

# Inmate Program Housing

## 1205.1 INTRODUCTION

- (a) Program Housing Units are dedicated housing areas within our jail system that provide a variety of programs and services designed to enhance an inmate's rehabilitation while in custody, as well as maximize the chances of an inmate's successful transition to the community upon release. Some of the programs and services offered include substance abuse recovery, anger management, general and law library services, religious and inspirational programs, and pre-release preparation and assistance, among others. Each program housing unit is tailored to specific groups within the inmate population. Current inmate program housing includes:
1. Housing Unit for Military Veterans ("HUMV")
    - i. The HUMV program provides educational, rehabilitative, and re-entry services for members and veterans of the American Armed Services.
    - ii. Programming and services for the HUMV unit is managed primarily by the Inmate Services Division, with assistance from the Programs Sergeant and the Population Management Unit (PMU).
  2. Transitional Age Youth ("TAY")
    - i. The TAY program is part of a research study through the University of California Irvine (UCI), with the goals of promoting emotional well-being and preventing future criminal behavior among incarcerated young adults.
    - ii. Programming and services for the TAY unit is managed primarily by UCI, with assistance from the Inmate Services Division, the Programs Sergeant, and the Population Management Unit (PMU).
  3. Phoenix House
    - i. The Phoenix House program provides substance abuse treatment, counseling, case management, and post-release transition planning.
    - ii. Programming and services for the Phoenix House unit is managed primarily by Phoenix House California (PHC), with assistance from Correctional Health Services (CHS), the Inmate Services Division, the Programs and Behavioral Health Sergeants, and the Population Management Unit (PMU).
  4. GBTQI ("Pride")
    - i. The Pride program provides educational, rehabilitative, and re-entry services for members of the GBTQI community.
    - ii. Programming and services for the Pride unit is managed primarily by the Inmate Services Division, with assistance from the Programs Sergeant, and the Population Management Unit (PMU).
  5. Cell Dogs

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

- i. The Cell Dog Program is a 3-month training and educational program, which results in forever homes for the dogs and viable job and life skills training for the inmates enrolled.
  - ii. Programming and services for the Cell Dog unit is managed primarily by the Inmate Services Division, with assistance from the CJX Administrative Sergeant, and the Population Management Unit (PMU).
- 6. PIVOT
  - i. PIVOT is a peer mentorship development program. PIVOT inmate participants will serve as positive role models and program advocates.
  - ii. Programming and services for the PIVOT program are managed primarily by Inmate Services Division (ISD) Deputies, with assistance from ISD Management and the Population Management Unit (PMU).

## **1205.2 SCREENING AND PLACEMENT**

### **(a) Screening Overview**

- 1. The Population Management Unit (PMU) will screen all potential candidates for program housing units. The primary goal of this screening process is to determine if placement of a particular inmate would present any potential safety or security risks to inmates or staff. PMU will collaborate with relevant program stakeholders to determine an inmate's suitability for participation in a program, as well as if the inmate would benefit from the programming and services offered.
- 2. Screening frequency for each program will be established in collaboration with all relevant stakeholders, and will be based on program requirements, operational needs, housing constraints, and space availability.
- 3. When conducting candidate screening, PMU shall review documentation for each inmate's current and prior custody terms, as well as their criminal history, via the following sources:
  - i. Classification ITRAC record.
  - ii. JMS write up and "tread" history (if available) by OCN.
  - iii. 24-hour log history (by current and past booking numbers).
  - iv. FBR, for any additional in-custody incidents the candidate may have been involved in.
  - v. CLETS/NCIC database.
  - vi. Input provided by relevant stakeholders regarding a candidate's medical, mental health, and personal history.
- 4. All inmates currently in custody may request consideration for placement into a program housing unit by submitting a message slip addressed to "PMU - Theo Lacy - Special Services Bureau". If an inmate requesting consideration for placement has a classification level that falls outside the classification

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

requirements for that program housing unit, PMU will review the inmate's recent criminal and institutional history to determine if a change in classification level would be suitable, such that the inmate has meaningful opportunity to access and participate in the program housing unit. If a classification change is suitable, PMU will still conduct further screening per the additional guidelines and criteria to determine eligibility (see sections 1205.2(b) and (c) below).

5. If an inmate is disqualified during screening, removed from a program unit after placement, or leaves a program unit voluntarily, they may submit a message slip requesting re-consideration for placement. However, inmates are limited to submitting one request every 30 days. Any requests received less than 30 days from the date of the last request will not be considered.
6. If an inmate is screened and approved for placement into a program unit, PMU will document the approval on a "Misc" tab in the inmate's classification record.
7. Any inmates disqualified for placement during a periodic screening of the entire population (for certain programs) do not need documentation on their classification record of the disqualification.
8. If an inmate submits a request for placement or re-entry into a program unit and is not approved, PMU will document this on a "Misc" tab in the inmate's classification record.
9. The Department reserves the right to make any modifications to the mandatory prerequisites and screening criteria outlined above, based on facility needs or other operational factors.

#### (b) Screening Procedures

1. Potential candidates must meet all the following mandatory pre-requisites to be considered for placement into a program housing unit:
  - i. The inmate cannot be pending transfer to another agency on the date they are screened (e.g., no "88 88 88" or "I/C USDC" in JMS).
  - ii. The inmate must have a release date greater than 30 days from the date of screening.
2. Generally, an inmate will be disqualified if there is documentation for one or more of the following:
  - i. Three or more Major jail rule violations within the last 12 months for any combination of the following: "Disrespect to staff," "Creating a disturbance," or "Failure to Obey Directives."
  - ii. Two or more Major jail rule violations within the last six months for: possession of drugs, hoarding medication, or possession of another inmate's medication.
  - iii. Any incidents involving the possession of significant contraband within the last 12 months, such as: possession of narcotics (for sales or distribution), possession of "Pruno," etc.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

- iv. Any incidents involving the possession of a weapon, or the creation/possession of a security device (i.e., handcuff key, staff keys, escape tools, etc.).
    - v. Suspect (primary or participant) of two or more assaults within the last three months, or one assault within the last six months involving force likely to cause SBI or GBI (i.e., CPC 243(d), CPC 245).
    - vi. Primary suspects or participant of a major disturbance within the last 12 months (i.e., refusing to lockdown, malicious damage to county property, ERT Activation, etc.).
    - vii. Any failure to follow directives that results in the use of force or significant physical control to gain compliance, within the last 12 months.
    - viii. Extensive or repeated placement in mental health housing as recommended by Correctional Health Services (CHS), which may create a programming or management issue.
  - 3. The above criteria are not an exhaustive list, and there may be instances requiring the Population Management Unit (PMU) to modify the screening criteria, due to the unique nature surrounding each inmate's criminal and institutional history, as well as modifications to program requirements or operational needs.
- (c) Program Specific Screening Criteria and Placement Procedures
- 1. To qualify for HUMV, potential candidates must meet the following additional mandatory criteria:
    - i. Must be classified as GP-4 through GP-7.
    - ii. Must be a member or veteran of the United States Armed Services.
  - 2. Potential HUMV candidates will be identified by PMU via a screening of the entire inmate population against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry. Once the approved candidates have been identified:
    - i. PMU will conduct an interview with each candidate to determine if they are interested in participating in the program. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
    - ii. Once a final list of candidates has been established, PMU will generate a movement roster and coordinate with Classification and housing staff to move them into the program unit.
  - 3. To qualify for TAY, inmates must meet the following additional mandatory criteria:
    - i. Must be classified as GP-4 through GP-7.
    - ii. Must be between the ages of 18-25 years old.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

- iii. Must not have any current charges or prior convictions for PC 187 or PC 664/187.
- iv. Must be sentenced and have 3-12 months left on their sentence. UCI staff may periodically submit referrals for specific inmates.
- 4. Potential TAY candidates will be identified by PMU via a screening of the entire inmate population against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry. Once the approved candidates have been identified:
  - i. PMU will email the list of approved candidates to UCI staff, who will conduct further screening.
  - ii. UCI staff will then send an email to PMU and Inmate Services with the final list of candidates to be moved into the program unit.
  - iii. PMU will generate a movement roster and coordinate with Classification and housing staff to move the candidates into the program unit.
- 5. To qualify for Pride, inmates must meet the following additional mandatory criteria:
  - i. Must self-identify as LGBTQI
  - ii. Must be classified as PC-3
  - iii. The inmate prefers and is approved for placement in LGBTQI specific housing, determined through the initial classification interview or classification review process.
- 6. Potential Pride candidates will be identified by PMU via a screening of the entire inmate population against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry. Once the approved candidates have been identified:
  - i. PMU will email the list of approved candidates to Inmates Services staff, who will conduct interviews and determine if they are interested in participating in the program. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
  - ii. Inmate Services staff will then send an email to PMU with the final list of candidates to be moved into the program unit.
  - iii. PMU will generate a movement roster and coordinate with Classification and housing staff to move the candidates into the program unit.
- 7. To qualify for Phoenix House, inmates must meet the following additional mandatory criteria:
  - i. Must be classified as GP-4 through GP-7.
- 8. Potential Phoenix House candidates will be referred to PMU from CHS staff, who will first interview the inmates to determine their interest and will also conduct

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

an initial screening against PHC and CHS criteria prior to referral. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.

9. To qualify for Cell Dogs, inmates must meet the following additional mandatory criteria:
  - i. Must be classified as GP-4 through GP-7.
10. Potential Cell Dog candidates will be referred to PMU from Inmate Services staff, who will first interview the inmates to determine their interest. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
11. PMU will screen the list of referrals against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry but will coordinate with Inmate Services to determine the inmate's suitability. Once the approved candidates have been identified:
  - i. PMU will email the list of approved candidates to Inmate Services. If a referred inmate is not approved for placement, PMU will notify Inmate Services and will provide a reason for the denial (e.g., "Inmate was the suspect of 2 assaults in the last 3 months").
  - ii. PMU will generate a movement roster and coordinate with Classification and Housing Staff to move the candidates into the program unit.
12. Potential Pivot Inmates will be screened and selected by Inmate Services Division (ISD) Deputies. Once the approved inmates have been identified:
  - i. Inmates will complete the Pivot Leadership Development Course. Upon completion, inmates will receive a certification of completion.
  - ii. Inmates will sign and agree to the Pivot Mentor Code of Conduct form and then be considered Pivot inmate participants.
  - iii. ISD Deputies will coordinate with PMU to generate a movement roster for inmate participants to be moved to selected housing locations.
  - iv. PMU will coordinate with Classification to create a J-119 for Pivot participants and facilitate movement.

### **1205.3 HOUSING OPERATIONS AND PROGRAMMING**

- (a) Inmates housed in program units are required to comply with all jail rules as specified in [CCOM Section 1600.2 – Orange County Jail Rules](#). Any inmate found violating jail rules should be counseled and/or written up accordingly. If an inmate is found to be habitually violating jail rules, housing staff should refer to the section below: "Removal Procedures: Non-Exigent."

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

- (b) Inmates will have access to the dayroom (cell doors open) from 0645-2300 hours every day. Inmates will return to their cells at 2300 hours and close their doors. Housing staff may lock down inmates as needed for exigent circumstances (i.e., major disturbance, medical emergency, facility-wide lockdown, etc.). Staff shall document any interruptions in dayrooms or outdoor recreation in Guardian RFID, but should resume normal programming as soon as feasible, or at the direction of their Sergeant or Watch Commander. Pivot Program inmates do not have a dedicated housing unit and are housed among the general population. Therefore, these inmates will be afforded dayroom access in accordance with established policies and procedures for their specific housing locations.
- (c) It is expected that daily operational activities (meal service, safety checks, medication distribution, etc.) will be conducted while inmates are out in the dayroom. However, staff may lock down inmates for these activities at their discretion if any safety or security concerns become apparent. Per [CCOM Section 1719.2\(a\)\(5\)\(i\) – Module Book Counts](#), inmates will return to their assigned bunks for module book counts. During module book counts, cell doors may be open or shut, at the discretion of housing staff.
- (d) Inmates housed in program units will receive the same amount of outdoor recreation time afforded to all other inmates, per [CCOM Section 1600.3\(m\) – Recreation Programs](#). Inmates are permitted to participate in outdoor recreation with others who are housed in the same program unit, even if they have a different GP classification level.

#### **1205.4 REMOVAL PROCEDURES**

- (a) Exigent Removal
  - 1. If housing staff identifies or are made aware of a serious, specific, and articulable security or safety concern for an inmate, staff member, or visitor (i.e., fight, threats of assault, major disturbance, etc.), the following steps shall be taken immediately:
    - i. Housing staff shall ensure the involved parties are in, or moved to, a safe location.
    - ii. Housing staff shall call the Classification Unit at their respective facility. Classification staff will advise if the inmate(s) involved should remain in their current housing location, moved to another temporary housing location, or escorted to the booking loop.
    - iii. Housing staff shall submit a Classification Review explaining the incident (one for every inmate involved).
    - iv. Classification staff shall notify PMU of the incident by phone during normal business hours, or by email after hours.
    - v. Due to the more complex nature of placement, the services offered, and additional stakeholders involved in these program units, Classification staff shall coordinate with PMU to investigate the incident and interview the inmate(s) prior to completing the classification review.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

- vi. The recommendations in the classification review shall be approved or denied by the PMU or Classification Sergeant, but only after consultation with the Programs/BHB Sergeant.
- vii. The Facility Captain or Commander may override a decision to keep or remove an inmate in a program unit, at their discretion.
- viii. Once the classification review process has been completed, PMU will notify housing staff of the disposition, and will coordinate with them and Classification staff to re-house the inmate if necessary. Regardless of the outcome, PMU will notify the relevant program stakeholders of the incident via email.

#### (b) Non-Exigent Removal

1. If any staff member or program stakeholder identifies a management or programming issue for an inmate in a program unit, they may request the inmate be removed. Inmate behavior constituting grounds for removal may include, but is not limited to:
  - i. Disruption of program activities.
  - ii. Continued refusal to participate in program activities.
  - iii. Repeatedly disobeying directives.
  - iv. Inappropriate behavior or language towards staff or visitors.
  - v. Habitually violating jail rules.
  - vi. Engaging in institutional behavior (extortion, possessing or passing of contraband, instigating racial tension, etc.).
2. To request an inmate to be considered for removal, the following steps shall be taken:
  - i. The requestor must submit an email to PMU ([pmu@ocsheriff.gov](mailto:pmu@ocsheriff.gov)) requesting the inmate be removed from the program (with supporting details).
  - ii. PMU will review the request, investigate the circumstances, and interview the inmate if necessary. The removal request, along with all related findings and determinations, shall be documented on a "Misc" tab in the inmate's classification record.
  - iii. Depending on the circumstances, the removal request may warrant a Classification Review for possible re-classification and/or removal from the program. In these cases, PMU will forward the information to Classification staff, and will coordinate with them to complete the classification review process.
  - iv. Once the investigation is complete, PMU will reply directly to the staff member that submitted the request, notifying them of the disposition. PMU will coordinate with Classification and housing staff to re-house the inmate if deemed appropriate.



# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Inmate Program Housing*

---

3. If an inmate notifies staff that they no longer wish to be housed in a program unit, the staff member will notify PMU via phone or email. PMU will coordinate with Classification staff to re-house the inmate and document the movement on a "Misc" tab in the inmate's classification record. PMU will also email the relevant program stakeholders, notifying them the inmate was removed from the program at their request.
4. Non-exigent removal from program housing shall only be conducted or approved by PMU or the Programs Sergeant. However, a Facility Captain or Commander may direct PMU or Classification staff to remove an inmate from a program unit at their discretion. If this occurs, PMU/Classification shall document the removal on a "Misc" tab in the inmate's classification record.