

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: Human Resources 5/19	Page: 1 of 1	Number: 5.13
	Reviewed by/Reviewed Date: CSA Exec Team 5/13/19	Replaces:	Subject: Safety and Security
Title: Adult Detention Facility Access		Approved: 05/13/19	

PURPOSE

The purpose of this policy is to establish rules for accessing the Stanislaus County Sheriff's Department Adult Detention Facilities.

POLICY

All employees entering the Stanislaus County Sheriff's Department Adult Detention facilities on official County business must provide a valid government issued identification card and County badge each time they visit the Adult Detention facilities. These requirements are subject to change based on requirements established by the Sheriff's Department.

All social workers in the Emergency Response, Court, Family Reunification, Family Maintenance and Permanent Placement Units and Case Review Social Worker Supervisors are required to complete and maintain jail pass access and Prison Rape Elimination ACT (PREA) certification. All social workers and social worker supervisors hired on or after July 22, 2019 will be required to complete and maintain jail pass access requirements.

PROCEDURE

1. Employees must complete an approved online PREA course. Following completion of the first course, employees must complete the online course each February thereafter to remain in compliance. Failure to maintain PREA compliance will result in loss of jail access privileges.
2. Employees must submit their completed jail pass application and PREA Certificate to their supervisor for approval.
3. The supervisor will email the approved jail pass application and PREA certificate to InmatePrograms@stansheriff.com.
4. The Sheriff's Department Adult Detention Division will conduct a background check to determine suitability for jail access privileges. Backgrounds take approximately 30 days to complete.
 - a. The following are grounds for denial of jail access:
 - i. Failure to complete the application accurately.

- ii. Misdemeanor convictions within the last 5 years or felony convictions within the last 10 years.
 - iii. Registered arson or sex offenders.
 - iv. Active warrant(s).
 - v. Applicant has known family or friends in custody could result in denial.
 - vi. The overall totality of the background check could result in denial. The supervisor will receive notification from the Adult Detention Division via email indicating the employee's application was denied. Reason for denial will not be provided.
5. Upon successful completion of a background by the Adult Detention Division, employees will be contacted by email or phone to schedule an appointment with the Jail Administrative Assistant. The employee will complete documents and be authorized to visit the adult detention facilities on official county business.
6. Sheriff's Department staff will issue a raptor jail pass in exchange for your government issued identification card upon check in to the Adult Detention Facility. The raptor jail pass must be worn for the duration of the official visit.
7. Your government issued identification will be returned upon the conclusion of your visit at the check-out station. The raptor jail pass must be returned at the conclusion of each visit.