

**BUTTE COUNTY SHERIFF'S OFFICE  
DEPARTMENTAL ORDER**

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**TO:** ALL PERSONNEL

**FROM:** SHERIFF-CORONER

**SUBJECT:** ALTERNATIVE CUSTODY SUPERVISION PROGRAMS

**DATE:** August 27, 2014

**POLICY:** The Alternative Custody Supervision Program will adhere to California Penal Code Sections 1203.017, 1203.016 and 1203.018 and all other applicable laws.  
The Alternative Custody Supervision staff will actively assess all sentenced inmates to see if they are eligible for Alternative Custody Supervision  
The Jail Commander or higher authority shall have sole discretionary authority to permit program participation.

**PURPOSE:**

1. To provide Alternative Custody Supervision programs to Butte County Jail inmates in lieu of physical confinement.
2. Alternative Custody Supervision will be used as a Classification tool to assist in jail population management.

**AUTHORITY:**

1. California Penal Code §6030
2. California Penal Code §1203.017, §1203.016 and §1203.018
3. Butte County Superior Court Order # 84429

**ACTION:** Effective immediately, the following actions and procedures shall be implemented:

**KORY L. HONEA  
SHERIFF-CORONER**

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## I. DEFINITIONS:

1. ACS: Alternative Custody Supervision.
2. Jail Commander: Sheriff's Captain or the Sheriff's designee.

## II. PROCEDURES:

### A. Screening Process for Alternative Custody Supervision:

1. There are three ways to be considered for the Alternative Custody Supervision:
  - a. The person may request to be assessed for suitability for the program;
  - b. The person is selected through the automatic screening process; or
  - c. The court may recommend or refer the person.

### 2. Screening Process:

When people are convicted and sentenced to county jail or county prison they will be assessed by the Alternative Custody Supervision staff for eligibility for participation in Alternative Custody Supervision.

### B. Eligibility: Eligibility will be based on:

1. Criminal history;
2. Disciplinary history while incarcerated;
3. The inmate's ability to understand and comply with the home detention contract;
4. Residence must be in Butte County.

### C. ACS Denied:

Inmates who are denied will receive the specific reasons for the denial in writing. The written document will also include appeal rights.

### 1. Processing Appeals:

- a. Appeals must be based on an error or omission in the assessment process;
- b. Inmates wishing to appeal their denial to the Alternative Custody Supervision program must fill out an inmate request form. On the form inmate must ask for a grievance form;

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- c. On the grievance form inmate must explain in detail why the denial was incorrect;
- d. The Programs Correction Lieutenant will review the grievance and review inmate file;
- e. The Programs Corrections Lieutenant will render a decision in writing and return it to the inmate;
- f. If the inmate disagrees with the decision of the Programs Corrections Lieutenant, they may make a final appeal to the Jail Commander.

## D. Rules and Regulations:

The rules and regulations of the Alternative Custody Supervision are found in the inmate handbook.

### 1. Violations of the Rules and Regulations:

- a. Failure to comply with any of the rules and regulations in the contract could result in returning to custody;
- b. Rules and regulations violations will be processed as outlined in the inmate discipline policy;
- c. Failure to comply with program rules and regulations may also result in further criminal charges.

## E. Staff Responsibilities:

The Alternative Custody Supervision Deputy will be responsible to perform the following;

- 1. Gather information from the criminal history report, D.M.V. print out, pre-sentence report (if applicable);
- 2. Enter data on the assessment form and score the form;
- 3. Notify the inmate in writing of the results;
- 4. If inmate is denied, route the screening form to the classification file;
- 5. If the inmate is approved;
  - a. Create a file and complete the administrative paperwork;

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- b. Meet with the inmate to review the aforementioned forms. Review the rules and regulations and sign the Alternative Custody Supervision Contract; and
  - c. The completed file will be stored in the Alternative Custody Supervision office.
6. The Alternative Custody Supervision Deputy will supervise inmates on the program. This will require them to perform the following functions:
  - a. Go to the home of the person and perform a search to ensure the requirements of the contract are met;
  - b. Set up the monitoring equipment and review daily report;
  - c. Conduct random on-site supervision of the person at their home or work;
  - d. Facilitate random drug and alcohol testing by collecting blood, urine and/or breathe samples as deemed appropriate and/or necessary;
  - e. Upon the person's release, the Alternative Custody Supervision Deputy will remove the monitoring equipment and release the person from custody;
  - f. Participation in Alternative Custody Supervision is a privilege not a right. Your placement back into the jail is at our sole discretion.
7. The Alternative Custody Supervision Deputy will also notify the police department or Sheriff's Office substation that a home detainee is present in their jurisdiction. Information to the agency will contain the following information:
  - a. Name;
  - b. Address;
  - c. Date of birth; and
  - d. Offense committed.
8. The Programs Corrections Lieutenant will oversee and supervise the Alternative Custody Supervision program.