Contra Costa County Office Of The Sheriff
Detention Facility Clearance Request

FAILURE TO DISCLOSE ANY INFORMATION MAY RESULT IN DENIAL

Please PRINT all entries. All areas MUST be completed. Illegible or incomplete forms will be returned.

Name	First		Full Middle		Last			
Purpose for obtaining a Clearance (Select One)	☐ Program Volunteer	☐ Full-Time Employee	☐ Contract Employee	☐ Offical Visitor	☐ Visitor	☐ Special Event (30 Days or less)	☒ Other List purpose	
Other Purpose: LOP Volunteer								
Home Phone Number:				Cell Phone Number:				
Work Phone Number:				Alternative Telephone:				
Residential Address (No PO Boxes)	Number and Street:				City	State		
Length of time at this address?		Previous Address						
Height (Ft-Inch)	Weight(lbs.)	Hair Color	Eye Color	Race				
Sex (M/F)	Birth Date (MM/DD/YYYY)	CDL / ID Card	Number	Issuing State				
Social Security Number								
Employer	Name of Business UC Berkeley Law		Business Address Boalt Hall, Berkeley, CA 94720					
Name of Supervisor N/A	Supervisor Phone Number N/A		Your Job Title Student					
Emergency Contact (REQUIRED)	Name		Phone Number					
Where will you be working in our facilities?	☐ Medical	☐ Mental Health	☐ AB 109	☐ Ministry	☐ Schools	☐ A.A.	☐ Narc. A	☐ Other
If you are a Program Volunteer	Name of Program/Church LOP (510-827-1171)		Phone Number of Program/Church					
Have you EVER been arrested or detained by any Law Enforcement Agency?	☐ YES ☐ NO							
Why/When								
Have you EVER been convicted of any criminal offense?	☐ YES ☐ NO							
Arrest Date	Charge(s)	Arresting Agency	Disposition					
Have you had any family or friends in Jail or prison within the last 12 months?	☐ YES ☐ NO							
Have you had ANY contact with ANYONE that's been in jail or prison within the past 12 months via mail, phone or visit?	☐ YES ☐ NO							
If Yes, Who do you know / communicate with?	Name		Relationship					
Institution housed in:	Charges:							
Person to notify with clearance results. (Supervisor/ Department Head)								
Name Eleni Wolfe Roubatis	Title Staff Attorney	Phone 510-827-1171						

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

I certify that the statements contained herein are true. I understand that any false or inaccurate information will result in denial of my application. I authorize the Office of the Sheriff to conduct any investigation to confirm the above listed information. I authorize the release of all confidential documents to the Contra Costa County Sheriff's Office to determine my eligibility for a facility clearance.

Applicant Signature	Date

If you are denied clearance, you will have 30 days from the date of denial to appeal. To appeal, contact the Martinez Detention Facility Bureau of Administrative Services at (925) 335-4644. Witin the first 30 days of your clearance, you must have your photo taken by CAS and schedule a date to attend an orientation class. Failure to do so will result in your clearance being revoked or suspended. Unless otherwise stated, clearance expires one year from the date of approval.

(Revised 8/2012)

CONTRA COSTA COUNTY DETENTION FACILITIES VOLUNTEER/STAFF PROGRAMS ACKNOWLEDGEMENT AND AGREEMENT FORM

I acknowledge receiving instruction on the following Contra Costa County Sheriff's Office/Detention Facilities Policies and Procedures:

HARRASSMENT AND DISCRIMINATION IN EMPLOYMENT (CCCSO 1.05.34) INITIAL _____

TREATMENT OF OFFENDERS AND NON-FRATERNIZATION (CCCSO 1.05.33) INITIAL_____

CODE OF CONDUCT/ETHICS/CONFIDENTIALITY AGREEMENT (REV: 1/2004) INITIAL_____

VOLUNTEERS ONLY

CUSTODY SERVICES BUREAU BEHAVIOR GUIDELINES FOR VOLUNTEERS (REV: 1/2004)

INITIAL_____

In return for the benefits provided by Contra Costa County in case of my illness, injury, death, or third party liability while providing, or resulting from acts or occurrences within the scope of my authorized volunteer services, and for my right to authorized expense reimbursement, waive any claim on behalf of my heirs or representatives against Contra Costa County.

INITIAL_____

I have been advised, and accept responsibility for any breach on my part for violations of the policies and Agreements listed above. I have no questions regarding the information I am responsible for.

_____ Applicants Signature

_____ Date

OFFICE USE ONLY

	Initial	Date	Comments
Reviewed Applications:			
JMS:			
CLETS:			
LOCS/NAME:			
LINES:			
DOJ:			
Reviewed by Captain or Designee:			

☐Contact Visits ☐Non-Contact Visits ☐Badge Required ☐No Badge Needed

Background results: CLEARED/DENIED

Clearance Expires:_____

The jail badge and/or keys you are signing for are property of the Contra Costa County Office of the Sheriff. Unauthorized or fraudulent use, or reproduction, violates California law and may lead to prosecution. The jail badge and/or keys must be surrendered when your status changes or upon the request of the Sheriff or his designee.

Badge/Keys Issued: _____ List of keys assigned

_____ Applicants signature Date

(Rev: 8/2012)

Contra Costa County Detention Facilities
DISCLOSURE AGREEMENT

Staff and volunteers operating in one or more of the three Contra Costa County detention facilities (West County Detention Facility, Martinez Detention Facility, and Marsh Creek Detention Facility) are subject to the disclosure responsibilities stated in this agreement. This agreement applies to persons both in contract directly with the Sheriff's Office and those that are not.

Reporting may be a catalyst for bringing about change in the facility environment, which in turn may lower the risk of violations and danger to staff, volunteers and inmates.

INCIDENT REPORTING
Knowledge or reasonable suspicion of a disturbance threatening physical injury to a person or damage to property is cause to file an Incident Report. Contact a Sheriff's staff member immediately to submit a report to the Sergeant on duty.

Report events in the facilities including, but not limited to, the following:

- Inmate medical/health and safety concerns
- Intention of harm to oneself and/or another
- Threat of public safety
- Knowledge of past, present, or future crime (exception: clergy, legal, and medical professionals who are acting in a privileged capacity with clients of record)
- Threat to the safety of the staff, inmates, facility, and/or operation
- Inmates passing items, or missing or unaccounted for materials
- Possession of contraband (weapons, drugs/alcohol, electronic devices, pens, money, etc.)
- Inappropriate inmate requests or advances (to use cell phone, pass messages, for physical contact, etc.)

STAFF REPORTING
Any person privy to confidential information from within the detention facilities may not intentionally eavesdrop or record such information, or be punished by fine and/or imprisonment pursuant to California Penal Code 632.

Notify the Sheriff's Office immediately regarding staff or volunteers terminated from the organization or involved in substantial events disqualifying them from access to the facilities. The names will be removed from the clearance list and they shall not enter the detention facilities in a provider-related capacity. All staff and volunteers are required to renew their clearance annually by submitting an updated clearance application. Custody Administrative Services will initiate the expiration notification and supply a renewal clearance packet.

PENALTIES
Failure to report occurrences as required above may result in the following penalties:

- Suspension or revocation of individual's facility access
- Restriction of service organization from one or more facility
- Prosecution of misdemeanor or felony charges as appropriate

By signing below, I understand and agree to comply with the reporting requirements as stated above.

LOP

Name Organization

Signature Date

Contra Costa County Detention Facilities

CODE OF CONDUCT/ETHICS/CONFIDENTIALITY AGREEMENT

Reference: privacy Act of 1974 USCA, Title 5, 5532 P.C. Section 19a

Ethics Code

The written code of ethics is provided to all detention personnel and volunteers to ensure that individuals do not use their official position to secure privileges for themselves or others and/or engage in activities that may constitute a conflict of interest.

Any violation of this code may result in disciplinary action and/or removal from the facility.

Detention personnel and volunteers must not:

1. Engage in undue familiarity with inmates or the family and friends of inmates. Whenever there is a reason for an employee or volunteer to have personal contact or discussions with an inmate or the family and friends of inmates, he/she must maintain a helpful but professional attitude and demeanor, and must not discuss their personal affairs with an inmate.
2. Contact or correspond with inmate or with any member of the Inmate's family except as required by the employee's assigned duties or as specifically approved by the Inmate Programs Director, the Facility Manager or the Detention Division Captain. If a staff member or volunteer is contacted by an inmate or member of the inmate's family, other than under approved circumstances, he/she must immediately report the information to the Inmate Programs Director, the Facility Manager or Detention Division Captain.
3. Take or Send, either to or from any inmate, any verbal or written message, literature or reading matter, or any item, or article of substance except as necessary in carrying out the staff member's/volunteer's assigned duties.
4. Trade, barter, lend or otherwise engage in other personal transactions with any inmate. Detention personnel and volunteers will not, directly or indirectly, give to or receive from any inmate, or member of the family of any inmate, anything in the nature of a tip, gift or promise of a gift.
5. Sleep or be less than focused and alert while performing their duties.
6. Be under the influence of any substance while performing their duties.
7. Receive personal visits while on duty except with the permission of the Inmate Programs Director and/or Facility Commander.

Confidentiality Agreement

1. **The majority of information contained in an inmate's booking record is considered and is released only on a need-to-know basis. Only the following inmate information may be released as public information:**
   - Contents of booking log
   - Inmate's name, city of residence, age, martial status
   - Time, date and location of arrest
   - Charge and bail amount
   - Identity of arresting officer's agency
2. **All information contained in the inmate's jail record(s) is not for disclosure except with the Detention Facility Manager's approval or the inmate's written/signed release.**
3. **As a staff member/volunteer working within this facility, you are required by policy and law to comply with regulations regarding confidentiality and privacy.**
4. **Any person who knowingly furnishes a record or information to someone not authorized by law to receive such a record of information is guilty of a misdemeanor.**
5. **Any person, knowing that he/she is not authorized by law to receive a record of information, who knowingly receives or possesses the record of information, is guilty of a misdemeanor.**
6. **A misdemeanor is punished by imprisonment in a county jail for a maximum period not to exceed one year, or by a fine not to exceed $1,000.00 or both.**

REV: 1/2004

CUSTODY SERVICES BUREAU
BEHAVIOR GUIDELINES FOR VOLUNTEERS

1. Deputy Sheriffs have absolute authority. A deputy may tell a volunteer to leave the jail at any time. If you are told to leave, you must leave the facility immediately. Bring any questions or complaints to the program director, volunteer coordinator or facility manager.

2. Volunteers are permitted ONLY in areas in which they are scheduled to conduct their program during specified times. Each program schedules volunteers by facility, day of the week, time and housing unit. Volunteers may not deviate from the schedule, unless directed by detention personnel or advance approval from the program director or volunteer coordinator.

3. The detention facility is a very busy place. Be considerate of the detention personnel's time. Many things have to happen in each facility, meals, medical attention, laundry, counts, court, etc. Many things can cause delays. Be considerate if your program is delayed or cancelled.

4. If your work involves bringing in equipment, you must notify the Facility Manager for PRIOR approval. Make a list of the items. Be prepared to give the detention personnel a copy, which he/she may check as you enter the facility and again as you leave. Be sure that all items brought into the facility are accounted for as you leave. If you intend to give an inmate any reading material, ask the Facility Manager for prior approval before you start your activity.

5. You are subject to search before you go to the housing unit or activity area.

6. Stay on a first name basis with the inmates. Do not share any of your personal information such as your telephone number or address. If you decide to correspond with an inmate, contact the Facility Manager for prior approval.

7. Be aware that inmates will test you. They may try to manipulate or con you into doing something for them. If you don't break seemingly minor rules, you won't be asked or pressured to break the major rules. Helping to break the rules is illegal and it is a sign of weakness. Don't jeopardize yourself or your program: Friends Outside works in all three detention facilities. Any inmate can ask for assistance from Friends Outside by filling out an inmate request form.

8. NEVER give legal advice.

9. Don't participate with inmates in discussions berating the detention, programs, personnel or procedure. If you believe an inmate is not receiving the care/service he or she needs, discuss it with your supervisor, volunteer coordinator or programs director. DO NOT act on your own initiative. Contact the deputy in charge of that housing unit immediately.

10. You will not give anything to an inmate unless approved by the housing unit deputy or facility manager.

11. MOST IMPORTANTLY, stick to the task at hand. If you have a problem or question, talk to your supervisor or feel free to call the program director and volunteer coordinator. Creative ideas are always welcome. ENJOY YOUR WORK – your presence in the detention facility is most welcome by both staff and inmates and appreciated by everyone concerned. Inmates and community will benefit from your efforts.

REV: 1/2004

CCCSO Yellow Stripe Policy

Contra Costa County Office of the Sheriff General Policy and Procedure	CCCSO	NUMBER: 1.05.34
	RELATED ORDERS: California Government Code Sections 11135-11139.5, California Labor Code Sections 432.7, 1197.5, 1735, 1777.6 Civil Right s Act of 1964 County Administrative Bulletin No. 27 Board of Supervisors Resolution No. 85/57 CCC Non-Discrimination and Anti-Harassment Policy, 6-1-2000 Americans with Disabilities Act Age Discrimination in Employment Act CCCSO 5-5.8, 5-5.10	
ISSUE DATE: REVISION DATE:	CLEARANCE: Office of the Sheriff	
CHAPTER: Personnel Management and Employee Relations	SUBJECT: Harassment and Discrimination in Employment	

I. POLICY.

A. Employees are entitled to, and will be provided with, a workplace environment that is free from harassment and discrimination. To promote a positive work atmosphere, harassment and/or discrimination against an applicant or employee by any employee will not be tolerated.

II. DEFINITIONS.

A. Harassment. Includes, but is not limited to the following examples:

1. Verbal Harassment: Epithets, derogatory comments or slurs on the basis of race, religion, gender, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex or age.

2. Physical Harassment: Assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an employee on the basis of race, religion, gender, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex or age.

3. Visual Forms of Harassment: Derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religion, gender, national origin, ancestry, disability, medical conditions, marital status, sexual orientation, sex or age.

4. Sexual Harassment: Any deliberate, repeated or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when:

a. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;

b. Submission to or rejection of such conduct by an individual is the basis

for employment decision affecting such individual; or

c. Such conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

III. GENERAL.

A. HARASSMENT AND DISCRIMINATION PROHIBITED.

1. The Office of the Sheriff strongly disapproves of any form of harassment and/or discrimination at the workplace. This includes harassment of employees by members of the public or employees from other agencies. Supervisors and Managers will take immediate and appropriate steps to eliminate any harassment coming to their attention and to prevent future harassment from occurring.

2. Employees should be aware that many recent court decisions have awarded personal punitive damages for substantiated cases of harassment and discrimination. Additionally, some courts have concluded that harassment need not be intentional nor directed at the offended person to uphold a complainant's case. Therefore, any employee's conduct that creates an intimidating, hostile or offensive working environment, or has the effect of unreasonably interfering with another employee's work performance is prohibited.

B. DEALING WITH HARASSMENT AND DISCRIMINATION.

1. In the interest of preventing harassment and discrimination and developing a positive, productive work environment, employees are encouraged to keep their workplace and their conduct at work on a professional level. All employees shall respect the rights of their fellow employees and shall discontinue actions or comments at work that are pointed out as offensive to someone else.

2. All employees are encouraged to handle situations involving harassment and/or discrimination at the lowest possible level. Employees may often put a minor offensive situation to rest by making their feelings known to those involved.

3. It is suggested, in any offensive situation, that the employee keep a diary of the occurrences. Likewise, an employee accused of harassment and discrimination should keep notes that reflect their version of the incident.

4. Employees should report any harassing and discriminating incident to their Supervisor, Division Commander, Bureau Commander, Undersheriff, Sheriff or to the Sheriff's Office Personnel Officer. Supervisory and Management personnel who personally observe incidents of harassment and discrimination will investigate and take immediate and appropriate action.

C. SUPERVISORS AND MANAGERS RESPONSIBILITIES.

1. Supervisors and Managers need to be alert to employee harassment and/or discrimination. Prompt, appropriate action shall be taken whenever a Supervisor or Manager learns of a situation involving harassment and/or discrimination. Employees making a report will be taken seriously, informed of their rights and of the availability of outside assistance, such as the State Office of Equal

Employment Opportunity should it be required.

2. Supervisors and Managers shall keep complete notes on incidents they investigate and will encourage others to keep notes. They shall also keep all involved persons and the Division Commander informed of the action being taken.

3. Supervisors and Managers should be sensitive to harassment and discrimination and affirmatively raise the issue to employees by:

   a. Expressing strong disapproval;

   b. Informing employees of their right to raise the issue;

   c. Following the administrative disciplinary procedures; and

   d. Reporting incidents of a criminal nature to their chain of command.

IV. **PROCEDURE 1.**

A. EMPLOYEE RESPONSIBILITIES.

1. Any employee who is the subject of harassment or any employee who knows of the harassment of other employees which is creating an offensive work environment, should report the harassment to their Supervisor, Division Commander, Bureau Commander, Undersheriff, Sheriff or the Sheriff's Office Personnel Officer.

   a. If the harassment originated from the employee's Supervisor, the employee may contact the Supervisor's Manager regarding the harassment.

   b. Notification may be verbal or written. If verbal notification is used, the employee may be requested to write a memo at a later time should the Supervisor determine the necessity for such documentation.

V. **PROCEDURE 2.**

A. SUPERVISOR/MANAGEMENT EMPLOYEE RESPONSIBILITIES.

1. A Supervisor or Manager who personally observes, or is notified of harassment and/or discrimination taking place, will conduct a thorough investigation.

2. Substantiated instances of harassment will be handled within the Corrective Counseling System or the Personnel Management Regulations and immediately reported to the Division Commander.

3. Unsubstantiated incidents that claim a loss of an employee benefit and incidents where the responsible is not identified will be reported to the Sheriff/Undersheriff via the chain of command by inter-office memo with a copy to the Commander of Administrative Services. The memo shall include:

   a. A description of the reported harassment;

b. A complete description of the incident investigation; and

c. A disposition of the investigation.

4. Misunderstandings and minor employee conflicts that are determined not to be harassment and/or discrimination shall be handled appropriately by the Supervisor or Manager.

5. If the employee is not satisfied with the Supervisor's or Manager's disposition of the incident, the employee shall request it be reported to the Sheriff/Undersheriff via the chain of command.

6. The report will be on an inter-office memo and include the same information as required in #3 above. A copy of the report shall be sent to the Commander of Administrative Services.

7. An employee may circumvent the chain of command in reporting incidents of harassment and discrimination by reporting their concern to successively higher levels until the matter has been addressed to the employee's satisfaction or has been notified in writing of an administrative resolution of the matter.

Contra Costa County Office of the Sheriff General Policy and Procedure	CCCSO	NUMBER: 1.05.33
	RELATED ORDERS: PC 147, 289.6, 673, 2601 et. seq., 4001 et. seq., 4570 et. seq. Board of Corrections Minimum Jail Standards, Title 15, Sections 1034, 1062, 1063, 1066, 1080, 1084	
ISSUE DATE: 2-1-2006 REVISION DATE: 9-29-2006	CLEARANCE: Office of the Sheriff	
CHAPTER: Personnel Management and Employee Relations	SUBJECT: Treatment Of Offenders and Non-Fraternization	

CCCSO Yellow Stripe Policy

I. POLICY.

A. During all Office of the Sheriff law enforcement operations, offenders shall be treated fairly, with impartiality and respect due a member of the public. It shall be prohibited for any member of the Office of the Sheriff to knowingly fraternize with persons under criminal investigation, charged with a crime, in custody, on probation or parole, or recently released from custody.

II. DEFINITIONS.

A. Arrestee. A person in custody by authority of law.

B. Fraternization. Association on intimate terms with persons or a group of persons. To become involved in a friendly sympathetic relationship.

C. In Custody. Persons being legally housed in any penal facility, legally under arrest or sentence for any crime.

D. Inmate. A person in custody.

E. Offender. A person detained or imprisoned for any law violation. The term is inclusive of arrestee and inmate.

F. Sexual Relationship. This term encompasses all behavior and activity defined as "sexual activity" in California Penal Code Section 289.6(d).

III. GENERAL.

A. TREATMENT OF OFFENDERS.

1. Professional. Employees shall treat all offenders professionally. Employees shall be fair, impartial and consistent and comply with Office of the Sheriff policies and procedures when dealing with offenders and enforcing the law.

2. Medical. Individuals who are under arrest by the Office of the Sheriff who are suspected of ingesting a harmful substance or of being under the influence of a controlled substance and displaying gross, outward symptoms will be taken to the nearest hospital for medical treatment. Any individual identified as having a medical

problem, including ingestion of a harmful substance, who is presented for booking by any agency will be evaluated by the Detention Division medical staff prior to the booking process.

3. Safeguarding Offender/Property. Any employee who has any person(s) in custody, under arrest or detention shall be responsible for the proper safeguarding of that person(s) and any personal property that is in their possession at the time of taking custody.

B. PROHIBITED CONTACTS AND INTERACTION WITH PERSONS IN CUSTODY.

1. Persons in custody may be highly manipulative and constantly looking for ways to compromise the integrity of any person who has access to them from the outside. They may attempt to gain information from staff that could threaten the safety and/or security of all. Consequently, interaction with persons in custody is subject to various restrictions.

2. No employee of the Office of the Sheriff, except with the written approval of the Custody Services Commander, unless acting within the scope of his or her official duties, shall become involved in a business transaction, partnership, romantic, or sexual relationship with any inmate in the custody of the Office of the Sheriff.

3. Employees will not hold unnecessary conversations with any inmate. In answering questions, the employees will be brief, courteous and to the point. All employees shall refrain from discussing an inmate's case with an inmate except to direct the inmate to appropriate assistance when requested. Under no circumstances is an employee to offer legal advice or assistance in completing legal paperwork. This includes inmate workers.

4. Employees will not discuss with inmates, nor within the presence of inmates, the actions of any peace officer or law enforcement agency unless required as part of a duty requirement and never in a derogatory manner.

5. No employee shall be permitted to have any personal financial dealings with any inmate. There shall not be buying, selling or exchanging of any article of value between them, nor shall any employee be permitted to collect a fee, commission, or gratuity for disposing of any inmate's property or for any other reason.

6. No employee shall bring into or carry out of any Detention Facility letters, notes, books, packages, notions, cosmetics, tobacco, or any other thing for prisoners confined in the Facility.

C. PROHIBITED FRATERNIZATION

1. Employees shall not knowingly maintain a personal association with any person(s) who:

(a) Is under criminal investigation, charge, or indictment;

(b) Has an open and notorious reputation in the community for criminal activity;

(c) Is on probation or parole, or

(d) Has recently been released from the custody of any law enforcement facility or other custodial program where such association would bring discredit upon the employee and/or the Office.

D. EXCEPTIONS. Immediate family or relationship by marriage to an employee of the Sheriff's Office can be considered exceptions to this Policy with respect to fraternization. An employee shall notify his or her Division Commander if the employee is assigned to a custody facility and a relative is an inmate of the facility.