

<b>DATE:</b>	JULY 25, 2018
<b>NUMBER:</b>	E.5
<b>SUBJECT:</b>	HOME DETENTION AND RRC/WF VIOLATIONS
<b>RELATED SECTIONS:</b>	P.C. 1203.016 THROUGH 1203.018 and 1208

**PURPOSE**

To set forth rules governing the Home Detention and Residential Reentry Center/Work Furlough (RRC/WF) program participant's behavior in an effort to provide a safe and healthy environment for the community, staff, and program vendors.

**POLICY**

Upon acceptance, Home Detention participants will be required to read, sign and adhere to the program rules and regulations (J-148 form).

**PROCEDURE**

**I. DISCIPLINARY SANCTIONS**

As part of the orientation process, inmates placed on the program will be provided with a written copy of the rules and regulations. Inmates will also be advised of the disciplinary process and the sanctions they can expect for violating the rules of the program.

Rule violations may result in the following:

- A. Verbal warning
- B. Written warning
- C. Restricted movement
- D. Mandatory or increased reporting
- E. Mandatory or increased drug or alcohol testing
- F. Mandatory or increased programming
- G. Step down from Home Detention to RRC/WF
- H. Loss of good time credits (4019 P.C.)
- I. Revocation and return to a detention facility
- J. Additional criminal charges

## II. REPORTING PROCEDURES

### A. Home Detention and pretrial participants

1. County Parole and Alternative Custody (CPAC) staff will follow the established procedures as outlined in DSB P&P section O.1 as it relates to rule violation reports if the violation requires a remand to a detention facility or loss of good time credits.
2. All other rule violations will be documented in JIMS under a HDR incident entry and approved by a CPAC supervisor.
3. If a participant has a grievance with the rule violation sanctions, the participant can grieve verbally or by writing to the CPAC sergeant.

Any grievances resulting from the rule violation will be handled through the DSB P&P section N.1 Grievance Procedure.

### B. RRC/WF participants

1. All rule violations that occur at this site will be handled by CoreCivic staff through their hearing process, but a CPAC supervisor or designee will approve the discipline.
2. If CoreCivic staff recommends the participant be remanded to a detention facility, CoreCivic staff will hold the hearing and have the remand approved by a CPAC supervisor or designee. A copy of the rule violation from CoreCivic will be provided to the participant.

Any grievances resulting from the rule violation will be handled through the DSB P&P section N.1 Grievance Procedure.

3. If CPAC staff determines the participant will be remanded to a detention facility or CoreCivic staff did not document the remand through their rule violation process, CPAC staff will follow the established procedures as outlined in DSB P&P section O.1 as it relates to rule violation reports.

Any grievances resulting from the rule violation will be handled through the DSB P&P section N.1 Grievance Procedure.

## III. REMANDS

### A. Home Detention

All Home Detention participants will be remanded by CPAC deputies, unless the participant is arrested for a new crime, then the arresting agency will remand the participant with the new charge as a "B" booking under the current booking number.

B. RRC/WF

1. Normal business hours:  
During normal business hours, Monday-Friday from 0600-1600 except holidays, CPAC deputies will remand all RRC/WF.
2. After normal business hours and holidays:
  - a. RRC/WF staff will notify the San Diego Central Jail (SDCJ) watch commander for any remands for both Sheriff's and Probation participants. It will be the SDCJ watch commander or designee's responsibility to coordinate these remands. If the watch commander or designee has any questions regarding a remand they can contact the on-call CPAC supervisor or designee.
  - b. Probation staff will be notified first to remand probation inmates. In the event probation staff are not available for the remand the SDCJ watch commander or designee will be notified to coordinate the probation remand.
3. Participants are not to bring any property with them other than their wallet, clothes and jewelry they are wearing, identification, and cell phone. It is the participant's responsibility to have a family member pick-up their remaining belongings from RRC/WF within 30 days.
4. Documents needed for remands:
  - a. For Sheriff's inmates, a Booking Intake/Personal Property Inventory (J-15 form) shall be completed with the participant's current booking number. The charge will be "1208 Violation."
  - b. For Probation inmates, a J-15 form shall be completed with the inmate's current booking number. The charge will be "WF Re-class."
    - i. RRC/WF staff shall provide a letter indicating the remand.
    - ii. The transporting deputy will be provided with a packet containing the J-15 form, the RRC/WF letter, a sentencing calculation sheet, court minutes, and plastic property bag. The packet will be delivered to the Inmate Processing Division upon arrival.