



# Transition from Jail to Community (TJC)

## Guidelines & Procedures

Core Values Accountability System, Guidelines for Sanctions Violations Levels, Continuum of Graduated Sanctions Matrix, Phase Incentives, Behavioral Contract, Special Contract, Housing Unit Rules, and Fresno County Jail Policies and Procedures



## TJC: Core Values Accountability System

The Core Values Accountability System is designed to provide a means of reinforcing positive behavior. The system is to provide inmates with structured accountability and provide staff opportunities to assist in instilling core values and education when interacting with inmates. The system incorporates the concepts of the core values of the Probation Department. The areas of accountability are divided into five pillars in order to help the inmates focus on specific areas of values. These areas are:

- Integrity: be worthy of trust, act with honesty and sincerity, be truthful and dependable, acknowledge mistakes and errors of judgment, obey the law and do the right thing
- Respect: accept the difference in others, respect the dignity and privacy of others, use good manners and speech, be considerate of other opinions and feelings; deal with anger, insults, and disagreement in a constructive way, avoid participating in gossip and rumors, and treat others how you would want to be treated
- Leadership: use sound judgment in decision making, display a positive attitude, lead by example, use self-control, and be a positive role model or influence
- Teamwork: cooperate with others in collaborative efforts, work towards consensus building and gain value from diverse opinions, consider how decisions affect the safety and well-being of others, positive interaction with staff and peers, doing your share in making the program more efficient, and play by the rules
- Commitment: follow through with tasks, carry out responsibilities, strive to achieve excellence, and be reliable and dedicated

All inmates are graded on their behavior and performance throughout the day and scored as a “productive day” or “non-productive day”. A productive day means that the inmates’ performance for the day was satisfactory and they used or showed at least four or more pillars. A non-productive day means that the inmates’ performance was unsatisfactory and they failed to use or show at least four or more pillars. Inmates that perform well will earn privileges that correspond with their phase in the program. Conversely, inmates that do not perform well will be demoted and lose privileges.

## Phases

**Phase 1**-All inmates entering the program will start in Phase 1. They should be able to follow the basic rules and guidelines of the program and attend their scheduled treatment programs, i.e. Thinking for a Change. They are expected to begin integrating the core values.

**Phase 2**-These Inmates are expected to serve as behavior examples to the inmates in Phase 1. They should be able to demonstrate the basic characteristics of the core values and recognize and utilize Thinking for a Change tools.

**Phase 3**-These Inmates are expected to demonstrate leadership qualities and social skills that render them as leaders in the program. They should encourage other inmates to follow the rules and program guidelines and apply and implement Thinking for a Change tools with their daily interaction with staff and other inmates.

## Promotion Guidelines for Phases

All inmates entering the program will start in Phase 1. To be eligible for promotion to Phase 2, inmates must:

- Earn (14) consecutive productive days as a Phase 1
- Promotion to Phase 2 will be effective on the 15<sup>th</sup> day

To be eligible for promotion to Phase 3, inmates must:

- Earn (14) consecutive productive days as a Phase 2
- Promotion to Phase 3 will be effective on the 29<sup>th</sup> day

## Demotion Guidelines for Phases

Inmates may be demoted if they fall below the expectations of their current phase:

- Should inmates in Phase 1 receive (3) non-productive days within a (7) day period, they will be demoted to Behavioral Contract.
- Should inmates in Phase 2 receive (2) non-productive days within a (7) day period, they will be demoted to Phase 1.
- Should inmates in Phase 3 receive a non-productive day at any time, they will be demoted to Phase 2.
- Should inmates on any of the above phases be returned to the pod from any treatment program due to non-compliance, twice within their phase, they will be demoted one phase.

## Disciplinary Contracts

**Behavioral Contract**-These inmates were demoted from Phase 1 or placed on this contract by TJC staff due to a moderate violation or discretion of TJC staff. They will have **all** privileges suspended while on this contract, except for regular FCJ or pod incentives.

**Special Contract**-These inmates were demoted from Behavior Contract or placed on this contract by TJC staff due to a serious violation or discretion of TJC staff. They will have **all** privileges suspended while on this contract, except for regular FCJ or pod incentives.

## Promotion Guidelines for Disciplinary Contracts

- Inmates on Behavioral Contract will need to earn (3) consecutive productive days to return to Phase 1.
- Inmates on Special Contract will serve (24) hours on this contract and will be placed on Behavioral Contract upon serving the (24) hours. Any extension must be authorized by TJC staff. TJC staff will designate when to start the (24) hours.

## Demotion Guidelines for Disciplinary Contracts

- Should inmates on Behavioral Contract receive a non-productive day while on this contract, they will be demoted to Special Contract.
- Should inmates on Special Contract receive a non-productive day at any time, their case(s) will be staffed by TJC staff for possible termination.
- Should Inmates on Behavioral Contract be returned to the pod from any treatment programs(s) due to non-compliance, they will be demoted to Special Contract.
- Should inmates on Special Contract be returned to the pod from any treatment program(s) due to non-compliance, there case(s) will be staffed by TJC staff for possible termination.

## TJC: Guidelines for Sanctions Violation Levels

<p><b>Minor</b></p>	<p>Occasional or isolated violations of the TJC contract and where there is no victim impact. Defendant is still responding to expectations and is otherwise engaged in positive activities and behavior.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>❖ Alteration of housing area (hanging clothes, bedding, pictures)</li> <li>❖ Grouping (Unless relevant to TJC activity coordinated by staff)</li> <li>❖ Bunk/drawer/bedding/clothing article cleanliness</li> <li>❖ Disruption of facility routine</li> <li>❖ Failure to follow instruction</li> <li>❖ Misinformation to staff</li> <li>❖ Misuse of TJC items</li> <li>❖ Vandalism considered to be minor</li> <li>❖ Miscellaneous (any violation considered to be minor)</li> </ul>
<p><b>Moderate</b></p>	<p>Preliminary pattern of violations of the TJC contract. Defendant has shown minimal response to interventions. Moderate violations indicate an increased risk to re-offend.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>❖ Possession or passing minor contraband</li> <li>❖ Unauthorized communication</li> <li>❖ Passing items to non-TJC inmates or pods</li> <li>❖ Instituting or being involved in disturbance</li> <li>❖ Misuse of inmate identification</li> <li>❖ Misuse of medication</li> <li>❖ Stealing/theft</li> <li>❖ Vandalism considered to be moderate</li> <li>❖ Repeated minor violations after responses</li> <li>❖ Miscellaneous (any violation considered to be moderate)</li> </ul>
<p><b>Serious</b></p>	<p>Significant pattern of varied violations of the TJC contract. Defendant has failed to respond to multiple interventions and extreme disregard or willful refusal to comply with the TJC contract.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>❖ Instigating a disturbance</li> <li>❖ Possession or attempt to make jail-made alcohol</li> <li>❖ Extortion</li> <li>❖ Vandalism considered to be major</li> <li>❖ Refusal of treatment</li> <li>❖ Unauthorized contact with the victim</li> <li>❖ Gambling</li> <li>❖ Miscellaneous (any violation considered to be serious)</li> </ul>
<p><b>Serious Major</b></p>	<p>Defendant has failed to respond to multiple interventions and extreme disregard for safety and willful refusal to comply with the TJC contract.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>❖ Assault on staff or inmate</li> <li>❖ Escape or attempt escape</li> <li>❖ participating in riot or disturbance</li> <li>❖ Possession or manufacturing a weapon</li> <li>❖ Possession of narcotics</li> <li>❖ Harassing or threatening staff or inmate</li> </ul>

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|  | <ul style="list-style-type: none"><li>❖ <i>Pushing gang or pod politics</i></li><li>❖ <i>Starting fires</i></li><li>❖ <i>Sexual misconduct or activity</i></li><li>❖ <i>Refusal of treatment</i></li><li>❖ <i>Arrest on any new charges</i></li></ul> |
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\*This list is neither inclusive nor exclusive and all violations are subject to level change at the discretion of TJC staff.

## TJC: Continuum of Graduated Sanctions Matrix

Seriousness	Sanction Type
<b>Minor Violation</b>	<ul style="list-style-type: none"><li>• Verbal counseling</li><li>• Essay</li><li>• Skills practice</li></ul>
<b>Moderate Violation</b>	<ul style="list-style-type: none"><li>• Verbal counseling</li><li>• Essay</li><li>• Skills practice</li><li>• Behavioral Contract</li><li>• Termination</li></ul>
<b>Serious Violation</b>	<ul style="list-style-type: none"><li>• Special Contract</li><li>• Termination</li></ul>
<b>Serious Major Violation</b>	<ul style="list-style-type: none"><li>• Termination</li></ul>

## TJC: Phase Incentives

<p><b>Incentives</b></p>	<p><b>Phase 1</b></p> <ul style="list-style-type: none"><li>• Standard FCJ or pod privileges</li><li>• New clothing and bedding</li><li>• The use of<ul style="list-style-type: none"><li>➤ Microwave, television, and radio</li></ul></li></ul> <p><b>Phase 2</b></p> <ul style="list-style-type: none"><li>• All of Phase 1</li><li>• Use of color pencils</li><li>• Paint</li><li>• Drawing paper</li><li>• Use of board games</li><li>• Extra visit</li></ul> <p><b>Phase 3</b></p> <ul style="list-style-type: none"><li>• All of Phase 1 and Phase 2</li><li>• Coffee</li><li>• Contact visit (to be determined/approved by TJC staff)</li></ul> <p><b>Behavioral Contract &amp; Special Contract</b></p> <ul style="list-style-type: none"><li>• Standard FCJ or pod privileges only</li></ul> <p>*Special incentives may be earned when TJC staff determines inmates are excelling in their program. Items may include candy bars, special drinks (lemonade, tea, water, soda etc.) frozen foods, movies, soups, special meals and use of exercise equipment.</p> <p>**This list is neither inclusive nor exclusive and incentives are subject to change at the discretion of TJC staff.</p>
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# TJC: BEHAVIOR CONTRACT

Inmate's name: \_\_\_\_\_

Starting Date/Time: \_\_\_\_\_

End Date/Time: \_\_\_\_\_

In order to fulfill my program responsibilities and to remain in the TJC program, I agree to the following:

1. This is my [ ] Behavior Contract
2. I will follow all program rules to include pod and FCJ rules
3. I will maintain productive days for the duration of this contract
4. I will not be returned to the pod from any treatment programs due to non-compliance for the duration of this contract
5. I will participate appropriately in all treatment programs

Failure to follow the terms of this contract may result in being placed on Special Contract or removal from the program.

I understand that I will have all privileges suspended except for regular FCJ or pod incentives and will need to earn 3 consecutive productive days to return to Phase 1.

\_\_\_\_\_

Inmate

\_\_\_\_\_

Date

\_\_\_\_\_

TJC staff

\_\_\_\_\_

Date

# TJC: SPECIAL CONTRACT

Inmate's name: \_\_\_\_\_

Starting Date/Time: \_\_\_\_\_

End Date/Time: \_\_\_\_\_

In order to fulfill my program responsibilities and to remain in the TJC program, I agree to the following:

1. This is my [ ] Special Contract
2. I will follow **all** program rules to include pod and FCJ rules
3. I will maintain productive days for the duration of this contract
4. I will not be returned to the pod from any treatment programs due to non-compliance for the duration of this contract
5. I will participate appropriately in **all** treatment programs

Failure to follow the terms of this contract may result in removal from the program.

I understand that I will have **all** privileges suspended for 24 hours except for regular FCJ or pod incentives. Upon serving the 24 hours, I will be placed on Behavioral Contract and be given the opportunity to return to Phase 1.

\_\_\_\_\_  
Inmate

\_\_\_\_\_  
Date

\_\_\_\_\_  
TJC staff

\_\_\_\_\_  
Date

## Housing Unit Rules

- No clothing, pictures, or any other items may be hung or attached in any way to the doors, walls, lights or bunks unless authorized by TJC staff.. Such items shall be considered contraband and may be confiscated and destroyed or seized as evidence.
- Bedding, linen, clothing and towels shall **not** be hung on the bunks as curtains or tents. You may temporarily hang a wet towel to dry, however, the towel shall not be hung in a manner so that it obstructs the officer's view.
- All trash shall be placed into the garbage cans provided in the dayroom area. There will be no paper or garbage allowed on the floor at any time.
- All inmates shall make up their beds each morning before attending any classroom activity.
- All personal property shall be placed in the trays beneath the bunks, or in the storage bins provided. No property shall be kept or maintained on the floor of the housing area.
- Toilets are for human waste only. **Food and garbage shall not be put into the toilets or sinks.** Toilets and sinks shall be kept clean.
- Visits will only take place during the designated visiting hours. It is your responsibility to notify your visitors of the schedule. You will be allowed three visits per week and will be allowed to have three visitors on your visiting list.
- Each inmate will wake up at 0600 hours and will be responsible for making their bed, cleaning, and showering. All inmates will be ready for classroom activities by 0800 hours.
- No hoarding of food, excessive food may be considered contraband and will be disposed of at the discretion of TJC staff.
- Cleanliness inspections will be conducted on a weekly basis.
- The TJC officers, shall at any time, have the authority, after consulting with the TJC Sergeant, to remove the television, coffee pot, and microwave from any housing area that does not meet the cleanliness standards.

## Fresno County Jail Policies and Procedures

- Only the inmates assigned to a bunk are allowed to access that particular bunk. Inmates shall not access any bunk other than their own assigned bunk.
- The jail identification wristbands are to be worn at all times while in custody. It includes your Booking and Jail Identification (JID) numbers. You will be required to use these numbers when attending any class. You will also be required to show your wristband in order to receive your mail, medication, commissary and meals. Do not tamper with the identification wristband. If the wristband becomes worn out, torn or faded, notify a TJC officer immediately so that it can be replaced.
- **Jumpsuits** and t-shirts are to be worn completely covering the upper and lower torso whenever you are out of your bunk or participating in any classroom activity.
- **Shower shoes** (thongs) may only be worn in the dayroom areas. When you leave your pod for any reason, appropriate footwear ("jellies", PVC sandals, or deck shoes) shall be worn.
- Go directly to and from the various areas of the facilities without stopping and talking to others. This includes to and from the classroom, visiting area, court, or any other activity.
- Grouping will not be tolerated unless it is relevant to an activity coordinated by TJC staff.
- Dayroom is the only place you will be allowed to comingle. There will be no loitering in the back of the pod. Staff must be able to have direct visual contact of you.

### The following activities and/or actions are prohibited:

- Sitting or loitering on the stairs, rails, upper tier walkway or dayroom tables.
- Theft of another inmate's property.
- Arguing or fighting with other inmates.
- Assaults on inmates, jail staff, court staff or other persons. All assaults will be submitted for prosecution.

- Profanity, derogatory or threatening remarks to inmates or jail/TJC staff.
- Insubordination or disobedience toward any jail or TJC staff member.
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- Destruction or damage of jail or facility equipment or property.
- Writing graffiti on jail facility equipment or property.
- Rattling or pounding on walls, windows and/or doors.
- Possession of dangerous weapons or implements (includes dismantling or disassembling a disposable razor).
- Possession of contraband.
- Possession of or attempting to make "pruno" or any other jail-made alcohol beverage.
- Starting a fire. Using the coffee pot, TV cord, or any other electrical appliance as a "hot wire" may result in damage and cause the removal of the damaged appliance from the pod.
- Passing articles (except legal materials with the permission of a jail staff member) from one inmate to another.
- Gambling of any nature, including card games (e.g., poker, blackjack, etc.), dice games, dominoes, raffles and drawings.
- Escape attempts. (Note: The keys that the jail staff members carry within this facility will NOT open ANY doors leading out of the jail. Those keys are never carried inside the facility for any reason, or at any time).
- Providing misinformation to jail or TJC staff (e.g., lying, feigning illness to receive medical attention, etc.).
- Misuse of medications (e.g., in possession of another inmate's medications, hoarding, etc.).
- Disruption of the normal Jail routine (e.g., classroom activities, feeding process, clothing exchange, medication pass, commissary distribution, count, etc.).
- Running in the pods, dayrooms, or up and down stairs.
- Extortion (obtaining property, favors or financial contributions from another inmate by using force or intimidation).

- Instigating or participating in a riot.
- Making tattoos.
- Any type of sexual contact or sexual activity (either consensual or non-consensual) is strictly prohibited.
- Acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation will not be tolerated. Any inmate who “willfully and lewdly” exposes their private parts or touches (without exposing) his/her genitals, buttocks or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance or offense will be subject to a rule violation and criminal prosecution.
- Posing for photographs taken by visitors. Cell phones and other wireless communication devices are strictly prohibited. If your visitor is found to have a cell phone in their possession, they will be banned from visiting for ninety (90) days. A second violation may result in criminal prosecution (PC 4575) and permanent expulsion.
- A refusal or failure to obey any other rule or procedure listed in this policy or any order issued by any employee of the Sheriff’s Office.