

# **Office of the Sheriff Contra Costa County**

Sheriff's Work Alternative Program (SWAP)

Electronic Home Detention (EHD)

Secure Continuous Remote Alcohol Monitoring (SCRAM)



## **CUSTODY ALTERNATIVE FACILITY HANDBOOK**

**Custody Alternative Facility**

1011 Las Juntas St.

Martinez, CA 94553

## MISSION

The Contra Costa County Office of the Sheriff is committed to utilizing resources to their highest potential. This necessitates a strong progressive custody alternative program that provides alternatives to traditional incarceration while ensuring public safety.

The Custody Alternative Facility programs provide for public safety, maintain judicial confidence and, at the same time, allow participants to be contributing members of society while fulfilling their court ordered sentences.

## CUSTODY ALTERNATIVE FACILITY PROGRAMS

The Custody Alternative Facility (CAF) offers three alternatives to traditional custody:

### **Sheriff's Work Alternative Program (SWAP)**

Participants with sentences of up to 30 days are allowed to work at various assigned locations during daytime hours and receive day-for-day credit on their sentences.

### **Electronic Home Detention (EHD)**

Participants with sentences of more than 30 days are fitted with an EHD monitor, scheduled for approved activities outside their residence, and are supervised electronically 24 hours a day. Their person, property, and home are subject to search at any time.

### **Secure Continuous Remote Alcohol Monitoring (SCRAM) / Remote Breath**

SCRAM is a continuous alcohol monitoring device worn on the ankle 24 hours a day. A participant may wear this device both on a pre-trial or sentenced basis and can be used in conjunction with EHD.

## **GENERAL INFORMATION**

### **(You are Pre-Trial or Post-Conviction)**

In lieu of jail, the court may have referred you to CAF for an evaluation of your suitability for enrollment in one of our Custody Alternative Programs.

1. **Referral by the court is not a guarantee you will be accepted into the program.** The CAF Sergeant or designee must approve your placement.
2. **The court referral to Custody Alternative Facility, also known as a “Promise to Appear”, requires you to contact CAF within two weeks after your court appearance or as directed on your court docket or Order of Probation.** Failure to do so may result in program denial or a warrant for your arrest.
3. **Participation is generally limited to Contra Costa County residents.** Exceptions may be made on a case-by-case basis after consideration of travel time and supervision requirements.
4. **You must be either pre-trial or post-conviction. You must be referred by the court to qualify for a Custody Alternative Program.**
5. **You must comply with all the rules and restrictions of the CAF program in which you participate (SWAP, EHD, or SCRAM).** Failure to do so will result in program failure and you may be taken into physical custody.
6. The facts of the committed offense will be evaluated during the review of your application. Your past criminal history will also be considered. You may be denied program placement, if the investigation disclosed that you have been convicted of, admitted to, or have a history of any of the following:
  - a. Sex crimes against a minor
  - b. Felony sex crimes
  - c. Arson
  - d. Manufacturing illegal drugs
  - e. Acts of violence against police or emergency personnel
  - f. Any violent crime as defined in California Penal Code Section 667.5(c)
  - g. Any serious felony crime as defined in California Penal Code Section 1192.7
  - h. Stalking crimes

*General Information, continued...*

- i. Violation of court orders
- j. Domestic violence
- k. Three or more crimes involving violence
- l. Additional pending charges in any other court
- m. Violations of Vehicle Code Sections 2800.2 and/or 2800.3

**This is not a complete list of factors that may limit enrollment in a custody alternative program. Individuals are screened on a case-by-case basis for suitability.**

## **WHAT TO EXPECT**

1. If you have not received or completed your application in advance, you must arrive at least one hour early before your scheduled appointment. You must complete an application in order to start the booking process. If you arrive late for your scheduled appointment time, you may be turned away.
2. You will be booked at CAF during your first appointment (unless you are a transfer from another county). This appointment will require two or more hours, depending on the program. Please adjust your schedule (childcare, transportation, etc.) to accommodate this required period of time. Expect to return directly home after enrollment.
3. During the booking process, your information will be entered into the jail management system and you will be fingerprinted, photographed, and briefed on program rules, and regulations.
4. Hats, head coverings, coats, and bulky clothing are not allowed in the building at any time or in any photographs.
5. You must bring a valid picture ID to your enrollment appointment.
6. **CAF is a jail facility.**
  - a. **Do not bring children to your appointment.** CAF cannot accommodate children. You must make arrangements for their care and welfare during your appointment.
  - b. **You are subject to search when entering this facility.** Do not bring large items into the facility.
7. All CAF Deputies are equipped with body-worn cameras.

## **SHERIFF'S WORK ALTERNATIVE PROGRAM (SWAP)**

- Generally, you will be placed on SWAP if your sentence is 30 days or less, unless your charges dictate you are not eligible.
- Worksites are available in many locations throughout Contra Costa County. There are no worksites available outside of the county.
- Your SWAP Case Manager will set up your work schedule. Not all job sites are available seven days a week, and there are no guaranteed worksites. Work schedules will not be changed.
- A minimum of eight (8) hours and a maximum of ten (10) hours worked per day will equal one (1) day of custody credit.
- You may be requested to work one to three days per week.
- You can be removed from SWAP for absences, late arrivals, non-compliance with rules, disruptive behavior, or being intoxicated.
- You are responsible for transportation to and from a worksite. Lunch is not provided.
- You may be required to submit to a drug test at any time on the program.
- You must have a cell phone and maintain cell phone service while on the SWAP program.

## **ELECTRONIC HOME DETENTION (EHD)**

- You will be placed on EHD if your sentence is 31 to 365 days. Offenders sentenced to less than 31 days may be considered in special circumstances.
- You must provide unrestricted access to your place of residence in Contra Costa County.
- EHD must be specified as an option on the court docket that refers you to CAF. In-custody applicants may be considered for acceptance.
- You must have a cell phone and maintain cell phone service while on the EHD program. Access to electricity is required for charging the device.
- If accepted to the EHD program, you will be assigned a Case Manager, will be required to attend weekly office visits, and will be subject to random urinalysis tests for drugs and alcohol.

- No alcohol, drugs, or weapons are allowed at your residence, in your vehicles, or in your possession.

## *WHAT TO EXPECT / ELECTRONIC HOME DETENTION (EHD) Continued...*

- Employment and/or school attendance are subject to Case Manager verification and Sergeant approval and must not interfere with program requirements.
- EHD is a closely supervised program that requires absolute compliance by the participant. Failure to comply with rules may result in your physical return to custody.
- Uniformed Sheriff Deputies will periodically conduct random checks at your home.
- All adults living in the home in which you reside must sign an agreement acknowledging your program participation. They must also agree to cooperate and make all areas of the residence available for a search by deputies.
- You may not consume or possess any type of alcohol or drugs not prescribed to you by a doctor. You must provide a list and proof of all prescribed medications to your Case Manager and notify them if you get new medications. Medical marijuana is not permitted on the program, even with a prescription.
- EHD requires a strict schedule and rule adherence. While you may be able to go to work and perform other necessary tasks, you will not be allowed to go to non-essential activities, such as vacation, sporting events, or social functions.
- You will need to be able to show how you will legally get to work, office appointments, school, etc. You may be required to provide a valid driver's license.
- You must show up and be on time for your appointments. Attending weekly appointments is mandatory. Missing appointments and non-compliance of other rules can result in failure of the program, including placement into physical custody.

## **SECURE CONTINUOUS REMOTE ALCOHOL MONITORING (SCRAM)**

- You may be ordered on the SCRAM program by a referral from the courts.
- If accepted to the SCRAM program, you will be assigned a Case Manager and will be required to attend regular office visits.
- All applicants must have a cell phone and maintain cell phone service while on the SCRAM program. Electricity is needed for charging the devices.

## CAF PHONE NUMBERS

SWAP Enrollment Clerk.....(925) 313-4272  
EHD Enrollment Clerk..... (925) 313-4271  
Fax Number ..... (925) 313-4290

## CAF APPLICANT CHECKLIST

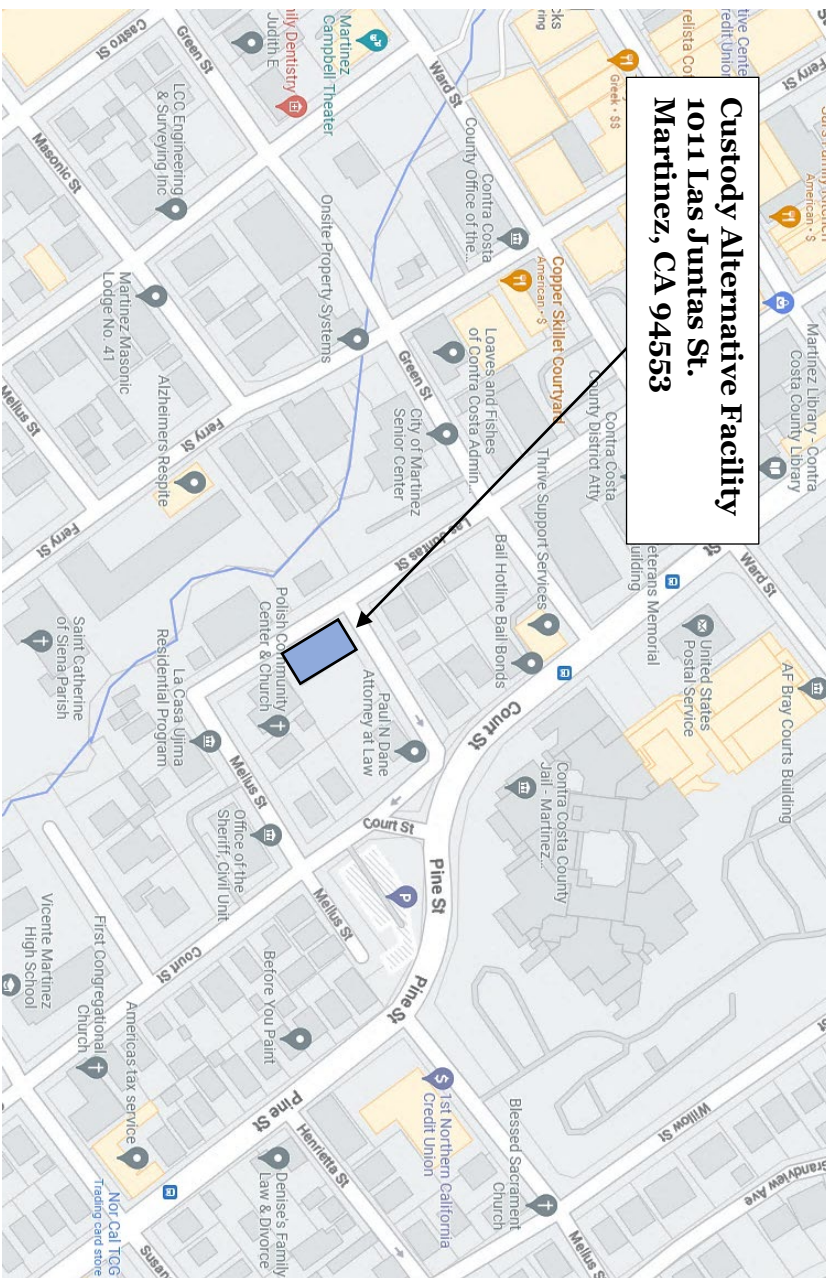
1. Go to Court and ask for a referral to the Custody Alternative Facility. If referred, ensure that all of the CAF paperwork from the court includes your accurate contact information.
2. Get a copy of your court minute order referring you to CAF. This may include paperwork titled “Clerk’s Docket and Minutes” and “Court Referral to Custody Alternative Facility” (also known as “Promise to Appear”). This may also include an Order of Probation.
3. Call the appropriate CAF program enrollment clerk to schedule an appointment. You will need your docket number, which is located in the upper right corner of your Clerk’s Docket and Minutes or Order of Probation.
4. Schedule an enrollment appointment. Ensure that you have all the required enrollment documents that apply. This may include proof of employment, including pay stubs and an official schedule; a list of future necessary appointments, car registration, etc.
5. Arrive 15 minutes early for your appointment on the day of your appointment and make sure that you bring all of the required documents. If you need to fill out forms, arrive 1 hour early. **DO NOT BE LATE!**

**Missing your appointment without calling  
may result in program disqualification.**

Notes: \_\_\_\_\_  
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Applicable Custody Alternative Penal Code: 1203.016