

The County of Santa Barbara will shortly publish an RFP for a provider to establish and run a COUNTY DAY REPORTING CENTER

Pre Release Notations:

The Purpose of this pre-release is to allow interested parties to familiarize themselves with the major requirements of the upcoming RFP so that they may prepare the best response possible in the shortest possible time.

Santa Barbara County's intent is to have two Day Reporting Center locations:

1. Northern Santa Barbara County (Santa Maria area)
2. Southern Santa Barbara County (Santa Barbara/Goleta area)

Bids should describe proposals for one or both facilities individually, or as a combined (regional) proposal.

The County may consider proposals for one of the two locations (split bids).

12 month maximum contract value for a combined (regional) program which includes two facilities (Northern and Southern Santa Barbara County locations):

- \$1,750,000.
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Below is the State of California Scope of work that will be the major part of the RFP. The Complete RFP, with complete instructions for preparing your reply, will be posted on this website shortly.

**STATE OF CALIFORNIA
DEPARTMENT OF CORRECTIONS AND REHABILITATION
DIVISION OF ADULT PAROLE OPERATIONS
SANTA BARBARA COUNTY DAY REPORTING CENTER
SCOPE OF WORK**

I. INTRODUCTION

Santa Barbara County Sheriff's Department (SBCSD) agrees to provide the California Department of Corrections and Rehabilitation (CDCR), Division of Adult Parole Operations (DAPO) an array of services designed to increase the success of parolees at-risk of returning to custody. Services provided will address criminality, substance abuse, and employability issues while reintroducing parolees back into their respective community and family systems. Additionally, parolees will be advised of resource providers in their community and referred to appropriate services. These services shall be coordinated via a Regional Day Reporting Center (DRC) environment and will include but not limited to the following program components:

- Orientation
- Needs and Risk Assessment
- Individualized Treatment Plan
- Individual and Group Counseling
- Transitional sober-living environment
- Breathalyzer/Urinalysis testing for substance abuse
- HIV/Sexually Transmitted Disease Awareness
- Substance Abuse Education
- Anger Management
- A Batterers Education Program
- Cognitive and Life Skills development
- Parenting and Family reintegration
- Community service
- Education/GED preparation
- Budgeting and Money Management
- Job Readiness and Job Search
- Discharge Planning
- Aftercare
- Referral to other appropriate agencies

The services shall be provided in two satellite DRC environments located within Santa Barbara County. One satellite office shall be located in the Santa Barbara area, and one in the Santa Maria area. The DRCs shall serve only those parolees residing within the County of Santa Barbara.. The facilities are located at **(street address to be inserted upon award of contract) and XXX.**

The SBCSD shall have documented evidence that demonstrates that each DRC is in compliance with applicable use ordinances as well as applicable building sanitation, health, safety and fire codes.

The SBCSD, or subcontractor(s) shall have in effect at all times during the term of the contract an approved Conditional Use Permit for at least the minimum of the contracted transitional housing beds.

The SBCSD must acquire and maintain throughout the term of the agreement an approved zoning letter issued from the city/county where services will take place. The zoning letter must be signed by an official of the city or county indicating that the facility location is not in violation of any zoning requirements or that the city/county does not object to the services being provided at the specified address.

A minimum of 300 parolees are to be served annually through this program. Each satellite facility shall have the ability to accommodate 50 parolees at any given time, or a total of 100 parolees between the two satellite locations. SBCSD shall provide housing to a minimum of 15% percent of the current program participants.

II. CDCR RESPONSIBILITIES

1. Process initial and annual security clearances for SBCSD or contracted staff (Attachment 1)
2. Refer an adequate amount of at-risk parolees to the DRC in order to ensure program goals and hours are achieved. Referrals will be made on a CDCR 1502. Referrals for sex offenders shall be on a case-by-case basis. SBCSD shall have final approval for acceptance of any sex offenders into the program.
3. Require communication to and from the Agent of Record (AOR), parole unit, and parolee in an effort to share information regarding parolee-related activities and progress of the treatment plan.
4. Provide initial orientation and ongoing training to SBCSD staff pursuant to CDCR laws, rules, policies and procedures. CDCR shall provide orientation staff and time at the appropriate satellite facility within 30 days of request.
5. AOR may participate in the parolee's progress through the phases of the program and in development of the discharge plan for aftercare through case conference with the SBCSD.
6. The CDCR Representative shall coordinate with the clients' case manager prior to their removal from the program. The CDCR Representative shall provide detailed information on all participants who are removed from the program, the reason for their removal, and all other data required by the provided CDCR database.
7. Meet as often as necessary, but not less than monthly, with the SBCSD to review progress and performance. The reviews shall include, but not be limited to, assisting the SBCSD in implementation, problem solving and determining future performance objectives.

8. Meet quarterly with all contractors for training purposes.
9. Maintain responsibility for supervision of parolees.
10. Provide timely processing of monthly invoices to the SBCSD for reimbursement of services rendered.

III. CONTRACTOR RESPONSIBILITIES

1. The Contractor (Santa Barbara County Sheriff's Department-SBCSD) shall assign an oversight committee (The Santa Barbara County Sheriff's Reentry Steering Committee) to provide general direction and oversight of the DRC program and subcontractor. Services provided by the DRC may be subcontracted by the SBCSD to another provider(s).
2. Maintain two facility sites within the city/county to operate the DRC and provide services to a minimum of 300 parolees annually. Each facility shall have the ability to accommodate 50 parolees at any given time, or 100 parolees split between the two facilities. . The facility sites need to be easily accessible to public transportation and shall be in compliance with Americans with Disability Act.
3. Oversee facility(s) in the community surrounding the respective parole complex being served, which will provide clean transitional sober living environments for those parolees in need of immediate temporary housing assistance.
4. Provide and schedule classes between the hours of 9:00 a.m. – 9:00 p.m. The operating hours for the DRC shall be no less than ten hours a day, six days a week. Holidays must be approved by the Program Manager at the start of the contract and every January. Holiday hours will be a minimum of four hours between the hours of 10:00 am and 4:00 pm; allowing parolees to check in and have a snack.
5. Provide wholesome refreshments for program parolees during the course of the day. However, if parolees are housed in an initial residential environment, the SBCSD shall provide sufficient food supply or meal cards as outlined in Section V. Parolees that are to receive housing that prepares them to live on their own, may be provided with food access cards or with food stuffs from local food distribution programs.
6. Provide transportation for program-parolees through the use of public transportation (i.e., bus passes/tokens) or by private transportation. Public transportation must be located within four blocks of the facility. Under no circumstances will the SBCSD provide monetary funds for transportation purposes. If the SBCSD provides transportation via a private vehicle, the staff shall possess a valid driver's license and the vehicle shall be fully insured.

7. Ensure the DRC facility is secure by providing adequate supervision during hours of operation. The Contractor shall ensure that there are a minimum of two journey level staff present at each facility during all hours of operation, and that the staff to parolee participant ratio is a minimum of 1-18 in compliance with Section VI., Personnel Policies and Procedures.
8. Conduct a needs and risk assessment utilizing the COMPAS assessment tool. This assessment will be incorporated in the development of an individual treatment plan for each program participant.
9. Develop curriculum including a lesson plan for each course identified in Section V., A, Program Components. Lesson plans shall include, but not limited to: performance objectives, course outlines, class activities, feedback and proficiency.
10. Develop a network of resources that benefit the program parolees' progress with community reintegration, i.e., mental health services, housing assistance, working wardrobe, and participation in community service activities. It will also be necessary to have a positive relationship established with the local law enforcement agency in addition to the relationship with parole. The services provided through outside agencies will be in addition to, or an enhancement, not in place of those program related activities and services as listed under Section V, which are the core services to be provided by the SBCSD/Sub-contractor.
11. Use the database provided by CDCR to collect all required data. Coordinate data collection and evaluation efforts and provide data and information, as requested and defined by, the CDCR. Data to be collected will include, at a minimum, participant demographics and services provided. The SBCSD will also work cooperatively with an outside evaluator to be chosen by the CDCR.
12. SBCSD shall be required to utilize a database provided by CDCR. Upon termination of the contract, all data collected by the SBCSD shall be returned to CDCR. Necessary computer equipment will be provided through program costs. The County will be allowed to maintain performance measurement data recorded on participant parolees following conclusion of the program.
13. Make staff available for initial orientation and ongoing training pursuant to CDCR laws, rules, policies and procedures as provided by the Department.
14. Meet with the DAPO Program Manager as often as necessary, but not less than monthly, to review progress and performance. The reviews shall include, but not be limited to, assisting in implementation, problem solving and determining future performance objectives.
15. Maintain communication between the AOR and parolee on a regular basis in order to share information regarding parole-related activities and solicit participation in the progress of the treatment plan.

16. The facility shall have a minimum of 110 square feet designated for one CDCR staff permanently assigned to the facility. Square footage may be modified if deemed appropriate by CDCR. The SBCSD shall furnish the office space with a desk, chair, secure locking file cabinet(s), telephone, Local Area Network (LAN) or wireless internet and other pertinent office needs.

IV. ADMINISTRATIVE REQUIREMENTS

1. Organizational and Administrative Experience and Knowledge

The SBCSD shall be an organization that has had experience for at least five years in the administration of previous contracts, grants or awards for comprehensive services delivery, to parolees of a similar size, scope and funding, or have had at least five years experience providing other similar services to various types of populations. Administrative experience should include all administrative functions of a project, including fiscal, accounting, budgeting, personnel, contract and/or grant management.

2. Organizational Structure

The SBCSD shall submit with the contract, a written description and organizational chart that shall outline the structure of authority, responsibility and accountability within the day reporting center and its parent organization.

This organizational chart will be incorporated into the contract and may be updated periodically with CDCR approval as changes occur without amendment to the contract.

3. Records System

The SBCSD shall maintain complete files on all parolees. The files shall be located in a secure file storage area in the office. The SBCSD shall ensure that parolees other than the subject of the file do not access the files. All other confidentiality requirements of alcohol and drug use client data, in accordance with the Federal Regulations governing "Confidentiality of Alcohol and Drug Abuse Patient Records" (42 CFR, Part 2), shall be fully adhered to.

4. Parolee Data

The SBCSD shall maintain assessment, participant and program data. The Contractor is required to utilize a database provided by CDCR to ensure compatibility and validity of the program data. All data elements specified in the data collection forms must be completed accurately.

The SBCSD shall have procedures in place to ensure the validity of the data and to protect the data from unauthorized access and/or destruction due to negligence, malice, or disaster.

Data shall be submitted to DAPO on a monthly basis. It must be delivered on or before the 15th calendar day of the following month. The data shall be made available upon request to DAPO and designated evaluators. In addition, the SBCSD shall cooperate in the evaluation of the program and assist CDCR and any designated evaluators in any additional data collection efforts and program analysis. The SBCSD shall ensure program implementation takes into consideration the results of data collected and ongoing evaluation efforts.

5. Program Reports

The SBCSD shall submit a weekly report produced from the updated database to the Program Manager by COB each Friday.

The SBCSD shall submit monthly progress reports of program activity during the previous month to the Program Manager on or before the 15th of the following month.

The data file shall be electronically submitted to the CDCR before the 15th of the month following the month in which it was collected.

6. Fiscal System

The SBCSD shall establish an internal administrative fiscal system for the ongoing management of the contract funding. Any costs associated with the management of the contract must be included in the budget in accordance with the LIBG to be reimbursed by the state. All budgets will be cost reimbursement budgets and will follow the requirements as specified in the LIBG.

The SBCSD shall submit monthly invoices for the previous month's expenses on or before the 15th of the following month.

V. PROGRAM AND SERVICE REQUIREMENTS

The SBCSD must ensure that assigned parolees are continuously engaged in program-related activities and services throughout each program day. During the Treatment Phases I and II, a parolee shall attend classes at the DRC for a minimum of four hours a day. Community service hours will be in addition to the program day at the DRC site.

4 Individual Treatment Plan

Trained facility case services staff shall complete the Individual Treatment Plan (ITP) and retain the ITP in the parolee's case file. The ITP shall be utilized during the parolee's case review/committee hearing at the facility.

a) Casework Team/Committee

The above team/committee is comprised of the Casework Supervisor, Caseworker, Job Developer, CDCR staff assigned to the facility and the parolee. The COMPAS risk and needs assessment should be completed within seven days after the parolee's arrival at the program. The Casework Team shall complete an ITP within five days after the participant's arrival at the facility and prior to any phase transition.

b) Parolee intake assessment

The intake assessment shall be documented by the caseworker to include:

- Substance abuse history/treatment
- Victim awareness training
- Stress control training
- Outstanding legal/medical issues
- Employment readiness including provisions for obtaining identification and social security cards
- Educational needs
- Family and social concerns

The intake assessment shall be documented, signed, and dated by the Caseworker, CDCR staff and the parolee.

The Caseworker shall chronologically note the progress in the case file on a weekly basis with documented monthly review.

2. Case files must be retained for a minimum of three (3) years following a parolees' discharge from the program. The SBCSD is responsible for ensuring case files are maintained. The case shall include, but not be limited to the following:

- CDC 1502, Activity Report
- Individualized Treatment Plan
- Parolee Assessment
- Progress notes
- Class schedules
- Documentation of class completion, and
- Referral to outside agencies

If the contract is terminated all case files will be returned to the CDCR for retention.

A. PROGRAM COMPONENTS:

The Program will have two treatment tracks available for referral to available clients. Their placement into the DRC program and assignment to the appropriate track will be determined based on the assessment.

In Track One the program must consist of a multiple-phase program that must incorporate the following:

- Orientation
- Needs and Risk Assessment
- Individualized Treatment Plan
- Individual and Group Counseling
- Transitional Sober Living Environment
- Breathalyzer/Urinalysis Testing for Substance Abuse (All testing results will be forwarded to the AOR within 24 hours of receipt)
- HIV/Sexually Transmitted Disease Awareness
- Substance Abuse Education
- Anger Management
- A Batterer's Education Program
- Cognitive and Life Skills Development
- Parenting and Family Reintegration
- Educational/GED Preparation
- Budgeting and Money Management
- Job Readiness and Job Search
- Community Service
- Discharge Planning
- Aftercare
- Referral to other appropriate agencies, as needed (i.e., SSI application, Driver's License, General Assistance, etc.)

The following is a brief description and expectations of the components and services that are required for each program:

INTAKE/ORIENTATION/ASSESSMENTS

The SBCSD shall provide an initial intake assessment to the parolees referred to the DRC. The intake process shall include gathering contact information, housing and job status. The parolees enrolled to participate at the DRC will be given a date to return for orientation. The orientation date shall be within three days of initial intake. The SBCSD shall inform the parolees of the general concept of a DRC and provide the parolees with an overview of all the resources and opportunities available at the Center. The SBCSD shall track all parolees who are enrolled at the DRC on a daily basis.

The SBCSD/Sub-contractor shall conduct a risk and needs assessment using the COMPAS, which tests for problems typically associated with the criminal justice population. Once the COMPAS assessment is completed the caseworker, parole representative and other appropriate program staff shall complete an individualized treatment plan addressing the risks and needs identified. Initial programming should address the highest risks and need first.

CASE MANAGEMENT

The proven Santa Barbara County Reentry project case management model shall be used to provide individualized services to parolees for up to 12 months following assignment to the program. This case management will optimize participation in DRC activities, and be particularly used to reduce the 5 day/20 hours commitment following fulltime employment of the participant.

INDIVIDUAL AND GROUP PROGRAMMING

Based on the initial case assessment and case services plan, the parolee shall attend and participate in programming addressing their identified risks and needs. Program staff may provide services on site or the parolee may attend programming available in the local community through public or private agencies (including churches) that provide the required programs. If off-site programming services are utilized, the SBCSD shall verify and document the parolee attendance and receive written case summaries for placement in the parolee case file.

RESIDENTIAL/TRANSITIONAL HOUSING/SOBER LIVING ENVIRONMENT

On initial intake, the SBCSD/Sub-contractor shall identify parolees who require transitional housing and assist them with appropriate housing or a sober living environment. A parolee may be allowed to stay in transitional housing for up to 150 days.

BREATHALYZER/URINALYSIS TESTING

The SBCSD/Sub-contractor may use a breathalyzer to test parolees at any time. The SBCSD/Sub-contractor shall test parolees on a random basis and for probable cause if behavior is exhibited consistent with being under the influence. The SBCSD

may utilize Instant Test Urinalysis (UA) Test Strips. All participants who test positive shall be reported to the AOR that day. Any parolee refusing to test shall be reported to the AOR/Officer of the Day/Unit Supervisor immediately, by making telephone contact and speaking with either party.

HIV/SEXUALLY TRANSMITTED DISEASE AWARENESS

A course that provides parolees with information concerning bloodborne pathogens. Parolees should be introduced to different types of bloodborne pathogens, transmission routes and preventative strategies, and procedures to follow in cases of exposure.

SUBSTANCE ABUSE EDUCATION

Based upon their COMPAS assessment, parolees requiring substance abuse education shall complete a once a week educational group focusing on substance abuse for a total of eight sessions.

Parolees identified as currently using illegal substances will be referred by the SBCSD to a certified substance abuse relapse prevention program with the approval of the AOR.

The curriculum shall emphasize relapse prevention and community transition. Those parolees needing this program shall participate in the required curriculum as a condition of continued placement in the DRC. The SBCSD shall document the parolee's progress in the substance abuse education program in the parolee's case file on a weekly basis.

ANGER MANAGEMENT

The SBCSD or sub-contractor shall develop curriculum to assist in reducing and redirecting stress and tension which result in aggressive behaviors. The focus shall be on the causes of anger and provide alternatives to violent outbursts and abusive behavior through educational lessons that challenge inappropriate ways of expressing anger, and include a technique to dissipate that anger before it gets out of control.

BATTERER'S EDUCATION PROGRAM

For parolees with a special condition of parole to attend a batterer's education program, the SBCSD shall either provide a batterer's education program either on site or through an off site provider.

COGNITIVE AND LIFE SKILLS TRAINING

The SBCSD shall incorporate into the DRC program instruction designed to encourage parolees to adopt a positive, law-abiding lifestyle. The training shall be based on cognitive-behavioral techniques and focus on defects in thought processes that lead to self-defeating decisions.

PARENTING AND FAMILY REINTEGRATION

The SBCSD/Sub-contractor shall promote the positive overall growth of family reintegration through an educational and group process.

The Nurturing family reunification program shall focus on:

- Children need appropriately disciplined, caring homes that will foster their overall physical, social and emotional development.
- Family morals and values need to show the positive aspects of making healthy choices, showing respect and cooperation.
- Communication, positive recognition, non-violent punishment and empowerment build positive self worth in all members of the family.
- Empathy, the ability to be aware of the needs of others and to act on their behalf, is the key to being a nurturing individual.
- Parents that take the time to nurture themselves are more capable of nurturing their children.

In this class participants shall learn to;

- Develop family rules and guidelines
- Express anger without violence
- Give and receive positive recognition
- Use gentle and appropriate touch
- Discipline without spanking, hitting or yelling
- Communicate needs
- Develop quality "time in"
- Develop nurturing routines and activities of daily living
- Play and have fun as a family

COMMUNITY SERVICE

Off-site community service work shall be approved in advance by CDCR to help assure that public safety issues are thoroughly addressed and that the proposed work site and working conditions present no unreasonable safety risk to the participating parolees. Community Service work shall be for public agencies or private non profit agencies in the performance of work that would otherwise not be done by paid public or contracted employees

EDUCATIONAL/GED PREPARATION/VOCATIONAL TRAINING

The SBCSD shall provide every parolee at the DRC the opportunity to engage in educational programs. The focus of the educational component shall be to increase the parolees' functional literacy and employment skills. It shall include basic education in reading and math and may include GED preparation. There will be a computer lab on-site at the DRC. It will be used as a resource center for clients and as a classroom for many courses.

BUDGETING AND MONEY MANAGEMENT TRAINING

The Contractor shall provide parolees with training on how to budget and manage their money. Skills to be taught shall include, but not be limited to:

- Establishing and maintaining bank accounts
- Writing checks and utilizing debit cards
- Balancing bank accounts
- Interest rates
- Responsible bill paying
- Responsible use of credit
- Finance charges, late fees and over-the-limit fees
- Living within financial means

JOB READINESS AND JOB SEARCH

The SBCSD\sub-contractor shall employ a variety of resources in order to transition program participants into long-term sustainable work. Parolees will be assigned to a designated staff member who will work with them for the duration of their time in the program. Curriculum will be developed that includes employment preparation, skill development, and job placement.

AFTERCARE

The Contractor shall ensure that each parolee receives maintenance and support in areas where they still need encouragement and guidance. These areas include, but are not limited to: community substance abuse relapse prevention classes, weekly meetings with case managers for encouragement/advice and/or continued program participation for those areas not completed. The aftercare shall be tailored to the specific needs of each parolee.

REFERRAL SERVICES

The SBCSD/Sub-contractor's case managers shall coordinate transportation and meetings with specified contacts when they make referrals outside of the DRC. They will follow up with those partner agencies to insure seamless service delivery. The SBCSD shall refer clients to community partners equipped to meet the specific needs of the parolee. Some of the resource referrals may be for: law clinics, health clinics, suicide prevention, work clothing and tools, child care, dental work, mental health services, or parolees' identified individual needs. The SBCSD staff shall foster ongoing partnerships with other community agencies and providers in their area to better serve their clients.

B. TREATMENT PHASES:

1. **PHASE 0 (Pre-Phase)**

Phase 0 will focus on deciding the proper track that the individual parolee should be placed into. Participants in both Tracks will proceed to Phase 1.

2. **PHASE I (Tracks 1 and 2)**

Phase I will focus on orientation, assessment and treatment planning. Length of stay in this phase shall not exceed 30 days. Parolees will report

to the program five days a week. Parolees shall be engaged in programming for a minimum of four hours per day.

The COMPAS risk and needs assessment shall be performed. This assessment identifies those factors that have led to criminal behavior and the propensity for re-offending, as well as those barriers to the parolee's ability to successfully reintegrate back into society. This assessment shall be utilized to determine what program services will be included in the ITP.

The ITP shall be the outline for the goals to be achieved by the parolee and the program services necessary for each participant to successfully achieve those goals. This becomes the casework plan that staff utilize to track the progress of the participant. The treatment plan will be regularly updated with staff notes to reflect the progress of the participant.

Parolees that are identified to proceed immediately to the Aftercare Phase 4 (Track 2) are intended to remain in that Phase for a year. Track 1 parolees will participate in the Aftercare Phase for a shorter period of time.

3. **PHASE II** (Track 1)

Phase II will focus on the delivery of services identified in the treatment plan. Parolees will report to the program a minimum of five days a week unless the parolee is actively engaged in educational, vocational, job training, employment, etc. Length of stay in this phase of the program shall not exceed 120 days. Parolees shall be engaged in programming for a minimum of four hours per day if not employed. If the parolee is employed, they will be engaged in programming for a minimum of 1 to 2 hours per week.

Group activities, which actively engage parolees in confronting the individual values and behaviors contributing to their substance abuse and criminality, shall be small enough to promote participation and provide for the safety and security of the parolees. Participation is recorded on group activity rosters. The parolee to staff ratio will not exceed 18:1. Groups organized to provide rehabilitative services, substance abuse education, and social and recreational activities may be of any size but shall be small enough to promote learning and allow for positive interaction among the parolees. Participation is recorded on group activity rosters.

It is during this phase that the participant will be introduced to community service commitments; i.e., graffiti clean-up in the neighborhood, speaking at schools regarding the consequences of drug use, assisting in activities at a local community center.

Preparing for and obtaining employment will be an element of this portion of the program. If the participant shall become gainfully employed, the number of hours of participation may be reduced to facilitate long term success.

4. **PHASE III (Track 1)**

Phase III will focus on discharge planning. Program parolees will enter this phase only after significant accomplishments have been achieved in the completion of the ITP. The discharge summary developed during this phase will include the parolee's aftercare plan. Entering Phase III will require agreement of both the SBCSD and the CDCR representative. Parolees shall be engaged in programming as determined by the individual risk and needs assessment and approved by the CDCR representative. Length of stay in this phase shall not to exceed 60 days.

It is during this phase that the participant shall become gainfully employed or be a full-time student. An exception to this shall be those individuals eligible to receive SSI, mentally or physically challenged, or have other special needs as determined by the SBCSD and the CDCR representative.

5. **AFTERCARE PHASE – PHASE 4 (Tracks 1 and 2)**

The Aftercare Phase may include attendance at 12-step or other support groups, attendance at evening or daytime groups at the program site, continued community service, participation in an alumni group, or any other combination of activities that keep the parolees engaged in positive and affirming activities. The Aftercare Phase of the program should be for a period of 30 days, not to exceed one year from date of placement into the DRC.

Track 2 participants will proceed to the Aftercare Phase immediately following Phase 1 orientation, assessment and treatment planning.

C. TRANSITIONAL HOUSING

Transitional housing shall be made available to those parolees who have no existing housing arrangement, or are living in an environment, which is not conducive to maintaining a drug, alcohol, and crime free lifestyle. Parolee housing may be dormitory style or individual rooms. The transitional living environment must be clean, and must be conducive to alcohol and drug-free living.

The SBCSD may subcontract with providers in the community who have such beds available or maintain transitional housing of their own. The cost of the transitional housing shall not exceed \$35.00 per day, per parolee. Approximately 15 percent of program parolees will be in need of such living arrangements. It is anticipated that the typical length of stay in transitional housing will be based upon a housing subsidy of: a) 100% for the first 30 days; b) 66% for the following 30 days (31-60 days), and c) 33% for the final 30 days (61-90).

This living environment will be for same sex parolees. No coed living arrangements will be accepted. Transitional housing shall provide a clean and safe living arrangement which is shared by individuals in various stages of recovery that serve as peer support for one another.

1. Food Service and Dining area:

The dining room and food service areas shall include a room that contains tables and benches or chairs sufficient in size to allow parolees to dine at one or two settings per meal. This room may be used for multiple purposes when not in use for dining. The facility kitchen, dining room, food storage area, equipment, appliances, furnishings and cabinetry, as well as all food service and preparation areas must meet all applicable health and sanitation code standards. Accommodations shall be made for parolees with disabilities.

Parolees housed at transitional living facilities shall be provided with enough provisions to prepare three (3) nutritionally balanced meals per day, seven days per week. Parolees may be provided with food access cards, or food from disbursement programs. Each menu or food item containing pork or prepared in or seasoned with a pork derivative (including use of shortening containing a pork product) shall be identified on the menu with a "P". Upon written request and with adequate justification and verifiable support from a representative of an established and recognized religion, parolees shall be provided special diets related to their religious preferences and practices. With a doctor's or acceptable medical practitioner's written directions, parolees must be served special diets for medical reasons.

2. Smoke-free environment

Indoor smoking at the facility shall be prohibited in accordance with CDCR policy and State law. The SBCSD shall post "**NO-SMOKING**" signs in all sleeping areas, designated visiting areas, and in the main office of the facility in full view of parolees, staff and visitors.

3. Mutual Aid Agreements

In consultation and dual development with CDCR on-site staff, the SBCSD shall have written mutual aid agreements with local law enforcement agencies and related public agencies to be activated in emergencies, including situations requiring the immediate closure of the facility.

4. Clothing and Shoes

The SBCSD shall have a procedure in place to refer parolees to local, charitable organizations for clothing needs.

5. Fire Prevention and Safety, and Evacuation/Emergency Procedures

The SBCSD shall have written procedures pertaining to fire prevention and safety requirements. Additionally, the SBCSD shall have written evacuation and emergency procedures that include instructions for the following:

- a. Immediate notification of the fire department (inclusive of the designated fire department's address and telephone number);
- b. Alert notification and/or evacuation of all occupants;
- c. Notification of authorities;
- d. Control and the extinguishing of fires; and
- e. Evacuation routes and procedures.

6. Emergency Evacuation Training

All personnel shall be trained in the implementation of emergency procedures within 24 hours of their initial employment. In addition, emergency training is to be included in annual refresher training provided to all personnel. All training is to be documented for compliance and maintained in employee files

7. Posting of Emergency Evacuation Floor Plans

Clear, concise and site-specific emergency evacuation floor plans shall be posted at every occupied floor location throughout the facility. The evacuation diagram plans shall be placed in tamper-proof frames and include the following:

- a) Evacuation diagram plan that identify the "You Are Here", location that are compatible with the building floor plan.
- b) Evacuation plans, which include the location of building exits, fire extinguishers, pull-stations, fire hose cabinets, and first aid supplies.
- c) Emergency and evacuation procedures, including diagrammed evacuation routes, shall be communicated to each new participant upon arrival.

8. Smoke Detectors and Fire Extinguishers

Provide operable and regularly tested smoke detectors and fire extinguishers in key locations including the kitchen, sleeping areas, laundry, and maintenance shop and control room. All tests shall be documented and maintained at the facility site.

D. PERFORMANCE MEASURES

The goals of the SBCSD will be to achieve the following performance measures annually through the term of the contract:

- Return to custody reduced by a minimum of 10 percent compared to those who do not participate in the program.
- A minimum of 50 percent of program parolees will be gainfully employed or enrolled in schools such as a trade school, community college, or adult school to become more employment ready upon program completion.
- Program parolees will conduct a minimum of 2 hours of community service per parolee per contract year.
- Program successful completion rate for program parolees will be a minimum of 50 percent per year.

VI. PERSONNEL POLICES AND PROCEDURES

Position descriptions and minimum qualifications shall conform to the requirements listed below; however, actual classification names may vary. During all hours of operation, a minimum of two journey level staff will be present at the facility. The SBCSD will ensure that the staff on site can adequately ensure the security of all staff and program parolees. The staff to parolee participant ratio will be a minimum of 18:1.

A. KEY STAFF POSITIONS

The following positions are designed as key staff positions and shall be filled by permanent, full-time employees at all times throughout the term of this agreement.

Key staff positions must be identified and meet the minimum qualifications and be approved for hire by DAPO. Until the SBCSD obtains approval by DAPO, no hire or offer of employment can be made. DAPO will provide approval or rejection within 20 days of notification by SBCSD. The SBCSD must submit the following for consideration and approval when hiring for all key staff positions:

- Resume
- Job Duty Statement for the position with the minimum qualifications stated in terms of experience, knowledge, skills and abilities necessary to carry out the duties of the position.

1. Program Director/Center Manager

The Program Director/Center Manager (Management position) must equal at least one full-time equivalency and the individual(s) shall: possess either 1) a Bachelor of Arts (BA) degree from a granting institution accredited by the Western Association of Schools and Colleges or equivalent and three (3) years experience working with offenders. Additional experience may be substituted for education on a year for year basis, or 2) five (5) cumulative years of documented experience demonstrating a history of administrative or program responsibility in services for offenders may be substituted for the educational and work experience;

Responsibilities shall include but not be limited to the following:

- Maintain the overall administrative responsibility for the delivery of services.
- Responsible for the planning, directing and coordinating of all program activities and the hiring and training of staff;
- Oversee the budget to ensure that operational costs do not exceed the funding allowed and work with the DAPO Program Manager when it is determined funding between line items needs to be adjusted in accordance with the LIBG.

2. Casework Supervisor

The Casework Supervisor position shall either possess either BA Degree from a granting institution accredited by the Western Association of Schools and Colleges or equivalent in the Social Sciences, or a related field; or two years experience supervising casework staff and a high school diploma or its equivalent; or six cumulative years of full-time experience at a responsibility no less than a journey level counselor in a program with the criminal justice population and a high school diploma or its equivalent.

Responsibilities shall include but not be limited to the following:

- Responsible for the efficient management of casework functions and supervision of casework staff;
- Monitor the treatment methodology, procedures governing counselor documentation and ensuring program parolees are working toward goals outlined in the individualized treatment plans;
- Participate in case conferences.

3. Journey/Entry Level Caseworker

The Journey/Entry Level Caseworker position(s) shall possess a high school diploma or its equivalent and six months experience working with like populations. All other minimum competencies for this classification will be developed by the SBCSD and their sub-contractors.

Responsibilities shall include but not be limited to the following:

- Provide face-to-face services to the DRC parolees;
- Conduct COMPAS risk and needs assessment;
- Develop and monitor the parolee's progress with their individualized treatment plan through all phases of the program;
- Make appropriate referrals to outside agencies as necessary;
- Maintain progress notes in client files;
- Keep the AOR apprised of parolee's progress and work in conjunction to develop discharge and aftercare plans.

The SBCSD and their sub-contractors personnel policies shall include staff development plans to bring all entry-level staff up to journey-level competencies within two (2) years of hire and to continually upgrade their competencies.

4. Job Developer

The Job Developer staff position shall possess a high school diploma and six months experience as a Job Developer or like position. All other minimum competencies for this classification will be developed by the SBCSD and their sub-contractors.

Responsibilities shall include but not be limited to the following:

- Assess parolees to determine employment, training and vocational needs;
- Provide services that include resume writing, mock interviews, punctuality; how to get along with others in a work environment, how to take and follow instruction, job readiness; and job search;
- Assist participant in securing and locating appropriate employment or vocational training.

- B. Recruiting, Screening and Hiring of Employees: Staff selection shall adhere to regulations and CDCR policy and procedures. DAPO will grant provisional approvals pending official clearance. All program staff shall be at least 18 years of age.

The DAPO, DRC Program Manager or designee shall conduct security clearances on all SBCSD and their staff utilizing the Authorization for Security Clearance (Attachment 1). Once a provisional security clearance is granted a Live Scan must be completed for final security clearance. Final clearance will not be granted until the results of the Live Scan are received. CDCR has the authority to immediately terminate the agreement should a threat to security be identified. Criteria for approval or denial are as follows, but not limit to:

- No un-adjudicated arrests or convictions during the past three years.
- Cannot currently be a felon or civil addict on parole or probation or under any structured supervision as a result of criminal conduct,
- Not required to register per Penal Code Section 290, and/or Penal Code Section 451,
- No conviction history involving a serious or violent felony as defined in Penal Code Section 1192.7(c) or 667.5(c); and
- Ex-Offenders are further subject to guidelines as identified in Exhibit E

C. Employment Practices:

The SBCSD and their sub-contractors shall develop and maintain policies related to employment practices in the areas of:

- Work Hours
- Staff Benefits (i.e., vacation, sick leave, insurance, retirement, etc.)
- Promotions
- Pay increases
- Hiring and termination conditions.

D. Employee Performance Evaluations:

All employees must be placed on a probationary period no less than 180 days (6 months). The probationary period for employees shall be followed by an annual work performance evaluation by the immediate supervisor. Performance evaluations shall include personnel training objectives that define employee expectations during the probationary period.

E. Discrimination Clause and Sexual Harassment Policy

The SBCSD shall have a written sexual harassment policy in compliance with CDCR policy and procedures and state/federal laws. The SBCSD shall not discriminate against any employee or job applicant because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, gender or sexual orientation.

F. Nepotism Policy

The SBCSD shall have a written policy on nepotism in compliance with CDCR regulations, policy, and procedures that prohibits direct supervision and work performance evaluations of immediate family members. Exceptions to this policy shall require written approval by the CDCR Program Manager based on the SBCSD written request with supporting justification(s).

G. Fraternization Policy

The SBCSD shall establish written policy and procedures in compliance with CDCR policy and procedures, which prohibit employees from fraternizing with parolees and their families.

H. Job Action Contingency Plan

The SBCSD shall establish a written contingency plan to be implemented in the event of employee job actions, which may disrupt the facility's daily operation (e.g., strikes, sick-outs, and sit-ins.).

I. Employee Grievance and Appeals Procedures

The SBCSD shall utilize its existing employee grievance procedure to address unresolved labor issues.

J. Vacancies

Staff vacancies shall be brought to the immediate attention of the DAPO Program Manager. The SBCSD may fill temporary vacancies internally by a temporary reassignment of existing qualified staff. A temporary vacancy is defined as a vacancy of less than 60 days. Vacancies in excess of 60 days require the immediate recruitment of new, qualified staff and must be filled within 90 days.