Gender Responsive Services Unit

• 001-Inmate Vetting for Program Modules

PURPOSE OF ORDER

The purpose of this order is to establish a universal screening and vetting process for inmates requesting to participate in programs under Gender Responsive Services (GRS).

SCOPE OF ORDER

This order shall apply to all personnel assigned to GRS.

ORDER

Vacancies

Vacancies within the GRS modules/dorms shall be backfilled by GRS staff. Vacancies shall be filled as needed by using the Custody Inmate Grievance Application (CIGA) to view the submitted Inmate Request forms specifically requesting GRS programs.

Screening

A universal set of screening factors shall be used by all GRS staff to vet inmates and keep housing vacancies at a minimum. As part of the initial screening process, GRS staff will use the inmate's current classification as the primary screening factor.

Inmates recently declassed from Medium Observation Housing (MOH) must pass a 30-day probationary period prior to being moved into a General Population (GP) program dorm such as GRS. Inmates who are declassified from High Observation Housing (HOH) must pass a 30-day probationary period prior to being moved into an MOH program dorm such as GRS. This probationary period is to ensure that the declassed individuals are taking their medications as prescribed and are stable in their reclassified housing.

The screening process shall also include a review of the Inmate Report Tracking System (IRTS) for any behavioral concerns. Upon evaluating the inmate's discipline history, also known as and referred to as write-ups, GRS staff shall conduct a personal interview with each inmate to make the final determination that the inmate is qualified to participate in GRS programs. GRS maintains ultimate discretion on all pending transfers after an inmate has been evaluated and interviewed.

Other considerations for eligibility include "wait periods" based on disciplinary issues. Those "wait periods" are as follows:

30 days: Inmates with a single Minor IRTS entry (or Information Only IRTS entries containing significant content) shall not be transferred prior to 30 days from the last IRTS entry. If the inmate has only (1) Major IRTS and no other entries, GRS staff may exercise discretion based on the severity of the offense.

90 days: Inmates with a single Major IRTS entry, multiple Minor IRTS entries, or combinations of both Major and Minor IRTS entries shall not be transferred prior to **90 days** from the last IRTS entry. GRS staff may exercise discretion based on the severity of the offense(s).

180 days: Inmates with multiple Major IRTS entries (can include Minor IRTS as well) shall not be transferred prior to **180 days** from the last IRTS entry. GRS staff may exercise discretion based on the severity of the offense(s).

High Security Level Screening

If an inmate classified as a high security inmate requests to participate in the GRS module, a hold shall be placed on their request to satisfy the high security level "wait period." The "wait period" procedures for program consideration are as follows:

Security level [REDACTED TEXT]: **60 days** since their most recent write-up. If the inmate is a new booking, they shall not have had a write-up within the first 60 days from their arrest date.

Security level [REDACTED TEXT]: Inmates will be placed on an interest list pending a reduction to their security level. GRS will conduct a security level review of security level [REDACTED TEXT] inmates at least every 45 days to determine if their security level has been reduced to security level [REDACTED TEXT] or lower. Security level [REDACTED TEXT] inmates whose security levels have been lowered, will have a hold placed on their request for the appropriate security level wait period.

Should the Population Management Bureau lower a requesting inmate's security level from a high security level to a medium/low security level during their 45-day review, the inmate will be exempt from the high security level waiting period process. All other wait periods, such as disciplinary history wait periods, shall still apply. GRS maintains ultimate discretion on all pending transfers after an inmate has been evaluated and interviewed.

Special Instructions

Inmates currently enrolled in a GRS educational program housed in an MOH dorm at the time of declassification will be directly admitted to a GRS GP housing location. The 30-day probationary period previously mentioned in the screening process will be waived for inmates who fall under this category.

Request to Return to Program

If an inmate who was removed from the program module for being in violation of the Student Agreement contract wishes to return to the program, they may complete an Inmate Request form. Those inmates who were removed shall not be transferred back into the module prior to **180 days** from their removal. Placement back into the module will be based on the severity of the original infraction and is the discretion of the GRS staff.

• 002-Corrective Action Plan (Leadership and Merit Masters)

PURPOSE OF ORDER:

The purpose of this order is to establish a detailed process of corrective action if an inmate student has received a negative entry in the Inmate Report Tracking System (IRTS) or engaged in poor conduct warranting possible disciplinary action. This unit order is specific to inmate students that are participating in the Lotus program while holding the title of Leadership or Merit Master.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Gender Responsive Services.

ORDER:

Conduct

The following conduct is subject to a write-up (IRTS entry), intervention and corrective action. This conduct includes, however is not limited to:

- Gossiping or bad mouthing a peer.
- Intentional malice towards a peer.
- Physical relationships that violate jailhouse rules.
- Theft of another's property.
- Refusing to participate within their roles.
- Disrespectful to staff.
- Dishonesty or divisiveness.

Zero-Tolerance Conduct

The following conduct is considered a major violation, has a zero-tolerance policy, and is not subject to intervention and corrective action. The inmate student will be removed from the program immediately and face possible disciplinary action. This conduct includes, however is not limited to:

- Possession of tobacco, drugs, or alcohol – regardless of amount.
- Physical fights or threats of violence against peers or staff.
- Fostering and/or participating in the orchestration of physical fights and/or threats of violence against peers or staff.

Corrective Action Plan

Those found to be in minor violation will be interviewed by GRS staff within five business days, preferably within 72 hours. Once a decision has been made regarding any further action needed and the level of corrective action determined, the inmate student will be given a concluding interview. At this time, a corrective action plan will be discussed with the inmate student. Once interviewed, the inmate student has up to 24 hours to decide whether they would like to continue with the program at a reduced level or exit the program. Corrective action can include, but is not limited to:

- Additional duties such as clean up, etc., may be assigned.
- Remove from class facilitator, trusty or TA assignments.

- Removal from Leadership or Merit Master position.
- Removal from the module.

Corrective Action Minimums

If it is determined the inmate student should lose their Leadership or Merit Master position, the following shall be followed:

- Leadership will be removed from their position for no less than 45 days. At that time, the inmate student can apply for a reinstatement interview. All requests shall be submitted in writing to GRS staff. This interview shall take place within two weeks from request.
- Merit Masters will be removed from their position for no less than 60 days. At that time, the inmate student can apply for a reinstatement interview. All requests shall be submitted in writing to GRS staff. This interview shall take place within two weeks from request.
- If the inmate student holds the position of in-house trusty at time of corrective action, they will be removed from the position of in-house trusty for no less than 30 days.

IRTS Entries

Should a inmate student receive a write-up in the IRTS, the following are grounds for removal from the program:

- Three minor violation write-ups within 30 days.
- One major violation write-up regardless of days housed in module.
- Habitual or regular write-ups with little to no positive results from corrective action.

Request for Reinstatement

The procedures for consideration for reinstatement are as follows:

- The inmate student must complete a reinstatement letter that will include what steps they have taken towards regaining their former position and why they believe they are ready for reinstatement consideration.
- ALL reinstatements are subject to GRS staff discretion.
- Reinstatements may be subject to position vacancy.

Reinstatement Tiers

The reinstatement tiers are as follows:

- Reinstated former Leadership shall return to the Leadership Council.
- Reinstated former Merit Masters shall return to the Leadership Council, with the eligibility to return to full Merit Master Status in no less than 30 days from their reinstatement date.

• 003-Corrective Action Plan (Lotus Participants)

PURPOSE OF ORDER:

The purpose of this order is to establish a detailed process of corrective action if an inmate student has received a negative entry in the Inmate Report Tracking System (IRTS) or engaged in poor conduct warranting possible disciplinary action. This unit order is specific to inmate students that are participating in the Lotus program while not holding the title of Leadership or Merit Master.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Gender Responsive Services (GRS).

ORDER:

Conduct

The following conduct is subject to a write-up (IRTS entry), intervention and corrective action. This conduct includes, however is not limited to:

- Gossiping or bad mouthing a peer.
- Intentional malice towards a peer.
- Physical relationships that violate jailhouse rules.
- Theft.
- Refusing to participate within their roles.
- Disrespectful to staff.
- Dishonesty or divisiveness.

Zero-Tolerance Conduct

The following conduct is considered a major violation, has a zero-tolerance policy, and is not subject to intervention and corrective action. The inmate student will be removed from the program immediately and face possible disciplinary action. This conduct includes, however is not limited to:

- Possession of tobacco, drugs, or alcohol – regardless of amount.
- Physical fights or threats of violence against peers or staff.
- Fostering and/or participating in the orchestration of physical fights and/or threats of violence against peers or staff.

Corrective Action Plan

Those found to be in minor violation will be interviewed by GRS staff within five business days, preferably within 72 hours. Once a decision has been made regarding any further action needed and the level of corrective action determined, the inmate student will be given a concluding interview.

At this time, a corrective action plan will be discussed with the inmate student. Once interviewed, the inmate student has up to 24 hours to decide whether they would like to continue with the program under the conditions provided by the GRS staff or exit the program.

Corrective action can include, but is not limited to:

- Additional duties such as clean up, etc., may be assigned.
- Remove from class facilitator, trusty, or teacher assistant assignments.
- Removal from the module.

Corrective Action Minimums

If it is determined the inmate student should lose privileges, the following shall occur:

- If the inmate student holds the position of in-house trusty at time of corrective action, they will be removed from the position of in-house trusty for no less than 30 days.

IRTS Entries

Should an inmate student receive a write-up in the IRTS, the following are grounds for removal from the program:

- Three minor violation write-ups within 30 days.
- One major violation write-up regardless of days housed in module.
- Habitual or regular write-ups with little to no positive results from corrective action.

Request to Return to the Program

If an inmate wishes to return to the program, they can submit an Inmate Request Form.

Upon receiving the request, the inmate shall be placed on a standby list. Normal vetting procedures shall be adhered to in accordance to the appropriate GRS procedures. This is typically considered when the inmate is 30 days past their most recent write-up, however this varies by the type and quantity of the infraction and is also at the discretion of the GRS staff.

• 004-BEAR Families Program for Contact Visiting

PURPOSE OF ORDER

The purpose of this order is to establish procedures for inmates participating in the Bonding, Empowering, and Reuniting (BEAR) Families Program for Contact Visiting at Century Regional Detention Facility (CRDF).

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working at Gender Responsive Services (GRS) Unit at CRDF.

ORDER

Background

The BEAR Families Program for Contact Visiting, herein referred to as contact visiting, allows qualified CRDF inmates to build and maintain a parent relationship during their incarceration through contact visits with their minor children. Student inmates housed in a GRS educational module or housed in an inmate worker module at CRDF are eligible to apply for contact visiting. GRS Unit personnel shall be responsible for the operational and administrative functions of the program.

APPLICATION AND SCREENING PROCEDURES

Application

An inmate student or worker requesting contact visiting shall submit their request on an Inmate Request Form. GRS personnel shall then process the form on the Custody Inmate Grievance Application (CIGA) and screen all applicants in accordance with the procedures outlined herewith.

Screening

GRS personnel shall utilize all available resources to determine the suitability of an inmate's participation in the program. Such resources may include, but not be limited to the following:

- Conducting a background check on the inmate by utilizing Department computer systems to include the Automated Justice Information System (AJIS), Justice Data Interface Controller (JDIC), and Consolidated Criminal History Reporting System (CCHRS).
- Reviewing the inmate's educational and disciplinary records by utilizing the Attendance Tracking and Reporting (ATAR) system and Inmate Report Tracking System (IRTS).
- Interviewing Department employees supervising the inmate.
- Collecting information from key stakeholders to include, but not limited to, the inmate's case worker and service providers.
- All results from the screening process shall be documented on the Contact Visiting Screening form and retained in the inmate's BEAR Families Program file.

DISQUALIFICATION AND APPEAL PROCEDURES

Disqualifying Factors

To provide a safe and secure environment, if one or more of following factors are met, it will preclude an inmate student or inmate worker from participating in contact visiting:

- Current or past charges involving sex crimes against children.
- Current or past charges in which the victim is a minor: Penal Code sections 187, 261, 264.1, 264.4, 266(c), 269, 273(a), 273(a)(b), 273(d), 285, 286, 288, 288(a), 288.5, or 289.
- Current or past charges involving the following Penal Code sections: 4500-4504; 4530-4537; 4550; 4570-4575; and 4600.
- Court order or an open Department of Children and Family Services (DCFS) case, restricting an inmate from visiting or communicating with their child whom they intend to visit.
- SP 4 status.

- Inmate is classified as an escape risk.
- One (1) major violation in the past twelve (12) months from the time of background check.
- The inmate is designated as security level nine (9).

Any exceptions to the foregoing disqualifying factors shall be determined by a GRS supervisor at the minimum rank of a sergeant.

Disqualification Process

If an inmate student or worker is not qualified for contact visiting, GRS unit personnel shall adhere to the following procedures:

- An entry shall be made on the Contact Visiting Tracker.
- All records documenting the disqualifying factor(s) shall be retained in the inmate's BEAR Families Program file.
- A response shall be provided to the inmate student or worker within fifteen (15) calendar days from the date of when the GRS unit received the request, and a disposition shall be entered into CIGA.
- A GRS supervisor at the minimum rank of sergeant shall make the final determination in disqualifying an inmate student or worker's participation for contact visiting.

Appeal Process

If an inmate student or worker is dissatisfied with the result of their disqualification status, GRS personnel shall adhere to the following procedures:

- The inmate student or worker shall be advised to submit their complaint on an Inmate Grievance Form to seek a resolution.
- Once the Inmate Grievance Form is received by GRS personnel, the form shall be processed in CIGA.
- A GRS supervisor at the minimum rank of sergeant shall review all records pertaining to the reasons why the inmate was previously disqualified and make a final determination.
- The GRS sergeant shall then provide a response to the inmate student or worker within fifteen (15) calendar days from the date of when the GRS unit received the grievance and provide a disposition in CIGA.

QUALIFICATION PROCEDURES

Qualifying Factors

All the following factors must be met for an inmate student or worker to participate in contact visiting:

- An inmate student or worker is a parent or legal guardian of a minor who is seventeen (17) years of age or younger whom they intend to visit.
- An inmate student or worker is housed in a GRS educational program module or an inmate worker module as specified in the CRDF housing chart.
- Current enrollment in a GRS approved parenting class.
- Current enrollment or completion of a GRS approved educational program.

Qualification Process

If an inmate student or worker is qualified for contact visiting, GRS unit personnel shall adhere to the following procedures:

- An entry shall be made in the Contact Visiting Tracker.
- A response indicating their qualification status shall be provided to the inmate student or worker within fifteen (15) calendar days from the date of when the GRS unit received the request, and a disposition shall be entered into CIGA.
- Once the inmate student or worker is made aware of their qualification status, GRS personnel shall provide the inmate with a Contact Visiting Onboarding Application form. The form shall be retained in the inmate's BEAR Families Program file.
- During the onboarding process with the inmate, GRS personnel shall discuss all rules, regulations, and expectations with the inmate concerning contact visiting.
- The Contact Visiting Onboarding Application form shall be signed by the inmate student or worker.

COORDINATION OF VISIT

To coordinate contact visitations between the incarcerated parent and their children, GRS personnel shall adhere to the following procedures:

- GRS personnel shall review the Contact Visiting Onboarding Application form and verify if the inmate has an open DCFS case.
- If an open case exists, GRS personnel shall contact the DCFS case worker and make a visiting appointment. If a case does not exist, GRS personnel shall contact the caregiver and make a visiting appointment.
- The caregiver shall be informed they must bring a valid governmentally issued photo identification for themselves along with their children.
- The caregiver shall also be informed they must remain in the BEAR Families Waiting Room throughout the duration of the contact visiting session.
- GRS personnel shall document the visiting appointment in the Contact Visiting Appointment Tracker.
- All appointments will be scheduled in the order the application was received by GRS personnel.
- All appointments shall be confirmed with the caregiver one (1) day prior to their contact visiting date.
- When making an appointment, GRS personnel shall verify the inmate student or worker's keep-away status to prevent any inmate incidents in the BEAR Families Program Room.

VISITING PROCEDURES

Hours of Operation

Contact visiting shall be administered during the following day and hours, or as designated by GRS:

- Saturday: 0830 hours to 1130 hours Visiting Group #1
  1230 hours to 1530 hours Visiting Group #2

Registration and Check-Out

GRS personnel shall ensure the following registration procedures are adhered to:

- On the day of contact visiting, all caregivers must check-in with GRS personnel outside the exterior doors of the BEAR Families Program Room, with the incarcerated parent's child at least thirty (30) minutes prior to their appointment.
- During check-in, GRS personnel shall review the Contact Visiting Appointment Tracker and verify if an appointment exists. If an appointment does not exist, it shall be at the discretion of GRS personnel to provide the visit based on availability.
- GRS personnel shall verify the identity of the caregiver and child with the information in the Contact Visiting Appointment Tracker.
- After positive identification is made and the visiting appointment is verified, GRS personnel shall register the caregiver and child on the Inmate Video Visitation System (IVVS). After registration, GRS personnel shall create an ad hoc visit on IVVS.
- The caregiver will then sign-in on the Visitor Log indicating the date and time of when the child was dropped off for their visitation.
- GRS personnel shall then escort the child into the BEAR Families Program Room for their contact visitation.
- After the registration process, all caregivers shall be directed to the BEAR Families Waiting Room adjacent to the BEAR Families Program Room and will be asked to remain in the room until the end of the visitation.
- After the contact visitation is completed, GRS personnel will notify and direct the caregiver to take custody of their children.
- The caregiver will then sign-out on the Visitor Log indicating the time of when the child was picked-up from their visitation.

Inmate Movement

After the registration process is completed, GRS personnel shall adhere to the following inmate movement procedures:

- Prior to escorting an inmate student or worker to the BEAR Families Program Room, GRS personnel shall notify the CRDF Main Control Room personnel of the pending contact visiting session and provide a copy of each inmate's CCHRS report.
- It shall be at the discretion of the CRDF Main Control Room personnel to determine the need to place the facility on modified lockdown and to activate the Emergency Response Team during inmate movement.
- Upon arrival at the inmate's housing location, the inmate student or worker's identity shall be verified by checking the information on their wristband, the CCHRS report, and the visiting pass.
- The inmate student or worker shall then be escorted to the CRDF reception area [REDACTED TEXT] and a pat-down search shall be conducted.
- The inmate student or worker shall not bring any personal property or items to the BEAR Families Program Room.
- From the CRDF reception area, GRS personnel shall then utilize either the elevator or stairwell to go to the property Room [REDACTED TEXT].

- Upon arrival in the property Room, GRS personnel shall escort the inmate to the elevator and access the BEAR Families Program Room.
- Inmate students or workers shall be screened through the B-SCAN safety screening prior to returning to their housing location.
- If an inmate worker or student refuses to cooperate and participate in the B-SCAN safety screening process, the inmate shall be subjected to a visual body cavity search, in accordance with CRDF's protocol for conducting strip searches.

SECURITY PROCEDURES

To ensure the safety of all visitors and to maintain operational security of the BEAR Families Program Room and the BEAR Families Program Waiting Room, GRS personnel shall adhere to the following procedures.

Searches

GRS personnel shall conduct a pat-down search of all visitors entering the BEAR Families Program Room and the BEAR Families Waiting Room. All property in the possession of a visitor shall also be inspected. Visitors who refuse to be searched including their property shall be denied a contact visit.

BEAR Families Program Room

Prior to Contact Visiting:

- Inspect the BEAR Families Program Room and correct any safety deficiencies that may pose a safety risk to the inmate and their children.
- Inspect the BEAR Families Program Room for any contraband and lost property.
- Ensure all security locks and doors leading outside of the BEAR Families Program Room are functioning properly, including the elevators.

During Contact Visiting:

- Ensure all doors leading outside of the BEAR Families Program Room are secured and locked.
- GRS personnel shall remain inside the BEAR Families Program Room to provide security and to ensure the safety of all inmates and their children.
- At no time shall an inmate student or worker and their child be left alone in the BEAR Families Program Room without direct supervision from GRS personnel.
- In the event a child needs to be removed from the BEAR Families Program Room for any reason, GRS personnel shall notify the caretaker who will then take custody of the child.
- An inmate student or worker who poses a safety or security risk to others, or to the jail facility, shall be immediately escorted back to their housing location.

Inmate Student or Worker Incidents:

- In the event of any minor or major incident which may be cause for disciplinary action, GRS personnel shall document the incident in IRTS and in the Contact Visiting Tracker.
- A GRS sergeant shall review the IRTS report and decide to remove or allow the inmate to continue in the

BEAR Families Program.

Caregiver Incidents:

- Any incidents involving a caregiver shall be documented in the Contact Visiting Tracker and in IVVS.

After the contact visiting session is completed, GRS personnel shall follow the same security procedures in the “Prior to Contact Visiting” section.

BEAR Families Waiting Room

Prior to Contact Visiting:

- Prior to opening the BEAR Families Waiting Room, GRS personnel shall inspect and correct any safety deficiencies that may pose a public safety risk.
- Inspect the waiting room for any contraband and lost property, including the restroom.
- Ensure all doors from the waiting room with access to the jail facility are locked.

During Contact Visiting:

- GRS personnel shall conduct security checks inside and outside of the BEAR Families Waiting Room to ensure the safety and security of the caregivers and jail facility.

After the contact visiting session is completed, GRS personnel shall follow the same procedures in the “Pre-Inspection” section of this unit order.

EMERGENCY PROCEDURES

Medical Response

GRS personnel shall adhere to CRDF unit order 5-08-090, "Medical Response to Areas Outside of CRDF" when responding to medical emergencies occurring in the BEAR Families Waiting Room or in the BEAR Families Program Room. In addition, the following procedures shall be followed:

- After contacting CRDF Main Control personnel, GRS personnel shall also notify a GRS supervisor of the medical incident.
- GRS personnel shall be responsible for writing any reports related to the injury of an inmate or caregiver, unless otherwise directed by a CRDF supervisor.

Inmate Escape

In the event of an inmate escape from the BEAR Families Program Room, GRS personnel shall adhere to CRDF unit order 3-11-010, “Escape Procedures.” In addition, the following procedures shall be followed:

- After CRDF Main Control is notified of an inmate escape from the BEAR Families Program Room by GRS personnel, all children shall be escorted to the BEAR Families Waiting Room.
- All caregivers and children shall then remain in the BEAR Families Waiting Room under direct supervision of GRS personnel.

- At no time shall the caregiver and their children leave the BEAR Families Waiting Room during an inmate escape unless proper authorization is obtained from the CRDF watch commander.
- Inmate students and workers in the BEAR Families Program Room shall be handcuffed and remain in place until proper authorization is obtained from the CRDF watch commander for the inmates to return to their housing location.
- The GRS unit commander shall be notified of the inmate escape.

Modified and Full Lockdown

In the event of a modified or full lockdown at CRDF, GRS personnel shall follow CRDF unit order 3-13-040, "Lockdown Procedures." In addition, GRS personnel shall adhere to the following procedures:

- In the event CRDF is on modified lockdown, normal contact visiting operations shall resume unless otherwise directed by the CRDF watch commander.
- In the event CRDF is on full lockdown, contact visiting shall be terminated. All caregivers shall pick up their children from the BEAR Families Program Room and be directed outside towards the public parking lot. All inmate students and workers shall remain in the BEAR Families Program Room under the direct supervision of GRS personnel.

Evacuation

In the event of an evacuation from the BEAR Families Program Room or the BEAR Families Waiting Room, GRS personnel shall adhere to CRDF unit order 3-13-010, "Evacuation Plan." In addition, GRS personnel shall follow the following procedures:

- Caregivers in the BEAR Families Waiting Room shall be escorted outside and remain under direct supervision by GRS personnel.
- Children in the BEAR Families Program Room shall be escorted outside and be directed towards their caregivers. GRS personnel shall ensure the caregiver completes the Visitor Log prior to taking custody of their child.
- Inmate students and workers will be evacuated towards the BEAR Families Program Room elevator by GRS personnel. Upon arrival on the first floor, GRS personnel shall escort the inmates towards the CRDF Booking Center and follow the Booking Center evacuation route noted in CRDF unit order 3-13-010, "Evacuation Plan."

NOTIFICATIONS

If an inmate or visitor incident occurs which requires a supervisor notification, GRS personnel shall adhere to the following procedures:

- A GRS supervisor shall be immediately notified.
- In the event a GRS supervisor is unavailable, a CRDF supervisor assigned to the nearest location of the incident shall be immediately notified.

- A GRS supervisor shall be immediately notified.
- In the event a GRS supervisor is unavailable, a CRDF supervisor assigned to the nearest location of the incident shall be immediately notified.

RETENTION OF RECORDS

All records related to the application, screening, and qualification process of an inmate's participation for contact visiting, shall be printed and retained in the inmate's BEAR Families Program file. Such records may include, but not be limited to the following:

- Inmate Request Form.
- AJIS printout.
- IRTS report.
- ATAR report.
- CCHRS printout including booking photograph.
- JDIC printout.
- Contact Visiting Screening Form.
- Contact Visiting Onboarding Application Form.

The inmate's BEAR Families Program file shall be maintained at the GRS office at CRDF and retained for two (2) years. All records contained in the inmate's BEAR Families Program file shall also be electronically stored in the BEAR Families Program shared folder in the Sheriff's Data Network for two (2) years.

• 005-BEAR Families Program for Webex Visiting

PURPOSE OF ORDER

The purpose of this order is to establish procedures governing the process to allow qualified inmates at Century Regional Detention Facility (CRDF) to conduct video visits via Webex.

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working at the Gender Responsive Services (GRS) Unit at CRDF.

ORDER

Background

The Bonding, Empowering, and Reuniting (BEAR) Families Program for Webex Visiting allows qualified CRDF inmates to build and maintain a parent relationship during their incarceration through video visits with their children via Webex.

Inmates housed in a GRS educational module, inmate worker module, or in a specialized program module at CRDF are eligible to apply for Webex video visits. GRS Unit personnel shall be responsible for the operational and administrative functions of the BEAR Families Program for Webex Visiting.

APPLICATION AND SCREENING PROCEDURES

Application

Inmates requesting Webex visiting shall submit their request on an Inmate Request Form. GRS personnel shall then process the request on the Custody Inmate Grievance Application (CIGA) and screen all applicants in accordance with the procedures outlined herewith.

Screening

GRS personnel shall utilize all available resources to determine the suitability of an inmate's participation for Webex video visits. Such resources may include, but not be limited to the following:

- Conducting a background check on the inmate by utilizing Department of Justice computer applications to include the Automated Justice Information System (AJIS), Justice Data Interface Controller (JDIC), and Consolidated Criminal History Reporting System (CCHRS).
- Reviewing the inmate's educational and disciplinary records by utilizing the Attendance Tracking and Reporting (ATAR) system and Inmate Report Tracking System (IRTS).
- Interviewing Department employees supervising the inmate.
- Collecting information from key stakeholders to include, but not limited to, the inmate's case worker and service providers.
- All results from the screening process shall be documented on the Webex Visiting Screening Form and retained in the inmate's BEAR Families Program file.

DISQUALIFICATION AND APPEAL PROCEDURES

Disqualifying Factors

Any exceptions to the foregoing disqualifying factor shall be determined by the GRS Unit Commander.

Disqualification Process

If an inmate is not qualified for Webex video visits, GRS unit personnel shall adhere to the following procedures:

- An entry shall be made on the Webex Application Tracker.
- All records documenting the disqualifying factor shall be retained in the inmate's "BEAR Families Program" file.
- A response shall be provided to the inmate student or worker within fifteen (15) calendar days from the date of when the GRS unit received the request, and a disposition shall be entered in the CIGA.
- The GRS Unit Commander shall make the final determination in disqualifying an inmate's participation for Webex video visits.

Appeal Process

If an inmate is dissatisfied with the result of their disqualification status, GRS personnel shall adhere to the following procedures:

- The inmate shall be advised to submit their complaint on an Inmate Grievance Form to seek a resolution.
- Once the Inmate Grievance Form is received by GRS personnel, the form shall be processed in the CIGA.
- A GRS supervisor at the minimum rank of sergeant shall review all records pertaining to the reasons why the inmate was previously disqualified and make a final determination.
- The GRS sergeant shall then provide a response to the inmate within fifteen (15) calendar days from the date of when the GRS unit received the grievance and provide a disposition on the CIGA.

QUALIFICATION PROCEDURES

Qualifying Factors

All the following factors must be met for an inmate to qualify for Webex video visits:

- The inmate must be housed in an educational module, inmate worker module, or specialized program module, including High Observation Housing and Forensic In-Patient housing.
- The inmate must have completed a GRS approved parenting class.
- The inmate must have visiting rights with their child who is under the age of eighteen (18).
- The caregiver must have access to a device with Internet access and a video camera. In addition, the caregiver must create a profile and have access to Webex.

Qualification Process

If an inmate is qualified for Webex video visits, GRS unit personnel shall adhere to the following procedures:

- An entry shall be made in the Webex Application Tracker.
- A response indicating their qualification status shall be provided to the inmate within fifteen (15) calendar days from the date of when the GRS unit received the request, and a disposition shall be entered in the CIGA.
- Once the inmate is made aware of their qualification status, GRS personnel shall provide the inmate with Webex Onboarding Application Form and discuss all rules, regulations, and answer any questions from the inmate.
- The Webex Onboarding Application Form shall be retained in the inmate's BEAR Families Program file.
- If needed, GRS personnel shall contact the local court and service provider, such as the Department of Children and Family Services (DCFS) to validate the inmate's parental rights with their child.
- Once visiting eligibility is determined, GRS personnel shall discuss all rules, regulations, and expectations with the inmate concerning Webex video visitations.
- The caregiver and/or service provider shall then be contacted to discuss rules and regulations concerning Webex visitations.

COORDINATION OF VISIT

To coordinate Webex visitations, GRS personnel shall adhere to the following procedures:

- GRS personnel shall review the Webex Onboarding Application Form.
- Webex visits shall be conducted no longer than thirty (30) minutes.
- GRS personnel shall then record and make an appointment in the Webex Visiting Appointment Tracker.

RETENTION OF RECORDS

All records related to the application, screening, and qualification process of an inmate's participation in Webex visiting shall be printed and retained in the inmate's BEAR Families Program file. Such records may include, but not be limited to the following:

- Inmate Request Form
- AJIS printout
- IRTS report
- ATAR report
- CCHRS printout including booking photograph
- JDIC printout
- Webex Visiting Screening Form
- Webex Visiting Onboarding Application Form

The inmate's BEAR Families Program file shall be maintained at the GRS office at CRDF and retained for two (2) years. All records contained in the inmate's file shall also be electronically stored in the BEAR Families Program shared folder in the Sheriff's Data Network for two (2) years.