

**SDSD Detention Services Bureau—Vista Detention Facility Green Sheet**

<b>DATE:</b>	<b>February 1, 2021</b>
<b>NUMBER:</b>	<b>R.12.V</b>
<b>SUBJECT:</b>	<b>INCENTIVE BASED HOUSING</b>

**PROCEDURES**

**I. GENERAL CRITERIA FOR HOUSING IN IBH PROGRAM**

- A. Mainline low-level inmates (levels 1-3).
- B. No post release community supervision offenders serving a term of flash incarceration.
- C. No known significant disciplinary problems (no more than one RVR in the previous 30 days [not to include module group discipline]).
- D. No inmates with less than 30 days to serve in custody.
- E. Medical/psychiatric treatment
  - a. Non-compliant with psychiatric treatment
  - b. No state hospital sentence
  - c. Low psychiatric risk
  - d. No inmates committed to the Psychiatric Stabilization Unit (PSU).
- F. No Inmates in custody for sex related crimes or those who must register pursuant to penal code 290.
- G. No inmates housed in specialized housing such as protective custody, administrative segregation or medical wards.
- H. Any exception to the above criteria must be approved by the Facility Commander or designee.

**II. PROGRAM**

- A. The Correctional Counselor, Jail Population Management Unit (JPMU) and the Incentive Base Housing Deputy (IBHD) will screen and assess inmates for participation in the IBH Program. The Correctional Counselor will also work with JPMU and IBHD to coordinate the movement of offenders into the housing assignment.
- B. Inmate requests for participation will be forwarded to the Correctional Counselor for review. If the IBH Program is full; a waiting list will be established and maintained by the Correctional Counselor or designee.
- C. Inmates assigned to the IBH Program must maintain compliance with the admission criteria set forth and monitored by the IBHD. Failure to do so may result in removal from IBH and/or loss of privileges. Placement in or out of IBH may be made at the discretion of the Correctional Counselor and/or IBHD. Denial or removal from IBH is not grievable.
- D. Daily programs, groups, classes, etc. may be held in the module dayroom and/or multipurpose room. For an inmate to continue living in the IBH Program, they must meet minimum

standards for program needs, facility rules and regulations, and obey all rules and regulations outlined in the module behavior contract.

### III. INCENTIVES

- A. Positive reinforcement places responsibility for gaining or losing incentives on the program participant. Vending machine vouchers will be used by the Correctional Counselor and IBHD to reward good behavior as deemed appropriate. Vouchers will be accounted for by completing the required information in the IBH module incentive logbook.
- B. IBH provides inmates incentives not normally afforded in mainline housing. The inmates participating in this program may be allowed, but not limited to, the following additional privileges:
  - 1. Extended dayroom time
  - 2. Additional recreation yard time
  - 3. Extra visitation times
  - 4. Entertainment media, games and movies
  - 5. Extra mattress and pillows
  - 6. Pencils (under the supervision of the IBHD or Correctional Counselor)
  - 7. Shorts (only to be worn in the following locations: rec. yard, yoga class and in their cell).  
Shorts are not permitted in the dayroom or elsewhere in the facility.

### IV. DISCIPLINE

The IBHD will be responsible for all documentation of negative behavior of the IBH inmates. All RVRs and ISRs will be submitted to the Security Sergeant.

Inmates may be removed from the IBH program for circumstances creating safety or security risks and with approval from the Watch Commander (ISR required). Inmates with minor discipline will be evaluated by the Correctional Counselor, JPMU and IBHD for continued participation in the program.

### V. VETERAN'S PROGRAM

- A. The Correctional Counselor will screen and assess inmates for participation in the veteran's program. All participants will be verified as being veterans via the veteran's administration liaison prior to being housed in the module. The Correctional Counselor will work with the Veterans Program Liaison Deputy (VPLD) to coordinate the movement of offenders into the housing assignment.
- B. Inmate requests for participation will be forwarded to the program manager for review. If the IBH Veteran's Program is full, a waiting list will be established and maintained by the Correctional Counselor or their designee.
- C. Offenders assigned to the IBH Veteran's Program must maintain compliance with the admission criteria set forth in the veteran's module contract. Failure to do so may result in removal from IBH and/or loss of privileges. Placement in or out of IBH may be made at the discretion of the Facility Commander. Denial or removal from IBH is not grievable.

- D. The Veteran Modules will be in Lower West, Modules 2 and 3. Daily programs, groups, sessions, classes, etc. will be held in the module dayroom and/or multipurpose room. For an inmate to continue living in the IBH Veterans Program, they must meet minimum standards for program needs and obey all rules and regulations outlined in the module behavior contract.

## VI. INCENTIVES

- A. Positive reinforcement places responsibility for gaining or losing incentives on the program participant. Vending machine vouchers will be used by the Correctional Counselor and VPLD to reward good behavior as deemed appropriate. Vouchers will be accounted for by completing the required information in the veteran's module incentive logbook.
- B. IBH provides inmates incentives not normally afforded in the mainline housing. The inmates participating in this program will be allowed, but not limited to, the following additional privileges:
  - 1. Extended dayroom times
  - 2. Additional recreation yard time
  - 3. Extra visitation times (3 per week)
  - 4. Use of microwave and coffee machine (under supervision of the VPLD or Correctional Counselor)
  - 5. Entertainment media, games and movies
  - 6. Extra mattress, bedding, white rolls and pillows
  - 7. Pencils/pens (under supervision of the VPLD or program manager)
  - 8. Barber cart (L.9V Haircuts)

## VII. PROGRAM INMATE WORKERS

- A. Inmates assigned to the IBH Veterans Program may be utilized to perform essential facility work within the housing unit. The number of program inmate workers will be determined by the Correctional Counselor and VPLD, but not to exceed six per module. Program inmate workers will be cleared for work assignment by the facility inmate worker deputies using existing hiring criteria. Program inmate workers will be compensated and identified by a white wristband worn on the right wrist. Inmate workers will be afforded the same privileges as described in Detentions Policy and Procedures S.5 Inmate Worker Privileges.
- B. Inmate workers in LW 2 and 3 are dressed out in tan clothing. They will wear a white and blue wristband to indicate they are housed in LW2 and 3. The workers will be assigned jobs on the weekend when there are no classes in the veteran's module. The inmate workers are also responsible for cleaning LW 1/2/3

## VIII. DISCIPLINE

- A. The VPLD will be responsible for all documentation of negative behavior of the inmate veterans housed in the Veterans Modules. All RVR's and ISR's will be submitted to the Administrative Sergeant. If the Administrative Sergeant is unavailable, then documentation should be given to the Security Sergeant. Documentation of use of force and/or crime reports will be submitted to the Security Sergeant and the Watch Commander.
- B. Inmates will only be removed from the IBH veteran's program for circumstances creating safety or security risks and with approval from the Watch Commander (ISR required). Inmates

with minor discipline will be evaluated by the Administrative Sergeant, Correctional Counselor and the Administrative Lieutenant for continued participation in the program.