



**SENATE BILL 863, ADULT LOCAL
CRIMINAL JUSTICE FACILITIES
CONSTRUCTION FINANCING PROGRAM
PROPOSAL FORM**

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SECTION 1: PROJECT INFORMATION

A. APPLICANT INFORMATION AND PROPOSAL TYPE				
COUNTY NAME County of Monterey		STATE FINANCING REQUESTED \$ 40,000,000		
SMALL COUNTY (200,000 and UNDER GENERAL COUNTY POPULATION) <input type="checkbox"/>	MEDIUM COUNTY (200,001 - 700,000 GENERAL COUNTY POPULATION) <input checked="" type="checkbox"/>	LARGE COUNTY (700,001 + GENERAL COUNTY POPULATION) <input type="checkbox"/>		
TYPE OF PROPOSAL – INDIVIDUAL COUNTY FACILITY /REGIONAL FACILITY PLEASE CHECK ONE (ONLY):				
INDIVIDUAL COUNTY FACILITY <input checked="" type="checkbox"/>		REGIONAL FACILITY <input type="checkbox"/>		
B: BRIEF PROJECT DESCRIPTION				
FACILITY NAME Monterey County Adult Jail				
PROJECT DESCRIPTION The proposed project will provide a special Mental Health Treatment Unit and Vocational and Programs spaces for the prevention of recidivism. The proposed project will be located adjacent to the existing Monterey County Adult Jail				
STREET ADDRESS 1410 Natividad Road				
CITY Salinas		STATE CA	ZIP CODE 93906	
C. SCOPE OF WORK – INDICATE FACILITY TYPE <u>AND</u> CHECK ALL BOXES THAT APPLY.				
FACILITY TYPE (II, III or IV) II	<input type="checkbox"/> NEW STAND-ALONE FACILITY	<input type="checkbox"/> RENOVATION/ REMODELING	<input checked="" type="checkbox"/> CONSTRUCTING BEDS OR OTHER SPACE AT EXISTING FACILITY	
D. BEDS CONSTRUCTED – Provide the number of BSCC-rated beds and non-rated special use beds that will be subject to construction as a result of the project, <u>whether remodel/renovation or new construction.</u>				
	A. MINIMUM SECURITY BEDS	B. MEDIUM SECURITY BEDS	C. MAXIMUM SECURITY BEDS	D. SPECIAL USE BEDS
Number of beds constructed	0	0	0	22
TOTAL BEDS (A+B+C+D)	22			

COUNTY OF MONTEREY
OFFICE OF THE SHERIFF
CUSTODY BUREAU

Jail Needs Assessment
August 2015



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The efforts and participation of the following individuals are gratefully acknowledged.

Monterey County Board of Supervisors

Fernando Armenta - Supervisor, District 1
John M. Phillips - Supervisor, District 2
Simon Salinas - Supervisor, District 3 Chair
Jane Parker - Supervisor, District 4
Dave Potter - Supervisor, District 5

Monterey County Administrative Office

Dr. Lew C. Bauman - County Administrative Officer

Monterey County Sheriff's Office

Stephen T. Bernal - Sheriff-Coroner
Chief Michael Moore - Custody Bureau
Commander Jim Bass - Administration and Compliance

Kitchell CEM

Arthur H. Lytle - Senior Project Manager

TRG Consulting Project Team

William Harry Munyon - Project Manager and Lead Planner

Jim Marmack - Operations & Staffing

Executive Summary

A. Elements of the System

Existing Monterey County Jail. The Monterey County Jail is located at 1410 Natividad Road, Salinas, California 93906. The jail consists of three components:

1. The Rehabilitation Facility.
2. The Main Jail.
3. The Woman's Jail.

Existing Jail Bed Capacity. The jail capacity as rated by the Board of State and Community Corrections (BSCC) is illustrated in Table EX.1.



Monterey County Jail

Table EX.1
BSCC Rated Jail Bed Capacity

Rated Beds	Total Beds
Main Jail/Woman's Jail	575 Beds
Rehabilitation Facility	250 Beds
Total Beds	825 Beds

Source. Board of State and Community Corrections. July 2015.

Beds in Design Development. 576 additional beds currently are in design development with an expected occupancy in November of 2018.

Urgent Service Gap in the Adult Criminal Justice System. The most urgent service gap remains the need for new detention beds and additional staff. The current combination of insufficient beds, an inadequate detention facility and understaffing has resulted in an almost untenable situation. This service gap is discussed further in this section.

B. Operational and Design Philosophy

Purpose. The purpose of the Monterey County Adult Detention and Rehabilitation Facilities is the detention of persons charged with crimes and awaiting arraignment or trial.

1. The detention of persons, in the Sheriff's custody, to ensure their attendance as witnesses in criminal cases.
2. The confinement of persons sentenced to imprisonment in the County Facilities.¹

Goal. By means of the continuing process of education and training of the deputies and professional staff employed herein, to provide for the security, health and welfare of inmates in custody and to rehabilitate them whenever possible through programs designed for this purpose.²

¹ Monterey County Sheriff's Manual, Section 1101.03 A. Purpose. Page 4.

² Monterey County Sheriff's Manual, Section 1101.03 B. Goal. Page 4.

Long Range Design Goals for the New Adult Detention Beds and Support Spaces. The immediate design goal is to maximize the number of new detention beds in cells at the current site, using existing support infrastructure and administrative space as much as possible. The specific design objectives for the new adult detention beds and support space are discussed in detail in the body of this assessment.

Suggested Construction and Administrative Work Plan. Similarly, the construction and administrative work plan for the new adult detention facility is discussed in the body of this report.

C. Current Adult Population



The Monterey County Main Jail.

Background. The Monterey County Jail has a Board of State and Community Corrections (BSCC) rated capacity of 825 beds. Historically the jail has held a population well over the rated capacity leading to unsafe overcrowding. Insufficient staff and an antiquated facility that was not designed to hold this level of violent felons exacerbate this situation. The Monterey County Jail has a Board of State and Community Corrections (BSCC) rated capacity of 825 beds. Historically the jail has held a population well over the rated capacity leading to unsafe overcrowding that has made the inmate population difficult to manage. Insufficient staff and an antiquated facility that was not designed to hold this level of violent felons exacerbate this situation.

In an effort to reduce the jail population to be more in line with the BSCC rated capacity the Sheriff's Office and the Probation Department have continued to expand alternatives to incarceration. In addition, the Sheriff's Office has outplaced inmates in Alameda County's Santa Rita Detention Facility and instituted an early release program (known as the "30-Day Kick") codified in a court order. Under this order 10% is removed from the end of an inmate's sentence up to a maximum of thirty days.

Inmate Data. Admissions, Average Daily Population (ADP) and Average Length of Stay (ALS) from 2012 through 2014 are presented and discussed in this section along with ADP by gender, ADP of sentenced vs. unsentenced and AB 109 (Realignment) statistics.

D. Classification of Inmates

Classification Issues. The proper classification of inmates is critical in the Monterey County Jail because of the age of the facility and the lack of enough single and double cells to properly separate and segregate inmates. The number of violent gang members currently held at the existing adult detention facility further exacerbates the difficulty in classification. Classification officers classify primarily by gang affiliation because of insufficient staff, inadequate facilities and severe overcrowding.

In Monterey County there is the possibility of misclassifying inmates based on space rather than security level. Overcrowding reduces the ability to classify. This is further compounded by the dormitory design. Normally, 10% - 15% of the beds should be empty and available for classification spikes and maintenance, which is not possible in a facility that is overcrowded.

"Need" Resulting from the Desire to Properly Separate and Segregate Inmates. Proper separation and segregation of inmates as envisioned in the Sheriff's classification plan is very difficult because of insufficient staff, an inadequate physical plant layout and overcrowding that makes it necessary to unofficially add approximately 100 beds above the BSCC rated capacity. These problems can be alleviated with the construction of new housing or a new facility properly sized to meet future needs.

E. Programs



Severe overcrowding and lack of space make it extremely difficult to offer programs.

Introduction and Mission Statement. The existing Monterey County Jail lacks adequate space to conduct meaningful evidence-based programs to reduce recidivism. Worse, the inability to properly classify because of a lack of sufficient medium and maximum security beds and housing units make it difficult for the Sheriff to conduct any but the most basic programs.

Nonetheless the programming staff already is working towards October 2018 when 576 new beds will be ready for occupancy. Eight small program rooms, each accommodating up to fifteen inmates at a time, and two large program rooms, accommodating thirty inmates, will come on line. To that end, the staff has developed a mission statement that is discussed in this section.

Existing conditions and programs along with Additional programs that are being considered for implementation in the future are discussed in the body of the report.

Recommendation for Future Evidence-Based Programs. Even considering the programs currently offered at the existing Monterey County Jail and those proposed for the 576-bed Jail Housing Addition there remains a significant need for additional program space and new evidence-based programs. According it is recommended that the next project be designed to meet the bed need for 2019 and be constructed as a program-rich environment.

Detention Alternatives. The *Public Safety Realignment, Fiscal Year Review for 2011-2012, 2012-2013 and 2013-2014* prepared by the Monterey County Probation Department and revised on December 9, 2014 provides insight into the success of detention alternatives for adult offenders in Monterey County and is discussed in this section of the needs assessment.

F. Analysis of Local Trends and Characteristics.

Projection of 2019 Average Daily Population (ADP). The purpose of these projections is to forecast the average daily population (ADP) for Monterey County adult detention for calendar year 2019.

2019 Jail Bed Need Projection and Shortfall. As projected using the algorithms discussed in this section, Monterey County will need 1,660 rated jail beds in 2020. Algorithmic extrapolation (2010 to 2020) projects a 2019 need of 1,598 jail beds. Subtracting the rated capacity of 825 existing beds along with the 576 beds scheduled for occupancy in November 2018 (a total of 1,401 beds) indicates the need for the county to construct an additional 197 beds to meet the 2019 bed need as illustrated in Table EX.2 below.

Table EX.2
2019 Jail Bed Shortfall

Description	Beds
2019 Bed Need	1,598 Beds
Rehabilitation Facility	(250) Beds
Main Jail/Women's Jail	(575) Beds
Jail Housing Addition	(576) Beds
Jail Bed Shortfall	197 Beds

Source: TRGConsulting, August 2015.

Table EX.2 on the previous page indicates that an additional 197 beds will be needed to meet 2019 adult detention bed needs assuming all 825 existing rated beds are retained. Unfortunately, the 250 antiquated beds in the Rehabilitation Facility have outlived their useful life. Worse, those beds were designed to hold low-level misdemeanants who no longer are held in the Monterey County Jail. Continuing to hold more sophisticated and violent felons in this facility is unsafe for officers, program staff and inmates, leaving the county open to future lawsuits including lawsuits related to conditions of confinement and/or personal injury or death. Accordingly, it is recommended that the county discontinue use of the Rehabilitation Facility as soon as practical. This then would result in a 2019 bed need of 447 beds as shown in Table EX.3 below.

Table EX.3
2019 Jail Bed Shortfall (Discontinued Use of Rehabilitation Facility)

Description	Beds
2019 Bed Need	1,598 Beds
Main Jail/Women's Jail	(575) Beds
Jail Housing Addition	(576) Beds
Jail Bed Shortfall	447 Beds

Source: TRGConsulting. August 2015.

Average Daily Population (ADP) and mental health statistics also are presented and discussed in this section.

G. Adequacy of Staffing Levels



Eighty percent of the beds at the Monterey County Jail are in dormitories while eighty percent of the inmates are felons.

Existing Conditions. The Monterey County Jail is facing a number of staff related issues. These issues affect the overall security of the facility and the morale of the staff.

Staffing Issues. Detention facilities must be staffed 24 hours a day, 7 days a week (24/7) in order to fulfill their mandate to provide safe and secure housing for those inmates under their care. Staff within the Monterey County Jail must be available to receive new bookings in the jail, provide medical care, classify and move inmates within the facility, maintain staff and inmate safety and security, provide recreation and exercise, ensure inmates are fed, transport inmates to court or outside agencies and lawfully release inmates. Due to its nature, a jail cannot simply discontinue operation (e.g. refuse to accept prisoners) if there is not a person available to fill a position. When detention facilities are not staffed adequately, overtime is necessary to cover an unfilled post.

The major staffing issues facing the Monterey County Jail are:

1. It appears that the staffing provided by the County salary ordinance is based on the rated capacity of the facility, not on how many inmates are actually in custody.
2. There has not been an updated relief factor calculated for quite some time.
3. Baseline staffing should be above minimum staffing. Due to vacancies and other factors, the Monterey County Jail constantly is using overtime to staff up to their self-imposed minimum staffing. This level is not adequate to provide basic safety and security for staff and inmates.
4. Vacancies, extended periods of leave, and normal staff attrition have resulted in a significant amount of vacant POST positions. The jail has an increased reliance on overtime to meet minimum staffing.

5. The extensive use of overtime can be dangerous since staff may have recently completed a 12-hour shift, when they are required to work additional overtime. Efforts must be made to reduce the number of overtime hours. To fill a vacancy in Monterey County, the practice has been to have an onsite employee work 4 hours over his normal shift and another employee called in early for 4 hours. This practice required two employees to work 16-hour days. Of additional importance is the 4-hour gap that is left uncovered in the middle of the shift. In an emergency situation the facility would be dangerously understaffed.
6. Supervision is a critical task in any detention facility. Supervisors ensure that policy is followed, tasks are completed, critical decisions are made and exposure to liability from "failure to supervise" claims are limited. In Monterey County, sergeants fill in for line positions when relief is unavailable. This leaves a gap in first line supervision. Except for an unusual situation, sergeants should supervise and not fill in for a line vacancy. Even at full authorized staffing, it appears the span of control for sergeants is weak and additional positions for minimum supervision are necessary.
7. Chronic understaffing lowers morale, employees are unable to take breaks (in violation of the Fair Labor Standards Act), employees get "burned out" with mandatory overtime, employees must take "shortcuts" to get the job done and employees are forced to assume collateral duties to allow the facility to function.
8. The current authorized staffing for the Monterey County Jail is woefully inadequate. Even if every vacancy were filled with a fully trained staff member, the facility would not have enough staff to meet the minimum staffing, let alone adequate staffing.
9. A review of the current staffing pattern as practiced by the Monterey County Jail and the best practices staffing plan included in the 2006 *Staffing Analysis*³ indicates that the critical needs are for the extra staffing in the housing units and for facility-wide escort deputies. These positions will ensure required safety checks are made, there is some level of supervision in the kitchen, laundry and medical areas and adequate staffing is available to respond to emergencies and unusual situations.

Future Staffing for the 576-Bed Jail Housing Addition. The Sheriff's Office Transition Team for this project will soon need to give priority to the recruitment, testing and training of sheriff's deputies and civilian staff for this facility or staff to backfill the existing facility as more senior officers move to the new jail. This is a process, which from initial contact with a potential candidate to completion of training can take up to a year. The staffing plan for the Jail Housing Addition will provide guidelines as to the number and qualifications of staff required.

Recruitment, Selection and Retention. The Monterey County Sheriff's Office no longer experiences the difficulties of years past in the recruitment, selection and retention of detention officers for the following reasons.

- Monterey County deputies' pay and benefits are more in line with the pay and benefits offered by several of the local agencies for similar positions.
- Interest in the surrounding areas for a law enforcement career has increased because of the increasing respect for "first responders."
- The Sheriff's Office has taken a number of proactive measures in recruiting such as placing a recruiting booth in the regional Mid-State Fair in Paso Robles.

Still there remain a few concerns and these are discussed in this section of the needs assessment.

While the above difficulties are common in most county detention systems, the poor working conditions and antiquated design of the jail exacerbate Monterey County difficulties. The feeling of draconian confinement and disorientation created by a maze-like layout are more than most potential applicants are willing to bear. Thus, the "need" for a new adult detention facility goes well beyond a simple "need" for additional beds that is, in itself, quite critical. The additional "need" is for a facility that protects the safety of deputies and provides them with a professional environment in which to work.

³ *Monterey County Sheriff's Office, Staffing Analysis.* Voorhis Associates, Inc. June 21, 2006.

H. Ability to Provide Visual Supervision



Transportation van parked in front of the Monterey County Rehabilitation Facility.

Visual Supervision. While visual supervision is problematic in the existing jail, the new Monterey County housing units will be designed to enhance visual supervision as indicated in Section B *Operational and Design Philosophy* of this needs assessment.

Existing Facility Design. A glaring example of the physical plant limitations in the existing jail is the design of the control or “guard” station, and the ability of staff to directly supervise inmates. At best there is intermittent observation of the inmates. In the Rehabilitation Facility, a Deputy Sheriff must walk into the inmate housing area to see the entire living and shower area. It appears there is an attempt to remedy the problem with the use of cameras. Unfortunately, this is not working. Cameras should not be used in place of staff, but as a tool for staff in overall security.

New Housing Design. It is envisioned that the new housing units will offer direct visual supervision from unit control into the housing pods and the attached outdoor recreation areas. Similarly, roving officers will provide direct visual supervision of all areas in all pods including the toilet and shower areas. Partitions providing modesty to inmates in the toilet area and the showers will be designed so that inmate’s heads and feet always are visible. There will be no blind corners in the housing pods when observed by the roving officers.

Adequacy of Staff. As discussed above new design will permit complete visual observation of all interior and exterior spaces in any new Monterey County detention facilities. Staffing efficiency will be improved by the improved visibility in the new housing units and support spaces. Thus, the staffing mandated by Title 15 will be more than adequate to observe all inmates regardless of the activity in which they are involved. The Board of Supervisors, the County Administrative Officer and the Sheriff and his staff are committed to staffing any new facility as required by Title 15.

I. Adequacy of Record Keeping

Record Keeping. Record keeping at the Monterey County Jail is quite detailed. Not only does jail staff maintain all records required by Title 15, but they also keep additional records to effectively manage the inmate population. Examples include the detailed records relating to overcrowding and early release, inmate management records, information on inmates with mental health needs and logs of those on psychotropic medications, statistics on gang affiliation, historic needs assessments and records relating to the effectiveness of programs (including records of the effectiveness of alternatives to incarceration).

J. Compliance with Standards

Introduction. The Monterey County Sheriff’s Office operates a Type II adult detention facility. The facility is used for the detention of males and females pending arraignment, during trial, and upon a sentence of commitment. This facility has a unique physical plant design that complies with minimum standards for local adult detention facilities.⁴ The facility’s four main housing areas and reception area have a Board of State

⁴ This detention facility is “grandfathered” and therefore only needs to comply with the standards in place at the time each section of the facility was constructed (i.e. the standards in place in 1973 and 1988). There was one minor issue of non-compliance in that the multiple occupancy cells in the female housing unit were rated for four beds but held eight bunks; however, on the day of the inspection the cells were not overcrowded. (Board of State and Community

and Community Corrections (BSCC) rated capacity of 825 inmates. While the Average Daily Population has been calculated at 891 for the first six months of 2015, that still exceeds the rated capacity of the jail by 66 inmates, a statistic that is made even more of concern when the county was bearing the expense of an ADP of 38 Monterey County inmates being held in Alameda County. Further, 6,216 sentenced detention days were not served at all because of the early release program currently in effect because of a court order.

The existing Monterey County Jail faces three significant issues affecting the success of its overall mission and the ability of the Sheriff's Office to comply with Title 15 and Title 24 standards: poor facility design, overcrowding and understaffing. A three issues are discussed in more detail in the body of this assessment.

K. Unresolved Issues

Unresolved Issues. Two issues remain unresolved. These issues include:

1. Sources of funding for the construction, project and operational costs that are associated with meeting the projected bed need for 2019;
2. The ultimate disposition of the three components⁵ of the existing Monterey County Jail (e.g. continued use of one or more components for detention, demolition of one or more components, etc.); and

These two issues are discussed in detail in the body of this report along with the implementation strategy to resolve both issues.

Appendix

Stakeholders. A list of stakeholders for the future projects is included in the appendix.

Corrections inspection report of June 8, 2010.) The facility would not necessarily comply with today's more restrictive standards.

⁵ The jail consists of three components (i.e. the Rehabilitation Facility, the Main Jail and the Woman's Jail).

A. Elements of the System

Existing Monterey County Jail. The Monterey County Jail is located at 1410 Natividad Road, Salinas, California 93906. The jail consists of three components:

1. The Rehabilitation Facility.
2. The Main Jail.
3. The Woman’s Jail.



Monterey County Jail

Additional Beds Required. The additional beds required are summarized below after taking into consideration the existing 825 bed and the 576-bed jail addition currently in design.¹

Existing Jail Bed Capacity. The rated jail capacity as calculated by the Board of State and Community Corrections (BSCC) is illustrated in Table A.1.

Table A.1
BSCC Rated Jail Bed Capacity

Rated Beds	Total Beds
Main Jail/Woman’s Jail	575 Beds
Rehabilitation Facility	250 Beds
Total Beds	825 Beds

Source. Board of State and Community Corrections. July 2015.

Beds in Design Development. 576 additional beds currently are in design development with an expected occupancy in November of 2018. This project consists of eight housing units each with a program room accommodating up to 15 inmates at a time. Two large program rooms accommodating up to 30 inmates serve the two clusters of four housing units each. Thus up to 180 inmates may be scheduled for programs at any one time. Additional programs simultaneously may be accommodated in the 8 dayrooms as well as in the 8 available recreation areas.² Housing unit support spaces also are included as required by Title 24.

2019 Jail Bed Need Projection and Shortfall. As projected using the algorithms discussed in , Monterey County will need 1,660 rated jail beds in 2020. Algorithmic extrapolation (2010 to 2020) projects a 2019 need of 1,598 jail beds. Subtracting the rated capacity of 825 existing beds along with the 576 beds scheduled for occupancy in November 2018 (a total of 1,401 beds) indicates the need for the county to construct an additional 197 beds to meet the 2019 bed need as illustrated in Table A.2 on the following page.

¹ The projected bed need is discussed in *Section F: Analysis of Local Trends and Characteristics* of this report.

² Please see *Section E: Programs* for a list of the evidence-based programs currently available as well as descriptions of programs planned for the future when additional program space becomes available.

Table A.2
2019 Jail Bed Shortfall

Description	Beds
2019 Bed Need	1,598 Beds
Rehabilitation Facility	(250) Beds
Main Jail/Women's Jail	(575) Beds
Jail Housing Addition	(576) Beds
Jail Bed Shortfall	197 Beds

Source: TRGConsulting. August 2015.

Table A.2 indicates that an additional 197 beds will be needed to meet 2019 adult detention bed needs assuming all 825 existing rated beds are retained. Unfortunately, the 250 antiquated beds in the Rehabilitation Facility have outlived their useful life. Worse, those beds were designed to hold low-level misdemeanants who no longer are held in the Monterey County Jail. Continuing to hold more sophisticated and violent felons in this facility is unsafe for officers, program staff and inmates, leaving the county open to future lawsuits including lawsuits related to conditions of confinement and/or personal injury or death. Accordingly, it is recommended that the county discontinue use of the Rehabilitation Facility as soon as practical. This then would result in a 2019 bed need of 447 beds as shown in Table A.3.

Table A.3
2019 Jail Bed Shortfall (Discontinued Use of Rehabilitation Facility)

Description	Beds
2019 Bed Need	1,598 Beds
Main Jail/Women's Jail	(575) Beds
Jail Housing Addition	(576) Beds
Jail Bed Shortfall	447 Beds

Source: TRGConsulting. August 2015.

Urgent Service Gap in the Adult Criminal Justice System. The most urgent service gap is the need for a new detention beds, additional program spaces and adequate staff. The current combination of insufficient beds, an inadequate detention facility and understaffing has resulted in an almost untenable situation. This service gap is illustrated by the following.

- There are not enough beds to meet the current adult detention needs, let alone the needs in the near future. Worse, the county has the wrong type of beds for the population currently incarcerated. As an example, over 75% of the beds are in dormitories; while over 80% of the inmates are felons. The facility was designed for minimum and low medium-security inmates while the bulk of the inmates currently held are medium and maximum-security inmates. AB 109 exacerbates this situation as modified by AB 117, which requires counties to house selected inmates who previously were housed by the state. If additional beds are not constructed, criminals who should be incarcerated will not be incarcerated since bed space will not be available. Criminals serving time will serve little or none of their time since the beds to which they are assigned will be needed for others who pose a greater danger to public safety. Thus an extensive and unpopular early release system (i.e. releasing inmates before their full sentence is served) is in place preventing even more severe overcrowding.³
- Overcrowding, the lack of adequate staff and an insufficient number of single and double cells has resulted in the necessity of classifying inmates primarily by gang affiliation. While gang membership typically is one of the factors used in classifying inmates, it is not normally the primary consideration. Existing court decisions allow for segregation by race and gangs only as a "temporary measures" when classification by race is necessary to allow staff to control the facility.

³ The jail population regularly exceeds 900 inmates in a facility rated to hold 825 inmates. Overcrowding has reached a dangerous level.

- Officer safety is compromised by the severe lack of an adequate number of single and double cells.
- The jail is so overcrowded that no allowance can be made for peaking and classification or the routine or emergency maintenance required in inmate housing areas.
- In the past severe overcrowding has resulted in inmates being held in the intake area for up to forty-eight hours. This is not permitted by the *California Code of Regulations*.
- Severe overcrowding has forced the Sheriff to use areas for housing that were not designed or intended for that use (e.g. the rotunda area). This makes these areas much more difficult for officers to manage and control.
- Overcrowding has forced the Sheriff to operate the jail as an indirect supervision facility, while the jail was designed for direct supervision. This creates significant command, control and management problems.
- Adequate separation and segregation resulting from the classification of inmates cannot occur because of the overcrowding and the lack of a sufficient number of single and double cells. Thus, while the staff has the ability to classify, they do not have the ability to physically segregate those inmates who should be separated because of their classification. This creates an environment that is unsafe for officers, inmates and visitors.
- The design of the jail and the manner in which additions have been constructed results in a physical plant that is difficult to manage and control, and is unnecessarily expensive to operate. Numerous blind spots and the labyrinth like design requires more staff than would be required in a state-of-the-art podular facility. There is poor observation from most deputy stations. Officers cannot observe inmate areas in Pods A through J. The wing walls in the dormitories are approximately four feet high and provide a number of areas where inmates cannot be observed.
- The manner in which additions have been constructed has resulted in a facility that lacks any real central control or command post that would be used in the event of a major disturbance or natural disaster. The existence of multiple control stations is staff intensive in a facility that is understaffed.
- The age of the building systems in the sections of the jail constructed prior to 1993 require extensive maintenance and, as a result, these systems are more expensive to operate. Maintenance costs already are increasing and will continue to increase at a faster rate as the facility deteriorates.
- The older design of the cells and dormitories constructed prior to 1993 does not meet today's standards for state-of-the-art detention facilities. Examples include:
 - Suicide hazard elimination is not as stringent as it should be to prevent self-harm and the attendant liability.
 - Medical/mental health treatment spaces are not adequate for the rated beds, let alone the actual number of inmates held.⁴
 - Preferred design requirements to improve security and the management of inmates are not met (e.g. number of toilet fixtures and showers per inmate, number of safety and sobering cells needed for efficient operation, adequate intake and release facilities, sufficient storage, etc.).
 - There are insufficient spaces dedicated to programs. Effective programs are necessary to manage the jail population and reduce recidivism.
 - Overcrowding forces the entire facility to operate as an indirect supervision jail. Mental health issues are considerably more difficult to recognize, manage and treat in an indirect supervision facility. A direct supervision, podular design in which staff is able to interact continuously with inmates makes it significantly easier to detect inmates with mental health problems. Additionally a direct supervision model reduces conflict and allows better observation of those requiring treatment.
- Understaffing has resulted in insufficient staff coverage. This all too frequently results in a four-hour gap in the middle of twelve-hour shifts. At times the middle of a shift may be as many as three or four officers short. This has been improved somewhat by the recent addition of authorized staff positions. Still, the authorized staffing is well below what are considered to be "best practices" in adult detention.

⁴ For example, it is estimated that at least twenty to thirty percent of the inmate population have mental health issues.

Even with the recent staff additions there still may not be enough officers present in the jail to respond to a major crisis or natural disaster.⁵

- Understaffing has resulted in the extensive use of CCTV cameras to monitor inmate activities. CCTV never can substitute for officer presence.
- Understaffing has increased the span of control for first line supervisors to an unacceptable level.
- Sergeants are sometimes forced to work line positions because of lack of staff. This results in a lack of supervision of the staff in the jail.
- Sometimes there are insufficient staff on some shifts to make the required safety checks.
- Reduced staffing makes it difficult for staff to supervise inmates in the kitchen and the laundry.
- Staff shortages continue to result in the excessive use of overtime.

⁵ Staff in the jail work twelve-hour shifts. When insufficient staff is available for a particular shift for whatever reason, the Sheriff is forced to hold over staff from the previous shift for four hours and bring in staff from the following shift four hours early. This results in a four-hour gap in the shift that is short of staff. Worse, this results in some officers working sixteen-hour shifts.



Monterey County Rehabilitation Facility Entrance.

B. Operational and Design Philosophy

Introduction. The purposes and goals for the Monterey County Adult Detention and Rehabilitation Facilities are discussed in the *Monterey County Sheriff's Manual* in Section 1101.00 *Bureau Organization*.

Purpose. The purpose of the Monterey County Adult Detention and Rehabilitation Facilities is the detention of persons charged with crimes and awaiting arraignment or trial.

1. The detention of persons, in the Sheriff's custody, to ensure their attendance as witnesses in criminal cases.
2. The confinement of persons sentenced to imprisonment in the County Facilities.¹

Goal. By means of the continuing process of education and training of the deputies and professional staff employed herein, to provide for the security, health and welfare of inmates in custody and to rehabilitate them whenever possible through programs designed for this purpose.²

Long Range Design Goals for the Design of New County Detention Facilities. The immediate design goal is to maximize the number of new detention beds in cells at the current site, using existing support infrastructure and administrative space in so far as is possible. The specific design objectives for the new adult detention beds and support space are discussed in detail in the body of this assessment.

- be a state-of-the-art, new generation, direct visual supervision, podular, adult detention facility that meets all of the requirements of Title 24 of the *California Code of Regulations*;
- provide a safe and secure environment for staff, visitors, volunteers and inmates with a well defined secure perimeter that includes pedestrian and vehicular sally ports;
- include a central control station that controls the secure perimeter and has visual supervision of the housing units and recreation areas as well as other secure areas;
- Include unit control stations to supervise the new housing pods;
- consist of housing units with the flexibility to meet a wide variety of varying classification needs (e.g. mental health housing units, female housing units, special needs housing units, units of varying security levels, etc.);
- meet Monterey County's adult detention requirements for twenty years after initial occupancy (with planned expansion);
- provide spaces for a wide variety of programs to reduce recidivism and thus reduce county, state and federal criminal justice system costs;
- provide a professional work environment and adequate space for custody staff, teachers, medical and mental health professionals, other professionals providing services and volunteers;
- be cost efficient to build and operate;
- be energy efficient and environmentally friendly to reduce operating costs;
- be staff efficient to preserve county resources;
- include intake/release/processing areas that are large enough to meet all booking needs and, simultaneously, provide an area for release and transportation staging (intake/release/processing spaces often are undersized in detention facilities);
- provide adequate medical, dental and mental health spaces to reduce the need for transportation outside the facility and to ensure that each inmate is evaluated, treated, monitored and assigned to appropriate programs;

¹ *Monterey County Sheriff's Manual*, Section 1101.03 A. *Purpose*. Page 4.

² *Monterey County Sheriff's Manual*, Section 1101.03 B. *Goal*. Page 4.

- meet the requirements of the Americans with Disabilities Act (ADA);
- provide adequate, easily supervised adult exercise and recreation spaces (including those required for large muscle group activities) to reduce tension and contribute to the success of programs;
- include food service space and facilities as necessary to ensure that meals meet the nutritional requirements determined by the county and to provide vocational education opportunities;
- provide laundry services to clean inmate clothing, bedding and associated items related to the additional beds;
- include adequate storage (storage also often is undersized in detention facilities);
- provide secure spaces for contact, non-contact and video visiting; and
- include a court suite if possible with all necessary support services to handle arraignments and other proceedings, thus reducing the need to transport inmates who are incarcerated in the jail.

Suggested Construction and Administrative Work Plan. The construction and administrative work plan for the new adult detention facility is discussed below.

The delivery process is designed specifically to make the most efficient use of available resources while achieving the project scope (quality), budget and schedule. This methodology has been used successfully on several adult detention facility projects throughout the United States including projects in California counties and projects under the aegis of state and federal grant and funding managers.

This work plan includes proven project delivery methods to ensure successful completion of the proposed scope on time and within budget. The plan also includes federally mandated requirements for grant funding. The plan consists of the following elements:

- Detailed **conceptual level planning** that includes:
 - information on and required by **funding sources** including the monitoring of matching funds;³
 - development of the **preliminary program statement**;⁴
 - development of the **preliminary staffing plan**;⁵
 - development of the **preliminary architectural program**;
 - refinement of the **conceptual budget**;
 - analysis of the **construction costs and total project costs**;
 - development of Monterey County Sheriff’s Office **operational and staffing costs** that will be incurred once construction is complete;
 - development of **maintenance costs** that will be incurred once construction is complete;
 - refinement of the **preliminary schedule**; and
 - plans for continued compliance with **state and/or federal pre-contractual requirements**.
- Presentation to and approval by the Monterey County Board of Supervisors during planning, design, the development of construction documents and during construction (including the preparation of appropriate graphics for the presentation).
- Development of the architectural program including:
 - **preliminary code analysis**;
 - an analysis of the **requirements of Titles 15, 19 and 24**;
 - **staffing and operational analysis** which will include a refinement of the staffing plan and refinement of the **Program Statement**; and
 - any required refinement of the **project timeline**.
- Preparation of traditional **schematic design and design development** documents.

³ If the project receives federal funding it will include certain reporting, inspection and auditing requirements.

⁴ It is important to finalize the program statement early so that it forms the basis for the design effort.

⁵ Similarly, it is important to finalize the preliminary staffing plan at this stage to insure staffing efficiency and reduced operational costs.

- **Transition planning** that begins with the establishment of the transition team during schematic design and continues through move-in and post-occupancy activities.
- Continuous **design/value engineering** to make the most efficient use of available resources (i.e. provide a cost effective design) and preserve life cycle costs.
- Continuous **user input** from the Monterey County Sheriff's Office staff and others providing programs and services at the proposed adult detention facility.
- Continuous **code analysis**.
- **Independent cost estimates** during the design and construction document phases to remain within 5% of the conceptual budget.
- Continuous analysis of the requirements of the **Titles 15, 19 and 24**.
- Ongoing **schedule review and analysis** to be certain that the project is ready for occupancy as planned.
- The preparation of **construction documents** (drawings and specifications).
- **Constructability reviews** during design and during the preparation of construction documents to use the most effective construction means and methods in order to ensure competitive bidding and to reduce change orders.
- **Peer review** during the preparation of design and construction documents to provide the best possible and most cost effective solutions to design and construction issues.
- Continuous analysis of **staffing, operations and life cycle costs** in order to design and build the most cost effective facility possible.
- **Marketing of the project to potential contractors and sub-contractors** to increase the potential for competitive bids and to increase the number of bidders.⁶
- **Bidding activities** including the opening of the bids and the preparation and signing of the construction contract.
- **Construction** administration, coordination and observation.
- Preparation of the **quarterly invoices and progress reports** if required by grant or funding procedures.
- **Construction close-out** activities including:
 - **punch list** development and monitoring of the completion of punch list items;
 - cost reconciliation and **final audit**;
 - **final invoice and progress payment**;
 - collection of **warranties**;
 - preparation of the final "as-built" drawings; and
 - collection of **operation and maintenance manuals**.
- **Transition and move-in** activities including:
 - **equipment commissioning**;

⁶ Particular attention should be paid to marketing the project to those sub-contractors responsible for detention hardware and security electronics. This will help assure that competitive bids from these sub-contractors are provided to the general contractors bidding on the project.

- facility "shake-down;"
 - operations and security "walk through;"
 - staff occupancy training; and
 - the phased move-in of inmates.⁷
- Periodic post-occupancy evaluations at one, two and five years after occupancy.
 - Other services as desired by the Monterey County Board of Supervisors and/or the Sheriff's Office.

⁷ Experience has shown that initial occupancy is an intense time for staff and inmates. A phased move-in allows staff and inmates to adjust with less tension. This results in the reduced risk of self-harm by inmates and reduced sick leave requests by staff.

C. Current Inmate Population

Background. The Monterey County Jail has a Board of State and Community Corrections (BSCC) rated capacity of 825 beds. Historically the jail has held a population well over the rated capacity leading to unsafe overcrowding that has made the inmate population difficult to manage. Insufficient staff and an antiquated facility that was not designed to hold this level of violent felons exacerbate this situation.

In an effort to reduce the jail population to be more in line with the BSCC rated capacity the Sheriff's Office and the Probation Department have continued to expand alternatives to incarceration. In addition, the Sheriff's Office has outplaced inmates in Alameda County's Santa Rita Detention Facility and instituted an early release program (known as the "30-Day Kick") codified in a court order. Under this order 10% is removed from the end of an inmate's sentence up to a maximum of thirty days.

Admissions 2012 -2014. Table C.1 summarizes annual admission data from 2012 through 2014, the last three complete years for which data is available.

Table C.1
Jail Admissions 2012 – 2014

Year	Admissions
2012	12,961
2013	12,732
2014	11,743

Source: Monterey County Sheriff's Office, Custody Operations Bureau. July 2015.

This data indicates a steady decline in admissions over the three-year period. This is due in part to the increased use of effective alternatives to incarceration.

Average Daily Population (ADP). Table C.2 presents the Average Daily Population for calendar years 2012 through 2014.

Table C.2
Average Daily Population 2012 -2014

Year	Average Daily Population
2012	1,086
2013	1,081
2014	990

Source: Monterey County Sheriff's Office, Custody Operations Bureau. July 2015.

Note: Monterey County began placing inmates in Alameda County in 2013. The ADP for Monterey County inmates in Alameda County was 23 in 2013 and 62 in 2014.

Considering the data above it is evident that the ADP in the Monterey County Jail decreased from approximately 1,080 in the 2012 – 2013 years to 990 in 2014. While this decrease is accurate for the county jail, the system-wide ADP still remains high when the inmates held in Alameda County are added to inmates held in the Monterey County Jail (ADP for inmates held in Alameda County + ADP for inmates held in Monterey County Jail. $62 + 990 = 1,052$.) This exhibits the importance of the Alameda County outplacement of inmates in attempting to reduce the Monterey County Jail population to the BSCC rated level of 825 beds. Unfortunately the cost of holding Monterey County inmates in Alameda County is quite high.¹

¹ Between June of 2013 and June of 2015 Monterey County spent \$3,283,480 for 37,738 detention days in Alameda County's Santa Rita detention facility as discussed and referenced later in this section.

Average Length of Stay (ALS). Table C.3 depicts the Average Length of Stay for calendar years 2012 through 2014.

Table C.3
Average Length of Stay 2012 -2014

Year	Average Length of Stay
2012	27
2013	29
2014	27

Source: Monterey County Sheriff's Office, Custody Operations Bureau. July 2015.

Average Length of Stay has remained relatively constant for these three calendar years. The ALS can be expected to increase as inmates serve longer sentences as a result of Assembly Bill 109.

Community Corrections Partnership (CCP) Reporting. The Monterey County Probation Department prepares quarterly reports on the current inmate population for the Community Corrections Partnership. The following data represents the Monterey County inmate population for the months of April, May and June 2015.

Average Daily Population by Gender. Table C.4 presents the inmate breakdown by gender.

Table C.4
Average Daily Population by Gender

Average Daily Population - Gender				
	April 2015	May 2015	June 2015	Average
Total Inmate Population (ADP)	913	887	883	894
Male Inmates	807	776	777	787
Female Inmates	106	112	106	108

Monterey County Probation Department for the Community Corrections Partnership. August 2015.

As can be seen in the table above male inmates account for approximately 88% of the total inmate population whereas female inmates only account for approximately 12% of the inmate population. This significant gender deviation has future design implications as well as implications for the planning of inmate programs to meet the sometimes varied needs of male and female inmates.

Average Daily Population - Sentenced vs. Unsented. The following table compares the sentenced inmate population to the inmates awaiting sentencing,

Table C.5
Sentenced Inmates vs. Unsented Inmates

Average Daily Population - Sentenced vs. Unsented				
	April 2015	May 2015	June 2015	Average
Total Inmate Population (ADP)	913	887	883	894
Sentenced Inmates	311	318	310	313
Unsented Inmates	602	569	574	582

Monterey County Probation Department for the Community Corrections Partnership. August 2015.

Thus sentenced inmates account for only approximately 1/3rd (35%) of the total inmate population whereas unsentenced inmates account for almost 2/3rds (65%) of the inmate population.

Assembly Bills 109 and 117. In 2011, the Governor Assembly Bill (AB) 109 and AB 117, legislation to help California close the number of low-level inmates cycling in and out of state prisons. These bills were designed to reduce the number of inmates in the state's thirty-three prisons to 137.5% of design capacity by June 27, 2013. All provisions of AB 109 and AB 117 are prospective and implementation of the 2011 Realignment Legislation began October 1, 2011.

Under this legislation inmates released from the California Department of Corrections and Rehabilitation (CDCR) after serving a commitment for non-serious, non-violent or non-high-risk sex offenses (regardless of prior convictions), are supervised by county probation departments. This population, under Post-Release Community Supervision (PRCS), was formerly supervised by state parole. There also is a population of offenders, which under Section 1170(h) of the Penal Code are not eligible for incarceration in prison but rather can serve a sentence in county jail. This group either can be ordered by the court to serve their sentence in jail or to "split" the sentence between jail custody and a separate period of Mandatory Supervision (MS).

AB 109 Statistics. Table C.6 provides AB 109 statistics for the Monterey County Criminal Justice System.

Table C.6
AB 109 Statistics

AB 109 Statistics				
	April 2015	May 2015	June 2015	Average
Transported to Other Facilities	0	0	0	0
Housed at Other Facilities at End of Month	29	27	22	26
1170(h) Inmates in Custody at End of Month	128	123	111	121
1170(h) Offenders Sentenced to Local Custody	26	15	21	21

Monterey County Probation Department for the Community Corrections Partnership. August 2015.

Note. The 1170(h) offenders sentenced to local custody include any Parole, Probation, Post Release Community Supervision (PRCS) Violators and Mandatory Supervision sentences.

Effects of Realignment on the Monterey County Jail Population. Prior to realignment, the overall Jail population in California was gradually decreasing, although Monterey County Jail population has been over the rated capacity for many years. The jail has a design bed capacity of 825 but at times has housed up to 1150 detainees. When the Public Safety Realignment was implemented it was anticipated the jail population would continue to increase.

Monterey County and the Superior Court made the following changes to off-set the increased population by modifying or expanding existing programs and creating new programs: The Own Recognizance (OR) Policy to "release people from custody on their own recognizance" was expanded, modifications were made to the Work Alternative Program and early release guidelines within the jail, use of electronic monitoring was increased, and options for placement into substance abuse treatment was implemented as well as a pre-trial release program through the Probation Department.

In spite of added services and alternatives to custody, the jail population continued to expand. Part of the AB109 allocated funds dedicated to incarceration also enabled the County to transfer inmates to other counties who had extra jail capacity. The Jail has been able to utilize Alameda County for additional bed space. This has been utilized as a last resort, because it's very costly in terms of time and resources. Additionally, it makes inmate and family visitation difficult. Inmates selected to be transferred to another

facility, are those that that have been sentenced pursuant to 1170(h). Prior to realignment, these individuals would have otherwise been sent to a prison within California.

- *Public Safety Realignment, Fiscal Year Review for: 2011-2012, 2012-2013 and 2013-2014
Prepared by the Monterey County Probation Department, Revised December 9, 2014*

Table C.6 above indicates that an average of 26 inmates still are being held at Alameda County's Santa Rita Detention Facility. The cost to house inmates at Santa Rita is quite high. Between June of 2013, and June of 2015, Monterey County spent \$3,283,480 for 37,738 detention days in Alameda County's Santa Rita detention facility.²

² *Monterey County Jail Detail of Inmates and Costs Paid to Alameda County, Santa Rita Facility. July 2015.*

D. Classification of Inmates

Introduction. The proper classification of inmates is critical in the Monterey County Jail because of the age of the facility and the lack of enough single and double cells to properly separate and segregate inmates. The number of violent gang members currently held at the existing adult detention facility further exacerbates the difficulty in classification. Classification officers classify primarily by gang affiliation because of insufficient staff, inadequate facilities and severe overcrowding.

In Monterey County there is the possibility of misclassifying inmates based on space rather than security level. Overcrowding reduces the ability to classify. This is further compounded by the dormitory design. Normally, 10% - 15% of the beds should be empty and available for classification spikes and maintenance, which is not possible in a facility that is overcrowded. Worse tampering with building systems is more likely to go unnoticed by officers and county staff when regular preventive maintenance is not performed.

Classification as Currently Practiced. The existing physical plant, lack of "best practices" staffing levels and overcrowding force the Custody Bureau to askew the traditional minimum, medium, maximum security classifications. Instead classification involves only the use of factors such as gang affiliation, current charges, past charges, past behavior and prior housing assignments to determine housing for each inmate.

As it stands now, all of the "Administrative Segregation" housing units are maximum security except for the B-wing units, which are medium. All of the "General Housing" units are medium security except for E & F-wings and Q-pod, which are minimum-security units.

The Custody Bureau converted to a new Jail Management System (JMS) in March 2015 and plans to use a more traditional classification system incorporating a point system with the more traditional minimum, medium and maximum-security levels in the near future. Nonetheless this will be difficult considering the configuration of the existing jail, the lack of adequate staffing levels and overcrowding.

Classification Training. A majority of the classification training for staff is performed in house.

Classification of Inmates. The county's classification system is explained in the verbiage below from the *Monterey County Sheriff's Manual*.

1110.00 INMATE CLASSIFICATION

1110.01 Receiving Deputies are responsible for the initial classification and housing of inmates. They shall use information in CJIS to assess the inmate's classification history. This shall include inmate's current charges, past custody record, gang affiliation and criminal history. Deputies shall use the following guidelines for assigning housing. They may also use the on duty Classification Deputy as a resource in classifying inmates.

- A. The different levels of security and inmate classification categories shall be determined as follows. These categories shall require maximum-security housing at initial housing.
 1. *Protective Custody* - Inmates that need to be housed separately because they are in danger of being assaulted by other inmates because of their charge, gang affiliation, sexual preference, occupation, or inmate informants.
 2. *Violently Assaultive or Predatory Behavior* - Inmates that are prone to assaultive or threatening behavior toward other inmates or staff. Inmates that are found to be in possession of deadly weapons while in custody. Inmates that have an extensive criminal history of violence and assaults on peace officers.
 3. *Escape Risk* - Inmates that have escaped or attempted to escape from custody to include participation in any escape or possession of escape tools. Inmates that have been

sentenced to or are pending sentence to death or life in prison shall be considered an escape risk.

4. *Violent or Serious Criminal Charges* - Inmates that are charged with murder, attempted murder, kidnapping, aggravated assault and sex crimes. This may include inmates that have a past history of these charges even if currently in custody on lesser charges.
5. *Sophisticated Criminal History* - Inmates that have been found in possession of prison weapons or are sophisticated gang members.
6. *State/Federal Prison Inmates* - Inmates held locally for court proceedings that have holds from federal or state prisons.
7. *Uncooperative Attitude* - Inmates that display an anti-establishment and uncooperative behavior.
8. *Exhibiting Behavior that Fits the Criteria of 5150 W&I or Diagnosed Mental Illness* - Inmates that are a danger to themselves or others, unable to care for themselves or have been diagnosed with psychological problems. Referral to medical staff for treatment and clearance for housing is required.
9. *Under the Influence of Psychedelic Drugs* - P.C.P., L.S.D., or other hallucinogenic drugs or mind-altering drugs.

B. The following categories may be housed in medium security general housing.

1. *Misdemeanor and General Felony Charges* - Inmates that are charged with misdemeanor and felony charges that are not violent and assaultive in nature. Inmates that can adapt to the jail setting and adjust to the open housing setting. This category includes inmates sentenced to county jail waiting classification clearance for minimum security.

C. The following categories of inmates shall be housed in minimum security.

1. Inmates sentenced to county jail.
2. Inmates who can adapt to an open housing environment.
3. Inmates that can participate in work details and correctional programs.

D. Processing and Housing Civil Prisoners.

1. Any person committed to jail on a civil charge (civil contempt of court, failure to abide by a court order, etc.) shall be housed in a single cell away from the general population. They shall be dressed out in a **WHITE** jumpsuit.
2. Priority shall be given to assigning all civil commitments to the Isolation Cells in the Men's Section and Holding Cells in the Women's Section.
3. The Receiving Deputy shall make the cell assignment with the assistance of Classification or the Watch Supervisor. In the event that no isolation cell is available, a temporary assignment in Booking can be made. The civil inmate shall be moved to an isolation cell at the earliest possible time.
4. A civil prisoner cannot be offered the option of being housed in general population.

1110.02 Facility Housing Levels

- A. The different levels of security such as minimum, medium, and maximum are based on charge, past criminal history, and current and past conduct in custody. The different housing units in the facility fall into the following security categories.
1. *Maximum* – Isolation Cells, A-Pod, B-Pod, C-Pod, D-Pod, G-Pod, H-Pod, I-Pod, J-Pod, Women’s Holding Cells, R-Pod, and S-Pod.
 2. *Medium* – E-Pod, F-Pod, Rotunda, K-Pod, Dorm-A, Dorm-B, Dorm-C, Dorm-D, B-Wing, C-Wing, T-Pod, and U-Pod.
 3. *Minimum* – Q-Pod, E Wing, F-Wing, D-Wing, and Dorm-E.
- B. The following classes of inmates shall be kept separate (PC 4002(a))
1. Male prisoners shall be confined separately from female prisoners.
 2. Persons confined on civil charges shall be kept separate from those confined on criminal charges.
 3. Juvenile inmates shall be kept separate from adult inmates.
- C. Following is a list of housing units and a description of the types of inmates housed in each unit. Deputies shall use these categories to correctly house inmates. Inmates shall not be housed directly into the dorms without review by the Classification Deputies or approval of the Team Commander.

Table D.1
Inmate Classification
Revised 04/15

Main Jail	TYPE OF HOUSING	ARMBAND COLOR	CLOTHING COLOR
A-POD	Adm. Segregation - Sensitive needs inmates	BLUE	ORANGE
B-POD	Adm. Segregation - Sensitive needs inmates	BLUE	ORANGE
C-POD	Adm. Segregation - Sensitive needs inmates	BLUE	ORANGE
D-POD	Adm. Segregation-Sophisticated Nortenos and associates	WHITE	ORANGE
E-POD	General Housing - Sureno gang members and associates	ORANGE	ORANGE
F-POD	General Housing - Parolees and compatibles (No Nortenos)	WHITE	RED
G-POD	Adm. Segregation - Sensitive needs inmates	BLUE	ORANGE
H-POD	Adm. Segregation - Sensitive needs inmates	BLUE	ORANGE
I-POD	Adm. Segregation - Non-affiliated Hispanics, Blacks, & Whites	WHITE	ORANGE
J-POD	Adm. Segregation - Sensitive needs inmates	BLUE	ORANGE
K-4	General Housing - Classification overflow approved housing only! (No Nortenos)	WHITE	RED
K-5	General Housing - Norteño gang members and associates	WHITE	RED
K-16	General Housing - Norteño gang members and associates	WHITE	RED
K-17	General Housing - Norteño gang members and associates	WHITE	RED
A-DORM	General Housing - Sensitive needs inmates	BLUE	ORANGE
B-DORM	General Housing - Sensitive needs inmates	BLUE	ORANGE

C-DORM	General Housing-Sensitive needs inmates	BLUE	ORANGE
D-DORM	General Housing- Sensitive needs inmates	BLUE	ORANGE
E-DORM	General Housing - Medical/Elderly/. Housing approved by Classification ONLY!	WHITE	RED
ISOLATION	Adm. Segregation - extreme protective custody, high risk, civil, or juvenile inmates.	Color Varies	ORANGE
Rehab Center	TYPE OF HOUSING	ARMBAND COLOR	CLOTHING COLOR
B-WING # 1	Adm. Segregation-extreme protective custody-Hsng. Approved by Classification ONLY! (Currently vacant)	BLUE	ORANGE
B-WING # 2	Adm. Segregation-extreme protective custody-Hsng. Approved by Classification ONLY!	BLUE	ORANGE
B-WING # 3	Adm. Segregation-extreme protective custody-Hsng. Approved by Classification ONLY!	BLUE	ORANGE
C-WING	General Housing - inmates with felony/misd. charges. No Nortenos	WHITE	RED
D-WING	General Housing - inmates with felony/misd. charges. No Nortenos (whites and Hispanic inmate housing only!.)	WHITE	RED
E-WING	General Housing - sentenced inmates-non working status(currently vacant)	WHITE	BLACK
F-WING	General Housing - sentenced inmates assigned to KP duty and working status inmates.	WHITE	KP GREEN/ BLACK
Women's Jail	TYPE OF HOUSING	ARMBAND COLOR	CLOTHING COLOR
Q-POD	General Housing - sentenced females and work details	WHITE	CLOTHING COLOR
R-POD	Adm. Segregation - charges, 5150	WHITE	CLOTHING COLOR
S-POD	Adm. Segregation - charges, 5150	WHITE	CLOTHING COLOR
T-POD	General Housing - Felony charges, Parole holds	WHITE	CLOTHING COLOR
U-POD	General Housing - misd. charges, sentenced, or overflow felons	WHITE	CLOTHING COLOR
HOLDING	Adm. Segregation - Extreme protective custody, high risk, or civil inmates	WHITE	CLOTHING COLOR

1110.03 *Lockdown/Inmate Movement Forms* - A Lockdown/Inmate Movement Form documents the justification for an inmate's housing. The Lockdown/Inmate Movement Form establishes a record of where an inmate has been housed and the circumstances of the housing change. A Lockdown/Inmate Movement Form shall be completed in the following cases:

- A. Anytime an inmate is housed in maximum security.
- B. Anytime an inmate is moved to higher level of security.
- C. Whenever an inmate is moved from one location to another (except when moved per the Mainline Transfer List).
- D. Anytime an inmate is rolled up to the Receiving Area pending re-classification.
- E. The original copy of the *Lockdown/Inmate Movement Form* shall be placed in the Inmate File. Copies shall be distributed to the Bureau Captain, the Team Commander, and Classification.

1110.04 Classification Deputy Responsibilities.

- A. The primary responsibility of the Classification Unit is to classify and house inmates. Classification Deputies shall review the initial housing of inmates housed in lockdown.
- B. Secondary duties of the Classification Unit include incident investigation, assisting and sharing intelligence with other agencies, monitoring the inmate phone system, and gathering and disseminating gang intelligence.
 - 1. The goal of the Custody Operations Bureau is to work cooperatively to assist other agencies in gathering and disseminating investigative information.
 - 2. Routine requests shall be handled by the Classification Deputy receiving the request (e.g., recording of an inmate telephone call, reading a specific inmate's mail for investigative purposes).
 - 3. Non-routine requests (such as searching an inmate's cell to remove contents) require necessary precautions. The following guidelines shall be followed when out of the ordinary requests are received:
 - a. The Classification Deputy receiving the request shall contact the Classification Sergeant. The Classification Sergeant will determine if the Classification Unit can assist, in consultation with the appropriate Commander, if necessary.
 - b. If the Classification Sergeant is not available, the Classification Deputy shall contact the on-duty sergeant. The Classification Deputy shall ensure the affected Commander is made aware of the planned activity. The Commander has the authority to approve or disapprove the agency's request.
 - c. An incident report shall be distributed to the Classification Sergeant and the Classification Commander.
- C. Classification Deputies are authorized to change the level of an inmate's classification in order to protect the security of the facility and the welfare of inmates and staff. All increases in classification shall be reported to the Bureau Captain via memorandum or *Lockdown/Inmate Movement Form*.
- D. Classification Deputies shall conduct routine reviews of inmate classification levels to maintain an awareness of inmate activity so that housing assignments and space can be best utilized.
- E. Classification Deputies shall screen and approve sentenced inmates for transfer to Mainline.
- F. Classification Deputies shall receive copies of all disciplinaries, crime reports, and lockdown/inmate movement forms. They shall use these reports to update inmate custody histories and maintain facility statistics.
- G. Inmates who have been sentenced to more than 60 days have the right to write to Classification for a review of their level of classification every 30 days. Classification shall respond in writing to the inmate with the result of their review.
- H. Inmates have the right to appeal their housing classification to the Classification Sergeant. Inmates may further appeal to the Bureau Administrative Commander whose decision is final.
- I. The Bureau Administrative Commander has the authority to change the classification level of an inmate as deemed appropriate.

- J. Any time the Classification Unit has special security information on an inmate, they shall send a memo alerting the jail, Transportation and Court Security staff of the inmate's security risk.

“Need” Resulting from the Desire to Properly Separate and Segregate Inmates. Proper separation and segregation of inmates as envisioned in the Sheriff’s classification plan is very difficult because of insufficient staff, an inadequate physical plant layout and the overcrowding that makes it necessary to unofficially add approximately 100 beds above the BSCC rated capacity of 825. These problems can be alleviated with the construction of new housing or a new facility properly sized to meet future needs. (One of the design goals for the new 576-bed Jail Bed Addition project is to have a sufficient number of single and double cells for the proper separation of inmates of differing classification.) Even when the new 576 beds are occupied the county still will need an additional 197 beds to meet the 2019 need. This need increases to 447 if use of the inadequate and unsafe Rehabilitation Facility is discontinued, which is recommended in this assessment.

E. Programs

Introduction and Mission Statement. The existing Monterey County Jail lacks adequate space to conduct meaningful evidence-based programs to reduce recidivism. Worse, the inability to properly classify because of a lack of sufficient medium and maximum security beds and housing units make it difficult for the Sheriff to conduct any but the most basic programs (as identified below).

Nonetheless the programming staff already is working towards October 2018 when 576 new beds will be ready for occupancy. Eight small program rooms, each accommodating up to fifteen inmates at a time, and two large program rooms, accommodating thirty inmates, will come on line.

To that end, the staff has developed a mission statement that will usher in several new evidence-based programs to reduce recidivism and prepare inmates to make a positive contribution to society. Their platform/vision for programs is stated below.

Effective programming is based upon both an experiential and an empirical understanding of the inmate population. Treatment approaches, and groups, are designed with recognition of shared social and psychological characteristics of the inmate population. Sufficient flexibility must be maintained in order to accommodate a wide range of special needs, groups, and functioning levels. Implementation of psychoeducational, educational, and vocational programming is accomplished through an interdisciplinary team planning and decision making structure, i.e. the classification/program team. An integral and ongoing program evaluation system will need to be maintained in order to provide an accurate and continuing description of the inmate population, as well as to measure treatment, and education efficacy. This assures that program components can be maintained in accordance with empirical data, to justify our programs, and to produce numbers for the courts and the public.¹

Existing Conditions and Current Programs. The existing Monterey County Jail lacks adequate dedicated space to conduct meaningful programs to reduce recidivism. Financial constraints resulting in overcrowding and insufficient program and custody staff make it difficult for the Sheriff's Office to offer programming beyond the most basic programs (e.g. religious services and counseling, basic mental health programs and counseling, visiting, commissary, counseling by health care providers, Alcoholics Anonymous and Narcotics Anonymous classes, etc.). Nonetheless a number of programs are offered. These include:

Alcoholics Anonymous (AA).

Alcoholics Anonymous is offered to both men and women. This is a program designed for men and women to share their experiences, strength and hope with each other to work on solving their common problems and help others to recover from alcoholism. Offered in both English and Spanish.

B.I. Incorporated.

The B.I. Incorporated program is offered to both men and women. This program describes services that are offered to the inmates upon release. The program provides cognitive and behavioral treatment programs for probationers and prepares them for employment in their community. Clients receive additional employment assistance based on their needs as well as personalized help to overcome any obstacles, which may occur with productive employment.

Bipolar and Depression Program.

This is a scientifically based, non-therapeutic general education course that provides inmates with the facts necessary for successful maintenance of bipolar and depression disorders.

¹ Statement by Charles DaSilva, Corrections Program Manager, Corrections Bureau, Monterey County Sheriff's Office. July 29, 2015.

Choices, Liberty and Pride.

The Choices, Liberty and Pride program is offered to both men and women who are sentenced and are housed in the inmate areas that are assigned to a work detail. This program is designed to help with recovery inside and out. "Choices" is a two-week self-assessment intervention group designed to give the client information about addiction and the tools necessary for change. "Pride" is an eight-week intensive drug and alcohol recovery program. Topics include:

- Anger Management
- Critical Thinking
- Aptitude and Interest
- Substance Abuse Subtle Screening Inventory and other subjects

Criminon International.

This volunteer based program provides an array of courses dedicated to addressing the cause of criminality and restoring an inmate's self-respect through effective drug detoxification, education and common sense programs. Courses offered include The Way to Happiness, Communication Skills, Learning Skills for Life, Successful Parenting Skills, Understanding and Overcoming Addiction, How to Deal with Ups and Downs in Life, Personal Integrity and Improving Conditions in Life.

Financial Class.

The Financial Class is offered as part of the Nutritional Curriculum on the last day of incarceration. This class teaches basic financial topics such as how to manage their money, how to balance a checkbook, etc.

Forklift Training

Forklift training is offered to both men and women who are sentenced and are assigned to a work detail. This is an interactive course where inmates receive classroom and hands on instruction on the safety, parts and operation. Inmates must be able to pass a classroom test and the practical test in order to obtain a successful certificate of completion. Once the inmate is released from custody they may go to C.E.T. (Center for Employment Training) to take their certification test in order to obtain a forklift license. This test is offered free to only those individuals that completed the instructional part while in custody. They must present their certificate of successfully completion.

G.E.D. Training and Testing.

G.E.D. Preparation and Testing is offered to both men and women who are sentenced and are housed in the inmate areas that are assigned to a work detail. This program provides inmates with five subject tests which, when passed, certify that they have successfully completed the General Educational Development (G.E.D.) equivalent to a high school diploma.

H.I.V/John XXIII Awareness.

H.I.V/John XXIII Awareness presentation and testing is offered to both men and women. The presentation offers awareness on the topic. The test is done in a private setting and is confidential.

Janitorial Instruction.

Janitorial Instruction is offered to both men and women who are sentenced and are housed in the inmate areas that are assigned to a work detail. This program is designed to provide skills in addition to simple janitorial services. Instruction topics include:

- Handling of Hazardous and Infectious Waste
- Basic Cleaning for Floor Surfaces
- Cleaning for Restrooms/Shower rooms

Kick Start Program.

The Kick Start Program is an ex-offender, re-entry employment program consisting of a series of Job Readiness Workshops. The Kick Start Program will be offered to all inmates that complete the Liberties & Pride and Choices programs.

The Workshops will consist of the following:

- Job searching
- Networking and follow-up
- How to properly fill out employment applications
- Resume and cover letter development
- Interview preparation
- Communication Skills
- How to develop a successful job search strategy

Kitchen Basics.

Kitchen Basics is offered to both men and women who are sentenced and are housed in the inmate areas that are assigned to a work detail. The course objective is to prepare students for work in the food service industry. Students will be able to apply the skills learned from this program in a food service job in the community. Topics covered are:

- Personal Hygiene
- Equipment
- Sanitation
- General Safety
- Food Safety
- Production
- Storage

Each student is given a workbook for pre-work, class work and homework. A quiz is given at the end of each class with a final exam at the end of Kitchen Basics. Students must maintain an average of 75% or they will be asked to leave the course and repeat.

Library Instruction.

Library Instruction is offered to women who are sentenced and are housed in the inmate areas that are assigned to a work detail. Inmates essentially become the inmate library assistant. This inmate(s) is assigned to keep the library organized, prepare the donated books for placement on the shelves, prepare bags with books for the library book exchange throughout the jail, return the library books to the shelves, fill the special book requests and provide cleaning services for the library and library office.

Life Skills.

Inmates in this program explore and learn basic life skills including employability, emotional wellness, relapse prevention, self-esteem development, stress reduction, anger management and conflict resolution.

Microsoft Office Training.

Microsoft Office Training is offered to both men and women. This program provides inmates with basic computer skills needed for future employment. Courses will include instruction on Word, Excel, PowerPoint, etc.

Narcotics Anonymous (NA).

Narcotics Anonymous is offered to both men and women. NA is a twelve-step program. This is a program designed for men and women to share their experiences, strength and hope with each other to work on solving their common problems and help others to recover from chemical dependency. *Offered in both English and Spanish.*

Nutritional Curriculum.

The Nutritional Curriculum is offered only to female sentenced inmates in Q-pod and U-Pod. This program is designed to help the inmates make healthier food/snack choices.

Papas in Rehab.

Papas in Rehab is offered to men only. This program is designed to help incarcerated fathers continue to build a bond with their children by teaching the "6 Basics of Being a Great Dad:"

- Provide unconditional love and affection
- Spend T-I-M-E
- Communicate constantly and creatively
- Partner with Mom
- Instill moral and spiritual values
- Establish "My Fathering Legacy"

Parenting.

Parenting currently is offered to both men and women under Choices, Liberty and Pride to limited housing areas pending the identification of additional volunteers with the experience, training and certification. This class provides inmates with skills in raising responsible and independent children. Ways of rethinking the approach of teaching, discipline, etc. also are part of the curriculum.

Peace Education Program.

Inmates are provided cognitive tools to transform anger, acknowledge the impact of their criminal behavior, develop emotional intelligence and learn stress management techniques.

Relapse, Recovery, Reality.

This is a therapy based, comprehensive course providing inmate students with the realities of their addictions, emotions, triggers of relapse and the challenges they face to maintain sobriety and live a healthy, crime free life.

S.O.A.R. (Starting Over Accessing Re-Entry).

S.O.A.R. (Starting Over Accessing Re-Entry)² is offered to both men and women. This is a 6-week program whose goal is “re-entry oriented to break the cycle of recidivism.” Topics include:

- Transitioning into the Community
- Relapse Prevention
- Cognitive Skills and Communication
- Coping with Trauma
- Self Care
- Accessing Community Resources

Turning Point.

Turning Point presentations are offered to both men and women. This program offers presentations of services that are available to inmates upon release. Adult employment programs that help those who have an arrest record match their skills and aspirations with employers in the community. They offer:

- On-the-job training
- Résumé and interviewing techniques
- Employment workshops
- Computer access
- Career counseling
- Job placement and other core services.

Veteran Orientation Workshop.

Veteran Orientation Workshop is designed to help veterans find employment and/or get them connected to services. Topics will include:

- CALVET Welcome Home Program
- Veteran Benefits G.I. Bill
- Résumé and Job Search Assistance
- Disability and Pension
- Priority Job Referrals.

Voices.

The Voices program provides inmate students with tools and information pertaining to personal empowerment, emotional intelligence and self-discovery.

Women in Trauma.

This is a therapy based, comprehensive course providing inmates with a safe environment in which to better understand how traumatic experiences and events in their lives affect them, identify action plans to better achieve success without abusing drugs and alcohol and how to manage PTSD effectively.

Partnership with the Salinas Unified School District. Salinas Unified School District soon will be providing educational courses and proctoring for the HiSet exam, ACE Overcomers, Peace Education Program, Bike Program and additional vocational education programs such as plumbing, electrical, tile setting, etc.

² This program currently is not offered, but may be offered in the future. Behavioral Health Department staff was teaching the class.

Planned New Programs when Additional Program Rooms are Available. It is envisioned that the ten new purpose-built program rooms in the new 576-bed detention facility mentioned above will allow for the implementation of the following evidence-based programs:³

Drum Circle Group.

The ultimate goal is not precise rhythmic articulation or perfection of patterned structure, but the ability to entrain and reach the state of a group mind. Drum Circle is a fun entry-level learning experience that is accessible to anyone who wants to participate. Drum Circle is the use of a rhythm-based event as a tool for unity. It is not a drum class. A drum circle is where people empower each other in the act of celebrating community and life through rhythm and music. Drum circle is created "in the moment" by all the people who participate. Cooperation and collaboration is the basic glue. The quality of the music produced in a group like this is not based on the rhythmical expertise of the players, but on the quality of their relationship with the other people in the circle. The result is those magical musical moments where one powerful voice is created out of the many. In those moments, the players stop worrying about keeping time because time as they know it has stopped. In its place is a living breathing entity, expressing timeless joy, passion and release through the power of rhythm.

Current Events Group.

A current events group operates much like a book club where members read books, poems, article clippings, and bring them to discuss with the group. At a current events group; however, members will be expected to participate and socialize, and have open discussion as well as reading a book or watching a documentary. This group will provide an avenue for inmates to offer their opinions on today's world issues, and local issues. This group will help the inmate with public speaking, clear communication and challenging the brain to think "outside the box."

Art Programs (Therapy and Studio/Education).

Art therapy allows inmates to communicate that which sometimes is difficult to put into words. Art therapy can help inmates feel understood and help them gain artistic skills and a sense of achievement, providing ownership of their successes. Art encourages inmates to build trust in a safe environment while increasing their self-esteem and self-respect. This type of program will assist inmates in gaining a new and more objective perspective on their challenges or difficult life circumstances. Inmates will begin to experiment with change that can later be applied on the outside. This therapy encourages them to find a safe outlet for feelings such as fear, guilt, pain, rage and anger. Art tends to encourage inmates to make positive choices and to find hope for the future. This therapy taps into their inner power, and uses their existing strengths to build further skills, which can help them manage difficult emotions and circumstances.

Music Therapy/Education Program.

Music therapy is a form of healing that uses music to provide care in a manner that is "outside the box." Music therapy helps inmates in a physical, mental, emotional and social way. Therapists use music therapy in a variety of ways, including having inmates sing along to the music, meditate and relax while music plays and conduct various exercises and movements with music as the catalyst. When played in conjunction with a person's thoughts or movements, music therapy can help to improve everything from an inmate's speech to their memory and physical balance. It also provides emotional healing, helping inmates to develop positive self-image and aids in prioritizing stress and pain. This therapy develops socialization skills and positive group dynamics. Inmates learn how to work together to develop a quality sound or song. Music helps inmates take their mind off negative feelings and thoughts, which can help them cope with a number of issues, which they are experiencing. Music decreases stress and provides an avenue for creativity and self-discovery.

³ Source: Charles DaSilva, Corrections Program Manager, Corrections Bureau, Monterey County Sheriff's Office. July 29, 2015.

Thinking for a Change (TFAC).

Correctional agencies are using "Thinking for a Change" as one option in a continuum of interventions to address the cognitive, social, and emotional needs of their offender populations. This class sets the tone for the entire program by motivating the group members to actively participate in their own learning and taking responsibility for their own life situations. This is accomplished in part by empowering each group member using appropriate positive behavioral "reinforcers." Inmates can take charge of their lives by learning more effective ways of thinking. Group facilitators demonstrate the three cognitive perspectives of the program: social skills, the skill of cognitive self-change, and problem solving skills.

Houses of Healing Program

This book is a guide that instructs, encourages, and speaks to inmates, providing a path to behavioral change, dignity, respect for oneself and respect for others. Through the use of mindfulness-based practices, research driven approaches to behavior change, the inspiration derived from first-hand accounts of other inmates, and the fostering of a real sense of hopefulness, the Houses of Healing book/curriculum/program has met with great success. It draws the inmates in by speaking clearly and directly to the situations and feelings with which almost all incarcerated men and women struggle. It guides and supports inmates in confronting issues such as childhood wounding, grieving, managing anger, facing the impact of crime, and taking ultimate responsibility for themselves and their actions. Houses of Healing offers guidance in stress management techniques and healthy, practical coping strategies. It addresses, in depth, the necessity of self-forgiveness and forgiveness of others, subjects that are often overlooked and misunderstood despite the fact that they are essential to the cultivation of empathy and emotional and spiritual maturity.

SPCA/Pet Therapy Program.

This program will facilitate communication, healing and motivation by sharing the compassion of companion animals with those life challenges. The general program sends volunteer teams to hospitals, nursing homes, senior centers, psychiatric facilities, developmentally disabled centers, convalescent homes and correctional and youth facilities. The teams provide animal assisted activities and sustained work toward reachable goals. This program brings the benefits of the human-companion animal bond to our inmate population and encourages them to be responsible and caring.

Healthy Living Group.

Healthy living classes are designed to educate and offer the skills necessary to put knowledge into practice. This therapy teaches inmates the value of proper diet, exercise, how to understand caloric intake, how our body processes food etc.

Horticulture Program.

The benefits that the horticulture program offers vary from person to person. This type of program enhances physical, mental and social health, often in an outdoor environment. Inmates can participate in horticulture activities, which can be varied according to their abilities and interests. Examples include the art and practice of garden management; landscaping design, installation and management; flora and fauna selection for specific uses and climates; irrigation system design, installation and maintenance; retail horticultural operations; landscape maintenance and scheduling; etc.

Agricultural Industries Training.

Salinas has a large Agricultural Industry, the benefits can offer classes on planting and harvesting crops. This type of program enhances physical, mental and social health, often in an outdoor environment. Inmates can participate in the basic requirements for planting and harvesting a variety of crops grown in the Salinas Valley. The program can be varied according to their abilities and interests.

Bicycle Repair and Restoration.

The Sheriff's Department has been collecting bicycles from auction for repair and return back to the community. This program would provide the skills needed to repair and or restore a variety of bicycle types back to original operating condition and to give back to the community. This program would provide the skills and sense of accomplishment needed to reenter society and obtain meaningful employment.

Future Enhancements. Examples of future enhancements to existing programs include:

- expanding mental health programs and therapy sessions;
- additional programs specifically designed for female inmates;
- developing an adult literacy program;
- providing tutoring for inmates seeking a GED;
- increasing the number of Bible study sessions and expanding religious programs;
- increasing the number of AA meetings and providing additional alcohol abuse counseling;
- enhancing the narcotics abuse program with additional meetings and therapy sessions; and
- providing health education on a wider variety of subjects.

Additional Programs Under Consideration. Additional programs that are being considered for implementation include:

- life skills programs targeted by age, gender and need;
- a program to further identify community resources and provide initial contact prior to release;
- family awareness and responsibilities;
- parenting programs;
- mentoring programs for young inmates;
- anger management classes and counseling;
- self-esteem enhancement;
- cultural awareness programs;
- developing communication skills and enhancing human relations;
- aptitude assessment and career planning;
- special education classes;
- classes offering high school credit;
- vocational education classes in conjunction with local labor unions modeled after programs that have been successful in other counties (e.g., computer skills, food service, laundry service, landscaping, printing, construction technologies, automobile maintenance and repair, automobile body work, etc.);
- academic and vocational education correspondence courses;
- college level courses by correspondence or through the local college system;
- English as a second language;
- arts and crafts;
- physical education classes; and
- other programs that will assist inmates in returning to the community as productive citizens.

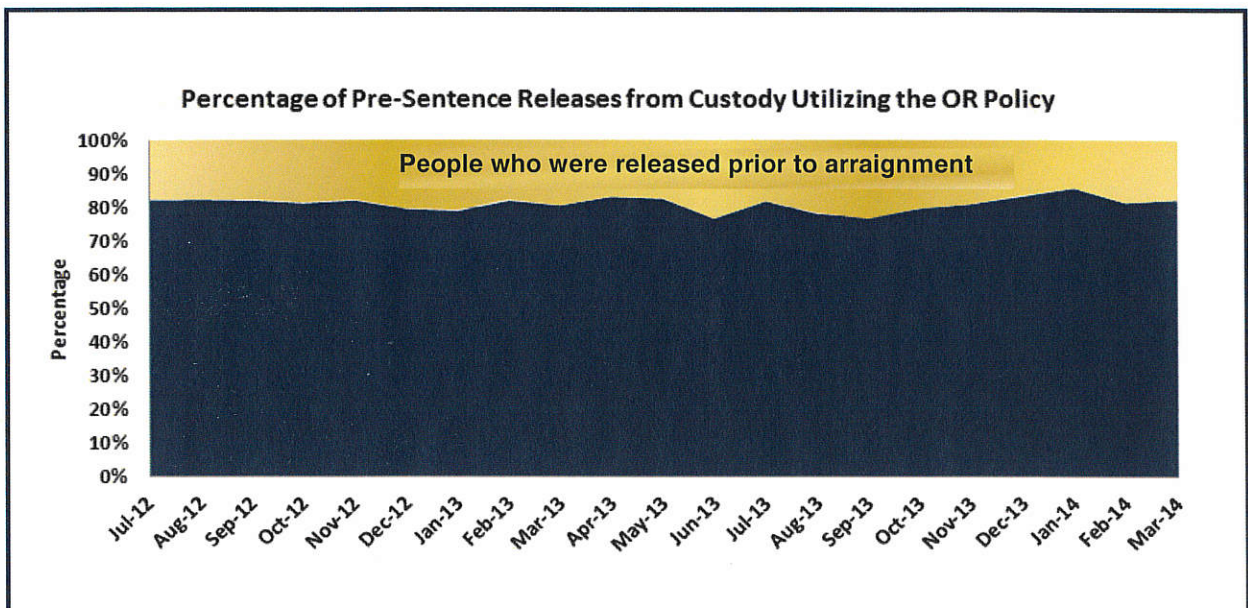
Recommendation. Even considering the programs currently offered at the existing Monterey County Jail and those proposed for the 576-bed Jail Housing Addition there remains a significant need for additional program space and new evidence-based programs. According it is recommended that the next project designed to meet the bed need for 2019 be constructed as a program-rich environment offering academic education leading to the ability to communicate effectively and offering high school and college courses leading to degrees. Life skills programs should be offered teaching inmates to be able to function well and with confidence in society. Additionally vocational education courses should be offered preparing inmates for gainful employment that will enhance their self-esteem.

Detention Alternatives. The *Public Safety Realignment, Fiscal Year Review for 2011-2012, 2012-2013 and 2013-2014* prepared by the Monterey County Probation Department and revised on December 9, 2014 provides insight into the success of detention alternatives for adult offenders in Monterey County.

Pre-Sentence Release Programs: OR and Pre-Trial Supervision.

With the implementation of realignment the County expanded the existing OR policy, which allowed for people to be released from jail on their "own recognizance." As a result, on average 223 people are released each month following their arrest. The Jail books on average 957 people each month, so on a monthly basis, approximately 23% are eligible for release prior to their arraignment based on their arrest charges, with some exception. This leaves the more serious offenders in custody while they await arraignment.

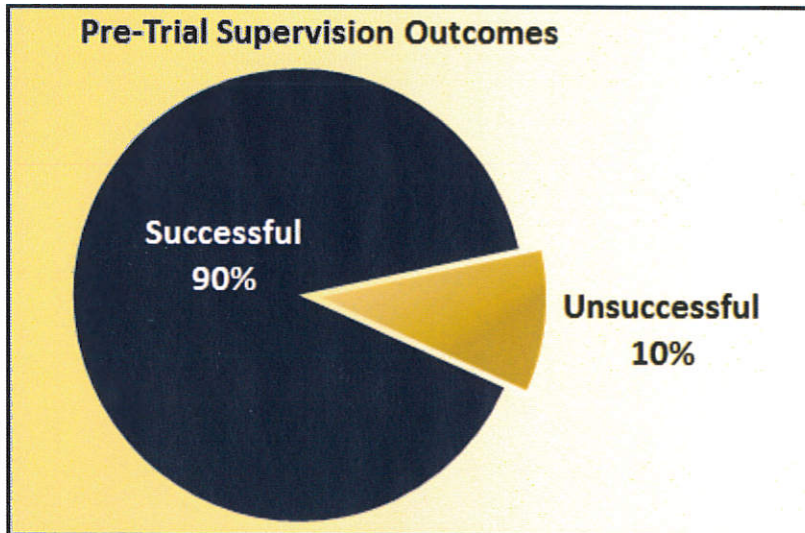
The chart below illustrates the percentage of people released through the OR Policy prior to arraignment. These numbers do not reflect the individuals who were released after posting bail.



Data source: Board of State and Community Corrections data dashboard for Monterey County Jail Bookings and Quarterly CCP Reports-OR data

To augment the release of newly arrested and un-sentenced people, Monterey County also adopted a pre-trial supervision program in October 2012, one year after realignment. Only individuals who are not eligible for OR release due to more serious charges or other set criteria are assessed for pre-trial release and supervision. The expansive OR release in addition to those who bail out, result in a small pool of individuals left for pre-trial supervision. While the number of individuals actually released for pre-trial supervision has remained relatively small, those that are released by the Court for pre-trial supervision are successful 90% of the time.

Pre-Trial	FY 12-13	FY 13-14	Total
Number of People Who Were Assessed and a Court Report was Written	281	416	697
Number of People Recommended for Pre-Trial Release & Supervision	117	141	258
Number of People Released for Pre-Trial Supervision	57	73	130
Number of People who Failed to Appear or Were Re-Arrested Prior to Sentencing	8	5	13



50% of people recommended for pre-trial supervision were released from custody.

Involuntary Home Detention,

The California Legislature added language to the statute allowing the correctional administrator to remove sentenced inmates from the county jail involuntarily to serve a portion of their sentence under home detention with electronic monitoring. This expansion does not impact those individuals who voluntarily apply and participate for Supervised Home Confinement. As of June 30, 2014, twenty-one individuals had been released from the jail through this expansion. Utilizing this type of release is considered as a last option to address jail overcrowding and therefore it is not anticipated that a significant number of inmates will be released from the jail through involuntary home detention. Jail overcrowding for sentenced inmates is now being managed by diverting inmates to other counties with extra bed space.

Supervised Home Confinement (SHC).

SHC is a program that utilizes electronic monitoring and supervision for those who voluntarily apply. Approved participants are released from custody with an electronic monitoring device and supervised by the Probation Department. The program has had the largest number of participants and has been an effective alternative to custody within the county for many years. On average, 30 new participants are enrolled each month.

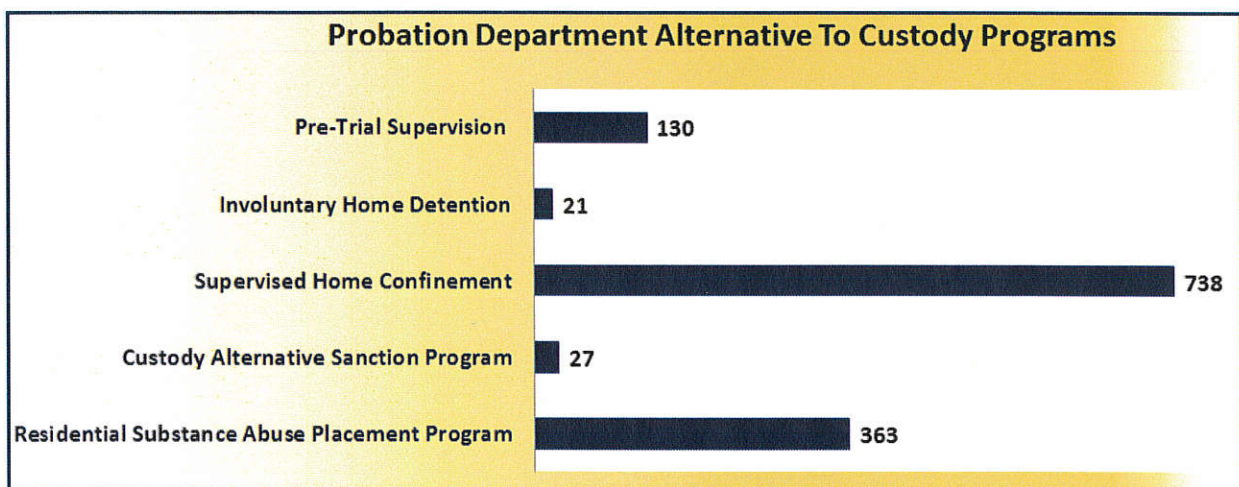
Custody Alternative Sanction Program

When individuals on probation or community supervision violate their conditions of supervision they may be returned to jail custody. In an effort to consistently apply the principles of evidence based practice by responding to violation behaviors swiftly and in the least restrictive manner necessary those individuals identified that do not require Court involvement can be placed on home detention and electronic monitoring for a specified time period, in lieu of jail custody. As of June 30, 2014, this program had been utilized 27 times.

Residential Substance Abuse Placement Program

Many inmates are in need of treatment in a residential setting to address their substance abuse/addiction. Facilitating their application process and transporting them directly from custody to the treatment facility allows many inmates to be released from jail prior to completing their sentence. This program not only saves valuable space in the jail, but also provides residential substance abuse treatment when needed. Since the program was implemented in October 2012, 363 individuals have been placed into residential treatment programs throughout the Central Coast and Northern California.

The chart below shows how many people were diverted or removed from the Jail by Probation programs since the criminal justice realignment was implemented. There were a total of 1279 people.



Additional Information - Inmate Programs and Detention Alternatives. Inmate programs, including alternatives to detention and related policies are referenced in the verbiage below from the *Monterey County Sheriff's Manual*.

1116.00 CUSTODY PROGRAMS

1116.01 Exercise and Recreation

- A. Inmates shall be allowed a minimum of three hours of exercise and/or outdoor recreation distributed over a seven-day period.

1. The day sergeant shall prepare and post yard schedules to meet the requirements of Title 15, Minimum Standards (Section 1065). The on-duty sergeant shall approve any changes to the posted schedule.
 2. Deputies shall notify the sergeant when inclement weather conditions exist. The sergeant shall decide when to cancel the yard. Cancellations shall be noted on the daily yard schedule.
 3. The yard deputy shall place the daily yard schedule in the 24-file at the end of the day.
- B. The yard deputy shall search the yard at the beginning and end of each day. The yard deputy shall inspect the yard (including vents and perimeter fencing) for contraband, faulty equipment, and facility damage that presents a security risk. Deficiencies shall be reported to the on-duty sergeant. If defects are found, inmates shall not be taken to the yard unless approved by the on-duty sergeant.
- C. The 135 door leading from the main jail to court holding shall be closed and locked when men's yard is being conducted. This is essential for the security of the facility.
- D. Inmate Yard Rules
1. Inmates shall not be taken to the yard without their armband.
 2. Inmates shall only be allowed to wear jail issued clothing to the yard. Sheets, towels, cup, spoon, food, writing paper, pencils, etc. are prohibited.
 3. Inmates shall wear their jumpsuits to and from the exercise yard.
 4. Inmates shall not cross the painted red lines on the exercise yard without permission from the yard deputy. Violators shall be removed from the yard and a disciplinary written.
- E. Men's Section Exercise Yard (Upper Yard)
1. The total number of inmates on the upper yard at one time shall not exceed 30.
 2. The yard chain link fence gate shall be padlocked with the security chain whenever inmates are on the yard.
 3. Inmate counts ensure proper security and accountability of inmates. The yard deputy shall count the inmates as they walk onto the exercise yard, and make numerous counts during the exercise period.
 4. The yard deputy shall immediately report suspicious activities and summons assistance to respond to the yard.
 5. The yard deputy shall not open the gate to respond to an emergency on the yard until sufficient back-up is on the scene to safeguard the security of the yard.
 6. The yard deputy is responsible for the security and supervision of inmates on the yard. The exercise yard is a key point for escape. The yard deputy shall maintain constant vigilance.
 - a. The yard deputy position is non-stationary. While there is a shed erected on the yard floor to provide shelter from the elements, deputies shall not remain inside for extended periods of time.

- b. The yard deputy shall not leave the exercise yard unattended at any time while inmates are on the yard. If the yard deputy needs relief from his duties, he shall notify the floor deputies or on-duty sergeant.
 - c. The yard telephone shall only be used for official business.
 - d. Reading materials and any devices that distract from continual observation of inmates on the yard is prohibited.
 - e. The yard deputy shall not engage in conversation with inmates that detract from the primary function of ensuring the security of the yard.
- F. Women's Section Exercise Yard. The same guidelines that apply to the men's yard apply to the women's yard except that the yard position is a stationary position and the yard deputy shall observe inmates from the yard booth. There is no red off-limit line, however, inmates shall not be allowed contact with the yard fencing.
- G. Inmate Movement
- 1. Normally two deputies will be responsible for moving inmates to the yard. **One deputy shall remain on the floors at all times.** The Yard Deputy shall remain in the Deputy security area of the yard and shall not assist the floor deputies with the inmate movements.
 - 2. The yard deputy shall provide housing deputies with a printed roster for each housing unit scheduled for yard. Deputies shall mark the yard roster as inmates file out of the pod and are identified by their armband. The roster printout will not reflect yard restrictions. The floor deputy is responsible for ensuring that only authorized inmates are permitted to go to the yard.
 - 3. Inmates shall be searched randomly going to and from the yard.
 - 4. The yard deputy shall be in the area that is secure from direct inmate contact before the inmates enter the yard.
 - 5. The housing deputies shall escort the inmates to the yard. One housing deputy shall walk across the yard and give the yard deputy the yard roster. The yard deputy shall verify that the count is correct before the housing deputy leaves the yard.
 - 6. Five minutes before the end of the exercise period, the yard deputy shall advise the housing deputies that the inmates are ready to return to their housing unit.
 - 7. Two deputies shall escort inmates off of the yard. One deputy shall remain at the top of the stairwell and count inmates as they file down the stairs. One deputy shall remain at the bottom of the stairs to observe inmate movement.
 - 8. Deputies shall conduct a final headcount as inmates file through the entrance door to their housing unit.
 - 9. Deputies shall immediately notify the on-duty sergeant whenever a count is not correct. The on-duty sergeant shall secure the jail and initiate a search for the missing inmate.
- H. Dorm Exercise Yards
- 1. The dorm-housing deputy shall conduct the security checks as described in Section 1116.01.B.

2. Dorm yards will be opened after the 0800 hour head count and dorm cleanup is complete. The yard will be closed no later than sundown.
3. Dorm yards shall be closed on Saturday and Sunday due to visiting.

I. Isolation Exercise Yard

1. The daytime sergeant shall schedule yard for inmates housed in the isolation cells. The sergeant shall ensure that only compatible inmates are exercised together.
2. The E-Dorm yard shall be used to exercise inmates in isolation. Deputies shall secure the door to the E dorm-housing unit.
3. Two deputies shall escort inmates housed in isolation to the yard. One deputy shall observe yard activity from the interior of E-Dorm.

J. Rehabilitation Center Exercise Yards

1. The daytime Rehab. Sergeant shall schedule the exercise yard for inmates housed at the Rehabilitation Center.
2. The exercise deputy shall conduct a security inspection as described in Section 1116.01.B.
3. The exercise deputy shall collect volleyballs from the roof and surrounding at the beginning of the day before beginning yard.
4. When conducting B/C wing yard, the yard deputy shall be stationed at the post outside the yard before the inmates enter the yard.
5. The maximum number of inmates allowed on the B/C wing yard is 30. The B & C Wing deputy shall count inmates going out to the yard and confirm his count with the yard deputy. The B & C-Wing Deputy shall count inmates returning from the yard and ensure the yard door is secure after yard exercise is over.

1116.02 *Religious Programs*

- A. The Jail Chaplain provides for the religious needs of inmates in the Jail and Rehabilitation Center.
1. The Chaplain is authorized to recruit assistance from local faith communities. The Chaplain shall develop and provide appropriate volunteer training to ensure volunteers understand security concerns, limitations and scope of services to be rendered.
 2. Inmates may contact the Jail Chaplain by submitting a request in writing. Inmate requests shall be placed in the Chaplain's mailbox.
 3. Persons interested in becoming a religious volunteer shall submit a Volunteer Referral application form to the Jail Chaplain. The Jail Chaplain shall verify the volunteer's affiliation with a recognized church and determine the person's ability to conduct religious services. Religious volunteers shall complete an orientation class provided by the Jail Chaplain.

- B. The Chaplain shall prepare a schedule of religious services for each housing section. A Program Binder, located in the lobby and in Control 5, lists the day and time for religious service by housing unit.
 - 1. The Chaplain shall maintain and update the schedule of religious services in the Program Binder.
 - 2. The Program Binder shall contain a list of authorized volunteers. The Chief's secretary shall maintain and update the list of authorized volunteers.
- C. Religious Clergy shall be ordained or licensed ministers.
 - 1. The Jail Chaplain shall approve all religious clergy who are eligible for contact visits.
 - 2. The Jail Chaplain shall list the authorized clergy's name and the name of the church in the Clergy Box located in the jail lobby and in Control #5.
 - 3. Clergy not listed in the clergy box shall not receive a contact visit unless a Facility Commander or the Captain has given prior approval. Clergy not authorized contact visits may use the non-contact visiting room.
 - 4. Clergy who are not listed in the clergy box shall be advised they must contact the Chaplain to obtain a clearance.
 - 5. Contact visits shall be held in the attorney rooms of each facility.
 - 6. Clergy are prohibited from using clergy privileges to visit members of their own family.
 - 7. Clergy shall not bring other people with them for contact visits.
 - 8. Clergy shall not give Bibles or other articles to inmates during visits, nor shall they leave these materials for the Chaplain to pass on to the inmates.
 - 9. Religious volunteers shall not be admitted for individual inmate contact visits if they are not listed in the clergy box. Religious volunteers who are not clergy may visit individual inmates as a visitor on visiting day.

1116.03 *Volunteers in the Custody Operations Bureau*

- A. The work of volunteers is a valued component of inmate programs offered in the Custody Operations Bureau. Volunteers provide rehabilitative services and represent a significant savings to the Bureau by providing services on a voluntary basis.
- B. Only persons who have completed a background and have been placed on the Program Roster are authorized to enter the facility as a volunteer.
- C. Persons desiring to become a volunteer in the Custody Operations Bureau shall complete a personal history background check in accordance with Monterey County Sheriff's Manual Sections 316.03 (a) and 316.10 (d). The Chief Deputy of Custody Operations, or his designee, shall review the volunteer's personal history investigation and approve all volunteer clearances.
 - 1. Volunteers shall complete the Monterey County Sheriff's Office Custody Operations Bureau Volunteer Referral form and obtain the written approval of the program coordinator (e.g., N.A., Chaplain, etc.). Applications shall be forwarded to the Inmate Services Sergeant for review. The Inmate Services Sergeant shall make an appointment

with the applicant for photo, prints and background interview. The Support Services Commander shall review all volunteer backgrounds for final approval.

2. Volunteers clearances shall not be issued to individuals who have been incarcerated in a county jail or penal institution or on probation or parole within the past two years, or who have a close association with a gang member or anyone involved in illegal activity.
 3. Volunteers shall possess a California Identification Card or California Driver's License.
 4. Volunteers shall read and sign a Hostage Policy and Search Informed Consent Release that shall be retained in the Background file.
 5. Only volunteers involved in programs that consist of academic or vocational courses, exercise and recreation, individual, family and/or social service programs and religious services shall be approved for clearance.
- D. Volunteers shall renew their clearance annually. The Chief's secretary shall send out renewal notices to each Program Coordinator. Program Coordinators shall be responsible for notifying program volunteers. Volunteers who do not return the renewal form shall be removed from the active volunteer list.
- E. Volunteers shall obtain an access badge and sign the Building Access Log. Volunteers shall present either a California Identification Card or California Driver's License in order to obtain building access and an access badge. (Reference Sheriff's Manual Section 317).
- F. The Inmate Services Sergeant is in charge of inmate programs. Problems with non-religious persons or groups shall be reported to the Inmate Services Sergeant. Problems with individual clergy or religious volunteers shall be reported in writing to both the Inmate Services Sergeant and the Jail Chaplain.

1116.04 *Commissary.*

- A. Commissary items such as toiletries, stationary and snack foods may be ordered once per week.
1. Inmates must have the funds on their account at the time the order is processed.
 2. Inmates must fill out the order form completely, including their full name, booking number, housing location, and signature. Incomplete forms shall not be processed.
 3. Completed commissary forms shall be picked up by the housing deputies as scheduled, and placed in the commissary box in the lobby.
- B. Commissary is distributed on Monday, Tuesday and Wednesday depending on the housing unit. Make-up commissary is delivered on Thursday. Deputies shall distribute commissary order forms the day before the scheduled delivery.
- C. Deputies shall provide security to the commissary employees during commissary delivery.
- D. Commissary employees shall inventory each inmate order in the presence of the inmate.
1. Commissary employees shall verify inmates by their identification wristband. Inmates without a wristband shall not receive commissary.

2. Commissary employees shall verify the contents of the inmate commissary bag and have the inmate sign the commissary receipt.
 3. The contract commissary provider shall handle shortages and apply credits, as appropriate.
- E. Complaints regarding commissary shall be directed to the contract commissary provider or to the Custody Support Commander.
- F. Inmates released from custody before commissary delivery shall be advised to contact the Jail on the following Tuesday to obtain a refund. Employees shall release the funds after verifying the identity of the former inmate entitled to the funds.
1. Inmates shall have one year within which to pick up money left in their account after release. After one year this money will be placed into the General Fund pursuant to Government Code 26642.
 2. The second watch corrections specialist supervisor shall notify inmates of uncollected refunds at the end of each calendar year. The supervisor shall maintain an audit trail of all notifications and disbursements.
- G. Indigent inmates (\$1.00 or less on their account) may receive a free care package. The inmate must ask commissary staff for a care package at the time commissary is delivered in the housing unit. A computer-generated report identifies inmates who are eligible for a care package. A care packet consists of one toothbrush, one toothpaste, one comb, two bars of soap, a disposable razor (if permitted), four sheets of writing paper, two envelopes and one pencil. Care packages are handed out with the inmate commissary.
- H. Inmates on disciplinary restriction (DAR) may purchase a DAR package. Inmates on disciplinary restriction may mail two personal letters free of charge through the jail mailroom.
- I. Inmates are responsible for keeping track of their account balance. This information is provided on their cash on books receipts, their last commissary receipt, or their booking sheet if no commissary has been ordered before.

1116.05 *Inmate Welfare Fund*

- A. The Inmate Welfare Fund is comprised of all monies and property accrued through the profits from commissary and the pay phones. In accordance with Penal Code Sections 4025 and 4026, profits shall be deposited in the Inmate Welfare Fund and expended by the Sheriff, based on recommendations of the Inmate Welfare Fund Committee, for the benefit of education, welfare of the inmates confined within the facilities, and the maintenance of facilities.
- B. The Inmate Welfare Fund Committee shall consist of the following:
1. Chief Deputy, Custody Operations Bureau – Chairman.
 2. Captain.⁴
 3. Support Services Commander.
 4. Inmate Services Sergeant.

⁴ The Captain's position at the jail has been eliminated in the last round of staff cuts.

5. Librarian, Custody Operations Bureau.
 6. Rehabilitation Facility Educational Director.
 7. Jail Chaplain.
 8. Public member from the community.
- C. Rules of Order
1. The Inmate Welfare Fund Committee shall review and approve expenditures and examine accounting practices and procedures.
 2. A quorum of four (4) voting Committee members is necessary to transact business.
 3. The Chairman shall schedule Inmate Welfare Fund Committee meetings on a quarterly basis. Special meetings may be called when deemed necessary by the Chairman.
 4. The Chief's secretary shall take minutes of each meeting. A copy shall be forwarded to the Fiscal Division and the Sheriff.
- D. Guidelines for Inmate Welfare Fund Expenditures.
1. Capital items (\$500.00 or more in unit price with a useful life of three years or more) must be authorized by the Inmate Welfare Fund Committee and approved by the Inmate Welfare Fund Chairman.
 2. Expenditures in excess of \$1,000.00 shall be reviewed by the Inmate Welfare Fund Committee and approved by the Inmate Welfare Fund Chairman.
 3. The Support Services Commander shall approve routine replacement and purchases of equipment and supplies.
 4. The Inmate Welfare Fund is authorized to provide indigent inmates (those inmates defined as having \$1.00 or less on their books) with a bus ticket for transportation back to the area of residence outside the county, and for clothing if the inmate does not have civilian clothing and has no means to have clothing brought in at the time of release.
 5. Final approval of all Inmate Welfare Fund expenditures will be made by the Sheriff or Undersheriff.
- E. Revenue from the Inmate Welfare Fund shall be deposited with the Treasurer of Monterey County who shall deposit, invest, or re-invest any part of the Fund in excess of that deemed necessary for the day-to-day operation. The interest accrued on such fund shall be deposited in the Inmate Welfare Fund.
- F. The Support Services Commander shall be responsible for Inmate Welfare Fund Property purchased by/for Custody Operations.
- G. The Inmate Welfare Fund shall be audited regularly to ensure compliance with standard accounting principals and practices. A copy of this report shall be posted in each facility and be made available to the public and to inmates.

1116.06 *Sheriff's Passes*

- A. Penal Code Section 4018.6 authorizes the Sheriff to grant a temporary release from custody. The following guidelines shall be considered in the granting of passes in the Monterey County Sheriff's Custody Operations Bureau.
1. The inmate must be sentenced to the County Jail and have no outstanding holds, Parole Holds, domestic violence charges, or disciplinaries.
 2. Family emergencies may be considered as: life-threatening illness or death of an immediate family member (i.e. father, mother, sister, brother, spouse by marriage, child by marriage).
 3. An inmate needing medical or dental care that cannot be provided by the Jail Facility or Natividad Medical Center, with the review and recommendation of the jail physician, may be granted a pass to see their personal physician at their own expense (4011PC). In the event that the inmate does not meet the criteria for a pass but requests to see their own doctor, the inmate shall agree to pay for the cost of transportation and place a sufficient amount of money on their books to cover the costs of the escort deputy and the transportation vehicle. Doctor fees are the inmate's responsibility.
 4. The Bureau Administrative Commander approves all passes up to eight hours.
 5. Passes will not be granted for travel outside the county of Monterey absent exigent circumstances.
- B. The procedure for requesting a Sheriff's Pass is as follows:
1. The pass request (SO Form 135) shall be completed by the inmate and given to the Control 5 deputy at the Rehab Facility or the Desk Deputy/Corrections Specialist at the Jail. The Control Deputy or the Desk Deputy/Corrections Specialist shall verify that the inmate lists a reason for the pass. The inmate's charges, sentence, disciplinary problems, and outdate shall be noted on the pass form and forwarded to the Bureau Administrative Commander.
 2. If the pass request is for medical reasons, it shall be reviewed by the Jail Physician or his representative prior to being submitted to the Bureau Administrative Commander for review.
 3. The Bureau Administrative Commander shall approve/disapprove the pass, and sign and distribute the pass form.
 4. The releasing deputy/specialist shall advise the inmate of the pass conditions and require the inmate to sign the agreement. A copy shall be given to the inmate.
 5. The releasing deputy/specialist shall list the clothing that the inmate is wearing on the pass form. The name and valid drivers license of the inmate's driver shall be written on the pass form.
 6. When the inmate returns from pass, the clothing worn shall be compared with what was written down at release. Any changes shall be noted on the pass form and the changes entered on the inmate's original booking sheet in the lobby and in CJIS. The date and time that the inmate returned shall be written on the pass form. The original of the completed pass form shall be filed in the inmate's file and a copy shall be sent to the Bureau Administrative Commander.
 7. Medications the inmate brings back from pass shall be picked up by the medical staff in the lobby before the inmate is processed back in.

8. If an inmate fails to return, escape charges shall be filed. If the pass is a court-ordered pass, a memorandum shall be sent to the judge who ordered the pass. Copies of this memo shall be placed in the inmate's file and sent to the Bureau Captain.

1116.07 *Inmate Marriages*

- A. Inmates wishing to be married while in jail must write the Jail Chaplain for a marriage package. The package includes instructions and an Affidavit re Marriage.
 1. The Affidavit re. Marriage shall be signed and dated by the inmate, licensed minister and the prospective spouse.
 2. After the inmate is sentenced to state prison on the local charges, the inmate shall submit the marriage documents to the Administrative Commander for approval. If approved, the affidavit must be picked up and presented to the County Clerk for a marriage license. (The County Clerk requires the presence of the minister listed on the affidavit.)
 3. Once the required documentation is in order, the Administrative Commander will call the prospective spouse for the date, time, and location of the ceremony. Only one person, a required witness, may attend. Cameras and flowers are prohibited. Potential spouses are advised that rings shall not be exchanged nor brought into the facility.
 4. Same sex marriages shall not be authorized.
- B. To qualify for a marriage while incarcerated, an inmate must be sentenced to state prison on his local charges and meet the following pre-requisites:
 1. He/she must be financially responsible for all costs incurred due to marriage, i.e. filing fee, marriage license, minister, blood tests, etc.
 2. The prospective spouse must be at least eighteen years of age.
 3. He/she must establish a sound reason for the marriage.
 4. He/she shall not have any spousal or child abuse charges.
 5. He/she is disciplinary free.
 6. Inmates returning to prison on parole charges shall not qualify.
- C. The Jail Chaplain shall not officiate or participate in marriage ceremonies.

Monterey County Courthouse
240 Church Street
Salinas, CA 93901

Attorney for the Defendant:

IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF MONTEREY

PEOPLE OF THE STATE OF CALIFORNIA,

Plaintiff) No. _____ vs. **AFFIDAVIT re MARRIAGE)**

Defendant,)

_____, under penalty of perjury declares:

(Minister)

1. That at all times herein mentioned he was, and now is a licensed minister of the _____ Church, authorized by law to perform marriages and to solemnize a marriage between unmarried persons living together as man and wife;
2. That _____ (inmate) is physically unable to appear in person before the County Clerk, the clerk of the court, or a judge in private chambers because he is incarcerated in the Monterey County Jail. I declare under penalty of perjury that the foregoing is true of my own knowledge, except as to those matters that are stated on information and belief, and as to those matters, I believe them to be true.

Executed at Salinas, California, on _____ (Date)

X _____
(Licensed Minister Signature)

(Church)

As the representative of Sheriff Michael Kanalakis, I do hereby approve this application for marriage.

Executed at Salinas, California, on _____ (Date) _____
(Administrative Commander)

I, the undersigned, do HEREBY DECLARE UNDER PENALTY OF PERJURY that I have read the foregoing and know the contents thereof; that the same is true of my own knowledge except as to those matters therein stated on information and belief and as to those matters I do believe the same to be true and I desire to marry

(Name of Inmate)

Executed at Salinas, California, on _____
(Date)

X _____
(Signature)

I, the undersigned, do HEREBY DECLARE UNDER PENALTY OF PERJURY that I have read the foregoing and know the contents thereof; that the same is true of my knowledge except as to those matters therein stated on information and belief and as to those matters I do believe the same to be true and I desire to marry

(Prospective Spouse)

X _____
(Signature of Inmate)

1116.08 *News Media Interviews with Inmates*

- A. News media representatives may be allowed to interview or photograph inmates subject to the following conditions:
1. No interviews shall be permitted with inmates randomly encountered in the course of an institutional activity or visit. No inmates shall be selected at random for interviews.
 2. Sentenced inmates, who have no other charges pending may be interviewed; however, it is recommended the media visit during regular visiting hours under the usual visiting rules.
 3. Pre-trial detainees and sentenced inmates with pending charges may be interviewed and photographed subject to the following conditions:
 - a. The news media representative shall make a request to the Administrative Commander at least three business days prior to the actual interview.
 - b. After receiving the request, the Administrative Commander shall contact the inmate to determine if he or she wishes to voluntarily agree to the interview. If so, the inmate shall complete INMATE-MEDIA CONSENT/RELEASE Form (SO Form 162). The original shall be maintained by the Sheriff's Office and a copy given to the news media representative.
 - c. The inmate shall sign a separate SO Form 162 for each interview.
 - d. The news media representative shall obtain and submit to the Sheriff's Office or their representative, a written consent from the inmate's attorney of record. The inmate's attorney shall be given an opportunity to be present at the interview to ensure that their client's case is not prejudiced. The attorney's written consent shall indicate whether or not he intends to be present. If the inmate is a co-defendant, a copy of the attorney's written consent shall be sent to the other defendant(s) and their attorney of record.
 - e. If the court has issued a gag order, written authorization and consent must be obtained from the court.
- B. All interviews shall be conducted under such conditions as the Facility Commander may deem appropriate, including restrictions as to time, place and length of interview, size of film crew, and any other factors related to the interview. News media may be required to reimburse the County for costs of supervision, or any security arrangements deemed necessary.
- C. Interviews with inmates shall be prohibited when the Sheriff believes the interview would jeopardize the safety and peaceful order of the jail, or when such interviews would be detrimental to the welfare and best interest of the inmate. Interviews with inmates who are psychiatrically diagnosed as psychotic are prohibited. Interviews and photographs of inmates in physical restraint are prohibited without specific approval of the Sheriff.

NEWS MEDIA REPRESENTATIVE REQUEST FOR INTERVIEW AND RELEASE FORM

I request an interview with _____, who is now in the custody of the _____ *(Inmate's Name)* MONTEREY COUNTY SHERIFF. In consideration for the issuance of a Sheriff's Office press pass and the authorization to enter the premises of the Monterey County Adult Detention and Rehabilitation Facilities and there to take still or motion pictures, video tapings, sound recordings, interview inmates, or any of the foregoing, the undersigned, for themselves and for the news media they represents, their heirs, executors, administrators and assigns, hereby agrees as follows:

1. To release and hold harmless the County of Monterey, the Sheriff of Monterey County, and the Monterey County Sheriff's Office, and each and all of their deputies, employees, or agents from any and all liability, claims, or damages from death, harm, or injury, to person or property, incurred in or in any way resulting from the aforesaid entry or activities, or any of them.
2. To reimburse for property damage, and for the cost of any litigation, or either of them, the County of Monterey, the Sheriff of Monterey County, and the Monterey County Sheriff's Office, and each and all of their deputies, employees, or agents, from or resulting or arising out of the aforesaid entry to activities, or any of them.
3. To abide by the rules and regulations established for news media access to Monterey County Adult Detention and Rehabilitation Facilities, a copy of which has been read by the undersigned.
4. To a search of his person and equipment before, during, and after the aforesaid entry or activities, or any of them.
5. To give the Sheriff of Monterey County, the Sheriff's Office, or any of their deputies, employees, or agents against whom allegations are made by an inmate interviewed, a reasonable opportunity to respond.
6. To provide no compensation, either direct or indirect, to the inmate or his or her family for any interview or correspondence; and to respect the rights of privacy of all inmates.

The undersigned acknowledges that:

1. The Monterey County Sheriff's Office may limit, restrict, terminate or forbid touring, filming, taping, or recording at the Monterey County Adult Detention and Rehabilitation Facilities, as provided in news media access rules.
2. The Monterey County Sheriff's Office does not permit inmates or others to use hostages to escape from custody or otherwise interfere with orderly institutional operations. The Sheriff's Office does not recognize hostages for bargaining purposes.

NEWS MEDIA AGENCY:

REPRESENTATIVE:

APPROVED BY:

(Sheriff's Representative)

DATE: _____

INMATE-MEDIA CONSENT / RELEASE FORM

I, _____, have been informed that still or motion pictures, video tapings, voice
(Inmate's Name)

recordings, and/or interviews have been requested of me by

_____ who represents _____
(News Media Representative) *(News Media Agency)*

I understand that said still or motion pictures films, video tapings, voice recordings, and/or interviews may be for commercial or non-commercial distribution and transmission to the general public, and I hereby fully and forever release, acquit, and discharge to County of Monterey, the Sheriff of Monterey County, the Monterey County Sheriff's Office, and all of their deputies, employees, or agents from any and all liability which may accrue on account of any and all claims or causes of action which in any way arise from my participation in said still or motion pictures, video tapings, voice recordings, and/or interviews are concerned.

I further declare that I fully understand the terms of this release and that I have voluntarily and without duress entered into and signed the same. I have been advised that I do not have to consent to or participate in any way in said films, video tapings, voice recordings, and/or interviews.

My attorney of record is _____
(Attorney's Name)

(Attorney's Business Address) *(Attorney's Telephone Number)*

The court having jurisdiction of my case is:

Date: _____ *(Inmate Signature)*

WITNESSED BY:

(Sheriff's Office Representative)

SO 162

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1116.09 *Visiting Procedures*A. *Visitor Requirements*

1. Visitors must provide proper valid identification (i.e., driver's license, identification card, Military ID, passport, Matricula Consular ID Card, or any other identification with a photograph attached). This identification may vary widely and deputies shall be reasonable in interpreting what may constitute "valid" identification. The purpose of this requirement is not to prevent visits but to ensure security. Unacceptable IDs are Social Security cards, bank cashing cards, student ID cards, or other unofficial identification.
2. Visiting Form (SO Form 155) shall be completed by the visitor for each inmate visited.
3. The visitor information from the visiting cards shall be entered into CJIS by the visiting deputy either during visiting or immediately after visiting at the jail. At Rehab, entries shall be completed by the hallway deputy on the same evening as visiting occurred. The visiting card shall then be disposed of.
 - a. Deputies assigned to outside visiting posts shall be armed.
4. Each inmate is allowed a minimum of one hour of visiting per week. This time may be divided among different visitors. One child and one adult are allowed in the secured visiting rooms at one time. A total of four visitors are allowed during contact visits at one time. This includes adults and/or children. It is the responsibility of the visitors to monitor their time in allowing all visitors an opportunity to visit with the inmate.
5. Cameras, tape recorders, cellular phones and other electronic devices are prohibited and may be confiscated. A memo and property receipt (SO 59) of confiscated items shall be forwarded to the Facility Commander.

B. Visiting schedules change to accommodate the needs of the facility. For current visiting schedules, see the schedules posted throughout the facility. The day of the week and time of visiting for each housing unit will be posted within each respective housing area.

C. Visiting Procedures for Inmates Housed in the Infirmary (during scheduled visiting time):

1. If the inmate can leave the Infirmary, visits shall be in the non-contact visiting room.
2. If the inmate cannot leave the Infirmary (and there is no medical reason for not receiving visitors (i.e. contagious diseases or security risk), the Team Commander will review the possibility of having the family visit in the infirmary. If approved, the following restrictions apply:
 - a. Adults only.
 - b. Must be members of the immediate family.
 - c. Must meet visitor requirements as listed in Sections 1116.09 A.
 - d. Visitors shall be limited to one person at a time and shall not be authorized to take extra items (e.g. purses or coats) with them.

D. *Visiting Procedures for Inmates Housed in the Hospital*

1. Inmates housed at the hospital not under the security of a deputy or contract security guard shall be allowed visitation under the policy of regular patient visiting at the hospital.
2. Inmates housed at the hospital under security of a deputy or contract security guard shall be allowed visiting under the jail regulations and guidelines set forth in Procedures for Guards at Hospitals (Section 1119.07).

E. *Rules for Visiting*

1. Main Jail inmates shall be allowed one sixty minute visit per week. Rehab Mainline sentenced inmates, E Dorm, D-Wing and sentenced women inmates shall be allowed a minimum of one hour contact visit per week. (Sentenced women inmates are housed in U-Pod and Q-Pod.)
2. An inmate may refuse to see a visitor.
3. A visitor may only visit one inmate at a time except when visitors are visiting inmates who are immediate family members and housed in an area that has outside visiting.
4. All visitors shall wear appropriate attire. Visitors shall wear shoes or sandals. Visitors shall be fully clothed. Shorts or skirts shall not expose more than mid-thigh. This includes slits in the garments. Buttons and zippers shall remain fastened. Persons attempting to visit with the following types of clothing will be prohibited from visiting:
 - a. Transparent clothing, tank tops or short shorts.
 - b. Strapless, halter, spaghetti straps or bare midriff clothing.
 - c. Attire displaying obscene or offensive language or drawings.
 - d. Skin tight clothing.
 - e. Articles of clothing that could be deemed gang colors, including but not limited to ball caps, belts, bandanas, shoes, etc.).
5. Any person under 18 years of age (unless married to an inmate) must be accompanied by a parent or legal guardian. It is the responsibility of the visitors to provide proof of their relationship to the satisfaction of the jail staff. Persons under the age of 18 that are married to an inmate must provide proof of emancipation in order to secure a visit without being accompanied by an adult.
6. Bringing firearms, explosives, alcoholic beverages, narcotics or any controlled substances including marijuana into the facility or on facility grounds is a crime and cause for arrest.
7. Visitors under the influence of alcohol or drugs shall be denied visiting and subject to arrest.
8. Persons who are unwilling or unable to control their minor children while in the facility shall not be allowed to visit or if visiting, will be requested to leave.
9. Visitors who are causing a disturbance shall be required to leave the facility and shall be denied access for that day.

10. Visitors shall not give anything to or take anything from an inmate without prior approval of the Watch Supervisor.
11. After visits, inmates shall be subject to search as deemed appropriate.
12. Violation of visiting rules and regulations by an inmate shall be dealt with in accordance with policy.
13. Violation of visiting rules, regulations, and procedures by a visitor shall result in the termination of the visit and removal from the facility. For severe violations, the Facility Captain shall be notified for review of visiting eligibility in the future.
14. Inmates of both facilities who are allowed contact visits shall only be allowed to make body contact by a short embrace at the beginning and at the end of visit. Holding of hands during visiting is permitted. Any other type of behavior shall result in termination of the visit and a disciplinary. Inmates shall sit on one side of the table while their visitors sit on the other side.
15. Any criminal conduct by a visitor or active warrant may result in arrest.
16. If a visitor leaves the visiting area, they shall not be allowed to return and continue the visit.
17. Smoking, chewing tobacco and gum are prohibited during visiting.
18. The drinking fountain and public bathrooms may only be used by visitors, and are off limits to inmates.
19. Visiting is a right guaranteed by Minimum Standards. Outside contact visiting is a privilege and not a right. Visits may be terminated for violations of any visiting rule, and may result in a Disciplinary Action Report. The DAR may result in the loss of one or all of the following:
 - a. Temporary or permanent loss of outside contact visits.
 - b. Loss of good time/work time credits.

F. *Search of Visitors*

1. When there is a reasonable suspicion that a visitor may be concealing contraband, probable cause to justify a search shall be submitted in writing to the Facility Captain or Team Commander. Upon approval of the strip search, the following steps shall be taken:
 - a. The Deputy shall advise the visitor that they shall not be allowed to enter the facility or grounds for a visit without submitting to an unclothed search.
 - b. The deputy shall advise the visitor of their right to refuse an unclothed search.
 - c. In the event the visitor refuses the search, the visitor shall be allowed to leave the facility, losing the visiting privilege on that date only.
 - d. In the event the visitor agrees to the unclothed search, the visitor shall be required to sign a Consent to Search form.

2. A memorandum shall be written by the deputy conducting the search of the visitor indicating not only the reason for the search, but what, if anything, is found. The Consent to Search form shall be attached with the incident report and forwarded to the Team Commander.

G. *Special Visits*

1. The Watch Supervisor MAY approve a special visit for persons who have traveled from out of county and arrive before or after regular scheduled visiting hours. This is a one-time authorization. The visitor shall be informed that any future visits shall be at the prescribed times.
2. The Facility Captain may approve a special visit for any unforeseen circumstances that arise which preclude a person from visiting during regular hours or using regular visiting facilities.
3. A cursory pat search may be conducted with the permission of the visitor.
4. All visitors are required to satisfactorily clear the metal detector prior to being authorized to visit.

H. *Intra-Jail Visiting*

1. Intra-jail visiting is granted to inmates who meet the following requirements.
 - a. Inmates must be legally married to each other. It is the responsibility of the inmates to provide proof of their marriage. This policy does not include common law marriages.
 - b. Both inmates must have been in custody over 30 consecutive days in the Monterey County Jail.
 - c. To be eligible, inmates shall not have any in-custody incidents, disciplinary action reports, or crime reports during the previous 30-day period.
2. Rules for intra-jail visiting:
 - a. Request must be in writing to the Administrative Commander.
 - b. A maximum of one intra-jail visit shall be authorized during any four week period.
 - c. The visit shall not exceed thirty minutes.
 - d. Intra-jail visiting shall be held on Wednesday evening between 6:00 p.m. and 7:00 p.m. (NOTE: contact visits are not authorized.)
 - e. Inmates who have been denied an intra-jail visit may re-apply if they later become eligible.
 - f. Any incident/crime report/D.A.R. on either inmate after an intra-jail visit has been approved shall cause the intra-jail visit to be canceled.

1116.10 *Procedures for Use of the Attorney Visiting Rooms*

- A. Attorney rooms are available for official visits with inmates by attorneys, probation officers, social workers, investigators, etc., at any time
- B. Official visitors shall sign the Inmate Visitor Log located in the lobby. The Correction Specialist assigned to the lobby shall enter all official visits into CJIS as a permanent record. The Inmate Visitor Log shall be retained by the Corrections Supervisor assigned to First Watch for 30 days, after which time it shall be given to the Support Services Commander for filing.

- C. The employee assigned to the Lobby shall verify the identity of the official visitor prior to admittance into the attorney rooms. Official visitors shall be prepared to show identification to validate their official status if they are not known. If an attorney does not have the necessary identification in their possession, every attempt shall be made to establish proper identification by phone or other methods available so as not to hinder an authorized visit.
- D. If the official visit is for a female inmate, the visitor shall wait between N103 and N104 until a deputy can escort them into the Women's Section. Control 3 shall advise the floor deputy of the visit. The deputy shall ensure that the inmate is secured in the attorney visiting room.
- E. If the official visit is for an inmate in the Men's Section, the lobby employee shall advise Control 1 to admit the official visitor into the Men's attorney rooms.
- F. Lobby personnel shall notify Control 8 of the inmate's name and location. Control 8 shall notify the appropriate housing deputy to have the inmate brought to the attorney room.
- G. Interviews shall take place in the attorney visiting rooms on a first come/first serve basis. If the attorney visiting rooms are full, visitors may be offered the use of the regular visiting area (on a non-contact basis) or wait until an attorney visiting room is available.
- H. Security Assessment Precautions: Attorneys or other official visitors may request the inmate be restrained during the visit. Justification for the request shall be based upon their knowledge of the inmate's history, conduct, or potential for violence.
 - 1. No inmate shall be unnecessarily restrained.
 - 2. Restraints shall be selectively applied only to inmates who have a history of violence/acting out, or whom the attorney has a reasonable belief may become violent or act out in a harmful manner during the visit.
 - 3. Deputies shall brief the attorney or other official visitor when they know the inmate is exhibiting signs of violence or there are potential risks to the visitor's personal safety.
 - 4. Attorneys or other official visitors shall complete a Request for Restraint form, stating the reasons for restraining the inmate. The form shall be signed by the requestor and filed in the inmate file.
 - 5. Restraint options:
 - a. *Unrestrained* - The inmate is brought to the attorney visiting room without restraints and will be locked in the room with the attorney.
 - b. *Restrained* - The inmate is locked in the attorney room in restraints. Restraints may include wall shackle, handcuffs, leg irons, belly-chain, or a combination thereof. The least amount of restraint possible should be used based on the circumstances of each visit.
 - c. *Non-contact* - Conversations are through the telephone. A pass-through is available for paperwork the inmate needs to sign.
 - d. *Deputy presence* - Upon special arrangements, a deputy will be present inside the room. This is only for extremely violent persons and when

confidentiality has been waived. The attorney and the inmate shall first provide a signed waiver.

I. Communication Equipment

1. *Telephone* - Attorney rooms are equipped with a wall-mounted telephone. When the phone receiver is picked up, it automatically rings into control 1 or control 3, depending on the location of the attorney room. The deputy will answer the telephone as soon as possible. If control does not pick up the phone within seven rings, and there is not an emergency, the official visitor should hang up the receiver and try again.
 - a. The telephone is not considered a part of the emergency equipment. However, if the receiver is knocked off of the phone, and no voice contact is made, the appropriate Control will radio for deputies to respond to the attorney room to investigate.
 - b. Phone extension #5550 in Control #8 is reserved for calls from the attorney rooms. This phone shall not be used for routine calls.
2. *Silver push button* - (located by the door frame). This is an emergency alarm. It rings directly into Control #1. When depressed, a light flashes above the attorney room door. When depressed, deputies shall respond to the attorney room immediately. This feature is not available in the Women's Section.
3. *Duress alarm (red button)* - This is the primary emergency alarm. A red button is located on the wall beside the table, and on the back wall. It rings directly into Control. Deputies shall respond immediately on an emergency status.

J. Security and Safety Issues

1. In the Men's Section, the official visitor shall sit on the door side of the table, and the inmate on the far side of the table. The visitor is to be next to the duress alarm mounted on the wall next to the table.
2. In the Women's Section, the attorney shall sit against the far wall, with the inmate closest to the door as the duress alarm is located on the far wall. All chairs in the interview rooms shall be made of plastic.
3. The door to the attorney visiting room shall be locked when in use to prevent escapes.
4. Visitors must remain alert to signs of potential violence. They are encouraged to initiate emergency procedures when they feel uncomfortable.
5. Officials should request assistance if they become concerned for their safety. Rapid speech, an increase in voice volume, agitation, gesturing, clenching of hands, threats, etc. are signs of potential violence
6. The visitors should remain calm and try to diffuse the situation until deputies arrive.
7. The visitor should keep as much distance as possible from the inmate. Do not block the doorway of the room, as deputies will enter to take control.

8. When deputies arrive, the visitor needs to remain out of the way so that deputies may control the situation.
9. Injuries shall be reported to the Watch Supervisor and to the employer.
10. The Monterey County Sheriff's Office has a no hostage policy.

K. Emergency Response

1. Control 1 shall notify deputies of an emergency situation whenever the alarms are depressed (refer to Communication Equipment - Section 1116.10 (J) above)
2. First responders to the Men's Section/Attorney Visiting Rooms shall include the K-Pod housing deputy, one dorm deputy, and one receiving deputy. Emergency responders to the Women's Section Attorney Visiting Rooms shall include the two Women's Section deputies and the K-Pod housing deputy. Emergency responders shall obtain control, secure and remove the inmate from the area if necessary and advise status via the radio.
3. Secondary responders include other available personnel until such time as a Code 4 is received. The responsibility of second responders is as follows:
 - a. Secure the scene pending further investigation.
 - b. Ascertain the status of the visitor and respond to any medical needs.
 - c. Obtain a list of all witnesses.
 - d. Other duties as directed by the watch supervisor.

L. Incident Investigation and Follow-up

1. The Receiving Sergeant shall respond to the attorney visiting room and take charge of the investigation. He/she shall determine whether or not to call the Investigations Division. The supervisor shall make notifications of the incident to include:
 - a. Victim's employer (if applicable)
 - b. Victim's family (upon request)
 - c. On-duty Commander
 - d. Captain
 - e. Chief of the Custody Operations Bureau
2. The receiving sergeant shall ensure that all crime reports and other internal reports are completed.
3. The receiving sergeant shall complete an Injury Investigation Report (SO 100 ADM) in accordance with the Department's Injury and Illness Prevention Program. Worker's Compensation documents are the responsibility of the victim's employer.

1116.11 *Rules for Attorneys, Investigators, and Legal Assistants.*

- A. Attorneys, law firms, and legal assistance agencies shall be responsible for the actions of their investigators, law students, and legal assistants.
- B. Investigators shall be authorized to visit inmates. Investigators include:
 1. Law enforcement officers.

2. Investigators for the District Attorney and Public Defender's Office.
 3. Private Investigators who are licensed pursuant to provisions of the California Business and Professions Code.
- C. Legal Assistants - A law firm or legal assistance agency may designate other individuals to aid them in the legal representation of inmates. The category of "Legal Assistant" includes those persons called "Legal Worker" or "Paralegals" and includes non-certified law students and non-licensed investigators.
- D. An attorney may appoint two persons as Legal Assistants. The firm or agency shall notify the Custody Operations Bureau in writing of designated individuals.
- E. Persons not designated in the foregoing classifications shall only be permitted to visit with the inmate during normal visiting hours in the visiting area used for regular visits in accordance with the rules relating to public visits with inmates.
- F. Interviews shall be for a bona fide purpose and are limited to the following:
1. Interviews with clients represented by the attorneys.
 2. Interviews with the prospective client who has requested an interview with the attorney or his agent or which has been requested by the family of the inmate.
 3. Interviewing a witness relating to a case that an attorney is handling for another client.
- G. The following are rules violations:
1. Communication with inmates other than the inmate indicated at the time of registration. Should another interview be necessary, the party shall notify the control deputy via telephone of the inmate's name. A deputy will respond to the interview room with the inmate requested.
 2. Unnecessary physical contact.
 3. Entrance into an unauthorized area.
 4. Failure to follow the instructions of the deputy.
 5. Disrespect to jail staff.
 6. Bringing contraband into the jail (4573.5, 4573.6, 4574 PC).
 7. Altering identification to gain entrance to the jail or allowing another person to utilize identification other than their own in order to gain access to the jail (4570.5 PC).
 8. Theft or damage to property (484, 4600 PC).
 9. Instituting or aiding in a disturbance in jail or a violation of jail rules (404.6 PC).
 10. Extorting money or favors from jail personnel or inmates (519 PC).
 11. Aiding in the escape or attempted escape of any inmate (4532 PC).

12. Providing weapons or information on weapons to any inmate (4574 PC).
13. Committing any act or aiding or abetting another in the commission of any act, which is in violation of law or jail regulations.
14. Attorneys or their representatives shall not solicit or advertise in the jail except as provided by the Business and Professions Code.
15. If an employee has reasonable suspicion that an attorney, investigator, or legal assistant has violated a rule of the institution, he/she shall bring the matter to the immediate attention of the on-duty sergeant. If justified, the on-duty sergeant shall meet with the employee and the accused party against whom the charge is lodged in an attempt to determine whether the allegation of a rule violation has occurred. The on-duty sergeant shall also seek information from other individuals who may have information relevant to the allegations.
 - a. Should the sergeant find probable cause to sustain the allegation of the rule violations, the party against whom the charges were lodged will be immediately barred from access to the jail.
 - b. The sergeant shall prepare a written report of the allegations, the investigation, and findings. The report shall immediately be forwarded to the on-duty Commander.
 - c. Upon receipt, the Commander shall send a copy of the report to the Captain. The Captain may conduct an independent investigation.
 - d. The Captain shall forward all documentation, along with his recommendations, to the Chief of the Custody Operations Bureau.
16. Use of cameras by attorneys, investigators, or legal assistants may be allowed with approval of the on-duty Commander. Tape recorders and cameras shall be inspected before being allowed into the Attorney Visiting Room.
17. All persons are subject to inspection of their persons and possessions (including but not limited to purses, brief cases, etc.) prior to entry into the attorney visiting room. "Strip" or "body" searches of the person may only be authorized when there is a reasonable suspicion that contraband may be present. Facts supporting the suspicion shall be in writing and approved by the on-duty sergeant prior to initiating a strip search. If an attorney refuses to submit to the strip search, he/she shall be allowed a non-contact visit. All documents shall be forwarded to the Facility Commander.
18. Attorneys shall not leave such items as pens, magazines, books, any metal objects, etc., with the inmate except by approval of the on-duty sergeant. Transcripts, copies of legal pleadings, police reports, or other legal paperwork regarding the inmate's case may be left with the inmate upon termination of the interview, but shall not contain paper clips or metal fasteners and shall be approved by the on-duty sergeant.
19. Deputies may inspect written material to be left with the inmate. Inspections shall be sufficient to meet the security needs of the facility and may include, but are not limited to, careful searches for metal or plastic objects and for signs of possible impregnation of paper with contraband substances. Deputies inspecting such written or printed material shall not read the contents thereof. Should the

material be read inadvertently, the information therein shall not be revealed, except upon order of the Superior Court.

20. If the deputy conducting the examination believes, upon reasonable suspicion, that the written or printed material is not regarding the inmates' case, or presents a threat to the security of the facility, he/she shall notify the attorney. The material shall be presented to the on-duty sergeant for full inspection, including reading. The attorney may withdraw the material from submission to the on-duty sergeant or accede to the review. If the examination by the sergeant is accomplished, the material shall only be read to the extent necessary to make a proper determination. Contents shall be kept in strict confidence unless release is ordered by the Superior Court.
21. Employees shall make every effort to handle visits as expeditiously as possible. Disputes or complaints regarding the procedures and policies outlined herein, shall be brought to the attention of the on-duty sergeant.

1116.12 *Voting Registration for Inmates*

- A. A person entitled to vote shall be a United States citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the next election (2101 Elections Code).
- B. Persons not eligible to vote include:
 1. Parolees (C.D.C. and C.Y.A.)
 2. Persons certified mentally incompetent by the court
- C. An inmate who is eligible to vote and wishes an absentee voter registration may request the Bureau librarian to call the County Elections Department) for the necessary forms.
- D. Absentee voter registration forms shall be filled out by the inmate and returned to the librarian as soon as possible.

1116.13 *Supervised Home Confinement*

- A. Supervised Home Confinement is administered by the Monterey County Probation Department under the provisions of Section 1203.016 of the Penal Code.
- B. Inmates may apply for Supervised Home Confinement through the Probation Department or ask deputies for a blank form. Forms are available in Control 5 and the forms room. Completed forms shall be forwarded to the Home Confinement office of the Probation Department.
- C. Rule violators will be returned to custody to serve the remainder of their sentence and may lose credit for the good time served on the Program.

1116.14 *Sheriff's Parole*

- A. Sheriff's Parole may be used for the purpose of emergency situations where inmates need extended medical care in the community and Home Confinement is not available. Sheriff's Parole shall comply with Penal Code Sections 3074 through 3089.

- B. The Sheriff's Parole Board shall consist of:
 - 1. The Sheriff, or a designee;
 - 2. A probation officer, or his/her designee;
 - 3. A member from the public, selected by the presiding judge. The public member's term shall not exceed three years (PC 3075(b)).
- C. The contract medical provider shall make a request for parole to the Facility Captain. The Captain shall review the urgency of the request, and notify the sentencing judge of the request.
- D. The Sheriff's Parole Board shall approve or deny the request for parole.
- E. The Chief Deputy of the Custody Operations Bureau has the authority to grant parole in emergency situations (PC 3079 (a)).

1116.15 *Work Alternative Program*

- A. The Work Alternative Program (WAP) is available to non-violent offenders with sentences of 30 days or less. The Program allows offenders to complete their sentence by working for public or non-profit agencies instead of serving the sentence in jail. The Program is administered by Sheriff's Work Alternative Coordinators under the direction of the Court Services Commander.
- B. Defendants may apply for the Program prior to their surrender date. Work assignments will be assigned to the defendants.
- C. Violators of the program will be removed from the Program and the judge will be notified.
- D. Violators will serve out the remainder of their sentence in jail.

1116.16 *Library Service*

- A. Library services are provided to inmates in all housing areas. The library is staffed from 0730 to 1530 hours on weekdays.
- B. Paperback books for general reading are distributed to the housing units every three weeks. Inmates are expected to turn in old books before new ones are issued. Inmates are allowed a total of four (4) books or three (3) magazines in their cell or in their possession (excluding legal books and materials). Inmates shall be held responsible for each book that they check out.
- C. Legal reference materials are available to inmates who wish to gather legal information. Inmates shall submit a written request to the librarian for specific legal material or request access to the law library.
- D. Pro Per inmates shall have first priority for use of the library law books. Requests from other inmates shall be considered on a first-come, first serve basis.
- E. Copying services are available to inmates at their own expense. Inmates are charged 10 cents per page. Revenues shall be placed into the Inmate Welfare Fund Trust Account.

- F. The library may provide inmates with some legal forms such as modification papers or divorce papers.

1116.17 *Inmate Telephones*

- G. Arrestees shall be authorized booking telephone calls as required by Penal Code Section 851.5. Phones in the receiving area are available throughout the day except from 0600 hours through 0730 hours when court is being transported out.
- H. Telephones are available in all housing units throughout the facility. The computer system automatically turns the telephones in the Main Jail on between 0730 and 2300 hours. On Mainline, telephones are turned on between 0900 and 2300 hours. Telephones may be turned off by phone switches located in the control areas, as necessary.
- I. The computer system, located in the Classification Office, records all inmate calls. Inmate abuse, harassment or threats may be investigated through the system.
- J. Deputies shall report broken phones to the on-duty sergeant. The on-duty sergeant shall place a service call to Securus at 866-558-2323 or 800-947-0899. The Site number 03712. Sergeants shall notify the Support Services Commander of service problems with the contractor.
- K. Public inquires and complaints about the inmates phones and/or phone blocks and payments shall be referred to Securus. The public shall be given Securus' customer service number (800- 844-6591).
- L. Requests from the public to block phone numbers shall be referred to the on-duty sergeant or the Classification Unit.

1116.18 *Inmate Correspondence*

- A. All legitimate mail sent to and from persons incarcerated in the Monterey County Custody Operations Bureau shall be delivered to the addressee without undue delay.
- B. Incoming Mail
 1. Mail shall be received through regular channels only. No deputy, employee, or volunteer shall accept incoming or outgoing mail for an inmate
 2. Mail shall be distributed to inmates on weekdays (excluding holidays).
 3. The mail clerk shall determine whether the mail is for an inmate who is not in custody. Mail for an inmate who is not in custody shall be returned to the sender without being opened or the stamps removed. Mail that has no return address and the inmate is not in custody shall be shredded.
 4. If the inmate is in custody, the mail clerk shall remove the stamps, write the housing location on the envelope, and sort the various mail by housing sections.
 5. All non-privileged incoming mail shall be opened and inspected for contraband.

C. Restrictions on Incoming Mail

1. Mail that contains unauthorized items shall be returned to the sender. Prohibited items include:
 - a. Blank paper, drawing paper or blank cards sent in to be mailed out.
 - b. Postage stamps.
 - c. Stickers on the envelope or inside the envelope/letters.
 - d. Photographs larger than 5 x 7 inches.
 - e. Photographs containing violent, sexually suggestive or unclothed women/men, or gang symbols.
 - f. Items that are pasted, glued, laminated, or contain glitter.
 - g. Polaroid pictures.
 - h. Plastic greeting cards or phone cards.
 - i. Musical cards designed to chime when opened
 - j. Mail order catalogs.
2. Personal packages SHALL NOT be accepted.
3. Multiple letters, newspapers, magazines, etc., that have been mailed to another address and have been packaged in a larger envelope and forwarded shall not be accepted.
4. Only newspapers, magazines, or books mailed directly from the publisher or Internet publisher (Amazon.com, Barnes&Noble.com, etc.) shall be accepted. Materials sent from a bookstore shall not be accepted. Only paperback books shall be permitted.

D. *Returning Inmate Mail to the Sender*

1. Unauthorized mail shall be stamped "Return to Sender" and the reason for rejection indicated on the envelope.
2. If the envelope has been opened, or the stamp removed, the mail clerk shall place the contents in a Departmental envelope along with an explanation for rejection. The envelope shall be sealed and mailed to the sender.
3. Inmates shall be notified, in writing, when mail is rejected and why.
4. Unauthorized mail shall not be placed in the inmate property room pending their release.

E. *Money Received in the Mail*

1. The mail clerk shall list all money orders received through the jail on the Money Order Log Form and stamp the back of the money order with the endorsement stamp. At the end of the day the mail clerk shall total the Money Order Log Form. The form and money orders shall be given to the receiving cashier for posting.
2. When the inmate's name and/or booking number is not noted on the money order, the mail person processing the check shall write the information on the check to ensure that the money is posted to the correct inmate's account..
3. Personal checks, payroll checks, tax refund checks, child welfare checks, unemployment checks, etc. shall be returned to the sender whenever possible. If

unable to return, the check shall be placed in the inmate's property, the inmate notified, and a notation made on the inmate's booking sheet.

F. *Legal Mail*

1. Legal mail is defined as correspondence from or to state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections (reference Minimum Standards 1063). Legal mail is determined by the return address on the outside of the envelope. Questions as to whether or not a letter is legal mail shall be referred to the Inmate Services Sergeant
2. Legal mail shall only be opened in the presence of the inmate.
3. Deputies shall not read legal mail; however, it may be handled to search for contraband, cash, checks, or money orders.
4. A report shall be prepared whenever legal mail is opened in error. The report shall state the circumstances surrounding the opening of the correspondence. Copies of the report shall be distributed to the inmate, Inmate Services Sergeant, and Support Services Commander.

G. *Mail Delivery to Housing Units*

1. The housing unit deputy is responsible for picking up the mail in the lobby.
2. Housing deputies shall distribute mail to inmates in a timely manner.
3. The housing deputy shall deliver mail only to the addressee as identified by their wristband.

H. *Outgoing Inmate Mail*

1. Deputies shall collect inmate outgoing mail daily by 2300 hours. Outgoing mail shall be placed in the mail slot in the lobby. Deputies shall ensure that letters have the proper return address during collection. Inmate mail shall include the inmate's name and booking number and the Jail return address.

Monterey County Jail
P.O. Box 809
Salinas, CA 93902-0809

2. Mail without a completed return address shall be opened to determine to whom the correspondence belongs. If unable to make this determination, the mail shall be shredded.
3. Deputies shall not pass mail from one inmate to another. All letters shall be stamped and sent through the U.S. Mail.
4. There shall be no pictures or drawings on outgoing mail. Envelopes with drawings shall be returned to the inmate.

I. *No Fund Mail.*

1. Inmates with less than \$1.00, or inmates restricted from ordering commissary, are authorized to send out two free letters per week to family or friends. Inmates

with less than \$1.00 on their books may send an unlimited number of legal mail at no cost.

2. The mail clerk shall process "no fund" mail Monday through Friday (holidays excluded). The mail clerk shall maintain a log of "no fund" mail to prevent inmates from fraudulently gaining this privilege. The log shall be kept from Saturday to Friday. If it is determined that an inmate has sent out the quota for the week, the additional mail shall be returned to the inmate with a note stating that the inmate has exceeded the authorized limit for the week.
3. If an inmate has funds to buy stamps, the mail clerk shall return the mail to the inmate, advising him/her to buy stamps.

J. *Contraband Received in the Mail*

1. Mail shall be closely inspected to prevent illegal drugs and contraband from entering the facility. Drugs may be concealed under the stamp, sealed in the envelope flap, in the seam of the envelope, or in greeting cards glued together.
2. The mail clerk shall notify the on-duty watch sergeant when illegal contraband is found in the mail. The on-duty sergeant shall assign a deputy to test the drugs and investigate the case. The on-duty sergeant shall decide whether to call in investigations. The assigned deputy shall write a crime report.

1116.19 *Inmate Grievance Procedure*

- A. It is the policy of the Monterey County Sheriff's Office Custody Operations Bureau that the inmate grievance process shall be utilized in order to provide an expedient and appropriate resolution to a complaint at the lowest possible level, and also allow for appeal to the next level of review.
 1. All inmate grievances shall start as a written Grievance by the inmate.
 2. Grievances that allege staff misconduct shall not be directly responded to by the grieved employee. The employee's supervisor shall investigate the complaint and respond to the inmate.
 3. If upon review of the Grievance the sergeant feels the Grievance alleges serious misconduct by an employee, the Grievance shall be forwarded to the Bureau Captain for proper assignment. The Captain can elevate the Grievance to the level of a Citizen's Complaint or an internal affairs investigation if appropriate.
 4. The inmate grievance process is an avenue for an inmate to grieve and resolve issues of confinement. The goal is to resolve complaints at the lowest level. Issues of complaints against employees can be at the level of a citizen's complaint. An inmate may request and receive a citizen's complaint form if so requested. All complaints will be reviewed and appropriately investigated.
- B. It is the policy of the Monterey County Sheriff's Office Custody Operations Bureau that an inmate may file and have resolved, within a reasonable amount of time, a grievance relating to any act, policy or condition of confinement.

C. Grievance Process:

1. Inmates who wish to grieve a condition of confinement may submit an Inmate Grievance Form within ten days from the date of the incident relating to the grievance.
 - a. Response to the grievance will be to the author of the grievance.
 - b. Anonymous or "group" grievances without an author will receive no response.
 - c. All grievance responses shall be in writing.
2. Inmate Grievance Forms shall be made available upon request. A blank form is provided in the Inmate Information Handbook.
 - a. Grievances shall be handled at the lowest level possible.
 - b. The deputy requested to provide the Grievance Form shall determine if the inmate's grievance can be resolved at that time by taking the appropriate action.
 - c. If the grievance cannot be resolved at line staff level, the inmate shall be provided an Inmate Grievance Form. The deputy shall provide the necessary information or instructions for the proper completion of the form.
3. The inmate shall sign and date the completed grievance form and place the form into the housing unit's Grievance Box.
4. The sergeant responsible for each housing unit will inspect the Grievance Box at least twice per shift and will remove any grievance.
 - a. The sergeant shall log the grievance onto the Grievance log form.
 - b. Sergeants shall review and assign investigation of the grievance to the appropriate level or team for resolution.
5. The designated investigating deputy shall make a recommendation that the grievance is either resolved or unresolved.
 - a. If the grievance is resolved, an explanation of the resolution shall be provided.
 - b. Should the grievance be unresolved, the steps taken to resolve the grievance shall be documented on the grievance and forwarded to the next level for resolution.
6. All resolved grievances shall be forwarded to the responsible team sergeant who shall review and sign them prior to distributing copies to the appropriate parties.
7. A formal written reply to the grievance shall be forwarded to the grieving inmate within ten calendar days of the original complaint.
8. If the grievance has not been resolved within ten calendar days, the Team Commander having jurisdiction over the grievance shall be responsible to investigate and determine the reason why the grievance has not been completed in a timely manner and shall ensure its completion.
9. An inmate may file a complaint with the County's Equal Opportunity Office, the California Department of Fair Employment & Housing, and/or the U.S. Equal Employment Opportunity Commission. County ordinance prohibits any retaliation for filing a discrimination complaint with the EOO, DFEH and /or EEOC Offices.

- D. The original grievance and copy of the written complaint shall be placed in the inmate file, a copy to the inmate and a copy to both the Team Commander and the Facility Captain.
- E. If the grievance is the result of an act or omission by an allied agency, i.e. medical complaint, or commissary complaint, or discrimination/sexual harassment complaint, the Facility Commander or his designee shall coordinate the investigation with the involved parties.
- F. All grievances shall be processed according to policy. Failure to respond to a grievance or destroying a grievance is an act of negligence of duty and subject to disciplinary action.
- G. Right of Appeal – If an inmate is dissatisfied with the grievance resolution, an appeal may be made to the next highest level by way of a letter of appeal. This letter shall be directed to the appropriate person in the chain of command. The final appeal is the Chief Deputy of the Custody Operations Bureau.
- H. Special Information:
 - 1. This policy and procedure does not preclude the right of any inmate to communicate confidentially with a Commander, Captain, Chief Deputy of the Custody Operations Bureau and/or the Sheriff.
 - 2. A copy of any grievance involving complaints of discrimination or harassment shall be forwarded to the Team Commander. This copy shall not include any findings/recommendations or reviews and dispositions. The Captain or the Chief will make the determination as to whether a grievance will be forwarded to the EOO. The Team Commander or the Captain will complete the redacting and copying of the grievance. The grievance will then be forwarded to the County's Equal Opportunity Office. The original copy of the grievance shall be investigated and responded to in the same manner as other grievances.
- I. Misuse of the Grievance Procedure:
 - 1. Inmates who file excessive, unfounded or frivolous grievances may have their right to file further grievances limited to one grievance per week.
 - 2. Replies to grievances determined to be unfounded or frivolous shall show documentation stating why it was so determined.
 - 3. Due to health and safety issues associated with medical grievances, inmates who file repetitive medical grievances claiming "absent medical concern" shall continue to be considered, despite their repetitious nature. They can, however be limited to one grievance per week.
 - 4. Inmates may not grieve the decision on a previous grievance, regarding the same matter, once all levels of resolution have been exhausted.

Prevention of the Disproportionate Confinement of Minority Populations. The Monterey County Sheriff's Office formally monitors the entire continuum of services to be certain that minority populations are not treated differently in any respect. Specifically, proactive steps have been taken for the last fifteen years to be certain that there is not a disproportionate confinement of minorities. This is accomplished by assuring that minority populations receive the maximum possible benefits from all of the services in the continuum. Monitoring occurs during quarterly meetings of senior staff at which time statistics relating to the confinement of minorities are reviewed in great detail. Adjustments are made when necessary.

F. Analysis of Local Trends and Characteristics.

Introduction. This section is an analysis of local trends and characteristics that influence planning assumptions about future detention system growth. Different factors that influence change, including projected population increases or decreases (including those associated with AB 109), current and projected inmate populations and program costs based on continuation of current policies are measured. Projections of alternative policies or programs on inmate population growth and program costs, as well as observed factors that could affect the level of criminal activity in the jurisdiction including trends in felony and misdemeanor arrests and trends in average daily populations of detention facilities.

Typically these population indicators will assist the Sheriff's Office in determining the design, security level (i.e. minimum-security, medium-security, maximum-security, disciplinary segregation, administration segregation and protective custody) and type of detention beds required in a new or expanded facility. Discussions of the impact of alternative policies or programs on inmate population growth and program costs may point toward exploring alternative methods to control and manage offender populations.¹

Projection of 2019 Average Daily Population (ADP). The purpose of these projections is to forecast the average daily population (ADP) for Monterey County adult detention for calendar year 2019.

To project the 2019 ADP a set of algorithms were set up, tested and then used to meet the specific requirements for funding under the Senate Bill 863, Adult Criminal Justice Facilities Construction Request for Proposals released on June 10, 2015.

Data Sources. The data and information used for these algorithms included:

From the Monterey County Sheriff's Office, Custody Bureau:

- Detention days per calendar year, 2010 – 2014
- Average Daily Population (ADP), 2010 – 2014
- Average Length of Stay (ALS), 2010 – 2014
- ADP and ALS for Monterey County inmates serving time in Alameda County
- ADP and ALS adjustments for early release based on court order

From the U.S. Bureau of the Census:

- Monterey County Population, 1950 – 2010 in ten-year increments

From the California Department of Finance, Demographic Research Unit:

- Monterey County Intercensal Population Estimates, 2010 – 2014
- Projected Monterey County Population Estimate, 2019

2019 Jail Bed Need Projection and Shortfall. As projected using the algorithms discussed above, Monterey County will need 1,660 rated jail beds in 2020. Algorithmic extrapolation (2010 to 2020) projects a 2019 need of 1,598 jail beds. Subtracting the rated capacity of 825 existing beds along with the 576 beds scheduled for occupancy in November 2018 (a total of 1,401 beds) indicates the need for the county to construct an additional 197 beds to meet the 2019 bed need as illustrated in Table F.1 on the following page.

¹ Please see *Section E. Programs*.

Table F.1
2019 Jail Bed Shortfall

Description	Beds
2019 Bed Need	1,598 Beds
Rehabilitation Facility	(250) Beds
Main Jail/Women's Jail	(575) Beds
Jail Housing Addition	(576) Beds
Jail Bed Shortfall	197 Beds

Source: TRGConsulting. August 2015.

Table F.1 indicates that an additional 197 beds will be needed to meet 2019 adult detention bed needs assuming all 825 existing rated beds are retained. Unfortunately, the 250 antiquated beds in the Rehabilitation Facility have outlived their useful life. Worse, those beds were designed to hold low-level misdemeanants who no longer are held in the Monterey County Jail. Continuing to hold more sophisticated and violent felons in this facility is unsafe for officers, program staff and inmates, leaving the county open to future lawsuits including lawsuits related to conditions of confinement and/or personal injury or death. Accordingly, it is recommended that the county discontinue use of the Rehabilitation Facility as soon as practical. This then would result in a 2019 bed need of 447 beds as shown in Table F.2.

Table F.2
2019 Jail Bed Shortfall (Discontinued Use of Rehabilitation Facility)

Description	Beds
2019 Bed Need	1,598 Beds
Main Jail/Women's Jail	(575) Beds
Jail Housing Addition	(576) Beds
Jail Bed Shortfall	447 Beds

Source: TRGConsulting. August 2015.

Average Daily Population - Male vs. Female Statistics. An analysis of information for April through June of 2015 provided by the Monterey County Probation Department for the Community Corrections Partnership produces the information shown in Table F.3 below.

Table F.3
Monterey County Jail ADP by Gender

Average Daily Population - Gender				
	April 2015	May 2015	June 2015	Average
Total Inmate Population (ADP)	913	887	883	894
Male Inmates	807	776	777	787
Female Inmates	106	112	106	108

Monterey County Probation Department for the Community Corrections Partnership. August 2015.

As can be seen above male inmates account for approximately 88% of the total inmate population whereas female inmates only account for approximately 12% of the inmate population. This significant gender deviation has future design implications as well as implications for the planning of inmate programs to meet the sometimes varied needs of male and female inmates. Additionally it has design implications for female housing units e.g. it is common practice to place a washer and dryer in female housing units to have females wash their own undergarments due to privacy issues, the possibility of secretions causing health issues, etc. Hair care may be an issue as well depending on the philosophy of the facility.

Average Daily Population - Sentenced vs. Unsentedenced. The following table compares the sentenced inmate population to the inmates awaiting sentencing,

Table F.4
Sentenced Inmates vs. Unsentedenced Inmates

Average Daily Population - Sentenced vs. Unsentedenced				
	April 2015	May 2015	June 2015	Average
Total Inmate Population (ADP)	913	887	883	894
Sentenced Inmates	311	318	310	313
Unsentedenced Inmates	602	569	574	582

Monterey County Probation Department for the Community Corrections Partnership. August 2015.

Thus sentenced inmates account for only approximately 1/3rd (35%) of the total inmate population whereas unsentedenced inmates account for almost 2/3rds (65%) of the inmate population. This is in the normal range for California adult detention facilities.

Mental Health Statistics. The available statistics related to mental health are presented in the two tables below.

Table F.5
Annual Use of Psychotropic Drugs

Use of Psychotropic Drugs				
	2011	2012	2013	2014
Percentage of ADP on Psychotropic Drugs	11%	11%	20%	20%

Monterey County Sheriff's Office, Custody Bureau. July 2015.

Table F.5 above indicates a remarkable annual increase in the use of psychotropic drugs from 2012 to 2013. Additionally statistical data from 2015 indicates that the annual increase from 2014 to 2015 is trending at 24%. If this trend continues for the remainder of 2015, it will indicate that the use of psychotropic drugs has more than doubled from 2012 to 2015. There could be a number of reasons for this including the closing of free world mental health facilities in the county, a reduction in mental health services available in the county, a change in medical/mental health staff at the Monterey County Jail, under treating or under prescribing prior to 2013, a change in jail operational policy and a range of other issues. Nonetheless it is a trend that deserves further investigation.

Not all inmates on psychotropic drugs require segregation. Many can function well in the general health population. This usually is determined by face-to-face interviews and a detailed review of each case. The goal should be to integrate inmates with mental health issues into the general population whenever medically advisable.

Table F.6
Psychiatric Statistics

Psychiatric Statistics				
	2011	2012	2013	2014
Psychiatric Contacts	3,300	3,153	2,374	3,415

Monterey County Sheriff's Office, Custody Bureau. July 2015.

The psychiatric statistics in Table F.6 generally trend toward a small increase in the number of psychiatric contacts between 2011 and 2014 with a statistically significant outlier in the year 2013. Data show a decrease of 779 contacts from 2012 to 2013 and an increase of 1,041 contacts from 2013 to 2014. Of more concern is that data provided indicates 3,292 psychiatric contacts already have occurred through June of 2015. Were this trend to continue through the end of 2015 the number of psychiatric contracts would almost have doubled between 2014 and 2015. Again there could be a number of reasons for such an increase; however, this trend, too, bears further investigation including a detailed review of medical records.

Monterey County does not have a dedicated mental health housing unit nor any designated mental health beds. None are planned for the new 576-bed Jail Housing Addition, which is in design development. Accordingly attention should be given to planning for and designing mental health housing in any future construction that is planned. This will require a detailed review and projection of the number of inmates incapable of functioning in the general population and therefore requiring dedicated mental health housing.

G. Adequacy of Staffing Levels

Introduction. The Monterey County Jail is facing a number of staff related issues. These issues affect the overall security of the facility and the morale of the staff.

While some gains have been made in the number of staff assigned to the jail, the staffing levels remain well below “best practices” and continue to pose a threat to the safety and security of staff, inmates and, in some cases, visitors to the jail.

One notable positive change has been the addition of the civilian position of Custody and Control Specialist (CCS) with 24 budgeted positions. These non-sworn specialists allow sworn personnel to fill positions where a POST trained officer is required, thus increasing critical jail staff in cost efficient manner.

Staffing Issues. Detention facilities must be staffed 24 hours a day, 7 days a week (24/7) in order to fulfill their mandate to provide safe and secure housing for those inmates under their care. Staff within the Monterey County Jail must be available to receive new bookings in the jail, provide medical care, classify and move inmates within the facility, maintain staff and inmate safety and security, provide recreation and exercise, ensure inmates are fed, transport inmates to court or outside agencies and lawfully release inmates. Due to its nature, a jail cannot simply discontinue operation (e.g. refuse to accept prisoners) if there is not a person available to fill one or more positions. When detention facilities are not staffed adequately, overtime is necessary to cover an unfilled post.

The major staffing issues facing the Monterey County Jail are:

1. As in 2006, and 2011 it still appears that the staffing provided by the County salary ordinance is based on the rated capacity of the facility, not on how many inmates are actually in custody. There has been little adjustment for the increase in number of inmates or the criminal sophistication of the inmate now in custody.
2. There has not been an updated relief factor calculated for quite some time. For example, employees are due two 15-minute breaks away from their workstation per shift and have to be replaced by another staff member. The position cannot be left vacant. Also, in recent years family medical leave and other factors come into play that should be factored in to provide a realistic relief factor.
3. Minimum staffing is the level of staff required to operate a detention facility in a manner that will provide basic safety and security for the public, staff, and inmates. Minimum staffing levels establish a baseline by which detention facilities may operate, yet often times do not take into consideration the span of control between assigned duties and the actual ability to supervise and manage inmate populations. When a system's minimum staffing is precariously low, the county is exposed to potential liability because this implies that basic safety and security are no longer protected. Minimum staffing levels are influenced and affected by various factors including facility design and inmate capacity, adequate staffing of necessary POST positions, adequate shift relief factors, inmate profile/classification level and budget constraints. It is important to reiterate that minimum staffing is just that (i.e. minimum staffing to provide basic functions). The baseline staffing should be above minimum staffing. Due to vacancies and other factors, the Monterey County Jail is constantly using overtime to staff *up* to their self-imposed minimum staffing. This level is *not* adequate to provide basic safety and security for staff and inmates. This situation has been exacerbated by the influx of AB 109 inmates and somewhat artificially relieved by housing Monterey County inmates in Alameda County and the early release system mandated by court order.
4. Vacancies,¹ extended periods of leave, and normal staff attrition underscore the importance of maintaining a minimum number of staff. Staff at the Monterey County Jail is leaving because of the desire to become patrol officers more rapidly, higher pay and benefits and a variety of other reasons. In

¹ There were twenty vacancies when this assessment was made

some cases this has caused a lower than normal experience level of staff. With a significant amount of vacant POST positions, the jail has an increased reliance on overtime to meet minimum staffing.

5. Sheriff's Offices often utilize overtime to cover an unfilled post. This practice can be dangerous since staff may have recently completed a 12-hour shift, when they are required to work additional overtime. There is no way for detention facilities to eliminate all use of overtime; it is a necessary component of staffing a 24-hour a day, 7-day a week operation. However, to save the Custody Bureau money and remove the potential for staff burnout, efforts must be made to reduce the number of overtime hours. To fill a vacancy in Monterey County, the practice has been to have an onsite employee work 4 hours over his normal shift and another employee called in early for 4 hours. This practice required two employees to work 16-hour days. Of additional importance is the 4-hour gap that is left uncovered in the middle of the shift.² In an emergency situation the facility would be dangerously understaffed. An alternative would be to call or order someone on regular days off to fill the entire shift on overtime whenever possible; however, this is difficult to accomplish because of the staff shortage.
6. Supervision is a critical task in any detention facility. Supervisors ensure that policy is followed, tasks are completed, critical decisions are made and exposure to liability from "failure to supervise" claims are limited. In Monterey County, sergeants fill in for line positions when relief is unavailable. This leaves a gap in first line supervision. Except for an unusual situation, sergeants should supervise and not fill in for a line vacancy. Even at full authorized staffing, it appears the span of control for sergeants is weak and additional positions for minimum supervision are necessary.
7. Chronic understaffing causes a host of other issues detrimental to the mission of the jail. It lowers morale, employees are unable to take breaks (in violation of the Fair Labor Standards Act), employees get "burned out" with mandatory overtime, employees must take "shortcuts" to get the job done and employees are forced to assume collateral duties to allow the facility to function.
8. The current authorized staffing for the Monterey Jail is woefully inadequate. Even if every vacancy were filled with a fully trained staff member, the facility would not have enough staff to meet the minimum staffing, let alone adequate staffing. The current roster carries vacancies, employees on medical leave, employees on light duty, employees on family leave and other assorted reasons for not filling a POST position. Monterey County should aggressively recruit and fill all vacant positions. They should also "over hire" Deputy Sheriffs above the authorized staffing to fill in when a vacancy occurs. Some counties refer to this as "pipeline" hiring. There are always people in the "system" or pipeline from background processing to attending the academy. Rarely does over hiring have a cost associated with it, but there is always cost avoidance for overtime when a vacancy occurs and a new employee is already trained.
9. A review of the current staffing pattern as practiced by the Monterey County Jail and the "best practices" staffing plan included in the 2006 *Staffing Analysis*³ indicates that the critical needs are for the extra staffing in the housing units and for facility-wide escort deputies. These positions will ensure required safety checks are made, there is some level of supervision in the kitchen, laundry and medical areas and adequate staffing is available to respond to emergencies and unusual situations.

Future Staffing for the 576-Bed Jail Housing Addition. The Sheriff's Office Transition Team for this project will soon need to give priority to the recruitment, testing and training of sheriff's deputies and civilian staff for this facility or staff to backfill the existing facility as more senior officers move to the new jail. This is a process, which from initial contact with a potential candidate to completion of training can take up to a year. The staffing plan for the Jail Housing Addition will provide guidelines as to the number and qualifications of staff required.

² The Custody Bureau "sometimes uses on-duty classification deputies to fill the middle four hours, but most of the time the post is not filled."

³ *Monterey County Sheriff's Office, Staffing Analysis*. Voorhis Associates, Inc. June 21, 2006.

Recruitment, Selection and Retention. The Monterey County Sheriff's Office no longer experiences the difficulties of years past in the recruitment, selection and retention of detention officers for the following reasons.

- Monterey County deputies' pay and benefits are more in line with the pay and benefits offered by several of the local agencies for similar positions.
- Interest in the surrounding areas for a law enforcement career has increased because of the increasing respect for "first responders."
- The Sheriff's Office has taken a number of proactive measures in recruiting such as placing a recruiting booth in the regional Mid-State Fair in Paso Robles.

Still there are some concerns:

- The Custody Bureau estimates that approximately 90% of the applicants for deputy positions in the Sheriff's Office fail the background investigation for a number of reasons including financial insolvency, drug use and psychological issues.
- Younger deputies are anxious to become patrol officers and sometimes the long wait to move from the jail to patrol causes them to search for employment elsewhere.
- Monterey County deputies' pay and benefits are not in line with the pay and benefits offered by state and federal agencies for similar positions.

While the above difficulties are common in most county detention systems, the poor working conditions and antiquated design of the jail exacerbate Monterey County difficulties. The feeling of draconian confinement and disorientation created by a maze-like layout are more than some potential applicants are willing to bear. Thus, the "need" for a new adult detention facility goes well beyond a simple "need" for additional beds that is, in itself, quite critical. The additional "need" is for a facility that protects the safety of deputies and provides them with a professional environment in which to work. (This is one of the design goals for new facilities that is addressed in Section B, *Operational and Design Philosophy*.)

Historic Factors. The issues addressed in the section above historically have been a concern. As a result, the Sheriff's command staff has been required to devote a disproportionate amount of time to recruiting, testing, investigating, selecting, mentoring and retaining detention officers. New facilities designed to current standards will go a long way toward easing the recruiting and retention burden placed on senior officers and will allow them to devote more of their energies to law enforcement and inmate programs and other rehabilitation issues.

H. Ability to Provide Visual Supervision

Introduction. While visual supervision is problematic in the existing jail, future Monterey County housing units will be designed to enhance visual supervision as indicated in Section B *Operational and Design Philosophy* of this needs assessment.

Existing Facility Design. A glaring example of the physical plant limitations in the existing jail is the design of the control or “guard” station, and the inability of staff to directly supervise inmates. At best there is intermittent observation of the inmates. In the Rehabilitation Facility, a Deputy Sheriff must walk into the inmate dormitory area to see the entire living and shower area. It appears there has been an attempt to remedy the problem with the use of cameras. Unfortunately, this is not working well. Cameras should not be used in place of staff, but as a tool for staff in overall security. Unfortunately, staff is not observing the cameras that are in place, because they are overtaxed with other obligations.

New Housing Design. It is envisioned that new housing units will offer direct visual supervision from unit control into the housing pods and the attached outdoor recreation areas. Similarly, roving officers will provide direct visual supervision of all areas in all pods including the toilet and shower areas. Partitions providing modesty to inmates in the toilet area and the showers will be designed so that inmate’s heads and feet always are visible. There will be no blind corners in the housing pods when observed by the roving officers.

Video, contact and non-contact visiting will be visually observed at all times by officers circulating through the spaces. Again an “open” design will be used to ensure ease of observation in contact visiting. Video and non-contact visiting cubicles will be observed easily by roving officers supplemented by CCTV.

Program spaces and the medical examination room will be observed by those providing the programs and services as well as by roving officers. Again, spaces will be “open” for ease of observation.

Finally, the exterior of the facility will be laid out such that visual observation is enhanced. Adequate night lighting and CCTV will aid the direct visual observation of all outside areas including the parking lots.

Adequacy of Staff. As discussed above new design will permit complete visual observation of all interior and exterior spaces in any new Monterey County detention facilities. Staffing efficiency will be improved by the improved visibility in the new housing units and support spaces. Thus, the staffing mandated by Title 15 will be more than adequate to observe all inmates regardless of the activity in which they are involved. The Board of Supervisors, the County Administrative Officer and the Sheriff and his staff are committed to staffing any new facility as required by Title 15.

I. Adequacy of Record Keeping

Introduction. Record keeping at the Monterey County Jail is quite detailed. Not only does jail staff maintain all records required by Title 15, but they also keep additional records to effectively manage the inmate population. Examples include the detailed records relating to overcrowding and early release, inmate management records, information on inmates with mental health needs and logs of those on psychotropic medications, statistics on gang affiliation, historic needs assessments and records relating to the effectiveness of programs (including records of the effectiveness of alternatives to incarceration).

In addition to the above, the Corrections Bureau maintains files that include a variety of jail statistics and copies of media coverage related to the Monterey County Jail. These include:

- *Monterey County Department of Health; Detention and Rehabilitation; Annual Health, Medical and Nutritional Inspections*
- *Monterey County Sheriff's Office; Board of State and Community Corrections Biennial Inspections:*
- *Office of the State Fire Marshal; Fire/Life Safety Inspection Report Adult/Juvenile Detention Facilities*
- *Monterey County Sheriff's Office; Corrections Bureau; Historic Newspaper Articles; February 1978 through December 1990*
- *Monterey County Sheriff's Office; Corrections Bureau; Historical Newspaper Articles; January 1991 through December 2001*
- *Monterey County Sheriff's Office; Corrections Bureau; Historical Newspaper Articles; January 2002 through June 2005*
- *Monterey County Sheriff's Office; Corrections Bureau; Statistics of Jail Data*
- *Additional Correctional Facilities Requirements Analysis; Monterey County, California Omni Group; September 1985*
- *Major Corrections Needs Assessment Study Update; Monterey County October 1987; Omni-Group, Inc.*
- *Monterey County Jail Needs Assessment and Facilities Master Plan; September 1988*
- *Monterey County Facilities Master Plan; Prepared by ROMA Design Group; June 1989*
- *Monterey County Sheriff's Office Staffing Analysis; Prepared by Voorhis Associates, Inc.; June 21 2006*
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- *County of Monterey Recommended Budgets*

Required records maintained by the Corrections Bureau include:

- *Monterey County Sheriff's Manual*
- CCP records, meeting minutes and reports
- Probation Department inmate reports and records
- BSCC required reports and records
- fiscal records
- booking/arrest records
- admittance procedures
- intake screening records
- criminal history records
- classification records
- classification reviews
- release procedures

- incident reports
- disciplinary records
- grievances
- population accounting
- counseling and casework services plan
- health care records (including mental health and dental)
- psychotropic medication logs
- employee files containing health care staff credentials
- Board of State and Community Corrections (BSCC) inspections (including documentation of the resolution of non-compliance issues)
- fire inspections
- health inspections
- environmental health inspections
- building inspections
- food service plan
- diet menus (including therapeutic diets when ordered)
- food preparation temperature logs (to verify food is served at the correct temperatures)
- emergency procedures
- evacuation plans
- design and construction documents (as available; including "as built" drawings)
- historic records and chronology of additions, renovations and modifications to the Monterey County Jail
- room check logs (safety checks)
- population accounting to BSCC
- employee files and records
- staff training records
- staff assignments (current and historic)
- employee records of hours worked including overtime hours
- employee records of sick leave
- reports of legal actions
- annual security review
- transportation logs
- Title 24 jail needs assessments (current and historic)

J. Compliance with Standards

Introduction. The Monterey County Sheriff's Office operates a Type II adult detention facility. The facility is used for the detention of males and females pending arraignment, during trial, and upon a sentence of commitment. This facility has a unique physical plant design that complies with minimum standards for local adult detention facilities.¹ The facility's four main housing areas and reception area have a Board of State and Community Corrections (BSCC) rated capacity of 825 inmates. While the Average Daily Population has been calculated at 891 for the first six months of 2015, that still exceeds the rated capacity of the jail by 66 inmates, a statistic that is made even more of concern when the county was bearing the expense of an ADP of 38 Monterey County inmates being held in Alameda County. Further, 6,216 sentenced detention days were not served at all because of the early release program currently in effect because of a court order.

The existing Monterey County Jail faces three significant issues affecting the success of its overall mission and the ability of the Sheriff's Office to comply with Title 15 and Title 24 standards: poor facility design, overcrowding and understaffing.

Poor Existing, Facility Design. The Monterey County Jail is located at 1414 Natividad Road, Salinas, California. The original rehabilitation facility was built in 1970 with additions to the jail complex occurring in 1977, 1988, 1993, and 1995. Adult male and female inmates are housed in the facility. The Board of State and Community Corrections has given the facility a rated capacity of 825 inmates. This facility has some physical plant limitations that are causes for concern in terms of the safety and security of staff, visitors, volunteers and inmates.

A common thread through all of the four main housing units is the use of the dormitory design. Dormitories are much like military barracks, as opposed to single cell or four-man cellblocks. Dormitories are cheaper to build and theoretically are more cost effective to supervise. Normally, dormitories are for the lowest level of classification. In Monterey County, the jail facility has approximately 80% dormitory beds. The conflict occurs because the Monterey County regularly incarcerates approximately 80% felony sentenced and unsentenced inmates. These are usually the highest level of inmate classification and require single and double cell housing. Jail staff does not have the ability to classify or segregate problem inmates from other inmates or staff.

The type of inmate entering local county jails has changed dramatically since the Monterey County Jail opened in 1970. Courts are releasing non-threatening felons prior to trial. Judges are sentencing more misdemeanants to alternatives to custody. The jail is left with serious felons awaiting trial and sentenced felons awaiting transportation to the state prison system. In some ways, the local jail population is no different than those in state prisons. Local jail populations have become even more similar to state prison populations as the full impact of AB 109 is felt. The design of the housing units at the Monterey County Jail was never intended to house the type of felony inmates it now holds or the type of inmates that will be held as mandated recently by AB 109.

Normally in local detention facilities, there is an area designed as a central or main control. This area does not have the responsibility for inmate supervision. All staff alarms, fire alarms, and perimeter alarms terminate in this area. This area also controls all external doors and gates into the facility, and accounts for all keys. Depending on the design of the facility, other facility-wide responsibilities could be assigned to this position. In the case of a major facility emergency or inmate disturbance, this position would function as a command post. The Monterey County Jail does not have a central control area designed in this manner.

¹ This detention facility is "grandfathered" and therefore only needs to comply with the standards in place at the time each section of the facility was constructed (i.e. the standards in place in 1973 and 1988). There was one minor issue of non-compliance in that the multiple occupancy cells in the female housing unit were rated for four beds but held eight bunks; however, on the day of the inspection the cells were not overcrowded. (Board of State and Community Corrections inspection report of June 8, 2010.) The facility would not necessarily comply with today's more restrictive standards.

Overcrowding. The Board of State and Community Corrections (BSCC) inspects and rates the Monterey County Jail. Rated capacity means the number of inmate occupants for which a facility's single and double occupancy cells or dormitories (except those dedicated for health care or disciplinary isolation housing) were planned and designed in conformity to the standards and requirements contained in the California Code of Regulations, Title 15 and Title 24. The entire Monterey County Jail facility is rated at 825 inmates. As discussed earlier, the ADP for the first six months of 2015 is 891, 66 inmates over the rated capacity even with Monterey County inmates serving time in Alameda County and an early release program in use.

Overcrowding creates a number of issues that affect staff and inmates, and put the County at risk. Overcrowding causes stress both on inmates and staff. Inmates vs. inmate assaults typically occur more frequently, as do other disciplinary infractions. Overcrowding affects inmates' mental and physical health by increasing the level of uncertainty with which they regularly cope. There is less space per inmate. In Monterey County there is the possibility of misclassifying inmates based on space rather than security level. (Anecdotal information from staff indicates this occurs occasionally.) Overcrowding reduces the ability to classify. This is further compounded by the dormitory design. Normally, 10% - 15% of the beds should be empty and available for classification spikes as well as routine and emergency maintenance. With the severe overcrowding in the Monterey County Jail, programming suffers.

A review of the Monterey County Jail admissions and daily housing population indicates that, absent a court order, there are few inmates being booked who could be cited and released in lieu of booking. With 80% of the population having some type of felony charge, there is little that can be done to reduce this group other than offer early release. It appears parole violators are not staying an inordinate amount of time in custody, and sentenced felons are moving on to state prison within an acceptable timeframe.

Understaffing. The Monterey County Jail is facing many staff related issues. These issues affect the overall security of the facility and the morale of the staff.

As discussed in detail in Section G, *Adequacy of Staffing Levels*, detention facilities must be staffed 24 hours a day, 7 days a week (24/7) in order to fulfill their mandate to provide safe and secure housing for those inmates under their care. Staff within the Monterey County Jail must be available to receive new bookings in the jail, provide medical care, classify and move inmates within the facility, maintain staff and inmate safety and security, provide recreation and exercise, ensure inmates are fed, transport inmates to court or outside agencies, and lawfully release inmates. Due to its nature, a jail cannot simply discontinue operation (e.g. refuse to accept prisoners) if there is not a person available to fill a position. When detention facilities are not staffed adequately, overtime is necessary to cover an unfilled post.

The major staffing issues facing the Monterey County Jail are:

1. It appears that the staffing provided by the County salary ordinance is based on the rated capacity of the facility, not on how many inmates are actually in custody.
2. It appears there has not been a reasonable updated relief factor that allows for sick leave, training vacation, etc. calculated for some time.
3. Baseline staffing should be above minimum staffing. Due to vacancies and other factors, the Monterey County Jail is constantly using overtime to staff *up* to their self-imposed minimum staffing. This level is *not* adequate to provide basic safety and security for staff and inmates even with the creation of the civilian Custody and Control Specialist (CCS) positions.
4. Vacancies, extended periods of leave, and normal staff attrition have resulted in too many vacant POST positions. The jail has an increased reliance on overtime to meet minimum staffing.

5. The extensive use of overtime can be dangerous since staff may have recently completed a shift, when they are required to work additional overtime. Efforts should be made to reduce the number of overtime hours.
6. Supervision is a critical task in any detention facility. Supervisors ensure that policy is followed, tasks are completed, critical decisions are made and exposure to liability from "failure to supervise" claims are limited. It appears that in Monterey County, sergeants fill in for line positions when relief is unavailable. This leaves a gap in first line supervision. Even at full authorized staffing, it appears the span of control for sergeants is weak and additional positions for minimum supervision are necessary.
7. Chronic understaffing lowers morale, employees are unable to take breaks (in violation of the Fair Labor Standards Act), employees get "burned out" with mandatory overtime, employees must take "shortcuts" to get the job done and employees are forced to assume collateral duties to allow the facility to function.
8. The current authorized staffing for the Monterey Jail is inadequate. Even if every vacancy were filled with a fully trained staff member, the facility would not have enough staff to meet the minimum staffing, let alone adequate staffing.
9. A review of the current staffing pattern as practiced by the Monterey County Jail and the best practices staffing plan included in the recent Staffing Analysis² indicates that the critical needs are for the extra staffing in the housing units and for facility-wide escort deputies. These positions will ensure required safety checks are made, there is some level of supervision in the kitchen, laundry and medical areas and adequate staffing is available to respond to emergencies and unusual situations. Additionally there should be two additional positions assigned to classification that are not included in the Staffing Analysis.

² Monterey County Sheriff's Office, Staffing Analysis. Voorhis Associates, Inc. June 21, 2006.

K. Unresolved Issues

Unresolved Issues. Two issues remain unresolved. These issues include:

1. Sources of funding for the construction, project and operational costs that are associated with meeting the projected bed need for 2019;
2. The ultimate disposition of the three components¹ of the existing Monterey County Jail (e.g. continued use of one or more components for detention, demolition of one or more components, etc.); and

1. Funding. Potential funding sources include federal, state, county and/or private funds. The preference is to pursue grant funding or other funding mechanisms that will require minimal matching dollars from Monterey County because of the county's limited resources. Grant or other funding will augment local resources that will be needed to operate the beds to meet the projected need for 2019. Funding offered under the aegis of Senate Bill 863, Adult Local Criminal Justice Facilities Construction, appears to meet the county's need in this regard.

2. Disposition of the Components of the Existing Monterey County Jail. The Monterey County Jail consists of three components:

1. The Rehabilitation Facility.
2. The Main Jail.
3. The Woman's Jail.

The near term and ultimate disposition of these three components will depend upon:

- how rapidly the county can "catch up" with the needed number of beds so that consideration can be given to replacing any or all of the three components (particularly the Rehabilitation Facility, which has outlived its useful life);
- the useful life of all three components when considering the cost of replacing antiquated and worn out building systems and components;
- the adequacy of the housing and support spaces in terms of the type of inmates held;
- the need for the site on which any of the three components is located for a higher and better purpose (e.g. replacing the Rehabilitation Facility with housing that is more appropriate for the inmates being held, etc.).

Implementation Strategy to Resolve Issues. The remaining activities required to resolve these issues are discussed below. Monterey County is committed to continuing this implementation strategy until all issues are resolved and new adult detention beds and support spaces to meet the county's 2019 bed need are constructed and occupied.² The implementation schedule will be reviewed periodically and accelerated as appropriate. The two unresolved issues identified above will be resolved as part of this strategy.

Conceptual Schedule and Budget. A conceptual schedule and budget will be developed based on this needs assessment in order to determine the feasibility of the next project.

The conceptual schedule will contain all major milestones from the project's conceptual development to the occupancy of the new adult detention beds, program spaces and support spaces. Included will be the milestone dates on which decisions to continue the project must be made if the projected occupancy date is to be met.

¹ The jail consists of three components (i.e. the Rehabilitation Facility, the Main Jail and the Woman's Jail).

² Monterey County has limited resources (as is the case with a number of California counties). Nonetheless county leaders intend to move forward as rapidly as scarce resources permit.

Three conceptual budgets will be developed. The first will present the estimate of probable construction costs for the new adult detention construction.³ Secondly the estimate of probable project costs will be developed based on the estimate of construction costs.⁴ Finally, the estimate of probable operational costs will be prepared.⁵ The combination of the three estimates will provide the leadership of Monterey County with the anticipated costs to design, bid and construct the new adult detention beds and support spaces as well as the costs to operate the facility once it is occupied. All three estimates will be refined as more information becomes available during each step of the process.

The conceptual schedule and budget will establish baselines that will be adjusted appropriately throughout the process leading to new detention beds and support spaces. Project participants and county leadership continuously will be updated with information concerning the timeline and projected costs for the new construction. The feasibility of the project will be assessed at each stage of the implementation strategy.

Operational Program Statement. Title 24, Part 1 requires the operational program statement to be submitted to the Board of State and Community Corrections (BSCC) with the schematic design architectural documents.⁶

The operational program statement will include a description of the following:

- A. Intended capacity of facility.
- B. Security and classification of inmates to be housed.
- C. Inmate movement within the facility and entry and exit from security areas.
- D. Food preparation and serving.
- E. Staffing.
- F. Intake/release/processing.
- G. Visiting and attorney interviews.
- H. Exercise.
- I. Programs.
- J. Medical services, including the management of communicable diseases.
- K. Cleaning and/or laundering.
- L. Inmate segregation as specified in Penal Code Sections 4001 and 4002 and Article 5 of Title 15, CCR.
- M. Court holding and inmate movement.
- N. Mental health services.
- O. Facilities for jail administration and operations staff.
- P. Staff to staff communications system.
- Q. Management of disruptive inmates.
- R. Management and placement of persons with disabilities with provisions for wheelchairs, gurney access, and for evacuation during emergencies.
- S. Architectural treatment of space relative to preventing suicides by inmates.
- T. Method of implementing Penal Code Section 4030 relating to the holding of misdemeanor arrestees without the necessity of unjustified strip searches.
- U. Intended type of facility.
- V. Sobering cells(s) as referenced by Title 15, Section 1056, with the ability to segregate.
- W. Safety cell(s) as referenced by Title 15, Section 1055.

³ "Construction costs" are the costs associated with "bricks and mortar" and construction labor.

⁴ "Project costs" include such things as architectural and engineering design fees, construction management and environmental consulting fees, testing and inspection fees, project management costs, etc.

⁵ Operational costs cover such things as staffing, utilities, maintenance, operational supplies, janitorial services, move-in costs, etc.

⁶ The major divisions in architectural services typically are planning (e.g. architectural programming, master planning, operational programming, staffing planning, conceptual design including floor plans, elevations and a rendering, etc.), schematic design, design development, construction documents, bidding and negotiation, construction administration, move-in/project closeout and post-occupancy services.

The construction, project and operational estimates of probable costs along with the milestone schedule will be adjusted as necessary based on the program statement.

Staffing Plan. Similarly Monterey County has elected to prepare the staffing plan early in the conceptual process to be certain that staffing requirements “drive” the architectural program and any design work. This will ensure a staff efficient design and reduce operating expenses.⁷

The staffing plan will include:

- the number of FTE staff required to fill post positions;
- staff requirements during construction;
- relief factors for each post position;
- selection of new staff (by post position);
- new staff hiring and training schedules; and
- program/operational requirements.

The operational estimate of probable costs and the project schedule will be adjusted as necessary based on the staffing plan.

Architectural Program. An architectural program will be developed to determine the detailed requirements for each space, area and component of the new detention beds and support spaces. Activities and operations for each component will be described so that the architectural design will reflect the requirements of Titles 15 and 24 as well as the programs and staffing desired by Monterey County. Building gross square footages of all housing, program and support spaces will be determined. The architectural program will identify the building systems to be used and the site area required along with all site amenities (e.g. outdoor recreation areas, security perimeters, vehicular and pedestrian sally ports, secure and non-secure parking, security and site lighting, loading docks/delivery areas, etc.).

The project schedule and the construction and project estimates of probable costs will be adjusted as necessary based on the architectural program.

The specific location of the components of the new adult detention facilities on the Natividad site will be confirmed based on the site requirements developed in the architectural program.

Conceptual Design. At this point a conceptual design consisting of a site plan, floor plans, elevations and an architectural rendering will be developed to further refine the construction and project estimates and to provide the architectural design concepts necessary for most grant applications and other funding initiatives.

Identification of Funding Sources. The county will research traditional and non-traditional potential funding sources such as:

- Federal, state and private grants or other funding mechanisms
- Impact fees
- Lease/purchase financing (lease payments with purchase option)
- California Infrastructure and Economic Development Bank Loans
- Industrial Revenue Bonds
- Local option sales tax
- General obligation bonds
- Certificates of Participation (COPs)

⁷ Previous funds administered by BSCC included a requirement that a detailed staffing plan be submitted with the architectural design development documents. The state requires that all funded detention facilities be staffed and operational within ninety days of the completion of construction.

More creative funding sources such as the following also may be considered:

- Agreements with other counties to participate in a regional detention facility
- Homeland Security funds
- United States Department of Agriculture Rural Development (\$100,000 to \$2,000,000 to finance essential community facilities)
- California Energy Commission loans (loans up to \$2,500,000 for financing energy conservation measures as part of new detention facilities)
- Environmental Protection Agency grants (e.g. by proving a new facility will reduce transportation emissions through such initiatives as providing on-site court facilities to eliminate the need to transport inmates to distant court facilities).

The project budget will be adjusted based on the funding sources selected and the timeline in which those funds will become available. The milestone schedule will be modified as necessary based on the funding timeline.

Resolution. Once the funding sources are identified all unresolved items will be satisfied. The architectural program and master plan will identify the parts of the existing jail that are to be retained or demolished for new construction.

When these issues are resolved Monterey County will be in a position to fulfill the requirements of the funding agency or agencies, move forward with the architectural design and construction documents and advertise the project for competitive bid.⁸ Selection of the contractor, construction, transition and phased occupancy then will follow in the normal course of events.

⁸ Monterey County staff also may consider using the design build project delivery methodology.

Appendix

The Appendix includes a list of stakeholders for the project.

Stakeholders

Introduction. Below is a list of potential stakeholders.

1. **Monterey County Board of Supervisors**
 - A. Monterey County Board of Supervisors Capital Subcommittee
2. **Monterey County Community Corrections Partnership**
3. **576-Bed Jail Housing Addition Executive Steering Committee**
4. **Law Enforcement**
 - A. Monterey County Sheriff's Office
 - B. Sheriff's Commission on Budget and Finance
 - C. Monterey County Probation Department
 - D. Monterey County Chief Law Enforcement Officers' Association
 - E. Board of State and Community Corrections (BSCC)
 - F. California State Parole Office
5. **Courts/Legal**
 - A. Monterey County Superior Court/California State Administrative Office of the Courts
 - B. Monterey County District Attorney
 - C. Public Defender
 - D. Monterey County Bar Association
6. **Monterey County Departments (particularly those providing services to the jail)**
7. **Services**
 - A. Monterey County Fire
 - B. Fire Departments in Monterey County
 - D. Utility Providers (e.g. gas, water, sewer, telephone, irrigation, etc.)
 - E. County Hospital
 - F. Ambulance Services
8. **Cities in Monterey County**
 - A. Mayor of Salinas
9. **Media**
 - A. Print Media (e.g. newspapers, magazines, etc.)
 - B. Radio
 - C. Television
 - D. Foreign Language Media

10. Community Interests

- A. Neighbors Adjacent to Selected Site
- B. Service Clubs
- C. Churches and Religious Organizations
- D. Civil Rights Coalition (CRC)
- E. Prisoners Rights Groups or Advocates (only those active in Monterey County)
- F. Community Advocacy Groups (e.g. for mental health, substance abuse, literacy, etc.)

11. Monterey County Office of Education

E. APPLICANT'S AGREEMENT

By signing this application, the authorized person assures that: a) the County will abide by the laws, regulations, policies, and procedures governing this financing program; and, b) certifies that the information contained in this proposal form, budget, narrative, and attachments is true and correct to the best of his/her knowledge.

PERSON AUTHORIZED TO SIGN AGREEMENT

NAME **Stephen T. Bernal**

TITLE **Sheriff**

AUTHORIZED PERSON'S SIGNATURE

DATE

August 25, 2015

F. DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR

This person shall be responsible to oversee construction and administer the state/county agreements. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)

COUNTY CONSTRUCTION ADMINISTRATOR

NAME **Robert Murdoch**

TITLE **Director of Public Works**

DEPARTMENT

Resource Management Agency- Public Works

TELEPHONE NUMBER

831-755-4831

STREET ADDRESS

168 W. Alisal Street

CITY

Salinas

STATE

CA

ZIP CODE

93901

E-MAIL ADDRESS

murdochr@co.monterey.ca.us

G. DESIGNATED PROJECT FINANCIAL OFFICER

This person is responsible for all financial and accounting project related activities. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)

PROJECT FINANCIAL OFFICER

NAME **Hye-Weon Kim**

TITLE **Finance Manager**

DEPARTMENT

Sheriff's Department

TELEPHONE NUMBER

831-755-3749

STREET ADDRESS

1414 Natividad Road

CITY

Salinas

STATE

CA

ZIP CODE

93906

E-MAIL ADDRESS

kimh@co.monterey.ca.us

H. DESIGNATED PROJECT CONTACT PERSON

This person is responsible for project coordination and day-to-day liaison work with the BSCC. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)

PROJECT CONTACT PERSON

NAME **James H. Bass**

TITLE **Commander**

DEPARTMENT

Sheriff's Department – Custody Bureau

TELEPHONE NUMBER

831-755-3887

STREET ADDRESS

1410 Natividad Road

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

Salinas

CA

93906

bassjh@co.monterey.ca.us

SECTION 2: BUDGET SUMMARY

Budget Summary Instructions

Definitions of total project costs for purposes of this program (state reimbursed, county cash contribution, and county in-kind contribution) can be found in the “Budget Considerations” page 22 of the Senate Bill (SB) 863, Construction of Adult Local Criminal Justice Facilities (ALCJF’s) Request for Proposals (RFP). The county cash and in-kind contributions are collectively the county contribution. Those defined costs in the RFP shall be the guide for accurately completing this budget summary section.

In the Budget Summary Table that follows in part D of this section, indicate the amount of state financing requested and the amount of cash and/or in-kind contributions allotted to each budget line-item, in total defining the total project costs. It is necessary to fully include each eligible project cost for state-reimbursed, county cash, and county in-kind contribution amounts.

The in-kind contribution line items represent only county staff salaries and benefits, needs assessment costs, transition planning costs and/or current fair market value of land. An appraisal of land value will only be required after conditional award and only if land value is included as part of the county’s contribution.

The total amount of state financing requested cannot exceed 90 percent of the total project costs. The county contribution must be a minimum of 10 percent of the total project costs (unless the applicant is a small county petitioning for a reduction in the county contribution amount). County contributions can be any combination of cash or in-kind project costs. Small counties requesting a reduction in county contribution must state so in part A of this section. The County contribution must include all costs directly related to the project necessary to complete the design and construction of the proposed project, except for those eligible costs for which state reimbursement is being requested.

State financing limits (maximums) for all county proposals are as follows. For proposed regional ALCJF’s, the size of the lead county determines the maximum amount of funds to be requested for the entire project:

- **\$80,000,000** for large counties;
- **\$40,000,000** for medium counties; and,
- **\$20,000,000** for small counties.

A. Under 200,000 Population County Petition for Reduction in Contribution

Counties with a population below 200,000 may petition the Board of State and Community Corrections (BSCC) for a reduction in its county contribution. This proposal document will serve as the petition and the BSCC Board's acceptance of the county's contribution reduction, provided the county abides by all terms and conditions of this SB 863 RFP and Proposal process and receives a conditional award. The county (below 200,000 population) may request to reduce the required match to an amount not less than the total non-state reimbursable projects cost as defined in Title 15, Division 1, Chapter 1, Subchapter 6, Construction Financing Program section 1712.3. If requesting a reduction in match contribution, check the box below to indicate the county's petition.

By checking this box the county hereby petitions for a contribution reduction request as reflected in the proposal budget.

B. Readiness to Proceed Preference

In order to attest that the county is seeking the readiness to proceed with the proposed project, the county included a Board of Supervisors' resolution doing the following: 1) identifying and authorizing an adequate amount of available matching funds to satisfy the counties' contribution, 2) approving the forms of the project documents deemed necessary, as identified by the board to the BSCC, to effectuate the financing authorized in SB 863 3) and authorizing the appropriate signatory or signatories to execute those documents at the appropriate times. The identified matching funds in the resolution shall be compatible with the state's lease revenue bond financing. Additionally see Section 6 "Board of Supervisors' Resolution" for further instructions.

This proposal includes a Board of Supervisors' Resolution that is attached and includes language that assures funding is available and compatible with state's lease revenue bond financing. See below for the description of compatible funds.

County Cash Contribution Funds Are Legal and Authorized. The payment of the county cash contribution funds for the proposed adult local criminal justice facility project (i) is within the power, legal right, and authority of the County; (ii) is legal and will not conflict with or constitute on the part of the County a material violation of, a material breach of, a material default under, or result in the creation or imposition of any lien, charge, restriction, or encumbrance upon any property of the County under the provisions of any charter instrument, bylaw, indenture, mortgage, deed of trust, pledge, note, lease, loan, installment sale agreement, contract, or other material agreement or instrument to which the County is a party or by which the County or its properties or funds are otherwise subject or bound, decree, or demand of any court or governmental agency or body having jurisdiction over the County or any of its activities, properties or funds; and (iii) have been duly authorized by all necessary and appropriate action on the part of the governing body of the County.

No Prior Pledge. The county cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated by the County in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest by the County. In addition, the county cash contribution funds and the

Project are not and will not be mortgaged, pledged, or hypothecated for the benefit of the County or its creditors in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest in favor of the County or its creditors. The County shall not in any manner impair, impede or challenge the security, rights and benefits of the owners of any lease-revenue bonds sold by the State Public Works Board for the Project (the "Bonds") or the trustee for the Bonds.

Authorization to Proceed with the Project. The Project proposed in the County's SB 863 Financing Program proposal is authorized to proceed in its entirety when and if state financing is awarded for the Project within the SB 863 Financing Program.

C. California Environmental Quality Act (CEQA) compliance

Has the county completed the CEQA compliance for the project site?

Yes. If so, include documentation evidencing the completion (preference points).

No. If no, describe the status of the CEQA certification.

The Board of Supervisors approved a Categorical Exemption on August 25, 2015. The project is an infill development project under CEQA. The parcel is a public/semi-public zoning designation and consistent with the City of Salinas General Plan, the project site is less than five acres and in an urban area, project site has no value as a habitat, approval of the project will not result in any significant effect to traffic, noise, air or water quality and the site is served by all utilities. As a result of the project meeting all the conditions of an In-fil Development Project the County has completed a Categorical Exemption. Notice of Exemption filed on August 26, 2015 and the posting period will end on September 30, 2015.

D. Budget Summary Table (Report to Nearest \$1,000)

LINE ITEM	STATE REIMBURSED	CASH CONTRIBUTION	IN-KIND CONTRIBUTION	TOTAL
1. Construction	\$32,975,000	\$ 0		\$32,975,000
2. Additional Eligible Costs*	\$0	\$900,000		\$ 900,000
3. Architectural	\$2,774,000	\$400,000		\$3,174,000
4. Project/Construction Management	\$4,251,000	\$489,000		\$4,740,000
5. CEQA	\$0	\$8,000		\$8,000
6. State Agency Fees**	\$0	\$ 51,000		\$ 51,000
7. Audit		\$0	\$35,000	\$35,000
8. Needs Assessment		\$0	\$49,000	\$ 49,000
9. Transition Planning		\$0	\$200,000	\$200,000
10. County Administration			\$368,000	\$368,000
11. Land Value			\$2,000,000	\$2,000,000
TOTAL PROJECT COSTS	\$40,000,000	\$1,848,000	\$2,652,000	\$44,500,000
PERCENT OF TOTAL	90.0%	4.0%	6.0%	100.00 %

* Additional Eligible Costs: This line item is limited to specified fees and moveable equipment and moveable furnishings (eligible for state reimbursement or cash contribution), and public art (eligible for cash contribution only)

** For State Agency Fees: State reimbursable costs include Real Estate Due Diligence only. State Fire Marshal fees may only be claimed as cash match.

Provide an explanation below of how the dollar figures were determined for each of the budget categories above that contain dollar amounts. Every cash contribution (match) line item shall be included with a reporting of the full amount budgeted unless a line item is not an actual cash contribution project cost for the county. (In that case, indicate so below.) For each budget category explanation below, include how state financing and the county contribution dollar amounts have been determined and calculated (be specific).

- 1. Construction (includes fixed equipment and furnishings) (state reimbursement/cash match):** The construction dollars are based on a preliminary conceptual design for the proposed project that consisted of site plan and first and second floor plans. The dollars were calculated using current market costs multiplied by the estimated gross square footage. The costs include construction, utilities, equipment and fixed furnishings, sitework and special services. State funding will be used to support the construction of approximately 21,000 square feet of Mental Health treatment space and 15,000 square feet of vocational and programming space for a total of 36,000 square feet of new construction.

2. **Additional Eligible Costs (specified allowable fees, moveable equipment and furnishings, and public art)**
 - a) **Define each allowable fee types and the cost of each:** These costs were estimated percentages of construction cost, and solely as a Cash Contribution.
 - b) **Moveable equipment and moveable furnishings total amount:** The Costs for movable equipment and furniture are 2.7% of construction cost based on experience with similar projects or approximately \$900,000.
 - c) **Public art total amount:** No public art is planned for this project.

3. **Architectural(state reimbursement/cash match):**
 - a) **Describe the county's current stage in the architectural process:** The County has an established pool of Architectural Firms previously approved by the Board of Supervisors for correctional projects and given authority to the Director of Public Works to enter in to an agreement up to \$5,000,000. The County can have a consultant under contract and start work within a month.
 - b) **Given the approval requirements of the State Public Works Board (SPWB) and associated state reimbursement parameters (see "State Lease Revenue Bond Financing" section in the RFP), define which portions/phases of the architectural services the county intends to seek state dollar reimbursement:** The County intends to seek reimbursement for Architectural Services during preliminary plans, working drawings and construction phase services.
 - c) **Define the budgeted amount for what is described in b) above:** The County has estimated a 8.5% of construction cost for professional services fee during preliminary plans through construction phases.
 - d) **Define which portion/phases of the architectural services the county intends to cover with county contribution dollars:** The County intends to cover the Study Phase or 1.2% of construction cost for professional services prior to project establishment as a cash contribution.

Define the budgeted amount for what is described in d) above: \$ 400,000

4. **Project/Construction Management - Describe which portions/phases of the construction management services the county intends to claim as:**
 - a) **Cash** The County intends to cover Project Management services prior to Project Establishment. The County has estimated a 1.5% of construction cost prior to Project Establishment as an In-kind Contribution.
 - b) **State Reimbursement** Architectural Design services are \$2,774,000 and Project/Construction Management are \$4,251, 000.

5. **CEQA – may be state reimbursement (consultant or contractor) or cash match.** The County intends to finish CEQA prior to Conditional Award Financing is solely a Cash Contribution.

6. **State Agency Fees – Counties should consider approximate costs for the SFM review which may be county cash contribution (match). \$16,000 for the due diligence costs which may be county cash contribution (match) or state reimbursement.** The County has included State Agency Fees as a Cash Contribution. Since the County is prepared to submit Real Estate Due Diligence within one month of

conditional award, we anticipate fees of \$16,000 expended prior to Project Establishment. The County has included \$35,000 for State Fire Marshal review fees.

7. **Audit of Grant - Define whether the county is intending to use independent county auditor (in-kind) or services of contracted auditor (cash) and amount budgeted:** The County intends to use an independent County auditor and has estimated \$35,000 as an In-kind Match.
8. **Needs Assessment - Define work performed by county staff (in-kind), define hired contracted staff services specifically for the development of the needs assessment (cash match) :** The County has contracted with an independent consultant to provide a new needs assessment specific to this project and the consultants fees are \$49,000 as an In-kind Contribution.
9. **Transition Planning – Define work performed by county staff (in-kind), define the staff hired specifically for the proposed project (cash match):** The Transitional Planning will be performed by County Staff to plan the operation and occupancy of the new facility as an In-kind Contribution.

County Administration – Define the county staff salaries/benefits directly associated with the proposed project. The Resource Management Agency shall provide staff to support and oversee the management of this project, to process paperwork, provide support services such as surveying, document reviews, permitting and inspection, financial and budgetary support. Based on past experience with the County we estimate these costs to be approximately 1% of construction cost as an In-kind Match.

11. **Site Acquisition - Describe the cost or current fair market value (in-kind): The proposed site is owned by the County and is unencumbered.** The County has ownership of the property and it is unencumbered. The cost associated with the site is an estimated minimum value based on the smaller adjacent AB 900 site appraised at \$1,695,000. The site estimated value is an In-kind Contribution.

SECTION 3: PROJECT TIMETABLE

Prior to completing this timetable, the county must consult with all appropriate county staff (e.g., county counsel, general services, public works, county administrator) to ensure that dates are achievable. Please consult the “State Public Works Board (State Capital Outlay Process)/Board of State and Community Corrections Processes and Requirements” section, page 30 of the RFP for further information. Complete the table below indicating start and completion dates for each key event, including comments if desired. Note the required time frames for specific milestone activities in this process. The BSCC Board intends to make conditional awards at its November 2015 board meeting.

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Site assurance/comparable long-term possession <u>within 90 days of award</u>	November 12, 2015	February 2016	Site is County owned and clear of debt
Real estate due diligence package submitted <u>within 120 days of award</u>	November 12, 2015	March 2016	A current Title Report with supporting documents has been completed
SPWB meeting – Project established <u>within 18 months of award</u>	May 2016	September 2016	
Schematic Design with Operational Program Statement <u>within 24 months of award</u> (design-bid-build projects)	December 2016	February 2017	
Performance criteria with Operational Program Statement <u>within 30 months of award</u> (design-build projects)	N/A	N/A	
Design Development (preliminary drawings) with Staffing Plan	July 2017	November 2017	
Staffing/Operating Cost Analysis approved by the Board of Supervisors	February 2017	July 2017	
Construction Documents (working drawings)	June 2018	October 2018	
Construction Bids or Design-Build Solicitation	February 2019	April 2019	
Notice to Proceed <u>within 42 months of award</u>	April 2019	May 1, 2019	
Construction (maximum three years to complete)	May 2019	February 2021	
Staffing/Occupancy <u>within 90 days of completion</u>	February 2021	April 2021	

SECTION 4: FACT SHEET

To capture key information from Section 5: Narrative, applicants must complete this Fact Sheet. Minimal information is requested. Narrative information or explanations are not to be included on this Fact Sheet nor as part of the tables in this section. Explanations of what is provided in these tables may be included in the Narrative section of the Proposal Form. Proposal narratives may include reference back to one or more of these specific tables (e.g., refer to Table 4 in Section 4 Fact Sheet).

Table 1: Provide the following information

1.	County general population	426,762
2.	Number of detention facilities	1
3.	BSCC-rated capacity of jail system (multiple facilities)	825
4.	ADP (Secure Detention) of system	891
5.	ADP (Alternatives to Detention) of system	395
6.	Percentage felony inmates of system	92
7.	Percentage non-sentenced inmates of system	62
8.	Arrests per month	1139
9.	Bookings per month of system	1139
10.	“Lack of Space” releases per month CRT ERL	182

Table 2: Provide the name, BSCC-rated capacity (RC) and ADP of the adult detention facilities (type II, III, and IV) in your jurisdiction (county)

	Facility Name	RC	ADP
1.	Monterey County Adult Jail	825	891
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Table 3: List the current offender programming in place and the ADP in each program

Pre-Trial Program		ADP
1.	Pre-Trial Services Program-Probation	2
2.	Own Recognizance Release (OR)	140
3.		
4.		
5.		
6.		
Sentences Offender Program		ADP
1.	Work Alternative Program (WAP)	170
2.	Alameda County Contract (Bed Space Contract)	33
3.	Penal Code Sections 4024.1 & 4018.6 Early Releases	182
4.	Supervised Home Confinement-Probation	69
5.		
6.		

Table 4: List of the offender assessments used for determining programming

Assessment tools		Assessments per Month
1.	Ohio Risk Assessment System - Probation	158
2.	Ohio Risk Assessment System – Pre-Trial	14
3.	Substance Abuse Subtle Screening Inventory (SASSI) Introspect	18
4.	Cage Questionnaire - Introspect	18
5.		
6.		

SECTION 5: NARRATIVE

Section 5 is limited to 35 pages and must be double-spaced with one-inch margins. All narrative (Section 5) must use no smaller than 12-point Arial font and be ordered in the 6 subject areas listed below. If the narrative can be written in less than the maximum 35 pages, please do so (avoid “filler”). Pictures, charts, illustrations, or diagrams are encouraged in the narrative. Data sources must be identified.

1. Statement of Need: What are the safety, efficiency, and offender programming and/or treatment needs addressed by this construction proposal? Please cite findings from the needs assessment (through 2019) submitted with this proposal.

Introduction from the 2015 Monterey County Jail Needs Assessment:

The existing Monterey County Jail lacks adequate space to conduct meaningful evidence-based programs to reduce recidivism. Worse, the inability to properly classify because of a lack of sufficient medium and maximum security beds and housing units make it difficult for the Sheriff to conduct any but the most basic programs (as identified below).

Nonetheless the programming staff is preparing for October 2018 when a 576 new bed addition will be ready for occupancy contains eight small program rooms, each accommodating up to fifteen inmates at a time, and two large program rooms, accommodating thirty inmates.

To that end, the staff has developed a mission statement that will usher in several new evidence-based programs to reduce recidivism and prepare inmates to make a positive contribution to society. Their platform/vision for programs is stated below.

Effective programming is based upon both an experiential and an empirical understanding of the inmate population. Treatment approaches and groups are designed with recognition of shared social and psychological characteristics of the

inmate population. Sufficient flexibility must be maintained in order to accommodate a wide range of special needs, groups, and functioning levels. Implementation of Psychoeducational, educational, and vocational programming is accomplished through an interdisciplinary team planning and decision making structure, i.e. the classification/program team. An integral and ongoing program evaluation system will need to be maintained in order to provide an accurate and continuing description of the inmate population, as well as to measure treatment and education efficacy. This assures that program components can be maintained in accordance with empirical data to justify our programs and to produce numbers for the courts and the public.

Mental Health Treatment and Vocational/Programing Unit:

The goal of the Special Mental Health Unit (SMHU) is to provide focused evaluation and treatment of mental health conditions which limit an inmate's ability to adjust to general population housing. The unit will provide clinical intervention, stabilization and education to support the inmate in the least restrictive environment possible and facilitate reentry into the community. The following issues will be addressed by the Project:

- Centralized and focused evaluation and treatment of mental health rather than fragmented treatment currently offered.
- Direct supervision of mental health inmates rather than indirect supervision.
- Classrooms, group rooms, individual counseling areas, and the open dayroom will create a therapeutic living and treatment focused environment.
- Stable placement for inmates with chronic mental illness whose level of functioning is insufficient to allow safe GP housing.

- Internal competency restoration services rather than the need for outside services.
- Appropriate bridging between in jail and post jail programs.
- Technological capable classrooms that would increase inmate participation.
- Vocational programs to educate and train inmates for productive employment.

The 2015 Needs Assessment identified a severe lack of mental health and educational programming space. The Sheriff's Department, Probation Department and criminal justice consultants met to discuss how Monterey County could reduce recidivism. This group started by reviewing the CCP plan, its future goals and early release programs which have yielded excellent results by reducing overcrowding and recidivism. The group then focused on two high risk areas: mental health and lack of job skills. The result was the development of a building that could address each of these issues. A Second Floor would concentrate on stabilizing the mental health of inmates and the First Floor would provide education and vocational training space. At reentry inmates would enter the "Post Release Community Supervision" program, well-grounded with a better chance of success, reducing recidivism even further.

The current Jail facility consists of several smaller areas suitable for 10-12 offenders in each space. Two larger areas in the dormitory and rehabilitation housing areas can accommodate 15-18 offenders in each space. The number of current program and treatment areas limit the time and type of programs that can be offered. New program space would allow the County to bring non-custody resources to the custody setting. This coordination of resources would offer an opportunity for conducting assessments and begin treatment to high risk offenders before they leave custody. This would

provide a seamless transition back into the community, increasing chances for success at reentering into the community.

The following gaps will be addressed by the new construction:

- The jail is currently operating as an indirect supervision jail. Mental health issues are considerably more difficult to recognize, manage and treat in an indirect supervision facility. A direct supervision model reduces conflict and allows better observation of those requiring treatment.
- Mental health care is limited since inmate-patients are dispersed in general population beds, medical out-patient beds, isolation beds, safety cells, and in the A and B housing pods.
- An isolation environment is detrimental housing for inmate-patients with mental illness.
- Interviews, medications, psychiatric assessments, and group services require staff to go to several different areas and require significant escort time by deputies.
- None of the current housing areas has adequate group rooms or individual confidential interview space to allow inmates access to therapeutic services. This fragmented care severely limits the staff's ability to provide the quality and amount of needed services for this population.
- Currently the suicide/safety cells average use rate is approximately 2 inmate-patients a day; at times all 5 cells are full. These remote cells are in the reception area and require either multiple trips by mental health staff or multiple escorts by custody each day to reach inmates.
- Admissions to acute care in the adjacent Natividad Community Hospital have increased over the last few years. If there were adequate mental health beds and a

structured mental health treatment program for Mental Health Treatment Unit some of these hospitalizations, safety cells use and ER visits could be avoided.

- Mental health contacts by RN and MSW staff have increased by 5% this year.
- During FY12/13 25% of released inmates required behavioral health assistance.
- Currently only one treatment group of 5-8 inmates can be accommodated in the dayroom area of the pod where inmates with mental illness are housed. When this group is in session, all other inmate-patients must be secured in their cells.
- 25% of the medical patient beds are utilized by mental health patients creating difficulties in medical bed placements.
- Monterey County Jail has recently been sued by the Public Defender's Office.

The suit alleges inadequate mental health care.

- Academic classrooms and vocational programs are limited.

2. Scope of Work: Describe the areas, if any, of the current facility to be replaced or renovated, and the nature of the renovation, including the number of cells, offices, classrooms or other programming/treatment spaces to be replaced or added and the basic design of the new or renovated units.

Project will replace the Current Facilities:

The intent is to move the identified inmates from A, B and J pods in the existing jail to the Mental Health Treatment area based on classification and greatest need. This would allow backfilling of vacated cells with inmates presently housed in the Rehabilitation Center, eliminating the need to use the Rehabilitation Center as a housing unit.

The closing of the Rehabilitation Center as a housing unit also frees up staff to be used in the project. Consolidating the mental health inmates into the project allows CFMG's mental health staff to be more efficient and provide a higher level of care to the inmates.

Proposed Design: As indicated in the Statement of Need, the Needs Assessment identified numerous deficiencies in the current jail system. The assessment identified a lack of adequate program space for mental health treatment, lack of classroom space for education and the lack of appropriate vocational education space, all of which are extremely fragmented within the jail. Currently each inmate has the opportunity to attend less than one educational class session a week. The Monterey County Sheriff's Office (MCSO) held initial meetings with representatives from Probation, Behavioral Health, Community Corrections Partnership, and Program Management consultants to review previously identified County needs. A site and facility evaluation was performed subsequent to this initial meeting followed by meetings with various user groups and stakeholders. Professional architects and engineers were consulted to identify space requirements. It was determined through the assessment that this project could centralize mental health housing, rehabilitation space, academic education and vocational programs. A suitable site on the existing jail campus was identified and concept plans were drawn up for both treatment and program spaces. Construction cost estimates and a construction schedule were developed.

The planned construction consists of one new two story building: the housing unit, located on the second floor, is comprised of 22 mental health beds and 2 safety cells for a total of 22 beds and clinical and program space to treat and support the inmates. This unit would be only for mentally ill inmates and would create a therapeutic milieu where all mental health care and programming would be provided. Further, this unit would provide structured activities for mentally ill inmates who, because of their illness, experience adjustment difficulties in a General Population (GP) setting, yet are not so impaired as to require 24-hour inpatient care. The first floor consists of vocational and

academic education and multipurpose rooms to facilitate skills and trade development training as well as education for future reentry in to society. The center portion of the first floor includes a work change area to facilitate the secure movement of inmates from housing units to vocational training. The proposed building would be located to the east of the current Rehabilitation Center. Appropriate security fencing would be provided to ensure secure movement of inmates. Conceptual floor plans and a site plan are included in the attachments.

The SMHU would allow for mentally ill inmate patients to receive direct observation, medication delivery and individual, group, socialization, recreation and discharge planning interventions. These are the key components of a successful mental health program. This supportive environment would assist fragile mentally ill inmate-patients to cope and even thrive in a stressful jail setting and begin to prepare them for consistent mental health interventions upon re-entry into the community. The new construction will eliminate fragmented mental health care service, save staff time and reduce custody escorts. The SMHU will reduce the quick turnaround of mentally ill inmate-patients back to county jail. The unit would also provide supportive placement for inmates with chronic mental illness whose symptoms have stabilized but whose level of functioning is insufficient to allow General Population (GP) placement. Supportive care, assistance with activities of daily living, recreational therapy, anger management, reality therapy, and programs related to symptom management and clinical pre-release planning will be offered as part of the project. The program will also provide short-term secure custodial placements with clinical resources that address behavioral problems for mentally ill inmates who are often resource draining and require frequent trips to safety cells or who are transitioning from the acute mental health unit to outside the Jail. Treatment for

these inmate-patients will focus on achieving behavioral control and the development of socially acceptable behavior so that they can function within the GP or in the community. The mental health treatment and program space (group therapy and consultation/interview) is separate from but located immediately adjacent to the mental health housing dayroom area. Outdoor recreation is likewise accessible directly from the dayroom. Mental health staff offices, medication rooms, and medical exam space are located within the housing unit as well. Food service is consistent with the model currently in place at the Jail. Hot meals are delivered to and served within the housing unit either in the dayroom or cell, depending on the risk level of the individual inmate. These adjacencies minimize the need for inmate movement. Inmates participating in the mental health program remain within familiar surroundings and the potential for disorientation is substantially reduced. At the same time, the design acknowledges limited staff resources. Centralization of housing and support/treatment space maximizes the capabilities of staff observation and custody control.

Another systems issue the SMHU will address the need to contract with outside providers for competency restoration services for inmate-patients who are unable to stand trial. These inmates will be housed in this unit, receive comprehensive treatment planning and competency training by staff trained in this area.

The need for additional vocational, educational and classroom space will be accomplished by the construction of a 14,700 sq. ft. educational building including a work change area to aid in secure movement. The building will contain vocational space for programs such as Agricultural Industries Training, Bicycle Repair/Refurbishment, Building Maintenance, Fork Lift Certification, Small Engine Repair, Plumbing, and Carpentry. It will also contain classrooms, academic education, pre-vocational

education and a music multipurpose room. The planned construction will aid in the reduction of recidivism by maximizing education and training and aiding Community Corrections Partnership (CCP) goals that assist offender transition back into the community.

The County plans to implement programs that align with the goals of the CCP and reduce recidivism in the high risk population as well as educate the general population in better job skills. The Sheriff's Department, Probation Department, Office of Employment and Training, Turning Point and Shoreline Workforce Development Service will routinely identify available jobs within Monterey County and provide both academic and vocational training. The aim will be to provide sufficient education that inmates will be able to sustain themselves in the local job market.

The integration of treatment and program space into the new mental health housing unit is conducive to centralized treatment of mentally ill inmates who are at a high risk to reoffend. The primary focus will be on treatment and rehabilitation; the secondary function is housing. Mental health and behavioral health specialists will be able to conduct one-on-one interviews with inmates, within the housing unit. Programs will be coordinated with local community organizations. Outside providers will initiate the transition to the community prior to release and will determine the required timeframe for reentry on a case by case basis. Finally there will be a family intervention space within the mental health treatment building to accommodate programs offering stable support prior to inmate release.

3. Programming and Services. Describe the programming and/or treatment services currently provided in your facility. Provide the requested data on pretrial inmates and risk-based pretrial release services. Describe the facilities or services to be added as a result of the proposed construction; the objectives of

the facilities and services; and the staffing and changes in staffing required to provide the services.

Existing Programming and Treatment Services:

The existing Monterey County Jail lacks adequate space to conduct meaningful evidence-based programs to reduce recidivism. Worse, the inability to properly classify because of a lack of sufficient medium and maximum security beds and housing units make it difficult for the Sheriff to conduct any but the most basic programs (as identified below).

Nonetheless, the programming staff already is working towards November 2018 when 576 new beds will be ready for occupancy with eight small program rooms, each accommodating up to twelve inmates at a time, and two large program rooms, accommodating thirty inmates. These new small and large program spaces will allow the Sheriff's Office to provide programs to the more difficult inmates and separate them from the rest of the population. This Project provides the ability for the balance of the inmate population to be moved to and from the vocational and programming spaces to allow for the greatest exposure to existing and new evidence-based programs. This reduces recidivism and prepares inmates to make a positive contribution to society. The county is presently providing the following Programming and Treatment services as time and space in the existing Jail allows.

Alcoholics Anonymous (AA).

Alcoholics Anonymous is offered to both men and women. This is a program designed for men and women to share their experiences, strength and hope with each other to work on solving their common problems and help others to recover from alcoholism. Offered in both English and Spanish.

B.I. Incorporated.

The B.I. Incorporated program is offered to both men and women. This program describes services that are offered to the inmates upon release. The program provides cognitive and behavioral treatment programs for probationers and prepares them for employment in the community. Clients receive additional employment assistance based on their needs as well as personalized help to overcome any obstacles, that may occur with productive employment.

Bipolar and Depression Program.

This is a scientifically based, non-therapeutic general education course that provides inmates with the facts necessary for successful maintenance of bipolar and depression disorders.

Choices, Liberty and Pride.

The Choices, Liberty and Pride program is offered to both men and women who are sentenced and are housed in the inmate areas that are assigned to a work detail. This program is designed to help with recovery inside and out. "Choices" is a two-week self-assessment intervention group designed to give the client information about addiction and the tools necessary for change. "Pride" is an eight-week intensive drug and alcohol recovery program. Topics include:

- Anger Management
- Critical Thinking
- Aptitude and Interest
- Substance Abuse Subtle Screening Inventory and other subjects

Criminon International.

This volunteer based program provides an array of courses dedicated to address the cause of criminality and restore an inmate's self-respect through effective drug

detoxification, education and common sense programs. Courses offered include: The Way to Happiness, Communication Skills, Learning Skills for Life, Successful Parenting Skills, Understanding and Overcoming Addiction, How to Deal with Ups and Downs in Life, Personal Integrity and Improving Conditions in Life.

Financial Class.

The Financial Class is offered as part of the Nutritional Curriculum on the last day of incarceration. This class teaches basic financial topics such as how to manage money, how to balance a checkbook, etc.

Forklift Training

Forklift training is offered to both men and women who are sentenced and are assigned to a work detail. This is an interactive course where inmates receive classroom and hands on instruction on the safety, parts and operation of a forklift. Inmates must be able to pass a classroom test and the practical test in order to obtain a successful certificate of completion. Once the inmate is released from custody they may go to C.E.T. (Center for Employment Training) to take their certification test in order to obtain a forklift license. This test is offered without charge to individuals that present a certificate of completion obtained during custody.

G.E.D. Training and Testing.

G.E.D. Preparation and Testing is offered to both men and women who are sentenced and housed in the inmate areas that are assigned to a work detail. This program provides inmates with five subject tests which, when passed, certify that they have successfully completed the General Educational Development (G.E.D.) equivalent to a high school diploma.

H.I.V/John XXIII Awareness.

H.I.V/John XXIII Awareness presentation and testing is offered to both men and women. The presentation offers awareness on the topic. The test is done in a private setting and is confidential.

Janitorial Instruction.

Janitorial Instruction is offered to both men and women who are sentenced and are housed in the inmate areas that are assigned to a work detail. This program is designed to provide skills in addition to simple janitorial services. Instruction topics include:

- Handling of Hazardous and Infectious Waste
- Basic Cleaning of Floor Surfaces
- Cleaning of Restrooms/Shower rooms

Kick Start Program.

The Kick Start Program is an ex-offender, re-entry employment program consisting of a series of Job Readiness Workshops. The Kick Start Program will be offered to all inmates that complete the Liberties & Pride and Choices programs.

The Workshops will consist of the following:

- Job searching
- Networking and follow-up
- How to properly fill out employment applications
- Resume and cover letter development
- Interview preparation
- Communication Skills
- How to develop a successful job search strategy

Kitchen Basics.

Kitchen Basics is offered to both men and women who are sentenced and housed in the inmate areas that are assigned to a work detail. The course objective is to prepare students for work in the food service industry. Students will be able to apply the skills learned from this program in a food service job in the community. Topics covered are:

- Personal Hygiene
- Equipment
- Sanitation
- General Safety
- Food Safety
- Production
- Storage

Each student is given a workbook for pre-work, class work and homework. A quiz is given at the end of each class with a final exam at the end of Kitchen Basics. Students must maintain an average of 75% or they will be asked to leave the course and repeat.

Library Instruction.

Library Instruction is offered to women who are sentenced and are housed in the inmate areas that are assigned to a work detail. Inmates involved with this program become eligible to serve as inmate library assistants. These inmates are assigned to keep the library organized, prepare the donated books for placement on the shelves, prepare bags with books for the library book exchange throughout the jail, return the library books to the shelves, fill the special book requests and provide cleaning services for the library and library office.

Life Skills.

Inmates in this program explore and learn basic life skills including employability, emotional wellness, relapse prevention, self-esteem development, stress reduction, anger management and conflict resolution.

Microsoft Office Training.

Microsoft Office Training is offered to both men and women. This program provides inmates with basic computer skills needed for future employment. Courses include instruction in Word, Excel, PowerPoint, etc.

Narcotics Anonymous (NA).

Narcotics Anonymous is offered to both men and women. NA is a twelve-step program. It is a program designed for men and women to share their experiences, strength and hope with each other to work on solving their common problems and help others to recover from chemical dependency. *Offered in both English and Spanish.*

Nutritional Curriculum.

The Nutritional Curriculum is offered only to female sentenced inmates in Q-pod and U-Pod. This program is designed to help the inmates make healthier food/snack choices.

Papas in Rehab.

Papas in Rehab is offered to men only. This program is designed to help incarcerated fathers continue to build a bond with their children by teaching the “6 Basics of Being a Great Dad:”

- Provide unconditional love and affection
- Spend T-I-M-E
- Communicate constantly and creatively
- Partner with Mom
- Instill moral and spiritual values

- Establish “My Fathering Legacy”

Parenting.

Parenting currently is offered to both men and women under Choices, Liberty and Pride to limited housing areas. This class provides inmates with skills in raising responsible and independent children. Features of the curriculum are ways of rethinking the approach of teaching and discipline.

Peace Education Program.

Inmates are provided cognitive tools to transform anger, acknowledge the impact of their criminal behavior, develop emotional intelligence and learn stress management techniques.

Relapse, Recovery, Reality.

This is a therapy based, comprehensive course providing inmate students with the realities of their addictions, emotions, triggers of relapse and the challenges they face to maintain sobriety and live a healthy, crime free life.

Turning Point.

Turning Point presentations are offered to both men and women. This program offers presentations of services that are available to inmates upon release. Adult employment programs help those who have an arrest record match skills and aspirations with employers in the community. They offer:

- On-the-job training
- Résumé and interviewing techniques
- Employment workshops
- Computer access
- Career counseling

- Job placement and other core services.

Veteran Orientation Workshop.

Veteran Orientation Workshop is designed to help veterans find employment and/or get connected to services. Topics will include:

- CALVET Welcome Home Program
- Veteran Benefits G.I. Bill
- Résumé and Job Search Assistance
- Disability and Pension
- Priority Job Referrals.

Voices.

The Voices program provides inmate students with tools and information pertaining to personal empowerment, emotional intelligence and self-discovery.

Women in Trauma.

This is a therapy based, comprehensive course providing inmates with a safe environment in which to better understand how traumatic experiences and events in their lives affect them, identify action plans to better achieve success without abusing drugs and alcohol, and manage Post Traumatic Stress Disorder effectively.

Pretrial Inmates and Risk Based Pretrial Release Services:

With the implementation of realignment, the County expanded its existing Own Recognizance (OR) policy, that allowed inmates to be released from jail under their "own recognizance." As a result, on average 223 persons are released each month following arrest. The Jail books on average 957 persons each month. Approximately 23% of these persons are eligible for release prior to arraignment based on arrest

charges, with some exception, on a monthly basis. This leaves more serious offenders in custody while awaiting arraignment.

These numbers do not reflect individuals released after posting bail. To augment the release of newly arrested and un-sentenced persons, Monterey County adopted a pretrial supervision program in October 2012 one year after realignment. Only individuals who are ineligible for OR release due to more serious charges or other set criteria are assessed for pre-trial release and supervision. The expansive OR release in addition to those who bail out, result in a small pool of individuals left for pre-trial supervision. While the number of individuals actually released for pre-trial supervision has remained relatively small, those that are released by the Court for pre-trial supervision are successful 90% of the time.

Involuntary Home Detention,

The California Legislature added language to statute allowing the correctional administrator to remove sentenced inmates from the County Jail to serve a portion of their sentence under home detention with electronic monitoring. This expansion does not impact individuals who voluntarily apply and participate for Supervised Home Confinement. As of June 30, 2014, twenty-one individuals were released from the Jail through this option. Utilizing this type of release is considered as a last option to address jail overcrowding and therefore it is not anticipated that a significant number of inmates will be released from the Jail through involuntary home detention. Jail overcrowding for sentenced inmates is now being managed by diverting inmates to other counties with extra bed space.

Supervised Home Confinement (SHC).

SHC is a program that utilizes electronic monitoring and supervision for those who voluntarily apply. Approved participants are released from custody with an electronic monitoring device and are supervised by the Probation Department. This program has had the largest number of participants in any program and has been an effective incarceration alternative within the county for many years. On average, 30 new participants are enrolled each month in SHC.

Custody Alternative Sanction Program

When individuals on probation or community supervision violate conditions of supervision, they may be returned to jail custody. In an effort to consistently apply the principles of evidence based practice by responding to violation behaviors swiftly and in the least restrictive manner necessary, those individuals identified that do not require Court involvement can be placed on home detention and electronic monitoring for a specified time period in lieu of jail custody. As of June 30, 2014, this program had been utilized 27 times.

Residential Substance Abuse Placement Program

Many inmates are in need of treatment in a residential setting to address substance abuse/addiction. Facilitating their application process and transporting them directly from custody to the treatment facility allows many inmates to be released from jail prior to completing their sentences. This program not only saves valuable space in the Jail, but also provides residential substance abuse treatment when needed. Since the program was implemented in October 2012, 363 individuals have been placed into residential treatment programs throughout the Central Coast and Northern California.

SB 863 Project Facilities and Services:

The SB 863 Project will provide vocational and programming space and flexibility to run existing programs on a regular basis while providing for additional programs to improve skills and education to reenter society and reduce recidivism. The Monterey County Sheriff's Office has prepared a Program Schedule listing what programs will be offered to the inmates in the project, and how programs will be delivered. The schedule is included as an attachment.

Drum Circle Group.

The ultimate goal of this program is not precise rhythmic articulation or perfection of patterned structure, but the ability to entrain and reach the state of a group mind. Drum Circle is a fun entry-level learning experience that is accessible to anyone who wants to participate. Drum Circle is the use of a rhythm-based event as a tool for unity. It is not a drum class. A drum circle is where people empower each other in the act of celebrating community and life through rhythm and music. Drum circle is created "in the moment" by all the people who participate. Cooperation and collaboration is the basic glue. The quality of the music produced in a group like this is not based on the rhythmical expertise of the players, but on the quality of their relationship with the other people in the circle. The result is those magical musical moments where one powerful voice is created out of the many. In those moments, the players stop worrying about keeping time because time as they know it has stopped. In its place is a living breathing entity, expressing timeless joy, passion and release through the power of rhythm.

Current Events Group.

A current events group operates much like a book club where members read books, poems, and article clippings, bringing them to discuss with the group. At a current events group, members will be expected to participate, socialize, and have open

discussion as well as reading a book or watching a documentary. This group will provide an avenue for inmates to offer their opinions on today's world and local issues. This group will help the inmate with public speaking, clear communication and challenge the brain to think "outside the box."

Art Programs (Therapy and Studio/Education).

Art therapy allows inmates to communicate that which sometimes is difficult to put into words. Art therapy can help inmates feel understood and help them gain artistic skills and a sense of achievement, providing ownership of their successes. Art encourages inmates to build trust in a safe environment while increasing their self-esteem and self-respect. This type of program will assist inmates in gaining a new and more objective perspective on challenges or difficult life circumstances. Inmates will begin to experiment with change that can later be applied on the outside. This therapy encourages them to find a safe outlet for feelings such as fear, guilt, pain, rage and anger. Art tends to encourage inmates to make positive choices and to find hope for the future. This therapy taps into their inner power, and uses their existing strengths to build further skills which can help them manage difficult emotions and circumstances.

Music Therapy/Education Program.

Music therapy is a form of healing that uses music to provide care in a manner that is "outside the box." Music therapy helps inmates in a physical, mental, emotional and social way. Therapists use music therapy in a variety of ways, including inmates singing along to the music, meditating and relaxing while music plays and conducting various exercises and movements with music as the catalyst. When played in conjunction with a person's thoughts or movements, music therapy can help to improve everything from an inmate's speech to their memory and physical balance. It also provides emotional

healing, helping inmates to develop positive self-image. Music Therapy aids in prioritizing stress and pain. It develops socialization skills and positive group dynamics. Inmates learn how to work together to develop a quality sound or song. Music helps inmates take their mind off negative feelings and thoughts, that can help them cope with a number of issues they are experiencing. Music decreases stress and provides an avenue for creativity and self-discovery.

Thinking for a Change (TFAC).

Correctional agencies are using "Thinking for a Change" as one option in a continuum of interventions to address the cognitive, social, and emotional needs of their offender populations. This class sets the tone for the entire program by motivating the group members to actively participate in their own learning and taking responsibility for their own life situations. This is accomplished in part by empowering each group member using appropriate positive behavioral "reinforcers." Inmates can take charge of their lives by learning more effective ways of thinking. Group facilitators demonstrate the three cognitive perspectives of the program: social skills, the skill of cognitive self-change, and problem solving skills.

Houses of Healing Program

This program utilizes a book as a guide that instructs, encourages, and speaks to inmates, providing a path to behavioral change, dignity, respect for oneself and respect for others. Through the use of mindfulness-based practices, research driven approaches to behavior change, the inspiration derived from first-hand accounts of other inmates, and the fostering of a real sense of hopefulness, the Houses of Healing book/curriculum/program has met with great success. It draws the inmates in by speaking clearly and directly to the situations and feelings that almost all incarcerated

men and women experience. It guides and supports inmates in confronting issues such as childhood wounding, grieving, managing anger, facing the impact of crime, and taking ultimate responsibility for themselves and their actions. Houses of Healing offers guidance in stress management techniques and healthy, practical coping strategies. It addresses the necessity of self-forgiveness and forgiveness of others. These are subjects often overlooked and misunderstood despite the fact that they are essential to the cultivation of empathy and emotional/spiritual maturity.

SPCA/Pet Therapy Program.

This program will facilitate communication, healing and motivation by sharing the compassion of companion animals with those life challenges. The general program sends volunteer teams to correctional facilities. These teams provide animal assisted activities and sustained work toward reachable goals. This program brings the benefits of the human-companion animal bond to our inmate population and encourages them to be responsible and caring.

Healthy Living Group.

Healthy living classes are designed to educate and offer the skills necessary to put knowledge into practice. This therapy teaches inmates the value of proper diet, exercise, how to understand caloric intake, and how our body processes food.

Horticulture Program.

The benefits that the horticulture program offers vary from person to person. This type of program enhances physical, mental and social health, often in an outdoor environment. Inmates can participate in horticulture activities, that can be varied according to their abilities and interests. Examples include the art and practice of garden management, landscaping design, installation and management, flora and fauna

selection for specific uses and climates, irrigation system design, installation and maintenance, retail horticultural operations, and landscape maintenance and scheduling.

Agricultural Industries Training.

Salinas has a large Agricultural Industry, that offers classes on planting and harvesting crops. This type of program enhances physical, mental and social health, often in an outdoor environment. Inmates learn the basic requirements of planting and harvesting a variety of crops grown in the Salinas Valley. The program is varied according to their abilities and interests.

Bicycle Repair and Restoration.

The Sheriff's Department has been collecting bicycles from auction for repair and return back to the community. This program provides the skills needed to repair and or restore a variety of bicycle types back to original operating condition and to give back to the community. This program provides the skills and sense of accomplishment needed to reenter society and obtain meaningful employment.

S.O.A.R. (Starting Over Accessing Re-Entry).

S.O.A.R. (Starting Over Accessing Re-Entry) is offered to both men and women. This is a 6-week program with the goal "re-entry orientated to break the cycle of recidivism."

Topics include:

- Transitioning into the Community
- Relapse Prevention
- Cognitive Skills and Communication
- Coping with Trauma
- Self Care

- Accessing Community Resources

4. Administrative Work Plan: Describe the steps required to accomplish this project. Include a project schedule, and list the division/offices including personnel that will be responsible for each phase of the project, and how it will be coordinated among responsible officials both internally and externally.

Upon conditional award of financing, the County will enter into negotiations with one of its pre-approved Architects that will be responsible for study phase, all design phases, and construction administration. The County has determined this project will utilize a Design-Bid –Build delivery process and will customize the submittals to BSCC and State Agencies accordingly.

Study Phase:

The County in association with the Sheriff's Department and the Architect will refine an architectural space program, conceptual design drawings, conceptual estimate of construction cost, three page Project Cost Estimate, and develop a critical path project schedule complying with the milestone dates set forth in Section 3: Project Timetable. Concurrently with the above activities, the County will assemble the documents necessary for Real Estate Due Diligence submittal to the Department of General Services.

With Site Assurance and the CEQA process complete, the County will be prepared to submit to BSCC for Project Establishment in six month or less from Notice of Conditional Award.

Prior to submittal to BSCC the County will request the Board of Supervisors approve the Project Establishment submittal package and cash match set a side in a designated account for the project.

Schematic Design Phase:

Upon approval of Project Establishment the County, Sheriff's Department and the Architect will begin schematic design immediately. Schematic Design will develop the conceptual documents to a level of 20% detailed design documents and, prepare a schematic design level estimate of construction cost reconciled with the Study Phase conceptual estimate. The County will assemble these documents and submit to BSCC and the State Fire Marshal within thirteen months of Notice of .Conditional Award for review and comment.

The Project Team will continue during the Schematic Design submittal process to develop the documents further for eventual Preliminary Plan submittal.

Preliminary Plans Phase:

The Preliminary Plan Phase will build off the documents developed for Schematic Design Phase and the review comments from BSCC and SFM. The plans will be developed to a level of 35% detailed design documents, outline specifications, opinion of probable construction cost based of construction material take-offs, reconciled three page Project Cost Estimate, redefined project scope of work, reconciled architectural space program with Project Establishment, and updated project schedule. The County will assemble the documents and submit for Preliminary Plan approval to BSCC and State Fire Marshal in July 2017.

Working Drawing Phase:

The Working Drawing Phase will build off the documents developed for Preliminary Plan Phase and the review comments from BSCC and SFM. The plans will be developed to a level of 100% detailed design documents, detailed specifications, opinion of probable construction cost, reconciled three page Project Cost Estimate, redefined project scope of work, reconciled architectural space program with preliminary plans, and updated

project schedule. The County will assemble the documents and submit for Working Drawing document approval to BSCC and State Fire Marshal in June 2018.

Prior to submittal to BSCC, the County will request the Board of Supervisors approve the Working Drawing submittal package and "Issue for Bid".

Bid Phase:

Upon approval of the State Public Works Board to "Issue for Bid", documents will be provided to a group of prequalified contractors. Bids will be due February 2019. The County will review the bids and make a recommendation on award to the Board of Supervisors. The Board of Supervisors resolution approving the award will be submitted to BSCC for approval from the State Public Works Board in April 2019. The "Notice to Proceed" will be issued to the successful contractor by May 1, 2019 to start the construction phase.

Construction Phase:

The start of construction is well timed. The AB 900 project adding 576 beds to the existing Jail will be complete and contractor staging and support areas will be gone, allowing this project to proceed smoothly without complication. The County is estimating a twenty-two month construction period for the SB 863 project with occupancy in February 2021 and project completion in April 2021.

The Department of Public Works, Project Manager and the Sheriff's Department will conduct design reviews at each phase (schematics, preliminary plans, working drawings). For this project, it is anticipated that the Project Manager will facilitate value engineering and cost oversight to ensure that the project will be completed within the mandated budget and schedule constraints. The County is prepared to provide the proper submittals to BSCC and other State agencies as well as obtain the required

approvals in a timely fashion. The County has extensive experience with the BSCC/State submittal procedures with the AB 900 and SB 81 projects that are underway and have successfully progressed to the working drawing phase for both projects. Final approval of the construction documents, as well as the award of the construction contract, is subject to the approval of the Board of Supervisors pursuant to the California Public Contract Code prior to submittal to BSCC and approval from the State Public Works Board.

Capital projects are managed by the Department of Public Works in Monterey County. A full-time Project Manager (PM) is assigned to the project and reports to the Architectural Services Manager. The PM is responsible for the project from Project Initiation through Completion and Closeout, and, in the case of AB 900, SB 81, and other projects receiving State funding, is the primary liaison with all State agencies. A Financial Manager is also assigned to the project and will assist the PM as applicable. The County's AB 900 Executive Committee, consisting of representatives from the Sheriff's Department, Public Works, County Counsel, County Public Information Office, and the County Administrative Office will also maintain oversight of the SB 863 project and will report on a regular basis to the Board of Supervisors through the Capital Improvement and Budget Committees. An independent Construction Manager will be retained from a pool of preapproved CM Firms.

5. Budget Narrative. Describe the amounts and types of funding proposed and why each element is required to carry out the proposed project. Describe how the county will meet its funding contribution (match) requirements for all project costs in excess of the amount of state financing requested and how operational costs (including programming costs) for the facility will be sustained.

The County's Mental Health Treatment Unit and Vocational/Program Project provides the best practices in treating the mentally ill patients for reentry back into society and

the vocational/programming to provide the proper learning environment for skill and trade development to return to the community and make a meaningful contribution.

Project Funding:

The estimated construction cost are based on a preliminary conceptual design for the project that consisted of site plan and first and second floor plans. The dollars were calculated using current market costs multiplied by the estimated gross square footage. The costs include construction, utilities, equipment and fixed furnishings, sitework and special services. State funding will be used to support the construction of approximately 19,340 square feet of Mental Health treatment space and 15,140 square feet of vocational and programming space for a total of 34,480 square feet of new construction at a cost of \$32,975,000. The Costs for movable equipment and furniture are 2.7% of construction cost based on experience with similar projects or approximately \$900,000. The County has an established pool of Architectural Firms previously approved by the Board of Supervisors for correctional projects and given authority to the Director of Public Works to enter in to an agreement up to \$5,000,000. The County can have a consultant under contract and start work within a month. The County will seek reimbursement for Architectural Services during preliminary plans, working drawings and construction phase services. The County has estimated an 8.5% of construction cost for professional services fee during preliminary plans through construction phases.

The Project will require a Study Phase for architectural programming, soils investigation, conceptual design development as result of programming. The County will pay the costs associated fees during the Study Phase or 1.2% of construction cost for professional services prior to project establishment as a cash contribution. And Project Management

services during the Study Phase prior to Project Establishment. The County has estimated a 1.5% of construction cost for Project Management services prior to Project Establishment as a Cash Contribution.

State Reimbursement for Architectural Design services are \$2,774,000 and Project/Construction Management are \$4,251, 000.

The County has finished CEQA prior to Conditional Award. Financing is solely a Cash Contribution.

The State Agency Fees are listed as a Cash Contribution. Since the County is prepared to submit Real Estate Due Diligence within one month of conditional award, we anticipate fees of \$16,000 expended prior to Project Establishment. The County has included \$35,000 for State Fire Marshal review fees.

The County will use an independent County auditor and has estimated \$35,000 as an In-kind Match.

The County has contracted with an independent consultant to provide a new Needs Assessment specific to this project. The Needs Assessment is complete and the fees are \$49,000 as an In-kind Contribution.

The Transitional Planning will be performed by Sheriff's Office Staff to plan the operation, staffing and transition to occupancy of the new facility as an In-kind Contribution.

The Resource Management Agency shall provide staff to support and oversee the management of this project, to process paperwork, provide support services such as surveying, document reviews, permitting and inspection, financial and budgetary

support. Based on past experience with the County we estimate these costs to be approximately 1% of construction cost as an In-kind Match.

The Project site is County owned and it is unencumbered. The cost associated with the site is an estimated minimum value based on the smaller adjacent AB 900 site appraised at \$1,695,000. The site estimated value is an In-kind Contribution.

County Funding Contribution:

Monterey County will contribute a 10% cash match of \$4,500,000. The project site is a minimum of \$2,000,000 of the County's Cash Match. The Monterey County Sheriff's Office will provide \$1,500,000 in funding from Public Safety Realignment (AB109), and \$1,000,000 funding from Health Realignment Subaccounts to meet the balance.

Sheriff's Office Operational Costs:

Monterey County projects a neutral cost for staffing provided the inmate population stays static or continues to drop to more manageable levels. The Monterey County Sheriff's Office continues to work with State and local community law enforcement partners to identify pre-trial and post-sentence programs for early release of Monterey County inmates. With the opening of the AB 900 576 bed project in October of 2018 the Sheriff's Office will be able to reallocate deputy staff to the AB 900 project as well as provide staffing for the SB 863 facility when it opens in 2021. The mental health facility will be able to utilize existing medical deputies assigned to the jail and the program/vocational space will be able to utilize the deputy staff saved by the reallocation after the opening of the AB 900 project.

6. Readiness to Proceed

Monterey County is prepared to proceed with this project in several key ways, including experience working with BSCC/State Stakeholders and experience with time line and

deliverables for BSCC/State. The County is prepared to move quickly to move this project forward.

Board of Supervisors Resolution:

On August 25, 2015 the County of Monterey Board of Supervisors approved the County staff acting on behalf of the County and authorized the Sheriff to be signatory for the proposal form. The Board of Supervisors also approved submitting the proposal and attached documentation for consideration under SB 863, approved the County's available cash match, confirmed the County will adhere to the requirements and terms of the agreements between the County and the State, assure the County will staff and operate the facility, assure County has ownership of the property and is free of encumbrances, and attest to the value of the property. A signed original Resolution is attached hereto.

County Cash Match:

The County Board of Supervisors has approved adequate amount of available matching funds to meet the counties contribution. The matching funds are compatible with the states lease revenue bond financing.

County Owned and Free Title to Property:

The proposed project site is presently owned by the County and is free and clear of encumbrances.

CEQA Process Complete:

On August 25, 2015 the County of Monterey Board of Supervisors approved the Categorical Exemption. This included in the attached resolution. The Notice of Exemption was filed with the County Clerk and the State Office of Planning and Research in Sacramento on August 26, 2015 and the posting period will end September

30, 2015. The County has provided a letter from County Counsel certifying the filing of the Notice of Exemption and indicating no challenges have been filed as of this submittal.

Real Estate Due Diligence:

Assessor's Parcel Number 003-851-033 is part of a greater parcel area that included the AB 900 Jail Housing Addition and SB 81 New Juvenile Hall. The paperwork assembled for the AB 900 and SB 81 projects is similar to what is needed for the SB 863 proposed project and can be assembled in a short period of time. The County has already ordered a title report that will be available immediately at time of notification of conditional award. The County anticipates submitting Real Estate Due Diligence to the Department of General Services within a month of notice of award.

Architectural/Engineering Design Teams:

The County, through a competitive RFQ process and with approval of the Board of Supervisors, has established a pool of Architectural/Engineering firms to select from for correctional projects over \$100,000 and has given the Director of Public Works the authority to enter in to an agreement for this project. Upon Notification of Conditional Award, the County will select an Architectural Firm and enter into fee negotiations based on the preliminary conceptual design and scope of services and have the Architect under contract within six weeks or less of Notice of Conditional Award.

County/State Agreements:

The County has already signed or approved the signing of the PDCA with the State for both the AB 900 and SB 81 projects and the Chair of the Board of Supervisors is prepared to sign the PDCA for this Project.

Commitment to Staff and Operate:

The staffing mandated by Title 15 and implemented in the County's AB 900 Jail Housing Addition will be more than adequate to observe all inmates regardless of the activity in which they are involved and thus free up staff to service this SB 863 Project. The Board of Supervisors, the County Administrative Officer and the Sheriff and his staff are committed to staffing and operating the new facility as required by the Board of State and Community Corrections.

As you can see from all the steps that have been completed and the steps that can be initiated quickly, the County of Monterey is prepared to proceed successfully on a fast pace to deliver this project in a timely manner.

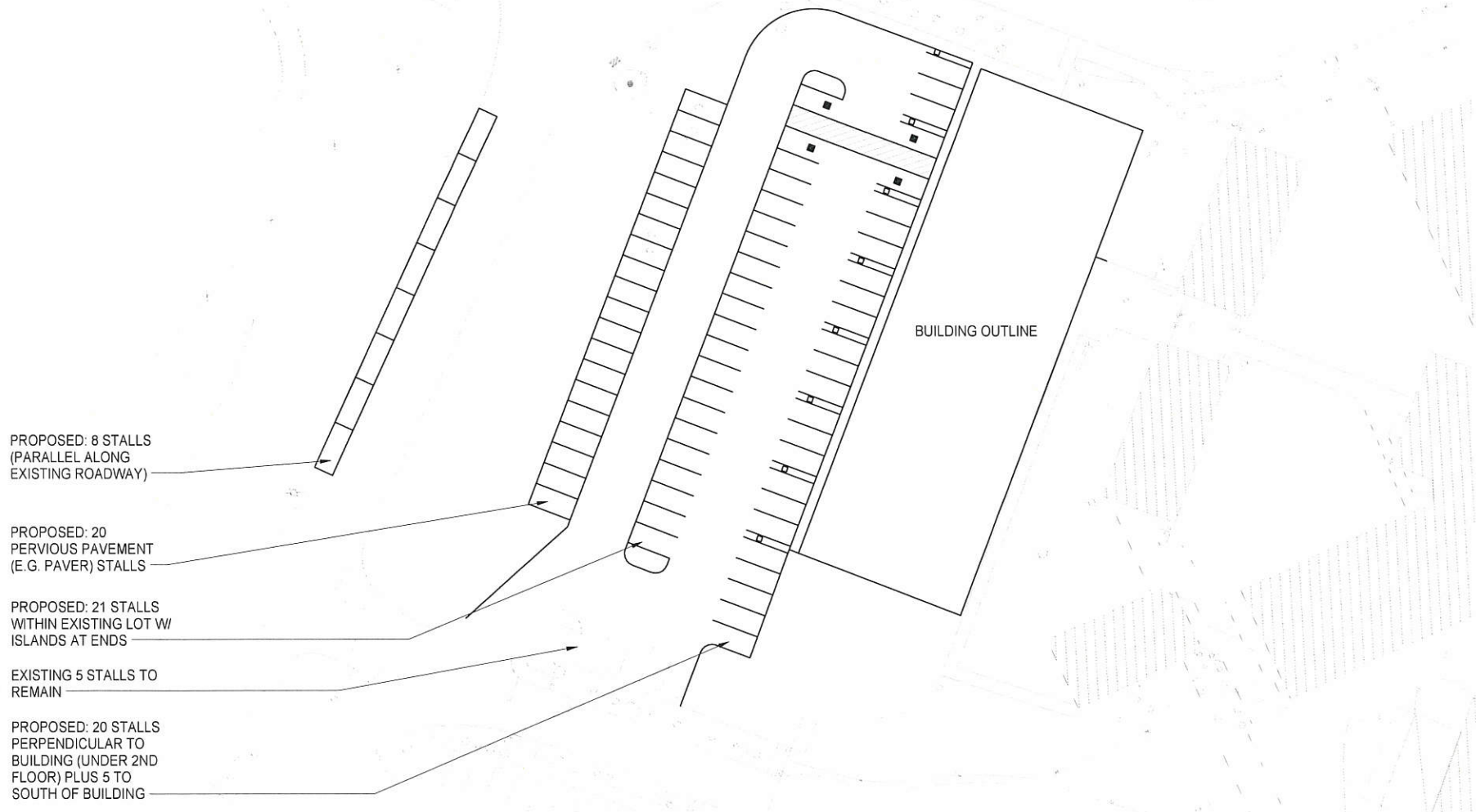
SB 863 MCSO Program Schedule

Time Block	AREA	Monday	AREA	Tuesday	AREA	Wednesday	AREA	Thursday	AREA	Friday
6:00-08:00	TX RM	NPO Labs	TX RM	NPO Labs	TX RM	NPO Labs	TX RM	NPO Labs	TX RM	NPO Labs
	PODS	Breakfast	PODS	Breakfast	PODS	Breakfast	PODS	Breakfast	PODS	Breakfast
08:00-09:00	Class A	Medication Mgmt	Class A	Houses of Healing	Class A	Music Therapy / Studio	Class A	Houses of Healing	Class A	Music Therapy / Studio
	Class B	Art Therapy/Studio	Class B	Health Living Grp.	Class B	Art Therapy/Studio	Class B	Health Living Grp.	Class B	Art Therapy/Studio
	Class C	Symptom Mgmt	Class C	TFAC	Class C	ACE Overcomers	Class C	TFAC	Class C	ACE Overcomers
	Class D	Anger Mgmt	Class D	Substance Abuse	Class D	Anger Mgmt	Class D	Substance Abuse	Class D	Anger Mgmt
	Class E	Horticulture Class	Class E	Parenting Class	Class E	Horticulture Class	Class E	Parenting Class	Class E	Horticulture Class
	Class F	Current Events Grp.	Class F	SPCA/ Pet Therapy Prg.	Class F	Current Events Grp.	Class F	SPCA/ Pet Therapy Prg.	Class F	Current Events Grp.
09:00-09:50	Class A	Medication Mgmt	Class A	Houses of Healing	Class A	Music Therapy / Studio	Class A	Houses of Healing	Class A	Music Therapy / Studio
	Class B	Art Therapy/Studio	Class B	Health Living Grp.	Class B	Art Therapy/Studio	Class B	Health Living Grp.	Class B	Art Therapy/Studio
	Class C	Symptom Mgmt	Class C	TFAC	Class C	ACE Overcomers	Class C	TFAC	Class C	ACE Overcomers
	Class D	Anger Mgmt	Class D	Substance Abuse	Class D	Anger Mgmt	Class D	Substance Abuse	Class D	Anger Mgmt
	Class E	Horticulture Class	Class E	Parenting Class	Class E	Horticulture Class	Class E	Parenting Class	Class E	Horticulture Class
	Class F	Current Events Grp.	Class F	SPCA/ Pet Therapy Prg.	Class F	Current Events Grp.	Class F	SPCA/ Pet Therapy Prg.	Class F	Current Events Grp.
10:00-10:50	Class A	Medication Mgmt	Class A	Houses of Healing	Class A	Music Therapy / Studio	Class A	Houses of Healing	Class A	Music Therapy / Studio
	Class B	Art Therapy/Studio	Class B	Health Living Grp.	Class B	Art Therapy/Studio	Class B	Health Living Grp.	Class B	Art Therapy/Studio
	Class C	Symptom Mgmt	Class C	TFAC	Class C	ACE Overcomers	Class C	TFAC	Class C	ACE Overcomers
	Class D	Anger Mgmt	Class D	Substance Abuse	Class D	Anger Mgmt	Class D	Substance Abuse	Class D	Anger Mgmt
	Class E	Horticulture Class	Class E	Parenting Class	Class E	Horticulture Class	Class E	Parenting Class	Class E	Horticulture Class
	Class F	Current Events Grp.	Class F	SPCA/ Pet Therapy Prg.	Class F	Current Events Grp.	Class F	SPCA/ Pet Therapy Prg.	Class F	Current Events Grp.
11:00-11:30	MTAs	Lunches/Medication	MTAs	Lunches/Medication	MTAs	Lunches/Medication	MTAs	Lunches/Medication	MTAs	Lunches/Medication
		Orientation Group		Orientation Group		Orientation Group		Orientation Group		Orientation Group
11:30-12:30	YARD	Structured Recreation Yard	YARD	Structured Recreation Yard	YARD	Structured Recreation Yard	YARD	Structured Recreation Yard	YARD	Structured Recreation Yard
12:30-13:30	YARD	UNSTRUCTURED YARD	YARD	UNSTRUCTURED YARD	YARD	UNSTRUCTURED YARD	YARD	UNSTRUCTURED YARD	YARD	UNSTRUCTURED YARD
13:30-14:30	Class A	Peace Eduaction Program	Class A	Bike Repair Program	Class A	Peace Eduaction Program	Class A	Bike Repair Program	Class A	Peace Eduaction Program
	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	Study Hall
	Class C	Engraving Program	Class C	Engraving Program	Class C	Engraving Program	Class C	Engraving Program	Class C	Engraving Program
	Class D	Plumbing 101 - Education/Lab	Class D	Electrical 101 - Education	Class D	Plumbing 101 - Education/Lab	Class D	Electrical 101 - Education	Class D	Study Hall
	Class E	Tile&Masonry Class	Class E	Horticulture Class	Class E	Tile&Masonry Class	Class E	Horticulture Class	Class E	Horticulture Class
	Class F	Janitor Class 101	Class F	Forklift Training	Class F	Janitor Class 101	Class F	Forklift Training	Class F	Janitor Class 101
14:30-15:30	Class A	Peace Eduaction Program	Class A	Bike Repair Program	Class A	Peace Eduaction Program	Class A	Bike Repair Program	Class A	Peace Eduaction Program
	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	Study Hall
	Class C	Engraving Program	Class C	Engraving Program	Class C	CRIMINON	Class C	Engraving Program	Class C	Engraving Program
	Class D	Plumbing 101 - Education/Lab	Class D	Electrical 101 - Education	Class D	Plumbing 101 - Education/Lab	Class D	Electrical 101 - Education	Class D	Study Hall
	Class E	Tile&Masonry Class	Class E	Horticulture Class	Class E	Tile&Masonry Class	Class E	Horticulture Class	Class E	Horticulture Class
	Class F	Janitor Class 101	Class F	Forklift Training	Class F	Janitor Class 101	Class F	Forklift Training	Class F	Janitor Class 101
15:30-16:30	Class A	Peace Eduaction Program	Class A	Bike Repair Program	Class A	Peace Eduaction Program	Class A	Bike Repair Program	Class A	Peace Eduaction Program
	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	SUSD-Education/HiSet	Class B	Study Hall
	Class C	Engraving Program	Class C	Engraving Program	Class C	CRIMINON	Class C	Engraving Program	Class C	Engraving Program

	Class D	Plumbing 101 - LAB	Class D	Electrical 101 - LAB	Class D	Plumbing 101 - LAB	Class D	Electrical 101 - LAB	Class D	Study Hall
	Class E	Tile&Masonry- LAB	Class E	Horticulture Class	Class E	Tile&Masonry- LAB	Class E	Horticulture Class	Class E	Horticulture Class
	Class F	Study Hall	Class F	Study Hall	Class F	Study Hall	Class F	Study Hall	Class F	Study Hall
16:30-17:30	ALL PODS	Dinner and News	ALL PODS	Dinner and News	ALL PODS	Dinner and News	ALL PODS	Dinner and News	ALL PODS	Dinner and News
17:30-18:00	ALL PODS	AA-Program	ALL PODS	AA-Program	ALL PODS	AA-Program	ALL PODS	AA-Program	ALL PODS	AA-Program
18:00-18:30	ALL PODS	NA- Program	ALL PODS	NA- Program	ALL PODS	NA- Program	ALL PODS	NA- Program	ALL PODS	NA- Program
18:30-19:30	ALL PODS	Religious Services	ALL PODS	Religious Services	ALL PODS	Religious Services	ALL PODS	Religious Services	ALL PODS	Religious Services
19:30-20:00	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room
20:00-21:00	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room
21:00-21:45	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room	ALL PODS	Day Room

AREA	Saturday	AREA	Sunday
TX RM	NPO Labs	TX RM	NPO Labs
PODS	Breakfast	PODS	Breakfast
Class A	Dayroom	Class A	Dayroom
Class B	Library All Pods	Class B	Library All Pods
Class C		Class C	
Class D		Class D	
Class E		Class E	
Class F	Canteen Distribution	Class F	Canteen Distribution
Class A	Study Hall	Class A	Study Hall
Class B	Study Hall	Class B	Study Hall
Class C	Study Hall	Class C	Study Hall
Class D	Study Hall	Class D	Study Hall
Class E	Study Hall	Class E	Study Hall
Class F	Study Hall	Class F	Study Hall
Class A	Dayroom	Class A	Dayroom
Class B	Dayroom	Class B	Dayroom
Class C		Class C	
Class D		Class D	
Class E		Class E	
Class F		Class F	
Lunches/Medication			
	Orientation Group		Orientation Group
YARD	UNSTRUCTURED YARD	YARD	UNSTRUCTURED YARD
Class A		Class A	
Class B		Class B	
Class C		Class C	
Class D	UNSTRUCTURED YARD	Class D	UNSTRUCTURED YARD
Class E	Inmate supplies distributed all pods	Class E	Inmate supplies distributed all pods
Class F		Class F	
	UNSTRUCTURED YARD		UNSTRUCTURED YARD
Class B	Solo Programming (all pods)	Class B	Solo Programming (all pods)
Class C		Class C	
Class D		Class D	
Class E		Class E	
Class F		Class F	
Class A	Solo Programming (all pods)	Class A	Solo Programming (all pods)
Class B		Class B	
Class C		Class C	
Class D		Class D	

Class E		Class E	
Class F		Class F	
Class A		TX RM	
Class B	Solo Programming (all pods)	A POD	Solo Programming (all pods)
Class C		BPOD	
Class D		CPOD	
Class E			
Class F			
ALL PODS		ALL PODS	



PROPOSED: 8 STALLS
(PARALLEL ALONG
EXISTING ROADWAY)

PROPOSED: 20
PERVIOUS PAVEMENT
(E.G. PAVER) STALLS

PROPOSED: 21 STALLS
WITHIN EXISTING LOT W/
ISLANDS AT ENDS

EXISTING 5 STALLS TO
REMAIN

PROPOSED: 20 STALLS
PERPENDICULAR TO
BUILDING (UNDER 2ND
FLOOR) PLUS 5 TO
SOUTH OF BUILDING

BUILDING OUTLINE



COUNTY OF MONTEREY
SB 863 GRANT



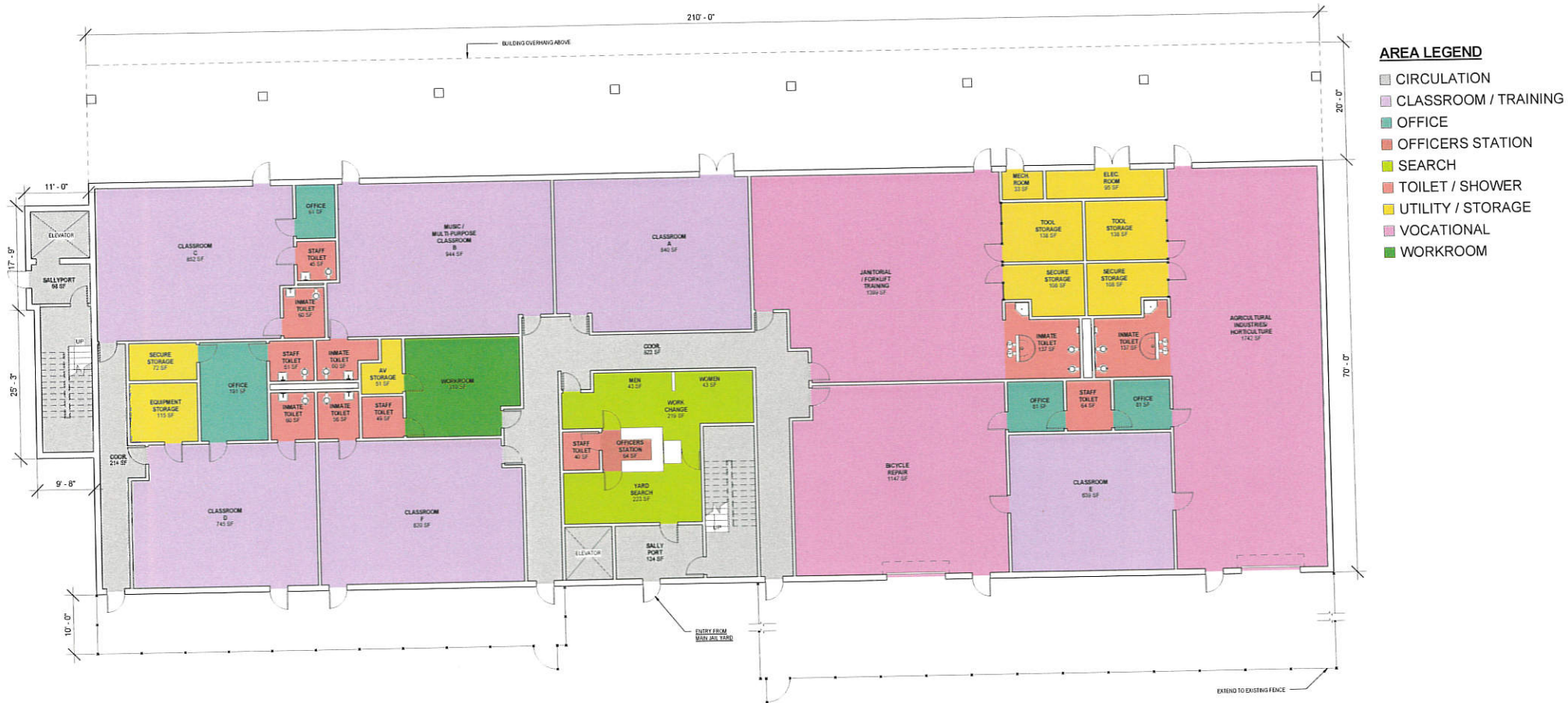
Capital Expenditure Managers

Gateway Oaks Drive | Suite 300 | Sacramento, CA. 95833 | (916) 648-9700

CONCEPTUAL PARKING LOT LAYOUT

SCALE: 1" = 40'-0"

DATE: 08/07/15



COUNTY OF MONTEREY
SB 863 GRANT



Capital Expenditure Managers

Gateway Oaks Drive | Suite 300 | Sacramento, CA. 95833 | (916) 648-9700

CONCEPTUAL FIRST FLOOR PLAN

SCALE: 1/16" = 1'-0"

DATE: 08/07/15



AREA LEGEND

- CIRCULATION
- CUSTODY WORKSTATION
- DAY ROOM
- EXAM / MEDICATION
- FAMILY INTERVENTION
- GROUP THERAPY
- INMATE PATIENT
- INTERVIEW / CONFERENCE
- OFFICE
- PANTRY
- SAFETY CELLS
- TOILET / SHOWER
- UTILITY / STORAGE



COUNTY OF MONTEREY
SB 863 GRANT



Capital Expenditure Managers
Gateway Oaks Drive | Suite 300 | Sacramento, CA. 95833 | (916) 648-9700

CONCEPTUAL SECOND FLOOR PLAN

SCALE: 1/16" = 1'-0"

DATE: 08/07/15