

DATE:	SEPTEMBER 7, 2018
NUMBER:	T.1
SUBJECT:	CORRECTIONAL COUNSELING PROGRAM
RELATED SECTIONS:	E.8 , T.5 , T.7 , T.25

PURPOSE

To provide consistent correctional counseling services at each detention and reentry facility.

POLICY

Each facility will maintain a correctional counseling program that provides opportunities for inmates to participate in programs and counseling services.

PROCEDURES

- I. Correctional counselors (CCs) will provide the following counseling services:
 - A. Counselors will assess inmate needs for educational, vocational, psychosocial, wellness, special religious issues, pre-release, post-release, or other program needs necessary for reentry purposes.
 - B. A variety of reentry programs are available to inmates. CCs shall be responsible for the coordination of educational, vocational, psychosocial and wellness programs.
 - C. Counselors will provide individual and group interventions as well as case management based off assessed needs.
 - D. Counselors may facilitate psychosocial classes.
 - E. Inmates with disabilities shall not be excluded from participation in reentry programs.

NOTE: All counseling services are voluntary and the inmate must agree to participate in programs. Requests for counseling services may be made by the inmate, family members, social service agencies, government agencies, or Sheriff's staff.

- II. CCs may be responsible for the coordination of the following programs at their respective facilities, as directed by a supervising correctional counselor (SCC) and/or the Reentry Services Manager (RSM):
 - A. Educational programs such as High School Equivalency (HSE) and college classes.
 - B. Vocational programs
 - C. Psychosocial programs
 - D. Wellness Programs

- E. Library Services (operation of the inmate reading library and distribution of reading materials).
- III. CCs will fulfill the following duties as directed by a SCC and/or the RSM.
- A. Screen inmates in conjunction with classification for transfer to minimum-security institutions, other alternative housing and programs.
 - B. Provide case management and coordinate inmate referrals to social service providers.
 - C. As directed by the RSM, assist the facility commander and staff with special projects related to Reentry Services.
 - D. Prepare inmate jail behavior reports for County Parole Board hearings and review hearings.
 - E. Serve as the Sheriff's representative on the County Parole Board (3075 P.C.).
 - F. Legal Research
 - 1. CCs shall provide Legal Research Assistant (LRA) request forms, as needed.
 - 2. CCs are responsible for timely processing and delivery of LRA requests and responses.
 - 3. Correctional Counselors are responsible for the documentation and adherence to the established policies governing legal assistance to inmates.
 - 4. CCs shall provide reasonable assistance to inmates who are representing themselves in propria persona (pro per) in a criminal case or an action challenging the conditions of their confinement, and who have been granted pro per status by the court. "Reasonable assistance" consists of assisting an inmate in learning how to operate the electronic research kiosks, and how to formulate queries for such research. Counselors shall not conduct research for the inmate, nor suggest topics of research, nor give legal advice.
 - G. Serve as volunteer coordinator for religious programs, contracted service providers, and any other applicable voluntary programs for all detention facilities.
 - H. Attend interagency and community meetings relating to the work being done in the Sheriff's detention and reentry facilities.
 - I. When assigned, assist in preparing applications for grants to fund new programs.