



OFFICE OF THE SHERIFF
 Contra Costa County
 Custody Alternative Facility
 1011 Las Juntas Street
 Martinez, CA 94553
 (925) 313-4260

CUSTODY ALTERNATIVE FACILITY HANDBOOK

Work Alternative Program-WAP
 Electronic Home Detention- EHD/Alcohol Monitoring-
 SCRAM
 County Parole



CAF PROGRAM FEES-
GENERAL INFORMATION

1. All CAF fees paid by offenders help offset program costs and are non-refundable.
2. All CAF programs require a \$125 application fee in addition to the daily fees as listed by the program.
3. All fees must be paid in cash (exact change only), money order, cashier's check (payable to CAF) or credit/debit cards. Be advised that there will be a credit card surcharge, so plan accordingly. Personal checks are NOT accepted. If someone else is going to pay your fees, they must be present with their card and identification.

ELECTRONIC HOME DETENTION (EHD)

1. You will be placed on EHD if your sentence is 31-365 days. Offenders sentenced to less than 31 days may be considered in special circumstances.
2. To be considered for acceptance to the EHD program, you must be employed, in school, or actively looking for work. In-custody applicants may be considered for acceptance, if they show they have adequate resources to obtain employment or continue their education. Also, EHD must be specified as an option by the court.
3. Your employment and/or school program will be evaluated against the following guidelines:
 - A. it must lend itself to periodic and unscheduled supervisory checks.
 - B. all work and school situations are subject to case manager/supervisory approval, so to not interfere with program requirements.
4. You must be sentenced on ALL charges before you can be placed on EHD.
5. If accepted to the EHD program, you will be assigned a case manager and will be required to attend weekly office visits and provide weekly urinalysis tests for drugs and alcohol. ~~SCRAM inmates will be required to present themselves to the CAF office twice weekly.~~
6. EHD is an intensely supervised program that requires absolute compliance by the offender. Failure to comply with rules may result in return to custody.

7. Uniformed Sheriff Deputies will periodically check for program compliance at your home and workplace. These visits will be random.

8. No alcohol, drugs, or weapons are allowed at your residence, in your vehicles, or in your possession. 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 available all areas of the residence.

9. YOU MAY NOT CONSUME OR POSSESS ANY TYPE OF ALCOHOL OR DRUGS NOT PRESCRIBED TO YOU BY A DOCTOR. You must provide all medications and prescriptions to your case manager and notify them if you get any new medications.

10. EHD requires strict schedule and rule adherence. While you will be able to go to work and perform other tasks, you will not be allowed to go on vacation, attend sporting events, or attend social functions.

11. You will be required to provide a transportation plan to your case manager during your first meeting. You will need to be able to show how you will get to work, office appointments, school, etc.

12. If you will be driving yourself to CAF, work, school, et al, you will be required to provide proof of your license, insurance, and registration.

~~13. CAF fees are standard, the daily costs depend on the number of equipment assigned while on program and if tests are needed.~~

~~14-13.~~ YOU MUST SHOW UP AND BE ON TIME FOR YOUR APPOINTMENTS. Attending weekly appointments are mandatory and non-compliance of rules can result in failure of the program.

COUNTY PAROLE PROGRAM (CPP)

~~The CP program allows in-custody inmates to apply for county parole and if approved, to complete their sentences in a modified EHD program (see EHD Program for details). Additionally, some EHD applicants who might otherwise be rejected by the CAF Sergeant can be referred to the CP program for consideration.~~

~~1. CPP applications may be requested through the module/building Deputy or by submitting an inmate request form addressed to "CAF Sergeant".~~

~~2. The inmate must have 60 days or more remaining on their sentence and have no pending cases.~~

~~3. The sentencing Judge must have no objection to CPP for the inmate.~~

~~4. Eligible applicants will attend a hearing before the County Board of Parole Commissioners and be asked to explain their plans for employment, housing, etc.~~

~~5. The Parole Board will review all pertinent information and render its decision. The applicant will be advised of the board's decision following the hearing.~~

~~6. Inmate who are approved for release to CPP will be processed and released to CAF. Inmates who are denied will remain in custody.~~

EHD AND COUNTY PAROLE FEES

~~Application Fee \$125~~

~~Urinalysis Test Fee \$6/week~~

~~Daily Fee for standard EHD sentence \$20/day~~

~~Daily Fee for standard SCRAM sentence \$20/day~~

~~Daily Fee for EHD w/ SCRAM sentence \$23.50/day the alcohol monitoring may be ordered by the court or deemed appropriate by the CAF Sergeant.~~

~~All CAF participants will sign and agree to payment schedule when enrolled on program.~~

~~The application fee and first week's daily fees are due at your first appointment. Daily fees for subsequent weeks are due at each weekly office visit.~~

~~Fee example: Your sentence is 31 days~~

~~Application Fee _____ \$125.00~~

~~Daily Fee \$20.00 x 31 days _____ \$620.00~~

~~UA Fee \$6.00 x 5 _____ \$30.00~~

~~Total fees _____ \$775.00~~

8. **Good time/work credit is not automatically allowed for any CAF programs.** Good time or work time credit is solely at the discretion of the judge.

9. You will be booked at CAF during your first appointment (unless you are a transfer). This appointment can take approximately 3 hours, depending on the program. Please adjust your schedule (childcare, transportation, etc.) to accommodate this.

10. During the booking process, you will be fingerprinted and photographed. Hats and head coverings are not allowed in the building or in any photographs.

11. **YOU MUST BRING A VALID PICTURE ID TO THE ENROLLMENT APPOINTMENT.**

12. **You must arrive early for your appointment. If you have not received or completed your application, you must arrive at least one hour early.** You must have a completed application in order to start the booking process. Late appointments may be turned away.

13. **Do not bring children to your appointment.** CAF is a jail facility and cannot accommodate children. Make arrangements for their safety and the safety of CAF staff.

14. **The Custody Alternative Facility is a jail facility.** You are subject to search when entering this facility. Do not bring large items in to the facility and remember there are no hats or children allowed in this facility.

WORK ALTERNATIVE PROGRAM (WAP)

1. Generally you will be placed on WAP if your sentence is 30 days or less, unless your charges dictate you are not eligible.
2. Worksites are available in many locations throughout Contra Costa County. There are no worksites available outside of the county.
3. Your WAP case manager will set up your work schedule. Not all job sites are available seven days a week.
4. You will be assigned to work 8 hours a day. Worksite locations start and end times vary by location.
5. ~~If your sentence is 1-5 days, you will be required to work a minimum of 1 day a week, Monday-Friday only. If your sentence is 6-30 days, you will be required to work a minimum of 3 days per week, Sunday-Saturday.~~
6. **It is your responsibility to make necessary arrangements with your employer regarding your work schedule prior to your appointment.**
7. You are responsible for your own transportation to and from the worksite. Arrive 10 minutes before your scheduled time. DO NOT BE LATE-you may not be seen.
8. You must comply with all program and worksite rules.
9. **YOU WILL BE REQUIRED TO PERFORM PHYSICAL LABOR.** Accommodations may be made for offenders with physical limitations when possible.

WAP FEES

~~Application Fee \$125.00~~

~~Daily Fee \$16.00 per day for each day of your sentence.~~

~~Fee example : Your sentence is 5 days.~~

Application Fee \$125.00

Daily Fee \$16.00 x 5 days \$80.00

Total fees: \$205.00

~~All WAP fees are due in full at your first appointment.~~

~~Once you pay your fees, you will receive your WAP work contract. You must work each and every day that you agreed upon. If you miss a day and the absence is deemed unexcused, you will have to repay the \$125 application fee, plus the daily rate for each missed day.~~

~~If you miss a day that is excused (public holiday, funeral, Dr.'s note) you will still be required to make up the day(s), however, the application fee will be waived.~~

Work Alternative Program

Appointment

Day_____Time_____

IF YOU MISS YOUR APPOINTMENT
A WARRANT FOR YOUR ARREST
WILL BE ISSUED

ELECTRONIC HOME DETENTION PROGRAM

Appointment

Day_____Time_____

IF YOU MISS YOUR APPOINTMENT
A WARRANT FOR YOUR ARREST
WILL BE ISSUED

GENERAL INFORMATION-CUSTODY ALTERNATIVE FACILITY PROGRAMS

1. YOU HAVE BEEN SENTENCED TO JAIL!

The court has referred you to the Custody Alternative Facility for an evaluation of your suitability to participate in our program.

2. *Referral by the court is not a guarantee you will be accepted onto the program.*

The CAF Sergeant or designee must approve your placement.

3. *It is your responsibility to contact CAF within two weeks of sentencing to schedule an appointment!*

Failure to do so may result in program denial or an order for your arrest.

4. *Participation is generally limited to Contra Costa County residents.*

However, exceptions may be made on a case by case basis after considering travel time and supervision requirements.

5. *You must be sentenced on ALL criminal charges in order to qualify for the Custody Alternative Program.*

6. *You must comply with all the rules and restrictions of the CAF program in which you participate (i.e. WAP, EHD, or CPP).*

Failure to do so will result in program failure and you will be taken into custody to serve the remainder of your sentence.

7. 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 and misdemeanor sex crimes .
- c. Arson.
- d. Acts of violence against police or emergency personnel.
- e. Violent misdemeanor or felony crimes as per PC 667.5(c)
- f. Stalking crimes.
- g. Manufacturing illegal drugs.
- h. Involvement in drug sales and /or possession of large quantities of illegal drugs.
- i. Serious medical problems.
- j. Prior escape from jail or prison.
- k. History of rule violation while in custody.
- l. Pending charges.
- m. The sentencing Superior Court judge specifically orders no CAF placement.
- n. Any additional factors relevant to program suitability.

This is not a complete list of factors that would limit access to the CAF program. Individuals are screened on a case by case basis for suitability.

CAF PHONE NUMBERS

WAP Enrollment Clerk	(925) 313-4251
EHD Enrollment Clerk	(925) 313-4261
Fax Number	(925) 313-4290

CAF APPLICANT CHECKLIST

1. Go to Court- ask for CAF referral, if referred, ensure that all of the CAF paper work includes your accurate contact information.
2. Get a copy of your court minute order referring you to CAF.
3. Call the appropriate CAF program enrollment clerk to schedule an appointment. You will need your docket number located in the upper right corner of your court papers.
4. Schedule an enrollment appointment. Ensure that you have all the required enrollment documents that apply (pay stubs, car registration, etc.).
5. Arrive 15 minutes early (unless you need to fill out forms- 1 hour) on the day of your appointment and make sure that you bring all of the required documents in addition to the required fees. DO NOT BE LATE!
6. In case of an emergency that precludes your from making your appointment-YOU MUST CALL CAF IMMEDIATELY. Missing your appointment without calling may result in program disqualification.