Rehabilitation Service Coordinators (RSC)

The Public Defender's Office employs two (2) RSCs; one is assigned to the Santa Barbara region and the other to the Santa Maria/Lompoc region. The RSCs prepare treatment plans for defendants, identifying treatment needs and matching them with available treatment programs. They also collaborate with the jail and Probation staff on the Discharge Planning Team.

Regional Response Teams	FY 2013-14
Two (2) DPO Sr	\$279,542
Two (2) DSO	337,811
Vehicles Sheriff	50,000
Total Response Teams:	667,353
Collaborative Courts (DA)	180,000
Rehabilitation Service Coordinators (PD)	160,000
Regional Realignment	
Response Activity Fund	120,000
FY 2013-14 Total:	<u>\$1,127,353</u>

MENTAL HEALTH, DRUG AND ALCOHOL, RELATED TREATMENT, AND SUPPORTIVE SERVICES

<u>FY 2013-14 Mental Health/ AOD/Related</u>	
<u>Treatment/Supportive Services Total</u>	\$ 2,056,381

Psychiatric care and medications are budgeted, as up to 20% of AB109 clients have required psychiatric services with up to 10% requiring more intensive services. ADMHS has in place a dedicated AB109 Clinic (AB109 Offenders' Mental Health Screening and Treatment Program) to accommodate the immediate and unique needs of this clientele. A psychiatrist and psychiatric technician are dedicated to serving AB109 clients throughout the county, providing a full range of psychiatric services including assessment, medication management, case management, and direct communication

links with Probation. Some clients have needed access to inpatient services, medications, and high intensity services such as Assertive Community Care. The dedicated funding is inclusive of all levels of care.

In conjunction with the DPOs, several CBOs are located at the PRRCs and continue to provide re-entry services that are evidence-based with a focus on cognitive behavioral interventions and treatment, employment services, substance abuse education and treatment and other offender supports such as transportation and employment certification or equipment needs. Funding continues to support specialty treatment programs for domestic violence offenders and for sex offenders.

The Sheriff's Office also will employ two (2) Pre-Release Coordinators who will be assigned to the jail and serve on the Discharge Planning Team.

**Mental Health, AOD, Related Treatment,
Supportive Services**

	<u>FY 2013-14</u>
Psychiatric Services and Pharmaceuticals	\$459,178
AOD and DDX Services	300,000
Batterers and Sex Offender Treatment	75,000
Offender Supports	10,000
Job Development	100,000
Transportation	4,000
One (1) DPO Sr - PRRC	141,990
One (1) DPO - PRRC	124,616
One (1) AOP - PRRC	76,597
AOD Counselors	205,000
Two (2) Pre-Release Coordinators (Sheriff)	157,580
Services and Supplies	2,420
Re-entry Services for PRCS	400,000
FY 2013-14 Total:	<u><u>\$2,056,381</u></u>

HOUSING/SOBER LIVING/DETOX BEDS

FY 2013-14 Housing/Sober Living/Detox Beds Total \$320,000

A significant barrier for the Realigned population is housing. To maximize treatment effectiveness and positive outcomes, housing options are essential. Sober living, transitional housing, detox, and SCRAM are all essential components in the effort to stabilization of these offenders. Unfortunately local capacity for many of these options is extremely limited. In addition to continuing current partnerships, collaborative efforts

have been made to engage the housing community in seeking affordable options and expanding capacity for this population.

EVALUATION AND DATA ANALYSIS

FY 2013-14 Evaluation and Data Analysis Total

\$ 125,811

Evaluation of the outcomes attained by the strategies propositioned herein will be critical in order to guide future decisions in the investment of subsequent AB109 funds. Consequently, it is important to appropriate funding to support formal data analysis and outcome measurement assessment.

ADMINISTRATION

FY 2013-14 Administration Total

\$365,963

Due to the expanded responsibilities for contracting and programmatic oversight, a 0.5 FTE Probation Manager is a crucial administrative need. To ensure the proper administration of AB109 funding, a reasonable administrative expense of 5.5% of direct program expenditures is recommended. Project components are overseen by both the Probation Department and the Sheriff's Office. Each department will receive 5.0% of the direct project expenditures which they oversee. Realignment also requires additional Auditor Controller resources resulting in the dedication of 0.5% of all direct program expenditures to fund these requirements.

Administration

Probation Administration

Half-Time (1/2) Probation Manager

Sheriff Administration

Auditor Controller

FY 2013-14

\$91,490

81,996

143,878

48,599

FY 2013-14 Total:

\$365,963

Public Safety Realignment Act FY 2013-14

JAIL CUSTODY		FY 2013-14
Custody Sergeant		\$ 165,018
Custody Deputy (8 FTEs)		1,072,000
Custody Deputy SD (4 FTEs)		539,408
Utility Worker (2 FTEs)		128,566
AOP		86,402
Parolee Custody Backfill		375,000
TJC Manager - Probation (0.5 FTE)		81,996
Services and Supplies		50,000
	Total Jail Custody:	2,498,390
DETENTION ALTERNATIVES		
DPO Assessor (2 FTEs)		246,000
Custody Deputy (2 FTEs)		247,380
AOP for GPS (2 FTEs)		175,374
GPS Units		200,000
Urinalysis		10,000
	Total Detention Alternatives:	878,754
COMMUNITY SUPERVISION AND CASE MANAGEMENT		
<u>Supervision & Support</u>		
SPO (2 FTEs)		302,248
AOP (3 FTEs)		234,556
<i>Subtotal Supervision & Support:</i>		536,804
<u>PRCS & PSS</u>		
DPO Sr (4 FTEs)		549,977
DPO (11 FTEs) (one DPO starting 1/1/14)		1,291,566
DPO for GPS (1 FTE)		126,000
<i>Subtotal PRCS & PSS:</i>		1,967,543
<u>Intake</u>		
DPO (1 FTE)		119,688
<i>Subtotal Intake:</i>		119,688
<u>Operating Expenses</u>		
Vehicle costs & travel expenses		46,100
Communications (cell phones & computer)		33,000
<i>Total Operating Expense:</i>		79,100
Urinalysis		10,000
	Total Community Supervision & Case Management:	2,713,135

COLLABORATIVE EFFORTSRegional Response Teams

DPO Sr (2 FTEs)	279,542
DSO (2 FTEs)	337,811
District Attorney – Collaborative Courts	180,000
Public Defender – Rehabilitation Service Coordinators	160,000
Vehicles Sheriff	50,000
<i>Subtotal Response Teams:</i>	<u>1,007,353</u>
Regional Realignment Response Activity Fund (city PDs)	120,000
Total Collaborative Efforts:	<u>1,127,353</u>

**MENTAL HEALTH, AOD, RELATED TREATMENT,
SUPPORTIVE SERVICES**

Psychiatric Services and Pharmaceuticals	459,178
AOD and DDX Services	300,000
Batterers and Sex Offender Treatment	75,000
Offender Supports	10,000
Job Development	100,000
Transportation	4,000
DPO Sr - PRRC	141,990
DPO - PRRC	124,616
AOP - PRRC	76,597
AOD Counselors	205,000
Pre-Release Coordinators - Sheriff (2 FTEs)	157,580
S&S - Sheriff	2,420
PRCS Re-entry Services	400,000
Total Mental Health, AOD, Related Treatment, Supportive Services:	<u>2,056,381</u>

**HOUSING, SOBER LIVING, DETOX
EVALUATION AND DATA ANALYSIS**

UCSB	67,326
FOP	58,485
Total Evaluation and Data Analysis:	<u>125,811</u>

ADMINISTRATION

Probation Admin	91,490
Probation Manager (0.5 FTE)	81,996
Sheriff Admin	143,878
Auditor Controller	48,599
Total Administration:	<u>365,963</u>

TOTAL FY2013-14: \$10,085,787Financing:

FY 2013-14 AB109 Allocation	\$9,446,143
Unspent Prior Year's Funds	639,644
TOTAL REQUIRED FUNDING:	<u>\$10,085,787</u>

VII. GLOSSARY OF TERMS

AB109/117	Assembly Bill 109/117
ADA	Average Daily Attendance
ADMHS	Alcohol, Drug, & Mental Health Services
ADP	Average Daily Population
AOD	Alcohol and Other Drugs
AOP	Administrative Office Professional
ASB.....	Alternative Sentencing Bureau
BPH	Board of Parole Hearings
CBO	Community Based Organization
CCP	Community Corrections Partnership
CDCR	California Department of Corrections and Rehabilitation
CLEC	County Law Enforcement Chiefs
COMPAS	Correctional Offender Management and Profiling Alternative Sanctions
DA.....	District Attorney
DOF	Department of Finance
DPO	Deputy Probation Officer
DPO Sr.	Deputy Probation Officer, Senior
DRC	Day Report Centers
DSO	Deputy Sheriff Officer
DSS	Department of Social Services
EBP.....	Evidence-Based Practices
EM	Electronic Monitoring
FOP	Financial Office Professional

FTE.....	Full Time Equivalent
FY	Fiscal Year
GPS	Global Positioning System
NX3.....	Non-violent, Non-serious, Non-sex offenders
PC.....	Penal Code
PD.....	Police Department
PD.....	Public Defender
PHD	Public Health Department
PRCS.....	Post Release Community Supervision
PRRC.....	Probation Report and Resource Centers
PSS.....	Post Sentence Supervision
ROSC	Recovery Oriented System of Care
SATC	Substance Abuse Treatment Court
SB.....	Santa Barbara
SB678	Senate Bill 678
SBRNET	Santa Barbara Regional Narcotic Enforcement Team
SBSO.....	Santa Barbara Sheriff's Office
SCRAM.....	Secure Continuous Remote Alcohol Monitoring
SM	Santa Maria
SPO	Supervising Probation Officer
UCSB.....	University of California, Santa Barbara

2. APPENDIX II: Table of Crimes Requiring Commitment to State Prison

PLEASE NOTE: The following table represents the authors' best attempt at identifying the crimes that must be sentenced to state prison. The material has been prepared from several different sources. It is incumbent upon the court and counsel to verify where a sentence imposed after October 1, 2011, must be served.

Penal Code

67	Bribing an executive officer
68	Executive or ministerial officer accepting a bribe
85	Bribing a legislator
86	Legislator accepting a bribe
92/93	Judicial bribery
141(b)	Peace officer intentionally planting evidence
165	Local official accepting a bribe
186.11	Felony conviction with aggravated theft enhancement
186.22	Criminal street gangs
186.26	Street gang activity
186.33	Gang registration violation
191.5(c)(1)	Vehicular manslaughter while intoxicated
222	Administering stupefying drugs to assist in commission of a felony
243.7	Battery against a juror
243.9	Gassing a peace officer or local detention facility employee
245	Assault with a deadly weapon or force likely to inflict GBI
245(d)	Assault on peace officer
266a	Abduction or procurement by fraudulent inducement for prostitution
266e	Purchasing a person for the purpose of prostitution or placing a person for immoral purposes
266f	Sale of a person for immoral purposes
266h	Pimping and pimping a minor
266i	pandering and pandering with a minor
266j	Procuring a child under 16 for lewd or lascivious acts
273a	Felony child abuse likely to cause GBI or death
273ab	Assault resulting in death of a child under age 8
273.4	Female genital mutilation
273.5	Felony domestic violence
290.018	Sex offender registration violations
298.2	Knowingly facilitating the collection of wrongfully attributed DNA specimens

299.5	Wrongful use of DNA specimens
347	Poisoning or adulterating food, medicine, drink, etc.
368b	Felony physical abuse of elder or dependent adult
417(c)	Brandishing firearm in presence of peace officer
417.8	Felony brandishing firearm or deadly weapon to avoid arrest
422	Criminal threats
424	Misappropriation of public funds
452	Arson of inhabited structure or property
455	Burning forest land or property
504/514	Embezzlement of public funds
598c	Possession or importation of horse meat
598d	Offering horse meat for human consumption
600(d)	Harming or interfering with police dog or horse causing GBI
646.9	Felony stalking
653f(b)	Solicitation for murder
666(b)	Petty theft with specified prior convictions
4501.1	Gassing
4530	Escape from prison facility
4532	Escape
11418	Use of weapon of mass destruction
12020	Possession of specified weapons
12021/12021.1	Possession of a firearm by prohibited person
12021.5(b)(3),(4)	Carrying firearm with detachable magazine
12022(b)	Using a deadly weapon in commission of felony
12022.5	Using a firearm in commission of felony
12022.9	Infliction of injury causing termination of pregnancy
12025(b)(3)	Carrying concealed firearm by gang member
12303.1/12303.2	Possession of an explosive or destructive device

Elections Code

18501	Public official who aids and abets voter fraud
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Government Code

1090/1097	Conflict of interest by public officer or employee
1195	Taking subordinate pay
1855	Destruction of documents

Health and Safety Code

11353	Employment of minor to sell controlled substance
11354	Employment of minor to sell controlled substance
11361(a) & (b)	Employment of minor to sell marijuana
11370.1	Possession of a controlled substance while armed with firearm
11380(a)	Use of minor to transport/possess/possess for sale

120291 Knowingly exposure of person to HIV

Vehicle Code

2800.2	Reckless evading a police officer
2800.3	Evading a peace officer causing death or serious bodily injury
20001	Hit and run driving causing death or injury
23109(f)(3)	Causing serious bodily injury during speed contest
23110(b)	Throwing object at motor vehicle with intent to cause GBI
23153	Driving under the influence causing injury
23550.5	Driving under the influence with designated priors

In addition to the foregoing specific crimes, any felony that does not specify punishment in accordance with section 1170, subdivision (h), is punished in state prison. (Section 18, subd. (a).)

In addition to the foregoing specific crimes, a defendant convicted of any felony under any of the following circumstances must be sentenced to state prison (P.C. § 1170(h)(3)):

1. Conviction of a current or prior serious or violent felony conviction listed in sections 667.5(c) or 1192.7(c);
2. When the defendant is required to register as a sex offender under section 290; or
3. When the defendant is convicted and sentenced for aggravated theft under the provisions of section 186.11.

PRCS PROJECTIONS

Month	Entered	Exited	Total
Dec-12	25	18	354
Jan-13	15	22	347
Feb-13	12	12	347
Mar-13	7	19	335
Apr-13	17	16	336
May-13	11	14	333
Jun-13	13	12	334
Jul-13	7	11	330
Aug-13	9	14	325
Sep-13	10	6	329
Oct-13	16	6	339
Nov-13	9	7	341
Dec-13	11	11	341
Jan-14	16	7	350
Feb-14	16	5	361
Mar-14	16	3	374
Apr-14	16	8	382
May-14	16	5	393
Jun-14	16	6	403
<i>Last updated 2-26-13</i>			

PSS PROJECTIONS

Month	Entered	Exited	Total
Dec-12	7	2	97
Jan-13	16	1	112
Feb-13	11	2	121
Mar-13	11	2	130
Apr-13	11	2	139
May-13	11	2	151
Jun-13	11	2	160
Jul-13	11	2	169
Aug-13	11	2	178
Sep-13	11	2	187
Oct-13	11	4	194
Nov-13	11	4	201
Dec-13	11	4	208
Jan-14	11	4	215
Feb-14	11	4	222
Mar-14	11	4	229
Apr-14	11	4	236
May-14	11	4	243
Jun-14	11	4	250
<i>Last updated 2-26-13</i>			

Fall 2012 Projected Post Release Community Supervision by County
December 2012 through December 2013

	DEC2012	JAN2013	FEB2013	MAR2013	APR2013	MAY2013	JUN2013	JUL2013	AUG2013	SEP2013	OCT2013	NOV2013	DEC2013
County													
ALAMEDA	45	32	27	29	21	20	29	30	30	17	22	27	25
ALPINE	0	0	0	0	0	1	0	0	0	0	0	0	0
AMADOR	2	1	2	1	1	2	3	1	3	1	0	3	1
BUTTE	18	11	19	26	16	13	13	14	15	13	15	11	7
CALAVERAS	1	1	1	0	1	0	1	0	1	2	2	1	0
COLUSA	1	1	0	0	1	0	0	0	1	0	0	1	0
CONTRA COSTA	11	7	19	11	13	17	10	13	9	15	14	16	10
DEL NORTE	1	2	1	1	0	3	4	2	1	1	1	2	3
EL DORADO	4	2	4	3	1	3	2	2	1	5	1	6	3
FRESNO	59	59	46	67	53	51	44	41	49	48	47	44	39
GLENN	1	0	1	2	1	0	1	2	1	0	2	2	3
HUMBOLDT	14	10	4	4	8	12	12	9	3	3	0	9	3
IMPERIAL	7	1	5	2	0	4	3	5	1	2	4	3	1
INYO	0	0	1	1	1	0	0	0	1	0	0	0	0
KERN	59	60	53	63	63	50	59	51	50	51	58	52	56
KINGS	14	15	16	11	6	11	7	14	11	11	9	6	9
LAKE	4	3	2	2	5	4	4	5	1	5	5	2	6
LASSEN	1	2	1	1	1	2	1	0	2	1	0	3	2
LOS ANGELES	588	601	550	503	524	444	473	453	425	431	418	377	407
MADERA	11	2	3	6	6	6	8	2	4	4	5	5	7
MARIN	1	0	1	3	4	0	0	3	4	2	3	1	1
MARIPOSA	0	0	0	0	0	0	0	0	0	0	1	0	0
MENDOCINO	5	7	2	4	2	3	3	2	0	5	3	2	3
MERCED	7	12	7	9	8	9	9	3	6	9	1	6	12
MODOC	0	0	1	0	0	0	2	1	0	0	0	0	1
MONO	0	0	0	0	0	0	0	0	0	0	0	0	0
MONTEREY	21	18	26	24	21	20	12	14	17	16	15	10	11
NAPA	5	0	5	5	3	3	1	7	3	1	0	1	5
NEVADA	2	2	2	1	1	0	1	2	2	1	1	0	0
ORANGE	86	100	86	63	65	112	67	69	80	60	76	60	60
PLACER	10	7	6	11	6	7	7	7	6	6	6	9	2
PLUMAS	0	0	0	1	1	0	1	1	1	4	2	2	1
RIVERSIDE	105	104	111	122	114	120	92	113	113	97	99	107	98
SACRAMENTO	90	101	81	82	84	83	70	88	54	68	68	81	54
SAN BENITO	1	3	6	1	0	2	1	1	2	1	2	1	2
SAN BERNARDINO	152	152	138	125	125	130	120	118	123	102	97	111	99
SAN DIEGO	147	114	135	127	115	93	103	102	95	90	96	106	103
SAN FRANCISCO	9	14	10	11	9	7	13	9	12	5	14	7	14
SAN JOAQUIN	40	36	32	40	29	33	24	33	28	17	21	27	21
SAN LUIS OBISPO	10	10	12	7	12	8	12	5	10	9	8	7	10
SAN MATEO	20	14	12	14	12	14	11	18	19	11	14	20	17
SANTA BARBARA	10	8	12	7	17	11	13	7	9	10	16	9	11
SANTA CLARA	44	38	53	40	49	46	42	35	44	37	38	35	34
SANTA CRUZ	0	5	1	3	1	8	9	4	5	3	4	2	8
SHASTA	14	22	15	14	20	16	16	14	14	15	11	14	20
SIERRA	1	0	0	0	0	1	0	0	1	0	0	0	0
SISKIYOU	0	1	3	4	1	2	1	1	0	3	1	2	1
SOLANO	14	17	20	18	16	13	9	15	7	13	15	12	9
SONOMA	14	11	11	11	5	15	9	11	15	16	5	7	13
STANISLAUS	39	32	32	32	35	30	43	34	30	21	31	24	24
SUTTER	3	4	6	4	2	2	5	8	3	4	5	4	3
TEHAMA	9	7	5	7	6	7	5	4	1	4	7	5	4
TRINITY	0	0	0	0	0	0	0	0	1	0	0	0	0
TULARE	21	22	28	23	23	31	23	21	23	20	30	18	11
TUOLUMNE	1	2	3	0	1	1	2	1	3	1	1	0	3
VENTURA	21	18	20	21	17	23	13	17	24	13	19	16	13
YOLO	12	12	11	9	5	7	8	5	11	11	10	9	11
YUBA	10	8	5	5	3	4	5	6	3	6	2	1	4
Total	1,765	1,711	1,653	1,581	1,534	1,504	1,426	1,423	1,378	1,291	1,325	1,286	1,265

Actual Post Release Community Supervision Releases by County					
July Through November 2012					
	JUL12	AUG12	SEP12	OCT12	NOV12
County					
ALAMEDA	31	38	32	27	26
ALPINE	0	0	0	0	0
AMADOR	4	0	1	2	2
BUTTE	24	28	24	19	17
CALAVERAS	3	1	1	2	2
COLUSA	0	1	0	0	0
CONTRA COSTA	19	14	19	15	10
DEL NORTE	1	0	0	1	3
EL DORADO	8	7	4	5	8
FRESNO	88	70	54	61	63
GLENN	0	2	0	1	0
HUMBOLDT	12	14	12	12	9
IMPERIAL	12	3	8	8	4
INYO	0	1	0	0	0
KERN	99	90	86	68	63
KINGS	17	12	23	16	19
LAKE	6	3	4	3	3
LASSEN	1	3	1	2	2
LOS ANGELES	768	710	646	646	548
MADERA	9	9	3	19	11
MARIN	4	4	3	2	1
MARIPOSA	1	0	1	0	0
MENDOCINO	5	4	2	4	4
MERCED	12	14	8	11	12
MODOC	1	1	2	2	0
MONO	0	0	0	0	0
MONTEREY	22	19	15	20	20
NAPA	7	4	6	4	10
NEVADA	3	2	1	0	2
ORANGE	118	95	103	100	84
PLACER	10	4	14	12	11
PLUMAS	1	0	1	0	0
RIVERSIDE	151	145	103	143	139
SACRAMENTO	103	78	83	82	69
SAN BENITO	3	1	2	1	2
SAN BERNARDINO	184	203	144	166	155
SAN DIEGO	180	162	159	140	117
SAN FRANCISCO	24	20	23	17	11
SAN JOAQUIN	49	54	33	31	32
SAN LUIS OBISPO	6	6	15	8	8
SAN MATEO	19	24	12	20	8
SANTA BARBARA	24	29	13	11	10
SANTA CLARA	54	46	46	45	34
SANTA CRUZ	2	11	10	6	5
SHASTA	21	19	15	23	17
SIERRA	1	1	0	0	0
SISKIYOU	5	2	2	4	4
SOLANO	32	16	16	17	17
SONOMA	19	9	18	11	12
STANISLAUS	53	35	30	41	36
SUTTER	2	4	3	2	3
TEHAMA	11	9	8	11	7
TRINITY	1	0	0	0	1
TULARE	49	29	24	27	25
TUOLUMNE	0	0	1	3	1
VENTURA	33	17	32	18	22
YOLO	18	13	17	12	6
YUBA	12	9	4	13	5
Total	2,342	2,095	1,887	1,914	1,680

Spring 2012 Projected Post Release Community Supervision by County						
Actual vs. Spring 2012 Projected Releases						
	JUL2012	AUG2012	SEP2012	OCT2012	NOV12	5-Month Difference
County						
ALAMEDA	17	5	16	8	15	61
ALPINE	0	0	0	0	0	0
AMADOR	-2	2	0	-2	0	-2
BUTTE	-1	-10	1	2	0	-8
CALAVERAS	-2	1	1	1	-1	0
COLUSA	0	-1	1	2	1	3
CONTRA COSTA	-3	5	10	-5	10	17
DEL NORTE	-1	1	0	0	-3	-3
EL DORADO	0	1	1	1	-5	-2
FRESNO	-8	-11	13	-9	-13	-28
GLENN	1	0	1	-1	0	1
HUMBOLDT	3	0	0	-9	-3	-9
IMPERIAL	-9	4	1	-6	-1	-11
INYO	1	-1	0	0	0	0
KERN	18	-1	-24	-12	-11	-30
KINGS	1	3	-11	-1	0	-8
LAKE	0	2	-1	-2	1	0
LASSEN	1	-2	0	-1	-1	-3
LOS ANGELES	-12	61	23	-78	22	16
MADERA	-4	-2	4	-14	0	-16
MARIN	-1	-4	0	2	-1	-4
MARIPOSA	-1	0	-1	1	0	-1
MENDOCINO	-3	0	6	2	-3	2
MERCED	4	-2	4	0	-3	3
MODOC	0	-1	0	-1	0	-2
MONO	1	0	0	0	0	1
MONTEREY	-2	4	10	-5	2	9
NAPA	-5	1	-1	-1	-8	-14
NEVADA	-1	0	-1	2	1	1
ORANGE	6	31	6	7	-1	49
PLACER	2	2	-7	-2	-4	-9
PLUMAS	0	0	-1	2	1	2
RIVERSIDE	16	1	36	-15	-25	13
SACRAMENTO	18	23	9	21	22	93
SAN BENITO	-2	1	0	2	-1	0
SAN BERNARDINO	-7	-20	18	10	-14	-13
SAN DIEGO	-1	-29	-39	-5	11	-63
SAN FRANCISCO	-2	-1	-9	-5	-7	-24
SAN JOAQUIN	-3	-17	-2	4	0	-18
SAN LUIS OBISPO	5	6	-3	-2	2	8
SAN MATEO	0	-5	-4	-5	8	-6
SANTA BARBARA	-5	-13	4	6	7	-1
SANTA CLARA	4	0	3	5	3	15
SANTA CRUZ	5	-3	-7	1	-3	-7
SHASTA	0	1	2	-1	3	5
SIERRA	-1	-1	0	1	0	-1
SISKIYOU	-2	0	-1	-3	-3	-9
SOLANO	-9	11	3	0	1	6
SONOMA	-1	4	-4	4	-4	-1
STANISLAUS	-10	5	7	-12	11	1
SUTTER	3	4	7	2	1	17
TEHAMA	-4	-4	-1	-5	-5	-19
TRINITY	-1	0	2	0	0	1
TULARE	-17	0	5	-2	-4	-18
TUOLUMNE	3	1	1	-2	0	3
VENTURA	-8	6	-10	3	9	0
YOLO	0	6	-10	-2	6	0
YUBA	-3	-1	2	-6	3	-5
Total	-22	63	60	-125	16	-8

COMPAS: Correctional Offender Management and Profiling Alternative Sanctions

In January 2010, the Adult Division of the Santa Barbara County Probation Department implemented Northpointe COMPAS, a 4th Generation Risk and Needs Assessment to meet the challenge of providing appropriate level of service, effective Evidence Based interventions, and public accountability in the management of the community supervision population in Santa Barbara County.

As part of an over-arching Departmental plan to expand and enhance evidence-based supervision, the assessment of offenders in a reliable and valid manner is a prerequisite for effective supervision and treatment. The need for timely, relevant measures of offender risk and needs is essential for the triage of offenders and utilization of resources.

COMPAS is a computerized database and analysis system for criminal justice practitioners to make decisions regarding the placement, supervision and case-management of offenders in community and secure settings.

COMPAS was validated to the local Santa Barbara County population on November 1, 2010.

A responsive and adaptive assessment system;

- The COMPAS approach of separating risk and needs aligns with current best practices in risk assessment (Baird, 2009; Gottfredson & Moriarty, 2006).
- Individualized Case Planning Component
- Inclusion of specialized Assessments, such as the Texas Christian University (TCD) Drug screen tool & the Case Supervision Review
- 26 Risk and Need Scales in full assessment
- Targeted Assessments- Re-entry, Community Corrections, Juvenile

COMPAS is used by over 275 correctional agencies across the country, including;

- San Diego Co. Probation
- San Bernardino Co. Probation
- San Francisco Co. Probation
- New York State Probation
- CDCR
- Michigan Department of Corrections

AB 109 Operational Impact Report

PROBATION

of individuals in
Post Release Community Supervision (PRCS)

Entered	Exited	Net
23	3	332

of individuals in
Post Sentence Supervision (NX3)

Entered	Exited	Net
3	0	48

(tracked bi-annually)
June

	Felony	Misdemeanor	Total
PRCS	11	48	59
PSS	1	1	2

SHERIFF

of Eligible versus actual releases to Home
Detention in-lieu of Bail

Eligible	Actual	Monthly Avg
32	0	0

Incarcerated AB109 Inmates

	Custody	Alternative	Total
Sentenced	96	23	119
*PRCS	44	0	44
*Parole	60		60
*Technical Violations Only			223

Planned Total Bed Day: 3864/Month (127 ADA)

Bed Days		% Planned Bed Days
Custody	3879	100%
Alternative	595	15%
Total	4474	

COURTS

of Revocation Hearings conducted

	This Month	Last Month	6 mo. Avg.
Public Defender	1	1	< 1
Conflict Defense	0	0	< 1
District Attorney	1	1	< 1

of NX3 sentences

	This Month	Last Month	
Custody only	7	10	
PSS	5	8	

of individuals with signed waivers

This Month	Last Month	Monthly Avg./ 6 mo.
2	1	< 1

FINANCIAL STATUS

*See September report for quarterly financial update

July 2012

AB 109 Operational Impact Report

PROBATION

of individuals in
Post Release Community Supervision (PRCS)

Entered	Exited	Net
31	4	361

of individuals in
Post Sentence Supervision (NX3)

Entered	Exited	Net
7	0	58

(tracked bi-annually)
June

	Felony	Misdemeanor	Total
PRCS	11	48	59
PSS	1	1	2

SHERIFF

of Eligible versus actual releases to Home
Detention in-lieu of Bail

Eligible	Actual	Monthly Avg
41	0	0

Incarcerated AB109 Inmates

	Custody	Alternative	Total
Sentenced	97	22	119
*PRCS	69	0	69
*Parole	53		53

*Technical Violations Only 241

Planned Total Bed Day: 3864/Month (127 ADA)

Bed Days	% Planned Bed Days
Custody	3721 96%
Alternative	602 16%
Total	4323

COURTS

of Revocation Hearings conducted

	This Month	Last Month	6 mo. Avg.
Public Defender	2	1	< 1
Conflict Defense	0	0	< 1
District Attorney	2	1	< 1

of NX3 sentences

	This Month	Last Month	
Custody only	15	7	
PSS	7	5	

of individuals with signed waivers

This Month	Last Month	Monthly Avg./ 6 mo.
4	2	< 1

FINANCIAL STATUS

*See September report for quarterly financial update

August 2012

AB 109 Operational Impact Report

PROBATION			
# of individuals in Post Release Community Supervision (PRCS)			
Entered	Exited	Net	
13	9	364	
# of individuals in Post Sentence Supervision (NX3)			
Entered	Exited	Net	
3	0	62	
(tracked bi-annually)			
June			
	Felony	Misdemeanor	Total
PRCS	11	48	59
PSS	1	1	2

SHERIFF			
# of Eligible versus actual releases to Home Detention in-lieu of Bail			
Eligible	Actual	Monthly Avg	
50	0	0	
Incarcerated AB109 Inmates			
	Custody	Alternative	Total
Sentenced	97	22	119
*PRCS	57	0	57
*Parole	54		54
*Technical Violations Only			230
Planned Total Bed Day: 3864/Month (127 ADA)			
Bed Days		% Planned Bed Days	
Custody	3836	99%	
Alternative	634	16%	
Total	4470		

COURTS

# of Revocation Hearings conducted				# of NX3 sentences			
	This Month	Last Month	6 mo. Avg.		This Month	Last Month	
Public Defender	5	2	< 1	Custody only	14	15	
Conflict Defense	0	0	< 1	PSS	3	7	
District Attorney	5	2	< 1	# of individuals with signed waivers			
	This Month	Last Month	Monthly Avg./ 6 mo.				
	1	4	< 1				

FINANCIAL STATUS 1st Quarter FY12-13

25% of Fiscal Year Elapsed

AB 109 Component	FY 2012-13 Budget	Expenditures as of 9/30	% of Funds Expended
Jail Custody	\$2,292,112	\$ 280,619	12.2%
Detention Alternatives	840,729	36,621	4.4%
Community Supervision	2,476,275	472,858	19.1%
Collaborative Efforts	1,121,900	65,337	5.8%
MH, AOD, Tx	2,163,000	137,778	6.4%
Housing, Sober Living, Detc	320,000	28,667	9.0%
Evaluation	103,331	32,412	31.4%
Administration	419,281	47,443	11.3%
Total:	\$9,736,628	\$1,101,735	11.3%

September 2012

AB 109 Operational Impact Report

PROBATION

# of individuals in Post Release Community Supervision (PRCS)			
Entered	Exited	Net	
13	18	358	
# of individuals in Post Sentence Supervision (NX3)			
Entered	Exited	Net	
12	1	73	
(tracked bi-annually)			
June			
	Felony	Misdemeanor	Total
PRCS	11	48	59
PSS	1	1	2

SHERIFF

Incarcerated AB109 Inmates			
	Custody	Alternative	Total
Sentenced	91	24	115
*PRCS	23	0	23
*Parole	21		21
*Technical Violations Only			159
Planned Total Bed Day: 3864/Month (127 ADA)			
Custody	4232	110%	
Alternative	710	18%	
Total	4942		

COURTS

# of Revocation Hearings conducted			
	This Month	Last Month	6 mo. Avg.
Public Defender	6	5	< 1
Conflict Defense	0	0	< 1
District Attorney	6	5	< 1
# of NX3 sentences			
	This Month	Last Month	
Custody only	18	14	
PSS	15	3	
# of individuals with signed waivers			
This Month	Last Month	Monthly Avg./ 6 mo.	
5	1	< 1	

FINANCIAL STATUS FY12-13

33% of Fiscal Year Elapsed

	FY 2012-13 Budget	Expenditures as of 10/31	% of Funds Expended
<i>AB 109 Component</i>			
Jail Custody	\$2,292,112	\$ 516,294	22.5%
Detention Alternatives	840,729	68,391	8.1%
Community Supervision	2,476,275	640,642	25.9%
Collaborative Efforts	1,121,900	127,708	11.4%
MH, AOD, Tx	2,163,000	246,624	11.4%
Housing, Sober Living, Detox	320,000	45,332	14.2%
Evaluation	103,331	44,583	43.1%
Administration	419,281	74,142	17.7%
Total:	\$9,736,628	\$1,763,716	18.1%

October 2012

AB 109 Operational Impact Report

PROBATION

# of individuals in Post Release Community Supervision (PRCS)			
Entered	Exited	Net	
15	25	348	
# of individuals in Post Sentence Supervision (NX3)			
Entered	Exited	Net	
15	0	87	
(tracked bi-annually)			
June			
	Felony	Misdemeanor	Total
PRCS	11	48	59
PSS	1	1	2

SHERIFF

Incarcerated AB109 Inmates			
	Custody	Alternative	Total
Sentenced	28	10	38
*PRCS	47	0	47
*Parole	16	1	10
*Technical Violations Only			102
Planned Total Bed Day: 3864/Month (127 ADA)			
Custody	4116	107%	
Alternative	849	22%	
Total	4965		

COURTS

# of Revocation Hearings conducted			
	This Month	Last Month	6 mo. Avg.
Public Defender	7	6	< 1
Conflict Defense	0	0	< 1
District Attorney	7	6	< 1
# of NX3 sentences			
	This Month	Last Month	
Custody only	9	18	
PSS	15	15	
# of individuals with signed waivers			
This Month	Last Month	Monthly Avg./ 6 mo.	
4	5	< 1	

FINANCIAL STATUS FY12-13

41% of Fiscal Year Elapsed

<i>AB 109 Component</i>	<i>FY 2012-13 Budget</i>	<i>Expenditures as of 11/30</i>	<i>% of Funds Expended</i>
Jail Custody	\$2,292,112	\$ 942,705	41.1%
Detention Alternatives	840,729	95,071	11.3%
Community Supervision	2,476,275	781,929	31.6%
Collaborative Efforts	1,121,900	238,274	21.2%
MH, AOD, Tx	2,163,000	351,616	16.3%
Housing, Sober Living, Detc	320,000	55,930	17.5%
Evaluation	103,331	44,583	43.1%
Administration	419,281	112,955	26.9%
Total:	\$9,736,628	\$2,623,063	26.9%

November 2012

AB 109 Operational Impact Report

PROBATION			SHERIFF			
# of individuals in Post Release Community Supervision (PRCS)			Incarcerated AB109 Inmates			
Entered	Exited	Net		Custody	Alternative	Total
25	18	355	Sentenced	15	4	19
			*PRCS	25	0	25
			*Parole	16	1	17
			*Technical Violations Only			61
# of individuals in Post Sentence Supervision (NX3)			Planned Total Bed Day: 3864/Month (127 ADA)			
Entered	Exited	Net	Custody	4282	111%	
7	1	98	Alternative	1051	27%	
			Total	5333		

COURTS							
# of Revocation Hearings conducted				# of NX3 sentences			
	This Month	Last Month	6 mo. Avg.		This Month	Last Month	
Public Defender	2	3	3	Custody only	10	11	
Conflict Defense	0	0	0	PSS	7	13	
District Attorney	2	3	3	# of individuals with signed waivers			
				This Month	Last Month	Monthly Avg./ 6 mo.	
				4	4	2.8	

FINANCIAL STATUS FY12-13				
50% of Fiscal Year Elapsed				
AB 109 Component	FY 2012-13 Budget	Expenditures as of 12/31	% of Funds Expended	
Jail Custody	\$2,292,112	\$1,312,721	57.3%	
Detention Alternatives	840,729	132,130	15.7%	
Community Supervision	2,476,275	932,577	37.7%	
Collaborative Efforts	1,121,900	273,135	24.3%	
MH, AOD, Tx	2,163,000	375,482	17.4%	
Housing, Sober Living, Detc	320,000	102,095	31.9%	
Evaluation	103,331	56,861	55.0%	
Administration	419,281	143,229	34.2%	
Total:	\$9,736,628	\$3,328,230	34.2%	

December 2012

AB 109 Operational Impact Report

PROBATION			SHERIFF			
# of individuals in Post Release Community Supervision (PRCS)			Incarcerated AB109 Inmates			
Entered	Exited	Net		Custody	Alternative	Total
15	22	346	Sentenced	22	12	34
			*PRCS	38	0	38
			*Parole	15	0	15
			*Technical Violations Only			87
# of individuals in Post Sentence Supervision (NX3)			Planned Total Bed Day: 3864/Month (127 ADA)			
Entered	Exited	Net	Custody	4224	109%	
18	1	113	Alternative	978	25%	
			Total	5202		

COURTS							
# of Revocation Hearings conducted				# of NX3 sentences			
	This Month	Last Month	6 mo. Avg.		This Month	Last Month	
Public Defender	0	2	2	Custody only	13	10	
Conflict Defense	0	0	0	PSS	18	7	
District Attorney	0	2	2	# of individuals with signed waivers			
	This Month	Last Month	Monthly Avg./ 6 mo.				
	7	4	4.1				

FINANCIAL STATUS FY12-13			
58% of Fiscal Year Elapsed			
	FY 2012-13 Budget	Expenditures as of 1/31	% of Funds Expended
<i>AB 109 Component</i>			
Jail Custody	\$2,292,112	\$1,611,061	70.3%
Detention Alternatives	840,729	218,784	26.0%
Community Supervision	2,476,275	1,073,549	43.4%
Collaborative Efforts	1,121,900	419,518	37.4%
MH, AOD, Tx	2,163,000	519,091	24.0%
Housing, Sober Living, Detc	320,000	123,426	38.6%
Evaluation	103,331	73,737	71.4%
Administration	419,281	181,959	43.4%
Total:	\$9,736,628	\$4,221,125	43.4%
<p>The Jail Custody component of the AB109 financial report indicates that the Sheriff's Office has spent 70.3% of annual budget on this service. The expenditures reported as of 1/31/13 include some timecard errors that need to be corrected. A corrective action to fix timecard coding on AB109 services has been implemented and the result should reflect this component to be within budget by the next reporting period.</p>			

January 2013

AB 109 Operational Impact Report

PROBATION		
# of individuals in Post Release Community Supervision (PRCS)		
Entered	Exited	Net
12	14	343
# of individuals in Post Sentence Supervision (NX3)		
Entered	Exited	Net
14	0	128

SHERIFF			
Incarcerated AB109 Inmates			
	Custody	Alternative	Total
Sentenced	115	29	144
*PRCS	22	0	22
*Parole	10	0	10
*Technical Violations Only			176
Planned Total Bed Day: 3864/Month (127 ADA)			
Custody	4082	106%	
Alternative	750	19%	
Total	4832		

COURTS						
# of Revocation Hearings conducted				# of NX3 sentences		
	This Month	Last Month	6 mo. Avg.		This Month	Last Month
Public Defender	1	2	2	Custody only	5	13
Conflict Defense	0	0	0	PSS	14	18
District Attorney	1	2	2	# of individuals with signed waivers		
				This Month	Last Month	Monthly Avg./ 6 mo.
				3	7	4.1

FINANCIAL STATUS FY12-13		
67% of Fiscal Year Elapsed		
AB 109 Component	FY 2012-13 Budget	Expendi % of Funds as of 2 Expended
Jail Custody	\$ 2,292,112	91.5%
Detention Alternatives	840,729	31.8%
Community Supervision	2,476,275	50.6%
Collaborative Efforts	1,121,900	43.6%
MH, AOD, Tx	2,163,000	27.7%
Housing, Sober Living, Det	320,000	46.0%
Evaluation	103,331	80.7%
Administration	419,281	53.0%
Total:	\$ 9,736,628	53.0%

The Jail Custody component of the AB109 financial report indicates that the Sheriff's Office has spent 70.3% of annual budget on this service. The expenditures reported as of 1/31/13 include some timecard errors that need to be corrected. A corrective action to fix timecard coding on AB109 services has been implemented and the result should reflect this component to be within budget by the next reporting period.

February 2013

AB 109 Operational Impact Report

PROBATION		
# of individuals in Post Release Community Supervision (PRCS)		
Entered	Exited	Net
6	20	330
# of individuals in Post Sentence Supervision (NX3)		
Entered	Exited	Net
14	0	138

SHERIFF			
Incarcerated AB109 Inmates			
	Custody	Alternative	Total
Sentenced	109	32	141
*PRCS	26	0	26
*Parole	18	0	18
*Technical Violations Only			185
Planned Total Bed Day: 3864/Month (127 ADA)			
Custody	4486	116%	
Alternative	1068	28%	
Total	5554		

COURTS							
# of Revocation Hearings conducted				# of NX3 sentences			
	This Month	Last Month	6 mo. Avg.		This Month	Last Month	
Public Defender	2	1	1.7	Custody only	6	5	
Conflict Defense	0	0	0	PSS	13	14	
District Attorney	2	1	1.7	# of individuals with signed waivers			
	This Month	Last Month		This Month	Last Month	Monthly Avg./ 6 mo.	
	6	3		6	3	5	
FINANCIAL STATUS FY12-13							
75% of Fiscal Year Elapsed							
	FY 2012-13	Expenditures	% of Funds				
AB 109 Component	Budget	as of 3/31	Expended				
Jail Custody	\$2,292,112	\$2,251,641	98.2%				
Detention Alternatives	840,729	325,210	38.7%				
Community Supervision	2,476,275	1,504,850	60.8%				
Collaborative Efforts	1,121,900	574,278	51.2%				
MH, AOD, Tx	2,163,000	653,007	30.2%				
Housing, Sober Living, Detc	320,000	162,016	50.6%				
Evaluation	123,021	102,031	82.9%				
Administration	399,591	238,721	59.7%				
Total:	\$9,736,628	\$5,811,754	59.7%				
The Jail Custody component of the AB109 financial report indicates that the Sheriff's Office has spent 70.3% of annual budget on this service. The expenditures reported as of 1/31/13 include some timecard errors that need to be corrected. A corrective action to fix timecard coding on AB109 services has been implemented and the result should reflect this component to be within budget by the next reporting period.							
March 2013							

Santa Barbara County Probation

Public Safety Realignment

One Year Later

What Is Public Safety Realignment?

On October 1, 2011, the 2011 Public Safety Realignment Act was implemented in an effort to address overcrowding in California's prisons and to assist in alleviating the State's financial crisis. The key elements include:

- A revised definition of felonies to include specified lower level felony crimes that would be punishable in county jail or other local sentencing options. Pursuant to Section 1170(h)(5) of the Penal Code, felony offenders no longer eligible for a commitment to the California Department of Corrections and Rehabilitation (CDCR) can be sentenced to jail for the full term or a portion of the term, with the balance suspended for a period of Post Sentence Supervision (PSS).
- The establishment of a Post-Release Community Supervision (PRCS) population of parolees under probation supervision, who's committing offense is a non-violent, non- serious felony and who are not deemed to be a high risk sex offender.
- Revocations for Realigned offenders are served in local jails.

Santa Barbara County's Plan for Realignment

The local Public Safety Realignment Plan seeks to improve success rates of offenders under supervision, resulting in less victimization and increased community safety. The primary goals include accomplishing this in the most cost effective manner while employing evidence based correctional and justice system practices. A cornerstone for success is in the use of a validated risk and needs assessment and development of individualized case plans. The proposed strategies emphasize a balanced approach and include assessing the needs of the population, the resources available, and the services necessary to achieve acceptable public safety/community corrections outcomes. For the specific details of the Santa Barbara County Community Corrections Partnership 2012-13 Realignment Plan, link to Probation's Adult Services Division at <http://www.countyofsb.org/probation>.

Impacts of Realignment

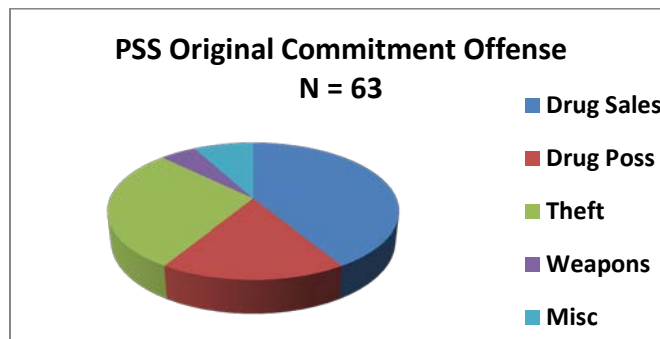
After the first year of implementation, it was projected that there would be a total of 477 Realigned offenders under county probation supervision. As of September 31, 2012, the actual number was 474 Realigned offenders (411 PRCS and 63 PSS).

As established by law, for these offenders to come under probation supervision, their committing offense is for a non-violent, non- serious felony and an offense not deemed to be a high risk sex offense.

For nearly 40% of the PRCS offenders, their committing offense was for either drug sales or drug possession.



Theft	111	27%
Drug Sales	89	21.6%
Drug Possession	73	17.7%
Assault	52	12.6%
Driving	40	9.7%
Weapons	26	6.3%
Sex offense	11	2.6%
Misc	9	2.1%



Drug Sales	26	41.3%
Theft	18	28.6%
Drug Possession	11	17.5%
Misc.	5	7.9%
Weapons	3	4.7%

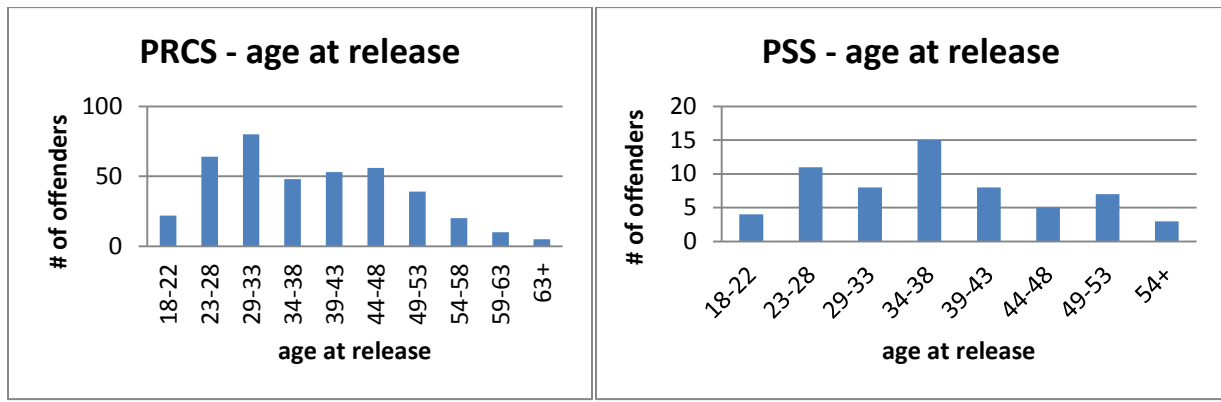
The percentage of drug sales or drug possession for PSS offenders was even higher at almost 59%

This information was one data source that helped guide the Realignment Workgroup in developing the type and level of substance abuse treatment, detox, and sober living resources that would be required to meet the needs of the Realigned population.

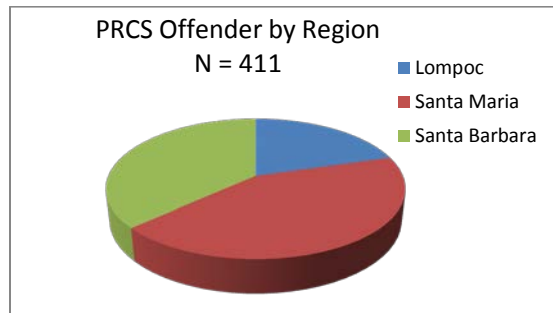
Gender, Ethnicity and Mental Health Needs

- The gender demographics of the PRCS population indicate 88% male and 12% female, while the PSS population is 73% male and has a larger female population percentage of 27%.
- The ethnicity breakdown for the two (2) largest PRCS populations is 58% Hispanic, 33% Caucasian. Within the PSS offender population, 46% are identified as Hispanic and 47% Caucasian.
- Within the PRCS offenders, 18% are identified as having received some level of mental health service while in prison, ranging from medication management to special housing needs based on severe mental health issues. Of those having received those services, 12% are identified as requiring more intensive mental health intervention.

Age

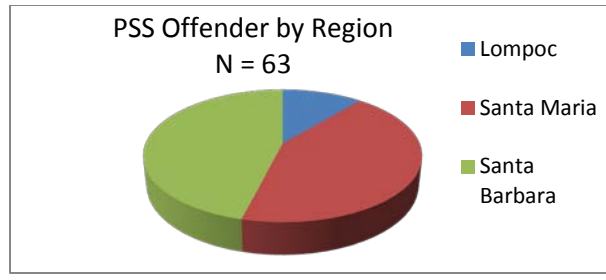


Region



Lompoc	84	20.4%
Santa Maria	176	42.8%
Santa Barbara	151	36.7%

Regional breakdown is comparable for adult offenders on traditional probation



Lompoc	7	11.1%
Santa Maria	27	42.8%
Santa Barbara	29	46.1%

Risk Level

In addition to considering the appropriate level and type of basic needs and treatment services, a key factor to successful outcomes is providing the necessary level of case management and supervision services based on the offender's risk to recidivate and risk for future violence. One of the assessment tools used by the Probation Department is the Northpointe Correctional Offender Management and Profiling Alternative Sanctions (COMPAS), a validated risk/needs assessment tool to determine risk to recidivate and risk for future violence.

Of 378 PRCS offenders assessed:

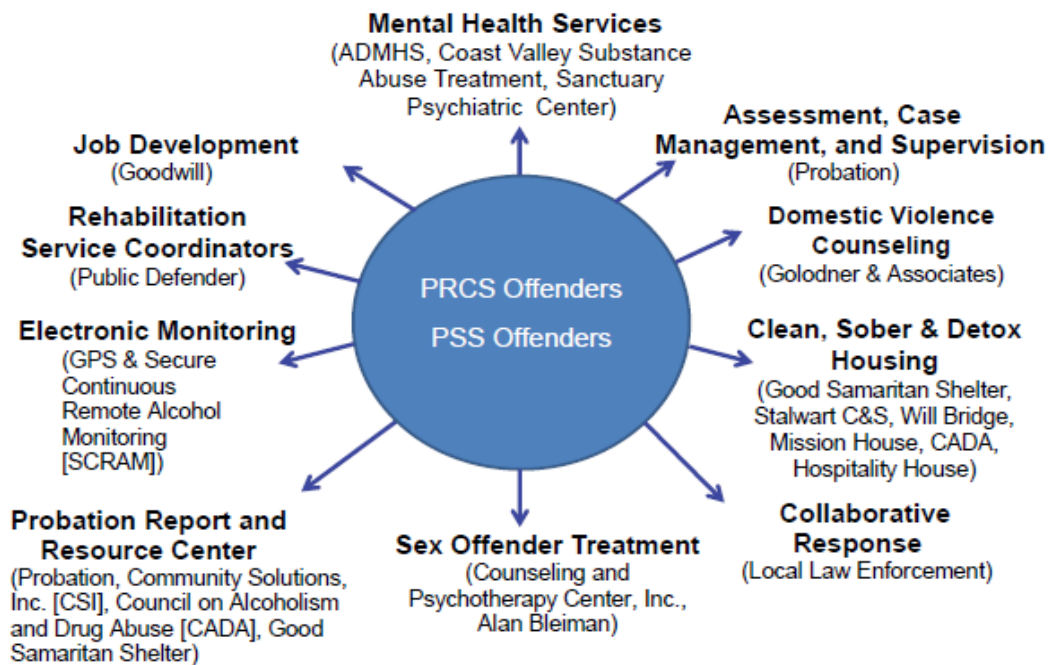
- 56.6% (214) assessed high to recidivate *and* high for future violence
- 70.4% (266) assessed high for future violence
- 77.2% (292) assessed high to recidivate *or* future violence

Of 86 PSS offenders assessed:

- 52% (45) assessed high to recidivate *and* high for future violence
- 61% (53) assessed high for future violence
- 76% (65) assessed high to recidivate *or* future violence

The assessed risk levels are much higher than were initially anticipated for both of these populations. Consequently a 1:40 Officer-to-offender ratio has been established. Contact is made with the Realigned offender within 48 hours from release from prison or county jail and, in some cases, monitoring through GPS services following their initial release is required for community safety. They are assessed and a case plan is developed to determine what services are needed, including clean & sober residential, psychiatric medication, mental health services, employment readiness or other re-entry services.

SERVICE DELIVERY



Funded Services

To support rehabilitation as well as community safety, a balanced funding approach has been employed. A full budget can be located in the Realignment Plan.

Evidence/Research Driven

Evidence based programs and data are key to the success of any program and Realignment is no different. Santa Barbara County is committed to a systemic approach to targeting interventions and responses through the use of validated assessment tools and interventions and responses that are driven by assessed risk and need. Further, re-entry programmatic interventions will be applied that are cognitive behavioral and evidence-based in design.

Preliminary Outcomes/Program Modifications

It will take several years to fully assess the impact of Public Safety Realignment. In Santa Barbara County, our goal is to provide a balance of case management and supervision, treatment, and incarceration. With a critical eye, we will monitor and evaluate our services and the associated delivery to the clients we serve to ensure that we are maintaining public safety and the treatment/service needs of the clients.

On a statewide basis counties will be reporting recidivism as a new felony conviction occurring during the terms of supervision. It is anticipated that we will be able to compare our local rates to those of other counties in the coming months as data becomes available. Between October 1, 2011 and December 31, 2012, locally 65 PRCS offenders have been discharged from supervision. Eighteen percent, or 12 of those discharged, received a new felony conviction as their most serious offense during their term of supervision. Although the state comparisons will only be looking at offenders who had a felony conviction, Santa Barbara County is also tracking misdemeanors (other than traffic citations). One (1) of the discharged offenders received a new misdemeanor conviction as their most serious conviction.

Summary

The effects of Realignment have created significant impact on our local community corrections system. Through creative approaches and successful collaboration with community corrections partners and stakeholders, Santa Barbara County has achieved great strides in managing this offender population throughout the first 12 months. Continued program evaluation of data and trends will be imperative to modify approaches to best improve offender outcomes and maintain a safe community. This challenge of Realignment has also presented as an opportunity as it has strengthened our pre-existing framework of collaboration and expanded evidence-based practices throughout the operations of community corrections in Santa Barbara County.

Attachment 7											
AB 109 DATA TRACKING PROJECT - Last Revised March 8, 2012											
						Who collects the data?					When?
						Court	ADMHS	Prob	SBSO	Public Health	Timeframe
A.	New §1170(h)(5) PC Disposition										
1. General Information											
	a.	Cases sentenced under §1170(h)(5) PC				✓					Intake
	b.	Inmates released pre-trial pursuant to §1203.018 PC							✓		Intake
	c.	Type of pre-trial release							✓		Intake
2. Sentence											
	a.	Cases sentenced to jail only [§1170(h)(5)(A)PC]				✓					Intake
	b.	Cases sentenced to jail with mandatory supervision tail [§1170(h)(5)(B)PC]				✓					Intake
	c.	Length of jail sentence imposed				✓					Intake
	d.	Length of mandatory supervision imposed				✓					Intake
	e.	Credit for Time Served at sentencing				✓					Intake
	f.	No alternative sentencing ordered				✓					Intake
3. Demographic Information											
	a.	Gender						✓			Intake
	b.	Date of birth						✓			Intake
	c.	Race/Ethnicity						✓			Intake
	d.	ICE hold							✓		Intake
4. Characteristics											
	a.	Risk/needs assessment score						✓			Intake
	b.	Supervision level						✓			Intake/Exit
	c.	Housing situation - homeless at booking Y/N							✓		Intake
	d.	Veteran status							✓		Intake
5. Release from Jail											
	a.	Length of time in jail post sentence							✓		Release
	b.	Inmates released early, per court order for overcrowding							✓		Release
	c.	Inmates transferred into Electronic Monitoring (EM) only program							✓		Release
	d.	Length of time in EM program							✓		Release
	e.	Inmates transferred into EM plus other community program (e.g. Probation Report and Resource Center [PRRC])							✓		Release
6. Connection to Services in Jail											
	a.	Inmates participating in programs in jail							✓		Release

A.	New §1170(h)(5) PC Disposition/6. Connection to Services in Jail, continued		Court	ADMHS	Prob	SBSO	Public Health	Timeframe
	b.	Programs used - Sheriff's Treatment Program (STP), educational				✓		Release
	c.	Waitlisted for program				✓		Release
	d.	Number of days between application for program and enrollment				✓		Release
	e.	Inmates not eligible for program(s)				✓		Release
	7. Connection to Services - Split Sentences							
	a.	Clean and Sober Housing			✓			Exit
	b.	PRRC			✓			Exit
	c.	Secure Continuous Remote Alcohol Monitoring (SCRAM)			✓			Exit
	d.	Detox			✓			Exit
	e.	Other Treatment or Services (<i>Services see page 3</i>)			✓			Exit
	f.	Contacts			✓			Exit
	8. Violations of Split Sentence Supervision							
	a.	GPS Violation			✓			Quarterly
	b.	Violations			✓			Quarterly
	c.	Type of violation: e.g. alcohol/drug related, failure to report, etc.			✓			Quarterly
	d.	Length of jail time for revocation			✓			Quarterly
	9. Completion for Split Sentences							
	a.	Offenders completing supervision - "successful"			✓			Exit
	b.	Offenders completing supervision - "unsuccessful"			✓			Exit
	c.	No fault closing			✓			Exit
	10. Recidivism							
	a.	New convictions post release from jail at 12, 24, and 36 months	✓					Follow-up
	b.	New bookings post release from jail at 12, 24, and 36 months				✓		Follow-up

			Who collects the data?					When?
			Court	ADMHS	Prob	SBSO	Public Health	Timeframe
B.	Released from State Prison to PRCS							
	1. General Information							
	a.	Offenders released to the County			✓			Intake
	b.	Offenders transferred in from another county			✓			Intake
	2. Demographic Information							
	a.	Gender			✓			Intake
	b.	Date of birth			✓			Intake
	c.	Race/Ethnicity			✓			Intake
	3. Characteristics - tracked at release, at regular intervals during PRCS and at discharge							
	a.	Risk/needs assessment score			✓			Intake
	b.	Supervision level			✓			Intake/Exit
	c.	Housing situation - transient, housed, or residence - 60 to 90 days			✓			Exit
	d.	Housing situation - transient, housed, or residence - time of exit			✓			Exit
	e.	Special needs diagnosis (developmental/cognitive disability) - yes/no			✓			Intake
	f.	Physical disability diagnosis - yes/no			✓			Intake
	g.	EOP (enhanced outpatient)			✓			Intake
	h.	CCCMS (correctional clinical case mgmt system)			✓			Intake
	i.	Keyhea			✓			Intake
	j.	Registered sex offender			✓			Intake
	k.	Gang affiliation/issues (Yes/No)			✓			Intake
	l.	Employment status at exit			✓			Exit
	4. Supervision and Services							
	a.	Clean and Sober Housing			✓			Exit
	b.	Day Report Center (DRC)			✓			Exit
	c.	Secure Continuous Remote Alcohol Monitoring (SCRAM)			✓			Exit
	d.	Detox			✓			Exit
	e.	Sex Offender Treatment			✓			Exit
	f.	Contacts			✓			Exit
	g.	Other Treatment or Services			✓			Exit
	5. Mental Health Services							
	a.	Diagnosis		✓				Exit
	b.	Assessment		✓				Exit
	c.	Evaluation & Plan Development		✓				Exit
	d.	Crisis Intervention		✓				Exit

B.	<i>Released from State Prison to PRCS/5. Mental Health Services, continued</i>		Court	ADMHS	Prob	SBSO	Public Health	Timeframe
	e. Case Management, Brokerage			✓				Exit
	f. Collateral			✓				Exit
	g. Group Collateral			✓				Exit
	h. Family Therapy			✓				Exit
	i. Individual Therapy			✓				Exit
	j. Individual Rehabilitation			✓				Exit
	k. Group Therapy			✓				Exit
	l. Group Rehabilitation			✓				Exit
	m. Family Rehabilitation			✓				Exit
	n. Med Visit MD - Complex			✓				Exit
	o. Med Visit MD - Brief			✓				Exit
	p. Medication Administration			✓				Exit
	q. Medication Support			✓				Exit
	r. Adult Crisis Residential			✓				Exit
	s. Inpatient Services			✓				Exit
6. Medical/Mental Health Services Provided by PHD								
	SERVICES PENDING						✓	Exit
7. Terms of PRCS								
	a. Electronic monitoring imposed				✓			Intake
8. Violation of PRCS - each instance								
	a. Length of time between release to PRCS and first violation				✓			Quarterly
	b. GPS violations				✓			Quarterly
	c. Type of Violation				✓			Quarterly
	d. Sanction imposed				✓			Quarterly
	e. Flash incarcerations imposed				✓			Quarterly
	f. Length of flash incarceration				✓			Quarterly
	g. Revocations				✓			Quarterly
	h. Length of jail time for revocations				✓			Quarterly
	j. New criminal convictions				✓			Quarterly
	k. Offenders who failed to report upon release requiring a warrant				✓			Quarterly
9. Completion of PRCS								
	a. Offenders discharged early				✓			Exit
	b. Offenders completing full term of supervision				✓			Exit
	c. Offenders terminated due to a new felony conviction				✓			Exit
	d. Offenders terminated due to a new misdemeanor conviction				✓			Exit

B.	<i>Released from State Prison to PRCS/9. Completion of PRCS, continued</i>			Court	ADMHS	Prob	SBSO	Public Health	Timeframe
	e.	Offenders terminated unsuccessfully due to a technical violation				✓			Exit
	f.	Offenders transferred out to another county				✓			Exit
10. Recidivism									
	a.	Convictions during supervision and 12 months after exit		✓					Follow-up

				Who collects the data?					When?
				Court	ADMHS	Prob	SBSO	Public Health	Timeframe
C.	Violation of State Parole								
	1. General Information								
	a.	Offenders booked on parole violation					✓		Release
	b.	Date of booking on parole violation					✓		Release
	c.	Date of additional law offense booking					✓		Release
	d.	If Yes on (c) date of sentencing on new law viol.					✓		Release
	e.	Date of release					✓		Release
	f.	Rehouse on GPS (Y/N)					✓		Release
	g.	If Yes on (f) date of rehouse					✓		Release
	2. Demographic Information								
	a.	Gender					✓		Release
	b.	Date of birth					✓		Release
	c.	Race/Ethnicity					✓		Release
	d.	ICE hold					✓		Release
	3. Sentence								
	a.	Flash incarcerations imposed (by offender)					✓		Release
	b.	Length of flash incarceration					✓		Release
				Who collects the data?					When?
				Court	ADMHS	Prob	SBSO	Public Health	Timeframe
D.	§1203.018 PC (pre trial release on Electronic Monitoring [EM] Program)								
	1. Jail Utilization								
	a.	Inmates transferred to EM program in-lieu of bail					✓		Release
	b.	Length of time on EM program in-lieu of bail					✓		Release
	c.	New bookings while on EM					✓		Release

**Criminal Justice Realignment (AB 109)
Workscope for UCSB
July 1, 2013-June 30, 2014**

The purpose of Criminal Justice Realignment is to evaluate changes to the criminal justice system required by AB 109. The evaluation will inform transformation of the local criminal justice system into a systemic approach to service delivery. This will involve identifying points where data can be collected, and using continuous management of data to identify strengths and weaknesses in the system. Goals include building capacity through less restrictive options thereby reducing reliance on incarceration and identifying ways to improve the efficiency of the criminal justice system. Evaluators will also continue a group process evaluation of Drug Court with follow-up assessments designed to examine long-term functioning and to assess the integration of recommendations provided in the initial evaluation.

The UCSB Evaluation Team and Santa Barbara County Probation Department (Probation) will coordinate and manage all data collection activities. Probation responsibilities will include continuous development and updating of a comprehensive evaluation plan, which will include obtaining regular data reports from Probation, the Jail, and other components of the legal system. UCSB responsibilities will be to clean data that are downloaded from Probation on a regular basis and provide reports regarding indicators. UCSB will also design and implement the Drug Court process evaluation.

Training and Data Collection

All UCSB team members have been trained through the Institutional Review Board (IRB) Human Subjects Training Module. The evaluation plan will be run through and updated in the UCSB IRB for approval. Criminal system data will be de-identified by Probation and transferred to UCSB on a regular basis. UCSB will attend and observe Drug Court staffings to collect follow-up process data for each Drug Court (Santa Barbara and Santa Maria) and will conduct follow-up interviews and a follow-up survey with members of the Drug Court teams.

Data Entry, Analysis and Reporting

UCSB will receive data from Probation at regular intervals. UCSB will use data to determine if the criminal justice system is effectively responding to increase in service delivery demand from AB 109. The Realignment Plan seeks to achieve the following six outcomes:

1. Implementation of a streamlined and efficient system to manage the additional responsibilities under Realignment.

This will be accomplished through regularly scheduled meetings with partner agencies (i.e., Probation, Sheriff, District Attorney, Court, Public Defender, Alcohol, Drug, and Mental Health Services, and Department of Social Services) to discuss responsibilities under realignment and brainstorm solutions to problems that arise. To verify the achievement of this outcome, CCP partners have developed and will track numerous outcome measures

2. *Implementation of a data management system to manage and evaluate Realignment.*

Step 1: A data tracking sheet has been developed by the agencies involved, which outlines the specific data being collected.

Step 2: Probation has worked with partner agencies to develop a web-based database that will maintain all of the realignment data.

Step 3: UCSB will clean and analyze the data collected.

3. *Implementation of a system that utilizes evidence-based practices/best practices in recidivism reduction.*

Probation is responsible for this outcome.

4. *Implementation of a system that effectively utilizes alternatives to pre-trial and post-conviction incarceration where appropriate.*

UCSB will provide the analysis and a report on the following measures.

- Number and type of offenders sentenced to county jail and state prison
- Number and type of offenders sentenced to probation or alternative programs
- Percentage of clients participating in and successfully completing Electronic Monitoring
- Percentage of EM program slot days used

5. *Implementation of a system that maintains public safety.*

UCSB will provide the analysis and a report on the following measures.

- Percentage of offenders successfully completing traditional felony probation supervision
- Percentage of offenders successfully completing PRCS
- Recidivism rates (misdemeanor and felony)
- Percentage of offenders participating/completing treatment referral
- Percentage of offenders employed at time of grant/release and quarterly thereafter

6. *Ongoing assessment of the system's impacts on criminal offender outcomes and using data to make adjustments to continually improve the system.*

UCSB will analyze the connection between success rates of various interventions (e.g., services in jail, mental health, EM) and client characteristics (e.g., supervision level, risk/needs assessment score, demographic information) to determine if client characteristics predict success in connection with various services.

UCSB will continue to examine the Drug Court process in detail. This will include re-examining team member roles and the efficiency of the overall processes in Santa Barbara and Santa Maria. The analysis will focus on how the Drug Courts continue to function as they go through staffing changes and integrate recommendations from the initial evaluation.

Conclusion

There will be regular meetings between Probation and the evaluators in order to assess what is going well and to problem solve concerns. In addition, the evaluators will use this opportunity to provide feedback to stakeholders and suggest changes to program implementation or evaluation. At the end of the project, the evaluators will analyze all of the data for a final report.

Budget Notes

Total Budget: \$67,326

Personnel \$60,915

Funds are requested for the two co-Principal Investigators, Drs. Jill D. Sharkey and Merith Cosden. The P.I.s will be highly involved in the project and will be responsible for the development and implementation of the evaluation plan, and for all reports to local and national audiences. Funds are also requested for two GSRs who will assist with data collection and analysis and report preparation. Funds are requested for one GSR to implement the Drug Court process evaluation. The CNT will assist with computer and internet operations.

Supplies \$1,600

Desktop Computer and Software: A computer is required to maintain a secure database and conduct analyses.

Travel \$959

Local. Funds are requested to attend meetings throughout the County for grant purposes.

Indirect costs \$3,852

These are as required by the University for this type of grant activity.



Santa Barbara County Sheriff's Department

Custody Operations

Classification Unit Manual

Updated 07/2013

Santa Barbara County Sheriff's Department
Custody Operations, Classification Unit Manual

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Housing Inmates:

Identify inmates and locate files:

Determine which inmates need to be classified by utilizing the JMS Work Queue for "Classification". Inmates that have not been housed will appear under the quadrant entitled "intake not housed". Be sure to verify the charges of each inmate as inmates pending cite release will also appear under this quadrant if they are not assigned the disposition "cite and release" at time of booking.

- Locate the inmates file by obtaining his/her CID# and locating this file in the file room or in JMS. Many inmates will not have hard copy files due to them being out of custody for a period of time (usually five years or more) or due to their files being scanned into JMS.

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

Work Queue

CLASSIFICATION Manage Set Timer Current Time: March 29, 2009 15:38:43
Default Refresh Next Refresh: 01:54 Exit

Inmate Header / Alerts / Picture (21) Intake Not Classified

MORENO, JOSE
IM NUM: 0504349
CURRENTLY IN CUSTODY
LOCATION: IRC HOLDING 6
PROPERTY: REC

PERSON ALERTS

IN CUSTODY

TIME	ELAPS...	NUMBER	NAME	HOUSING	LOC
04/02 16:38	2552 23:00	0075510	SEATON, MICHAEL	HOSPITAL OTHER	
11/05 12:20	1971 03:18	0229459	BARBER, JONATHAN	COURT DOC	
04/03 00:49	1456 14:49	0265161	MACIAS, MICHAEL	PRISON WASCO	
08/27 08:59	214 06:39	0257420	BURNS, MICHAEL	PRISON WASCO	
02/12 07:45	45 07:53	0161815	DAVIS, MATTHEW JAM	ALT SENT SMS EM M	
03/19 22:18	9 17:20	0158810	COSTA, WAYNE SIMON	HOSPITAL COTTAGE	HOSPI
03/20 18:13	8 21:25	0185348	RODRIGUEZ, JOSE TO	OUTH S-DORM BUNKS	
03/28 01:56	1 13:42	0260955	MEDINA, JESSE MOSE	SMS 08	
03/28 15:51	23:47	0165916	BECERRIL, AGUSTIN C	SMS 08	
03/28 20:57	18:41	0240431	JONES, CARNELL ANT	SMS 01	
03/28 23:15	16:23	0286546	LEMP, SHAWN MICHA	WEST W-13 NBA	
03/28 23:39	15:59	0504933	ZAMORA, JEREMIAS M	SMS 08	
03/29 00:52	14:46	0271398	GONZALEZ, CELESTIN	SMS 08	
03/29 01:32	14:06	0504936	FLORES, RICARDO GA	SMS 06	
03/29 05:47	09:51	0248315	PEREZ, JEREMY FRAN	FAST SC-2	

(5) Intake Not Housed (3) EX PARTE, 849(b), CITE AND RELEASE

TIME	ELAPS...	NUMBER	NAME	HOUSING	LOC
12/27 01:49	92 13:49	0500040	CASTILLO, CHRISTOPH	<NO HOUSING>	TUNNEL
03/23 19:47	5 19:51	0504845	LOPEZ, PORFIRIO JUA	<NO HOUSING>	TUNNEL
03/29 14:42	00:56	0504948	MARIN, RUBEN MARE	<NO HOUSING>	IRC HOLD
03/29 15:02	00:36	0504949	MORENO, JOSE	<NO HOUSING>	IRC HOLD
03/29 15:13	00:25	0504950	VARGAS, RAUL	<NO HOUSING>	IRC HOLD

TIME	ELAPS...	NUMBER	NAME	HOUSING	LOC
03/07 02:15	22 13:23	0912152	ZURITA, TIBURCIO SAI	MSF MALE MSF 248	KITCHEN
03/29 00:13	15:25	0913287	LOPEZ, JORGE FLORE	<NO HOUSING>	
03/29 00:19	15:19	0913288	THORN, MATTHEW RO	<NO HOUSING>	

CURRENT USER: RMS3882 | PERSONNEL: SULLIVAN, RYAN M 3882 3/29/2009 3:38 PM | DB: ATIMS | VER: 4.0.21

Start | Inbox - Mic... | ATIMS | ATIMS - I... | Housing - ... 3:38 PM

Obtain and Review Criminal History:

- Query CLETS (California Law Enforcement Telecommunication System) to determine if the inmate has a documented criminal history. Access the criminal history using GUS/CLETS.
- Once the criminal history populates, highlight the entire text of the criminal history and right click in the highlighted area, then click on “copy”.
- Open a blank document within Microsoft Word. Right click within the blank document and click on “paste”.
- A dialog box will appear requesting your GUS username, password and domain name. Complete these fields and click “enter”. The text of the criminal history will appear in the document. Complete this step for any more information that is obtained (example: federal or other states criminal histories).
- Review criminal history and highlight any convictions or significant charges (261.5 PCF, 187 PCF, etc.) with a color so it is easily identified by another deputy reviewing this criminal history.
- Save this file as the CID# or inmates name in an easy to find directory (example: ‘criminal history’ located in “My Documents”) (Note: you must create your own directory and name it accordingly).
- Close this file (JMS will not allow you to attach this file if it is currently being edited), but do not close Microsoft Word (as you will not have to enter your username/password/domain as long as Microsoft Word remains open).
- Attach the inmates criminal history to the inmates JMS file:
 - Access the inmate’s JMS file and click on “Housing” then the “Class Attach” tab.
 - Click on “Edit Booking Record” (the second toolbar) to edit the inmate’s file.
 - Click on “Add” within the “Class Attach” tab.
 - Click “Select File” and select the file containing this inmate’s criminal history.
 - Give this file a title (example: criminal history) and description (describing the criminal history, example: one violent felony (187PCF in 2005)).
 - Click “Save” which will save the attachment in this inmates file.

Obtain Juvenile Probation Record (If applicable):

Juvenile probation records can be accessed on inmates who are under 25 years of age. Follow these steps to access probation records for inmates who completed juvenile probation under Santa Barbara County Juvenile Probation supervision:

- Within the Sheriff's intranet home page, click on "Research Link."
- Click on "Probation Query."
- Click on the selection box located next to "Juvenile Probation" to search for individuals.
- Enter in any search criteria you may have on the inmate (such as name, DOB, etc.).
- Click on the "Search" button on the bottom of the page. The results will list any matches based on the search criteria provided.
- Once you have located the correct individual, note the individuals JID# as this will be needed to access the individuals probation record details.

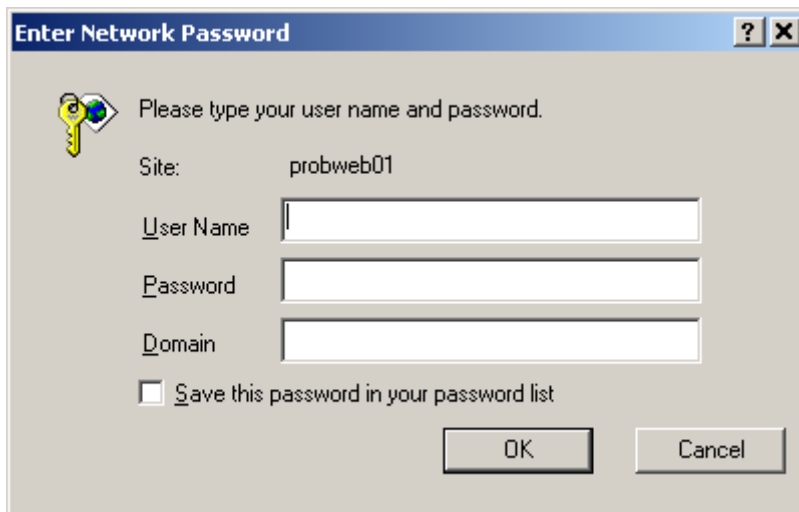
Click on this link:

URL: <http://probweb01/reportserver?/Sheriff&rs:Command=ListChildren>

User name: co\shrff01

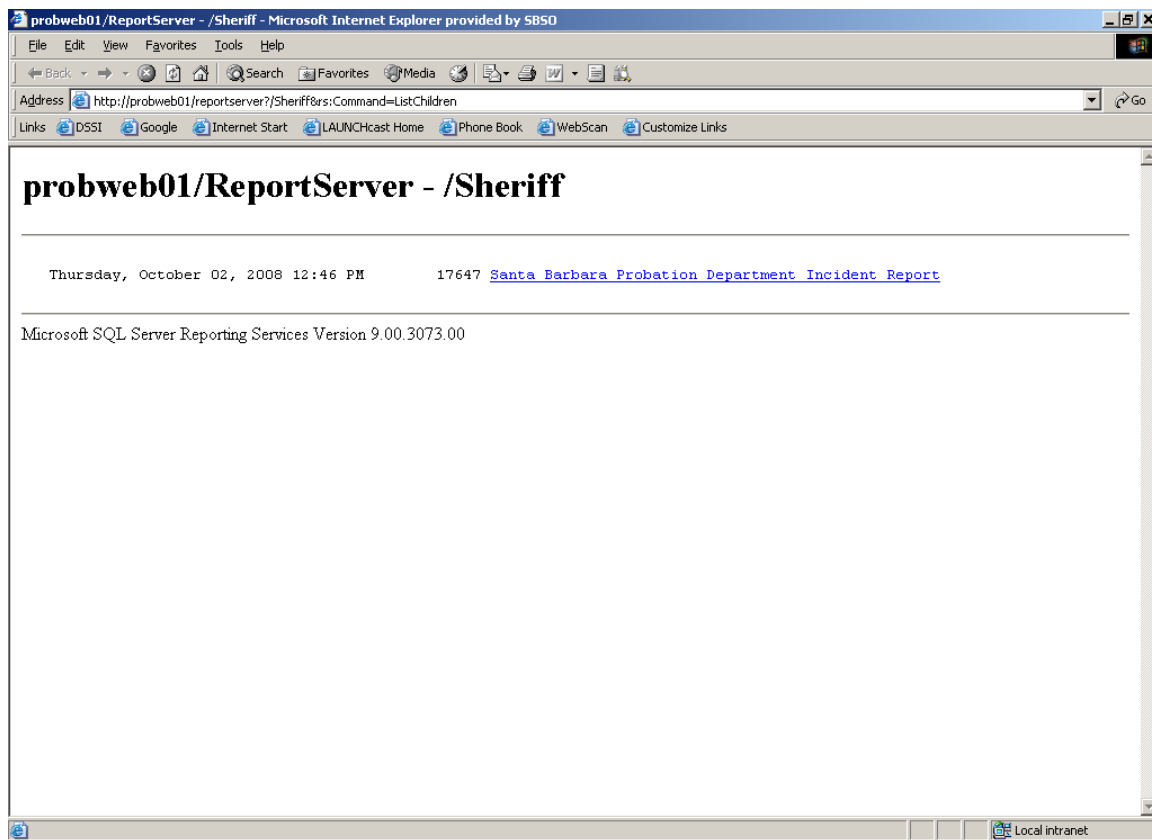
Password: OnlyW\$R!

The link will take you to this screen:

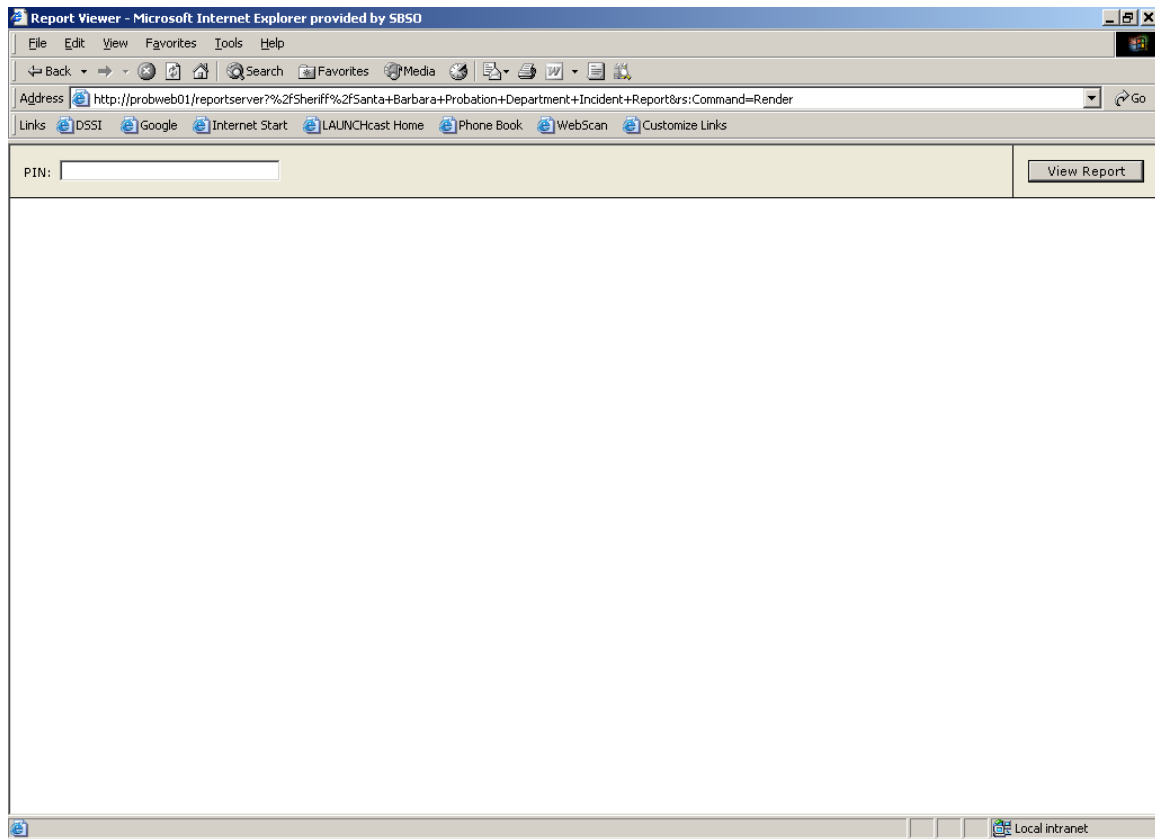


Enter the User Name and Password in the appropriate fields, click OK

You will be directed to this page. Click on the underlined portion [Santa Barbara Probation Department Incident Reports](#)



This page will load in the window. You must enter the PIN number of the inmate. This is actually the JID number found in the Probation Search. The JID number should start with a 3 or 4 only. Then click "View Report."



The screen will be similar to this. Notice in front of each date there is a box with a plus sign in it.

Report Viewer - Microsoft Internet Explorer provided by SBSO

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Copy Paste

Address <http://probweb01/ReportServer/Pages/ReportViewer.aspx?%2fSheriff%2fSanta+Barbara+Probation+Department+Incident+Report&rs%3aCommand=Render> Go

Links DSSI Google Internet Start LAUNCHcast Home Phone Book WebScan Customize Links

PIN: View Report

1 of 1 100% Find | Next Select a format Export

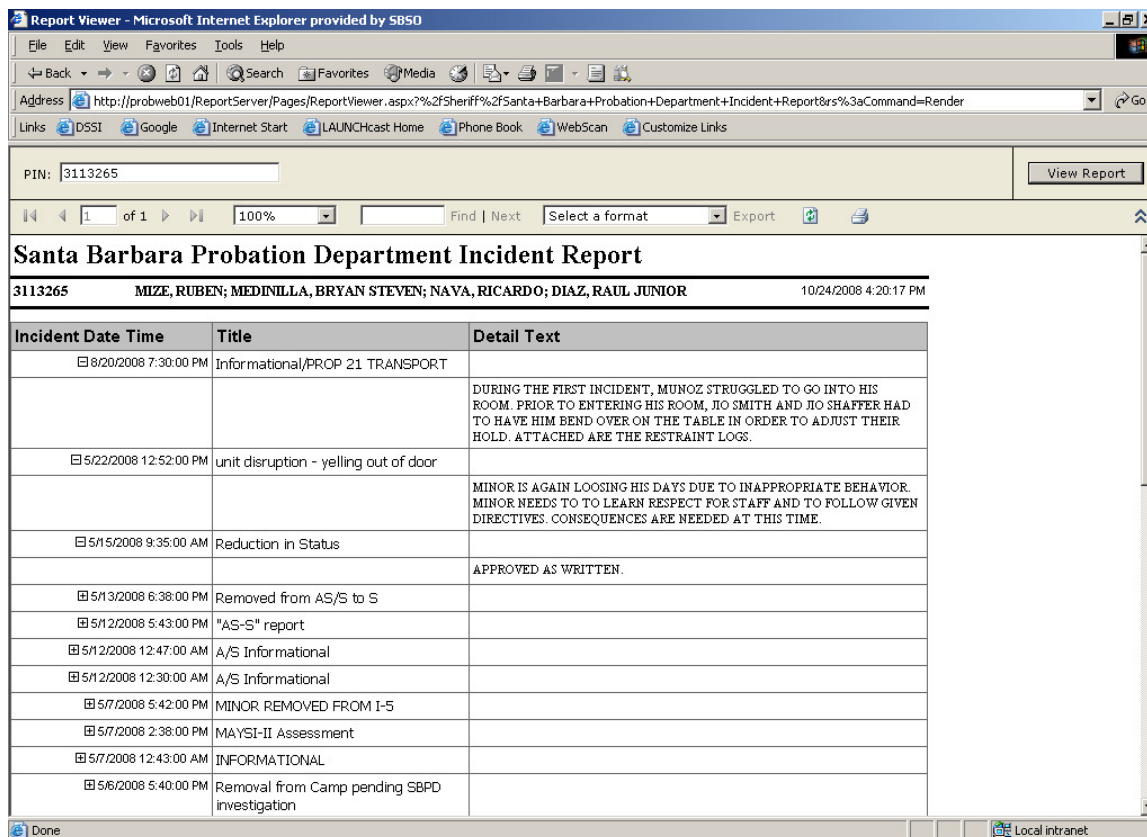
Santa Barbara Probation Department Incident Report

3113265 MIZE, RUBEN; MEDINILLA, BRYAN STEVEN; NAVA, RICARDO; DIAZ, RAUL JUNIOR 10/24/2008 4:20:17 PM

Incident Date Time	Title	Detail Text
8/20/2008 7:30:00 PM	Informational/PROP 21 TRANSPORT	
5/22/2008 12:52:00 PM	unit disruption - yelling out of door	
5/15/2008 9:35:00 AM	Reduction in Status	
5/13/2008 6:38:00 PM	Removed from AS/S to S	
5/12/2008 5:43:00 PM	"AS-S" report	
5/12/2008 12:47:00 AM	A/S Informational	
5/12/2008 12:30:00 AM	A/S Informational	
5/7/2008 5:42:00 PM	MINOR REMOVED FROM I-5	
5/7/2008 2:38:00 PM	MAYSI-II Assessment	
5/7/2008 12:43:00 AM	INFORMATIONAL	
5/6/2008 5:40:00 PM	Removal from Camp pending SBPD investigation	
5/4/2008 8:00:00 AM	Seen by Mental Health	
4/30/2008 8:00:00 AM	Seen by Mental Health	
4/26/2008 8:00:00 AM	Seen By Mental health	
4/22/2008 2:45:00 PM	INJURED RIGHT MIDDLE FINGER	
4/19/2008 2:00:00 PM	Right Foot Bruised	
3/22/2008 8:00:00 AM	Seen by Mental Health	

Done Local intranet

When you click on the box, the narrative of the incident will display



In order to add the juvenile probation incident reports into the inmates JMS file:

- Locate the drop-down box which contains the phrase "Select a format" and click on the arrow next to it.
- From the list of options, select "Acrobat PDF file" and click on the word "Export" next to the drop-down list.
- Click on "Save" when the dialog box appears.
- Change the file name to the inmates name or CID# and save it to a location you will remember.
- Access the inmates JMS file.
- Locate the "Housing" tab within the "Inmate Booking Information Module."
- Click on the "Class Attach" tab and click the first toolbar entitled "Add".
- Click on the "Select File" button.
- Locate the file you saved and double click on the file that you saved.
- A pop-up box entitled "Attachment" will appear, enter the "Attachment Type" as "Misc" or "Archive" and title the document "Juvenile History". This will add the juvenile probation history record into the inmates JMS file.

Obtain Probable Cause (if applicable):

Attempt to obtain a copy of the probable cause of arrest from the Pre-Trial Services Own Recognizance Unit (O.R.) at ext. 5641. They will have copies of all probable causes for South County on-view arrestees. This probable cause should be scanned into the inmates JMS file. The North County Pre-Trial Services Unit has probable causes for North County criminal cases.

Review Inmates File:

Review all available documentation on this inmate and note any significant documentation (such as fights, disciplinary actions, etc.).

Determine if DNA Collection is Necessary:

Identification of inmates mandated for DNA sampling pursuant to PC 296 will be made by the Classification Staff. The Classification Officers will review the criminal histories of those inmates being processed. At the top of the criminal history, information may be present that will assist in determining if DNA collection is necessary. The following are some examples of the text found in California criminal histories:

FOR CALIFORNIA AGENCIES ONLY - HAS PREVIOUS QUALIFYING
OFFENSE. COLLECT DNA IF INCARCERATED, CONFINED, OR ON
PROBATION OR PAROLE FOLLOWING ANY MISDEMEANOR OR FELONY
CONVICTION

DO NOT COLLECT DNA. SAMPLE NOT VERIFIED BY FINGERPRINT
RECEIVED BY THE CAL-DNA DATA BANK.

DNA SAMPLE NOT VERIFIED BY FINGERPRINT HAS BEEN RECEIVED,
TYPED AND UPLOADED INTO THE CAL-DNA DATA BANK.

Some criminal histories will not include text on DNA; however it is still necessary to determine if the inmate needs to have a sample collected. If an inmate meets the following criteria and has not had a sample verified by CAL-DNA Data Bank a sample must be obtained.

Any inmate charged with any felony offense or additional offenses stated below are required to provide DNA samples [(PC 296(a) (1) (A)]:

- All arrestee's on felony probation and/or parole
- A misdemeanor conviction/adjudication if on probation/parole AND has a prior felony conviction (This includes those deemed incompetent to stand trial and not guilty by reason of insanity).
- 290 or 457.1 Registrants.
- Any person required to provide DNA samples as a condition of a plea or court order.

- Any person arrested where the criminal history states: “Has a previous qualifying offense. Collect DNA if incarcerated, confined, or on probation or parole following any misdemeanor or felony conviction.”

Prior to collection of DNA, the Classification officer will check for identification flags in the Jail Management System (JMS). Designations will be as follows: C-collected; F-on file; R-rejected; no flag means that a sample needs to be collected.

- To notate this in JMS use the inmate booking information module for the particular inmate.
- Click on the person tab.
- In this tab on the right hand side there is an orange DNA button. Click on the Orange DNA button labeled “new” or “edit” (if you are editing a previous DNA flag).

- This will prompt a pop up window (shown above) in which DNA notations can be made. To edit any field in this window the box entitled “DNA Collection Requested” must first be checked. The only codes that should be used are “Collected”, “On File” or “Rejected” which are found in the “disposition” field. You can use the current date when entering the information.

If the disposition is that DNA needs to be collected:

- Print a booking sheet for the inmate and place an orange DNA collection request sticker on it.
- On the booking sheet write in or highlight the qualifying charge for DNA collection then place the booking sheet in the ID officer’s box. All DNA samples will be processed by the ID officer.

- Once the DNA is collected it should be logged in JMS and the sample verified for accuracy. The completed sample can be placed into a FedEx box located in the main jail classification office. Once the FedEx box is full it can be sealed, affixed with a label and taken over to Special Services to be shipped to the California Department of Justice for processing.

Interviewing the Inmate:

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

Classification

Date: 03/29/2009 Unassigned: Class Type: Classification:

Cancel Save

Evaluation Decision Tree Alert Caution Flags Custody and Housing Level

Prior Prison Name: Was It A Violation:

Prison Date: CDC Points:

How Long: Level Yard:

Major Disc Report: Minor Disc Report:

What For: What For:

Any Gang Affiliation:

Enemies:

Worked As Informant or Testified Against Any One:

Medical Issues:

Mental Health Issues:

Ever Considered or Attempted Suicide:

Copy Last

Modify

CURRENT USER: RMS3882 PERSONNEL: SULLIVAN, RYAN M 3882 3/29/2009 2:56 PM DB: ATIMS VER: 4.0.21

- To access the classification module of JMS, access the inmate's JMS file and click on the "Housing" tab.
- Click on "Assign" within the 'housing history' section.
- A dialog box will appear which states "Would you like to classify inmate JOHN DOE?" Click "Yes".
- Speak to the inmate in a location which will not be overheard by another inmate if possible.
- Ask the inmate the questions listed above as well as any other questions which may assist you in housing this individual.
 - Some examples include asking the inmate if they are requesting protective custody, asking the inmate why they got arrested (Note: be careful not to ask details of the case which may jeopardize investigations or prior Miranda admonitions.).

-
- The screenshot shows the ATIMS - Inmate Jail Management System (IJMS) interface. The main window is titled "Classification" and contains a decision tree for determining custody levels. The decision tree starts with "Severe Mental Health Issues Or Developmentally Disabled". If "Yes", it leads to "Protective Custody". If "No", it leads to "Current or Past PC Issues". If "Yes", it leads to "Institutional Behavior Problem". If "No", it leads to "Prior Assaultive Felony". If "Yes", it leads to "Institutional Behavior Problem". If "No", it leads to "Current Assaultive Felony". If "Yes", it leads to "Escape History". If "No", it leads to "Prior Assaultive Felony". If "Yes", it leads to "Escape History". If "No", it leads to "Institutional Behavior Problem". If "Yes", it leads to "Parolee". If "No", it leads to "Pre-sentenced". The final custody levels are 1, 2, 3, 4, 5, AD SEG, and Protective Custody.
- Current User: RMS3882 | Personnel: SULLIVAN, RYAN M 3882 | Date: 3/29/2009 2:56 PM | DB: ATIMS | Version: 4.0.21

14

ATIMS - Inmate Jail Management System (JMS)

FILE ATIMS - JMS HELP

Classification

Date: 03/29/2009 Unassigned: Class Type: Classification:

Cancel Save

Evaluation Decision Tree **Alert Caution Flags** Custody and Housing Level

- Caution Flags

System Wide - Always Alerts

☐ 2ND STRIKE

☐ 3RD STRIKE

☐ ACTIVE T.B.

☐ ALZHEIMERS

☐ ARMBAND BLUE

☐ ARMBAND RED

☐ ARMBAND YELLOW

☐ ARSON

☐ ASTHMA

☐ BLIND

☐ DIABETES

☐ GANG

☐ HEARING IMP

☐ HEART

☐ HYPERTENSION

☐ INF DISEASE

☐ MOVE WITH 2 DEPUTIES

☐ MOVE WITH 3 DEPUTIES

☐ MOVE WITH TASER

☐ NARCOTIC

☐ OBSTETRICS

☐ PARAPLEGIC

☐ PEDOPHILIA

☐ PROSTHESIS

Active Inmate Only - Alerts When Inmate Is In Custody

Copy Last

Modify

CURRENT USER: RMS3882 PERSONNEL: SULLIVAN, RYAN M 3882 3/29/2009 2:57 PM DB: ATIMS VER: 4.0.21

Check any caution flags for the inmate from the list above. These alerts will appear on transportation lists and will show as alerts within the JMS system for this inmate. (Note: Armband colors (Blue, Red and Yellow) will be checked here as well as on the following tab "Custody and Housing Level".

Classification

Date: 03/29/2009 Unassigned: Class Type: Classification:

Active Inmate: DENITZ DIAZ

Armband Color:

- ☒ Red: Assaultive/Officer Safety Risk
- ☐ Yellow: Escape Risk
- ☐ Blue: Homicide or 3 Strike

Discretionary Overrides - To Increase Custody Level:

- ☐ Current Charge or Previous Conviction for Sex Crime
- ☐ Known Management Problems
- ☐ Nature of Offense More Severe Than Charge Would Indicate
- ☐ Severe Felony Arrest History Beyond 5 Years (Cumulative)
- ☐ Serious Violence Threat
- ☐ Suspected Escape Threat
- ☐ Prior Drug Possession
- ☐ Other (Explain):

Discretionary Overrides - To Lower Custody:

- ☐ Description of Offense Not as severe as Scale Would Indicate
- ☐ Prior Record Not as Severe as Scale Would Indicate
- ☐ Good Institutional Behavior
- ☐ Other (Explain):

Final Custody And Housing Level:

- ☐ Minimum
- ☐ Medium
- ☐ Maximum
- ☐ General Population
- ☐ Protective Custody
- ☐ Medical
- ☐ Administrative Segregation
- ☐ Mental Health
- ☐ Other (Explain):

Reason(s) For Placement If This Departs From Recommended Levels:

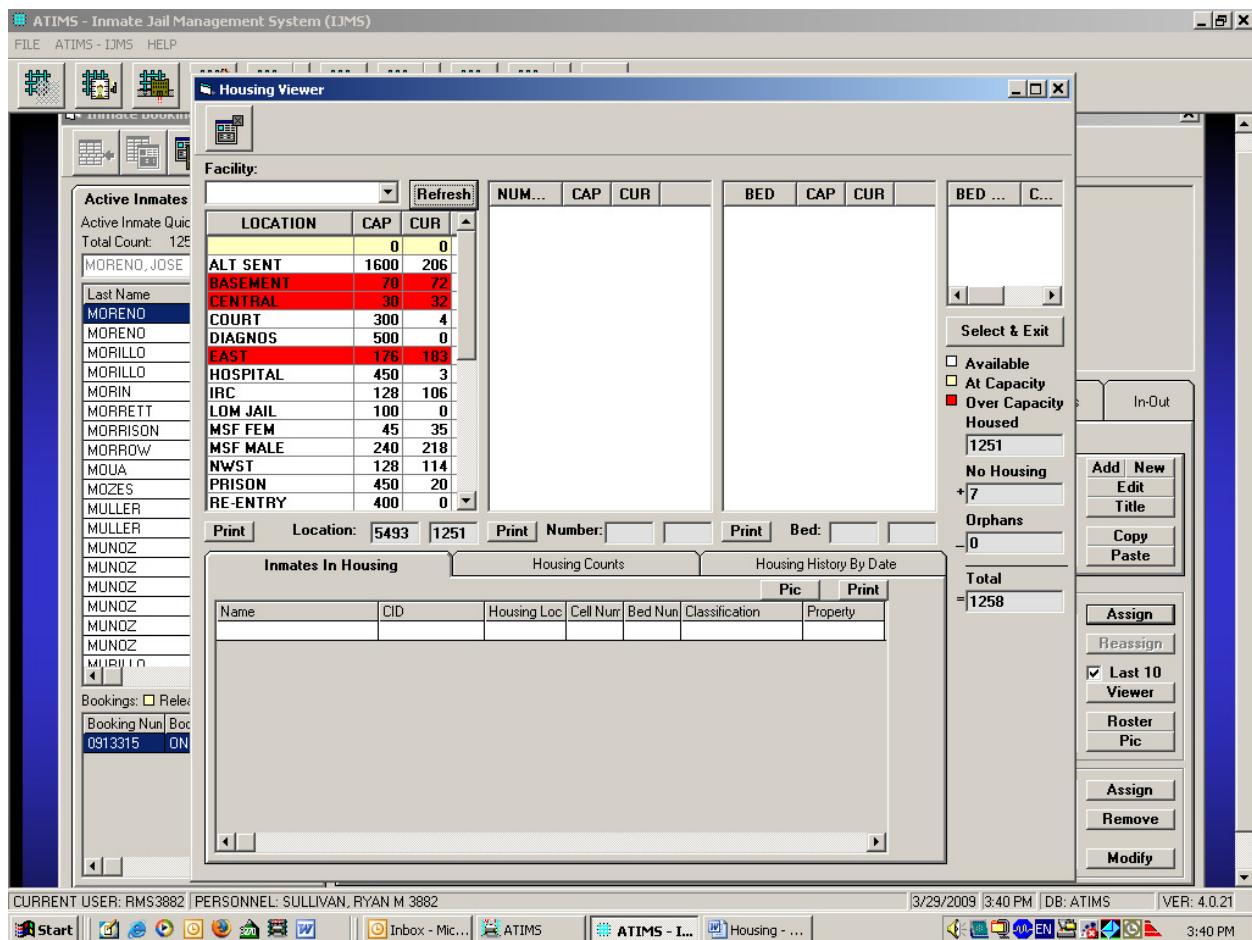
OFFICER: SULLIVAN, RYAN 3882 DATE: 03/29/2009

SUPERVISOR'S REVIEW / APPROVAL: SULLIVAN, RYAN 3882 DATE:

Buttons: Cancel, Save, Copy Last, Modify

System Information: CURRENT USER: RMS3882 PERSONNEL: SULLIVAN, RYAN M 3882 3/29/2009 2:57 PM DB: ATIMS VER: 4.0.21

- Note any armband colors other than green by clicking on the corresponding color. Fill in the 'Final Custody and Housing Level' (example: An MSF inmate would be "Minimum" and "General Population").
- To override the recommended classification for an inmate and increase their housing level click on any of the boxes located in the 'Discretionary Overrides – to Increase Custody Level' section.
- To override the recommended classification for an inmate and decrease their housing level click on any of the boxes located in the 'Discretionary Overrides – to Lower Custody Level' section.
- If you select the box titled "Other (Explain):" in either section explain your rationale in the box located adjacent to this check box and provide an explanation for this departure from recommended levels in the box entitled "Reason(s) For Placement If This Departs From Recommended Levels:".
- Enter your name in the "Officer" section and fill in the two areas at the top titled "Class Type" and "Classification".



- Select a housing module (East, West, IRC, etc.) and select a corresponding tank or cell.
- Highlight the correct housing location.
- Once a housing location is selected, determine if the inmate will be assigned a “bunk” or “NBA”. “Bunks” should be assigned on a first come, first serve basis, for example if one bunk is available and there is an inmate already assigned to “NBA” you will need to assign the inmate you just interviewed to “NBA” and re-assign the inmate who was already housed in “NBA” to an available “bunk”. and click “Select & Exit.” Bunk availability should be checked periodically throughout the shift to insure that inmates are not assigned to “NBA” for extended periods of time if there is an available bunk.
- Document the inmate’s module card (if applicable).

- Document any keep separates (keep aways) this inmate may have, by locating the section titled “Keep Separate” in the “Housing” tab within the JMS Booking information module.

The screenshot displays the ATIMS - Inmate Jail Management System (JMS) interface. The main window is titled "Inmate Booking Information Module (JMS)". The interface includes a menu bar (FILE, ATIMS - JMS, HELP), a toolbar with various icons, and a sidebar with a list of active inmates. The main area is divided into several sections:

- Active Inmates:** A list of inmates with columns for Last Name, First Name, and Booking Type. The list includes KENNON, JAMIE, KENNON, KEITH, KITCHENS, DENNIS, KOELLNBERGER, HANS, KOO, MIKAELA, KORENKO, JARED, KUZIA, DAVID, LAFOND, SAMUEL, LAMAR, MICHAEL, LANDAUER, KORI, LANDEROS, ROSARIO, LANE, CAMERON, LANE, KENNETH, LANSFORD, GEDDILEE, LARA, STEPHANIE, LARACEJA, ALEJANDRO, LARKIN, WILLIAM, LARSEN, KENNETH, and LATHRY.
- Book Srch:** Search fields for Last, First, Middle, Booking #, and CID. It also includes checkboxes for "Active Only" and "Court Docket", and buttons for "Clear", "Last", "Search F2", and "Name F3".
- Person Alerts:** A section with a "PERSON ALERTS" button and a "IN CUSTODY" status.
- Housing History:** A table with columns for To Location, To Unit, To Bed, Reason, Move Date, Date Thru, and Office. It includes buttons for "Assign", "Reassign", "Last 10 Viewer", "Roster", and "Pic".
- Keep Separate:** A section with columns for Inmate Name, Loc/Number/Bed, Date, and Reason. It includes buttons for "Assign", "Remove", and "Modify".

The status bar at the bottom indicates the current user is RMS3882, the personnel is SULLIVAN, RYAN M 3882, and the date is 5/20/2009 11:01 AM. The database is ATIMS, and the version is 4.0.23.

- Click “Assign” in the “Keep Separate” section and search for the inmates name.
- Once the correct inmate is located, select the inmate and notate the “Reason:” section by summarizing the reason for keep separates (example: fight on 1/1/2000).
- Be sure to verify the inmates’ tattoos and document them in the “Person” tab under personal “Characteristics”.
- If the inmate affiliates with a gang, ask them if they have any nicknames or monikers. Document these as well as any gang affiliations in the “Person” tab under “AKA”.
 - Gang affiliations will be entered in as “Associations” with their monikers listed above as AKA’s.
 - Fill out field interview cards (FI-Cards) (SH-248) on all suspected gang members and submit them to our Classification Intelligence deputies for processing.

Narrative:

The narrative portion of the interview will be located in the “Housing” tab under the “Class Narratives” section.

- Create a new narrative section for each incarceration by clicking on “New” then selecting “Class Narrative.dot” from the list and title the new document “Narrative”.
- Fill in the inmates name and begin your narrative with the date and time.
- Summarize your interview or information received about the inmate in the narrative section. The narrative should tell the story of this inmate in such a way that if you are to read it without knowing the inmate you would have all facts needed. This should include recent incarceration history with us, gang affiliation and moniker, medical and mental health issues. End this summary with your name or body number and actions taken (example: Inmate clear for LVL II MSF housing (#0001)).

The narrative portion should also be completed for any re-housings, transports or significant information obtained regarding the inmate. This narrative should be current while the inmate is in custody.

A detailed summary should be documented for an inmate that is placed into a safety cell or an observation cell.

Description of Inmate Classification levels:

Minimum Level I: An Inmate with little or no criminal history, and whose charges and behavior allow the inmate to serve his or her jail time out of physical custody, in the Electronic Monitoring or the Work SWAP program.

Minimum Level II: An inmate with little or no significant criminal history, and who does not have extensive history of violence in his/her criminal background. An inmate, who has proven, through his/her actions, can follow the rules with little to no behavioral problems.

Medium III: An inmate who displays more criminal sophistication through his/her time in and out of Jail / Prison. Inmate has proven through his/her actions that, at times, they may not comply with facility rules. Inmate associates or claims a known street or prison gang.

Maximum IV: An inmate with substantial criminal sophistication, through his/her time in and out of Jail / Prison. He or She has displayed continual poor behavior and has committed or been involved in assaults in custody. Inmates who actively participate in Street and/or Prison gangs and view their rules supersede the rules set forth by the jail. Inmates who are disruptive and manipulate towards staff and/or other Inmates. These inmates' will have a modified dayroom and yard program.

High-Risk level V: An inmate who displays substantial behavioral problems, that poses a risk to safety and security of the facility, other inmates, and staff. This may include, gang leaders, highly manipulative, or influential inmates who's behavior is such that they are unable to be housed with other inmates.

****Special Handling:** An inmate who may fall within any of the aforementioned levels, but who require separation from other inmates within those levels due to their charges, medical or mental health issues, and those who are easily manipulated putting them at a high risk of being preyed upon by other inmates.

Housing Levels Males:

Then following are the housing levels for males in the Santa Barbara County Jail Facilities:

Level II: Medium Level II Classification

- Medium Security Facility Inmate Workers-**Green Jump Suits**. (84 Beds)
- West 1 **Green Shirts/Blue Pants**. (12 Beds)

Level III General Population: Medium Level III Classification **Blue Shirts/Blue Pants**

- East 1 (27 Beds)
- East 4 (18 Beds)
- East 24 (40 Beds)
- Medium Security Facility (Pre-Trial). **Blue Jump Suits**. (156 Beds).
- West 13 (27 Beds)
- West 16 (18 Beds)
- South Dorm Medical (36 Beds)
- South Tank Mental Health (24 Beds)

Level IV General Population Males: Medium Level IV Classification **Blue Shirts/Blue Pants**

- Northwest A, B, C and D Modules. (80 Beds).
- Inmate Reception Center 300 Unit. (32 Beds).

Level V: High Risk Level V, Special Handling, Disciplinary Status **Single and Two-person cells** **Orange or Red Jump Suits**

- Inmate Reception Center 100 Unit. (32 Beds)
- East Isolation (26 beds)
- Northwest Isolation (40 beds)
- South Isolation (23 beds)

Administrative Segregation Civil Prisoner Unisex: Special Handling Classification

White Jump Suits

- Central 17 (4 Beds)
- Northwest (4 Beds)
- South (2 Beds)

Protective Custody: Level II and III Special Handling Classification

Orange shirts/Blue Pants

- Back Central 4 (12 Beds)
- East 6 (18 Beds)
- East 8 (27 Beds)
- East 23 (20 Beds)
- Male Basement Dorm 1 (16 Beds)
- Male Basement Dorm 2 (54 Beds)
- Male Basement Dorm 3 (50 Beds)

Level IV Max Protective Custody: Level IV Special Handling Classification:

Orange shirts/Blue Pants

- Inmate Reception Center 200 Unit (32 Beds)

Housing Levels Females:

Then following are the housing levels for females in the Santa Barbara County Jail Facilities:

Level II General Population Females: Level II Classification

Green Jump Suits

- Female Medium Security Facility Inmate Workers (12 Beds)

Level III General Population Females: Level III Classification

Blue Shirts/Blue Pants

- Medium Security Facility **Blue Jump Suits** (33 Beds)
- West 4 (18 Beds)
- West 6 (18 Beds)

- West 8 (18 Beds)
- West 10 (27 Beds)

Protective Custody Females: Level II and III Special Handling Classification
Orange Shirts/Blue Pants

- Back Central 1 (12 Beds)
- Back Central 4 (12 Beds)

Level V Special Handling Female: High Risk and Special Handling Classification
Single-person cells

- West (12 Beds)

Mental Health Referral:

If the inmate claims to suffer from, appears to suffer from, or is prescribed or takes medications to treat any mental health disorders, a mental health referral will need to be completed. These referrals should be completed as soon as possible and may need to be completed at multiple times throughout an inmate's incarceration if the inmates' behavior indicates a mental health disorder.

When completing these forms, be as detailed and accurate as possible in describing an inmate's actions or statements to assist Mental Health staff. All fields in this form need to be completed. Once this form has been completed, print a copy and place this copy in the mental health mailbox near Custody Records. If the inmate knows the name of his or her personal doctor, it is very helpful.

A copy of this form is included below:

MENTAL HEALTH REFERRAL

Name: ____ .

DOB: ____

BKG#: ____

CID#: ____

Housing: ____

The above named inmate has been received into our custody. The inmate will need to be evaluated by Mental Health. The inmate claims to have or appears to have the following problems:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> A.D.H.D. | <input type="checkbox"/> Anxiety | <input type="checkbox"/> Confused | <input type="checkbox"/> Depression |
| <input type="checkbox"/> Disoriented | <input type="checkbox"/> Hallucinations | <input type="checkbox"/> Hears Voices | <input type="checkbox"/> Manic Depression |
| <input type="checkbox"/> Medications | <input type="checkbox"/> Paranoid | <input type="checkbox"/> Schizophrenic | <input type="checkbox"/> Suicide Attempts |
| <input type="checkbox"/> Developmentally Disabled | <input type="checkbox"/> Tri-County Patient | <input type="checkbox"/> BI-Polar (explain): | <input type="checkbox"/> Other |

Comments: ____

Officer:	Date/Time:
-----------------	-------------------

Mental Health Response

The inmate has been interviewed by Mental Health and the following recommendations are suggested:

Comments:

Mental Health Worker: _ _ **Date/Time:** _ _

Sheriff's Treatment Program(STP) Housings:

The Sheriff's treatment program supervisor maintains a waiting list of eligible candidates for these programs. There are programs available for male and female inmates (both in the main jail and at the MSF). When an open bed is available in an STP housing unit, review the files of prospective inmates ensuring that they do not have any documented disciplinary actions or keep aways within the prospective yard group and re-house them accordingly if they qualify for the respective LVL III General Population Housing.

Work Status:

To ensure that we are efficiently using available beds in county correctional facilities, Classification staff will review inmates for placement on work status or housing at the MSF section as often as possible. If there are available beds, review files of inmates to determine if they meet the criteria outlined in the classification plan. Ensure that inmates with medical or mental health concerns are cleared by the respective service provider prior to re-housing them if necessary. Notify the respective module deputies of the housing changes and ensure that they are completed at the appropriate times.

Re-Housing:

Should an inmate be re-housed for any reason, this movement needs to be documented in the inmates Classification file. An inmate who is re-housed to another housing level needs to be re-classified.

- To re-classify, locate the "Housing" tab in the JMS Booking Information Module.
- Click on the tab titled "Classification" and add a classification. Instructions for this are located in the "Housing" section of this manual. The narrative portion needs to be updated for all re-housings. Be as specific as possible when detailing the events and reasons for re-housing.
- Complete the housing portion by assigning the inmate a new housing following the steps outlined earlier in the "Housing" section. Notify the affected module deputies of

the housing changes and ensure that they are completed at the appropriate times. It is the module deputy's responsibility to make the housing changes in JMS.

Clearances from Observation and Safety Cells:

When an inmate is cleared from an observation or safety cell, obtain written documentation (medical or mental health clearance slips) confirming this clearance. Determine that the inmate is cleared by the proper service provider (example: an inmate in an observation cell for medical observation needs to be cleared by medical, not mental health). An inmate in an observation cell for both medical and mental health observation will need to be cleared by both medical and mental health staff prior to re-housing. Medical and mental health staff should evaluate inmates in observation cells/safety cells at least once daily. If they determine that the inmate needs to remain in that particular cell, document their recommendation in the inmate's file. Keep the documentation received from medical or mental health and attach this to the inmate's file. The clearance form is located below:

**SHERIFF'S DEPARTMENT
SANTA BARBARA COUNTY**

**MEDICAL/MENTAL HEALTH
INMATE HOUSING EVALUATION**

To: Classification _____ Date: _____
Inmate: _____ Time: _____
Booking: _____

In response to your request, the inmate listed above appears to be appropriate for the following suggested housing at this time.

☐ SAFETY CELL
☐ CAMERA CELL ONLY (C-7, C-8, NWI-10, FS-21, H-1, H-2)
Reason: _____

☐ NOT A CAMERA CELL/BUT SINGLE PERSON CELL
Reason: _____

☐ OK FOR BACK CENTRAL HOUSING
☐ FOR NORMAL CLASSIFICATION PROCEDURE
☐ OTHER: _____
Remarks: _____

Medical/Mental Health Worker
Signature: _____

Classification Officer
Signature: _____

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- Review the inmate's file and any supporting documentation (safety cell report, observation logs) to obtain more information about the inmate.
- Interview the inmate to determine a proper housing in a timely manner so that operations can close the log and get the inmate re-housed.
- Re-house the inmate accordingly and document your actions and interview accurately.
- Notify the corresponding module deputies of the inmate's status and new housing and ensure that this inmate is moved in a timely manner.

- Notify medical and the shift commander that this inmate has been cleared for re-housing.
- If you do not feel that the inmate is in a state of mind to be re-housed, you can retain this inmate in their current cell, but you must thoroughly document the Classification file of the inmate and the observation cell log and explain the reason behind retaining this inmate. The shift commander must be notified of the retention of the inmate.
- Scan the Medical/Mental Health clearance form into the inmates JMS file.

Hospital Assessment:

The hospital assessment form is a recommendation from the Classification Unit to the on-duty shift supervisor regarding the transportation of an inmate to a local hospital (SB Cottage, Goleta Cottage, Marian, etc.). This is only a recommendation. The on-duty shift supervisor will make a final determination of the inmates need for a guard. A classification deputy is responsible for completing this form and obtaining a shift commanders signature in a timely manner.

The classification deputy responsible for completing this assessment will review the inmates file completely (a copy of the assessment is located on the next page). Each area needs to be completed accurately. This form is located in JMS in the "Housing" tab under the "Class Narratives" section.

- The assessment will include:
 - Hospital (Goleta Valley, Cottage, Marian, etc.)
 - Inmates name
 - Inmates current housing
 - Booking # and CID #
 - Current charges
 - Inmate status: sentenced or unsentenced with corresponding bail amounts
 - Criminal history information
 - Serious in-custody problems
 - Escape risk
 - Any pertinent information
 - The final recommendation (2 hour log or guard(s) required)
 - The classification deputy's name, body #, date and time

Inmates housed at PHF will not have a guard assigned to them unless requested by PHF staff or an on-duty shift supervisor.

- The original signed copy of the hospital assessment shall be scanned into the inmates JMS file and copies shall be distributed to the shift supervisor, transporting deputy(s) and booking for placement in the inmate's Custody Records file.

A copy of this form is located on the following page.

Santa Barbara County Jail Classification Hospital Assessment

Hospital: ☐ **Goleta Valley** ☐ **Cottage**

Name: _____ D.O.B. _____ Housing _____

Booking# _____ CID _____

Current Charges _____ Bail: _____

Supplementals: _____

Inmate Status: ☐ Sentenced Release Date _____ ☐ Unsented Bail Amount \$_____

Criminal History: _____

Serious In-Custody Problems:

Escape Risk:

Additional Info:

☐ It is classifications recommendation, due to the above information, that this inmate requires 1 guard(s)

☐ It is classifications recommendation, due to the above information, that this inmate requires a 2 hour log

Classification Officer: _____ Date/Time: _____

Shift Commander: _____ Date/Time: _____

No Bunk Assigned Log (NBA):

The No Bunk Assigned Log should be completed as soon as possible after midnight each morning. This log needs to be completed daily.

- Locate the NBA log in the G:/ drive under the "Classification" folder. NBA log should be organized by date/month.
- Locate the correct month and open the Microsoft Excel workbook file.

- Worksheets are organized by date (which appears at the bottom of the page on each tab). Select the tab of the correct date (make sure that the date corresponds to the appropriate date after midnight, not the previous night).

If a particular days worksheet is not available,

- Right-click on one of the tabs with a date on it and then select “insert”.
- Click on the “SBSO-Custody” tab and double-click on the “Daily population tracking” worksheet. This will insert a daily population (floor sleeper) log into the workbook.
- Right-click on the tab of the worksheet you just created and select “rename”.
- Rename the worksheet you created using the six digit date (ddmmyy, example 010109 for January 1st, 2009).

Open JMS and access the booking information module.

- Access the “Housing” tab and select the button entitled “Viewer”. This housing viewer will provide inmate totals for the housing unit/area selected.
- Access each housing unit and enter in the corresponding numbers to the daily population tracking sheet (floor sleeper log) that you just created under the column named “count”.
 - If the count is less than the capacity, the difference should appear in the vacant beds column.
 - If the count is greater than the capacity, the difference should appear in the “NBA” column (exceptions occur in the Northwest and IRC housing modules, these modules need to be counted and entered manually).

Many of our housing units are allotted temporary bunks which allow the inmates to be more comfortable while not having an assigned bunk; however these inmates assigned to **temporary bunks** are still considered NBA.

- If the number of “NBA” is less than the number of temporary bunks, the unmitigated floor sleepers should result in zero (barring any unusual circumstances).
- If the number of “NBA” is more than the number of temporary bunks, the unmitigated NBA column should show the difference between the two numbers.

- Place comments in all rows that have “NBA” where appropriate. For example, if all mental health housing units are full and there are “floor sleepers” in one or all of the mental health housing units, annotate those row(s) with “all mental health housing units full” or a similar statement.

Fill out the entire column entitled “Count” with the exception of Alternative Sentencing, as this section will be filled out by the Population Control Officer.

- Verify that your numbers are correct prior to saving this worksheet as these numbers are critical.
- Click “file” then “Save as”.
- Verify that the file being saved has the correct month and is being saved in the correct location (the same location that you found it in).

Monitoring Phone Calls:

To monitor inmates’ phone calls we utilize the Inmate Calling Solutions system. You can login to the system from any computer, but should only be listened to in the Classification office, with ear phones.

This screen will provide a place to enter your user name. For everyone in Classification it is: [intel](#) the password is: [classification](#). (This username and password are not to be given to

anyone other than classification deputies. Outside agencies have access utilizing different username/password combinations.

Remember that those are both case specific, and all are to be entered in lower case letters.

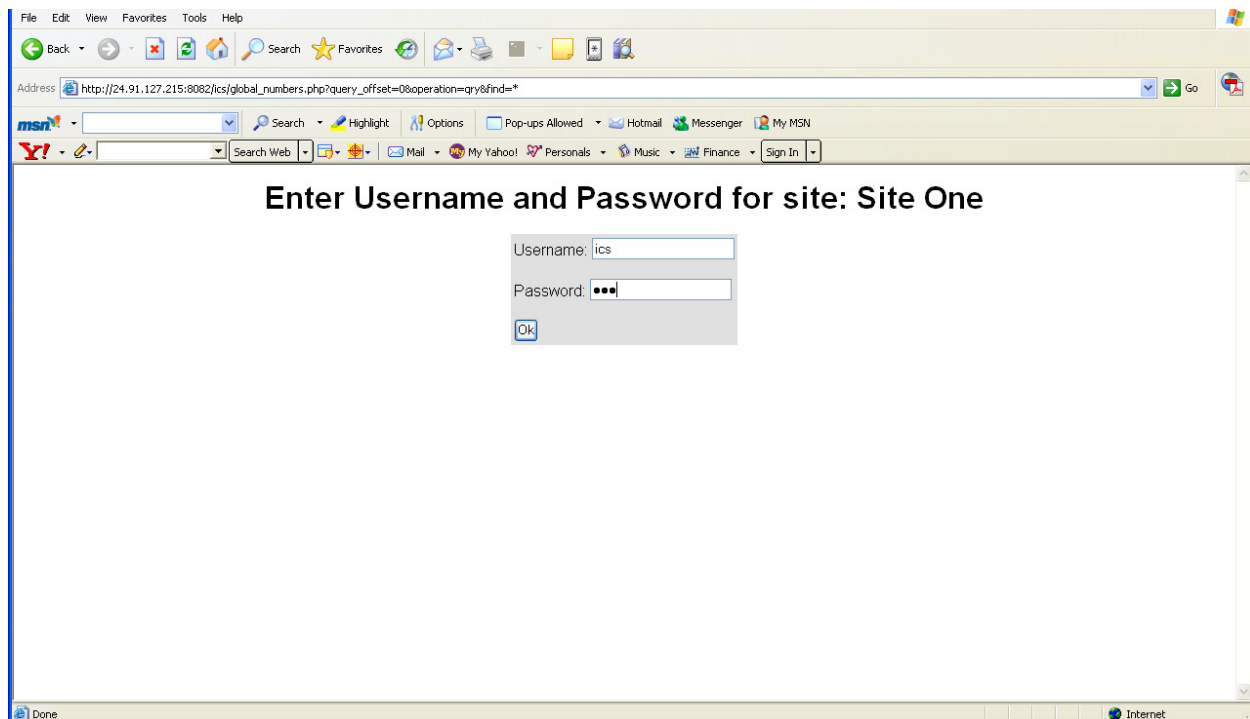
Signing on to the IC Solutions:

Logging into The ENFORCER®:

Security Feature: Each User will have a unique Secure Username for logging into the system. The ENFORCER® maintains a complete audit trail of activity which shows each login event and all actions performed by the User during each session.

2.1 Users will enter their specific **Username** and use the **Tab** key or **<Click>** on **Password** then **<Click>** on the **Ok** button to access system features.

2.2 Each User, based on appropriate security-level access will have the ability to administer, listen to calls, and make changes, etc., from a central location to all Sites that are associated with the Facility. The User will have the option to choose different Sites from each feature group after logging into The ENFORCER®. The example below Indicates that the user is initially logging into the Alcatraz Site.



The screenshot shows a web browser window with the address bar displaying `http://24.91.127.215:8082/ics/global_numbers.php?query_offset=0&operation=query&find=*`. The browser's toolbar includes buttons for Back, Forward, Stop, Reload, Home, Search, Favorites, and Go. Below the toolbar, there are links for msn, Yahoo!, and various services like Mail, My Yahoo!, Personals, Music, Finance, and Sign In. The main content area of the browser displays a login form titled "Enter Username and Password for site: Site One". The form contains two input fields: "Username:" with the text "ics" entered, and "Password:" with three dots indicating a masked password. Below these fields is an "Ok" button. The browser's status bar at the bottom shows "Done" and "Internet".

Monitoring active calls:

After logon, select Secure Call Platform. Click on the Monitor icon. Select the Site location. To find all active calls for your facility check the Active Calls Only box in the lower left corner of the screen. To listen to a call, click on the speaker icon and you will be given access to the conversation. You also have the ability to terminate telephone calls by selecting the circled X.

Phone calls to public offices (federal, state, county offices) as well as attorney's offices are blocked from monitoring due to privacy concerns. These calls will appear on the log and will show the phone number and the time/date and duration of the call but will not have an available speaker icon to click on. Phone calls are uploaded into the securus system in a time frame of a few hours; so many phone calls that just occurred may not be in the system immediately for review. An instruction book for the securus phone system is located in the Classification office should you desire to learn more options available to you.

U.S. Mail Monitoring:

The Classification Unit will monitor and make photocopies of inmates U.S. mail only under one of the following conditions:

- The communication poses a threat to the safety and security of the jail, inmates or staff within a county correctional facility and the request has been approved by the classification unit supervisor or designee.
- There is a valid court order to monitor an inmate's mail correspondence.

Mail not flagged for classification review, but which appears to contain information which is of a safety and security concern will be forwarded to the classification unit and/or shift supervisors. A list of inmates whose mail is constantly monitored will be retained by the classification intelligence deputy(s) or the unit supervisor.

Disciplinary Diets:

A disciplinary diet (DD) is a form of punishment prescribed by Inmate Disciplinary Reports (IDR's) for serious rule violations, violent activity, or other repetitive misconduct that has not been corrected by lesser means. The Classification Staff is responsible for making sure an inmate is medically cleared prior to placement on a disciplinary diet. While on disciplinary diet an inmate will be housed in an isolation cell and a log will be kept in the module office. The log must be checked daily by medical staff and the shift commander. A blank template of the DD log can be found on the G/drive in the classification folder.

In order to place an inmate on a disciplinary diet he must be cleared by medical staff. In order to get an inmate cleared for DD's submit a memorandum to medical, the memo should include the inmates name, booking number, housing unit and the reason you are asking for medical clearance (to be placed on DD's).

Once you receive clearance from medical, ensure the inmate is in an isolation cell, create a DD log, and inform operations sergeants, medical staff and the appropriate module officers when the inmate will begin his disciplinary diet and when it should conclude. Notify the food services manager of any pending disciplinary diets to ensure that they have enough disciplinary diets to

prepare.

If an inmate is placed into the safety cell while on a disciplinary diet, Classification will be notified and the DD log and diet will be suspended. An inmate's disciplinary diet can be suspended by medical or a shift commander at any time. To resume an inmate's disciplinary diet after it has been suspended, obtain clearance from the shift commander and medical prior to resuming the diet. At the conclusion of the disciplinary diet the inmate can be re-classified to an appropriate housing. The disciplinary diet log will be turned into classification at which time it will be scanned into the computer and attached to the inmates JMS file.

Temporary Release Procedure:

The purpose of this form is to provide a recommendation on all court orders requesting the temporary release from custody of an inmate. This form enables all parties involved to be fully informed of the risk that may be associated with this request. We are not to disobey a court order; however, we do have an obligation to the community we serve to provide all information necessary for the safe and secure release of an inmate. The following procedure will be followed upon notification for temporary release:


- Any attorney seeking a temporary release for an inmate should contact the Classification Unit to determine a risk assessment prior to obtaining a court order.
- The Classification Unit will review the inmate's Classification file and complete a Temporary Release Assessment (TRA).
- The assessment will include:
 - ⇒ Date of Request
 - ⇒ Time Received

- ⇒ Inmate's Name
 - ⇒ CID Number
 - ⇒ Housing
 - ⇒ Reason for Release
 - ⇒ A Recommend or Not Recommended determination
 - ⇒ Number of guards (if necessary) and the cost
 - ⇒ Criteria used for assessment
 - ⇒ Name of the Classification Deputy
 - ⇒ Date and time of assessment
- Classification will distribute the TRA to the Public Defender office, or Defense Attorney, the District Attorney, Custody Records, Administrative Lieutenant, Operations Lieutenant, Shift Commander and retain a copy in the JMS system. The original will be maintained in the inmate's Classification file. This process can be completed by e-mail.
 - The court will review the TRA.

The judge can authorize the inmate/inmate's family abide by the Classification assessment of guards and/or payment of money to provide the guards. All attempts will be made by Custody Records to collect the money up front prior to the release of the inmate. However, we can not force the payment and must still abide by the court order to release the inmate with a guard/s if recommended.

A copy of the assessment is located on the following page:

Temporary Release Assessment



Date of Request:

Time Received:

Inmate's Name:

CID #:

Housing:

DA:

Defense Attorney:

Judge:

Reason for release:

☐ **Recommend**

☐ **Not Recommended**

Due to information provided, we respectfully request the Court authorize the Sheriff's Department to provide _____ guards to ensure this temporary release be completed with safety

and security as a priority. If guards are authorized, there will be a fee of \$ _____ to be paid by the inmate or inmate's family for the transport. We appreciate your consideration and cooperation. (Must be completed even if release is not recommended)

The above recommendation is based upon the following criteria:

Classification Deputy:

Date:

Time:

Distribution: District Attorney, Defense Attorney, Custody Records, Admin Lt., Ops Lt., Shift Commander, Classification Unit

Scanning Items:

All classification related documents (mental health referrals, medical slips, IDR's, probable cause forms, safety cell reports, etc.) need to be scanned into the inmates JMS file. An inmate's hard-copy classification file will be scanned in as an "Archive". Other documents will be scanned into the system under the most appropriate "Document Type" (examples: OAI, PC Form, Criminal History, etc.).

To scan items into JMS, open "Kodak Capture Pro Software" from the desktop. The "Batch Manager" window will appear. Turn on the scanner manually by toggling the power switch located on the side of the scanner near the electrical and USB ports.

- Select "New" from the options on the bottom. The "New Batch" menu will appear.
- Select "Ok" to continue. The main menu will appear with numerous buttons located on the top of the screen.

- Prepare the documents to be scanned by ensuring that they are oriented (positioned) correctly and that none of the documents have any staples or paperclips which could prevent them from passing through the scanner correctly.
 - Place the most current documents in an inmates “Archive” first as these are the most pertinent to the inmate’s current incarceration. Place the documents you wish to scan into the scanner feed tray face down.
- If there are documents of different types (Archives and current documents) or documents for different inmates, a “Patch T Type Separator Sheet” must be placed between the differing documents to ensure that they are scanned into different files within JMS. This separator alerts the scanning software that a new document needs to be created within the batch. Multiple documents can be created within each batch.
- Click the icon containing the green triangle in the left corner, this will begin scanning documents. A red square will appear next to the icon you clicked on. To terminate scanning at any time, click on this red square. Once the scanning has completed, the papers that were scanned in will be broken down into documents. There should be one document between each “Patch T Type Separator Page” that was used in the scanning.
- If there is only one document for a particular batch, press the “E” key on the keyboard.
- If there are multiple documents within a batch, Click on “Document 1”, a batch index will appear.
 - Enter the inmates CID# in the first field (enter 7 digits, a zero will need to be added to the front of the CID#).
 - In the “Document Type”, select the appropriate document type.
 - In the “Title Name” section, enter in the inmates name or a short description of the document (example: Doe, John M/H referral 01/01/2000). Click “Enter”, this will save the information entered for the particular document. Continue this process for the remaining documents until all “Batch Index” fields have been completed.

Once you have completed the batch index fields, you can select a particular document and edit the contents. If you wish to delete a page that is a duplicate or is not relevant, locate the page within the document and click the “Trash Can” icon. You can also move pages around within the document(s) by dragging those pages to a particular location

- When you are ready to transmit the “Batch” to the JMS system, click on the “Flag” icon. This will send the information to the JMS system. A “New Batch Screen” will appear allowing you to scan more files into the JMS system.
 - To exit this program, click on the “X” located in the upper right hand corner of the screen. Prior to the program closing, a dialog box will appear with shutdown options. Use the default shutdown option “Shutdown after batch in process finishes” and click “Ok”.

For documents that are not going to be scanned into JMS, follow the instructions above to scan the paper, photographs, etc. Once the scanning is completed,

- Click on the document and click “File” at the top left of the screen.
- Then click on “Save As .PDF”. A dialog box will appear querying you to name the file and select a location. Name the file accordingly and save this file in an appropriate location (example: “My Documents”).

For further information regarding this program refer to the users manual.

Class Recap:

The Classification Recap is intended to give oncoming shifts a synopsis of what has happened in the jail while they were off shift. It is important to be as detailed as possible when completing the recap to ensure effective communication between the Classification staff. The class re-cap is completed daily. The template is located in the G: Drive under the “Classification” directory in the “Class Recap” directory.

- Locate the correct template according to date.
- If there is not a template for that particular date, utilize a previous days date and be sure to save the file as today’s date with the new information included.

The top quarter of the form is the area for statistical entry. One recap will be used daily by both the dayshift and the night shift and saved under the date it was started. Dayshift will begin each recap by entering the day of the week, the date and entering the number of Interviews, Prison Packets, Work Status... etc. completed during their shift under the AM Shift column. The night shift will complete the fields under the PM Shift column and total both rows.

The bottom two thirds of the form is for text entry. Both shifts will summarize significant incidents/movements that occurred during their shifts.

In order to track the movement of NBA's and work status, you must enter the number of file reviews done to alleviate floor-sleepers and the actual number of floor-sleepers moved. The same is to be done for Work Status.

- Once you open the .dot file and make your entries, click File, Save As, under File name enter the date then click on the appropriate month folder and press the save button.

The following is a breakdown of all items on the Classification recap:

Calls Monitored: These are calls monitored by Classification staff to on the IC Solutions phone system.

Co-Op Cases: Investigative cases that are worked in conjunction with other agencies.

Field Interview Cards: All Field Interview Cards that are completed on each shift.

NBA / Actual: All files review for removal of NBA status and the number of people actually moved.

Follow-up Reports: Any follow-up reports written by Classification staff.

ICE Notice: This form is to advise ICE agents of inmates going from our custody into their custody. This would only be done for problem inmates. It is very similar to the "CDCR Introduction" and all fields should be self-explanatory.

Interviews: All Classification Intake interviews completed on each shift.

Jail Cases: Investigations performed by Classification Deputies

MSF-Roll-ups: All inmates that are rolled up from the MSF.

Offense Reports: Any offense reports written by Classification staff.

Prison Packets: Wasco prison packets completed.

STP: Inmates moved into the STP units.

Work Status Review / Actual: All inmate files reviewed for work status and the actual number of inmates moved to work status.


A copy of the Class Recap is located below:

Day:

Date:

	AM Shift	PM Shift	Total		AM Shift	PM Shift	Total
Calls Monitored				Interviews			
Co-Op Cases				Jail Cases			
Jail Rehousings				MSF Roll-ups			
Field Interview Cards				Offense Reports			
Floor Sleeper Review / Actual				Prison Packets			
Follow-up Reports				STP			
ICE Notice				Work Status Review / Actual			

Summary of the weeks' events

<p style="text-align: center;">General Health Services</p> <p style="text-align: center;">Policy & Procedure</p>		
<p>Site Name: Santa Barbara County Jail</p>		<p>Date of Issue: 10/29/2012</p>
<p>Title: Health Record Format and Contents</p>		<p>Revision Dates:</p>
		<p>No: J-H-01.00</p>

POLICY:

The method of recording entries in the health record and the format of the health record are approved by the responsible health authority.

PROCEDURE STATEMENTS:

NCCHC/ACA

1. At a minimum, health record contains these elements:
 - a. Identifying information (e.g., inmate name, identification number, date of birth, sex).
 - b. Problem list containing medical and mental health diagnoses and treatments, as well as known allergies
 - c. Receiving screening and health assessment form.
 - d. Mental health screening form.
 - e. Mental health evaluations form.
 - f. Types of psychological tests administered and dates of administration.
 - g. Progress notes of significant findings, diagnoses, treatments, and dispositions.
 - h. Clinician orders for prescribed medication and medication administration records.
 - i. Reports of laboratory, x-ray and diagnostic studies.
 - j. Flow sheets.
 - k. Consent and refusal forms.
 - l. Release of information forms.
 - m. Results of specialty consultations and other off-site referrals.
 - n. Discharge summaries of hospitalizations and other inpatient stays.
 - o. Special needs treatment plan, if applicable.
 - p. Immunization records, if applicable.

REFERENCES

NCCHC: Standards for Health Services in Jails, 2008,J-H-01

NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-01

ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-4D-26

ACA: 2012 Standards Supplement – no revisions

Site Name: Santa Barbara County Jail	Date of Issue: 10/29/2012 Revision Dates:
Title: Health Record Format and Contents	No: J-H-01.00

PROCEDURE STATEMENTS: (continued)

NCCHC/ACA

- q. Place, date, and time of clinical encounters.
- r. Signature and title of documenters.
- 2. When electronic records are used, integration of health information occurs in electronic and paper forms.
- 3. Where mental health or dental records are separate from medical records, a process insures that pertinent information is shared. At a minimum, a listing of current problems and medications is common to mental health, medical, and dental records of an inmate.

REFERENCES

NCCHC: Standards for Health Services in Jails, 2008,J-H-01
NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-01
ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-4D-26
ACA: 2012 Standards Supplement – no revisions

Site Name: Santa Barbara County Jail	Date of Issue: 10/29/2012
Title: Health Record Format and Contents	Revision Dates:
	No: J-H-01.00

PROCEDURE DETAILS:

1. Does this facility does not utilize electronic medical records.
2. There an established medical chart format for this facility.
3. A sample chart exists that staff can use for purposes of chart organization.
4. There is a standardized list of approved abbreviations available for staff use.


REFERENCES

NCCHC: Standards for Health Services in Jails, 2008,J-H-01

NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-01

ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-4D-26

ACA: 2012 Standards Supplement – no revisions

<p style="text-align: center;">General Health Services Policy & Procedure</p>		 <p>Date of Issue: 10/29/2012</p>
<p>Site Name: Santa Barbara County Jail</p>		<p>Revision Dates:</p>
<p>Title: Confidentiality of Health Records and Health Information</p>		<p>No: J-H-02.00</p>

POLICY:

The confidentiality of a patient's written or electronic health record, as well as orally conveyed health information, is maintained.

PROCEDURE STATEMENTS:

NCCHC/ACA

1. Health records stored in the facility are maintained under secure conditions separate from correctional records.
2. Access to health records and health information is controlled by the Responsible Health Authority.
3. Health service staff receives training in confidentiality of health information during Corizon orientation program
4. If records are transported by nonhealth staff, the records are sealed.

REFERENCES

NCCHC: Standards for Health Services in Jails, 2008,J-H-02
NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-02
ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-4D-13, -4D-14
ACA: 2012 Standards Supplement – no revisions

Site Name: Santa Barbara County Jail	Date of Issue: 10/29/2012
	Revision Dates:
Title: Confidentiality of Health Records and Health Information	No: J-H-02.00

PROCEDURE DETAILS:

1. Current health records are securely stored in this facility in the medical department. Discharged inmate medical records are kept in a locked room, adjoining the medical department, and are accessible to the medical staff.
2. Documentation of training on confidentiality is maintained in each employee file.
3. Medical records prepared for transport by non-health staff to ensure confidentiality. Records are placed in a sealed envelope marked Confidential Medical Records


REFERENCES

NCCHC: Standards for Health Services in Jails, 2008,J-H-02

NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-02

ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-4D-13, -4D-14

ACA: 2012 Standards Supplement – no revisions

<p style="text-align: center;">General Health Services Policy & Procedure</p>		 <p>Date of Issue: 10/29/2012</p>
<p>Site Name: Santa Barbara County Jail</p>		<p>Revision Dates:</p>
<p>Title: Access To Custody Information</p>		<p>No: J-H-03.00</p>

POLICY:

Qualified health care professionals have access to information in the inmate's custody record when the responsible health authority determines that such information may be relevant to the inmate's health and course of treatment.

PROCEDURE STATEMENTS:

NCCHC/ACA

1. The custody record is available to the treating physician and the mental health staff when information contained in the custody record may influence treatment.
2. The Health Services Administrator will request the custody record be made available for review on a need to know basis.
3. Information contained in the custody record is afforded the same principles of confidentiality as personal health information.

REFERENCES

NCCHC: Standards for Health Services in Jails, 2008 J-H-03

NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-03

ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-7D-17

ACA: 2012 Standards Supplement – no revisions


Site Name: Santa Barbara County Jail	Date of Issue: 10/29/2012
	Revision Dates:
Title: Access To Custody Information	No: J-H-03.00

PROCEDURE DETAILS:

1. Inmate custody information is accessed through the jail computer system.
2. The Lt Liaison is contacted to receive custody information not readily available to health care staff.

REFERENCES

NCCHC: Standards for Health Services in Jails, 2008 J-H-03
NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-03
ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-7D-17
ACA: 2012 Standards Supplement – no revisions

<p style="text-align: center;">General Health Services Policy & Procedure</p>		 <p>Date of Issue: 10/29/2012</p>
<p>Site Name: Santa Barbara County Jail</p>		<p>Revision Dates:</p>
<p>Title: Management of Health Records</p>		<p>No: J-H-04.00</p>

POLICY:

The health record is maintained to facilitate continuity of care.

PROCEDURE STATEMENTS:

NCCHC/ACA

1. Evidence exists that the health record is available and used.
2. When an inmate is transferred to another correctional facility:
 - a. A copy of the current health record or a comprehensive transfer summary accompanies the inmate.
 - b. Unless otherwise provided by law or administrative regulation, written authorization by the inmate is required to transfer health records and information to facilities outside the correctional systems' jurisdiction.
3. The applicable jurisdictional law is followed for retention of records.
4. Health care records are reactivated in a timely manner if requested by the health care provider.

REFERENCES

NCCHC: Standards for Health Services in Jails, 2008, J-H-04

NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-04

ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-4D-26, -4D-27, -4D-28

ACA: 2012 Standards Supplement – no revisions

Site Name: Santa Barbara County Jail	Date of Issue: 10/29/2012 Revision Dates:
Title: Management of Health Records	No: J-H-04.00

PROCEDURE DETAILS:

1. When an individual is re-admitted into this facility, previous health care records are removed from the medical records storage room and available to health staff?
2. Medical records are retained for 6 years. Pregnant inmate medical records are stored permanently.

REFERENCES

NCCHC: Standards for Health Services in Jails, 2008, J-H-04
NCCHC: Standards for Mental Health Services in Correctional Facilities 2008, MH-H-04
ACA: Standards for Adult Local Detention Facilities, 4th Edition, 4-ADLF-4D-26, -4D-27, -4D-28
ACA: 2012 Standards Supplement – no revisions

Booking Module Person Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results
Active Inmate Quick Pick: Refresh
Total Count: 1292

DOE, JANE 0530658

Last Name First Name
DOE JANE
DOLORES ANTONIO
DOMINGUEZ SHERPHEE
DONDERO JOSEPH
DORRHO GREG
DOUGLAS SCHYLER
DRAPER PATRICK
DREW JUNIOR
DREWSCH JACOB
DREYER JEFFREY
DUCKER HARRIS
DUCKWORTH ROBERT
DUECK AMANDA
DULAY LORNE
DUNCAN JEFFREY
DUNN TEMAN
DUPUIS JOSEPH
EBERHARD JOHN
EMMADRE JIM

Bookings: ☐ Released ☒ Escaped
Booking Num Booking Type Date
0980442 ON VIEW 08/26/13

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only Clear Last Search F2
First: JANE Court Docket Name F3
Middle: Booking Type: ON VIEW
Booking #: 0980442 Arresting Officer: MIRANDA, JUANITA MARIA
CID: 0530658 Booking Officer: MIRANDA, JUANITA MARIA

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
** EXAMINE BOOKING
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Advance
NAME DOE, JANE
NUMBER [CID] 0530658

Person
Edit
Name

AKA
Edit
New

Res Addr
Edit
New

Bus Addr
Edit
New

Char
Edit

ADDITIONAL PERSON INFO
TESTING [TYPE] MEDICAL EVALUATION
[REQUEST DATE] 09/05/2013

Contacts
Edit
New

Military
Edit
New

DNA
Edit
New

Testing
Edit
New

Alerts
Edit
Flag

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001 8/26/2013 1:09 PM DB: ATIMS_TRAINING VER: 4.4.0

Booking Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1232

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORROH	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWSCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORNE
DUNCAN	JEFFREY
DUNN	TEMAN
DUPUIS	JOSEPH
EBERHARD	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num Booking Type Date

0988442 ON VIEW 08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE Active Only Clear Last Search F2

First: JANE Court Docket Name F3

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer: MIRANDA, JUANITA MARIA

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
*** EXAMINE BOOKING
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Booking Details

BOOKING DETAIL		BOOKING ATTACHMENTS	
BOOKING #	0988442	BOOKING SUPERVISOR	
CID	0530658	BOOKING OFFICER	MIRANDA, JUANITA MARIA 3001
CASE NUMBER	12345	ARRESTING OFFICER	MIRANDA, JUANITA MARIA 3001
BOOKING DATE	08/26/2013 10:58:35	SEARCH OFFICER	MIRANDA, JUANITA MARIA 3001
ARREST DATE	08/26/2013 10:00:00	RECEIVING OFFICER	MIRANDA, JUANITA MARIA 3001
LOCATION	4436 CALLE REAL, SANTA BARBARA	TRANSPORTING OFFICER	MIRANDA, JUANITA MARIA 3001
TYPE	ON VIEW	ARRESTING AGENCY	SBSO SANTA BARBARA SHERIFF AGENCY
DISPOSITION		BOOKING NOTE	
COND. OF RELEASE			
COURT JURISDICTION	SBSC SANTA BARBARA SUPERIOR COURT		
DATE			
COURT DOCKET			

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001 8/26/2013 1:13 PM DB: ATIMS_TRAINING VER: 4.4.0

Booking Detail

Booking Detail

Booking Detail

Booking Number: CID: Site Inmate #:

0988442 0530658

Booking Date: Time: Site Booking #:

08/26/2013 10:58:35

Arrest Date: Time: Case Number:

08/26/2013 10:00:00 12345

Arrest Location: PCN: ☐ FP

CALLE REAL, SANTA BARBARA

Booking Type: ON VIEW

Disposition

Non Compliance:

Conditions Of Release: F7 - Spellcheck

Court

Court Jurisdiction ☐ Arraignment

SBSC SANTA BARBARA SUPERIOR COURT

Date: Court Docket

Booking Note - F7 Spellcheck

Officer Detail

Booking Supervisor:

Booking Officer: MIRANDA, JUANITA 3001

Arresting Officer: MIRANDA, JUANITA 3001

Search Officer: MIRANDA, JUANITA 3001

Receiving Officer: MIRANDA, JUANITA 3001

Transporting Officer: MIRANDA, JUANITA 3001

Agency Detail

Arresting Agency: SBSO SANTA BARBARA SHERIFF

Billing Agency:

Booking Agency: SBSO SANTA BARBARA SHERIFF

Last

Last Time In Custody: Last Location:

Last Crime:

Cancel

Save

Book Date

Charge Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Total Count: 1292

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORRHO	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWISCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORNE
DUNCAN	JEFFREY
DUNN	TEMAN
DUPUIS	JOSEPH
EBERHARD	JOHN
FRYLANDER	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num	Booking Type	Date
0988442	ON VIEW	08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTOD
*** EXAMINE BOOKING ***
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Warrants

Non-Local Warrant / Warrant Hold

Number	Type	Amount	Bail Type	Description	County

Add Edit Pre-Book Delete

Local Charges

Local Warrant Or Managed Warrant

Number	Type	Amount	Bail Type	Description	County

Assign Unassign Manage

Local Charges

Section	Su	Description	Type	Status	Status	Bail Amount	Bail Type	Charge St
647(F)		DISORDERLY CONDUIT	M	PC		1000.00	BONDABLE	BOOKED

Add Edit Pre-Book Warrant Delete

CHARGE DETAIL

BOOKING NOT COMPLETE
BAIL: \$1,000.00

Bail & Filing
Set Booking Complete

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001 8/26/2013 11:01 AM DB: ATIMS_TRAINING VER: 4.4.0

Charge Details – On View Window

Charge

Charge Info

Charge Status: BOOKED # of Counts: 1

Cancel

Restore

Save

Search Charge

Clear Charge

Crime

Type: M Statute Code: PC

Section / Sub Section: 647(F) Statute ID:

Crime Description: DISORDERLY CONDUCT:ALCOHOL

UCR Code: NCIC Code: Classification: Non Criminal: Ranking:

Change Bail To

Bail Amount \$: 1000.00 Bail Type: BONDABLE

Charge Notes

Sentence Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1292

DOE, JANE 0530658

Last Name First Name

DOE JANE

DOLORES ANTONIO

DOMINGUEZ SHERREE

DONDERO JOSEPH

DORRHO GREG

DOUGLAS SCHYLER

DRAPER PATRICK

DREW JUNIOR

DREWSCH JACOB

DREYER JEFFREY

DUCKER HARRIS

DUCKWORTH ROBERT

DUECK AMANDA

DULAY LORNE

DUNCAN JEFFREY

DUNN TEMAN

DUPUIS JOSEPH

EBERHARD JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num Booking Type Date

0988442 ON VIEW 08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTOD
*** EXAMINE BOOKING ***
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

SENTENCE DATES

SENTENCE <NONE>

OVERALL RELEASE DATE NOT SET

SENTENCE DETAIL

INMATE STATUS PRE-TRIAL

BOOKING STATUS PRE-TRIAL

All Sentences For Active Bookings:

Booking Num	Booking To	Sentence Start	Release Date	Sentence Du	Fine Days To	Actual Prese	Days Si
0988442	CC						

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 11:02 AM DB: ATIMS_TRAINING VER: 4.4.0

Sentence Window

Sentence

Sentence Weekender Sent By Hours 0988442

Exit

Concurrent Consecutive

Sent. Date(Info): Sentence Start: GTWT Fac.

08/26/2013 08/26/2013 1/4

Clear

Save

Calculate

Manual Calc

Current Sentence

S FDTS DS APC GWO FW DTS GT WT DGT DWT4024140186 ADTS

5 + 0 0 0 0 Y 5 1 1 0 0 0 3

Amended Override Manual Anytime

Parole Elig.: Sent.Exp.: Release:

08/27/2013 08/31/2013 08/29/2013

Overall Sentence

DTS GT WT 40241 40186 FW ADTS Parole Elig.: Sent.Exp.: Release:

5 1 1 0 0 Y 3 08/27/2013 08/31/2013 08/29/2013

Sentence Info Calc Summary Save History Charges All Sentences

Description F7 - Spellcheck

Sentence Type: Sentence Findings: Booking Status:

PRE-TRIAL

Inmate Status:

PRE-TRIAL

All Penal Institution

Option Recommended

Sentence Tab after entering information

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1292

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORROH	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWSCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORNE
DUNCAN	JEFFREY
DUNN	TEMAN
DUPUIS	JOSEPH
EBERHARD	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num	Booking Type	Date
0988442	ON VIEW	08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTOD
*** EXAMINE BOOKING ***
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges **Sentence** Photo Inventory Money Housing Notes In-Out

SENTENCE DATES		SENTENCE DETAIL	
SENTENCE START	08/26/2013	INMATE STATUS	PRE-TRIAL
DAYS	5	BOOKING STATUS	PRE-TRIAL
SERVED CREDIT	0		
GT W/T	1, 1 (1/4)		
DISCIPLINARY DAYS	0		
ACTIVE SENTENCE DAYS	0		
SENTENCE RELEASE	08/29/2013		
OVERALL RELEASE DATE	08/29/2013		
PAROLE ELIGIBLE	08/27/2013		
SENT EXPIRATION DATE	08/31/2013		

All Sentences For Active Bookings:

Booking Number	Booking To	Sentence Start	Release Date	Sentence D	Fine Days T	Actual Prese	Days Si
0988442	CC	08/26/2013	08/29/2013	5	0	0	0

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 11:05 AM DB: ATIMS_TRAINING VER: 4.4.0

Sentence Summary

Sentence

Sentence Info Calc Summary Save History Charges All Sentences

Print

SENTENCE 1 - BOOKING # 0988442
SENTENCE: CONCURRENT START 8/26/2013 DAYS(S) = 5
CREDITS: DAYS STAYED=0, ACTUAL PRESENTENCE=0, GOOD/WORK/OTHER=0, FW=Y

TOTAL DAYS (S) = 5 (0 DAYS)
DAYS STAYED (DS) = 0
DAYS TO SERVE (DTS) = 5
ERC 4018.6 = 0
ERC 4024.1 = 0
GOOD TIME (GT) = 1 (1/4)
WORK TIME (WT) = 1 (1/4)
FW/ (PW)=0
ACTUAL DAYS TO SERVE (ADTS) = 3

SENTENCE RESULTS
EXPIRATION DATE: 8/31/2013
PAROLE ELIGIBLE: 8/27/2013
RELEASE DATE: 8/29/2013

OVERALL SENTENCE RESULTS
SENT EXP DATE = 8/31/2013
PAROLE ELIGIBLE = 8/27/2013
SENT RELEASE = 8/29/2013

Exit
Clear
Save
Calculate
Manual Calc

Inventory Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Total Count: 1292

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORRHO	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWSCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORNE
DUNCAN	JEFFREY
DUNN	TEMAN
DUPUIS	JOSEPH
EBERHARD	JOHN
ERWADNE	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num	Booking Type	Date
0988442	ON VIEW	08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
*** EXAMINE BOOKING
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Personal Inventory

Date	Qty	Article	Color	Value	Disposition	Description
08/26/2013	1	MONEY LEFT CASH		0.00	STORAGE	\$10.00
08/26/2013	2	RING	YELLOW	0.00	STORAGE	
08/26/2013	1	WALLET	YELLOW	0.00	STORAGE	
08/26/2013	1	PURSE	YELLOW	0.00	STORAGE	
08/26/2013	1	PROPERTY TAG N		0.00	STORAGE	123456789

Storage Manage Move Release Print

Bin Viewer

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 11:12 AM DB: ATIMS_TRAINING VER: 4.4.0

Inventory Window

Inventory

Items In Storage

Qty	Article	Color	Value	Disposition
				STORAGE

Description

Bin Viewer REC Clear

Date	Qty	Article	Color	Value	Disposition	Description
08/26/2013	1	PROPERTY TA		0.00	STORAGE	123456789
08/26/2013	1	PURSE	YELLOW	0.00	STORAGE	
08/26/2013	1	WALLET	YELLOW	0.00	STORAGE	
08/26/2013	2	RING	YELLOW	0.00	STORAGE	
08/26/2013	1	MONEY LEFT I		0.00	STORAGE	\$10.00

Add Exit Update Remove

☒ Storage

Money Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS-IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1292

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORROH	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWSCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORNE
DUNCAN	JEFFREY
DUNN	TEMAN
DURUIS	JOSEPH
EBERHARD	JOHN
ENYADIN	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num	Booking Type	Date
0988442	ON VIEW	08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTOD
** EXAMINE BOOKING **
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory **Money** Housing Notes In-Out

Inmate Transactions

Trans. #	Account	Fund	Amount	Date	Time	Type	De	Option	Days	Check	No Cl	Pay Date

Fund	Total	Deposited	Undeposited	Debit
INMATE ACCO	0.00	0.00	0.00	0.00

Print Receipt Add Money

Print Check Apply Fee

Inmate Ledger

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 11:08 AM DB: ATIMS_TRAINING VER: 4.4.0

Money Window

New Inmate Transaction

Inmate

Name: DOE, JANE

CID: 0530658

Receive Money Release Cash Write Check Final Release Check Final Release Cash Journal

☐ Allow Journal

Available Account Fund(s)

Fund	Total	Deposited	Undeposited	Debit
INMATE ACCO	0.00	0.00	0.00	0.00

Option	Days	Check	No Cl	Pay Date Range	Owed	Paid

RECEIVE MONEY

Transaction

Transaction Type: CREDIT Date: 08/26/2013 Time: 11:08:28 ☐ Correction Transaction

Amount (\$): 10.00 Description: MONEY RECEIVED FOR 0530658 DOE, JANE ☒ Receipt

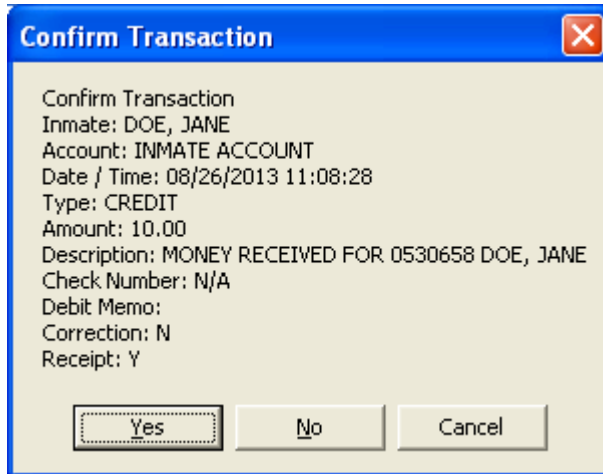
Receive Type: CASH Receive Type Number ☒ Deposit Required

Pay To The Order Of:

Check Number: Debit Memo:

Clear Debt Check 60.00 Cancel Create Transaction

Confirmation Transaction Window




A dialog box titled "Confirm Transaction" with a blue header bar and a red close button. The main area is light beige and contains the following text:

Confirm Transaction
Inmate: DOE, JANE
Account: INMATE ACCOUNT
Date / Time: 08/26/2013 11:08:28
Type: CREDIT
Amount: 10.00
Description: MONEY RECEIVED FOR 0530658 DOE, JANE
Check Number: N/A
Debit Memo:
Correction: N
Receipt: Y

At the bottom, there are three buttons: "Yes" (highlighted with a dotted border), "No", and "Cancel".

Receipt Window



A window titled "Receipt" with a blue header bar and a red close button. The main area is light beige and contains the following information:

08/26/2013 **RECEIPT # 00034119** 10.00

Inmate: 0530658 DOE, JANE

Transaction Date: 08/26/2013

Transaction Number: 00102713

Description: MONEY RECEIVED FOR 0530658 DOE, JANE

Received Type: CASH

Time: _____ Signature: _____

At the bottom, there is a dropdown menu showing the path: "\\sops4\MJ-Admin-Color-Copier-TaskAlfa-550c-PCL".

On the right side, there is a "Copies" section with a dropdown menu showing the value "2". Below this are two buttons: "Cancel" and "Print".

Money Tab after entering money into JMS

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1292

DOE, JANE 0530658

Last Name First Name

DOE JANE

DOLORES ANTONIO

DOMINGUEZ SHERREE

DONDERO JOSEPH

DORROH GREG

DOUGLAS SCHYLER

DRAPER PATRICK

DREW JUNIOR

DREWISCH JACOB

DREYER JEFFREY

DUCKER HARRIS

DUCKWORTH ROBERT

DUECK AMANDA

DULAY LORINE

DUNCAN JEFFREY

DUNN TEMAN

DUPUIS JOSEPH

EBERHARD JOHN

ENYADINE JIM

Bookings: ☐ Released ☒ Escaped

Booking Num Booking Type Date

0988442 ON VIEW 08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
*** EXAMINE BOOKING
ON VIEW

PERSON ALERTS

IN CUSTODY

Person Booking Charges Sentence Photo Inventory **Money** Housing Notes In-Out

Inmate Transactions

Trans. #	Account	Fund	Amount	Date	Time	Type	De	Option	Days	Checl	No Cl	Pay Date
00102713	JAIL	INMATE ACCO	10.00	08/26/2013	11:08:28	CREDIT	MC					

Fund Total Deposite

INMATE ACCO 10.00 0.0

BALANCE: \$10.00

Print Receipt Add Money

Print Check Apply Fee

Inmate Ledger

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 11:11 AM DB: ATIMS_TRAINING VER: 4.4.0

Housing Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1292

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORRHO	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWSCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORENE
DUNCAN	JEFFREY
DUNN	TEMAN
DUPUIS	JOSEPH
EBERHARD	JOHN
ERWANDER	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num	Booking Type	Date
0988442	ON VIEW	08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE First: JANE Middle: Booking #: 0988442 CID: 0530658

Active Only Court Docket Booking Type: ON VIEW Arresting Officer: MIRANDA, JUANITA MARIA Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
*** EXAMINE BOOKING ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Classification Options Account Class Narratives Class Attach Person Classify

Assign Date	Unassign Date	Classification Officer	Type	Reason	Special Handling	Score	Add
							Edit
							Remove
							✓ Last 10

Housing History

To Location	To Unit	To Bed	Reason	Move Date	Move Thru Date	Office	Assign
							Reassign
							✓ Last 10
							Viewer
							Roster
							Pic

Keep Separate

Inmate Name	Loc/Number/Bed	Date	Reason	Assign
				Remove
				Modify

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 11:13 AM DB: ATIMS_TRAINING IVER: 4.4.0

Classification Window – Evaluation Tab

Classification

Date: 08/26/2013 Unassigned: Class Type: Classification:

Cancel Save

Evaluation Decision Tree Alert Caution Flags Custody and Housing Level

Prior Prison Name: Was It A Violation: Prison Date: CDC Points: How Long: Level Yard: Major Disc Report: Minor Disc Report: What For: What For: Any Gang Affiliation: Enemies: Worked As Informant or Testified Against Any One: Medical Issues: Mental Health Issues: Ever Considered or Attempted Suicide

Copy Last

Classification Window –Decision Tree

Classification

Date: 08/26/2013 Unassigned: Class Type: Classification:

Cancel Save Copy Last

Decision Tree

Severe Mental Health Issues Or Developmentally Disabled

Yes

No

Current or Past PC Issues

Yes

No

Current Assaultive Felony

Yes

No

Prior Assaultive Felony

Yes

No

Institutional Behavior Problem

Yes

No

Prior Assaultive Felony

Yes

No

Escape History

Yes

No

Escape History

Yes

No

Institutional Behavior Problem

Yes

No

Parolee

Yes

No

Pre-sentenced

Yes

No

Protective Custody

AD SEG

5

4

3

2

1

Classification Window –

Classification

Date: 08/26/2013 Unassigned: Class Type: Classification:

Cancel Save Copy Last

Alert Caution Flags

Caution Flags

System Wide - Always Alerts

2ND STRIKE

3RD STRIKE

ACTIVE T.B.

ALZHEIMERS

ARMAND BLUE

ARMAND RED

ARMAND YELLOW

ARSON

ASTHMA

BLIND

DIABETES

GANG

HEARING IMP

HEART

HYPERTENSION

INF DISEASE

MOVE WITH 2 DEPUTIES

MOVE WITH 3 DEPUTIES

MOVE WITH TASER

NARCOTIC

OBSTETRICS

PARAPLEGIC

PEDOPHILIA

PROSTHESIS

Active Inmate Only - Alerts When Inmate Is In Custody

ALCOHOL WITHDRAWALS

ALTERNATE LIFESTYLE

BEE ALLERGY

CLEARED FOR MSF

DRUG WITHDRAWALS

HOMELESS

MOVEMENT CATEGORY 1

MOVEMENT CATEGORY 2

MOVEMENT CATEGORY 3

NO SHARP OBJECTS

SPECIAL DIET FOOD ALLERGY

SPECIAL DIET KOSHER

SPECIAL DIET NO PORK

SPECIAL DIET PREGNANT

SPECIAL DIET SEE NOTES

SPECIAL DIET VEGETARIAN

VETERAN

Classification Window –Alert Caution Flags Tab

Classification

Date: 08/26/2013 Unassigned: Class Type: Classification:

Cancel Save

Evaluation Decision Tree **Alert Caution Flags** Custody and Housing Level

Caution Flags

System Wide - Always Alerts

- ☐ 2ND STRIKE
- ☐ 3RD STRIKE
- ☐ ACTIVE T.B.
- ☐ ALZHEIMERS
- ☐ ARMBAND BLUE
- ☐ ARMBAND RED
- ☐ ARMBAND YELLOW
- ☐ ARSON
- ☐ ASTHMA
- ☐ BLIND
- ☐ DIABETES
- ☐ GANG
- ☐ HEARING IMP
- ☐ HEART
- ☐ HYPERTENSION
- ☐ INF DISEASE
- ☐ MOVE WITH 2 DEPUTIES
- ☐ MOVE WITH 3 DEPUTIES
- ☐ MOVE WITH TASER
- ☐ NARCOTIC
- ☐ OBSTETRICS
- ☐ PARAPLEGIC
- ☐ PEDOPHILIA
- ☐ PROSTHESIS

Active Inmate Only - Alerts When Inmate Is In Custody

- ☐ ALCOHOL WITHDRAWALS
- ☐ ALTERNATE LIFESTYLE
- ☐ BEE ALLERGY
- ☐ CLEARED FOR MSF
- ☐ DRUG WITHDRAWALS
- ☐ HOMELESS
- ☐ MOVEMENT CATEGORY 1
- ☐ MOVEMENT CATEGORY 2
- ☐ MOVEMENT CATEGORY 3
- ☐ NO SHARP OBJECTS
- ☐ SPECIAL DIET FOOD ALLERGY
- ☐ SPECIAL DIET KOSHER
- ☐ SPECIAL DIET NO PORK
- ☐ SPECIAL DIET PREGNANT
- ☐ SPECIAL DIET SEE NOTES
- ☐ SPECIAL DIET VEGETARIAN
- ☐ VETERAN

Copy Last

Classification Window –Custody and Housing Level Tab

Classification

Date: 08/26/2013 Unassigned: Class Type: Classification:

Cancel Save

Evaluation Decision Tree Alert Caution Flags **Custody and Housing Level**

Armband Color

☒ Red: Assaultive/Officer Safety Risk ☐ Yellow: Escape Risk ☐ Blue: Homicide or 3 Strike

Discretionary Overrides - To Increase Custody Level

- ☐ Current Charge or Previous Conviction for Sex Crime
- ☐ Known Management Problems
- ☐ Nature of Offense More Severe Than Charge Would Indicate
- ☐ Severe Felony Arrest History Beyond 5 Years (Cumulative)
- ☐ Serious Violence Threat
- ☐ Suspected Escape Threat
- ☐ Prior Drug Possession
- ☐ Other (Explain):

Discretionary Overrides - To Lower Custody

- ☐ Description of Offense Not as severe as Scale Would Indicate
- ☐ Prior Record Not as Severe as Scale Would Indicate
- ☐ Good Institutional Behavior
- ☐ Other (Explain):

Final Custody And Housing Level

- ☐ Minimum
- ☐ Medium
- ☐ Maximum
- ☐ General Population
- ☐ Protective Custody
- ☐ Medical
- ☐ Administrative Segregation
- ☐ Mental Health
- ☐ Other (Explain):

Reason(s) For Placement If This Departs From Recommended Levels:

OFFICER: MIRANDA, JUANITA 3001 DATE: 08/26/2013

SUPERVISOR'S REVIEW / APPROVAL: MIRANDA, JUANITA 3001 DATE:

Copy Last

Housing Viewer

Facility:

LOCATION	CAP	CUR
ALT SENT	2200	175
BASEMENT	120	118
CENTRAL	30	30
COURT	300	3
DIAGNOS	500	0
EAST	176	196
HOSPITAL	450	4
IRC	128	122
LOM JAIL	100	0
MSF FEM	45	43
MSF MALE	240	212
NWST	128	116
PRISON	450	12
RE-ENTRY	400	0
SMS	43	0

NUM...	CAP	CUR

BED	CAP	CUR

BED ...

C...

Select & Exit

Cancel

☐ Available
☐ At Capacity
☒ Over Capacity

Housed

1280

No Housing

+12

Orphans

-0

Total

=1292

Location:

6143

1280

Number:

Bed:

Inmates In Housing

Housing Counts

Housing History By Date

Floor Viewer

Pic

Copy

Print

Name	CID	Housing Loc	Cell Num	Bed Num	Classification	Property	Current Loc

PERSON ALERTS

Goto

Keep Separate -

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (BIM)

Active Inmates Search Results
Active Inmate Quick Pick:
Total Count: 1292

DOE, JANE 0530658

Last Name First Name
DOE JANE
DOLDRIS ANTONIO
DOMINGUEZ SHERREE
DONGERD JOSEPH
DORRICH GREG
DOUGLAS SCHYLER
DRAPER PATRICK
DREY JUNIOR
DREWSCH JACOB
DREYER JEFFREY
DUCKER HARRIS
DUCKWORTH ROBERT
DUECK AMANDA
DULAY LORNE
DUNCAN JEFFREY
DUNN TEMAN
DUPUIS JOSEPH
EERHARD JOHN
EVAHNE PH

Bookings: ☐ Released ☒ Escaped
Booking # Booking Type Date
988442 DN VIEW 08/26/2013

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only
First: JANE Court Docket
Middle: Booking Type: DN VIEW
Booking #: 988442 Arresting Officer: MIRANDA, JUANITA MARIA
CID: 0530658 Booking Officer: MIRANDA, JUANITA MARIA

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
EXAMINE BOOKING
ON VIEW
PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Classification Options Account Class Narratives Class Attach Person Classify Score Add
Assign Date Unassign Date Classification Officer Type Reason Special Handling Remove
Last 10

Housing History
To Location To Unit To End Reason Move Date Date Thru Office Assign
Last 10
Viewer
Roster
Pic

Keep Separate
Inmate Name Loc/Number/Bed Date Reason Assign
Remove
Modify

CURRENT USER: jmm3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001 8/26/2013 1:31 PM DB: ATIMS_TRAINING VER: 4.4.0

Keep Separate – Window

Keep Separate

Inmate
DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTODY
PROPERTY: REC
BALANCE: \$10.00 (\$0.00 DEPOSITED)
SCHEDULED RELEASE: 08/29/2013

Cancel
Assign

Keep Separate From
Inmates:
Reason:
Search Inmate Name Search
F7 - Spellcheck

Keep Separate Inmate

Option Account

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS-IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1292

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORROH	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWISCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORINE
DUNCAN	JEFFREY
DUNN	TEMAN
DUPUIS	JOSEPH
EBERHARD	JOHN
ENYABING	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num Booking Type Date

0988442 ON VIEW 08/26/2013

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer: MIRANDA, JUANITA MARIA

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
EXAMINE BOOKING
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Options Account Class Narratives Class Attach Person Classify

Option	Days	Chel	No Cl	Pay Date Range	Owed	Paid	Balance	Clea	Account Note
Add									
Account									
Schedule									

Housing History Move Thru Date

To Location	To Unit	To Bed	Reason	Move Date	Date Thru	Office	Assign
Reassign							
<input checked="" type="checkbox"/> Last 10							
Viewer							
Roster							
Pic							

Keep Separate

Inmate Name	Loc/Number/Bed	Date	Reason	Assign
Remove				
Modify				

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 1:35 PM DB: ATIMS_TRAINING VER: 4.4.0

Classification Option Window

Classification Options

Inmate

DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTODY
PROPERTY: REC
BALANCE: \$10.00 (\$0.00 DEPOSITED)
SCHEDULED RELEASE: 08/29/2013

Options Classification

Assign Date: 08/26/2013 Unassign Date: Classification Type: Classified To Options:

Cancel

Save

Classification Narrative Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1292

DOE, JANE 0530658

Last Name	First Name
DOE	JANE
DOLORES	ANTONIO
DOMINGUEZ	SHERREE
DONDERO	JOSEPH
DORROH	GREG
DOUGLAS	SCHYLER
DRAPER	PATRICK
DREW	JUNIOR
DREWSCH	JACOB
DREYER	JEFFREY
DUCKER	HARRIS
DUCKWORTH	ROBERT
DUECK	AMANDA
DULAY	LORINE
DUNCAN	JEFFREY
DUNN	TEMAN
DUPUIS	JOSEPH
EBERHARD	JOHN
ENYARD	JOHN

Bookings: ☐ Released ☒ Escaped

Booking Num	Booking Type	Date
0988442	ON VIEW	08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer:

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
EXAMINE BOOKING
ON VIEW

PERSON ALERTS
IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Classification Options Account **Class Narratives** Class Attach Person Classify

Date	Report Name	Key Word 1	Key Word 2	Key Word 3	Key Word 4	Add New
						Edit Title Copy Paste

Housing History Move Thru Date

To Location	To Unit	To Bed	Reason	Move Date	Date Thru	Office	Assign
							Reassign

☒ Last 10 Viewer Roster Pic

Keep Separate

Inmate Name	Loc/Number/Bed	Date	Reason	Assign
				Remove

Modify

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 11:20 AM DB: ATIMS_TRAINING VER: 4.4.0

Create Document Window

Create Document

Template Selector

Add Del

CDC Introduction.doc

Class Narrative.doc

ClassMemo.doc

empty.doc

Hospital Assesment.doc

MENTAL HEALTH REF.doc

Risk Assesment.doc

Report Title:

Keyword 1:

Keyword 2:

Keyword 3:

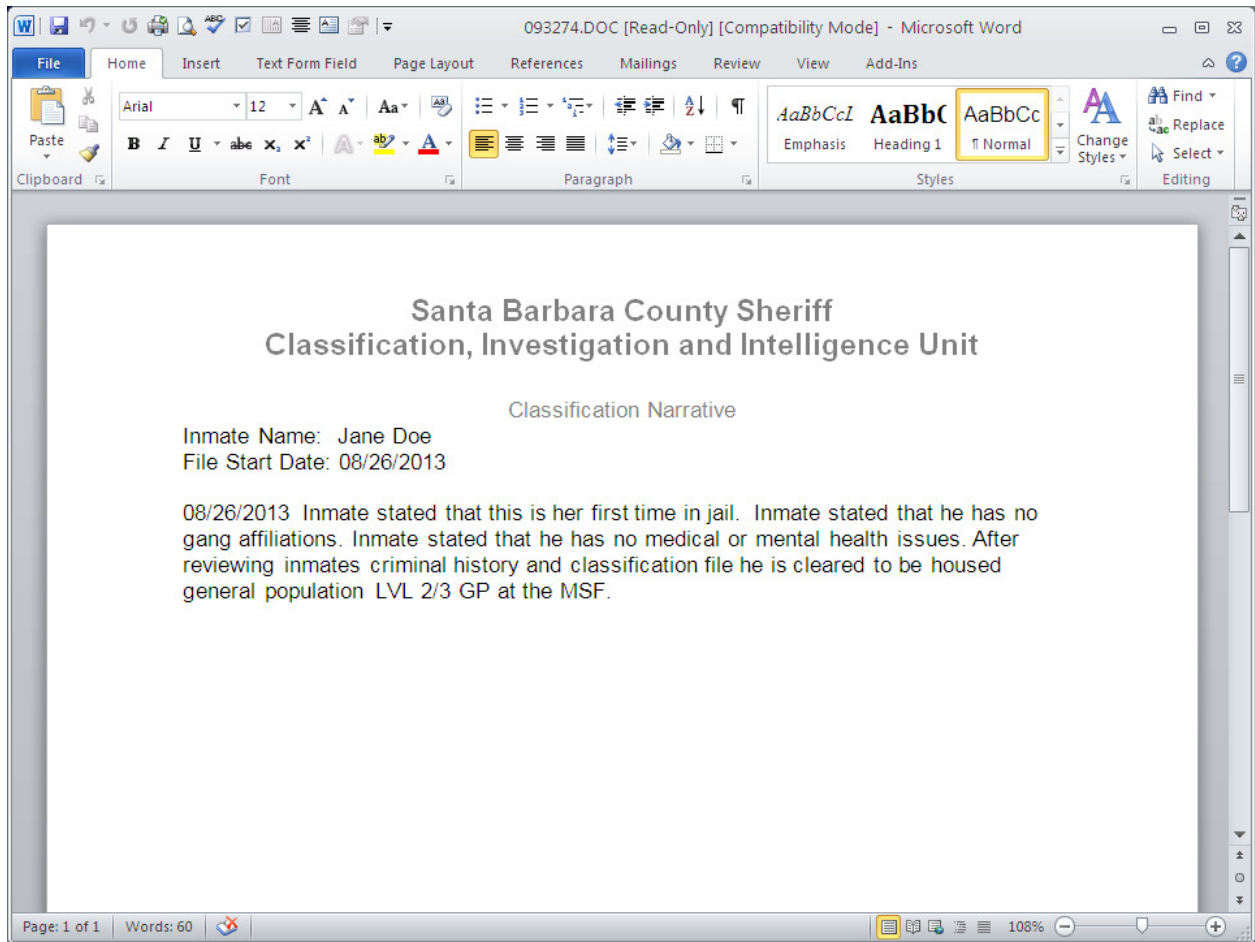
Keyword 4:

Keyword 5:

Create Document

Exit

Classification Word Document.



Classification Attach – Any document that was not created in JMS can be scanned and placed into the Class Attach Tab.

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1232

DOE, JANE 0530658

Last Name First Name

DOE JANE

DOLORES ANTONIO

DOMINGUEZ SHERREE

DONDERO JOSEPH

DORROH GREG

DOUGLAS SCHYLER

DRAPER PATRICK

DREW JUNIOR

DREWISCH JACOB

DREYER JEFFREY

DUCKER HARRIS

DUCKWORTH ROBERT

DUECK AMANDA

DULAY LORINE

DUNCAN JEFFREY

DUNN TEMAN

DUPUIS JOSEPH

EBERHARD JOHN

ENYARD JIM

Bookings: ☐ Released ☒ Escaped

Booking Num Booking Type Date

0988442 ON VIEW 08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer: MIRANDA, JUANITA MARIA

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
EXAMINE BOOKING
ON VIEW

PERSON ALERTS

IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Classification Options Account Class Narratives Class Attach Person Classify

Date Type Title Description Key Word 1 Add

Edit

Delete

Open

Housing History

Move Thru Date

To Location To Unit To Bed Reason Move Date Date Thru Office Assign

Reassign

☒ Last 10

Viewer

Roster

Pic

Keep Separate

Inmate Name Loc/Number/Bed Date Reason Assign

Remove

Modify

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 1:06 PM DB: ATIMS_TRAINING VER: 4.4.0

Person Classify Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

EXIT Pictures

Inmate Booking Information Module (IBIM)

Active Inmates Search Results

Active Inmate Quick Pick: Refresh

Total Count: 1232

DOE, JANE 0530658

Last Name First Name

DOE JANE

DOLORES ANTONIO

DOMINGUEZ SHERREE

DONDERO JOSEPH

DORROH GREG

DOUGLAS SCHYLER

DRAPER PATRICK

DREW JUNIOR

DREWISCH JACOB

DREYER JEFFREY

DUCKER HARRIS

DUCKWORTH ROBERT

DUECK AMANDA

DULAY LORINE

DUNCAN JEFFREY

DUNN TEMAN

DUPUIS JOSEPH

EBERHARD JOHN

ENYARD JIM

Bookings: ☐ Released ☒ Escaped

Booking Num Booking Type Date

0988442 ON VIEW 08/26/2

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: DOE ☐ Active Only

First: JANE Court Docket

Middle: Booking Type: ON VIEW

Booking #: 0988442 Arresting Officer: MIRANDA, JUANITA MARIA

CID: 0530658 Booking Officer: MIRANDA, JUANITA MARIA

DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
EXAMINE BOOKING
ON VIEW

PERSON ALERTS

IN CUSTODY

Person Booking Charges Sentence Photo Inventory Money Housing Notes In-Out

Classification Options Account Class Narratives Class Attach Person Classify

Group Type Start Date End Date Notes New

Edit

Delete

Housing History

Move Thru Date

To Location To Unit To Bed Reason Move Date Date Thru Office Assign

Reassign

☒ Last 10

Viewer

Roster

Pic

Keep Separate

Inmate Name Loc/Number/Bed Date Reason Assign

Remove

Modify

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001

8/26/2013 1:07 PM DB: ATIMS_TRAINING VER: 4.4.0

Person Classification Window

Person Classification

Classification:

Start Date:

08/26/2013

End Date:

Notes:

F7 - Spellcheck

Cancel

Save

Person

	DETAIL
NAME	DOE, JANE
NUMBER	[CID] 0530658

Search

Edit

Clear

Created By:

Date:

Last Modified By:

Date:

Here you can add if they are a gang member

Person Classification

Classification:

ARYAN BROTHERHOOD (AB)
BLACK GUERRILLA FAMILY (BGF)
BLOODS
BRAVADOS
CARPAS
CARPAS 13
CARPAS 9TH ST

Person

DETAIL	
NAME	DOE, JANE
NUMBER	[CID] 0530658

Created By: **Date:**

Last Modified By: **Date:**

Person

Search
Edit
Clear

Cancel
Save

Notes Tab -

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

Inmate Booking Information Module (BIM)

Active Inmates Search Results
Total Count: 1292
[DOE, JANE 0530658]

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch

Last: [DOE] First: [JANE] Middle: [] Booking #: [098442] Booking Officer: [MIRANDA, JUANITA MARIA] CID: [0530658]

PERSON ALERTS
DOE, JANE
NUM: 0530658
CURRENTLY IN CUST
EXAMINE BOOKING
ON VIEW
IN CUSTODY

Notes

Date	Time	Location	Narrative	Watch	Add	Edit
------	------	----------	-----------	-------	-----	------

Appointments

Location	Date	Time	Duration	Reason	Notes	Add	Edit
----------	------	------	----------	--------	-------	-----	------

Current User: JMM3001 **Personnel:** MIRANDA, JUANITA MARIA 3001

8/26/2013 1:08 PM DB: ATIMS_TRAINING VER: 4.4.0

Floor Note Window

Floor Note

Inmate
DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTODY
PROPERTY: REC
BALANCE: \$10.00 (\$0.00 DEPOSITED)
SCHEDULED RELEASE: 08/29/2013

Cancel
Save

Floor Note
Location:
 BOOKING CLASS
 BOOKING HOLD 1
 BOOKING HOLD 2
 BOOKING HOLD 3
 BOOKING RELEASE
 C-09 FRONT CENTRAL
 C-10 FRONT CENTRAL
 C-11 FRONT CENTRAL
 C-12 FRONT CENTRAL
 C-13 FRONT CENTRAL
 C-14 FRONT CENTRAL
 CDCR TRANSPORT
 CHURCH MJ

Date: 08/26/2013 **Time:** 13:41:22 ☒ **Jail Watch**

Narrative: F7 - Spellcheck

Inmate: DOE, JANE 0530658

Officer: MIRANDA, JUANITA 3001

In-Out Tab

ATIMS - Inmate Jail Management System (IJMS)

FILE ATIMS - IJMS HELP

Inmate Booking Information Module (IBIM)

Active Inmates Search Results
 Total Count: 1292
 DOE, JANE 0530658

Book Srch Num Srch Chrg Srch Date Srch Other Srch Char Srch
 Last: DOE First: JANE Middle: Booking #: 0988442 CID: 0530658
☐ Active Only **Clear** **Last** **Search F2** **Name F3**
 Booking Type: ON VIEW
 Arresting Officer: MIRANDA, JUANITA MARIA
 Booking Officer: MIRANDA, JUANITA MARIA

DOE, JANE
NUM: 0530658
CURRENTLY IN CUSTODY
EXAMINE BOOKING ON VIEW
PERSON ALERTS
IN CUSTODY

Person **Booking** **Charges** **Sentence** **Photo** **Inventory** **Money** **Housing** **Notes** **In-Out**

Current Booking In/Out - Days In Custody

Booking Date	Release Date	Days In Custody	Reason
08/26/2013	N/A	1	

RELEASE DETAIL

BOOKING DAYS
1

Tracking History - Last 100

Location	Date Out	Time Out	Date In	Time In	Elapsed	Out Personnel	In Perso
----------	----------	----------	---------	---------	---------	---------------	----------

CURRENT USER: JMM3001 PERSONNEL: MIRANDA, JUANITA MARIA 3001 8/26/2013 1:08 PM DB: ATIMS_TRAINING VER: 4.4.0



Board of State and Community Corrections
600 Bercut Drive, Sacramento, CA 95811
916.445.5073 PHONE
916.327.3317 FAX
bscc.ca.gov

GOVERNOR Edmund G. Brown Jr.
EXECUTIVE OFFICER (A) Curtis J. Hill

July 17, 2013

Bill Brown, Sheriff-Coroner
Santa Barbara Sheriff's Department
4434 Calle Real
PO Box 6457
Santa Barbara CA 93160-6427

**BOARD OF STATE AND COMMUNITY CORRECTIONS BIENNIAL INSPECTION
PURSUANT TO PENAL CODE 6031.1**

Dear Sheriff Brown:

From June 2012 through June 2013, Board of State and Community Corrections (BSCC) staff conducted the 2010-2012 Biennial Inspection of the following Santa Barbara County Sheriff's Department detention facilities: Main Jail, Medium Security Facility, Santa Maria Branch Jail, Santa Maria Court Holding Facility, Santa Barbara Court Holding Facility and Lompoc Court Holding Facility. In addition, we conducted an inspection of the Isla Vista Sheriff's Substation, which began operation in 2009.

Due to unforeseen circumstances, this inspection was conducted primarily as a desk audit of applicable policy and procedures. We were able to conduct an initial site visit on June 12, 2012 and an additional visit on January 24, 2013 to review applicable documentation and review the progress of the basement dorm project.

Scope of Inspection

The inspection was conducted pursuant to Penal Code Section 6031.1 and included an assessment of compliance with Titles 15 and 24, California Code of Regulations, Minimum Standards for Local Detention Facilities. The complete inspection report is enclosed and includes two procedures checklists: one for the Type II facilities and one for the Court Holding facilities. Compliance or noncompliance with regulations is indicated on each checklist. Department policy and procedure reference, system-wide discussion, and facility specific discussion are noted in the comments section.

The report also includes for each facility: a summary face sheet identifying the facility and identifying issues of noncompliance, a physical plant evaluation outlining Title 24 requirements for design, and a living area space evaluation that summarizes the physical plant configuration for each facility.

Board of State and Community Corrections Inspection

Systemwide

Prior to the inspection, we reviewed all relevant policy and procedures for compliance with minimum standards. We also reviewed a sampling of facility inspections, safety checks, special-use cell documentation and staffing plans during the inspection process. Please see the attached checklist for policy discussion; comments indicate where policy and procedure must be addressed to ensure continued compliance.

Main Jail

At the time of our June 2012 site visit, there were 708 inmates in the Main Jail; the rated capacity (RC) (with the recent addition of 32 beds in the basement dorm) at the facility was 659. The Custody Division maintains a spreadsheet to determine capacity, count, vacant beds, and those inmates that have no bunk assignment. There is an additional document that tracks no bunk assigned inmates to ensure that they do not remain in this status for an inordinate amount of time.

The facility continues to use the H-9 sobering cell for medical observation; please be aware that if this cell remains classified as a sobering cell, it remains out of compliance with the requirements for such when it is not used for this purpose.

Due to the number of beds in the East, West, Basement and Northwest Modules that exceed the RC, these areas will remain out of compliance with Title 24, Section 470A.2.8, Dormitories, 2.9 Dayrooms and 8227, Multiple Occupancy Cells when the population exceeds its RC.

We did not identify any items of noncompliance with Title 15 regulations during our review of policy and procedures.

Basement Dormitory

We reviewed the newly remodeled basement dormitory during our January 2013 site visit. Based on available living and dayroom area, the Basement Dormitory 3 is rated for 32 inmates; please see the attached Living Area Space Evaluation for details. During our site visit, we had concern with suicide hazards related to the shower levers; this issue was immediately addressed, and there are no outstanding items of noncompliance with Title 24 regulations related to this area.

Minimum Security Facility (MSF)

At the time of our on-site visit, there were 249 inmates in the MSF; the rated capacity was 161. During the most recent environmental health inspection, there were several noted items of deficiency with respect to the ventilation in the kitchen; please keep BSCC staff apprised of the progress to correct this issue.

We did not identify any items of noncompliance with applicable Title 15 regulations during our review of policy and procedures and applicable documentation.

Santa Maria Jail

During the 2010-2012 Biennial Inspection Cycle, the Santa Maria Jail was being operated as a Type II Facility and was inspected as such. We understand that the facility is currently being operated as a

booking station only during the overnight hours. Please continue to keep BSCC staff apprised of any status changes for this facility.

Court Holding Facilities

We did not identify any items of noncompliance with any of the Transportation Division Policies and Procedures or with the documentation we reviewed during the inspection process.

Isla Vista Substation

We visited the substation on January 24, 2013 to review the facilities physical plant and operations. The facility was completed in 2009 and has a holding capacity of 11 prisoners. Please see the attached Living Area Space Evaluation for reference.

We reviewed the facility's policy and procedures for compliance with the Federal Juvenile Justice and Delinquency Prevention Act (JJDPA). Because youth are not securely detained in the holding area, the facility will be classified as a non-secure lockup with respect to the JJDPA.

Facility staff should continue to document the number of youth held in non-secure detention in the facility and notify the BSCC if facility procedures for holding youth in detention changes.

We did not identify any items of noncompliance with federal or state regulations during our visit and review of policy and procedures.

Follow Up

There is no follow up necessary at this time. As always, it is a pleasure to work with your Department and we look forward to our next scheduled inspection.

Sincerely,



ALLISON E. GANTER
Field Representative
Facilities Standards and Operations Division

(Enclosures)

cc: Chief Deputy Donald Patterson
Commander Jenny Sams
Commander Darin Fotheringham
Chair, Santa Barbara County Board of Supervisors*
Santa Barbara County Administrator*
Presiding Judge, Santa Barbara County Superior Court*
Foreman, Santa Barbara County Grand Jury*

**Full copies of the inspection report available upon request.*

TYPE II AND III FACILITIES
Corrections Standards Authority
PROCEDURES¹

FACILITY NAME: Santa Barbara County Main Jail (MJ)	TYPE: II	CSA #: 5000
FACILITY NAME: Santa Barbara Medium Security Facility (MSF)	TYPE: II	CSA #: 5020
FACILITY NAME: Santa Maria Branch Jail (SM) <i>At the time of the inspection, the facility was operating as a Type II Jail.</i>	TYPE: II	CSA #: 5060
FIELD REPRESENTATIVE: Allison E. Ganter		

The majority of this inspection was conducted as a desk audit of applicable policies and procedures, and for indicated regulations, a review of available documentation was conducted. Unless otherwise noted, compliance noted is for written Department policy and procedures. If there are questions, please contact Allison Ganter, Field Representative, at 916.323.8617 or allison.ganter@bscc.ca.gov

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1020 CORRECTIONS OFFICER CORE COURSE² In addition to provisions of Penal Code Section 831.5, all custodial personnel have successfully completed the “Corrections Officer Core Course” as described in Section 179 of Title 15, CCR, within one year of assignment. Custodial personnel may substitute 832.3 PC training and the “Corrections Officer Basic Academy Supplemental Core Course” as described in Section 180, Title 15, CCR as an alternative.	Yes	Yes	Yes	All correctional deputies are Core Trained. The Department was in compliance with STC requirements during the 2010/11 and 2011/12 training years.
1021 JAIL SUPERVISORY TRAINING All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.	Yes	Yes	Yes	
All supervisory custodial personnel have completed the “Corrections Officer Core Course” identified in Section 1020. <i>(The intent is that core training be completed prior to assuming supervisory responsibilities.)</i>	Yes	Yes	Yes	

¹ This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 4 for the complete list and text of regulations.

² For STC participating agencies, consistency with training sections 1020, 1023 & 1025 is annually assessed by the STC Division. Unless otherwise indicated, the regulatory intent is for training to occur within one year from the date of assignment.

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1023 JAIL MANAGEMENT TRAINING All jail management personnel have completed either the STC or the POST management course specified in Section 182, Title 15, CCR within one year of assignment.	Yes	Yes	Yes	
1025 CONTINUING PROFESSIONAL TRAINING With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors and custody personnel have successfully completed the annual required training specified in Section 184, Title 15, CCR.	Yes	Yes	Yes	
1027 NUMBER OF PERSONNEL There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure the implementation and operation of all programs and activities required by these regulations.	Yes	Yes	Yes	Chapter One, Section 1, Number of Personnel
There is a written plan that includes the documentation of hourly safety checks.	Yes	Yes	Yes	Hourly safety checks required by policy. Custody Division maintains deviation reports, which are reviewed by Lieutenants and then with staff when there are exceptions to safety checks. Reviewed a sampling of safety check logs for each facility from 2010-2012; all information appears appropriate. There were some checks over 60 minutes here and there, but records indicate that they were addressed with the staff by a supervisor.
There is at least one employee on duty at all times, who shall be immediately available and accessible with the ability to respond to any inmate in the event of an emergency.	Yes	Yes	Yes	
Whenever one or more female inmates are in custody, there is at least one female employee immediately available and accessible. <i>Note: Reference PC § 4021.</i>	Yes	Yes	Yes	
A staffing plan is available which indicates personnel assigned and their duties.	Yes	Yes	Yes	Staffing levels indicated in policy.
1028 FIRE AND LIFE SAFETY STAFF Whenever there is an inmate in custody, there is at least one person on duty at all times who meets the CSA training standards for general fire and life safety.	Yes	Yes	Yes	
There is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.	Yes	Yes	Yes	

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1029 POLICY AND PROCEDURES MANUAL ³				Custody Operations Policy and Procedures
There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:	Yes	Yes	Yes	
Table of organization, including channels of communications;	Yes	Yes	Yes	
Inspections and operations reviews by the facility administrator/manager;	Yes	Yes	Yes	Chapter 1, Section 1 Operations Lieutenant is responsible for conducting inspections. Shift Commander conducts a daily walk through; this is indicated on the Shift Recap Log.
Use of force;	Yes	Yes	Yes	Department Policy
Use of restraint equipment, including the restraint of pregnant inmates; <i>Note: Reference PC § 6030(f)</i>	Yes	Yes	Yes	Chapter 3, Section 2 Separate policies for Use of Restraints for security purposes and for Use of the Restraint Chair for behavioral purposes.
Screening newly received inmates for release; <i>Note: Reference PC § 849(b)(2) and 853.6</i>	Yes	Yes	Yes	
Security and control, including: Physical counts of inmates;	Yes	Yes	Yes	Chapter 3
Searches of the facility;				
Searches of inmates;				
Contraband control; and,				
Key control.				
At least annually, the facility administrator reviews, evaluates and documents internal and external security measures.	Yes	Yes	Yes	Annual Report issued by the Department.
Emergency procedures, including: Escapes;	Yes	Yes	Yes	Chapter 2, Section 2
Disturbances;				
Taking of hostages;				
Civil disturbance;				
Natural disasters;				
Periodic testing of emergency equipment;				
Storage, issue and use of weapons, ammunition, chemical agents; and,				
Storage, issue and use of security devices.				
Suicide prevention; and,	Yes	Yes	Yes	Chapter 2, Section 3
Segregation of inmates.	Yes	Yes	Yes	Classification Manual
The manual is available to all employees.	Yes	Yes	Yes	
The manual is comprehensively reviewed and updated at least every two years.	Yes	Yes	Yes	Last review: April 2011

³ Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1032 FIRE SUPPRESSION PREPLANNING There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes: <i>Note: Reference PC § 6031.1</i>	Yes	Yes	Yes	Chapter 2, Section 2
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	Yes	Yes	Yes	Inspections are conducted each shift and documented on Post Recap.
Fire prevention inspections at least once every two years; <i>Note: Reference Health and Safety Code Section 13146.1(a) and (b);</i>	Yes	Yes	Yes	
An evacuation plan; and,	Yes	Yes	Yes	
A plan for the emergency housing of inmates in the event of a fire.	Yes	Yes	Yes	
1040 POPULATION ACCOUNTING The facility maintains an inmate demographics accounting system, which reflects the monthly average daily population of sentenced and unsentenced inmates by categories of male, female, and juvenile.	Yes	Yes	Yes	Jail Management System
The Jail Profile Survey information is provided to the CSA.	Yes	Yes	Yes	
1041 INMATE RECORDS There are written policies and procedures for the maintenance of individual inmate records which include intake information, personal property receipts, commitment papers, court orders, reports of disciplinary action taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.	Yes	Yes	Yes	Section 2, Chapter 1
1044 INCIDENT REPORTS There are written policies and procedures for the maintenance of written records of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such records include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.	Yes	Yes	Yes	Chapter 2, Section 1, Significant Incident Notifications Reviewed incident reports and listing of incidents; all information appears appropriate.
Written record is prepared by appropriate staff and submitted within 24 hours of the incident.	Yes	Yes	Yes	
1045 PUBLIC INFORMATION PLAN The facility has suitable written policies and procedures for the dissemination of information to the public, government agencies and news media.	Yes	Yes	Yes	
Title 15, CCR, Minimum Standards for Local Detention Facilities is available for review by the public and inmates.	Yes	Yes	Yes	

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
Facility rules and procedures affecting inmates as specified in this section are available to the public and inmates.	Yes	Yes	Yes	
1046 DEATH IN CUSTODY				
Written policy and procedures assure that there is a review of each in-custody death.	Yes	Yes	Yes	Chapter 2, Section 1 addresses custody responsibilities, in addition to medical review. Departmental Policy addresses operational review.
The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident.	Yes	Yes	Yes	Minors are not held at these facilities.
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Corrections Standards Authority with a copy of the death in custody report that is submitted to the Attorney General ⁴ , within 10 days of the death. <i>Note: Reference Government Code § 12525</i>	N/A	N/A	N/A	
1050 CLASSIFICATION PLAN				
The facility has a written classification plan designed to properly assign inmates to housing units and activities.	Yes	Yes	Yes	Reviewed Classification Unit Manual in addition to Classification Policy and Procedures.
Includes receiving screening performed at intake by trained personnel.	Yes	Yes	Yes	Chapter 2, Section 3, Health Care Receiving Deputy conducts screening.
Includes maintenance of a record of each inmate's classification level, housing restrictions and housing assignments.	Yes	Yes	Yes	
The facility has an actively functioning classification system and/or classification committee as specified.	Yes	Yes	Yes	
The classification plan includes a channel of appeal by the inmate to the facility manager.	Yes	Yes	Yes	
Inmates sentenced to more than 60 days may request a review no more than 30 days from the last review.	Yes	Yes	Yes	
1051 COMMUNICABLE DISEASES				
There are written policies and procedures, which require that all inmates with suspected communicable diseases are segregated until a medical evaluation can be completed.	Yes	Yes	Yes	Chapter 2, Section 3
In absence of medically trained personnel at the time of intake into the facility, an inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	Yes	Yes	Yes	
Inmate's response is noted on booking form and/or screening device.	Yes	Yes	Yes	

⁴ Government Code § 12525

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1052 MENTALLY DISORDERED INMATES				Chapter 2, Section 3
There are written policies and procedures for the identification and evaluation of all mentally disordered inmates.	Yes	Yes	Yes	Medical staff respond in the event that a deputy identifies a potentially mentally disordered inmate during intake or while in housing.
An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest.	Yes	Yes	Yes	
Segregation may be used if necessary to protect the safety of the inmate or others.	Yes	Yes	Yes	
There are provisions for transfer of such inmates to a medical facility for diagnosis, treatment, and evaluation of such suspected mental disorder, pursuant to Section 1209, Title 15, CCR.	Yes	Yes	Yes	
1053 ADMINISTRATIVE SEGREGATION				Classification Policy
There are written policies and procedures that provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.	Yes	Yes	Yes	
The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.	Yes	Yes	Yes	
1055 USE OF SAFETY CELL				An inmate may be placed in a safety cell if they exhibit behavior that results in the destruction of cell furnishings or reveals intent to cause self-inflicted harm, are believed to be suicidal, or pose an immediate danger to themselves, other inmates, or jail staff.
The safety cell, specified in Title 24, Part II, Section 1231.2.5, is used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.	Yes	N/A	N/A	We reviewed a sampling of safety cell documentation. <i>Comments: Reasons for placement in safety cell, as well as Sergeant's retention review, could include more detail.</i>
There are written policies and procedures, written by the facility administrator in cooperation with the responsible physician, governing safety cell use.	Yes	N/A	N/A	Chapter 3, Section 1
Safety cells are not used for punishment or as a substitute for treatment.	Yes	N/A	N/A	Indicated in policy
Placement requires the approval of the facility manager or watch commander, or a designated physician.	Yes	N/A	N/A	On-duty supervisor must approve. Deputy must complete Declaration for Use of Safety Cell.
There are written procedures that assure necessary nutrition and fluids are administered.	Yes	N/A	N/A	Fluids and food are offered every two hours; indicated in yellow on logs. Inmate refusals are noted.

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
Inmates are allowed to retain sufficient clothing, or are provided with a “safety garment” to provide for personal privacy unless risks to the inmate's safety or facility security are documented.	Yes	N/A	N/A	As per policy.
Direct visual observation is conducted at least twice every 30 minutes and is documented.	Yes	N/A	N/A	<i>Comment: There were a few instances where checks exceeded twice every 30 minutes; ensure that a supervisor is reviewing documentation.</i>
Continued retention of inmate is reviewed a minimum of every eight hours.	Yes	N/A	N/A	On duty supervisor is responsible for retention review. Indicated in green on Observation Logs. Generally happening more than once every 8 hours. <i>Comment: Sergeants’ review could be more detailed.</i>
A medical assessment is secured within 12 hours of placement in this cell or at the next daily sick call, whichever is earliest, and medical clearance for continued retention is secured every 24 hours thereafter.	Yes	N/A	N/A	As per policy, deputies must indicate on Observation Log if Medical is notified. Medical opinion should be obtained within one hour. Assessment within 6 hours, and every 8 hours thereafter. Medical clearance every 24 hours.
A mental health opinion on placement and retention is secured within 24 hours of placement.	Yes	N/A	N/A	As per policy, Mental Health is notified as soon as possible. Mental Health assessment is conducted within 24 hours.
1056 USE OF SOBERING CELL The sobering cell, specified in Title 24, Part II, Section 1231.2.4, is used for holding inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures.	Yes	N/A	N/A	Chapter 3, Section 1 H-9 used for sobering.
Intermittent direct visual observation of inmates in sobering cells conducted no less than every half hour.	Yes	N/A	N/A	Twice every 30 minutes per policy.
An evaluation by a medical staff person or by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, occurs whenever any inmate is retained in a sobering cell for more than six hours.	Yes	N/A	N/A	As per policy, medical is notified when deputy places inmate in sobering cell.
Such inmates are removed from the sobering cell when they are able to continue with processing.	Yes	N/A	N/A	
1057 DEVELOPMENTALLY DISABLED INMATES There are written procedures for identification and evaluation of all developmentally disabled inmates.	Yes	Yes	Yes	Chapter 2, Section 3, Special Care Inmates
A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled.	Yes	Yes	Yes	
1058 USE OF RESTRAINT DEVICES There are written policies and procedures for the use of restraint devices that include:	Yes	N/A	N/A	Chapter 3, Section 2 Restraints not used for behavioral purposes in MSF and Santa Maria. Policy is available and in compliance.

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
acceptable restraint devices;	Yes	N/A	N/A	
signs or symptoms which should result in immediate medical/mental health referral;	Yes	N/A	N/A	
availability of CPR equipment;	Yes	N/A	N/A	
protective housing of restrained persons;	Yes	N/A	N/A	
provisions for hydration and sanitation needs; and	Yes	N/A	N/A	
exercising of extremities.	Yes	N/A	N/A	
Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.	Yes	N/A	N/A	
Restraints are not used as discipline or as a substitute for treatment.	Yes	N/A	N/A	
Inmates are placed in restraints only with approval of the facility manager, watch commander, or the designated physician.	Yes	N/A	N/A	
All inmates in restraints are housed alone or in a specified area for restrained inmates.	Yes	N/A	N/A	
Direct visual observation is conducted and documented at least twice every 30 minutes.	Yes	N/A	N/A	
Continued retention in such restraints is reviewed every <u>two</u> hours.	Yes	N/A	N/A	
A medical opinion on placement and retention shall be secured as soon as possible but no later than <u>four</u> hours from the time of placement.	Yes	N/A	N/A	
Medical review for continued retention in restraint devices occurs at a minimum of every <u>six</u> hours.	Yes	N/A	N/A	
A mental health consultation is secured as soon as possible, but no later than <u>eight</u> hours from the time of placement.	Yes	N/A	N/A	
1059 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS Policy and procedures describe the use of reasonable force to collect blood specimens, saliva samples, or thumb/palm print impressions from individuals who are required to provide them, but refuse written or oral requests to do so. Policies and procedures address: <i>Note: Reference PC § 296</i>	N/A	N/A	N/A	Chapter 3, Section 4 Force would not be used.
The use of reasonable force is preceded by documented efforts to secure voluntary compliance, including advisement of the legal obligation to provide the specimen, sample or impression, and the consequences of failing to do so.	N/A	N/A	N/A	
Supervisory authorization is obtained prior to use of reasonable force.	N/A	N/A	N/A	
If the use of reasonable force includes cell extraction, the extraction is audio-and video-taped and retained by the department, as required by statute.	N/A	N/A	N/A	

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1061 INMATE EDUCATION PROGRAM Facility administrator has planned and requested an inmate education program from appropriate public officials. When such services are not made available by the appropriate public official, then the facility manager shall develop and implement an educational program with available resources.	Yes	Yes	Yes	Chapter 3, Section 4
Voluntary academic and/or vocational education is available to sentenced and pretrial inmates.	Yes	Yes	Yes	
1062 VISITING Facility administrator has developed and implemented written policies and procedures for inmate visiting.	Yes	Yes	Yes	Chapter 3, Section 4
(TYPE II ONLY) All inmates in Type II facilities are allowed at least two visits totaling at least one hour per week.	Yes	Yes	Yes	Two visits, totaling one hour.
(TYPE III ONLY) Inmates in Type III facilities are allowed at least one visit totaling at least one hour per week.	Yes	Yes	N/A	
Visitation procedures include provisions for visitation by minor children of the inmate.	Yes	Yes	Yes	
1063 CORRESPONDENCE The facility administrator has developed written policies and procedures for inmate correspondence. The policy and procedures provide that:	Yes	Yes	Yes	Chapter 3, Section 4
There is no limitation placed on the volume of mail an inmate may send or receive.	Yes	Yes	Yes	
Mail may be read where there is a valid security reason and the facility manager or designee approves.	Yes	Yes	Yes	
Jail staff does not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Corrections Standards Authority; however, jail staff may open and inspect such mail only to search for contraband, cash, checks, or money orders in the presence of the inmate.	Yes	Yes	Yes	
Confidential correspondence with the facility administrator and/or manager is permitted.	Yes	Yes	Yes	
Inmates without funds are permitted at least two postage-paid letters each week to family and friends.	Yes	Yes	Yes	
Inmates without funds are permitted unlimited postage-paid correspondence with his/her attorney and the courts.	Yes	Yes	Yes	

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1064 LIBRARY SERVICES The facility administrator has developed and implemented written policies and procedures for inmate library service which include access to legal reference materials, current information on community services and resources, religious, educational and recreational reading material.	Yes	Yes	Yes	Chapter 3, Section 4 Inmate Services provides recreational library. Legal Research Services (LRA) available.
1065 EXERCISE AND RECREATION There are written policies and procedures regarding exercise and recreation.	Yes	Yes	Yes	Chapter 3, Section 4 Three hours over period of seven days.
An exercise and recreation program is available to inmates in an area designed for recreation.	Yes	Yes	Yes	
The program allows a minimum of three hours of exercise distributed over a period of seven days.	Yes	Yes	Yes	
1066 BOOKS, NEWSPAPERS, PERIODICALS, AND WRITINGS There are written policies and procedures which permit inmates to purchase, receive and read any book, newspaper, periodical, or writing accepted by the United States Post Office except for specified types of publications as determined by the facility administrator.	Yes	Yes	Yes	Chapter 3, Section 4
1067 ACCESS TO TELEPHONE There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.	Yes	Yes	Yes	Chapter 3, Section 4 Phones are installed in dayrooms or cells depending on the area.
1068 ACCESS TO COURTS There are written policies and procedures to ensure that inmates have access to the courts. Such access shall consist of the following:	Yes	Yes	Yes	Outlined in Correspondence and Visitation Policies and Procedures.
Unlimited mail as provided in Section 1063(f) of these regulations.	Yes	Yes	Yes	
Confidential consultation with attorneys.	Yes	Yes	Yes	
1069 INMATE ORIENTATION There are written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area.	Yes	Yes	Yes	MJ: Chapter 3, Section 4 MSF: Chapter 5, Section 1
The program shall be published.	Yes	Yes	Yes	
The program shall include but not be limited to:	Yes	Yes	Yes	
Rules regarding correspondence, visiting, and telephone usage;	Yes	Yes	Yes	
Inmate rules and disciplinary procedures;	Yes	Yes	Yes	

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
Grievance procedures;	Yes	Yes	Yes	
Programs and activities availability and method of application;	Yes	Yes	Yes	
Medical services;	Yes	Yes	Yes	
Classification and housing assignments; and,	Yes	Yes	Yes	
Court appearance where scheduled, if known.	Yes	Yes	Yes	
1070 INDIVIDUAL/FAMILY SERVICE PROGRAMS There are written policies and procedures to facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates. Such a program utilizes available community services and resources either by establishing a resource guide or actual service delivery.	Yes	Yes	Yes	
1071 VOTING There are written policies and procedures whereby the county registrar allows qualified voters to vote in local, state, and federal elections pursuant to the elections code.	Yes	Yes	Yes	Chapter 3, Section 4 Inmates may submit a request to inmate services for an absentee ballot.
1072 RELIGIOUS OBSERVANCES There are written policies and procedures to provide opportunities for inmates to participate in religious services and counseling on a voluntary basis.	Yes	Yes	Yes	Chapter 3, Section 4 Volunteer Chaplain Program provided through Inmate Services. Community Outreach Coordinator is responsible for scheduling.
1073 INMATE GRIEVANCE PROCEDURE Any inmate may appeal and resolve grievances relating to any condition of confinement. There are written policies and procedures that include:	Yes	Yes	Yes	Chapter 3, Section 4
A grievance form or instructions for registering a grievance.	Yes	Yes	Yes	
Resolution at lowest appropriate staff level.	Yes	Yes	Yes	Deputy reviews grievance and attempts to resolve. Health, mental health and food services are forwarded appropriately.
Provisions for resolving questions of jurisdiction within the facility.	Yes	Yes	Yes	
Provisions for appeal to next level of review.	Yes	Yes	Yes	Deputy forwards to Supervisor; can then be forwarded to Operations Lieutenant and Jail Commander.
Written reasons for denial at each level of review.	Yes	Yes	Yes	
Provisions for response in a reasonable time limit.	Yes	Yes	Yes	
1080 RULES AND DISCIPLINARY PENALTIES There are established rules and disciplinary penalties to guide inmate conduct.	Yes	Yes	Yes	Chapter 3, Section 4

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
Rules are written and posted in housing units and booking area or issued to each inmate. Verbal instructions are provided for inmates with disabilities that limit their ability to read, illiterate inmates and others unable to read English, or material is provided in an understandable form.	Yes	Yes	Yes	
1081 PLAN FOR INMATE DISCIPLINE The facility administrator has developed and implemented written policies and procedures for inmate discipline, which address the following.	Yes	Yes	Yes	We reviewed several disciplinary incident tickets and reports while on-site.
A designated subordinate, not involved in the charges, acts on all formal charges.	Yes	Yes	Yes	IDR Board is comprised of deputies not involved in the incident.
Minor acts of non-conformance or minor violations are handled informally by staff.	Yes	Yes	Yes	Counseling, advising inmate of appropriate conduct, assignment to extra work detail, temporary loss of privileges. MSF: minor rule violations will be noted on the module card and inmates are given a verbal warning. This will be entered in JMS.
When there is temporary loss of privileges, there is written documentation and a policy of review and appeal to the supervisor.	Yes	Yes	Yes	
Major violations and repetitive minor violations being handled as major violations are referred to the disciplinary officer in writing by the staff member observing the act(s).	Yes	Yes	Yes	MSF: Inmates may be removed from MSF dependent on the severity of offense.
Inmate is informed of charges in writing.	Yes	Yes	Yes	IDR=Inmate Disciplinary Report is filled out immediately by the Module Deputy, and inmate is given a copy of the ticket.
A disciplinary hearing is held no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate served with a copy of charges. The inmate may waive the 24-hour limitation.	Yes	Yes	Yes	Inmate will indicate whether or not they want a hearing on IDR. IDR Board schedules hearing, and will double check with the inmate even if they have indicated that they didn't want a hearing. IDR Board notes whether incident is founded or unfounded. Shift Supervisor (Sergeant or Corporal) reviews hearing information and recommends consequences. Operations Lieutenant reviews all consequences and approves. All documented in JMS.
Violation(s) acted on no later than 72 hours from the time the inmate is informed of the charge(s) in writing unless waived by the inmate or for good cause.	Yes	Yes	Yes	
The inmate is permitted to appear on his/her behalf at the time of the disciplinary hearing.	Yes	Yes	Yes	
The facility manager or designee reviews all disciplinary actions taken.	Yes	Yes	Yes	Operations Lieutenant reviews all IDRs.
The inmate is advised in writing of the action taken in the disciplinary proceedings.	Yes	Yes	Yes	
Pending the disciplinary proceedings, the inmate may be removed from the general population or program for specified reasons.	Yes	Yes	Yes	

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1082 FORMS OF DISCIPLINE The degree of punitive actions taken by the disciplinary officer is directly related to the severity of the rule infractions as specified in this section.	Yes	Yes	Yes	Typical sanctions include loss of commissary, visitation and telephone use, and disciplinary diet.
1083 LIMITATIONS ON DISCIPLINARY ACTIONS No inmate is continued on disciplinary isolation status beyond 30 consecutive days without review by facility manager. Part of this review includes consultation with health care staff. Such reviews continue at least every fifteen days thereafter until isolation status has ended.	Yes	Yes	Yes	No longer than 10 days. Jail medical staff reviews every 24 hours.
Disciplinary isolation cells have the minimum furnishings and space specified in Title 24, Section 1231.2. Inmates are issued clothing and bedding as specified in Articles 12 and 13 of these regulations.	Yes	Yes	Yes	
Disciplinary cell occupants who destroy bedding and/or clothing may be deprived of such articles. The decision to deprive inmates of such articles is reviewed by the facility manager or designee every 24 hours.	Yes	Yes	Yes	
No inmates exercise the right of punishment over other inmates. <i>Note: Reference PC § 4019.5</i>	Yes	Yes	Yes	
A safety cell, as specified in Section 1055 of these regulations, or any restraint device is not used for disciplinary purposes.	Yes	Yes	Yes	
No inmate is deprived of implements necessary to maintain an acceptable level of hygiene as specified in Section 1265.	Yes	Yes	Yes	
Food is not withheld as a disciplinary measure.	Yes	Yes	Yes	
Disciplinary isolation diet described in Section 1247 of these regulations is only utilized for major violations of institution rules.	Yes	Yes	Yes	<i>Comment: Ensure that supervisors are following policy and indicating appropriate steps on IDRs and JMS.</i>
The facility manager approves the initial placement on the disciplinary isolation diet and ensures that medical staff is notified.	Yes	Yes	Yes	According to policy, shift supervisor will document and Operations Lieutenant will review. Medical staff indicates on IDR that they are clear for disciplinary diet. <i>Comment: Medical review was not always clearly indicated; ensure that medical notification and review is documented.</i>
In consultation with medical staff, the facility manager approves any continuation of the diet every 72 hours after the initial placement.	Yes	Yes	Yes	
Correspondence privileges are not withheld except where correspondence regulations have been violated. Decision to withhold correspondence privilege is reviewed every 72 hours.	Yes	Yes	Yes	
Access to courts and legal counsel is not suspended as a disciplinary measure.	Yes	Yes	Yes	

TITLE 15 SECTION	MJ	MSF	SM	P/P REFERENCE – COMMENTS
1084 DISCIPLINARY RECORDS A record of all disciplinary infractions and punishment administered is maintained. <i>Note: Reference PC § 4019.5</i>	Yes	Yes	Yes	Reviewed disciplinary documentation in JMS.
DETENTION OF MINORS				
Are minors held in this facility? If yes, the following sections including those summarizing the regulations identified in Title 15, Article 8 apply (Minors in Jails). <i>Note: Reference PC § 207.1(b), 207.6, 707.1</i>	NO	NO	NO	

COURT HOLDING FACILITIES
Board of State and Community Corrections
PROCEDURES

FACILITY NAME: Santa Barbara Court Holding Facility (SB)	TYPE: CH	BSCC #: 5015
FACILITY NAME: Santa Maria Court Holding Facility (SM)	TYPE: CH	BSCC #: 5070
FACILITY NAME: Lompoc Court Holding Facility (LCH)	TYPE: CH	BSCC #: 5065
FIELD REPRESENTATIVE: Allison E. Ganter		

The majority of this inspection was conducted as a desk audit of applicable policies and procedures, and for indicated regulations, a review of available documentation was conducted. Unless otherwise noted, compliance noted is for written Department policy and procedures. If there are questions, please contact Allison Ganter, Field Representative, at 916.323.8617 or allison.ganter@bscc.ca.gov

TITLE 15 SECTION	SB	SM	LCH	P/P REFERENCE – COMMENTS
1024 COURT HOLDING AND TEMPORARY HOLDING FACILITY TRAINING All personnel who are responsible for supervising inmates, and supervisors with custodial responsibilities, complete the eight hours of specialized training outlined in this regulation within six (6) months of assignment.	Yes	Yes	Yes	All Transportation Deputies are core trained.
Eight hours of refresher training is completed every two years.	Yes	Yes	Yes	
1027 NUMBER OF PERSONNEL There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure the implementation and operation of activities required by these regulations.	Yes	Yes	Yes	Outlined in policy
There is a written plan that includes the documentation of hourly safety checks.	Yes	Yes	Yes	Reviewed a sampling of safety checks for each facility; all information appears appropriate.
There is at least one employee on duty at all times with the ability to respond to any inmate in the event of an emergency (male and/or female; PC § 4021).	Yes	Yes	Yes	
A staffing plan is available which indicates personnel assigned and their duties.	Yes	Yes	Yes	
Inadequacies in the staffing plan are reported, in writing, with recommendations to the local jurisdiction having fiscal responsibility.	Yes	Yes	Yes	
1029 POLICY AND PROCEDURES MANUAL ¹ There is a published manual of policies and procedures for the facility that addresses applicable regulations and includes:	Yes	Yes	Yes	Chapter 6, Transportation covers most of the court holding facility operation. If not specifically addressed in the transportation manual, the custody policy and procedure manual will apply.

¹ Procedures related to security and emergency response may be in a separate manual to ensure confidentiality by limiting general access.

TITLE 15 SECTION	SB	SM	LCH	P/P REFERENCE – COMMENTS
Table of organization, including channels of communications;	Yes	Yes	Yes	
Inspections and operations reviews by the facility administrator/manager;	Yes	Yes	Yes	Transportation Daily Recap captures all relevant information from each shift.
Use of force;	Yes	Yes	Yes	
Use of restraint equipment;	Yes	Yes	Yes	
Security and control, including: <ul style="list-style-type: none"> • Physical counts of inmates; • Searches of the facility and inmates, and, • Contraband control and key control. At least annually the facility administrator reviews, evaluates and documents internal and external security measures.	Yes	Yes	Yes	
Emergency procedures, including: <ul style="list-style-type: none"> • Fire suppression pre-plan as required by Section 1032 of these regulations; • Escape, disturbances, and the taking of hostages; • Civil disturbance; • Natural disasters; • Periodic testing of emergency equipment; and, Storage, issue and use of weapons, ammunition, chemical agents, and security devices.	Yes	Yes	Yes	
Suicide prevention; and,	Yes	Yes	Yes	
Segregation of inmates.	Yes	Yes	Yes	
The manual is available to all employees.	Yes	Yes	Yes	
The manual is updated annually.	Yes	Yes	Yes	
1032 FIRE SUPPRESSION PREPLANNING				Chapter 6
Pursuant to Penal Code Section 6031.1, there is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority and includes:	Yes	Yes	Yes	
Monthly fire and life safety inspections by facility staff with a two-year retention of the inspection record;	Yes	Yes	Yes	
Fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b); ²	Yes	Yes	Yes	
An evacuation plan; and,	Yes	Yes	Yes	
A plan for the emergency housing of inmates in the event of a fire.	Yes	Yes	Yes	
1044 INCIDENT REPORTS				Custody Operations Policy
There are written policies and procedures for the maintenance of written records of all incidents that result in physical harm, or serious threat of physical harm, to an employee, inmate or other person. Such records include names of persons involved, a description of the incident, actions taken, and date and time of the occurrence.	Yes	Yes	Yes	

² Effective 1/1/05, statute was changed to require fire inspections every two years rather than annually.

TITLE 15 SECTION	SB	SM	LCH	P/P REFERENCE – COMMENTS
Written record is prepared by appropriate staff and submitted to the facility manager within 24 hours of the incident.	Yes	Yes	Yes	
1046 DEATH IN CUSTODY Written policy and procedures assure that there is a review of each in-custody death. The review team includes the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident.	Yes	Yes	Yes	Custody Operations Policy
When a <u>minor</u> dies in a facility, the administrator of the facility provides the Corrections Standards Authority with a copy of the death in custody report that is submitted to the Attorney General under Government Code Section 12525, within 10 days of the death.	Yes	Yes	Yes	
1050 CLASSIFICATION PLAN There is a written plan to provide for the safety of staff and inmates, and segregation, to extent possible, of unusual-risk inmates. The plan also includes a method by which such information is received and transmitted.	Yes	Yes	Yes	Chapter 6 Classification at Main Jail provides each facility with a list of inmates containing pictures and classification information.
1051 COMMUNICABLE DISEASES All inmates with suspected communicable diseases are segregated until a medical evaluation can be completed.	Yes	Yes	Yes	Chapter 6 (Receiving and Processing Court Orders) Inmates with medical issues are screened at the Main Jail or Santa Maria Jail. If an inmate is remanded, the inmate medical screening form will be completed. Jail staff will be notified of any significant problems prior to reception.
In absence of medically trained personnel at the time of intake into the facility, an inquiry is made to determine if the inmate has or has had any communicable diseases, or has observable symptoms of communicable diseases, including but not limited to tuberculosis or other airborne diseases, or other special medical problems identified by the health authority.	Yes	Yes	Yes	Court holding facility deputy completes.
Inmate's response is noted on booking form and/or screening device.	Yes	Yes	Yes	
1052 MENTALLY DISORDERED INMATES There are written policies and procedures for the identification and evaluation of all mentally disordered inmates. An evaluation by health care staff occurs within 24 hours of identification or at the next daily sick call, whichever is earliest. Segregation is used only to protect the safety of the inmate or others.	Yes	Yes	Yes	Custody Operations policy. Inmates with mental disorders are segregated according to custody assessment.

TITLE 15 SECTION	SB	SM	LCH	P/P REFERENCE – COMMENTS
1053 ADMINISTRATIVE SEGREGATION There are written policies and procedures, which provide for administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt operations of the jail; or, are likely to need protection from other inmates.	Yes	Yes	Yes	Chapter 6, Court Holding Facilities If an inmate is disruptive, they would be removed from the holding cell and transported to the Main Jail or Santa Maria Jail.
The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff.	Yes	Yes	Yes	
1055 USE OF SAFETY CELL <i>(Note: If the facility has and uses a safety cell, provisions of this regulation apply.)</i>	N/A	N/A	N/A	
1057 DEVELOPMENTALLY DISABLED INMATES There are written procedures for identification and evaluation of all developmentally disabled inmates. Any special housing is initiated when it is determined to be necessary pursuant to Section 1050, CCR.	Yes	Yes	Yes	Custody policy.
1058 USE OF RESTRAINT DEVICES Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals an intent to cause physical harm to self or others.	N/A	N/A	N/A	Restraints used only for transport. <i>Text of the regulation deleted.</i>
1067 ACCESS TO TELEPHONE There are written policies and procedures that allow reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC.	Yes	Yes	Yes	Phones are available at the Main Jail and Santa Maria Jail.
1068 ACCESS TO COURTS There are written policies and procedures that ensure the inmate's right to confidential consultation with attorneys.	Yes	Yes	Yes	Chapter 6 Professional visitation booths available.
1081 PLAN FOR INMATE DISCIPLINE (WA) The facility administrator has developed and implemented written policies and procedures for inmate discipline. (This may be waived by written policy stating that discipline is not administered in the facility. If discipline is administered, Sections 1080, 1082, 1083 and 1084 Title 15, CCR, apply.)	N/A	N/A	N/A	Discipline is handled at the Main Jail or Santa Maria Jail.

TITLE 15 SECTION	SB	SM	LCH	P/P REFERENCE – COMMENTS
DETENTION OF MINORS				
Are minors held in this facility? If yes, the regulations identified in Title 15, Article 10, apply (Minors in Court Holding Facilities.) These regulations are summarized below for facilities that hold minors.	No	No	No	

ADULT TYPE I, II, III and IV FACILITIES
Local Detention Facility Health Inspection Report
Health and Safety Code Section 101045

BSCC #: _____

FACILITY NAME: Santa Barbara County Main Jail		COUNTY: Santa Barbara County		
FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 4436 Calle Real, Santa Barbara CA 93110 (805) 681-4234				
CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1006:	TYPE I:	TYPE II: X	TYPE III:	TYPE IV:
ENVIRONMENTAL HEALTH EVALUATION		DATE INSPECTED: 09/26/12		
ENVIRONMENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): NORMA A. CAMPOS BERNAL, SR. ENVIRONMENTAL HEALTH SPECIALIST, 805-681-4916				
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): NATALIE IDEN-FOOD SERVICE SUPERVISOR, 805-681-4240 HAL YADA, ARAMARK FOOD SERVICE DIRECTOR-805-681-4230 James L. Meter, CJM Custody Lieutenant, Support Division Special Operations Response Team				
NUTRITIONAL EVALUATION		DATE INSPECTED: 9/24/12		
NUTRITIONAL EVALUATORS (NAME, TITLE, TELEPHONE): Therese Lewis, R.D. Public Health Nutritionist 737-6479				
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Natalie Iden Food Service Supervisor 681-4240				
MEDICAL/MENTAL HEALTH EVALUATION		DATE INSPECTED: 10/12/12		
MEDICAL/MENTAL HEALTH EVALUATORS (NAME, TITLE, TELEPHONE): Ruby Griggs-Gabbedon MSN, RN (805) 346-8286				
FACILITY STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Dr. Leigh Ann Bradley Administrator (805) 681-4213				

This checklist is to be completed pursuant to the attached instructions.

I. ENVIRONMENTAL HEALTH EVALUATION

Adult Type I, II, III and IV Facilities

Santa Barbara County Main Jail

Date: 9-26-12

PR0240011 PE 2468

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Article 12. Food				
Approach for Providing Food Service <i>California Retail Food Code "CalCode" (HSC Division 104, Part 7, Chapter 1-13, Section 11370 et seq.) has been incorporated into Title 15 for local detention facilities through the rulemaking process.</i> Food served in the facility is prepared in the facility. If "No," respond to items 1 and 2 below prior to continuing with the checklist.	X			
1. Food is prepared at another city or county detention facility.		X		
2. Food is contracted through a private vendor who had been inspected and complies with provisions of CalCode.	X			ARAMARK FOOD SERVICE
1230 Food Handlers <i>(Note: Title 15, § 1230 is in Article 11, MMH, but inspected under Environmental Health due to CalCode reference.)</i> Policy and procedures have been developed and implemented for medical screening of inmate food handlers prior to working in the facility.	X			The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1230. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties. ALL EMPLOYEES ARE CERTIFIED, SOME ARE INMATE WORKERS.
There are procedures for education, ongoing monitoring, and cleanliness of food handlers in accordance with Cal Code.				
1243 Food Service Plan There is a food services plan that complies with applicable California Retail Food Code (CalCode). Facilities with an average daily population of 100 or more have a trained and experienced food service manager to prepare and implement a food services plan. The plan includes: planning menus; purchasing food; storage and inventory control; food preparation; food serving; transporting food; orientation and ongoing training; personnel supervision; budgets and food cost accounting; documentation and record keeping; emergency feeding plan; waste management; and, maintenance and repair. In facilities with less than 100 average daily population that do not employ or have access to a food services manager, the facility administrator has prepared a food services plan that addresses the applicable elements listed above.	Do not identify compliance with this section here. See comments.			The Nutrition Inspector retains primary responsibility to determine compliance with Section 1243. Compliance should be assessed in consultation with the Environmental Health Inspector so that the findings on the Nutritional Health Evaluation reflect the observations, expertise and consensus of both parties. The text of the regulation is provided here for reference only.

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
1245 Kitchen Facilities, Sanitation and Food Service				The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1245. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties.
Kitchen facilities, sanitation, and food preparation, service and storage comply with standards set forth in CalCode.	X			
In facilities where inmates prepare meals for self-consumption, or where frozen meals or prepared food from other facilities permitted pursuant to HSC §114381 is (re)heated and served, the following CalCode standards may be waived by the local health officer. <i>(Note: while the regulation uses the word "waived," the intent is that the inspector exercises professional latitude to approve alternative methods that that provide for food safety and sanitation in these situations.)</i>			X	
HSC §114130-114141.				
HSC § 114099.6, 114095-114099.5, 114101-114109, 114123 and 114125 if a domestic or commercial dishwasher, capable of providing heat to the surface of utensils of at least 165 degrees Fahrenheit, is used to clean and sanitize multi-service utensils and multi-service consumer utensils;		X		
HSC § 114149-114149.3, except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen;		X		WHAT THEY HAVE AVAILABLE IS IN VERY POOR CONDITION.
HSC § 114268-114269		X		
HSC § 114279-114282		X		
1246 Food Serving and Supervision				The Environmental Health Inspector retains primary responsibility to determine compliance with Section 1246. Compliance should be assessed in consultation with the Nutrition Inspector so that the findings on the Environmental Health Evaluation reflect the observations, expertise and consensus of both parties.
Policies and procedures ensure that appropriate work assignments are made and food handlers are adequately supervised. Food is prepared and served only under the immediate supervision of a staff member.	X			
Article 13. Inmate Clothing and Personal Hygiene				
1260 Standard Institutional Clothing Issue				
<i>Personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation; however, the facility has the primary responsibility to provide these items.</i>	X			
There is a standard issue of climatically suitable clothing for inmates held after arraignment in Type I, II and III facilities, which includes, but is not limited to:				
Clean socks and footwear;	X			
Clean outer garments; and,	X			
Clean undergarments, including shorts and tee shirt for males; or, bra and two pairs of panties for females.	X			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Clothing is reasonably fitted, durable, easily laundered and repaired.	X			
1261 Special Clothing				
Provision is made to issue suitable additional clothing essential for inmates to perform special work assignments (e.g., food service, medical, farm, sanitation, mechanical and other specified work).	X			
1262 Clothing Exchange				
There are policies and procedures for the scheduled exchange of clothing.	X			
Unless work, climatic conditions, illness, or the CalCode necessitates more frequent exchange, outer garments, except footwear, are exchanged at least once each week. Undergarments and socks are exchanged twice each week.	X			
1263 Clothing Supply				
There is a quantity of clothing, bedding, and linen available for actual use and replacement needs of the inmate population.	X			
There are policies and procedures for the handling of laundry that is known or suspected to be contaminated with infectious material.	X			
1264 Control of Vermin in Inmates Personal Clothing				
There are policies and procedures to control the contamination and/or spread of vermin in all inmate personal clothing.	X			
Infested clothing is cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin.	X			RED BAGS
1265 Issue of Personal Care Items				
There are policies and procedures for issuing personal hygiene items.	X			
Each female inmate is issued sanitary napkins and/or tampons as needed.	X			
Each inmate to be held over 24 hours who is unable to supply himself/herself with personal care items, is issued the following personal care items:	X			
Toothbrush;				
Dentifrice;	X			AKA TOOTHPASTE, NOT FLOSS
Soap;	X			
Comb; and,	X			
Shaving implements.		X		
With the possible exception of shaving implements, inmates are not required to share any personal care items listed above.	X			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Inmates do not share disposable razors. Double-edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among inmates are disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in § 979 and 980, Division 9, Title 16, CCR.		X		THEY ARE EACH ISSUED A DIPOSABLE RAZOR
1266 Personal Hygiene There are policies and procedures for inmate showering/bathing.	X			
Inmates are permitted to shower/bathe upon assignment to a housing unit and, thereafter, at least every other day or more often if possible.	X			IT IS SUGGESTED TO ALL INMATES, BUT THE ONES ASSIGNED TO WORK CREWS ARE REQUIRED.
1267 Hair Care Services Hair care services are available.	X			
Except for those inmates who may not shave for court identification reasons, or those who have had their shaving privileges suspended by the facility administrator because they are a danger to themselves or others, inmates are allowed to shave daily and receive hair care services at least once a month.	X			
Equipment is disinfected after each use by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, § 979 and 980, CCR.	X			
Article 14. Bedding and Linens				
1270 Standard Bedding and Linen Issue For each inmate entering a living unit and expected to remain overnight, the standard issue of clean suitable bedding and linens includes, but is not limited to:	X			
One serviceable mattress which meets the requirements of § 1272 of these regulations;	X			
One mattress cover or one sheet;	X			
One towel; and,	X			
One blanket or more, depending upon climatic conditions.	X			
1271 Bedding and Linen Exchange There are policies and procedures for the scheduled exchange of laundered and/or sanitized bedding and linen issued to each inmate housed.	X			
Washable items such as sheets, mattress covers, and towels are exchanged for clean replacement at least once each week.	X			
Where a top sheet is not issued, blankets are laundered or dry cleaned at least once a month. When a top sheet is issued, blankets are laundered or dry cleaned at least once every three months.	X			
1272 Mattresses Mattresses are enclosed in an easily cleaned, non-absorbent ticking and conform to the size of the bunk as referenced in Title 24, Section 470A.3.5 Beds (at least 30" wide X 76" long).	X			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
Any mattress purchased for issue to an inmate in a facility which is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings for penal mattresses at the time of purchase.	X			
Article 15. Facility Sanitation and Safety				
1280 Facility Sanitation, Safety and Maintenance	X			
There are policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility.				
The plan provides for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices.	X			
Medical care housing as described in Title 24, Part 2, § 470A.2.14 is cleaned and sanitized according to policies and procedures established by the health authority.	X			
Other Applicable Codes				
Title 24, Uniform Building Code – Plumbing	X			
Toilet bowls, wash basins, drinking fountains, and showers are clean and in good repair.				
Title 24, Uniform Building Code – Cleanliness and Repair	X			
Floors, walls, windows, grillwork and ceilings are clean and in good repair.				
Title 24, Part 1, 13-102(c)6 – Heating and Cooling	X			
There is provision for a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4 and energy conservation requirements of Part 6, Title 24, CCR.				
Title 24, Uniform Plumbing Code – Floor Drains	X			
Floor drains are flushed at least weekly.				
Traps contain water to prevent escape of sewer gas.	X			
Grids and grates are present.	X			
Title 24, Part 2, 470A.3.6 – Lighting	X			
Lighting in housing units, dayrooms and activity areas is sufficient to permit easy reading by a person with normal vision.				
20 foot candles light are provided at desk level and in the grooming area. (<i>Applicable to facilities constructed after 1980.</i>)	X			
Lighting is centrally controlled or occupant controlled in housing cells or rooms.	X			
Night lighting provides good vision for supervision. (<i>Applicable to facilities constructed after 1980.</i>)	X			

ARTICLE/SECTION	YES	NO	N/A	COMMENTS
CA Safe Drinking Water Act				
Potable water is supplied from an approved source in satisfactory compliance with this Act.	X			
Local Ordinances				
Solid, toxic and infectious wastes are disposed of in accordance with state and local laws and regulations.	X			
HSC § 1803				
The facility is free of vermin (or vermin signs), and general housekeeping is satisfactory.	X			
General Industry Safety Order, Title 8-3362				
The facility is free of structural and other safety hazards.	X			

Summary of environmental health evaluation: THE KITCHEN IN THIS DETENTION FACILITY IS PROJECTED TO BE COMPLETELY REMODELED. ARAMARK FOOD SERVICES IS CURRENTLY ASSIGNED TO MONITOR FOOD SERVICE AND DETERMINE FUTURE NEEDS FOR THIS FACILITY.
Report completed by: NORMA A. CAMPOS BERNAL

ENVIRONMENTAL HEALTH INSPECTION CHECKLIST ATTACHMENT

Reference: California Retail Food Code; Health and Safety Code (HSC) Division 104, Part 7, Chapter 1-13

Use of this checklist is optional; however, inspectors may find it useful when determining responses to the Environmental Health Evaluation. Facility managers may use the checklist and corresponding explanations of key CalCode requirements as a self-audit.

Santa Barbara County Main Jail

Date: 9-26-12

HSC AREAS	YES	NO	N/A	COMMENTS
<i>Foodborne Illness – Critical Risk Factors</i>				
1. Knowledge in Food Safety				
113947-113947.6(HSC) Minimum standards of knowledge in food safety	X			
2. Cooling, Holding and Preparing Food Ahead of Service				
113996,113998, 114050, 114159(HSC) Holding potentially hazardous foods; temperatures for holding, keeping or displaying; thermometers		X		ALL FOOD IS PREPARED HERE FOR ALL COUNTY DETENTION FACILITIES
114002, 114002.1(HSC) Cooling of potentially hazardous foods	X			
114018, 114020, 114020.1(HSC) Storage of frozen food; refreezing thawed food; thawing potentially hazardous food	X			
3. Personal Hygiene/Food Handling				
113952-113953.5(HSC) Requirements for food handlers/hand washing	X			
113952 (HSC) Water supply; minimum temperature for hot water	X			
114250, 114276(HSC) Toilet facilities	X			
113953.3(HSC) Hand washing facilities	X			
114256-114256.1,113953.4 (HSC) Food service clothing/apron storage	X			
4. Cooking Temperatures				
114004-114016(HSC) Cooking temperatures (Lauren Beth Rudolph Safety Act of 1997)	X			
114016(HSC) Reheating of foods	X			
5. Cross Contamination/Inspection				
114021-114031(HSC) Protection from contamination/approved sources	X			
114035(HSC) Inspections upon receipt	X			
113980, 114025, 114027(HSC) Food must be protected	X			
114257-114257.1, 114175 (HSC) Facilities and equipment are to be clean and in good repair		X		KITCHEN IS PENDING A COMPLETE REMODEL OF ALL FINISHES AND EQUIPMENT.
114161, 114179(HSC) Storage of food and non-food items	X			

ENVIRONMENTAL HEALTH INSPECTION CHECKLIST ATTACHMENT

Reference: California Retail Food Code; Health and Safety Code (HSC) Division 104, Part 7, Chapter 1-13

HSC AREAS	YES	NO	N/A	COMMENTS
<i>Safety, Housekeeping, Maintenance and Equipment</i>				
6. Cleaning and Sanitizing				
114099.6, 114107 (HSC) Requirements for manual sanitation and cleaning, and sanitizing of utensils and equipment		X		UNABLE TO DETECT ANY SANITIZER CONCENTRATION OF CHLORINE FROM DISHMACHINE. RAN IT 5 TIMES.
Chapter 5 (HSC) Cleanliness of utensils and equipment; three-compartment metal sink required; methods of cleaning utensils		X		FOR REASON ABOVE
7. Pesticide and Cleaning Supply Storage				
113978,113953.5 (HSC) Posting of signs	X			
114254-114254.3 (HSC) Storage and use of poisonous or injurious substances	X			
8. Vermin Exclusion				
114259, 114259.3(HSC) Prevention of the entrance and harborage of insects and/or rodents	X			
9. Solid Waste				
114244-114245.8(HSC) Storage and disposal of waste material	X			
10. Other Requirements				
114259-114259.1 (HSC) Cleanliness of premises	X			
113903, 114259.4,- 114259 HSC) Prohibition against live animals; Exceptions; Liability for damages	X			
114419-114423(HSC) Requirements for HACCP Plans & HACCP Plans Requiring Approval. The food facility may operate pursuant to a Hazard Analysis Critical Control Point Plan (HACCP). Applicability is determined by food management techniques.	X			
114057, 114057.1(HSC) Date marking on containers		X		
114130-114141, 114163 (HSC) New or replacement equipment		X		
114190, 114193-114193.1, 114197,114199. 114269(HSC) Installation and maintenance of plumbing; disposal of liquid waste; drains		X		TROUGH DRAINS REQUIRED FOR DIPPING THE LARGE KETTLES UNDER THE HOOD.
114149-114149.3(HSC) Ventilation; mechanical exhaust for cooking equipment		X		PROPER MAKE-UP AIR SUPPLY AND VENTILATION REQUIRED FOR ALL HOODS.
114268-114269 (HSC) Floor surface materials and floor drains		X		FLOOR SURFACE IS IN POOR CONDITION.
114271 (HSC) Wall and ceiling surfaces		X		MISSING FRP BEHIND SINKS
114185-114185.5 (HSC) Storage for clean linens; containers for soiled linens	X			
114279-114282(HSC) Storage area for cleaning equipment and supplies; disposal of mop bucket waste and other liquid wastes	X			

ENVIRONMENTAL HEALTH INSPECTION CHECKLIST ATTACHMENT**Reference: California Retail Food Code; Health and Safety Code (HSC) Division 104, Part 7, Chapter 1-13**

HSC AREAS	YES	NO	N/A	COMMENTS
114286(HSC) Lighting requirements	X			
114286(HSC) Living and sleeping quarters shall be separated from food preparation areas	X			

EXPLANATION FOR CALCODE REQUIREMENTS ON INSPECTION ATTACHMENT

The following explanation was developed by California environmental health inspectors as a reference for detention facility health inspectors and facility managers. It is not intended as a replacement to California Retail Food Code (CalCode). Explanations reference the numbers on the CalCode attachment to the Corrections Standards Authority inspection checklist.

FOODBORNE ILLNESS – CRITICAL RISK FACTORS

1. Knowledge in Food Safety

- **Health and Safety Code 113947-113947.6, 113794, 113794.1**
- **Food Safety Manager**

Knowledgeable managers and employees, who understand the importance of food safety are vital to the operation of a food facility in preventing foodborne illness. Each food facility must have at least one employee who has successfully passed an approved and accredited food safety certification examination. The certification is good for three years from the date of issuance and is to be kept on file in each food facility.

2. Cooling, Holding & Preparing Food Ahead of Service

- **Health and Safety Code 113996-114157, 114159**
- **Hot and Cold Holding Temperatures**

Maintaining proper holding temperatures is one of the most important factors in preventing foodborne illness. Since disease-causing bacteria are able to multiply rapidly at temperatures between 41 degrees Fahrenheit and 135 degrees Fahrenheit, and this is known as the temperature danger zone. You can prevent bacterial growth in food by keeping hot foods hot, and cold foods cold. The proper holding temperatures for potentially hazardous foods are:

- Hot foods shall be kept at 135 degrees Fahrenheit or above.
- Cold foods shall be refrigerated at 41 degrees Fahrenheit or below.
- Frozen food shall be kept at 0 degrees Fahrenheit or below.

Ways in which hot foods can be held safely:

- Transfer hot foods directly to an oven, steam table, or other holding unit. Do not heat foods in a steam table or by using hot holding equipment.
- Reheat leftover foods to 165 degrees Fahrenheit prior to placing in holding unit.
- If possible, avoid cooking foods more than one day ahead of time.
- Stir foods at frequent intervals to evenly distribute heat.
- Keep a cover on foods to help maintain temperatures.

Ways in which cold foods can be held safely:

- Keep foods in cold-holding tables, commercial refrigerated display cases, and refrigerators.
- For salad bars and display units place the food containers in ice up to the product depth.
- Keep a cover on foods held in cold holding units to help maintain temperatures.
- Check the temperature of the foods on a frequent and regular basis. Use a calibrated, clean and sanitized thermometer. Thermostat gauges of holding equipment may not accurately indicate the internal temperature of the food and should not solely be relied on during food preparation.

Thawing

Frozen food must be thawed under refrigeration, or under cold (70 degrees Fahrenheit) running water, as part of the cooking process or in a microwave oven as part of a continuous cooking process.

- **Health and Safety Code 114002, 114002.1**
- **Cooling of Potentially Hazardous Food**
- Potentially hazardous food prepared or cooked, which will be served at a later time and which is not held at 135 degrees Fahrenheit must be rapidly cooled to prevent the growth of microorganisms that cause foodborne illness.
- After heating or hot holding, potentially hazardous food must be cooled from 135 degrees Fahrenheit to 70 degrees Fahrenheit (or below) within two hours and from 70 degrees Fahrenheit (or below) to 41 degrees Fahrenheit or below within four hours.
- Food prepared at room temperature must be cooled to 41 degrees Fahrenheit or below within four hours.

Methods of Rapid Cooling:

- Using shallow pans.
- Separating food into smaller portions.
- Using rapid cooling equipment.
- Adding ice.
- Placing food in an ice bath and stirring.
- Other means as approved by local Environmental Health Agency.

3. Personal Hygiene/Food Handling

- **Health and Safety Code 113967, 113952-113961, 113973, 113977**
- **Food Handlers**

Employees (including inmate workers) must conduct themselves in such a manner that they do not contribute to the contamination of either food or utensils. This includes the need for wearing clean outer garments and hairnets, caps, etc., to confine hair. Hands must be washed for at least 20 seconds before and after any activity that may result in contamination. This includes:

- Immediately before engaging in food preparation or handling.
- When switching from handling raw food products to ready-to-eat food.
- After handling soiled equipment or utensils.
- After using the toilet facilities.
- After coughing, sneezing, eating or drinking.
- After any other activity that may contaminate the hands.

Disposable gloves are to be worn by employees (including inmate workers in detention facilities), when contacting food or food surfaces if the individual has any cuts, sores, rashes, artificial nails, etc. An adequate supply of dispensed soap and paper towels are to be maintained at all sinks used for hand washing.

4. Cooking Temperatures

- **Health and Safety Code 114004, 114008, 114093 Cooking Temperatures**

Proper cooking of potentially hazardous foods at correct temperatures is essential to kill bacteria, viruses, and parasites and deactivate some bacterial toxins. The following are the minimum internal cooking temperatures:

- Poultry, stuffed meats, pasta stuffed with meat, leftovers: 165 degrees Fahrenheit.
- Ground meats, including ground beef (non-poultry): 155 degrees Fahrenheit for 15 seconds.
- Eggs, pork and most other potentially hazardous foods: 145 degrees Fahrenheit.

Foods cooked in a microwave oven must be stirred or rotated often during cooking, and need to be covered and heated throughout to a minimum temperature of 165 degrees Fahrenheit. Never cook or reheat food using hot holding equipment, and never add raw food to food that has already been cooked. The final cooking temperatures should be checked with a sanitized, calibrated thermometer.

5. Cross Contamination/Inspection

- **Health and Safety Code 114035-114039.4, 114041**
- **Inspecting Food upon Receipt**

Food delivered to a food facility must be inspected upon receipt. A receipt or invoice is to be provided upon delivery in order to verify this food is from an approved source.

Purchasing and Receiving of Food:

- Only clean and unbroken shell eggs shall be received.
- Carefully inspect deliveries for proper labeling, temperature and appearance.
- Check shipments for intact packaging, e.g., broken boxes, leaky packages or dented cans are signs of mishandling.
- Check packages for signs of refreezing and/or pest infestation.
- Inspect deliveries immediately and put items away as quickly as possible.
- Frozen foods are accepted only if there is no sign of thawing or re-freezing.

➤ **Health and Safety Code 113980, 114047-114055, 114060, 114061, 114063, 114065**

➤ **Food Storage**

All food must be stored in a manner that prevents contamination. Food must be stored at least six inches above the floor and away from sources of contamination, e.g., like overhead pipes and trash storage areas. Ready-to-eat food must be stored away from, or above raw food, such as uncooked meat, poultry or pork. Bulk container of flour, sugar etc. must be labeled and kept covered. Unpackaged food, which has been previously served, shall not be served to another person.

Safety, Housekeeping, Maintenance and Equipment

6. Cleaning and Sanitizing

➤ **Health and Safety Code 114099.6, 114107**

➤ **Cleaning and Sanitizing Utensils and Equipment**

After utensils, cutting boards, prep tables, and other food contact surfaces have been soiled from food storage, preparation, cooking and/or service, they must be washed, rinsed and sanitized before re-use. Failure to do so properly could contaminate food and lead to foodborne illness. Cleaning and Sanitizing must occur separately to be effective.

Definitions:

- “Cleaning” is the physical removal of soil and food matter from a surface.
- “Sanitizing” is the reduction of the number of bacteria and viruses on a surface to safe levels.

Dishwashing Machines

Dishwashing machines, when properly operated and maintained, can be very effective in removing soil and destroying microorganisms. Dishwashing machines must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program or otherwise approved by the local environmental health jurisdiction. Generally, there are two types of dishwashing machines, and they differ in their method of sanitizing:

- High Temperature Machines sanitize dishes by rinsing dishes and utensils in water that has been heated to a temperature between 180 degrees Fahrenheit to 195 degrees Fahrenheit. The temperature at the dish surface must be at least 160 degrees Fahrenheit.
- Chemical-Sanitizing Machines dispense a chemical sanitizer into the final rinse water [concentration must be at least 100 parts per million (ppm) chlorine] for at least 30 seconds.

The sanitizing temperature or chemical concentration must be checked often to ensure proper levels are maintained.

Manual Dishwashing

Washing, rinsing, and sanitizing equipment, utensils, and other food-contact surfaces can also be done manually in a three-compartment sink. In a three-compartment sink, the first compartment is used for washing, the second is used for rinsing and the third is used for sanitizing. The three-compartment sink shall be equipped with dual integral drain boards. There are five steps to the manual dishwashing method:

1. Pre-Rinse: scrape and pre-rinse dishes thoroughly. If necessary for effective cleaning, utensils and equipment shall be pre-flushed, presoaked, or scrubbed with abrasives.
2. Wash with hot water and dishwashing detergent
 - a. Wash water shall be maintained at not less than 100 F or the temperature specified by the manufacturer on the cleaning agent manufacturer's label instructions or as provided in writing by the manufacturer.
 - b. Change the water often to keep it hot and free of food particles.
3. Rinse: Rinse in clean hot water to remove detergent.
 - a. Hot water means the water should be as hot as can be tolerated by hand.
 - b. Change the water often to keep it hot.
4. Sanitize: Immerse dishes into the warm (75 degrees Fahrenheit to 120 degrees Fahrenheit) sanitizer solution for the required amount of time listed below. Change the water solution often. The choices of sanitizer and the time required are:
 - a. 100 ppm chlorine for 30 seconds, or
 - b. 200 ppm quaternary ammonium for one minute, or
 - c. 25 ppm iodine for one minute, or

- d. Hot water, at least 171 degrees Fahrenheit for 30 seconds.
- 5. Air Dry: Allow dishes to air dry or store in a draining position.

Frequency of Washing and Sanitizing

Food contact surfaces, such as prep tables, cutting boards, and utensils, (including knives and serving spoons) must be cleaned and sanitized throughout the day if in continuous use or after each use as indicated:

- Whenever there is a change between animal products.
- Each time there is a change from working with raw meats, or other potentially hazardous foods, to ready-to-eat foods.
- If the utensil or equipment is in continuous use throughout the day, it must be washed and sanitized at least every four hours.
- At any time during food preparation when contamination of the equipment or utensil may have occurred.

Wiping Cloths

Wiping cloths used on service counters, scales, and other surfaces that may directly or indirectly contact food, shall be used only once until laundered, or held in a sanitizing solution as indicated in #4 above, "Sanitize." The water solution must be changed often to keep it clean and to maintain the proper strength of sanitizer. Wiping cloths and solution used in the dining area must not be used on kitchen equipment and other food contact surfaces.

Sanitizer Test Kits

Sanitizer testing kits are necessary to ensure proper concentrations are being prepared and maintained. Check with your cleaning chemical or restaurant supplier to obtain the specific type of kit for the sanitizing chemical used in your facility.

7. Pesticide and Cleaning Supply Storage

- **Health and Safety Code 114254-114254.3**
- **Use and Storage of Pesticides and Cleaning Supplies**

All pesticides and cleaning supplies must be stored in an area where they will not contaminate food or food contact surfaces, utensils or packaging materials. It is recommended that only a licensed pest control operator apply pesticides. **Pesticides are not to be stored with cleaning supplies.**

8. Vermin Exclusion

- **Health and Safety Code 114259, 114259.3**
- **Exclusions of Vermin**

To exclude flies, physical barriers such as the installation of window and door screening, high velocity air curtain fans above exterior doors, and installation of self-closing devices on exterior doors are recommended. Openings under exterior doors and around pipes and wires that enter buildings through exterior walls, greater than one-quarter inch, are to be sealed to exclude rodents.

9. Solid Waste Management

- **Health and Safety Code 114244-114245.8**
- **Solid Waste Management and Garbage Disposal**

Pests attracted by garbage can contaminate food items, equipment and utensils. The solid waste management (garbage) program shall include:

- Removal of trash and garbage away from food preparation areas as soon as possible, and from the facility at least once each week, or more often if necessary to prevent a nuisance.
- Use of leak proof garbage containers with tight fitting lids.
- Frequent cleaning of garbage containers in a location away from food preparation and food storage areas.

10. Other Requirements

- **Health and Safety Codes 113947-114286 (from attachment to inspection checklist)**

Please reference the California Retail Food Code if further explanation is required.



County of Santa Barbara Detention Facility Summary of Evaluation

Name of Facility: Santa Barbara County Main Jail

Date: 09/26/12

Location: 4436 Calle Real, Santa Barbara, Ca. 93110

Street (Number, Name)

City / State

Person(s) Interviewed:

Name:	Title:	Phone:
NATALIE IDEN	FOOD SERVICE SUPERVISOR	(805) 681-4240
HAL YASA	ARAMARCK FOOD SVC. DIRECTOR	(805) 681-4230
JAMES L. METER	CUSTODY LIEUTENANT	(805) 681-4251
Dr. Leigh Ann Bradley	Administrator	(805) 681-4213
Debra Mood	RN Supervisor	(805) 681-4211

Type of Facility: (as defined by the California Code of Regulations, Title 15, Section 1006 or 1302)

- **Adult:** ☐ Type I ☒ Type II ☐ Type III ☐ Type IV
- **Adult Court and Temporary Holding Facilities:** ☐ Court Holding ☐ Temporary Holding Cell(s)
- **Juvenile:** ☐ Juvenile Hall ☐ Camp (Juvenile, Ranch, Forestry, Boot)

Evaluator(s) Name:

Name:	Title:	Phone:
Norma A. Campos Bernal	Senior Environmental Health Specialist	(805) 681-4916
Therese Lewis	Public Health Nutritionist	(805) 737-6479
Ruby Griggs-Gabbedon	Registered Nurse	(805) 346-8286

Environmental Health Evaluation – Date Inspected: 09/26/12

☐ Not Applicable ☐ Meets all requirements ☒ Meets requirements with exception of: the kitchen in this facility is being evaluated for a remodel. To meet minimum standards areas of the floors, walls, floor drains, some equipment and ventilation hoods need to be addressed in the remodel.

Nutritional Evaluation – Date Inspected: 9/24/12

☐ Not Applicable ☒ Meets all requirements ☐ Meets requirements with exception of:
The Santa Barbara Main jail is in compliance with the Title 15 regulations.

Medical and Mental Health Evaluation – Date Inspected: 10/12/12

☐ Not Applicable ☒ Meets all requirements ☐ Meets requirements with exception of:
The Santa Barbara County Main Jail is compliant with all of Title 15 Medical/Mental Health regulations.



FIRE SAFETY CORRECTION NOTICE

FILE NUMBER 40-42-44-0008	PAGE 1	OF 2	PAGE 2
NAME Santa Barbara Co Sheriff; Santa Maria Area Substation and Jail Facility	HOURS	MINUTES	
ADDRESS 812 W. Foster Rd. Santa Maria			
THE CALIFORNIA HEALTH AND SAFETY CODE AND THE STATE FIRE MARSHAL'S REGULATIONS REQUIRE THE FOLLOWING FIRE SAFETY DEFICIENCIES BE CORRECTED:			

An inspection was conducted at this facility on 12/13/2012 Per mandate of Section 13146.1, California Health and Safety Code, and applicable requirements of Title 19 and 24, California Code of Regulations. The following conditions observed during the inspection are in need of correction:

1. CCR Title 19 Sec. 3.24

All fire alarm systems, fire detection systems, automatic sprinkler or extinguishing systems, communication systems, and all other equipment, material or systems required by these regulations shall be maintained in an operable condition at all times. Upon disruption or diminishment of the fire protective qualities of such equipment, material or systems, immediate action shall be instituted to effect a reestablishment of such equipment material or systems to their original normal and operational condition.

During the inspection, fire alarm panel was observed in alarm mode and had been silenced. Further inspection of this system revealed a smoke detector at the female area exit door to the rec yard was missing and wiring was exposed.

The fire alarm system shall be restored to **full operational condition**. Provide documentation of fire alarm system service, annual testing, any repairs and certification by a properly licensed fire alarm company.

2. California Code of Regulation Title 19 Sec. 3.19(f)

Boiler rooms, mechanical rooms, transformer and switchgear vaults and electrical panel rooms, shall not be used for storage.

During the inspection, the main electrical room was observed with items stored inside (evidence refrigerators, misc items)

The electrical room shall be maintained free from any storage and the items removed.

3. 2010 CFC Sec. 703.2, 703.4 Opening protectives & Testing

Opening protectives shall be maintained in an operative condition in accordance with NFPA 80. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. Fusible links shall be replaced promptly whenever fused or damaged. Fire door assemblies shall not be modified. Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm proper operation and full closure. A written record shall be maintained and be available to the fire code official.

During the inspection, an older roll-down fire door assembly was observed at the occupancy separation between the lobby/intake area and the custody corridors. The door and fusible link assembly was painted over.

The door shall be tested and serviced annually to ensure proper operation. Documentation of testing

and any repairs shall be provided to this office for review.

The above deficiencies are to be corrected within 30 days. When all deficiencies have been corrected, sign and return a copy of the certification to 602 E. Huntington Dr. Ste. A Monrovia, CA 91016 or P.O. Box 944246, Sacramento, CA 94244-2460. If you have any questions, please contact the Office of the State Fire Marshal at (626)224-4168.

DATE:

SIGNATURE:

ISSUED BY (DEPUTY STATE FIRE MARSHAL)

RECEIVED BY

DATE

Aaron Greer

Sgt. Ben Castaniero

12/13/2012



Office of the Sheriff

County of Santa Barbara

4434 Calle Real

Santa Barbara, California 93110

Santa Barbara



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1.1 – INTRODUCTION

BACKGROUND

In order to prepare for the upcoming SB1022 application process, the County of Santa Barbara chose to prepare a series of planning documents. The consultant team hired by the County, in conjunction with staff from the Sheriff's Office, developed a program and space outline, based on the current philosophy and management approach of the Santa Barbara Sheriff's Office, for transitional, stepdown housing, and reentry housing supported by an extensive array of inmate programming opportunities.

This document is not intended to be a complete architectural space program. At the time this project is funded, a comprehensive programming process will need to be undertaken and complete operational parameters established for these facilities.

This program has been designed for 228 inmates and consists of 3 types of housing. The S.T.A.R. (Sheriff's Transition and Reentry) Center will include:

- One 64-bed unit, double-bunked with 2 inmates per cell, used as a stepdown facility from the new North County inmates transitioning through S.T.A.R. and back into the community.
- One 64-bed STP unit, double-bunked with 2 inmates per cell, used exclusively for the STP Program.
- Two 50-bed transition units, with a combination of multi-occupancy (4 inmates per cell) and double-occupancy (2 inmates per cell), used for inmate reentry programming.

In addition, there will be a shared treatment area used by both reentry units that will provide treatment and programming opportunities beyond those available in the housing unit. These spaces in the shared program areas will also provide opportunities for interaction and involvement with the community and provide space for larger groups to assemble.

Finally, an Alternative Sentencing Bureau is included to support the programs currently in place for inmates who have the opportunity to serve their sentence in some manner other than within the jail complex.



Methodology

As described above, this Space Outline reflects a series of in-depth workshops between County staff, the Sheriff's Office, and the consultant team.

- Programmers have met with personnel from the divisions within the Sheriff's Office to come up with the overall goals for the S.T.A.R.
- National research on state-of-the-art transition and reentry facilities and environmental effects on behavior is reflected in this program.
- Operational functions were divided into program components, and the space requirements for each component outlined. A list of required spaces necessary to support the desired operations was again reviewed for appropriate size and configuration.
- California Title 24 requirements are reflected where appropriate.

Programming Definitions

This program document provides a listing of each space by operational area and the associated net and gross square footage allotments. The total net and gross square footage is summarized at the end of the specific listing by operational area and then summarized again on the summary sheet which appears at the beginning of the program. For ease of understanding, a listing of definitions for terms used in these calculations is included below:

Net Square Feet: "Net Square Feet," frequently referred to as "NSF," is the usable area (inside dimensions of the space) that is needed for a particular function. It contains all of the space within the walls, but excludes walls, columns, and other "unusable" space, and corridors, chases, and equipment areas. (For example, a 10-foot by 15-foot office would equal 150 net square feet.)

Departmental Grossing Factor (DGF): An "efficiency factor" is used to determine **Departmental Gross Square Feet (DGSF)**. NSF multiplied by grossing factors result in DGSF. This is a factor that is applied to the total net square footage of each operational area to accommodate for necessary departmental circulation areas such as corridors, stairs, elevators; and mechanical, electrical equipment, and electronic security rooms, and chases;



and walls. Each component has a corresponding efficiency factor, as some components are more efficient than others. The more efficient an area, the lower its efficiency factor. (For example, a largely open component, such as a Warehouse has a low efficiency factor, while a Housing Pod or Administrative area with lots of walls and plumbing closets has a high efficiency factor.)

Circulation / Building Envelope: A second “efficiency factor” applied to the DGSF for all components in a facility to account for inter-component circulation and exterior walls, stairs, elevator, etc. It is calculated by multiplying the total DSF by the circulation/building envelope factor.

Mechanical / Electrical: A third factor “efficiency factor” is applied to the DGSF for facility-wide mechanical and electrical space such as central utility facilities and primary electrical rooms. It is calculated by multiplying the sum of the total DSF and the circulation/building envelope number by the mechanical/electrical space factor.

Building Grossing Factor: The Building Grossing Factor is the sum of the Circulation / Building Envelope and Mechanical / Electrical.

Gross Square Feet: “Gross Square Feet,” known as “GSF,” is the total area needed for a Facility, including usable and unusable areas, with all efficiency factors applied. Hence, GSF includes staircases, elevators, mechanical rooms, electrical rooms, corridors, structure, and walls. It includes all the usable and unusable areas within a component. It is calculated by adding the total DSF and the Building Grossing Factor.



PROGRAM ORGANIZATION

The document is organized in the following manner using specific functional components:

- Summary of Space Requirements
- Space Requirements of the Individual Components
 - Inmate Housing
 - Sensitive Needs Unit (64 Beds)
 - STP Unit (64 Beds)
 - Reentry Housing Unit 1 (50 Beds)
 - Reentry Housing Unit 2 (50 Beds)
 - Shared Program Area
 - Alternative Sentencing Bureau (ASB)



1.2 - SPACE REQUIREMENTS

SUMMARY OF SPACE REQUIREMENTS FOR THE S.T.A.R.

Program Component	Total Net Square Feet (NSF)	Departmental Grossing Factor (DGF)	Departmental Square Feet (DSF)
Inmate Housing (228 Beds)			38,387
Sensitive Needs Unit (64 Beds)	5,500	1.55	8,525
STP Unit (64 Beds)	5,500	1.55	8,525
Reentry Housing Unit 1 (50 Beds)	6,883	1.55	10,669
Reentry Housing Unit 2 (50 Beds)	6,883	1.55	10,669
Shared Program Area	1,075	1.40	1,505
Alternative Sentencing Bureau (ASB)	2,034	1.60	3,254
Total NSF	27,875	Total DSF	43,147
Building Grossing Factor (21%)			9,061
Santa Barbara County Sheriff's Transition and Reentry (STAR) Total Gross Square Feet			52,208



Space Requirements – Inmate Housing (on the following six pages):

- 1. Sensitive Needs Unit (64 Beds)**
- 2. STP Unit (64 Beds)**
- 3. Reentry Housing Unit 1 (50 Beds)**
- 4. Reentry Housing Unit 2 (50 Beds)**



SANTA BARBARA COUNTY SHERIFF'S TRANSITION AND REENTRY (S.T.A.R.)
SPACE OUTLINE

County of Santa Barbara – Office of the Sheriff

SEPTEMBER 2013

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Sensitive Needs Unit (64 Beds, Direct Supervision)					
1	Double Occupancy Cell	30	70	2,100	cuff port on door, stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	2	80	160	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	2,240	2,240	movable furniture; telephone bank for 6; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
6	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
7	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
8	Inmate Showers	3	32	96	1 located on dayroom level, 2 located on mezzanine level; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
9	Inmate Showers (H/C)	1	40	40	located on dayroom level; handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
10	Multipurpose Room	1	200	200	data port; flexible seating and tables
11	Exam Room	1	120	120	located off vestibule; with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria
12	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
13	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
14	Storage	1	50	50	secured; with shelving
15	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
16	Issue Room	1	100	100	located off vestibule; with pass-thru; serves commissary, laundry, and pill call; with work counter, cabinet storage and sink; glazed windows
17	Janitor's Closet	2	25	50	mop sink and shelving; with ventilation; 1 located on dayroom level and 1 on mezzanine
18	Outdoor Recreation	1	(750)	(750)	not included in sq. ft. total; stainless steel combination fixture, screened; secured overhead, intercom; two (2) cameras, opposing view; fire egress doors, as required; drinking fountain
Total NSF for Sensitive Needs Unit				5,500	
Departmental Grossing Factor				1.55	
Departmental Square Feet for Sensitive Needs Unit				8,525	



SANTA BARBARA COUNTY SHERIFF'S TRANSITION AND REENTRY (S.T.A.R.)
SPACE OUTLINE

County of Santa Barbara – Office of the Sheriff

SEPTEMBER 2013

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
STP (Sheriff's Treatment Program) Unit (64 Beds, Direct Supervision)					
1	Double Occupancy Cell	30	70	2,100	cuff port on door; stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	2	80	160	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	2,240	2,240	movable furniture; telephone bank for 6; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
6	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
7	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
8	Inmate Showers	3	32	96	1 located on dayroom level, 2 located on mezzanine level; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
9	Inmate Showers (H/C)	1	40	40	located on dayroom level; handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
10	Multipurpose Room	1	200	200	data port; flexible seating and tables
11	Exam Room	1	120	120	located off vestibule; with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria
12	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
13	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
14	Storage	1	50	50	secured; with shelving
15	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
16	Issue Room	1	100	100	located off vestibule; with pass-thru; serves commissary, laundry, and pill call; with work counter, cabinet storage and sink; glazed windows
17	Janitor's Closet	2	25	50	mop sink and shelving; with ventilation; 1 located on dayroom level and 1 on mezzanine
18	Outdoor Recreation	1	(750)	(750)	not included in sq. ft. total; stainless steel combination fixture, screened; secured overhead, intercom; two (2) cameras, opposing view; fire egress doors, as required; drinking fountain
Total NSF for STP (Sheriff's Treatment Program) Unit				5,500	
Departmental Grossing Factor				1.55	
Departmental Square Feet for STP (Sheriff's Treatment Program) Unit				8,525	



SANTA BARBARA COUNTY SHERIFF'S TRANSITION AND REENTRY (S.T.A.R.)
SPACE OUTLINE

County of Santa Barbara – Office of the Sheriff

SEPTEMBER 2013

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 1 (50 Beds, Direct Supervision)					
1	Multi-occupancy Cell (4 inmates/cell)	12	140	1,680	70 sq. ft. per double bunk; cuff port on door, stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	1	80	80	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	1,750	1,750	35 sq. ft. per inmate; movable furniture; telephone bank for 4; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Strip Search Area	1	50	50	with privacy screen
6	Inmate Transfer Room	1	80	80	with camera and security door
7	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
8	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
9	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
10	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
11	Food Cart Storage	1	150	150	with access to electrical outlets
12	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
13	Inmate Showers	2	32	64	wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
14	Inmate Showers (H/C)	1	40	40	handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
15	Medical Examination Room	1	100	100	with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria



SANTA BARBARA COUNTY SHERIFF'S TRANSITION AND REENTRY (S.T.A.R.)
SPACE OUTLINE

County of Santa Barbara – Office of the Sheriff

SEPTEMBER 2013

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 1 (50 Beds, Direct Supervision) - continued					
16	Family Reunification Room	1	300	300	equipped with sofa and 2 chairs (fit out similar to residential living room); requires close proximity to Private Video Visitation area; lockable cabinet storage for storage of children's toys; coffee alcove, sink, and small refrigerator
17	Orientation Room	1	160	160	flexible seating; with audiovisual capability
18	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
19	Vocational Training Lab	1	600	600	accommodates 15 inmates at 40 sq. ft. per inmate
20	Private Office	3	120	360	with desk, seating for 2; computer, telephone
21	Computer Lab	1	500	500	accommodates 20 inmates at 25 sq. ft. per inmate; plastic chairs, 2-person learning tables; white board; cabled for video learning; computers
22	Classroom	1	625	625	accommodates 25 inmates at 25 sq. ft. per inmate; teacher station; plastic chairs, 2-person learning tables; white board; cabled for video learning; computer carrels with CD-ROM capabilities
23	Outdoor Visiting Area	1	--	--	with picnic tables; not included in sq. ft. totals
Total NSF for Reentry Housing Unit 1				6,883	
Departmental Grossing Factor				1.55	
Departmental Square Feet for Reentry Housing Unit 1				10,669	



SANTA BARBARA COUNTY SHERIFF'S TRANSITION AND REENTRY (S.T.A.R.)
SPACE OUTLINE

County of Santa Barbara – Office of the Sheriff

SEPTEMBER 2013

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 2 (50 Beds, Direct Supervision)					
1	Multi-occupancy Cell (4 inmates/cell)	12	140	1,680	70 sq. ft. per double bunk; cuff port on door, stainless steel combo fixture with privacy screen; telephone
2	Double Occupancy Cell (H/C)	1	80	80	handicap accessible; located on dayroom level; cuff port on door; stainless steel combo fixture with privacy screen; telephone
3	Dayroom	1	1,750	1,750	35 sq. ft. per inmate; movable furniture; telephone bank for 4; 2 televisions; drinking fountain, ADA where required; public address; 2 lockable storage cabinets (1 for instructors' use /1 for library materials)
4	Safety Vestibule	1	64	64	for entry
5	Strip Search Area	1	50	50	with privacy screen
6	Inmate Transfer Room	1	80	80	with camera and security door
7	Staff Toilet (Unisex)	1	50	50	locate behind officer station; water closet; wash basin; mirror and accessories
8	Officer Station	1	80	80	open, raised platform work station located in dayroom; counter, under-cabinet storage; telephone
9	Commissary Kiosk	1	--	--	located on dayroom level; included in dayroom sq. footage
10	Beverage Station	1	60	--	included in dayroom sq. footage; coffee maker and hot water; under counter storage
11	Food Cart Storage	1	150	150	with access to electrical outlets
12	Video Visitation Booth	4	25	100	open counter; video visitation unit components; acoustical control; ADA design criteria
13	Inmate Showers	2	32	64	wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
14	Inmate Showers (H/C)	1	40	40	handicap accessible; wall mounted fixtures (twin heads); partial door, open above and below panel; floor drain
15	Medical Examination Room	1	100	100	with exam table, sink, cabinet storage, counter work surface, stool; ADA design criteria



SANTA BARBARA COUNTY SHERIFF'S TRANSITION AND REENTRY (S.T.A.R.)
SPACE OUTLINE

County of Santa Barbara – Office of the Sheriff

SEPTEMBER 2013

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Reentry Housing Unit 2 (50 Beds, Direct Supervision) - continued					
16	Family Reunification Room	1	300	300	equipped with sofa and 2 chairs (fit out similar to residential living room); requires close proximity to Private Video Visitation area; lockable cabinet storage for storage of children's toys; coffee alcove, sink, and small refrigerator
17	Orientation Room	1	160	160	flexible seating; with audiovisual capability
18	Court Vision Booth	1	50	50	used for professional visits; workstation to accommodate 1; computer terminal; acoustical control; ADA design criteria
19	Vocational Training Lab	1	600	600	accommodates 15 inmates at 40 sq. ft. per inmate
20	Private Office	3	120	360	with desk, seating for 2; computer, telephone
21	Computer Lab	1	500	500	accommodates 20 inmates at 25 sq. ft. per inmate; plastic chairs, 2-person learning tables; white board; cabled for video learning; computers
22	Classroom	1	625	625	accommodates 25 inmates at 25 sq. ft. per inmate; teacher station; plastic chairs, 2-person learning tables; white board; cabled for video learning; computer carrels with CD-ROM capabilities
23	Outdoor Visiting Area	1	--	--	with picnic tables; not included in sq. ft. totals
Total NSF for Reentry Housing Unit 2				6,883	
Departmental Grossing Factor				1.55	
Departmental Square Feet for Reentry Housing Unit 2				10,669	



Space Requirements – Shared Program Area

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Shared Program Area					
1	Training Kitchen	1	400	400	with stove, refrigerator, dishwasher, counter space, and limited seating
2	Conference Room	1	250	250	with audiovisual capability, with availability to CBO's
3	Public/Staff Toilets (Male/Female)	2	100	200	water closet, 2 standard, 1 ADA; wash basin, 3; mirrors and accessories; add urinals for male toilets; ADA design criteria
4	Storage Room	1	100	100	secure; with shelving
5	Inmate Toilet	2	50	100	with water closet, wash basin, mirror and accessories; ADA design criteria
6	Janitor's Closet	1	25	25	mop sink and shelving; with ventilation
7	Outdoor Exercise Area	1	--	--	accommodates volleyball, basketball, and jogging track
Total NSF for Shared Program Area				1,075	
Departmental Grossing Factor				1.40	
Departmental Square Feet for Shared Program Area				1,505	



SANTA BARBARA COUNTY SHERIFF'S TRANSITION AND REENTRY (S.T.A.R.)
SPACE OUTLINE

County of Santa Barbara – Office of the Sheriff

SEPTEMBER 2013

Space Requirements – Alternative Sentencing Bureau (ASB)

Space #	Space Name	Number of Spaces	Net Square Feet	Total Net Square Feet	Space Standard / Notes
Alternative Sentencing Bureau (ASB)					
1	Entry / Waiting Area	1	250	250	with fixed seating for 15 persons
2	Group Meeting Room	2	200	400	multipurpose use, with audiovisual capability
3	ASB Supervisor's Office	1	120	120	includes desk with seating for 2, file cabinet, computer, printer, telephone
4	General Purpose Office	2	120	240	includes desk with seating for 2, file cabinet, computer, printer, telephone
5	ASB Cubicle Workstations	5	80	400	include small closet storage for GPS equipment and counter access to Entry/Waiting Area
6	Storage Supply Room	1	50	50	secure; with shelving
7	Break Room	1	180	180	with refrigerator, sink, counter, under-counter storage
8	Locker Room	1	150	150	lockers for 10 staff; with public address, telephone
9	Staff Toilet (Unisex)	1	50	50	water closet; wash basin; mirror and accessories; ADA design criteria
10	Inmate Toilet	1	50	50	used for testing; with water closet, wash basin, mirror and accessories; ADA design criteria
11	Latent Input Terminal (LIT) Room - Fingerprints	1	144	144	includes full-size desk, ink print location, DNA collection machine, Live Scan machine, printer/copy machine, full-size lockable filing cabinet
Total NSF for Alternative Sentencing Bureau				2,034	
Departmental Grossing Factor				1.60	
Departmental Square Feet for Alternative Sentencing Bureau				3,254	

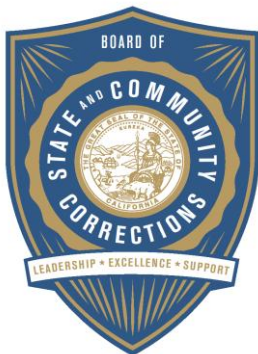
SB 1022 – REQUEST FOR PROPOSALS

CONSTRUCTION OF ADULT LOCAL CRIMINAL JUSTICE FACILITIES

.....

Issued: July 23, 2013

Proposals Due: October 24, 2013



BOARD OF STATE AND COMMUNITY CORRECTIONS

600 Bercut Drive, Sacramento, CA 95811

916.445.5073 **PHONE**

916.327.3317 **FAX**

bscc.ca.gov

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SB 1022
CONSTRUCTION OF ADULT LOCAL CRIMINAL JUSTICE FACILITIES
REQUEST FOR PROPOSALS

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BOARD OF STATE AND COMMUNITY CORRECTIONS CONSTRUCTION FINANCING PROGRAM

STATE OF CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS

BOARD MEMBERS

Secretary, Department of Corrections and Rehabilitation **Jeffrey A. Beard**
Chair

Director, Division of Adult Parole Operations **Daniel Stone**
Department of Corrections and Rehabilitation

County Sheriff in charge of a local detention facility **Dean Growdon**
which has a jail rated capacity of 200 or less inmates Lassen County

County Sheriff in charge of a local detention facility **Leroy Baca**
which has a jail rated capacity of over 200 inmates Los Angeles County

County Supervisor or County Administrative Officer **Susan Mauriello**
Santa Cruz County

Chief Probation Officer from a county with a population **Linda Penner**
over 200,000 Fresno County

Chief Probation Officer from a county with a population **Adele Arnold**
under 200,000 Tuolumne County

Judge **William R. Pounders**
Los Angeles County (retired)

Chief of Police..... **David L. Maggard, Jr.**
Irvine Police Department

Community provider of rehabilitative treatment or services **David Steinhart**
for adult offenders Commonweal - Juvenile Justice Program

Community provider or advocate with expertise in effective **Vacant**
programs, policies, and treatment of at-risk youth and juvenile offenders

Public Member..... **Mimi H. Silbert**
Delancey Street Foundation

EXECUTIVE STAFF

Curtis J. Hill, Executive Officer (A)
Scott B. Frizzie, Chief Deputy Director

**BOARD OF STATE AND COMMUNITY CORRECTIONS
CONSTRUCTION FINANCING PROGRAM**

**EXECUTIVE STEERING COMMITTEE MEMBERS
ADULT LOCAL CRIMINAL JUSTICE FACILITIES
CONSTRUCTION FINANCING PROGRAM**

Robert Doyle, Sheriff (Chair)
Marin County Sheriff's Office

Darren Thompson, Sheriff (Co-Chair)
San Benito County Sheriff's Office

William D. Gore, Sheriff
San Diego County Sheriff's Department

Federal Glover, County Supervisor
District 5, Contra Costa County

Terri Daly, Chief Administrative Officer
El Dorado County Administrative Office

Larry Spikes, County Administrative Officer
Kings County Administration Office

Scott MacDonald, Chief Probation Officer
Santa Cruz County Probation Department

Stephanie James, Chief Probation Officer
San Joaquin County Probation Department

Dr. Don Kingdon, Deputy Director
California Mental Health Directors' Assoc.

BOARD OF STATE AND COMMUNITY CORRECTIONS CONSTRUCTION FINANCING PROGRAM

Purpose of the Request for Proposals

The purpose of this Request for Proposals (RFP) is to establish conditional awardees and allocate financing¹ as authorized by Senate Bill (SB) 1022 for the construction of adult local criminal justice facilities. This legislation provides up to \$500,000,000 in state lease-revenue bond financing authority for acquisition, design and construction, including expansion or renovation, of adult local criminal justice facilities in California.

Board of State and Community Corrections Contacts and Web Information

Prior to developing and submitting a proposal, interested counties should carefully review the entire RFP package. Applicants are encouraged to access the Board of State and Community Corrections' (BSCC) construction program web pages (see links below) for helpful information related to this RFP, correctional trends and programming, Frequently Asked Questions, standards and construction issues. Questions regarding the RFP may be directed to BSCC staff.

Robert Oates, Project Director III
Robert.Oates@bscc.ca.gov
(916) 445-9435

Sebastian Cosentino, Project Director II
Sebastian.Cosentino@bscc.ca.gov
(916) 445-6027

Lenard LaChappell, Project Director II
Lenard.LaChappell@bscc.ca.gov
(916) 445-6023

Michael Scott, Project Director II
Michael.Scott@bscc.ca.gov
(916) 341-7327

Gary Wion, Deputy Director
Gary.Wion@bscc.ca.gov
(916) 324-1641

BSCC's SB 1022 webpage:

<http://www.bscc.ca.gov/programs-and-services/fso/services>

Additional SB 1022 resources webpage:

<http://www.bscc.ca.gov/programs-and-services/fso/resources>

¹ A COUNTY'S RECEIPT OF A CONDITIONAL AWARD FOR STATE FINANCING, AS DESCRIBED HEREIN, DOES NOT GUARANTEE THE AWARDED COUNTY WILL RECEIVE ANY REIMBURSEMENT, THE STATE WILL OBTAIN INTERIM FINANCING, OR THAT BONDS WILL BE ISSUED. THE CONDITIONAL AWARD IS MERELY AN EXPRESSION THAT THE COUNTY IS QUALIFIED, AT THIS POINT, TO MOVE FORWARD IN THE PROCESS. THE SB 1022 ADULT LOCAL CRIMINAL JUSTICE FACILITIES CONSTRUCTION FINANCING PROGRAM IS NOT A GRANT PROGRAM.

BOARD OF STATE AND COMMUNITY CORRECTIONS CONSTRUCTION FINANCING PROGRAM

TIMELINE OF KEY EVENTS SB 1022 REQUEST FOR PROPOSALS PROCESS

March 18, 2013	Executive Steering Committee (ESC) meeting to develop elements of Request for Proposals (RFP) and proposal evaluation criteria.
July 22, 2013	Board of State and Community Corrections (BSCC) to take action on RFP at regularly scheduled board meeting.
July 23, 2013	BSCC issues final RFP.
August 12, 2013	Bidders' conference in Sacramento.
October 24, 2013	Proposals due to BSCC office by 5:00 PM.
October 25 – November 5, 2013	Staff completes technical requirements review of proposals. Counties are given opportunity to correct technical deficiencies.
November 6, 2013	Raters' training for ESC.
November 7 – December 3, 2013	ESC reviews the proposals and makes preliminary ratings.
December 4 – 6, 2013	Scheduled county presentations on proposals to ESC (Sacramento). ESC makes final rating and ranks proposals for funding recommendations.
December 9 – 11, 2013	Staff finalizes ESC recommendation package.
December 12, 2013	ESC recommendations mailed to counties and BSCC Board.
January 2014	ESC recommendations presented to BSCC for funding action/conditional awards at a scheduled board meeting.

**BOARD OF STATE AND COMMUNITY CORRECTIONS
CONSTRUCTION FINANCING PROGRAM**

**BIDDERS' CONFERENCE REGISTRATION
SB 1022
ADULT LOCAL CRIMINAL JUSTICE FACILITIES
CONSTRUCTION FINANCING**

A bidders' conference will be held in West Sacramento on August 12, 2013 from 1:00 pm to 3:30 pm (may end earlier). The intent of the bidders' conference is to provide counties and other interested parties the opportunity to ask questions regarding the RFP, and receive clarification on the RFP process. Attendance is optional. Following the conference, questions and answers from the session will be posted on the BSCC website at: <http://www.bscc.ca.gov/programs-and-services/fso/services>.

Bidders' Conference Location:

State Department of General Services
The Ziggurat Building
707 3rd Street
West Sacramento, CA 95605
(916) 375-4940

Pre-registration for the conference is requested. Please forward an email to the BSCC at the below address and advise of the county or other entity attending, and the number of anticipated attendees. There is no cutoff date for registration. Please include with the registration any questions related to the RFP. There will also be opportunity at the conference for public questions.

Submit registration information to BSCC at:
constructionprogram@bscc.ca.gov.

BOARD OF STATE AND COMMUNITY CORRECTIONS CONSTRUCTION FINANCING PROGRAM

REQUEST FOR PROPOSALS DETAIL AND BACKGROUND

SUMMARY

On June 27, 2012, SB 1022 (Chapter 42, Statutes of 2012) became law authorizing state lease-revenue bond financing for the acquisition, design and construction of adult local criminal justice facilities. **Up to \$500,000,000 in financing authority is conditionally available at this time.** This RFP is intended to solicit proposals to establish a rank-ordered list of projects, and to conditionally allocate this financing to projects for the design and construction, including expansion or renovation of criminal justice facilities.

This RFP for county criminal justice facility construction is being issued for the State of California by the Board of State and Community Corrections (BSCC). **Proposals must be completed and received at the BSCC office in Sacramento no later than 5:00 PM on October 24, 2013.** Proposals received after that date and time will not be considered.

As defined in law for purposes of this SB 1022 construction financing program, adult local criminal justice facilities may include any custodial housing, reentry, program, mental health, or treatment space necessary to manage the adult offender population consistent with the legislative intent described in Sections 17.5 and 3450 of the Penal Code, under the jurisdiction of the sheriff or county department of corrections.

Consistent with the stated legislative intent, applicant counties are expected to judiciously consider programming needs to manage the offender population, and the range of alternatives to incarceration that may affect bed space needs, while employing the least restrictive options.

The legislation specifies funding consideration shall be given to counties that are seeking to replace existing compacted, outdated, or unsafe housing capacity or are seeking to renovate existing or build new facilities that provide adequate space for the provision of treatment and rehabilitation services, including mental health treatment.

Further, the legislation specifies funding preference shall be given to counties that are most prepared to proceed successfully with this financing in a timely manner. The determination of preparedness to proceed shall include, but not be limited to, counties providing documentation of adequate, available matching funds authorized by the county board of supervisors from a source or sources compatible with this financing authority as determined by the State Public Works

Board (SPWB) in its sole discretion. The determination of preparedness to proceed will also include submission of the following with the county's project proposal submission:

1. All documents required in the initial county real estate due diligence submission package.
2. Documentation evidencing California Environmental Quality Act (CEQA) compliance has been completed.
3. A resolution adopted by the county's Board of Supervisors certifying the county has read the forms of the project documents for this financing program, and authorizing the appropriate county representative(s) to execute each in substantially the forms presented, at the appropriate times within the financing program, if conditionally awarded.

The basic principles set forth in the preceding paragraphs will serve as the foundation for projects to be considered for financing within this program.

Counties must provide a minimum of 10 percent of the total project costs as county contribution (match). Counties with a general population of less than 200,000 may petition the BSCC requesting a lower level of required minimum contribution (match).

The SPWB and BSCC are authorized to enter into agreements with participating counties for acquisition, design and construction of county criminal justice facilities for projects approved by the BSCC. For purposes of this program, state financing of projects may also include acquisition of completed facilities through a build-to-suit purchase.

A county may only add housing capacity if the county clearly documents an existing housing capacity deficiency. Counties requesting to add housing capacity will be required to certify and covenant in a Board of Supervisors' resolution that the county is not and will not be leasing housing capacity in the proposed criminal justice facility to any other public or private entity for a period of 10 years beyond the completion date of the facility. Regional facility projects meeting the related requirements of this RFP are required to make this certification as well, confirming that the proposed regional facility will only provide housing capacity for the counties involved in the proposal and the arrangement is not being pursued for profit-making purposes by any of the counties involved.

This financing program will be administered by BSCC, with project approval and administrative oversight provided by the SPWB and California Department of Finance (DOF) (acting independently in some instances and as staff to the SPWB in others). The state financing authorized in this program will be from the issuance of lease-revenue bonds. This financing mechanism requires the SPWB to hold an irrevocable leasehold interest of the criminal justice facility during the term of the lease-revenue bonds (approximately 25 years after bonds are sold). The SPWB will lease the criminal justice facility to BSCC, who will in turn sublease the facility to the participating county for their use and operation in the care of county offenders.

Counties that receive notice of a conditional award for financing are responsible for: the site acquisition (if necessary); environmental determinations/mitigation measures; design; construction; staffing; operation; and repair and on-going maintenance of the facility in accordance with applicable laws, regulations, and any terms and conditions in the state/participating county agreements. Some, but not all, of these costs may be included as part of a county's contribution requirement. Counties have the performance obligation to successfully complete the construction project (i.e., proposed scope including number of beds to be constructed; within agreed upon timelines; built to code and standards; and within budget). Counties are also responsible to staff and operate the facility within 90 days after construction completion.

It is anticipated that counties selected for financing through this RFP process will be issued a conditional award by the BSCC at its January 2014 meeting. These awards are "conditional" in that they are predicated, at a minimum, on the requirements that: 1) each county's project be approved by the BSCC at various stages throughout planning and construction, as defined in this RFP; 2) each county's project receive appropriate review and approvals through the state capital outlay process; 3) each selected county enters into the state/participating county agreements as required; and, 4) lease-revenue bonds are sold for each selected project. The lease-revenue bonds provide the necessary long-term financing mechanism to repay all state interim financing and to complete construction of the selected criminal justice facility projects.

Each project submitted for financing under this RFP and conditionally awarded by the BSCC, must comply with specific project milestone requirements to assure the project moves forward in a timely fashion through the state processes. A proposal submittal by a county must include acknowledgement of the milestone requirements. If, after conditional award, a county is unable to perform to the project milestone expectations as detailed in this RFP, the project will be brought to the BSCC Board for review and potential action regarding the county's conditional award status.

Accurate scope, cost and schedule estimates are needed before responding to the RFP. After receiving a conditional award notification, successful applicant counties must translate the proposed project into formal architectural plans and specifications that are submitted to and approved by the BSCC and through the state capital outlay process. Counties must construct the criminal justice facility to enable conformance with operational, fire and life safety, and physical plant standards as contained in Titles 15 and 24, California Code of Regulations (CCR), as may be applicable. For planning purposes, please note that under this financing program construction should be complete within three years after the participating county begins construction.

The BSCC will not increase state financing amounts after a conditional award notification, or approve a reduction in the proposed and accepted scope of work, if counties receive higher than expected bids. Counties are solely responsible for the payment of higher than anticipated project costs. If counties are able to complete their project utilizing an amount of state financing that is less than was

conditionally awarded for the project, the excess financing allocations shall be returned to the state and may be redistributed and used for other projects.

EXECUTIVE STEERING COMMITTEE/BOARD OF STATE AND COMMUNITY CORRECTIONS BOARD

The BSCC Board has appointed an Executive Steering Committee (ESC) to guide this process; develop recommendations on elements of the RFP and proposal evaluation criteria; review and rate proposals; and make conditional financing award recommendations to the BSCC Board. The ESC's role is advisory to the BSCC Board. The RFP timeline and process may be changed at any time by the BSCC Board. Counties will be notified if changes or modifications occur. The BSCC Board may reject any or all proposals. The BSCC Board will have final determination of the ranking of the projects and will issue conditional financing decisions. BSCC must certify each conditionally awarded project to the SPWB, and each project must receive all necessary reviews and approvals through the state capital outlay process in order to be determined eligible for and maintain eligibility within this financing program.

In order to maintain objectivity and impartiality, members of the ESC and the BSCC Board request that applicants do not contact them about the proposals at any time during this process. Any member of the ESC will abstain from participation in discussions or evaluations of applications submitted by their county of employment or in situations where they have an actual or potential conflict of interest.

ELIGIBLE PROJECTS

Counties may apply for and receive state financing to build new, or expand or renovate existing adult local criminal justice facilities. For purposes of this program, adult local criminal justice facilities are defined as facilities that may include any custodial housing, reentry, program, mental health or treatment space necessary to manage the adult offender population consistent with the legislative intent described in Sections 17.5 and 3450 of the Penal Code, under the jurisdiction of the sheriff or county department of corrections. The facility subject to construction does not have to be a jail/detention facility, and likewise, the project may or may not include custodial housing/beds. An example of a non-jail facility that would be eligible under this program is a day reporting center (under the jurisdiction of the sheriff or county department of corrections). Projects that include renovation of existing facilities may be permissible if they promote the long-term use of the facility, or the work is necessitated by other project components.

For those projects that do include a jail facility, Type II, III and IV county adult detention facilities are eligible. Type I jail facilities and temporary and court holding facilities projects are not eligible. These facility types are defined in Titles 15 and 24, CCR – the state standards for county detention facilities. If counties have any concerns or questions about their proposed project as it relates to

these standards, please contact your county's BSCC-assigned facility inspector at the earliest possible time to discuss feasibility issues and options for proceeding before a proposal is submitted.

Consistent with the legislative intent of SB 1022, and as stated in Penal Code sections 17.5 and 3450, each project must include a component of construction or renovation that incorporates program space. Projects that do not include some measure of program space in the construction or renovation are not eligible. For purposes of this SB 1022 financing program, "program space" is defined as space in which offenders receive services in the form of programming or treatment to reduce recidivism or as an alternative to incarceration.

Projects may include construction of beds where the county can document an existing housing capacity deficiency. "Existing" is defined as early in year 2014, and counties may build for needs meeting projections to this point in time, and no further. Counties must clearly articulate and justify their determination of "housing capacity deficiency." A county's calculation of need shall include any construction projects for which the county is conditionally awarded under AB 900, and any other construction projects which the county is undertaking.

Any reference to "beds" means BSCC-rated beds that are dedicated to housing offenders in a jail facility's single and double occupancy cells/rooms or dormitories. Beds can also include special use beds for medical, mental health and disciplinary purposes. All beds must be planned and designed in conformance with the standards and requirements contained in Titles 15 and 24, CCR. Temporary holding cells, sobering cells and safety cells may be constructed under this program as needed, but are not considered as cells/rooms with beds (i.e., housing capacity).

For renovation projects or new construction that is physically attached to an existing facility, the lease-revenue bond financing mechanism requires that the scope of the proposed project include all work necessary for the existing facility to meet current fire and life safety standards, and meet or exceed a seismic level 3 performance standard. These improvements may qualify as necessary renovation. However, if the new addition is seismically separated from the existing facility, upgrades to the existing facility will likely not be required. This aspect of each awarded project will be carefully reviewed and considered throughout the state capital outlay process.

Counties must ensure that construction plans also include all necessary ancillary space to enable the facility to comply with operational, fire and life safety, and physical plant standards as contained in Titles 15 and 24, CCR (e.g., dining, showers, recreation, medical exam rooms). All ancillary space included in the financed project, which includes administrative space, must be reasonable and necessary for facility operations.

TWO TYPES OF PROJECT PROPOSALS

Each project proposal submitted in response to this RFP will be either a) a **Beds and Program Space** proposal that incorporates beds in the construction or

renovation, along with the requisite inclusion of program space in the construction or renovation; or b) a **Program Space** proposal that includes the requisite program space in the construction or renovation, but does not include any beds in the construction or renovation.

Project proposals are not limited to the construction of only beds and program space in the eligible project components. The “beds” and the “program space” are merely defining characteristics of the two basic types of proposals. It is expected that each adult local criminal justice facility project will incorporate all other necessary spaces for a functioning facility. Beds, or program space, are considered to be “constructed” whether it is new construction or renovation, and whether or not there is a resulting addition or net gain in bed count or number of program spaces.

LIMIT ON NUMBER OF PROJECTS AND FINANCING REQUESTS

Set-asides: Up to \$500,000,000 in state lease-revenue bond financing authority is currently available. To ensure that large, medium and small counties each have the opportunity to share in the available financing, the total has been divided as follows. (See table on page 15 for County Population Chart.)

- Large county set-aside: \$240,000,000
- Medium county set-aside: \$160,000,000
- Small county set-aside: \$100,000,000

Number of Projects: In order to fund as many counties as possible, each county is limited to one project proposal (with the exception of one additional regional facility proposal). Each proposal submittal must be limited to one site location. Counties are not eligible to submit one proposal that incorporates multiple site locations, as multiple sites are considered multiple projects for purposes of this program.

Counties that submit a proposal for a project within their county, may also participate in one regional facility project submittal that meets all of the requirements outlined in this RFP for regional facility project submittals. (The regional facility project submittal will require a separate proposal from the lead county. See Regional Facilities section for details.) If a county submits more than one proposal, the County will be required to construct all of the projects awarded, and to do so within the project timeline requirements referenced in this RFP. Likewise, counties must be able to justify the need for both projects as required by this RFP.

Project Caps: The maximum amount of state financing that can be requested with each project proposal submittal is as follows, based on the size of the county submitting:

- Large counties: \$80 million
- Medium counties: \$40 million
- Small counties: \$20 million

Maximum State Financing: The maximum amount of state financing that can be requested in any one project proposal submittal is limited to 90 percent of the total project costs, up to the amount of the project caps listed above. Small counties may receive a reduction to the 10 percent contribution (match) requirement following petition to the BSCC Board. (See the Budget Summary section of the Proposal Form for the petition.) Small counties that petition for a reduction must still provide a minimum of five percent contribution, and in these cases the maximum amount of state financing is limited to 95 percent of the total project costs, up to the amount of the project caps listed above.

Subject to these maximum state financing limits, the state has no overall limit on the total cost of an eligible county project, so long as the county demonstrates adequate local funding for the county contribution amount related to the project, and commits to the on-going operation of the facility.

The table below defines each county's size by category of small, medium or large and is based on county general population data.

COUNTY POPULATION CHART			
Large Counties (pop. 700,001 +)		Medium Counties (pop. 200,001-700,000)	
		Small Counties (pop. 200,000 or fewer)	
Alameda		Butte	Alpine
Contra Costa		Marin	Modoc
Fresno		Merced	Amador
Kern		Monterey	Calaveras
Los Angeles		Placer	Napa
Orange		San Joaquin	Colusa
Riverside		San Luis Obispo	Nevada
Sacramento		Santa Barbara	Del Norte
San Bernardino		Santa Cruz	Plumas
San Diego		Solano	El Dorado
San Francisco		Sonoma	San Benito
San Mateo		Stanislaus	Glenn
Santa Clara		Tulare	Shasta
Ventura		Yolo	Humboldt
			Sierra
			Imperial
			Siskiyou
			Inyo
			Sutter
			Kings
			Tehama
			Lake
			Trinity
			Lassen
			Tuolumne
			Madera
			Yuba
			Mariposa
			Mendocino

Source: Department of Finance, May 2013

FUNDING PREFERENCE

The SB 1022 legislation (Government Code section 15820.926(b)) requires that funding preference shall be given to counties that are most prepared to proceed successfully with this financing in a timely manner. It further requires that the determination of preparedness to proceed shall include, but not be limited to, counties providing documentation of adequate, available matching funds authorized by the county Board of Supervisors from a source or sources compatible with the authorized financing, as determined by the SPWB in its sole discretion. Meeting the funding preference criteria is not required in order to be

awarded in this process; however, projects that satisfy the preference criteria will be awarded first within their respective set-aside category (small, medium and large counties).

There are four distinct funding preference criteria, as outlined below. Each proposal submittal may address one or more of these criteria. The first criterion – commitment of adequate county contribution funds, is a mandatory criterion required by law, as noted above. In order to seek any level of funding preference, this criterion must be satisfied. If this criterion is not satisfied, then none of the other preference criteria will be considered for this project submittal. The additional three criteria are optional. However, the greater number of criteria that are satisfied, the greater overall preference that will be afforded the proposal. The appropriate state agencies will review the documentation submitted in connection with satisfying the funding preference criteria and determine whether each criterion has been adequately satisfied in order for it to count toward receiving the actual preference. Each of the four preference criterion carries specific submittal requirements, including language required in Board of Supervisors' resolution.

The four preference criteria are as follows:

1. Commitment of adequate county contribution funds (mandatory criterion).
2. Initial real estate due diligence package submittal.
3. Documentation evidencing CEQA compliance has been completed.
4. Review of and authorization to execute the financing program project documents.

Each proposal will be rated by the ESC, without regard for whether the county is seeking the funding preference. From this rating, a single rank-ordered list of projects will be established, and divided into three set-asides for small, medium and large counties. When the BSCC Board makes conditional awards, those counties that sought and satisfied the preference criteria with their proposal will be awarded first within each set-aside. The order of awards to counties receiving the funding preference will be determined by 1) the number of preference criteria fully satisfied, and then 2) in rank order. Once all projects that satisfied the preference criteria have been conditionally awarded within each given set-aside, then the projects not receiving funding preference will be awarded next, contingent on the amount of financing remaining in each set-aside.

Adequate County Contribution Funds (mandatory criterion): All proposals seeking the funding preference must include all documentation necessary to evidence that the Board of Supervisors has authorized an adequate amount of available funds to fully satisfy the entire amount of the county's cash contribution (match) from a source or sources that are compatible with the state financing authorized in this program. The adequacy of county contribution funds will be determined by the SPWB, in its sole discretion. Determination of adequacy will include whether the county has provided all necessary documentation, whether the amount of funds authorized and available satisfies the county cash contribution amount (as reflected in the Budget Summary Table in the Proposal Form), and whether the source of funds is deemed compatible with the SPWB's lease-revenue bond financing.

Commonly acceptable forms of county contribution funds are General Fund or special use funds. Special use funds require submission of documentation demonstrating the fund source is legally authorized and the proposed project is a lawful use of the funds. Any proposed debt financing will require review by the SPWB on a case-by-case basis because the terms of the potential methods of financing can vary greatly.

The documentation provided must include, but is not limited to, the following:

- The name of each specific fund source to be used, the amount of county cash contribution funds attributed to each source, documentation evidencing the Board of Supervisors has authorized the required amount of funds from each identified source specifically for the proposed project, and documentation demonstrating the authorized funds are available for use solely on the proposed project.
- Citation of the legal authority for each identified fund source evidencing the fund source is legally available and the proposed use is a lawful use of the funds.
- Authorization from the Board of Supervisors to proceed with the proposed project in its entirety if a conditional award of state financing is received.

All county contribution funds documentation shall be submitted in duplicate, in a separate packet, accompanying the proposal submittal to BSCC. The Board of Supervisors' resolution that accompanies the proposal submittal must include the required language for this specific preference criterion, as outlined in the Board of Supervisors' Resolution section of the Proposal Form.

Real Estate Due Diligence (optional criterion): Each proposal seeking to satisfy this criterion must include all documents required in the initial county real estate due diligence submission package. Two separate and duplicative copies of this complete package must accompany the proposal submittal to BSCC. Incomplete packages will result in this preference criterion not being met. Also, the Board of Supervisors' resolution that accompanies the proposal submittal must include the required language for this specific preference criterion, as outlined in the Board of Supervisors' Resolution section of the Proposal Form. The Real Estate Due Diligence Preference Criterion – Due Diligence Package Submission Requirements and Checklist document is a checklist of items needed to constitute a complete submittal of the initial real estate due diligence package, and is provided on the BSCC website with the RFP.

This preference criterion can only be met by counties that are also able to make the site assurance attestation required in this RFP process at the time of proposal submittal. (See Site Assurance section of this RFP, and the required resolution language in the Proposal Form.) The real estate due diligence package submittal requires in depth documentation regarding the project site; therefore, the site assurance must be provided with the proposal submittal if this criterion is being sought.

CEQA Compliance (optional criterion): Each proposal seeking to satisfy this criterion must include documentation evidencing that CEQA compliance has been completed, and provide written certification that all statutes of limitation have expired without challenge, or the challenge(s) has been fully resolved.

Two separate and duplicative copies of the CEQA documentation package must accompany the proposal submittal. The package shall include either the final Notice of Determination (NOD) or final Notice of Exemption (NOE) stamped as received by the entity with which it was filed for public review; the stamp must include the date received. Related back-up information and CEQA documents filed previous to the final NOD or NOE are not requested and should not accompany this submittal, but must be retained by the county. The submittal shall also include a written certification by county counsel that states the final NOD or NOE was filed, the entity with which it was filed, when it was filed, and further certifies that all related statutes of limitation have expired without challenge. If there was a challenge(s), the letter from county counsel must acknowledge the challenge(s), including the nature of the challenge(s), and provide documentation evidencing the challenge(s) has been completely resolved in a manner that allows the project to move forward as proposed. If the filing was done with an entity other than the State Clearinghouse, the county must also provide the statute identifying the length of associated statutes of limitation period (duration).

The required Board of Supervisors' resolution language for this preference criterion shall also be provided with the proposal submittal. (See Board of Supervisors' Resolution section of the Proposal Form.)

Authorization of Project Documents (optional criterion): Each proposal seeking to satisfy this criterion must include documentation in Board of Supervisors' resolution that the county has reviewed the form of each of the required project documents for the construction financing program, and the Board of Supervisors has authorized the appropriate county signatory or signatories to execute these documents at the appropriate times (as further detailed in the resolution language in the Proposal Form), with only those changes deemed necessary to incorporate project specific information or effectuate this financing program.

The required Board of Supervisors' resolution language for this criterion shall be provided with the proposal submittal. (See Board of Supervisors' Resolution section of the Proposal Form.) The required resolution language is the only submittal required for this preference.

The project documents for the financing program are listed below and forms of them are available on the BSCC website:

- Project Delivery and Construction Agreement
- Board of State and Community Corrections Jail Construction Agreement
- Ground Lease
- Right of Entry for Construction and Operation
- Facility Sublease

PROJECT COSTS, STATE REIMBURSEMENT AND COUNTY CONTRIBUTION (MATCH)

Total Project Costs: The total project costs are all costs specifically attributable to activities reasonably and directly necessary to complete the acquisition, design and construction of the proposed adult local criminal justice facility project, including all costs reasonably and directly necessary to satisfy the requirement of this financing program. The state has identified specific types of costs as being eligible either for state reimbursement or to be included in the county cash or in-kind contribution (match) within this financing program, as detailed below. These costs are defined as the total project costs for purposes of this financing program. Any other costs will not be considered project costs for purposes of this program.

Each proposal submitted within this financing program must include the total project costs detailed within the appropriate cost categories – state reimbursement, county cash contribution and county in-kind contribution. All amounts for the types of costs identified as eligible for state reimbursement, as well as for county cash contribution, must be reported as total project costs in the Budget Summary Table within the Proposal Form. Costs eligible to be included as county in-kind contribution are optional.

Distinction is made between on-site versus off-site construction costs. On-site is generally considered to include the constructed facility and the area within a reasonable buffer zone surrounding the constructed facility, security fence (if applicable) and parking lot(s). Spaces shall be sized to state standards, and all reasonable and necessary facility ancillary and administrative space may be included. If a county is not reporting land value as part of its in-kind contribution, an appraisal is not needed for purposes of this financing program.

The following sections describe which project costs are eligible within each of the categories – state reimbursement, county cash (hard) contribution and county in-kind (soft) contribution.

State Reimbursement: The state may reimburse counties for specified activities that occur after the project scope, cost and schedule have been established by the SPWB, conditioned on successful completion of the other approval and oversight requirements with this financing program. Project costs eligible for state financing may include:

1. Architectural programming and design (for activities performed by consultants or contractors).
2. Project/Construction Management (for activities performed by consultants or contractors).
3. Building permit fees, sewer/utility use or unit fees, building inspection fees and/or appraisal fees.
4. On-site construction of the BSCC-approved facility project, including site preparation.

5. Fixed equipment items; e.g., heating, ventilation, air conditioning, plumbing, lighting, communications, surveillance, security and life/safety equipment, etc., as necessary for the operation of the facility.
6. Fixed furnishings; e.g. built-in and permanently-affixed counters, tables, cabinets and seats, etc., as necessary for the operation of the facility.
7. Installation of fixed equipment and fixed furnishings as necessary for the operation of the facility.
8. Moveable equipment and moveable furnishings; e.g. mobile security equipment, computers, furniture, etc. (subject to state review and approval).

Total project costs attributable to activities related to any of the above listed items that occur prior to the establishment of the project by the SPWB may be claimed as county cash contribution, but are not eligible for state reimbursement. Specific approvals by the SPWB and DOF are required relative to preliminary plans (design development drawings) and working drawings (construction documents). Projects that include any amount of working drawings phase costs as a state reimbursed cost may not proceed with working drawings until the SPWB and DOF have approved preliminary plans. Further, counties cannot proceed with any phase of design (schematic design, design development or construction documents) wherein state reimbursement will be requested for any portion of costs for that phase of design, until after the project has been established by the SPWB.

All costs to be reimbursed from state financing must be identified in the Proposal Form – Budget Summary Table. The maximum amount of state financing that can be requested by individual counties within a proposal submittal is limited to 90 percent of the total project costs, up to the amount of the project caps listed above. Small counties may receive a reduction to the 10 percent contribution requirement following petition to the BSCC Board. However, in no case will the state financing exceed 95 percent of the total project costs, up to the amount of the project caps listed above.

County Contribution (Match) Requirements: All county contribution amounts must be identified in the Proposal Form – Budget Summary Table. The county contribution must account for all of the total project costs not included in the amount to be reimbursed from state financing (with the exception that in-kind costs/contribution are optional), and may be any combination of cash match and/or in-kind match.

It is recognized that with the requirement that all cash contribution amounts be reported for each budget line item in the Budget Summary Table, and that the project may experience some shifting of costs through the project duration, the county's overall contribution amount/percentage may change over the life of the project. Provided all requirements of this SB 1022 financing program are adhered to, that difference in the contribution amount will be accepted. Never will a project be allowed to drop below the required county contribution amounts. As a side note to this, there is no rating bonus for greater contribution amounts. Counties should estimate their budgets as realistically as possible. Budget review and reasonableness is an evaluation factor.

County contribution is subject to the following limitations:

Cash (Hard) Contribution: All county contribution amounts eligible to be claimed in the cash contribution must be reported in this category. The county cash contribution includes costs attributable to activities directly related to the project that are performed by consultants or contractors engaged to perform the specified services, as well as certain other construction-related project costs as specified below. Eligible cash contribution expenditures only include costs of:

1. Items eligible for state financing as previously indicated.
2. Project/Construction Management (for activities performed by consultants or contractors) prior to the establishment of the project by the SPWB.
3. Architectural programming and design (for activities performed by consultants or contractors) prior to the establishment of the project by the SPWB.
4. Preparation costs for full or focused environmental reports (for activities performed by consultants or contractors).
5. Off-site costs, including access roads and utilities development, outside of a reasonable buffer zone surrounding the perimeter of the (security) fence, project facility building and parking lot.
6. Public art.
7. Real estate due diligence costs as billed to the county by the state.
8. State Fire Marshal fees for plan review and inspections, as billed to the county by the state.
9. Audit of state interim or permanent financing at the conclusion of the project (for services performed by a contracted auditor).
10. Needs assessments (for activities performed by consultants or contractors).
11. Transition planning (for activities performed by consultants or contractors after June 27, 2012).

In-Kind (Soft) Contribution: All eligible amounts the county chooses to claim within its contribution must be reported in this category. Any reporting of in-kind costs is optional. The county in-kind contribution includes costs attributable to activities directly related to the project that are performed by county staff, as well as the current fair market land value of the project site, as specified below. Eligible in-kind contribution only includes:

1. Audit of state interim or permanent financing at the conclusion of the project (staff salary/benefits of independent county auditor).
2. Needs assessments (staff salary/benefits directly related to the project).
3. Current fair market land value supported by independent appraisal (on-site land only regardless of acquisition date). This can be claimed for on-site land value for new facility construction, on-site land value of a closed facility that will be renovated and reopened, or on-site land value used for expansion of an existing facility. It cannot be claimed for land value under an existing operational detention facility. If a

county is not reporting land value as part of its in-kind contribution, an appraisal is not needed for purposes of this financing program.

4. County administration (staff salary/benefits directly related to the project for activities after June 27, 2012).
5. Transition planning (staff salary/benefits directly related to the project for activities after June 27, 2012).

Ineligible costs which may not be attributed to state reimbursement, cash or in-kind contribution requirements include, but are not limited to: those project costs that are determined by the BSCC to be unreasonable or unnecessary; construction of other non-project related space such as courtrooms, department offices and county administrative complexes; facility personnel and operational costs, and related costs of supplies; costs outside the scope of the BSCC-approved project; bonus payments; debt service or interest charges; travel and per diem costs; temporary holding or court holding facilities; and jail or program facilities, or portions thereof, under a jurisdiction other than the county sheriff or department of corrections, as may be applicable. Counties must pay for ineligible cost items with supplemental funds not included in the county contribution. If applicants are unsure if an item is eligible as state reimbursable or county contribution, please contact BSCC staff before submitting a proposal. Any costs that are ineligible for purposes of this application, but necessary for the beneficial use and occupancy of the adult local criminal justice facility, shall be funded by the county through other means, and in such timely manner, so as not to interrupt or delay the occupancy and use of the facility.

Timing and Nature of State Financing and County Contribution/Match: The SPWB will not be able to establish the scope, cost and schedule of a project until the respective county demonstrates to the state's satisfaction that all county funds necessary to support the county cash contribution (match) requirement, will be available as necessary for the timely completion of the project. The state will only reimburse county costs attributable to identified eligible state project costs, and only after the start of construction, as approved by the state. Therefore, counties whose project budgets include state reimbursement for any eligible project design costs will not be able to seek reimbursement from the state for those eligible costs until the county has received approval from the state to award a contract to the construction contractor, and issued a notice to proceed to the contractor. At that point the county can request reimbursement of eligible state financed project costs accumulated to date. If the county does not enter into a contract with a construction contractor to construct the project, the county will not be reimbursed for the accumulated project costs.

The state will not finance county contribution amounts. In addition, county contribution funds cannot be provided from any fund source that is incompatible with the SPWB's lease-revenue bonds, as determined in the sole discretion of the SPWB. Of particular concern is a county financing mechanism that would use the proposed facility or any revenues from it as security for the county financing. Any county financing mechanism or funding source may have restrictions, terms or conditions that govern the use of funds, security, fiscal and disclosure obligations associated with that fund source. Commonly acceptable forms of county contribution funds are General Fund or special use funds.

Special use funds require submission of documentation demonstrating the fund source is legally authorized and the proposed project is a lawful use of the funds. Any proposed debt financing will require review by the SPWB on a case-by-case basis because the terms of the potential methods of financing can vary greatly.

County Fund Source Review: This section outlines the typical fund source review for projects. To ensure the county proposed fund source(s) is/are compatible with SPWB lease-revenue bonds, the state will analyze the specifics of the county fund source(s). To facilitate this review, counties will be required to provide information on the source of funds being used for their cash contribution (match). This submittal of county fund sources for state review will be required shortly after the county is conditionally awarded by the BSCC Board, unless the county is seeking the funding preference, in which case this information must be submitted with the county's proposal submission.

For those counties seeking the funding preference, the county fund source review will occur as outlined in the Funding Preference section of this RFP. All projects that are awarded but not defined as seeking/satisfying the preference criteria will be handled as described in this section. All projects, whether the county applied for the funding preference or not, will require a review of all county cash contribution before the project can be established by the SPWB.

PROPOSAL DUE DATE AND SUBMITTAL REQUIREMENTS

The proposal must be made utilizing the *SB 1022 Adult Local Criminal Justice Facilities Construction Financing Program – Proposal Form*, including any exhibits and/or attachments, complete with signature from a designated county official, along with the proposal narrative (to be attached as described later in this RFP). Additionally, all proposals must include:

- The original signed proposal (marked as "original") and 16 copies of the proposal. Each of the 17 proposals shall be clipped (not stapled); three-hole punched on the left side and two-hole punched at the top; printed on a single side only; and without covers, tabs or dividers. Each proposal shall be assembled so as to be easily photo-copied if needed.
- Two duplicate copies of a fully executed Board of Supervisors' resolution (as described in this RFP) must accompany each proposal submittal addressing all required points. Multiple resolutions collectively containing the necessary verbiage are acceptable. Photo copies are also acceptable.
- One copy of a formal needs assessment study per county applicant (as described later in this RFP) must also accompany the proposal submittal, pertinent only to projects proposing a new jail facility or adding 25 or more beds to an existing facility.
- All necessary documentation related to the funding preference criterion, as may be applicable.

Project proposals must be received at the BSCC office, 600 Bercut Drive, Sacramento, CA 95811 no later than 5:00 PM on October 24, 2013. Late

proposals will not be considered. A time-stamped copy of each proposal's first page will be available at the BSCC front desk.

At a future point after proposal submission, to be determined by the BSCC, each county will be required to provide an electronic or disc version of its proposal. BSCC will make contact with the designated project contact person with this request. This is not presently requested and should not accompany the proposal submission.

All proposals received under this program will be: 1) reviewed by BSCC staff for technical compliance with BSCC proposal submittal requirements (with opportunity given to counties to correct technical compliance deficiencies noted by staff before proposals are sent to the ESC for review); 2) reviewed and rated by the ESC; and 3) ranked by the ESC with conditional award recommendations provided to the BSCC Board. All documentation submitted in connection with satisfying the funding preference will be reviewed by the appropriate state agencies to determine whether the specified requirements have been fully satisfied. The BSCC Board may accept, reject, or change any ESC recommendations before providing its conditional awards and recommendations to the SPWB.

BSCC staff's review of the technical compliance requirements will include, but may not be limited to, verifying the following:

- project eligibility (county facility, or jail Type II, III or IV facility, or build-to-suit);
- state reimbursement requested is within project cap limits;
- state reimbursement requested is no more than 90 percent of total project costs, or 95 percent for small counties petitioning for a reduced county contribution amount;
- cost and budget summaries and bed number computations are free of mathematical errors;
- project timetable conforms to required timeframes for specific milestone activities;
- proposal form is in original format and signed;
- font size, number of narrative pages and spacing format is consistent with requirements;
- Board of Supervisors' resolution contains necessary components; and,
- a formal needs assessment study is submitted with the proposal if a new facility is proposed or 25 beds or more are being added.

During the ESC proposal review process, each applicant will be invited to make a brief scheduled presentation of their proposal to the ESC in Sacramento on December 4 – 6, 2013. Although not required, this presentation period is intended to provide applicant counties with the opportunity to answer any questions the ESC may have about the proposed project. Presentations shall be done by county officials and not by consultants. (A county's hired consultants may be in attendance to assist the county as needed.)

TECHNICAL REQUIREMENTS REVIEW OF DRAFT PROPOSAL

It is anticipated that BSCC staff will be available to provide a limited technical review of the draft proposals anytime up to two weeks before the submittal deadline to determine if the draft proposal complies with the technical requirements. Draft proposal reviews are not required. Reviews are informal in nature, non-binding and limited to staff assessment of compliance with state requirements. Staff can make no judgment as to the merit of draft proposals or how proposals will be evaluated by reviewers.

GENERAL CONSIDERATIONS

Build-to-Suit: The SB 1022 legislation permits a build-to-suit arrangement that allows a private developer to purchase land and complete design and construction of a project as specified by a county. The facility would be expected to meet all applicable state regulations, as with any other construction project. The county would be responsible for making the purchase from the developer, and then seeking reimbursement from the state.

The most likely approach to a build-to-suit arrangement compatible with this financing program involves the county entering into a lease arrangement with the developer who owns or will purchase land for this construction project, and will provide the upfront financing for the design and construction of the facility. This will require initial approval and an agreement between the county and the SPWB. The county's lease agreement with the developer would likely have various purchase options, or points in time, when the county could make the purchase from the developer. The county would be responsible for paying rent to the developer once construction is complete and the facility is occupied by the county. When the county determines it is ready to make the purchase of the land and facility from the developer, the county would seek approval from the SPWB, and then make the purchase after this approval has been received. The purchase would then be eligible for state reimbursement, assuming appropriate state approvals are in place.

Counties proposing to utilize a build-to-suit arrangement for their facility construction shall meet the required milestones as outlined in this RFP for site assurance, design, notice to proceed (construction start) and occupancy. In this scenario a county will not have site ownership within 90 days as required for the site assurance requirement; however, the county will be required to provide a complete, detailed and unexecuted copy of the lease agreement intended to be used between the county and the developer. The SPWB reserves the right to edit the agreement as necessary to facilitate the state financing.

Needs Assessment Study/Letter of Intent: One copy of a formal needs assessment study, containing all required data elements as defined in Title 24, CCR, Section 13-102 (c) 2, must be submitted concurrent with the proposal if a county proposes to construct a new jail facility, or add 25 or more beds to an existing facility. Proposals fitting this description that are submitted without a needs assessment study will be rejected. The needs assessment study must

reflect current needs and through the year 2014; this can be an update of a previous needs assessment study. The needs assessment study must support the project being proposed through this RFP process. Adding fewer than 25 beds to existing facilities does not require a separate needs assessment study, but does require a comprehensive targeted summary of need to be provided in the proposal narrative. Proposals submitted to the BSCC will be considered a Letter of Intent to build, expand or remodel a facility as required by Title 24, CCR, Section 13-102 (c) 1.

Site Assurance for Adult Local Criminal Justice Facilities: Counties must possess a suitable project site (fee simple land title or comparable long term possession) and provide assurance by Board of Supervisors' resolution at the time a proposal is submitted, or not later than 90 days following the date of notification by BSCC of the conditional award for financing. This means that any land purchase options must be exercised (and escrow closed) within 90 days following the notification of conditional award. The project site must be suitable for lease-revenue financing as determined in the sole discretion of the SPWB from the results of the real estate due diligence review.

An exception to the aforementioned is related to counties that are following a build-to-suit arrangement with their proposal. For these proposals only, site assurance shall be accomplished by the county providing a complete, detailed and unexecuted copy of the lease agreement intended to be used between the county and the developer.

Real Estate Due Diligence: The state will conduct its own real estate due diligence review of a county's proposed project site. Counties conditionally awarded under this SB 1022 process must submit the completed real estate due diligence package within 120 days from notice of award. (Counties seeking to satisfy the real estate due diligence criterion in the funding preference must follow the requirements outlined in the Funding Preference section of this RFP.) This package includes, but is not limited to, all work related to establishing site ownership and title absent liens, encumbrances, property easements, etc.; and ground/soil analysis, topography, hydrography, environmental impacts and other identified site related issues. This review will confirm that the county's property interest in the site is sufficient to support the state's lease-revenue bond financing and that no exceptions or limitations exist (either recorded or unrecorded) that would interfere with the state's right to beneficial use and occupancy of the facility so long as the bonds are outstanding. Any necessary costs incurred by the state for appropriate title review will be charged to the county. An estimated average cost to counties is \$16,000. (See the BSCC website for the County Real Estate Due Diligence Checklist.)

Environmental Requirements: For purposes of this financing program, counties are the lead agency for ensuring that the project complies with the necessary provisions of the California Environmental Quality Act (CEQA) process prior to the start of construction. Counties must submit to the BSCC documentation evidencing compliance with CEQA, and certification from county counsel that the litigation period expired without challenge. If there was a challenge(s), the letter from county counsel must acknowledge the challenge(s),

including the nature of the challenge(s), and provide documentation evidencing the challenge(s) has been completely resolved in a manner that allows the project to move forward as proposed.

Commitment to Staff and Operate the Facility: Counties must commit to staffing and operating the facility in accordance with state standards, as may be applicable, within 90 days of construction completion. Counties must further agree to operate, maintain and repair the facility at least until the state bonds are fully repaid.

Regional Facilities: Counties desiring to construct a regional adult local criminal justice facility for the purpose of serving adult county offenders from multiple counties, must submit one single proposal from the lead county in which the project is being constructed. Data and information relevant to each partner county must be reflected in the lead county's proposal, justifying the project size and components, and clarifying how this regional approach is beneficial. The lead county's size determines the project cap amount that is the maximum amount of state financing the county can request and whether the county can petition for a reduced minimum contribution amount. For proposals seeking the funding preference, as described in the Funding Preference section of this RFP, it is incumbent upon the lead county to meet the preference requirements.

The proposal must include a county Board of Supervisors' resolution from each respective county in the partnership and a copy of a Memorandum of Understanding (MOU) between the partner counties. The agreement must clearly identify the terms, conditions, rights, responsibilities and financial obligations of all parties in sufficient detail that demonstrates that the regional facility will serve or confine offenders from all partner counties.

Although the state will require partnering counties to enter into an MOU, the lead county will be considered the operator of the site/facility and will be the designated participant in the state financing program. All counties in a regional facility will potentially be subject to any and all requirements of the lead county, including but not limited to, all project documents and bond documents necessary in this financing program and for the SPWB's lease-revenue bond financing, with the obligation to perform and complete construction, and provide the required county contribution (match). The county under the terms and conditions of all state/participating county agreements necessary in this financing program may enter into legal arrangements, as it deems appropriate, to ensure that its regional partners provide a portion of the funds to meet its county contribution requirements as outlined in the MOU. Notwithstanding any provision of any contract, agreement or MOU, the failure of any partner county to provide funds to the lead county does not relieve the lead county under state/participating county agreements from its construction and county contribution performance obligations.

The regional facility concept is not intended for counties choosing to: 1) overbuild their current needs; and/or 2) lease beds or other facility space to other entities for financial gain. The SB 1022 legislation (Government Code section 15820.926(b)) specifically states that any county adding housing capacity under

this program shall not lease housing capacity to any other public or private entity for 10 years beyond the completion date of this facility. Counties involved in a regional facility, entering into an MOU and complying with the criteria established in this RFP, are eligible provided the required assurance regarding not-for-profit is included in the Board of Supervisors' certification.

Certification – Leasing of Beds: The SB 1022 legislation (Government Code section 15820.926(b)) states that “Any county requesting to add housing capacity using this financing authority shall be required to certify and covenant in writing that the county is not and will not be leasing housing capacity to any other public or private entity for a period of 10 years beyond the completion date of the adult local criminal justice facility.” All projects that are constructing beds (constructing new, expanding or renovating) shall provide this required certification in Board of Supervisors' resolution accompanying the proposal submittal. This leasing restriction applies only to housing capacity added in an adult local criminal justice facility project using financing authorized in this SB 1022 financing program. For this purpose, “added” means newly constructed housing capacity, whether or not there is a net gain in beds. Specific certification language for the resolution is outlined in the Proposal Form – Board of Supervisors' Resolution section.

The purpose of the restriction on leasing beds is to ensure that counties are constructing public safety facilities that are necessary, and not to profit from state financing.

Pilot Projects: BSCC does not grant “variances” to state regulations. However, “pilot projects” and “alternate means of compliance” (both defined in Titles 15 and 24, CCR), may be proposed if counties seek BSCC approval to demonstrate or evaluate a new method to meet or exceed the intent of a regulation in an innovative way. There is no guarantee that the BSCC will approve any pilot project or alternate means of compliance request. If counties have any concerns about their ability to meet standards, or intend to request a pilot project or alternate means of compliance, please contact your county's BSCC-assigned facility inspector at the earliest possible time to discuss feasibility issues and options for proceeding before a proposal is submitted.

**BOARD OF STATE AND COMMUNITY CORRECTIONS
CONSTRUCTION FINANCING PROGRAM**

PROPOSAL EVALUATION FACTORS

The evaluation factors to be used and the maximum points that will be allocated to each factor are shown in the table below.

Rating Factors and Maximum Points

RATING FACTOR		MAXIMUM POINTS
1	Project Need	250
2	Scope of Work	200
3	Offender Management and Programming	250
4	Administrative Work Plan	100
5	Budget Review	200
Total Points:		1,000

The evaluation of each factor will be based on an assessment by the raters to the degree with which a proposal adequately addresses the minimum discussion points in a clear and comprehensive manner, and the extent to which overall statement of need is persuasive. (Information to be evaluated is provided in the Proposal Form – Narrative section).

BOARD OF STATE AND COMMUNITY CORRECTIONS CONSTRUCTION FINANCING PROGRAM

GENERAL OVERVIEW OF PROCESS AFTER NOTIFICATION OF CONDITIONAL AWARD FOR FINANCING

This section is intended to address general considerations for the time period following the notice from the BSCC Board of a conditional award. The next section – State Capital Outlay/Board of State and Community Corrections Process Details and Timing Requirements, provides a more detailed outline of the milestone requirements that counties must meet at various times throughout the financing process.

All construction proposed to be financed under this program must meet all of the requirements as identified in this RFP and enable facilities to: maintain compliance with safety and security considerations in facility operational standards as contained in Title 15, CCR; fire and life safety standards as contained in Title 24, CCR; and physical plant requirements, as contained in Title 24, CCR. If for any reason the proposed project is exempted from any state or local laws, regulations, ordinances, standards or requirements, counties must provide the BSCC a statement citing the appropriate exemption.

In addition to customary BSCC and State Fire Marshal (SFM) reviews and requirements, the SPWB and DOF (acting independently in some instances and as staff to the SPWB in others) exercise administrative oversight of the state capital outlay process. These requirements play a significant role in the financing of these construction projects with respect to approval and long-term possession of the facilities. This is addressed in detail in the following State Capital Outlay/Board of State and Community Corrections Process Details and Timing Requirements section.

BSCC Staff: A designated BSCC staff person will be assigned to each county/project after counties receive notice of conditional award. The assigned BSCC staff is the primary point of contact for county officials and is responsible for addressing questions or coordinating state responses to issues. The BSCC requires that county communication with the BSCC staff be done by county designated officials, not county contractors or consultants.

SFM Fees: Counties will be responsible for timely payment of all fees generated by the SFM on the county's project during design and construction. The total fees can vary between projects due to complexities of design and/or construction. Considering this variance, and the need to budget for this cost, counties should consider an approximate cost of \$35,000, recognizing the actual may be more or less than this amount. (This amount was derived from recent fee data.) This project cost must be captured in the county cash contribution (match) within the Budget Summary Table in the Proposal Form (see State Agency Fees line item). All SFM fees must be paid in full before BSCC will

release the retention being withheld by the state. (See Payment of Eligible State Share section for explanation of state's retention.)

Pre-Design Meeting: After a county receives notice of its conditional award to proceed in the state financing program, county officials and their architects are strongly encouraged to meet with BSCC staff and SFM staff at the BSCC offices in Sacramento for a pre-architectural design meeting in order to review BSCC and SFM requirements and answer questions specific to the county's proposed project.

Architectural Plan Submittals and Acceptance: Counties including design costs as state reimbursed costs, for one or more phases of design, may not proceed with that phase of the design process until after the project scope, cost and schedule are established by the SPWB. Furthermore, counties seeking reimbursement of working drawings/construction documents phase costs cannot proceed with the working drawings/construction documents phase until the county's preliminary plans/design development drawings have been approved by the SPWB and DOF. Additionally, design phase costs intended to be state financed will not be reimbursed until the county begins construction of the facility. If the county does not begin construction of the facility, the design phase costs will not be reimbursed.

For projects constructed via the design-bid-build method, sets of full-size (at least 1/8" scale) architectural drawings must be submitted to the BSCC for review at three sequential stages: 1) two sets at schematic design (30 percent complete and accompanied by an operational program statement as defined in Title 24, CCR); 2) three sets at design development (50 percent complete and accompanied by a preliminary staffing plan and operational and staffing cost statement); and 3) two sets at construction documents (100 percent complete). (After BSCC/SFM approval of construction documents, a SFM signed set of drawings must be submitted to the BSCC.)

For projects constructed via the design-build method, the following submittals to the BSCC/SFM are required: 1) two sets of performance criteria (or performance criteria and concept drawings) accompanied by an operational program statement (as defined in Title 24, CCR), and a preliminary staffing plan and operational and staffing cost statement, and 2) two sets of construction documents. (After BSCC/SFM approval of construction documents, a SFM signed set of drawings must be submitted to the BSCC.) Although not a requirement, counties are strongly encouraged to submit architectural drawings for review prior to reaching the construction document phase, to avoid the potential of costly changes. Counties should contact BSCC staff to discuss the additional plan reviews.

At each submittal stage, BSCC and SFM staff (separate state agencies) conducts independent architectural plan reviews for safety, security and compliance with regulations. Counties are encouraged to meet with BSCC and/or SFM staff for an on-site review meeting following each plan submittal. At each submittal stage, written responses are sent to the county. BSCC response time is generally within 45 days, and the SFM within approximately 60 days.

Review time may take longer. There is no cost to counties anticipated for BSCC services provided.

Sometimes counties may be required to make design changes necessary to comply with regulations or to remedy safety or security defects. The BSCC may also require changes in construction materials to enhance facility safety and security if materials proposed at the time of the final construction plans and specifications are not reasonable, essential and customary (as used statewide) for facilities of the same security level.

The schematic design submittal, or performance criteria (or performance criteria and concept drawings) submittal, is the first formal, official review point of construction plans. Any response to general or conceptual inquiries before this point does not constitute formal plan review or official acceptance by the BSCC or SFM.

Specific to the state capital outlay process, SPWB staff will review preliminary plans (design development) and working drawings (construction documents) for design-bid-build projects and performance criteria (or performance criteria and concept drawings) for design-build projects for consistency with the SPWB's previously approved project scope and cost. (Please see the General Definitions section of this RFP for the definitions of preliminary plans, working drawings, performance criteria and concept drawings.) Any SPWB concerns will be relayed to the counties by BSCC staff.

If the project budget includes any state reimbursements for design activities, the county may not commence any activities in the relevant phase(s) of design until after the SPWB establishes the scope, cost and schedule of the project. This means counties cannot proceed with a phase of drawings (schematic design, design development, construction documents, performance criteria, or performance criteria and concept drawings) wherein state reimbursement will be requested for any portion of that phase of design, until after the project scope, cost and schedule has been established by the SPWB.

Also note that if the project budget includes any state reimbursements for working drawings/construction documents phase costs, the SPWB and DOF must approve preliminary plans/design development drawings before the county can commence work on the working drawings/construction documents phase. For any project that includes any state reimbursement of the working drawings/construction documents phase costs, if the county commences any working drawings/construction documents phase activities before obtaining approval of preliminary plans/design development drawings from the SPWB and DOF, the entire state portion of the project financing will be forfeited and the state will not reimburse any county project costs.

Likewise, for projects utilizing a design-build project delivery method, if the project budget includes any state reimbursements for design-build phase costs, the SPWB and DOF must approve performance criteria or performance criteria and concept drawings before the county can commence work on the design-build phase. For any project that includes any state reimbursement of the design-build

phase costs, if the county commences any design-build phase activities before obtaining approval of performance criteria or performance criteria and concept drawings from the SPWB and DOF, the entire state portion of the project financing will be forfeited and the state will not reimburse any county project costs.

Project Bids: Note that for design-bid-build projects, the state capital outlay process requires state approval of working drawings/construction documents and proceeding to bid, as well as award of a construction contract(s) once bids are received. Likewise, for design-build projects the state capital outlay process requires state approval of performance criteria (or performance criteria and concept drawings) and proceeding to bid, as well as award of a design-build contract(s), once bids are received. All contract awards must be within the SPWB established scope, cost and schedule for the project. As part of the required project milestones, counties are required to receive DOF approval to award a construction/design-build contract, and subsequently issue a Notice to Proceed for construction, within 42 months of conditional award by the BSCC.

State/County Relationship Regarding Construction: The state's relationship with the county is in the form of the agreements stipulated in the State Capital Outlay/Board of State and Community Corrections Process Details and Timing Requirements section. The county's relationship with its construction contractor is in the form of a county Agreement for Construction contract. As such, the state is not contracting for facility construction. Counties are responsible for compliance with the requirements established by the local contracting authority, as well as compliance with county bidding and construction contracting rules and procedures. Resolution of bid disputes, or subsequent construction/design-build contract or consultant disputes, are the sole responsibility of the county. These same principals apply to project/construction management or architectural contracts.

Payment and Performance Bonding and Cost Scheduling: A county that receives state financing shall require its construction/design-build contractor to post payment and performance bonds, each of which shall be in an amount not less than 100 percent of the construction contract price. Construction contingency is limited to 10 percent of the accepted construction contract bid amount. If applicable, in all requests for payment, the contractor shall separately list work not eligible for reimbursement with state financing or payment with county contribution funds, and the county construction administrator shall identify such work for the contractor.

Payment of Eligible State Share: Payment will be made to counties in arrears (reimbursement) based on invoices/progress reports submitted to BSCC on a pre-determined basis. Counties may choose monthly, bi-monthly (every two months) or quarterly invoicing and reimbursement. This means counties will pay their respective contractors first and then submit reimbursement requests to BSCC. (With regards to retention being withheld by a county from its contractor's payment, in accordance with the Public Contract Code, the state will reimburse the county for the county's payments made to a third party escrow account for this retention purpose.) These invoices to BSCC are processed upon receipt, and

then forwarded to the appropriate state agencies for payment. The typical turn-around time for payment to counties after submittal of an invoice is approximately 30 to 60 days. As such, counties should plan for needed cash flow to support the project given the reimbursement basis.

At such time as 95% of the final amount of state reimbursed project costs, which amount may be less than the conditional award amount, have been expended, the state will withhold the remaining 5% as security to be released to counties upon compliance with all state/county agreement provisions including: final construction inspection and approval by appropriate state and local officials; payment of SFM fees in full; staffing and operating the facility within 90 days of construction completion; and state receipt and approval of the final audit report. In cases where project costs dictate the county is unlikely to draw 100% of the conditional award amount, the state will withhold 5% of the budgeted state dollars sooner, before 95% of the conditional award amount has been expended. The timing of the withhold shall be at the sole discretion of the BSCC, and will coincide with the point in time when it appears the project is nearing completion and there are approximately 5% of the state dollars remaining that are likely to be reimbursed to the county.

Accounting and Audit Requirements: Adequate supporting documentation must be maintained in accordance with generally accepted accounting principles (see *Accounting Standards and Procedures for Counties*, State Controller's Office, Division of Local Government Fiscal Affairs) and in such detail as will permit the tracing of transactions from support documentation, to the accounting records, to the financial reports and billings.

Counties that receive state financing must perform an audit of the project within 90 days following conclusion of the construction. The audit must be performed under the direction of a certified public accountant or a county internal auditor that is organizationally independent from the county's project financial officer and project management and accounting functions. The audit is to be performed in accordance with *Government Auditing Standards* (the "Yellow Book"), as promulgated by the Comptroller General of the United States and the contract requirements of the state. The auditor shall advise the county of any findings and recommendations. The final audit report shall be sent to the Board of Supervisors of the county and shall incorporate the county's response, and if needed, plans for corrective action. Two copies of the final audit report, including management letters and corrective action plans (if applicable) must be filed with the BSCC. The state may disallow (that is, deny both use of state financing and any applicable county contribution credit for) all or part of the cost of the activity or action determined to be ineligible and not in compliance with the terms and conditions of the various state financing agreements.

BOARD OF STATE AND COMMUNITY CORRECTIONS CONSTRUCTION FINANCING PROGRAM

STATE CAPITAL OUTLAY/ BOARD OF STATE AND COMMUNITY CORRECTIONS PROCESS DETAILS AND TIMING REQUIREMENTS

The SPWB and DOF are the principal state entities responsible for the oversight of most capital outlay projects undertaken by the State of California. The SPWB is empowered to issue lease-revenue bonds to finance and refinance the acquisition, design and construction of public buildings which have been authorized by the state Legislature. The Legislature authorized the SPWB to issue lease-revenue bonds for these adult local criminal justice facilities projects. This section outlines the state capital outlay process and the SPWB's and DOF's oversight requirements in this process, as well as BSCC specific requirements at various stages.

Since all of the state-financed adult local criminal justice facilities projects will go through the state capital outlay process, counties are encouraged to be familiar with the Local County Projects, Capital Outlay and State Public Works Guidelines. This document is designed to provide counties an understanding of the tasks necessary to proceed through the state's capital outlay process.

Counties must also be familiar with the various agreements that will be required between the county and state, and be authorized to execute these agreements as a condition of receiving state financing. Counties may be required to participate in key SPWB meetings and must provide supporting project documentation as requested by BSCC staff at various times throughout the duration of the project.

The Local County Projects, Capital Outlay and State Public Works Guidelines and forms of the above mentioned agreements are available on BSCC's website.

PROJECT SCOPE

The following information should be considered when determining project scope:

A fundamental concept in lease-revenue bond financing is the beneficial use and occupancy of the facility for its intended governmental purpose. The financed facility is identified, in part, through a metes and bounds legal description. Generally, in SPWB financings there is a 5 to 15 foot "buffer" that is part of the legal description of the proposed project. This would be the distance between the financed facility and other buildings on the site or security fencing from the property line. This guideline is unrelated to any building code requirement and may be altered given

particular site conditions. A proposed project with less than a 5 to 15 foot buffer will have to be evaluated on a case-by-case basis.

In addition to a “clean footprint” for inclusion in the financing leases, the issue of shared infrastructure may be a factor, e.g., electrical, water, sewer, HVAC, common areas, phone, etc. If a state financed adult local criminal justice facility is proposed to be “physically attached” to another structure by, for example, a corridor, there may be an issue of shared infrastructure with an adjacent building. Generally, all infrastructure components needed for the financed facility to fully function should be included in the footprint, i.e. the legal description should include a fully integrated facility.

Counties will be required to incorporate state seismic and fire and life safety requirements into the scope of their projects. For projects remodeling an existing facility, the existing facility must be brought up to current fire and life safety standards and meet or exceed a seismic level 3 performance standard as evaluated and determined by qualified and licensed structural engineers. If new construction is adding onto an existing facility, the existing facility is generally not required to be upgraded for fire and life safety or seismic standards if the new construction is seismically separate from the existing facility.

PROJECT TIMELINE

Throughout this process, counties will be required to submit various documents to BSCC for processing and approval through the BSCC, SPWB and DOF. Counties should build into their Project Timetable (Section 3 of the Proposal Form) adequate time for all of these activities and reviews to occur. The following tables contain information from the Local County Projects, Capital Outlay and State Public Works Guidelines. The tables are an attempt to provide counties with an overview of the activities and approximate timeframes required for a design-bid-build project and a design-build project. These timeframes include the review and approval processes required of the various state agencies, melding typical BSCC activities with those of SPWB.

All timeframes in the right-hand Approximate Duration column reflect the approximate time it takes from start to finish, and will vary based upon the circumstances of each county’s unique project. The timeframes provided are predicated on the state receiving required information from counties in a timely and complete manner and assumes that all activities within a Task are occurring simultaneously.

Due to many variables, an approximate timeframe was not provided for the completion of the real estate due diligence process. However, real estate due diligence must be completed before execution of the PDCA and/or approval of preliminary plans by the SPWB and DOF.

Of importance to this process is the requirement for counties to meet specific milestones within certain timeframes, an indication that the project is on a schedule for consistently moving forward from the time of conditional award by the BSCC Board (anticipated in January 2014). These specific milestones and related timeframe requirements are noted within the table under the Activity heading.

PROJECT TIMELINE – DESIGN-BID-BUILD

ACTIVITY		APPROXIMATE DURATION
Project Start-Up – Notices and Activities		4 months
BSCC notifies county of conditional award for project financing.		
County to submit site assurance to BSCC within 90 days of award.		
County to submit real estate due diligence package within 120 days of award.		
Task 1: SPWB Meeting – Project establishment (scope, cost and schedule) (to be completed within 18 months of award)		4 months
State development of project scope.		
County development of project schedule.		
County development of detailed cost estimate by phase (3-page estimate).		
Statement describing status of CEQA & status of any litigation.		
Due diligence approval letter from Department of General Services.	These activities are not necessarily completed as part of Task 1, but can be. They must be completed in concert with Task 2 and before Task 3.	
Cash match approval.		
In-kind match approval.		
County signs Certification of Matching Funds.		
County signs PDCA and BSCC Agreement.		
BSCC Plan Review Submittal (within 24 months of award)		BSCC/SFM 8 weeks
County submits schematic design drawings & specifications to BSCC/SFM (with operational program statement for BSCC only).		
BSCC Plan Review Submittal		BSCC/SFM 8 weeks
County submits design development drawings & specifications/preliminary plans to BSCC/SFM (with staffing plan and analysis of anticipated operating costs for BSCC only).		
Task 2: SPWB Meeting – Preliminary Plan Approval (occurs after BSCC/SFM review)		6 weeks
Review of project scope.		
Review project schedule.		
Review of cost estimate (3-page estimate).		

Development of preliminary plan (design development) estimate.	
Documentation that CEQA is complete.	
Preliminary plans (design development) submittal.	
Task 3: SPWB Meeting – Consent to Ground Lease / Right Of Entry	2 months
Review of project scope.	
Review of project schedule.	
Review of cost estimate (3-page estimate).	
Meeting with DOF, SPWB Counsel, BSCC, DGS & county scheduled.	
County signs Ground Lease/Easement Agreement/Right of Entry.	
BSCC Plan Review Submittal	BSCC/SFM 8 weeks
County submits construction document drawings & specifications (working drawings), to BSCC/SFM for plan check/review and approval.	
Task 4: Pooled Money Investment Board – Loan Request	4 months
Certification that the County has satisfied all of the requirements set forth in statute for the financing of the project.	
Twelve month cash flow projection.	
Task 5: Finance Action to Approve Working Drawings and Proceed to Bid	6 weeks
Development of scope of bid package.	
Working drawings estimate reconciliation.	
Development of project milestone schedule.	
Review of project scope.	
Review of project schedule.	
Review of cost estimate (3-page estimate).	
Working drawings & specifications submittal.	
Task 6: Finance Action to Award Construction Contract (NTP within 42 months of award)	5 weeks
Updated cost estimate (3-page estimate).	
Bid tabulations.	
Updated project schedule.	
Board of Supervisors approval.	
Notice to Proceed/NTP (milestone – within 42 months of award)	

PROJECT TIMELINE – DESIGN-BUILD

ACTIVITY	APPROXIMATE DURATION
Project Start-Up – Notices and Activities	4 months
BSCC notifies county of conditional award for project financing.	
County to submit site assurance to BSCC within 90 days of award.	
County to submit real estate due diligence package within 120 days of award.	
Task 1: SPWB Meeting – Project Establishment (scope, cost and schedule) & Resolution Authorizing Interim Financing (to be completed within 18 months of award)	4 months
State development of project scope.	
County development of project schedule.	
County development of detailed cost estimate by phase (3-page estimate).	
Statement describing status of CEQA & status of any litigation.	
Due diligence approval letter from Department of General Services.	These activities are not necessarily completed as part of Task 1, but can be. They must be completed in concert with Task 2 and before Task 3.
Cash match approval.	
In-kind match approval.	
County signs Certification of Matching Funds.	
County signs PDCA and BSCC Agreement.	
Task 2: SPWB Meeting – Consent to Ground Lease / Right of Entry	2 months
Review of project scope.	
Updated project schedule.	
Updated cost estimate (3-page estimate).	
Meeting with DOF, SPWB Counsel, BSCC, DGS & county scheduled.	
County signs Ground Lease/Easement Agreement/Right of Entry.	
BSCC Plan Review Submittal (within 30 months of award)	BSCC/SFM 8 weeks
County submits performance criteria or performance criteria and concept drawings to BSCC/SFM (with operational program statement, staffing plan and analysis of anticipated operating costs for BSCC only).	
Task 3: SPWB Meeting – Approval of Performance Criteria or Performance Criteria and Concept Drawings (occurs after BSCC/SFM review)	1 month
Review of project scope.	

Updated project schedule.	
Updated cost estimate (3-page estimate).	
Development of preliminary estimate.	
Documentation that CEQA is complete.	
Performance criteria/concept drawings submitted.	
Task 4: Pooled Money Investment Board – Loan Request	4 months
Certification that the County has satisfied all of the requirements set forth in statute for the financing of the project.	
Twelve month cash flow projection.	
Task 5: Finance Action to Approve Request for Proposals	6 weeks
Development of scope of request for proposals.	
Development of project milestone schedule.	
Review of project scope.	
Review of project schedule.	
Review of cost estimate (3-page estimate).	
Request for proposals submitted.	
Task 6: Finance Action to Award Design-Build Contract (NTP within 42 months of award)	5 weeks
Review updated cost estimate (3-page estimate).	
RFP results.	
Review updated project schedule.	
Board of Supervisors approval.	
Notice to Proceed (NTP) for construction (milestone – within 42 months of award)	
BSCC Plan Review Submittal	8 weeks
County submits construction document drawings & specifications to BSCC/SFM for plan check/review and approval.	

AGREEMENTS

This section provides a framework of details for the various agreements necessary involving county and state entities for the adult local criminal justice facilities construction projects. These overviews are provided for the counties' benefit in an effort to better inform counties of the expected contractual nature of the types of agreements that will be required. Depending on the types of proposals and other unknowns, other individual, county specific agreements may be necessary. Forms of these agreements can be found on the BSCC's website.

1. Project Delivery and Construction Agreement

Parties: SPWB, BSCC and County

Purpose: Provides the necessary framework, agreements, covenants and obligations of the parties in order for SPWB to sell lease-revenue bonds (Bonds) to finance the construction of the jail facility.

Consideration: County's minimum 10 percent contribution (match) (unless County qualifies for and is granted a lower contribution (match) amount) of the total project costs in exchange for the state's reimbursement of up to 90 percent of the total project costs, conditioned on the requirements of the Project Delivery and Construction Agreement (PDCA) and the BSCC Agreement being met by County.

Terms: Required by Government Code section 15820.92, the PDCA will be entered into when the reimbursement resolution for state financing is adopted by the SPWB and terminates upon the later of 1) completion of construction, or 2) execution and delivery of the facility sublease, unless terminated earlier in accordance with its terms.

- The terms of the PDCA are driven largely by statutes, and the requirements necessary for SPWB to issue Bonds; the terms and conditions are designed to support lease-revenue bond financing and, as such, do not lend themselves to substantial negotiation.
- The adult local criminal justice facilities project is subject to the approval and administrative oversight of the SPWB and DOF.
- BSCC will act as liaison between the County and SPWB.
- The County agrees to indemnify and hold harmless the State of California for any and all claims and losses arising out of any breach by County of the PDCA, the operation, maintenance, use and occupancy of the jail facility, and the actions of county's contractors and subcontractors.
- County is obligated and assures state parties it will adhere to the terms of the PDCA, as well as the county's own procurement, bidding and construction laws, regulations and procedures with regards to the construction of the adult local criminal justice facility.
- County agrees to be the "agent" for BSCC and SPWB for purposes of acquiring, designing and constructing the adult local criminal justice facility.

2. BSCC Agreement

Parties: BSCC and County

Purpose: Sets forth the roles, responsibilities and performance expectations of the parties for the construction of the adult local criminal justice facility.

Consideration: County's minimum 10 percent contribution (match) (unless County qualifies for and is granted lower contribution (match)

amount) of the total project costs in exchange for the state's reimbursement of up to 90 percent of the total project costs, conditioned on requirements of the PDCA and the BSCC Agreement being met by County.

Terms: The BSCC Agreement is entered into concurrently with the PDCA and terminates at the completion of construction.

- The BSCC Agreement details roles and responsibilities of the participating county and the BSCC as it relates to the oversight of the Project.
- County agrees to indemnify and hold harmless the State of California for any and all claims and losses arising out of the acquisition, design or construction of the adult local criminal justice facility.
- County agrees to staff, maintain and operate the adult local criminal justice facility.
- The BSCC Agreement describes county's contribution (match) of total project costs, as well as its responsibility for construction cost overruns beyond the state's contribution and specifies the process and schedule for claiming state reimbursements.
- The BSCC Agreement sets forth the County's reporting and scheduling requirements during the construction period.

3. Ground Lease

Parties: BSCC and County with the consent of the SPWB and approval of DGS

Purpose: To place possession and control of the real property upon which the adult local criminal justice facility will be constructed with BSCC.

Consideration: Facilitates the state financing of an adult local criminal justice facility to be operated and maintained by County.

Terms: The Ground Lease will be entered into after the County has entered into the PDCA and only after the County has certified the site pursuant to Government Code section 15820.925(c)(1) and the SPWB has determined the site is adequate for purposes of financing in accordance with Government Code section 15820.92(a). These certifications will be based upon thorough research of both recorded and unrecorded interests in the property. The Ground Lease terminates only after all Bonds are paid.

- The Ground Lease must be adequate to support lease-revenue bond financing; by virtue of these limitations, the Ground Lease does not lend itself to substantial negotiation.
- Attached to the Ground Lease will be a metes and bounds legal description of the site and a simple diagram of the site, both with surveyor stamps or equivalent.
- The Ground Lease will be recorded.
- The site should not be encumbered by any liens or debt.

- Damages for default are limited to specific performance or money damages.
- The Ground Lease may require an associated Easement Agreement for Grants of Access, Utilities, and Repairs.
- The Ground Lease cannot be terminated as long as the Bonds are outstanding, even in the event of default.
- After all Bonds are paid, the Ground Lease will terminate.

4. Right of Entry for Construction and Operation

Parties: BSCC and County with consent of the SPWB and approval of DGS.

Purpose: Authorizes County and their contractors to use the site that has been leased to BSCC via the Ground Lease for construction related activities, as well as allowing the County to operate the facility if construction is completed prior to the sale of Bonds.

Consideration: Facilitates the County's construction of the SPWB financed adult local criminal justice facility.

Terms: The Right of Entry for Construction and Operation will be entered into concurrently with the Ground Lease. It will terminate when the Facility Sublease is entered into (when Bonds are sold).

- County agrees to indemnify and hold harmless the State of California for any and all claims and losses arising out of the construction of the adult local criminal justice facility.
- This is a standard document for Bond financing and does not lend itself to negotiation.

5. Site Lease

Parties: BSCC and SPWB

Purpose: Transfers control and possession of the adult local criminal justice facility site from BSCC to SPWB on which the financed adult local criminal justice facility is to be located (the "Site").

Consideration: BSCC provides the Site in order to enable the SPWB to issue its Bonds to finance the adult local criminal justice facility. In addition, the Site Lease provides for nominal monetary consideration.

Terms: The Site Lease is entered into when the Bonds are issued by the SPWB as part of a bond sale; the timing of the bond sale is determined by the SPWB in consultation with the California State Treasurer as agent of sale for the bonds. The timing of the sale is largely driven by federal tax law considerations. The Site Lease expires when all of the Bonds issued to finance the adult local criminal justice facility have been paid.

- This is a standard financing lease and not subject to negotiation.

6. Facility Lease

Parties: SPWB and BSCC

Purpose: The SPWB leases the Site and the project back to BSCC for the term of the Bonds and, subject to availability of use and occupancy, the BSCC agrees to pay rent and other related obligations.

Consideration: Rent is paid in exchange for the right to use and occupy the adult local criminal justice facility.

Terms: The lease term runs as long as the Bonds issued for the adult local criminal justice facility are outstanding but not to exceed 35 years.

- The Facility Lease is entered into when the Bonds are issued by the SPWB; the timing of the bond sale is determined by the SPWB in consultation with the California State Treasurer and is largely driven by federal tax law considerations.
- Subject to the availability of the adult local criminal justice facility for occupancy, BSCC has the right to occupy and use it and in return agrees to pay rent. The SPWB has the right to enter and inspect the adult local criminal justice facility subject to customary security procedures.
- BSCC promises it will not abandon the adult local criminal justice facility.
- BSCC has the obligation to maintain (both ordinary and extraordinary) the adult local criminal justice facility during the term of the Facility Lease (including the costs of ordinary wear and tear) and arrange for the payment of all utilities.
- BSCC may make additions, betterments or improvements to the adult local criminal justice facility in a manner that will not result in abatement of rental.
- BSCC is obligated to maintain property casualty insurance and rental interruption insurance.
- BSCC agrees to annually provide the SPWB and the State Treasurer updated information about private activity use within the adult local criminal justice facility and agrees to cooperate and provide continuing disclosure information per the Continuing Disclosure Agreement.
- BSCC promises not to use or permit the use of the adult local criminal justice facility in any manner which would cause the bonds to be “private activity bonds” within the meaning of Section 141 of the Internal Revenue Code of 1986.
- BSCC promises to obtain the consent of the SPWB to any assignment, subletting or transfer of its interest in the Facility Lease or any part thereof.
- In the event of breach by BSCC that goes uncured, the SPWB may evict BSCC and relet the adult local criminal justice facility.
- At the expiration of the Facility Lease (when all Bonds are paid), the property and improvements secured by the Facility Lease vest with BSCC. Concurrent with the termination of the Facility Lease, the

Ground Lease will also terminate and the property and improvements thereon vest with the County. BSCC will record any documentation necessary or desired to clarify the status of title.

- This is a standard financing lease and not subject to negotiation.

7. Facility Sublease

Parties: BSCC and County with the consent of the SPWB

Purpose: BSCC subleases the adult local criminal justice facility to the County for its use, operation and maintenance.

Consideration: Benefit to the state's public safety by addressing overcrowding and otherwise deficient adult local criminal justice facilities.

Terms: The Facility Sublease is entered into at the same time as, and with a term running concurrently with, the Facility Lease. Subject to the terms of the Facility Sublease, the County may use and occupy the adult local criminal justice facility.

- The Facility Sublease is subject to and subordinate to the Facility Lease.
- County promises it will not abandon the adult local criminal justice facility.
- County has the obligation to maintain (both ordinary and extraordinary) the adult local criminal justice facility during the term of the Facility Sublease (including the costs of ordinary wear and tear) and arrange for the payment of all utilities and applicable taxes or assessments. County must annually submit to SPWB and BSCC proof of its approved budget detailing the allocation of funds to maintain and operate the adult local criminal justice facility.
- Subject to the availability of the adult local criminal justice facility for occupancy, BSCC continues to pay rent under the Facility Lease.
- County may make additions, betterments or improvements to the adult local criminal justice facility in a manner that will not result in abatement of rental.
- BSCC will maintain the insurance policies required under the Facility Lease. County will maintain commercial general liability insurance and other insurance required by the SPWB or maintain an acceptable self-insurance program and provide proof of insurance to the SPWB and BSCC annually.
- County agrees to indemnify and hold the state harmless for any and all claims and losses accruing, resulting from or arising out of the County's use and occupancy of the adult local criminal justice facility.
- County agrees not to encumber the adult local criminal justice facility or otherwise subordinate its interest in the adult local criminal justice facility under the Facility Sublease.
- County agrees to annually provide BSCC, SPWB and the State Treasurer information about private activity use within the adult local

criminal justice facility and agrees to cooperate and provide continuing disclosure information per the Continuing Disclosure Agreement.

- County promises not to use or permit the use of the adult local criminal justice facility in any manner which would cause the SPWB Bonds to be “private activity bonds” within the meaning of Section 141 of the Internal Revenue Code of 1986.
- County promises to obtain the consent of the SPWB and BSCC to any assignment, subletting or transfer of its interest in the Facility Sublease or any part thereof.
- In the event of breach by County that goes uncured, BSCC may evict County and together with the SPWB may relet the adult local criminal justice facility.

BOARD OF STATE AND COMMUNITY CORRECTIONS CONSTRUCTION FINANCING PROGRAM

GENERAL DEFINITIONS

“Adult detention facility” means a Type II, III, or IV county detention facility as defined in Title 24, CCR.

“Adult local criminal justice facility” means a facility or portion thereof which may include any custodial housing, reentry, program, mental health, or treatment space necessary to manage the adult offender population consistent with the legislative intent described in Sections 17.5 and 3450 of the Penal Code, under the jurisdiction of the sheriff or county department of corrections.

“Beds” mean BSCC-rated beds that are dedicated to housing offenders in a jail facility's single and double occupancy cells/rooms or dormitories. Beds can also include special use beds for medical, mental health and disciplinary purposes. All beds must be planned and designed in conformance with the standards and requirements contained in Titles 15 and 24, CCR (state standards for county detention facilities).

“Build-to-Suit” has the meaning ascribed to such term in the General Considerations – Build-to-Suit section of this RFP.

“Cash (hard) contribution (match)” means the county's cash contributed to the project by the applicant for eligible expenditures as identified in the Request for Proposals and as listed in the Project Delivery and Construction Agreement and the BSCC Agreement.

“Concept drawings” means, with respect to a design-build project, any drawings or architectural renderings that may be prepared, in addition to performance criteria, in such detail as the participating county determines necessary to sufficiently describe the participating county's needs.

“Construction” means the building of the BSCC-approved project by the successful bidder/contractor. Construction generally begins with site preparation/excavation and ends with the completion of the project and acceptance by the county.

“Construction bidding” means the county receiving and accepting a bid to complete construction of the project.

“Construction documents” means architectural plans and specifications that are 100 percent complete and generally include: completed specifications, with bid proposal documents; completed construction drawings; and special interest items (corrections, modifications or additions made to the documents). This term correlates with the SPWB term; see also – “working drawings.”

“Construction management” means a specialized, multidisciplinary function provided by a firm or individual acting as the county’s representative with the responsibility to guide the county through all phases of delivery of the construction project. Construction management is an eligible project cost for state financing.

“County Contribution,” in the context of this application, means, 1) the county’s cash dedicated to the project (cash match) by the applicant for eligible expenditures as identified in the Request for Proposals and as listed in the Project Delivery and Construction Agreement and the BSCC Agreement and 2) the value of personnel, land or services dedicated to the project (in-kind match) by the applicant for eligible expenditures as identified in the Request for Proposals and as listed in the Project Delivery and Construction Agreement and the BSCC Agreement.

“County Construction Administrator” is the county official designated by the Board of Supervisors to oversee construction and administer the project agreements with the state.

“Design development” means architectural plans and specifications that are 50 percent complete and generally include: outline specifications (detention hardware, equipment and furnishings); floor plans (to scale with dimensions, room designation, references, wall types and ratings); building sections (heights and dimensions); interior elevations; and, preliminary structural, mechanical and electrical drawings. This term correlates with the SPWB term; see also – “preliminary plans.”

“Financial plan” means arrangements by the county to fund its portion of the project cost, including reserves for cash flow during the construction period.

“In-kind (soft) contribution (match)” means the county contribution in the form of property value or management/administrative services contributed to the project by the applicant for eligible expenditures as identified in the Request for Proposals and as listed in the Project Delivery and Construction Agreement and the BSCC Agreement.

“Maximum security bed space” generally means those areas of a detention facility that are designed with multiple layers of security barriers and constructed for the housing of high security/high risk offenders. Maximum security housing usually holds offenders in single cells/rooms, but may involve double occupancy cells/rooms in certain situations. County security definitions vary and applicants should defer to county policy in categorizing bed space.

“Medium security bed space” generally means those areas of a detention facility designed with a single building security barrier that may be supplemented by an outside grounds perimeter security system monitored by facility staff. Medium security housing generally holds offenders in double or multiple occupancy cell/rooms or dormitories. County security definitions vary and applicants should defer to county policy in categorizing bed space.

“Minimum security bed space” generally means those areas of a detention facility with the lowest level of security barriers. Minimum security housing usually holds lower-risk offenders, typically in dormitory settings, and may or may not have a grounds perimeter security system monitored by facility staff. County security definitions vary and applicants should defer to county policy in categorizing bed space.

“Occupancy” means the placement and continued housing of offenders in a staffed and operational adult local criminal justice facility.

“Off-site” means outside of a reasonable buffer zone surrounding the perimeter of the security fence, adult local criminal justice facility and parking lot. Off-site costs (e.g., access roads, utilities development, etc.) are eligible as cash contribution.

“Operating cost analysis” means a 30-year analysis of anticipated operating costs (e.g. staff salary/benefits, transition team costs, utilities and maintenance) and the identification of, and revenue sources for, sufficient county funds needed to support the operation of the proposed facility. The operating cost analysis must be submitted for BSCC review with the design development plans and specifications. Following BSCC’s review, the county shall submit the operating cost analysis to the Board of Supervisors for review and approval.

“Operational program statement” means a description of the intended operation of a local jail. The operational program statement must be submitted for BSCC review and acceptance with the schematic design drawings and specifications.

“Performance criteria” means, with respect to a design-build project, the information that fully describes the scope of the proposed project and includes, but is not limited to, the size, type, and design character of the buildings and site, the required form, fit, function, operational requirements, and quality of design, materials, equipment, and workmanship; and any other information deemed necessary to sufficiently describe the participating county’s needs; including documents prepared pursuant to paragraph (1) of subdivision (d) of Section 20133 of the Public Contract Code.

“Preliminary plans” means a site plan, architectural floor plans, elevations, outline specifications, and a cost estimate, for each utility, site development, conversion, and remodeling project. The drawings shall be sufficiently descriptive to accurately convey the location, scope, cost, and the nature of the improvement being proposed. See also “design development.”

“Program space” means space in which offenders receive services in the form of programming or treatment to reduce recidivism or as an alternative to incarceration.

“Project Financial Officer” is the county official designated by the Board of Supervisors to be responsible for all financial and accounting related project activities.

“Project Contact Person” is the county official designated by the Board of Supervisors to be responsible for project coordination and day-to-day liaison work with BSCC.

“Schematic design” means architectural plans and specifications that are 30 percent complete and generally include: a site plan; floor plan; exterior elevations and cross sections; type of construction; and actual gross floor area.

“Special use beds” means beds for the purpose of appropriately housing offenders in medical, mental health or disciplinary rooms, cells or units that are planned and designed in conformity to the standards and requirements contained in Title 15, CCR, Division 1, Chapter 1, Subchapter 4 and Title 24, CCR, Part 1, Section 13-102 and Part 2, Section 1231.

“Staffing plan” means an assessment and identification of staffing levels needed to operate the proposed project. The staffing plan shall include: staffing requirements under the proposed design capacity and shift and post identification of staff for the proposed facility, delineated by custody and support staff. The staffing plan must be submitted for BSCC review with the design development plans and specifications. Upon BSCC’s determination that the staffing plan complies with regulations, the county shall submit the staffing plan to the Board of Supervisors for review and approval.

“Supplant” means the use of cash match to replace funds otherwise dedicated or appropriated for construction activities.

“Working Drawings” means a complete set of plans and specifications showing and describing all phases of a project, architectural, structural, mechanical, electrical, civil engineering, and landscaping systems to the degree necessary for the purposes of accurate bidding by contractors and for the use of artisans in constructing the project. See also “construction documents.”