

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE PROGRAMS AND ACTIVITIES

Chapter

JJ 03 - COMMUNITY EDUCATION

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JJ 03/01.00 **GENERAL**

JJ 03/01.01 **Purpose**

The purpose of this chapter is to provide the policy and procedure pertaining to the offering of Community Education courses/activities to offenders.

JJ 03/01.02 **Cross Reference**

JG 03 - Inmate Funds and Accounting

JJ 03/01.03 **Definitions**

Community Education	program within the WCCF designed to teach life skills and selected other classes utilizing Volunteer instructors
Core	the basic courses that must be completed to fulfill Community Education requirements
course	a class, clinic, seminar, workshop, or support group
direct supervision	a correctional staff or contract staff shall be present in direct visual contact with the activity at all times
indirect supervision	the volunteer and/or activity will have correctional staff and/or contract staff present in the area; can be accomplished by indirect supervision through glass and/or periodical visual, radio or phone contact
Inmate Service Coordinator	an individual who may organize, schedule, oversee, or supervise education programs and activities for inmates housed at the WCCF
ISC	Inmate Services Coordinator
volunteer	an individual approved to provide offender services under direct or indirect supervision of a WCCF member or group leader
WCCF	Weber County Correctional Facility

JJ 03/02.00 **COMMUNITY EDUCATION PROGRAMS**

JJ 03/02.01 **Policy**

It is the policy of the WCCF that it provide offenders with the opportunity of participation in community education courses/activities designed to develop skills and interests necessary for successful living.

JJ 03/02.02 **Rationale**

- A. Providing programming such as educational programs can assist inmates in achieving high school diplomas or GED certificates which will better enable them to be employable after their release. This can, in turn, help to reduce recidivism.
- B. Programs can assist in jail management by reducing idle time for inmates and directing their energies towards a positive outcome.

JJ 03/02.03 **Procedure: Program Development**

A. **Program Planning**

- 1. Planning for Community Education shall take the following elements into consideration:
 - a. needs of offenders;
 - b. expected program outcomes;
 - c. respective facility design;
 - d. availability of staff and volunteers;
 - e. security constraints; and
 - f. budget implications.
- 2. Whenever possible, the continuity of programming in WCCF shall be stressed.

B. **Course Proposals**

- 1. Requests to have a specific course of instruction considered for approval as a Community Education class may be initiated by:
 - a. WCCF staff;

- b. current volunteers;
 - c. inmates/offenders; and
 - d. citizens at large.
- 2. Requests shall be in writing and shall include:
 - a. the name, mailing address; and telephone number of the individual submitting the request;
 - b. a designation of the main purpose of the course;
 - c. the course goals and objectives;
 - d. the course's benefit to offenders; and
 - e. a course outline/syllabus.
- 3. Requests are to be sent to the Inmate Services Coordinator (ISC)/designee for review.
- 4. If the proposed course is found to have merit, the individual submitting the proposal shall be contacted for additional information, if necessary.
- 5. The ISC/designee shall notify verbally and/or in writing the individual submitting the course proposal of its approval or disapproval.

C. Program Review

- 1. A review of current courses of instruction shall be conducted by the ISC.
- 2. This review shall consider:
 - a. course effectiveness;
 - b. inmate/offender interest;
 - c. instructor preparedness;
 - d. benefit to WCCF; and
 - e. any perceived problem areas.

JJ 03/02.04 **Procedure: Programs Service Providers**

A. **Staff Instructor/Sponsors**

WCCF staff requesting to instruct/sponsor Community Education activities must have the approval of:

1. their immediate supervisor; and
2. the Jail Commander/Designee.

B. **Volunteer Instructors/Sponsors**

1. If specific volunteer services are needed, the request must:
 - a. be submitted with the proposed volunteer job description to the ISC; and
 - b. request assistance from the ISC in recruiting a volunteer.
2. The recruiting, screening, selecting, training, termination, etc., of volunteer instructors for Community Education courses shall be in accordance with JJ 07, Volunteer Services.

C. **Contract Instructors/Sponsors**

1. Dependent upon the availability of funds, contract staff may be hired to instruct/sponsor Community Education courses/activities.
2. Contract staff shall complete prescribed training and be issued an ID card prior to service delivery.
3. Policy and procedure governing the use of contract staff in the provision of Community Education courses shall be the same as that covering volunteers.

D. **Offender Instructors**

1. Use of qualified offenders to aid in the instruction of Community Education courses is permissible, if approved by the ISC /designee.
2. Offender instructors shall be supervised and directed by WCCF staff, volunteer staff, or contract staff.

JJ 03/02.05 **Procedure: Administering Programs**

A. Course/Activity Announcement

1. The ISC shall be responsible for the announcement of Community Education courses/activities.
2. Announcement may take place through:
 - a. posting notices on bulletin boards within respective cellblocks;
 - b. use of facility publications; or registration schedule.
3. The announcement shall note any special prerequisite or requirements for the course/activity.

B. Eligibility Criteria

1. To be eligible for participation in Community Education courses or activities, offenders shall:
 - a. have a classification/privilege level commensurate with the course/activity being offered;
 - b. have successfully completed any noted prerequisites;
 - c. not be on restriction as a result of previous poor performance in Community Education;
 - d. be properly registered;
 - e. successfully maintain appropriate performance standards or behavior; and
 - f. be on appropriate clearances.
2. The ISC may limit the number of courses in which an offender may enroll at any one time.

C. Performance Standards

1. To receive credit for Community Education courses, offenders shall:
 - a. be on time to classes;
 - b. attend for the entire class period;
 - c. complete all assignments/exams to acceptable levels; and

- d. not be disruptive to the class setting.
- 2. Attendance rolls shall be kept by the instructor/sponsor of course/activity and submitted to the ISC to ensure that proper credit is given.
- 3. Offender disciplinary action resulting in tardies, missed classes, incomplete assignments, etc., may result in:
 - a. an unsatisfactory program report; and
 - b. no credit being awarded for the course.

D. Fee Charges

- 1. Offenders shall not generally be charged fees for Community Education courses/activities.
- 2. Fees to cover any special materials for a course may be collected from offenders as part of the registration process.
- 3. Offenders on indigent status may have their fees waived on a case-by-case basis.
- 4. When fees are applicable, the offenders shall process payment in accordance with jail procedure.
- 5. The ISC shall maintain a record of fees collected and submitted. The record shall include:
 - a. the offender's name and name number;
 - b. the amount of the money received for the fee; and
 - c. the course/activity for which the fee was required.
- 6. If the offenders have been charged a fee for a respective course/activity and are subsequently terminated for poor performance, the fee shall not be refunded.
- 7. Fee refunds shall be made if there is a cancellation of the course/activity.

E. Awarding of Credit

- 1. At the conclusion of the Community Education course, the course

instructor shall complete the appropriate forms on each offender noting whether or not the offender has successfully completed the course requirements.

2. The ISC shall maintain records of all offenders who successfully complete courses.
3. Records shall be maintained for a minimum of one year from the date of completion.

JJ 03/02.06 **Procedure: Program Parameters**

A. On-Site Programs

1. Typically, Community Education courses are delivered in a classroom by an instructor in which the offender is required to attend in person.
2. Special activities (i.e., cultural awareness events, guest speakers, concerts/seminars, etc.) which may fall under the auspices of Community Education shall not generally require a formal referral process for the offender to attend.

B. Off-Site Activities

Currently, there are no off-site activities.

C. Clearances

1. Clearances for courses/activities shall comply with respective facility practices.
2. The ISC/designee shall be responsible for obtaining clearance for the course/activity being conducted.
3. The clearance may take the form of a memorandum or a signed weekly, monthly, or quarterly activity sheet.
4. Clearance information should include:
 - a. the date of the course/activity;
 - b. the beginning and ending time of the course/activity;
 - c. the name of the specific course/activity;
 - d. the specific location of the course/activity;

- e. the names of offenders authorized to attend;
- f. any outside participants who are authorized to attend and who have been cleared by BCI;
- g. the name of staff supervising the course/activity;
- h. any special restrictions or limitations;
- i. the name of the staff member requesting clearance approval;
- j. clearance distribution;
- k. signature of the approving authority.

D. Scheduling of Facilities

- 1. The ISC shall be responsible to coordinate with facility administration in scheduling resources for Community Education courses/activities.
- 2. If the facility administration reserves areas for Community Education courses/activities to routinely take place, uses of these areas for other than Community Education may be arranged by coordinating with the ISC.

E. Supervision

- 1. The ISC and security staff shall be responsible to coordinate and ensure that appropriate supervision is provided during Community Education activities.
- 2. Offenders participating in Community Education activities shall require the direct or indirect supervision by staff or authorized volunteers as arranged by the ISC, security staff, or facility administration.