

County Parole And Alternative Custody (CPAC)



Procedure Manual

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County Parole and Alternative Custody Unit (CPAC)

Mission Statement

We maximize jail bed availability through alternative custody programs designed to socially reintegrate offenders utilizing evidence-based practices and proactive supervision methods.

Chain of Command

The CPAC Unit is assigned to Detention Operations Area 1 Command. The Detention Operations Area 1 Command falls under the leadership of Commander Will Brown. Captain Erika Frierson, Lieutenant Holly Mitchell and Sergeants Adam Arkwright and Dave Perkins oversee the overall operations of the CPAC Unit.

Overview of CPAC Program

The CPAC staff works with offenders utilizing several different programs such as home detention, residential reentry / work furlough, veteran's court, and county parole, while applying supervision methods that enhance the potential for successful completion of their court ordered sentence. This may require telephone communication, face to face communication, and monitoring to ensure the conditions of the programs are being met by the offender. For additional program support, CPAC also contracts with Sentinel Monitoring Services for electronic monitoring operations for all our participants and reentry program education for our home detention participants. If a potential CPAC participant does not have an adequate residence for the home detention program, CPAC collaborates with Correctional Alternatives Incorporated (CAI) as a residential reentry program and work furlough site (RRC/WF) to give participants an alternative to custody by living at their facility. These participants would have to adhere to CAI's programming and abide by their program rules and regulations. If a participant living at the RRC is able to secure an adequate outside residence and has been participating in reentry education programs, CPAC will allow the participant to step up to home detention. The county parole program is also an alternative custody option and is also overseen by CPAC. Any person in custody or participants in the CPAC program may work towards and apply for county parole, which would enable them to get released early but with county parole stipulations. These stipulations could require the participant to continue positive programming through reentry education courses to also include drug and alcohol program participation where applicable. Finally, we assist the Court Services Bureau's reentry court with electronically monitoring all the participants selected for home detention through Veteran's Court.

Electronic Monitoring Eligibility Criteria

For a participant to qualify for Electronic Monitoring, they must meet the minimum standards established in the Detention's Policy and Procedures Sections E.2 and E.3. On a daily basis, the County Parole and Alternative Custody Unit (CPAC) will thoroughly evaluate all inmate applications from in custody and court referred defendants for eligibility criteria for the different programs offered, such as; Pretrial, Residential Reentry Center/Work Furlough (RRC/WF), Home Detention and County Parole.

CPAC also assists Re-entry Court with Veteran's Treatment Court (VTC). Those participants who are identified by the VTC will be screened and monitored by the CPAC Unit only with both electronic and/or alcohol monitoring, if so ordered by the court. All non-compliance issues will be reported to and handled by Veteran's Court and the Re-entry Court probation representative.

Application Screening

Inmates currently in the custody of the San Diego County Sheriff's Department, court referred (post or pre sentenced) and pretrial defendants may be screened for participation in the Home Detention Electronic Monitoring or RRC/WF Program. The CPAC Unit is solely responsible with determining if the applicants meet the eligibility requirements for these programs, however, the court's recommendation holds "great weight" when court referred applicants are received at CPAC.

The CPAC Unit is assisted by the Sheriff's Transfer Assess and Release Unit (STAR) with screening applicants. The STAR Unit will screen all court referred prescreen candidates. These applicants are screened for CPAC programs prior to sentencing. The STAR Unit will complete the entire criminal background history and a face to face full COMPAS assessment for the prescreen applicant. Once the prescreen evaluation is completed, a letter from CPAC is written and signed by a CPAC supervisor and forwarded to the issuing court notifying the court if the candidate meets CPAC's program requirements.

In addition to assisting CPAC caseworkers with the prescreening process, the STAR Unit also assists the CPAC Unit by completing all full face to face COMPAS assessments as described below.

When screening an applicant, CPAC evaluates several areas pertaining to the CPAC applicants; such as but not limited to the following:

- Current charges
 - Exclusionary charges will generally be an automatic denial
- Criminal History
 - Including active warrants, restraining orders, gang affiliation, etc.
- Institutional Behavior

- Medical/Psychological issues
- Drug and Alcohol addictions
- Residence
 - Meets the minimum criteria in Detention Policy and Procedure Section E.3.
- Employment
- COMPAS assessment (a comprehensive interview to identify the risk levels for an offender's propensity for violence and general recidivism)
 - There are two types of COMPAS assessments, Basic, (static) and Full.
 - Basic, (static) assessments will be completed by CPAC staff.
 - Full assessments will be completed by the STAR Unit.
- Case Plan
 - Any participant sentenced and approved for CPAC for over 30 days will have case plan developed by the Correctional Counselors.
 - The case plan will consist of assigned classes the participant will be required to attend and complete while in the CPAC program.
 - The classes are assigned based off the participant's "needs" which is determined by their COMPAS assessment.

For further details on screenings, refer to Detention Policy and Procedure Section E.3.

After the information is gathered, the CPAC deputy caseworkers will recommend or not recommend the applicant based on the overall criminal background and sophistication of the applicant, COMPAS assessment and suitable residence. All recommended applicants will be approved by a CPAC supervisor or designee.

All court referred applicants denied by the deputy caseworker will then be routed along with a complete explanation as to why the CPAC applicant is being denied to the first level supervisor, (sergeant). If the first level supervisor (sergeant) concurs with the denial, the applicant's folder is then routed to the CPAC Lieutenant for evaluation of the denial. All court referred cases denied by the CPAC Lieutenant will then be routed to the DSB Support Captain for final review for override or concurrence of the participant's denial.

A CPAC applicant can also be denied for the CPAC program because the applicant fails to complete the application process before their court ordered report date due to their own inaction, i.e., not returning phone calls from a CPAC caseworker, incomplete application process etc. The applicant will be instructed by a CPAC caseworker to report to custody as stated on their court order. In addition:

- A letter will be sent to the issuing court from CPAC reporting the applicant's inaction to participate/cooperate with the CPAC application process.
- These applicants will have no course of appeal through the appeal process for their denial.
- These applicants can reapply for the CPAC program after they are in custody.
- The denial and date letter was sent to issuing court will be documented in JIMS under HDR/ISR and approved by a CPAC supervisor.

All other CPAC program denials will follow as described in Detention Policy and Procedure Section E.3.

Enrolling Participant

Once the participant is approved for a CPAC program, the CPAC staff will enroll the participant; when enrolling a participant into a CPAC program it is the responsibility of CPAC personnel to ensure the following is completed:

[REDACTED]

- I [REDACTED]
- I [REDACTED]
- I [REDACTED]
- I [REDACTED]
- I [REDACTED]

[REDACTED]

- I [REDACTED]
- I [REDACTED]
- I [REDACTED]
- I [REDACTED]

[REDACTED]

- I [REDACTED]
- I [REDACTED]
- I [REDACTED]

[REDACTED]

Each participant will qualify under one of following penal code sections, which determines the type of funding for the different CPAC programs:

- 1203.016
- 1203.017
- 1203.018
- 1208

Case Management

Case Management is designed to monitor CPAC participant's behavior through electronic monitoring both GPS and alcohol (if required), random drug testing, home compliance checks, case manager-participant interactions, and evidence-based treatment interventions that are aligned with the participant's risk and needs.

Each participant will undergo a validated risk/needs assessment. The assessed risk level will have corresponding minimum supervision standards requiring staff to maintain contact with participants so that the goals and objectives of community safety, security and programming can be achieved. All approved participants for CPAC will be systematically distributed evenly amongst each case manager.

- It is the responsibility of each case manager to properly manage their case load in conjunction with private entities on a daily basis. This is to ensure the participants are following all the rules and completing their programming successfully. During normal business hours, it will be the responsibility of each case manager to supervise their case load as directed.
 - After hours and weekends, these responsibilities transfer to the assigned On-Call Deputies and Sergeant.

There are several different programs CPAC currently manages such as: Home Detention, Residential Reentry Center/Work Furlough (RRC/WF), Pre-trial and County Parole. Each program is assigned to certain staff members and/or groups to manage. They are currently assigned as follows:

Deputy Sheriff Detentions: RRC/WF and Pre-trial

- RRC/WF: Deputy Sheriff Detentions Case Managers work in conjunction with the Case Management Team at Correctional Alternatives Incorporated (CAI).
- Pre-trial: Deputy Sheriff Detentions Case Manager work in conjunction with the Case Management Team at Sentinel. They are referred to the CPAC unit by the Courts and assessed by the STAR Unit.

Deputy Sheriff Law Enforcement: Home Detention

- Deputy Sheriff Law Enforcement Case Managers work in conjunction with the Case Management Team at Sentinel.

Correctional Counselors: County Parole

- Correctional Counselor case managers work in conjunction with the Parole Board.

Case Management Sanctions and Incentives

Each case management group will have different sanctions and incentives.

RRC/WF:

The management group, CAI, at RRC/WF has their own sanction and incentive program. All sanctions that are given to our participants will be routed through a CPAC sergeant for approval. The CPAC sergeant can modify, dismiss or up hold any discipline that is recommended by the CAI staff. All appeals for discipline will be handled by a CPAC sergeant.

As for incentives, the CAI case managers will contact the participant's assigned CPAC case manager for approval for any incentives that require them to leave the RRC/WF facility.

Home Detention:

- Sanctions
 - When enforcing sanctions Case Managers shall use evidence based practices based on the person risk level and violation. They can use methods such as but not limited to: the step-up method, rule violations, increased drug or alcohol monitoring, or remanding to custody. All will need notification and/or the approval from a CPAC supervisor.

- Positive Drug or Alcohol Testing:

- Are treated on a case by case basis; if a participant tests positive for drugs/alcohol a decision to remand back into custody will depend on the participant's programming and/or success up to the positive controlled substance or alcohol test. Other sanctions other than remanding them back to jail custody may be imposed. All require notification and/or the approval from a CPAC supervisor.

- Incentives:

- Case Managers shall also reward participants that are performing well on their program. Rewards that could be used but are not limited to: step-up method, lowering drug/alcohol testing, authorizing extra time with family in the community or positive words of encouragement. Some incentives may require approval from the CPAC supervisors.

County Parole:

County parolees may have sanctions imposed if they fail to comply with the terms of their county parole. As an incentive for the county parolee to adhere to their county parole terms the county parolee is not electronically monitored and is at liberty to travel, work and live outside the county of San Diego

If a CPAC Correctional Counselor is having difficulty with a county parolee not following their terms of parole they will ask for assistance from a CPAC law enforcement deputy staff to contact the county parolee at their residence or place of employment to evaluate the parolee. If the county parolee does not fulfill their terms they may be remanded to custody for the remainder of their sentence. If the parolee does not remand themselves a warrant may be issued by the order of the parole board.

A county parole participant may also decide that county parole is not the appropriate program for them and may request to a CPAC correctional counselor that they be considered for home detention or RRC in order to continue abiding by laws and continued success with working towards their success with reentry back into the community. In this case and if accepted for home detention or RRC, the county parolee will be instructed to report to one of three booking facilities to be rebooked back into custody then will be released to CPAC for home detention or RRC housing and be electronically monitored.

Programming

Qualifying participants in the CPAC program will be assigned certain classes to complete. Those participants are as follows: serving 30 days or more on home detention, pretrial, pre-arraignment (1269 PC) and assigned to RRC/WF. Each participant will be evaluated by the CPAC correctional counselor and assigned the appropriate available classes. The participant may also complete any court ordered classes while in a CPAC program.

Home Detention participants will complete their assigned classes at the Sentinel office or qualified vendor. The assigned participant's LE deputy and Sentinel caseworkers will track and ensure the classes are being completed. At the end of every month, Sentinel will provide a list of participants who completed programming, the program's name, and date of completion. They will also provide a list of participants who did not complete programming as well as the reason why.

RRC/WF participants will be evaluated by CAI staff and complete CAI assigned classes. CAI staff will take the correctional counselors class recommendation under advisement. The assigned participant's detentions deputy and CAI caseworker will track and ensure the classes are being completed. A CPAC representative, normally a CPAC sergeant and a correctional counselor, will attend Participant Review Team (PRT) Meeting (held twice a month) with the CAI caseworkers to discuss participant programing.

Home Compliance

Home Compliance checks are used to ensure the participants are complying with the CPAC rules and regulations, are completing their assigned programming and discuss equipment issues. [REDACTED]

The numbers of home compliance checks are completed based on the participants risk level. This is only a minimum standard and can be increased or decreased based off their needs and performance on the program. If a home compliance check is not completed as required it shall be documented and reported to a supervisor.

[REDACTED]

All Home Compliance will be documented in JIMS and the Active List.

Program Completion or Termination

Completions:

All participants will be considered to have completed the program as long as they were not remanded back into custody due to rule violations. When the participant successfully completes the program, it's the responsibility of the CPAC personnel to ensure the participant is properly removed from the program electronically and all equipment is removed / returned and all notifications are made.

Termination:

All participants will be considered to have been terminated from the program when they are remanded back to custody for a variety of reasons, such as: violating a rule of the program, additional charges, warrants, ICE holds or a violation of law...etc. Even though a participant may be terminated from the program they may be re-evaluated at later date to see if they qualify for other programs CPAC offers based on the severity of the violation.

On-Call Duties

The CPAC Unit shall have rotating on-call schedule for both the deputies and sergeants. The on-call schedule will rotate monthly with a primary and a secondary on-call deputy. The deputies will be assigned as a pair with one Detention and one Law Enforcement deputy. After two weeks the deputies will rotate on-call assignments. The sergeant will be assigned for the month. The On-call deputies will be required to handle all alerts from GPS and Soberlink devices after normal business hours, weekends and holidays. Any remands or sanctions will require on-call sergeant's approval.

Primary On-Call Deputy's duties:

- Shall be responsible for all the participants GPS alerts.
- All after hour alerts will be documented in the On-call log.
- After the Sentinel Call Center notifies the primary deputy with an alert it will be primary deputy's responsibility to investigate and clear the alert.
 - If an escape has been determined to have occurred, the escape protocols will be followed.
- If the primary deputy needs to respond to any issues after normal business hours, he or she must notify the on-call sergeant of the situation.
 - Detention Deputy may only respond to RRC/WF with notification to on call sergeant.
 - Law Enforcement deputies may respond anywhere in San Diego County with back-up and with on-call supervisor's permission.

- If an immediate remand is necessary from RRC/WF after hours, SDCJ will be notified for male participants remands and LCDF will notified for female remands.
 - If the detention facilities are not available, the primary on-call deputy may complete the remand.

Secondary On-Call Deputy's duties:

- Shall be responsible for all the participants on Soberlink.
- All after hour alerts will be documented in the On-call log.
- Secondary deputy will be responsible to investigate and clear all Soberlink alerts.
- If the secondary deputy needs to respond to any issues after normal business hours, he or she must notify the on-call sergeant of the situation.
 - If a detention deputy is the secondary on-call deputy they will not respond to any remands. They shall contact the LE on-call deputy for assistance.
 - LE deputies may respond anywhere in San Diego County with back-up and with on-call supervisor's permission.
- All remands will be done on a case by case basis determined by the location of the positive test and participant's performance in the program.

Death in Custody

If a home detention participant is found deceased by CPAC personnel:

- A CPAC Deputy will notify the Communication Center immediately.
 - The Communication Center will notify the agency of jurisdiction who will be responsible for completing the death investigation.
 - The scene shall be treated as a crime scene until relieved by the agency of jurisdiction.
- The CPAC deputies who discovered the deceased will be responsible for completing a Deputy's Report or Incident report prior to the end of shift unless otherwise directed by Sheriff's Homicide or the agency of jurisdiction.
- CPAC deputies on scene will obtain the case number from the investigating agency for report and notification purposes.

Notifications

- CPAC deputies will notify a CPAC sergeant of the death as soon as possible.
- The CPAC sergeant will notify the CPAC lieutenant of the offender death as soon as possible.
- The CPAC lieutenant or designee will notify the Communication Center Watch Commander.
- The Communication Center Watch Commander will notify the on-call Homicide Team Supervisor.
- The CPAC lieutenant or designee will notify the Detention Support Division Captain, who will then notify the Bureau Commander, Assistant Sheriff and the CPAC Detention Processing Technician.

When CPAC is notified that an electronic monitoring participant (on home detention or at CCA) is deceased:

- CPAC deputies will obtain the case number from the investigating agency for report and notification purposes.

Notifications

- CPAC deputies will notify a CPAC sergeant of the death as soon as possible.
- The CPAC sergeant will notify the CPAC lieutenant of the participant's death as soon as possible.
- The CPAC lieutenant or designee will notify the Communication Center Watch Commander.
- The Communication Center Watch Commander will notify the on-call Homicide Team Supervisor.
 - The CPAC lieutenant or designee will notify the Detention Support Division Captain, who will then notify the Bureau Commander, Assistant Sheriff and the CPAC Detention Processing Technician.

Escape

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