

Section 12: Recreation and Programming
Subject: Inmate Program – Social / Community Services
Minimum Standard: 5120:1-8-11(D)
Revised: 07/2001, 04/2011, 10/2015

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall provide the opportunity for social / community services. The Erie County Jail shall outline eligibility requirements for inmates to participate in programs and guidelines and training requirements for outside agency personnel within the facility.

PROCEDURE

A. Eligible Inmates

1. Inmates may request to participate in the weekly Life Skills meeting by submitting a request form indicating so.
 - i. The Erie County Sheriff's Office Chaplin will provide a counselor to conduct the meetings.
2. The officer receiving the request will place it as a LIFE appointment for that month in the inmates Appointment Screen in the Jail's Record Management System (JMS).
3. Inmates will be eligible for LIFE based on the following;
 - a. A maximum of 10 inmates for each group.
 - b. Inmates will be placed on the list based on how long they have been incarcerated in the jail.
 - c. Inmates who have been placed on the approved list, but refuse to go will be removed from the list and will not be allowed to attend for 4 weeks, or until a spot opens again.
 - d. Inmates with Keep Separates that conflict with LIFE will not be eligible.
 - e. The final decision on eligible inmates is that of the counselors from the Erie County Sheriff's Office Chaplin Program.

B. Schedule

1. Male Inmates
 - a. Fridays, 0800 – 0900 hours.
2. Female Inmates
 - a. Fridays, 0900 – 1000 hours.

C. Recording

1. The corrections officer conducting LIFE will log it as an IPLS (Inmate Program Life Skills) Event in the Jail Log of the JMS. This record should include:
 - a. Date and time.
 - b. Name of inmates going.
 - c. Officer conducting IPLS.

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D. Monitoring

1. IPFM will be conducted in the Jail Classroom
2. The officer conducting IPLS will run a report list for the group to attend (IPLS) Report List of the JMS.
3. Using that list the officer will escort the eligible inmates to the classroom.
4. The officer assigned to the E Control Board will monitor the IPLS group using the CCTV system.
5. After IPLS is over, the officer conducting it will return the inmates to their housing unit.
 - a. Prior to this each inmate will be search for contraband.

E. Training

1. Prior to allowing the counselor to see inmates, the jail will screen and train the counselor in accordance with the Staff - Use of Volunteers Policy of this Policy Manual.