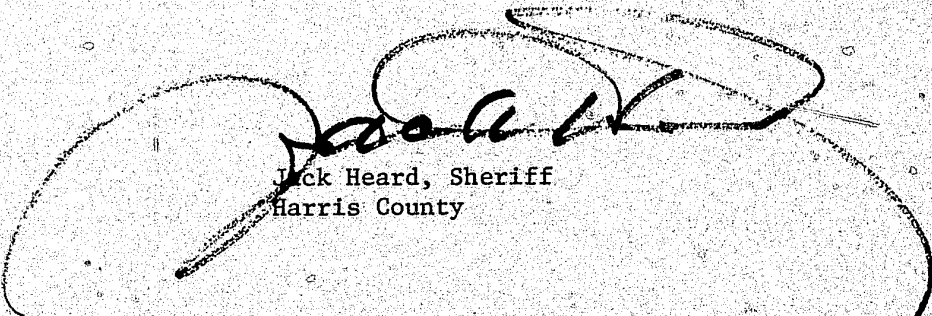


POLICY AND PROCEDURES

EDUCATION AND REHABILITATION PROGRAM
HARRIS COUNTY SHERIFF'S DEPARTMENT

APPROVED BY:


Jack Heard, Sheriff
Harris County

59431

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I. GENERAL POLICY

A. Any inmate confined in the Harris County Detention Center or the Harris County (Downtown) Jail shall be eligible to submit an application for an Education and Rehabilitation Program sponsored by the Harris County Sheriff's Department in cooperation with the Houston Community College. The exception to this eligibility shall be inmates from the Texas Department of Corrections confined in Harris County Sheriff's Department facilities on a bench-warrant status. A further exception may be Federal or Military prisoners detained by the Harris County Sheriff's Department for Federal or Military authorities. Applications from such Federal or Military prisoners shall be subject to the review and approval of the appropriate Federal or Military detaining authority prior to further processing and consideration of the application.

B. Application for, and participation in, an Education and Rehabilitation Program sponsored by the Harris County Sheriff's Department shall be voluntary on the part of the inmate, and application for participation must be initiated by the inmate and submitted in accordance with established procedures.

C. Inmate students shall not be required to hold full-time work assignments. In the event an inmate student does perform a work assignment, his work schedule shall be arranged so that it does not interfere with his class schedule and to insure that he has adequate time for rest.

D. If an inmate elects to discontinue participation in a training program, he shall not be penalized except, perhaps, to forfeit his commuted time provided this credit was awarded solely on the basis of his participation in the training program.

E. Inmate students expelled from training programs for academic inefficiency or classroom misconduct shall not be eligible for re-enrollment in a training program sponsored by the Harris County Sheriff's Department.

F. Inmate students who may be dropped from a training program for "unexcused" absences or due to disciplinary reasons other than academic inefficiency or classroom misconduct may be eligible to re-apply for a training program provided such application/s bear the approval of appropriate jail Captain or Major, Corrections and Detention Bureau.

G. Inmate participants in Education and Rehabilitation Programs shall not be denied any of the same privileges as may be extended to the general inmate population of the Harris County Sheriff's Department.

H. Inmate participants in Education and Rehabilitation Programs shall not be required to be photographed or interviewed by news media representatives against their will. Inmates who may consent to such photographs and/or interviews shall execute a "Release" form (Exhibit A).

I. All Houston Community College Instructional and Counseling staff assigned to the Harris County Sheriff's Department Education and Rehabilitation Program shall be thoroughly oriented by current staff and shall be governed by the Policy: Houston Community College Personnel Employed In Education and Rehabilitation Programs Conducted For Inmates In Custody Of The Harris County Sheriff's Department (Exhibit B).

J. Program staff shall be defined as those persons, whether employed by the Harris County Sheriff's Department or the Houston Community College, whose full-time responsibilities are devoted to the conduct of the Education and Rehabilitation Program.

II. IMPLEMENTATION AND SCHEDULING OF EDUCATION AND REHABILITATION PROGRAMS

A. The determination of Education and Rehabilitation Programs to be implemented in Harris County Sheriff's Department facilities shall be jointly made by the Director, Education and Rehabilitation Program, and the President, Houston Community College. Such proposed programs shall be subject to the final approval of the Sheriff and Major, Corrections and Detention Bureau, Harris County Sheriff's Department.

B. When scheduling Education and Rehabilitation Programs in Harris County Sheriff's Department facilities, concurrence of the appropriate jail Captain shall be obtained prior to final preparation of "call out" sheets. (Careful attention shall be given to classroom availability, security, safety and fire regulations, as well as regular meal times, medication schedules, laundry needs, and other exigencies of the particular detention facility.

III. INMATE NOTIFICATION OF EDUCATION AND REHABILITATION PROGRAMS

A. Notices of training programs conducted by the Houston Community College for inmates of the Harris County Sheriff's Department, and notices of all other programs that may be held to benefit the inmate population, shall be posted periodically throughout areas that are accessible to inmates in the Harris County Detention Center and the Harris County (Downtown) Jail.

B. In the event a more urgent notification of programs may be required, mimeographed notices of such programs may be circulated to inmates throughout the various cell blocks, or staff may elect to personally visit the cell blocks to disseminate information.

IV. INMATE APPLICATION FOR EDUCATION AND REHABILITATION PROGRAMS

A. Inmates may obtain Application (Exhibit C):

At the County Jail - from the Captain

At the Harris County Detention Center - from the Captain, Education Officer, or one of the Counselors.

B. In the event an inmate is unable to obtain an Application from or contact either source named above, he shall be permitted to write (via truck mail if he is housed in the Harris County Downtown Jail) to the Director, Education and Rehabilitation Program, Harris County Detention Center, requesting an application form.

C. The inmate shall forward the completed Application (via truck mail if he is housed in the Harris County Downtown Jail) to the Director, Education and Rehabilitation Program, Harris County Detention Center.

D. It shall be the responsibility of the inmate to ensure that his/her Application is accurate and complete to the best of his/her ability and the submission of said Application will be deemed evidence of the inmate's sincerity and commitment to attend the requested training program.

V. INMATE ELIGIBILITY FOR EDUCATION AND REHABILITATION PROGRAMS

A. Upon receipt of a completed Application, the Project Classification and Counseling Officer shall determine preliminary eligibility of the inmate applicant by ascertaining the following criteria:

1. To the extent that it may be determined, that the inmate will be in the custody of the Harris County Sheriff's Department for a period of at least thirty (30) days from the date he would be enrolled in a vocational training program. (Priority for enrollment should be extended to inmates who will most probably remain in Harris County Sheriff's Department custody for at least three (3) months after enrollment in a training program. This priority should be exercised to the fullest extent possible, to insure that an inmate student will have sufficient time to conclude a complete phase of any training program.)

2. That the inmate applicant is not held by the Harris County Sheriff's Department for the Texas Department of Corrections on a bench-warrant status.

3. That the inmate applicant is not held by the Harris County Sheriff's Department for a Federal or Military detaining authority. (Applications received from Federal and Military prisoners are subject to the review and approval of the appropriate Federal or Military detaining authority prior to further processing and consideration of the application.)

4. That the inmate has, or may be granted, the appropriate security clearance to be enrolled in a particular program.

B. All inmate applicants shall be notified promptly by the Project Classification and Counseling Officer of the status of their Application (Exhibits D or E).

VI. INMATE SELECTION FOR EDUCATION AND REHABILITATION PROGRAMS

A. Each eligible inmate applicant shall be personally interviewed by the Project Classification and Counseling Officer or the Houston Community College Counselor, and an Interview Evaluation noted on the reverse of the application. Should there be any doubt as to the capability of the inmate to succeed in his/her requested program, the Classification and Counseling Officer shall administer aptitude tests to the inmate and the results shall be discussed with the inmate prior to the class assignment.

B. All applications, test results, and Interview Evaluations shall then be reviewed periodically by a Classification Review Committee who shall submit names of students recommended by them for placement in specific training programs. In the event a lack of consensus prevails in the recommendation of a student or students, the final determination shall be made by the Director and/or the Major, Corrections and Detention Bureau, Harris County Sheriff's Department. (The Classification and Review Committee shall be composed of the Project Classification and Counseling Officer, the Houston Community College Counselor assigned to the particular jail facility, and the Classification Deputy.)

C. In filling student vacancies for training programs, the following priorities shall apply in sequential order:

1. Applicant's need for training. (Inmates whose records reflect no current marketable job skill shall receive greater consideration for placement in a training program.)

2. Inmate's intent to continue the training program upon his release from confinement. (Every precaution should be observed to detect and assign only those inmates to training programs who have indicated positive intent to continue the training program upon release from confinement.)

3. Length of jail time remaining after entry into a training program. (Preference shall be extended inmates who will have at least three (3) months remaining jail sentence following entry into a training program.)

4. Date of application. (All other considerations being equal, the inmate whose Application bears the earliest date shall have priority in assignment to a training program.)

D. All inmates prior to entering class shall attend an orientation conducted by a member of the program staff in which the program shall be fully explained to the student and a copy of the Contract - Student/Education and Rehabilitation Staff (Exhibit F) given to him/her.

VII. STUDENT RECORDS AND REPORTING

A. A Master File containing a folder for each student who has participated in an Education and Rehabilitation Program conducted by the Harris County Sheriff's Department and the Houston Community College will be maintained in the office of the Director. All data pertaining to the educational records of a current or former student will be contained in the Master File, and will be available for the use of all Educational and Correctional personnel associated with the program.

B. As new classes may be initiated, a class roster will be prepared by the Project Classification and Counseling Officer, and copies distributed as follows:

1. One (1) copy to the Classification Division for appropriate security changes and cell block assignment.
2. One (1) copy to the Director for his administrative functions.
3. One (1) copy to the Education Officer, Harris County Detention Center, for his guidance in preparing a class roster/call-out sheet (Exhibit G).

C. As students may be dropped from or added to a class, a revised class roster/call-out sheet shall be issued by the Education Officer, and copies distributed in accordance with the following:

1. Two (2) copies to the Director for his administrative functions, one of which will be labeled "Master Class Roster/Call-Out".
2. One (1) copy to the control picket on the first floor to ensure ease of call-out.
3. One (1) copy to each cell block where a student may reside.
4. One (1) copy to the Classification and Counseling Officer and one (1) copy to the Counselor, Houston Community College, for their reference.
5. One (1) copy to the Education Deputy for his administrative functions.
6. One (1) copy to the Sergeant, Outside Security, for his monitoring.
7. One (1) copy of his/her particular class roster to each instructor for accounting purposes.

D. When a class roster is submitted to the Director, he should also promptly update the "Master Class Roster/Call-Out" for each student assigned to the class to reflect a daily record of class absence, by hours, for each student.

E. When new classes are formed (or as student/s may be added to existing classes), the instructor should distribute a "Letter to Family" form (Exhibit H)

to each student, and return completed forms to the Director who will, in turn, have letters prepared for the Sheriff's signature (Exhibit I).

F. The Class Instructor shall be expected to maintain a daily record of student attendance, and to notify the Director of any student absence/s as soon as possible following convocation of the class.

G. When a student may be absent from a class (or any portion of the total daily class hours), the Classification and Counseling Officer shall promptly investigate the nature of the absence.

H. "Excused" absences shall be defined as absences verified by the Medical Officer or Physician's Assistant, appearances in Court, or absences which are approved in writing, in advance of absence, by the Captain, or any Education and Rehabilitation Program staff member.

I. When a student may have accrued a total of two and one half (2½) "unexcused" absences in any calendar month, the student will be subject to expulsion from the training program. (The final decision for expulsion shall be vested in the Director.)

J. When a student's absence is "unexcused", a Report of Unexcused Absence (Exhibit J) shall be initiated promptly by the Director and placed into the student's folder for future accounting. The "Master Class Roster/Call-Out" shall also be updated to reflect the "unexcused" absence.

K. At any time an inmate student may be dropped from a training program, the Education Officer shall immediately obtain a Tentative Student Evaluation Form from the appropriate Instructor and forward the Student Evaluation to the Director. The Director shall, in turn, complete a Change of Status Form (Exhibit K) and submit it to the Classification Division for their administrative functions.

VIII. STUDENT FOLLOW-UP

A. An Inmate Request Form (Exhibit L) shall be initiated by the inmate student when he is notified of his Court appearance, release from confinement, transfer to the Texas Department of Corrections, or when he may voluntarily withdraw from a training program.

B. The inmate student shall promptly transmit his Inmate Request Form to his Instructor. The Instructor should promptly complete a Tentative Student Evaluation (Exhibit M) and transmit the Inmate Request Form and Evaluation to the Director.

C. Upon submission of an Inmate Request Form and Evaluation, one of the following appropriate actions shall be observed promptly:

1. When an inmate student may notify his Instructor of the date of his scheduled Court appearance, the Instructor should complete a Tentative Student Evaluation and submit it with the Inmate Request Form to the Director. If the inmate has maintained a satisfactory class record, a statement will be issued to him (prior to his departure for Court) for transmittal to his attorney (Exhibit N).

2. In the event a student is transferred to the Texas Department of Corrections, the Instructor should complete a Tentative Student Evaluation and submit it with the Inmate Request Form to the Director. If the inmate has maintained a satisfactory class record, the Director shall notify the appropriate personnel at the Texas Department of Corrections (Exhibit O or P).

3. In the event a student is released from confinement, the Instructor should complete a Tentative Student Evaluation and submit it with the Inmate Request Form to the Director. The Director shall take one of the following actions at the student's request provided the inmate student has maintained a satisfactory class record:

a. If the student intends to maintain residence in Harris County, he shall immediately notify the Houston Community College Registrar and forward such data as may be required for transferring the inmate student into an ongoing Houston Community College campus program, and seek to enlist the aid of a sponsoring agency for tuition assistance, if requested by the student.

b. If the student intends to reside in a location that precludes his attendance at a Houston Community College campus, the Director shall contact the appropriate Texas Rehabilitation Commission office (or Rehabilitation Commission in another state, if applicable) in an attempt to enlist their sponsorship of the inmate student in a comparable program in their jurisdiction (Exhibit Q).

c. When an inmate student is released from confinement and intends to maintain residence in Harris County, Education and Rehabilitation Program staff shall --- if requested by the inmate student --- assist him in obtaining full or part-time employment (and living accommodations in a Halfway House facility, if required.)

4. In the event an inmate student voluntarily withdraws from a training program, the Instructor should complete a Tentative Student Evaluation and submit it with the Inmate Request Form to the Director for subsequent follow-up reporting, ensuring that the student signs the Inmate Request Form in the space requesting voluntary withdrawal.

IX. STUDENT EXPULSION FROM EDUCATION AND REHABILITATION PROGRAMS

A. In the event an inmate student may be expelled from a training program for academic inefficiency, classroom misconduct or "unexcused" absences, the Director shall promptly notify the Classification Division so that reassignment of the inmate may be made. (The Director shall also request a Tentative Student Evaluation from the Instructor, so that appropriate follow-up data will be available in the inmate's Master File.)

B. In the event it may become necessary to remove an inmate student from a training program for a disciplinary or security reason not covered in Paragraph A above, the Director shall obtain a copy of the inmate's Offense Report or other appropriate report for placement in the inmate's Master File so that it will be available for appropriate follow-up reports.

X. TRAINING PROGRAM COMPLETIONS

A. When an inmate student may satisfactorily complete phases of a training program, or an entire training program, the Instructor should submit Certificates of Completion provided by the Houston Community College to the Director.

B. As such Certificates of Completion may be issued, a copy marked "duplicate" will be given to the inmate student, and disposition of the original certificate may be designated by the inmate student in one of the following manners:

1. The original Certificate may be retained in the Office of the Director, and given to the inmate student at the time of his release from the Harris County Sheriff's Department.

2. The original Certificate may be mailed by the Director to a member of the inmate student's family designated by the inmate.

C. In no instance will an original copy of the Certificate of Completion be given to the inmate student while he remains in custody of the Harris County Sheriff's Department.

RELEASE

The undersigned inmate hereby certifies that he freely and voluntarily consents to be photographed and/or interviewed in order to present the educational program conducted by the Harris County Sheriff's Department and the Houston Community College for adult inmates of the Harris County Sheriff's Department. It is understood that this photograph and/or interview will be produced for educational purposes and not for profit, and that it may be used and distributed by the Harris County Sheriff's Department and the Houston Community College as they see fit and without any further consent from the undersigned. Further, said person hereby releases the Harris County Sheriff's Department and the Houston Community College, their employees and representatives, from production and use of said photograph and/or interview.

Inmate Signature

Subscribed and sworn to before me this _____ day of _____, 19____

Notary Public in and for

County, Texas

POLICY: HOUSTON COMMUNITY COLLEGE PERSONNEL EMPLOYED IN EDUCATION AND REHABILITATION PROGRAMS CONDUCTED FOR INMATES IN CUSTODY OF THE HARRIS COUNTY SHERIFF'S DEPARTMENT

I. All Houston Community College personnel directly associated with Education and Rehabilitation Programs conducted at the Harris County Detention Center or the Harris County Jail shall be required to obtain clip-on identification cards issued by the Sheriff's Department. (Names of eligible H.C.C. personnel shall be submitted to the Sheriff's Office by the Director, Education and Rehabilitation Program.)

A. Use of clip-on identification cards issued by the Sheriff's Department to H.C.C. personnel shall be restricted solely for identification into and out of Sheriff's Department educational facilities.

B. Clip-on identification cards issued by the Sheriff's Department to H.C.C. personnel must be personally returned to the Director, Education and Rehabilitation Program, at such time as said personnel may resign from H.C.C. or discontinue association with Sheriff's Department Education and Rehabilitation Program. Identification cards are the property of Harris County, and shall be surrendered to any duly designated Sheriff's Department representative upon demand.

II. To insure maximum adherence to security regulations, H.C.C. personnel with accessibility to Sheriff's Department inmates shall not extend personal services to inmates.

A. Personal services are defined as:

1. Personal telephone calls for or in behalf of an inmate;
2. Mailing of letters (or sending of other communications) for or in behalf of an inmate;
3. Transmittal of any personal items or information (written or verbal) to, from or between an inmate and a free-world source, or another inmate.

B. Any requests by inmate/s for personal services precluded above shall be directed to the Director, Education and Rehabilitation Program.

III. No H.C.C. personnel shall abuse their authority for any personal gain nor commit any act of verbal and/or physical assault nor countenance any action against Federal statutes, the laws of the State of Texas, local ordinances, and/or Harris County Sheriff's Departmental guidelines.

IV. Transmittal of any contraband (such as narcotics, alcoholic beverages, weapons, clothing or disguise which may be used in an escape attempt, etc.) is prohibited by law.

V. H.C.C. personnel shall be responsible for the inventory and security of their training equipment. Every precaution shall be employed in checking out equipment to inmates, and in collecting the equipment at the conclusion

EXHIBIT C

Class Approved For _____
Previous Program _____
RLS _____
PLS _____

APPLICATION
EDUCATION AND
REHABILITATION PROGRAM

OK Inside Only _____ OK Outside _____
Rejected _____ Comments: _____

Date _____ By _____

NAME _____ DATE _____

TANK NO. _____ COMMISSARY NO. _____ SOCIAL SECURITY NO. _____

DATE OF BIRTH _____ MARITAL STATUS _____ NO. OF DEPENDENTS _____

ARE YOU A VETERAN OF THE MILITARY SERVICE? _____ IF YES, TYPE OF DISCHARGE _____

HOME ADDRESS:

STREET _____ CITY _____ STATE _____ ZIP CODE _____

PHONE: AREA CODE _____ NUMBER _____

NAME AND ADDRESS OF NEAREST RELATIVE, OR PERSON WHO WILL KNOW WHERE TO CONTACT YOU:

NAME _____ RELATIONSHIP _____

STREET _____ CITY _____ STATE _____ ZIP CODE _____

PHONE: AREA CODE _____ NUMBER _____

WHAT IS THE HIGHEST GRADE YOU COMPLETED IN SCHOOL _____

DO YOU HAVE A HIGH SCHOOL DIPLOMA _____ G.E.D. _____

PLEASE LIST TYPES OF JOBS YOU HAVE HELD IN THE FREE WORLD _____

WHAT TYPE OF WORK DO YOU WANT TO DO WHEN YOU ARE RELEASED FROM CONFINEMENT _____

PLEASE NAME THE OFFENSES FOR WHICH YOU ARE CURRENTLY IN CONFINEMENT _____

PLEASE LIST ANY PREVIOUS CONVICTIONS _____

PLEASE CIRCLE YOUR CHOICE OF TRAINING PROGRAM: (Circle only one)

INSIDE CLASSES

OUTSIDE CLASSES

If Downtown:

- 1. Radio & T.V. Repair
- 2. Commercial Art
- 3. Cooks/Chefs

- 4. Drafting
- 5. Auto Mechanics
- 6. Air Conditioning/Refrigeration

- 7. Accounting/Clerical

IF YOU CHOSE AN OUTSIDE CLASS AND ARE NOT ELIGIBLE FOR OUTSIDE CLEARANCE, WOULD YOU LIKE

IF SO WHICH INSIDE CLASS

of the daily class period. Particular caution shall be exercised in issuing and re-claiming equipment which may be used as a weapon by an inmate.

VI. H.C.C. personnel shall be expected to bring any instances of inmate class misconduct to the immediate attention of a Sheriff's Department representative and to make a subsequent report to the Director, Education and Rehabilitation Program. (In such instances, H.C.C. personnel may elect to complete an Offense Report which will be provided by the Director, Education and Rehabilitation Program.

VII. When an inmate student may advise his H.C.C. instructor that he is scheduled for a Court appearance, is being released from confinement, or is being transferred to the Texas Department of Corrections, the H.C.C. instructor is requested to notify the Director or the Education Officer, Education and Rehabilitation Program, promptly so that appropriate follow-up action may be initiated. At such times, the instructor is also requested to submit a Tentative Student Evaluation of the inmate that will serve to indicate what follow-up action is appropriate.

VIII. H.C.C. instructors associated with Harris County Sheriff's Department Education and Rehabilitation Programs shall be expected to maintain a daily class attendance record, and to notify the Education Officer of any class absence/s at the conclusion of the class period in which the absence/s occurred, so that appropriate follow-up may be initiated.

IX. H.C.C. instructors shall be expected to notify the Director, Education and Rehabilitation Program, at least one (1) week prior to a student's anticipated completion of a class training phase (and to submit a Student Evaluation at such times) so that Certificates of Completion may be prepared and issued, graduation plans may be formalized, and further determination of the student's training status made.

X. H.C.C. instructors working with Harris County Sheriff's Department Education and Rehabilitation Programs are encouraged to personally discuss any Sheriff's Department administrative or personnel problem with the Director, Education and Rehabilitation Program. All matters pertaining to classroom supplies, training equipment, or H.C.C. administrative matters should be reviewed by the Director, Education and Rehabilitation Program, with the H.C.C. coordinator to that particular class.

XI. At any time an H.C.C. instructor must be absent or tardy from his class assignment at a Harris County Sheriff's Department facility, the instructor must advise the Director or custodial supervisor as far in advance as possible of his absence or tardiness. This procedure must be observed in order to insure that the educational program does not conflict with security regulations.

I have read and do understand the foregoing.

Date

H.C.C. Instructor

ARE YOU ON BENCH WARRANT FROM T.D.C.? _____

ARE YOU A FEDERAL PRISONER? _____

IS YOUR CASE ON APPEAL? _____

WHY DO YOU WANT TO ATTEND THIS COURSE? _____

DO YOU PLAN TO CONTINUE THIS TRAINING PROGRAM AFTER YOU ARE RELEASED? _____

SIGN YOUR NAME HERE

PLEASE RETURN THIS FORM TO: PROJECT DIRECTOR, EDUCATION AND REHABILITATION PROGRAM, HARRIS COUNTY REHABILITATION CENTER. (You may return this form by truck mail if you are confined in the Harris County Jail.)

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FOR COUNSELOR'S USE ONLY

1. SENTENCE, IF RECEIVED:

A. Has County Time? Yes _____ No _____ If Yes, time left _____

B. Has T.D.C. time on appeal? Yes _____ No _____

C. Is on Probation? Yes _____ No _____

2. HAS BEEN IN PROGRAM BEFORE? _____

3. IF CLASS IS FULL, WANTS TO WAIT? _____ WANTS TO GO TO ANOTHER CLASS? _____

APPLICATION APPROVED _____

APPLICATION REJECTED _____

COMMENTS: _____

Date

Counselor

DATE _____

TO:

SUBJECT: Application for Education and Rehabilitation Program

We have received your Application for an Education and Rehabilitation Program and regret to advise that your Application cannot be considered for the reason checked below:

_____ Insufficient time to remain in Harris County Sheriff's Department custody to complete Phase I of a training program.

_____ Texas Department of Corrections inmate held on bench-warrant by the Harris County Sheriff's Department.

_____ Federal or Military prisoner whose detaining authority does not approve Application for training program.

_____ Cannot meet security clearance to participate in the training program requested.

_____ Ineligible for participation due to expulsion from a previous training program.

_____ Other. _____

We compliment your interest in a training program and regret that we cannot be of assistance to you at this time. We hope, however, that you will actively pursue all other "self-improvement" activities that are now or will become available to you during confinement.

Sincerely,

Classification and Counseling Officer
Education and Rehabilitation Program
Harris County Sheriff's Department

DATE _____

TO:

SUBJECT: Application for Education and Rehabilitation Program

We have received your Application for an Education and Rehabilitation Program and wish to advise that you have met tentative acceptance requirements.

Within the next few days, you may be required to take some aptitude and interest tests to determine your compatibility to the training program you requested. If so, one of our counselors will discuss the results of your tests with you.

Your final assignment to the training program will depend on the availability of student space. We are pleased to receive your Application, and trust that you will maintain the good conduct required for participation in training programs.

Sincerely, _____

Classification and Counseling Officer
Education and Rehabilitation Program
Harris County Sheriff's Department

CONTRACT - Student/Education and Rehabilitation Staff

A contract is an agreement between people. It should be specific and be understood by each party involved. This is a contract between the Education Program staff and you. It will spell out what you can expect of us and what we expect of you.

First, some basic premises:

- (1) We care.
- (2) We will treat you like adult human beings. We will not rescue, coddle, or force you to make any decisions. You, and only you, are responsible for the ultimate choice - to succeed or to fail. No one in the program can or will make that decision for you.
- (3) We expect you to obey all jail rules, to treat all personnel, whether fellow students, deputies or program staff, with basic human dignity and respect for their rights as humans, just as we shall respect yours. We are serious about our Education Program and will not tolerate students who do not care about either themselves or the rights of their fellow man. Jails are a trying environment at best. We wish to create an atmosphere where learning and growth can take place. If you choose to stagnate that is your right, however, we choose to be alive.
- (4) We expect that each student do the best work possible in class, and that they be committed to becoming all they are capable of becoming. This will vary from individual to individual. The key word here, however, is committed. We expect students who are dedicated to learning, growing and living - not wasting their lives behind bars running away from living in the real world because they're afraid to try.
- (5) We, as the Education Program staff pledge to do everything in our power to help you help yourself. We will give you our dedication, our concern, our energy, and the most important thing - good information upon which you can make positive decisions concerning which way you choose your life to be.

Specifically, the following benefits are available to you:

- (1) Students in Education and Rehabilitation Programs are not required to hold full-time work assignments. If you do have a work assignment, please notify a member of the Program staff and your work schedule will be arranged so that it does not conflict with your school schedule .
- (2) If you desire, the Sheriff will write to a member of your family announcing your selection for a program. (The form for you to use to request this letter will be given to you by your Instructor.)

- (3) When you go to Court, a letter in your behalf will be written by us for you to give to your lawyer. He may, in turn, give this letter to the Judge for his consideration before passing sentence on you.

(When you know you are going to Court, ask your Instructor for an Inmate Request Form, fill it out, and give it back to him. We will prepare your letter and get it back to you before you leave for Court.)
- (4) If you are transferred to the Texas Department of Corrections, we will write to them and request that you be placed in the same training program there. (If you desire that we do this, you should ask your Instructor for an Inmate Request Form before you leave for T.D.C.)
- (5) When you are released from custody, you will be eligible to continue this same training program at a Houston Community College campus. Should you not be able to afford tuition and fees, every effort will be made to assist you in securing sponsorship through various grant and/or foundation assistance. When you are released, contact any member of the Education and Rehabilitation Program staff at the Harris County Detention Center by phone, and they will advise you of the procedure necessary.
- (6) When you are released from custody, we will assist you in finding a job in Harris County or a place to stay. As above, you need only phone a member of the staff for assistance. Telephone numbers are posted in the cell blocks.
- (7) If you plan to move out of Harris County when you are released from custody, and want to continue your training program in your new location, we will attempt to obtain Rehabilitation Commission sponsorship for you. (If you desire this service, you should ask your Instructor for an Inmate Request Form when you know your date of release.)
- (8) You may voluntarily withdraw from the training program at any time after your initial two weeks without penalty to you, except that you may lose your Trusty status if it was given to you solely on the basis of being a student. (If you desire to withdraw from class, you should ask your Instructor for an Inmate Request Form.)

There are no insurance policies - no guarantees that participation in this program will do anything magical for you. Just like the real world, some will succeed and some will fail. Which will you do? The choice is yours, your life and your destiny belong to you.

Education and Rehabilitation Program Staff

TO: Students in Education and Rehabilitation Programs.

SUBJECT: Letter to Family

If you desire that I do so, I will be pleased to write a letter to a member of your family announcing your selection for an Education and Rehabilitation Program, and encouraging their support of your efforts to improve yourself.

So that I may know the appropriate person to write, please complete the form below and return it to your Instructor. DO NOT COMPLETE THIS FORM IF YOU DO NOT WANT ME TO WRITE A LETTER IN YOUR BEHALF.

May I take this opportunity to wish you success in your training program.

Sincerely,

Jack Heard
Jack Heard, Sheriff
Harris County

PRINT YOUR NAME _____

NAME OF PROGRAM YOU ARE ATTENDING _____

NAME OF PERSON TO WRITE _____

ADDRESS _____

CITY, STATE, ZIP _____

WHAT IS THE RELATIONSHIP OF THIS PERSON TO YOU?

- Wife
- Mother
- Father
- Grandmother
- Grandfather
- Aunt
- Uncle
- Sister
- Brother
- Other. Specify relationship: _____

OFFICE OF THE SHERIFF
Harris County

EXHIBIT I



JACK HEARD, Sheriff
Houston, Texas 77002



GUS GEORGE
Chief Executive Assistant

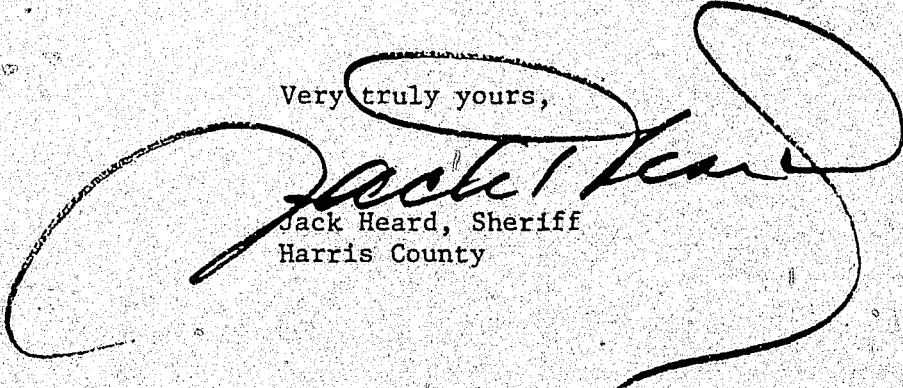
SUBJECT:

It is a pleasure to advise you that the person named above has been selected for participation in an Education and Rehabilitation Program conducted for the Sheriff's Department by the Houston Community College. If he maintains satisfactory progress and conduct, he will be eligible to continue and complete this training at a Houston Community College campus site --- upon his release from confinement --- with all credit earned while in this institution transferring to the college.

In view of the somewhat limited numbers of men we may accommodate in training programs, we feel that he is particularly fortunate to have been selected as a student in this rehabilitative effort. And you may take pride in the fact that he voluntarily applied for this training opportunity.

It is our sincere hope that you will give him your added support and encouragement in his efforts to improve himself through participation in this program.

Very truly yours,


Jack Heard, Sheriff
Harris County

REPORT OF STUDENT'S UNEXCUSED ABSENCE

INMATE'S NAME _____ TRAINING PROGRAM _____

DATE: _____ LENGTH: AM PM ALL DAY _____

REASON FOR ABSENCE: _____

EXCUSED

UNEXCUSED

COMMENT: _____

DISTRIBUTION:

EXCUSED: ORIGINAL TO STUDENT'S FILE

UNEXCUSED: ORIGINAL TO STUDENT'S FILE
COPY TO EDUCATION OFFICER

APPROVED: _____
R. L. Whitmarsh, Education Officer

5

EXHIBIT K

Date _____

TO: Classification Officer

The inmate named below has been dropped from the Education and Rehabilitation Program:

NAME _____ PROGRAM _____

TANK NO. _____ COMMISSARY NO. _____

This notice is sent to you for the appropriate action in the event the inmate should be moved from a school tank or if his commutation of sentence should be cancelled (provided the credit was awarded solely on the basis of the inmate's participation in an Education and Rehabilitation Program).

Director
Education and Rehabilitation Program

cc: Registrar, H.C.C.S.

REASON: _____

INMATE REQUEST FORM

PLEASE PRINT

NAME _____ DATE _____

TRAINING PROGRAM _____ TANK NO. _____

Please check the appropriate item below:

_____ Scheduled for court on _____.

_____ Scheduled for transfer to the Texas Department of Corrections
on _____.

_____ Scheduled for release from confinement on _____.

If scheduled for release from confinement, please answer the
following questions:

Do you plan to remain in Harris County? _____ YES _____ NO

Do you want to continue this training program at a Houston Community
College campus? _____ YES _____ NO

Do you want assistance in obtaining a job? _____ YES _____ NO

Do you want to reside in a Halfway House? _____ YES _____ NO

If you are moving out of Harris County, would you like to continue
this training program at your new location? _____ YES _____ NO

If "YES", please give your new address:

STREET _____

CITY _____ STATE _____ ZIP _____

_____ Voluntarily request withdrawal from this training program.

TENTATIVE STUDENT EVALUATION

STUDENT NAME _____ S.O. NUMBER _____

TRAINING PROGRAM _____

ENROLLED IN PROGRAM SINCE _____

	A	B	C	D	F
Class Grade to date					
Enthusiasm					
Cooperation					
Initiative					
Attitude					
Relationship with co-students					

TOTAL UNEXCUSED ABSENCES: _____

COMMENTS: _____

_____ Date

_____ Instructor Signature

OFFICE OF THE SHERIFF
Harris County

EXHIBIT N



JACK HEARD, Sheriff
Houston, Texas 77002



GUS GEORGE
Chief Executive Assistant

SUBJECT:

PROGRAM:

TO WHOM IT MAY CONCERN:

The subject individual, in custody of the Harris County Sheriff's Department is a voluntary participant in the Education and Rehabilitation Program conducted for us by the Houston Community College.

A copy of the Tentative Student Evaluation for this individual, submitted by his instructor, is attached for your information.

Yours very truly,

Director
Education & Rehabilitation Program

OFFICE OF THE SHERIFF
Harris County

EXHIBIT O



JACK HEARD, Sheriff
Houston, Texas 77002



GUS GEORGE
Chief Executive Assistant

Director, Classification and Assignment
Texas Department of Corrections
P.O. Box 99
Huntsville, Texas 77340

SUBJECT: (Inmate Name:
(Case Number:
(Training Program:

Dear Sir:

While in custody of the Harris County Sheriff's Department, the inmate named above has been a voluntary participant in the subject training program conducted for us by local area colleges.

A copy of the Instructor's Evaluation of this inmate is attached for your consideration in assigning him to a comparable training program within the Texas Department of Corrections, or to a training-related work assignment.

To the extent that it may be possible for you to do so, we will greatly appreciate any action you may take to insure continuance of this inmate's rehabilitative training program.

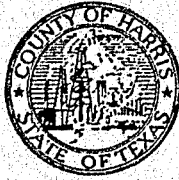
Thank you very much.

Very truly yours,

Director
Education and Rehabilitation Program

OFFICE OF THE SHERIFF
Harris County

EXHIBIT P



JACK HEARD, Sheriff
Houston, Texas 77002



GUS GEORGE
Chief Executive Assistant

Ms. Fay Cherry
Education Consultant
P.O. Box 38
Huntsville, Texas 77340

SUBJECT: (Inmate Name:
(Training Program:

Dear Ms. Cherry:

While in custody of the Harris County Sheriff's Department, the inmate named above has been a voluntary participant in the subject training program conducted for us by local area colleges.

A copy of the Instructor's Evaluation of this inmate is attached for your consideration in assigning her to a comparable training program within the Texas Department of Corrections, or to a training-related work assignment.

To the extent that it may be possible for you to do so, we will greatly appreciate any action you may take to insure continuance of this inmate's rehabilitative training program.

Thank you very much.

Very truly yours,

Director
Education and Rehabilitation Program

OFFICE OF THE SHERIFF
Harris County

EXHIBIT Q



JACK HEARD, Sheriff
Houston, Texas 77002



GUS GEORGE
Chief Executive Assistant

SUBJECT: (Name:
(Address:
(Training Program:

Gentlemen:

While in custody of the Harris County Sheriff's Department, the person named above has been a voluntary participant in the subject training program conducted for us by the Houston Community College.

This individual has been released from confinement, and plans to reside at the address shown below. It is our hope that he may be eligible for your sponsorship to continue this training program at a facility approved by you.

A copy of the Instructor's Evaluation of this person is attached for your consideration of this request. By copy of this letter to him, we are suggesting that he contact your office to determine if he may be eligible for your sponsorship.

Thank you for any consideration you may extend this individual.

Very truly yours,

Director
Education and Rehabilitation Program