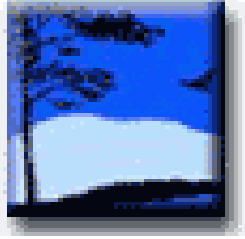


**Santiago
Canyon
College**



Sandra Hutchens
Sheriff-Coroner

ORANGE SHERIFF'S DEPARTMENT
INMATE SERVICES DIVISION
CORRECTIONAL PROGRAMS UNIT

in conjunction with

SANTIAGO CANYON COLLEGE DIVISION OF CONTINUING EDUCATION
INMATE EDUCATION PROGRAM

JAIL INSTRUCTORS' HANDBOOK

- Administrative Guidelines -

Rev.
April 2010

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INTRODUCTION

Welcome to the Correctional Programs Unit of the Orange County Sheriff's Department. Your work as an instructor in our jails is a valuable and integral part of our rehabilitation system for the inmates.

It is our policy to recruit instructors without discrimination to race, religion, sex, creed, national origin, or political affiliation. While you must be 21 to be an instructor, we do not discriminate on the basis of age thereafter.

This handbook provides each Jail Instructor an outline of our organization, an explanation of the administration of the jail system, and guidelines for the performance of your assigned duties.

This handbook cannot anticipate every situation that may arise, or provide precise answers to every possible question. If the meaning or purpose of any rule or regulation is not clear, contact your facility's Education Service Coordinator, or call the Correctional Programs Education Office. Knowledge of jail policies, procedures, rules, and regulations contained in this handbook is expected of all Jail Instructors. We count on you to exercise good, sound judgment and to take whatever action is consistent with jail policies and procedures.

We're pleased that you have offered to help us provide programs and services to the inmates of the Orange County Jails. Please feel free to communicate questions, concerns, or feelings with your contact within the Santiago Canyon College, Division of Continuing Education, or the Correctional Programs Education Staff.

We hope your work here will be satisfying and rewarding.

"NO HOSTAGE POLICY"

The Orange County Sheriff's Department has a strict "No Hostage" policy, which means that no inmate will be allowed to leave the jail facility because of taking a hostage. Force may be necessary to rescue hostages. This policy will be applied in all cases without regard to sex, age, or status of any hostage.

SECTION ONE

Safety And Security Issues:

Definitions

- **JAIL INSTRUCTOR:** A person from Santiago Canyon College that has been approved by the Orange County Sheriff's Department's security clearance procedure, who will provide educational programs, and/or services on a regularly scheduled basis to the jail system without compensation from the Sheriff's Department.
- **EDUCATION SERVICE COORDINATORS (ESCs):** Sheriff's Department Staff that coordinate academic and vocational education. Each coordinator will be responsible for the recruitment, G.E.D testing and retention of inmates specific to their program. Also, the ESCs act as the liaison between the instructors, inmates, and the Sheriff's Department Security Staff. The ESCs work with the Jail Instructors to coordinate all activities and programs under the direction of the Correctional Programs Supervisor I, and the Correctional Programs Supervisor II.
- **EDUCATION ASSISTANTS (EAs):** Sheriff's Department Staff assigned to assist the Education Service Coordinators work with the Jail Instructors, or act as the liaison between the Instructors, inmates, and the Sheriff's Department Security Staff.

Jail Instructors Orientation & Training

The Jail Instructor will be notified when he/she has been accepted into the Correctional Programs Education Program. Upon notification, new Instructors must contact the Correctional Programs Education Office Specialist at (714) 647-4565 to set up an appointment to have a photo ID badge prepared. This badge will be worn at all times while inside the Orange County Sheriff's Department jail facilities. These ID badges are only to be worn within the jail facilities. If your ID badge is lost or stolen, you must contact your facility ESC as soon as possible.

Orientation and training may include, but is not limited to, an explanation of:

- a. Various policies and procedures that emphasize security and confidentiality of information.
- b. Jail Instructor's duties.
- c. The lines of authority, responsibility, and accountability for instructor services / programs.
- d. The Jail Instructors' Handbook.

4. Attendance and Punctuality

Jail Instructors are requested to report to their classrooms for their assigned programs 15 minutes before their assigned classes begin. If for any reason an Instructor will be absent for their class, or if they will be late, proper notification must be given to the site they are assigned to teach at: Central Jail Complex (Men's, Women's & IRC) (714) 647-4565, Theo Lacy (714) 935-7809, James A. Musick (949) 855.2614 and the Santiago Canyon College, Division of Continuing Education Absence Line (714) 628-5917

5. Contact Information

Any changes of your contact information, such as name, address, telephone number, emergency contact, etc. should be given to the Santiago Canyon College, Division of Continuing Education Employee Services Office immediately. Necessary information may be passed on to the Education Service Coordinator at your jail facility.

6. **Instructors' Attire**

While in our facilities dress in neat and appropriate attire.

Examples that are NOT acceptable:

- Tank tops, shorts, or revealing attire.
- Solid colored T-shirts (White, Red, Orange, Yellow, Blue).
- Sandals or open-toed shoes.
- Clothing, including hats, bearing inappropriate slogans or sayings.
- Clothing similar to that worn by the inmates.
- No blue jeans or blue denim shirts.
- If in doubt...don't wear it.

6. **Searches**

To ensure the order, safety, and security of the jails all persons entering the jail facilities may be subject to a search of their person and belongings. A Jail Instructor may refuse to be searched, but will not be permitted entrance to the facility.

7. **Incarceration Of Jail Instructors**

Should a Jail Instructor be incarcerated for any crime, (misdemeanor or felony), to avoid any appearance of impropriety, the instructor can notify the Sheriff's Correctional Programs Continuing Education, Rancho Santiago Community College District (RSCCD) Human Resources, and Santiago Canyon College, Division of Continuing Education Dean of Instruction and Student Services. The instructors ID badge may become inactive / invalid upon mutual agreement of RSCCD and the Sheriff's Department and held by Correctional Programs pending an investigation, or until the instructor complies with all previously stated policies (Where are these stated?) regarding incarceration.

8. **Internal Investigations**

Internal investigations may be authorized to maintain the overall security of the jail facilities, as well as to ensure the integrity and reputation of the Orange County Sheriff's Department. All internal investigations will be conducted in a manner conducive to good order and discipline, while observing the rights of the Instructors and staff. Jail Instructors must respond fully and truthfully to all questions asked by Sheriff's Department investigators regarding their personal conduct in performance of their official duties. Any Instructor failing to respond completely and candidly to such inquiries may be subject to dismissal.

9. Incarceration Of Relatives or Close Friends

If a Jail Instructor becomes aware that any relative or friend has become an inmate in the Orange County Jail system, the Instructor must immediately notify Santiago Canyon College, Division of Continuing Education Dean of Instruction and Student Services and the Sheriff's Correctional Programs Education Supervisor of the situation. The Correctional Programs Education Supervisor will provide direction to the Jail Instructor as well as to the ESCs. If the relative or friend is incarcerated in the facility in which the Jail Instructor is working, the Jail Instructor may be transferred to another facility until that inmate is released or transferred.

10. Use Of Intoxicants Or Drugs By Instructors

Jail Instructors may not enter any facility while under the influence of any intoxicants, illegal drugs, or when impaired by prescribed or over the counter medication. Any misconduct involving intoxicants or drugs may result in dismissal and / or arrest. Prior to class, all Instructors should take necessary precautions and communicate to / inform the Education Personnel of any prescription medications or over-the-counter medications which the Instructor has taken.

11. Taking Prohibited Articles Into A Jail Facility

The following items should be left at home, or remain locked in your vehicle:

- Cell phones.
- Pagers.
- Purses.
- Unauthorized pens, pencils, or metal paperclips that are not required.
- Oversized bags.
- Briefcases, if not needed.
- Materials not approved for class, such as reading books, magazines, etc.
- Wallets

In accordance with California statutes (California Penal Code Sections 4373 et seq., and 4574), it is a felony for anyone to bring the following items into any jail facility:

- Opium, morphine, cocaine, or their derivatives.
- Any other narcotic drug.
- Intoxicating liquor of any kind.
- Firearms.

- Weapons.
- Explosives of any kind.

13. **Emergency Situations**

In the case of an emergency, while inside the facility, all Instructors must follow all directions from either the Correctional Programs Staff and/or the facility's Security Staff.

14. **Special Problems**

In the event that unresolved situations with an inmate or needs arise that an ESC is unable to answer, Instructors are encouraged to contact the Santiago Canyon College, Division of Continuing Education Dean of Instruction and Student Services or the facility sworn staff. If additional clarification is required they will be directed to the Correctional Programs Supervisor I for further clarification.

15. **Termination And Dismissal**

Should the Jail Instructor violate any of the following, their services may be discontinued by mutual agreement of the Sheriff's Department and Rancho Santiago Community College District.

Typical reasons may include:

- Facility / department policies or procedures have been violated.
- The Jail Instructor or Instructor's organization has engaged in unlawful conduct.
- Frequent tardiness or absence for scheduled classes has occurred.
- Personal actions or attitudes exhibited by the Instructor(s) that may threaten the safety, security of the facility, or the health of staff or inmates, or show that the Instructor is no longer compatible or beneficial to the mission of the Correctional Programs Unit and /or the Orange County Sheriff's Department.
- Financial transactions with inmates.
- Unauthorized contact with inmates.
- Constant misuse of unapproved videos. (Delete – we have a policy to deal with this)

Upon termination, the Jail Instructor shall return the ID badge and any other property of the jail facility or the Sheriff's Department to the Education Service Coordinator and/or the Correctional Program Supervisor.

16. **Discrimination And Sexual Harassment**

Orange County Sheriff's Department prohibits discrimination because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or sexual preference. The Orange County Sheriff's Department provides a non-hostile work environment for its professional staff, sworn staff, instructors, and strictly prohibits inappropriate behavior.

If you feel that you have been a victim of harassment or discrimination, you may report your concerns to the Santiago Canyon College, Division of Continuing Education Dean of Instruction and Student Services and/or the Rancho Santiago Community College District Human Resources Department.

Inmate / Instructor Relationships

It is the policy of the Orange County Sheriff's Department that all Jail Instructors in the jail system must confine their relationships with incarcerated inmates, released inmates, and the families of inmates to those activities that are officially sanctioned as an integral part of their duties as an Instructor. The Sheriff's Department cannot be held responsible for any activities or correspondence conducted outside the jail facilities; such activities are therefore conducted as a part of the Jail Instructors' choice and at their own risk.

1. Conduct Of The Jail Instructors With Inmates

Jail Instructors will maintain, at all times, a courteous and professional demeanor in dealing with inmates. Use of indecent, abusive, and profane language in the jail is prohibited.

Jail Instructors should not discuss their personal affairs, or the affairs of other instructors, jail staff, or inmates with any other inmates. Instructors will not engage in any unauthorized game, contest, or sport with any inmate. Intimate personal relationships with inmates are strictly prohibited. Instructors should not give their personal address, telephone number(s), or computer e-mail addresses to any inmate or to an inmate's family members or an inmate's friends.

2. Reporting Inmate Rule Violation

All Jail Instructors must be aware of the necessity for security and discipline in all relations with inmates. All programs and services must be conducted in such a manner that security and safety is never compromised. In the event that security or safety is breached, the Instructor must immediately report the violation to the appropriate Sheriff chain of command. The report must be fair and impartial and must reflect all facts surrounding the incident. Instructors should not permit personal feelings to prevent fairness in dealing with inmates.

3. Financial Transactions With Inmates

Under no circumstances will Jail Instructors engage in any financial transactions or in trading or trafficking items of any sort with inmates or inmates' families or deposit money into an inmate's book. Jail Instructors will not, directly or indirectly give to or receive from any inmate or members of their family, anything in the nature of a personal gift, loan, or the promise of such or the exchange of anything for value or any form of transaction not authorized by an ESC. This does not prohibit the Instructor's sponsoring organization from providing assistance to an inmate or an inmate's family. Violations of this policy may result in dismissal (See Section One, Paragraph 15).

4. Transmission Of Messages

Jail Instructors must not receive or send any verbal or written messages for any inmate (i.e., mail, e-mail, phone calls).

5. Bribery

Any offer of bribery, attempted bribery, or solicitation of bribery by an inmate must be immediately reported by the Jail Instructor to the Education Service Coordinator, and to Security Staff, or the Facility Watch Commander.

6. Contacting Or Corresponding With an Inmate's Family

A Jail Instructor should not have contact with or conduct correspondence with an inmate's family or friends unless authorized to do so as part of the Instructor's approved program. Any authorized contact or correspondence must be conducted through the Santiago Canyon College, Division of Continuing Education, and not through the Jail Instructor's personal residence.

7. Contact with an Inmate Post-Release

Instructors should immediately report any and all contact with former inmates to the Sheriff's Department.

Violating any of the Inmate/ Instructor relationship rules will result in immediate termination of teaching position within the O.C. Jail.

Tips For Working With Inmates

1. Be responsible: plan on expending your time and energy.
2. Always be organized and prepared for your program.
3. Show understanding for the inmates. You need to be able to relate to the inmate and understand his/her feelings without being condescending or getting overly involved.
4. Be positive, honest, genuine, and professionally courteous with the inmates. Have fun with your program too.
5. Be present and on time for your classes or programs. If you find that you are unable to meet an obligation, notify both agencies as far in advance as possible.
6. Don't make unrealistic promises.
7. Be fair, flexible and patient with inmates. Be understanding and make concessions for an inmate's limited abilities or slow progress.
8. Be aware of normal business and activities that occur concurrently within the jail. Always be cognizant of your surroundings.
9. Help the inmates to help themselves. Ask questions rather than give answers. Whenever possible, let them think through their problems and discover their own solutions. This will improve their confidence in their own coping abilities. Remember: change comes from within.
10. Understand that inmates generally have multiple problems. Help him/her separate the problems, and deal with each problem individually and in an effective manner.

11. Be prepared for occasional setbacks or disappointments. View them as an opportunity for personal growth and change.
12. Give attention without expecting outward thanks. Reward positive behavior with attention. Ignore behavior that is negative unless it will be harmful to you, the inmate, or others. If it will, report it immediately to the appropriate person.
13. Be a good listener. Provide a supportive and encouraging attitude.
14. Discover the inmate's strengths; he/she has encountered enough criticism of his or her weaknesses. Emphasize the good points; these are the fundamental building blocks for the inmate's future successes.
15. Be optimistic about an inmate's potential; in general be optimistic about life.
16. Encourage realistic goals and attitudes.
17. Understand that any inmate can be an excellent "con artist". At the same time, exhibit trust as much as possible.
18. Respect confidences. Let the inmate feel you will not discuss their business with others. However, it is important that you share pertinent information with the jail staff if security or personal safety is at risk.
19. Refrain from imposing on others your own political and or religious beliefs while performing your service or program.
20. Be sincere, be yourself. Let the inmate know when you are satisfied or disappointed with their actions, but never attack their character.
21. Always position yourself in such a manner so that you will have access to assistance if necessary. Plan ahead so you feel prepared in such a situation.
22. Never put yourself or others at risk. Avoid problems before they occur. If you sense any kind of hostilities in your class, request that the particular inmates return to their housing immediately. If the inmates are not cooperative, call for security right away. Notify the Security Staff of the inmate's return, and of his/her behavior. Discuss the matter with your Education Service Coordinator and the Santiago Canyon College, Division of Continuing Education Dean of Instruction and Student Services immediately.
23. You are part of a large team. Be willing to accept supervision and direction from our Sheriff staff. Also, be willing to share your ideas with us.

24. Keep the Correctional Programs / Education Office phone numbers handy:
Central (714) 647-4565/6084; Lacy (714) 935-7809; Musick (949) 855-2614/2630/2639, Administration/message only.

CORRECTIONAL PROGRAMS CONTACT INFORMATION

Orange County Sheriff's Department
Correctional Programs Unit – Inmate Education Office
P.O. Box 449
Santa Ana, California 92702-0449

Phone – (714) 647-6084
Fax – (714) 647-7405

Correctional Programs Supervisors:

- Central Jail Complex – Arturo Del Rio (714) 647- 4512
- Theo Lacy Facility – Richard Uraire (714) 935-7005
- Musick Facility – Granville Conner (949) 855-2614

ID Badge Appointment -

- Rick Zakir - (714) 647-4565

Education Services Coordinators (ESC):

Central Jail Complex

Education Service Coordinators

- Men's Central Jail – Dan Batchik (714) 647-6084
- Intake Release Center – Kelly Daynard – Rieder (714) 647-6084

Theo Lacy Facility

Education Service Coordinator

- Celia Rubalcaba (714) 935-7809
- Anjali Sunny (714) 935-7809

James A. Musick Facility

Education Service Coordinators

- Paula Walker (949) 855-7743

SECTION TWO

GENERAL SANTIAGO CANYON COLLEGE RELATED ITEMS

1. CONTACT INFORMATION

ADDRESS: Santiago Canyon College, Division of Continuing Education
Orange Education Center
1465 Batavia
Orange, CA. 92867-6610

OFFICE HOURS: Monday through Thursday 08:00 to 21:00
Friday 08:00 to 12:00 Call (714) 628-5900 to check office hours.
(hours will change during the summer months and at holiday times.)

CONTACT: Lori Fasbinder, Dean of Instruction and Student Services
1465 Batavia
Orange, CA 92867-6689
(714) 628-5971

2. REPORT OF ABSENCE

If you must be absent from a scheduled class, contact the Santiago Canyon College, Division of Continuing Education absence line at (714) 628-5917 to make immediate arrangements for coverage, and notify your facility ESC at the corresponding phone number located on page 13.

If your absence occurs after hours and are unable to contact Santiago Canyon College, Division of Continuing Education to arrange for a substitute please leave a message on the absence line and call the Sheriff's Department Correctional Programs Unit at your corresponding facility to notify them that the class will be

anceled. Only Santiago Canyon College, Division of Continuing Education staff can arrange for a substitute.

You are required to leave a lesson plan and materials for the substitute teacher. All instructors must prepare two copies of a generic lesson plan to be filed at the Correctional Programs Office at the Central Jail in the event of an emergency absence.

Planned absences (vacations, etc.) require prior approval by program administrators.

3. INSTRUCTOR EVALUATION

The primary purpose of evaluation is the improvement of instruction. The Santiago Canyon College Dean of Instruction and Student Services or his/her designee will visit the class of each instructor due to be evaluated. If there are certain days and/or times when such a visit might be inconvenient, please notify the Dean of Instruction and Student Services at (714) 628-5971.

4. CALENDAR

The Inmate Education program is a year-round instructional program. Jail instruction occurs at all times EXCEPT on county holidays and RSCCD Holidays approved by the Board of Trustees. County holidays are not necessarily the same as RSCCD holidays. In the event of an emergency during a college vacation or holiday, please call the Correctional Programs Education Office and speak to the ESC at your facility.

5. MAILBOXES AND E-MAIL

All Jail Instructors are required to check their mailboxes at the Orange Education Center on a monthly basis, so that all notices are properly received. All Jail Instructors are required to check their Rancho Santiago Community College District provided e-mail account on a weekly basis. This is the primary form of communication between the Dean of Instruction and Instructors. Instructors will be held accountable for all information sent through the District e-mail system.

6. STARTING TIME FOR CLASS

All Jail Instructors are expected to be at the class site (NOT just in the jail) on time per published class schedules. Inform the absence line and the Correctional Program/Education Office immediately if class times are altered to differ from those published.

7. PARKING AT JAIL FACILITIES

When working at the ***Central Jail Complex***, use the parking structure on 6th Street behind the football stadium. Fees are \$1.00 per hour to \$8.00 maximum. You will be reimbursed for your parking expenses at Central Jail only when using the 6th Street structure.

All Jail Instructors at the ***Theo Lacy Facility*** are required to park in the visitor lot (#1) at the Manchester parking complex. The parking complex is open and staffed from 6:30 a.m. to 9:30 p.m. The fees are \$0.60 per half hour to maximum of \$7.00 per day.

Parking at the ***James A. Musick Facility*** is free.

PROCESS FOR REIMBURSEMENT

Instructors should write their name and employee ID # on the District approved reimbursement form, tape all receipts on a piece of paper and make a copy for their files. Receipts are submitted to the Dean of Instruction and Student Services for reimbursement on a monthly basis.

8. COURSE OVERVIEWS

Jail Instructors are required to submit a copy of their course overviews to the Santiago Canyon College Dean of Instruction and Student Services within the first three weeks of the fall term, spring term and summer term.

The purpose of the overview is to inform students of what they may expect from your class, including class standards, policies and procedures.

9. COURSE OUTLINES

Approved copies of all course outlines are available at the Santiago Canyon College Division of Continuing Education, Orange Education Center office for your reference.

10. CERTIFICATES

You may pick up certificates from the Orange Education Center Resource Center. Always keep a supply on hand.

Certificates are awarded to students who:

1. Completed and scored 45 or better on all five (5) GED practice tests (any version).
2. Participated in four 3-hour classes (Job Development, Positive Parenting, Substance Abuse).
3. Participated in nine 2-hour classes in Health Education.
4. Accumulated over 100 hours in ESL classes.
5. Participated in 70 hours of lecture class in Citizenship/Government.

Do not issue another certificate with accumulated hours after an initial certificate has been awarded. Certificates should not reflect duplicated hours to avoid confusion. (Delete – these are not official certificate criteria)

11. TEXTBOOKS AND OTHER RESOURCES

Obtain advance approval from your Education Service Coordinator for any materials you bring to the jail sites.

Please order any instructional resources through the Santiago Canyon College, Division of Continuing Education.

12. VIDEO POLICY

The purpose of the video that is being shown needs to relate to a specific instructional plan. This plan should include discussion topics and/or written assignments for the students. The plan should be in writing and available on the day that the video is shown. If any Inmate Education Program staff ask to review the plan of instruction for the video it is the instructor's responsibility to have the plan available for review.

Movies should not be shown in their entirety except for in very special circumstances. Video clips should be limited to less than 15 minutes. Instructors should provide a list of any videos that are to be shown in the classroom to the Supervisor II (listed in the Jail Instructor Handbook) for the facility.

13. TEACHER SUPPLIES

Call the Orange Education Center Resource Room at (714) 564-5920 to request supplies. Plan ahead and do not count on immediate delivery.

Instructional supplies can be obtained from the Orange Education Center Resource Room. There are some supplies that are required for use in the jails such as golf pencils (no erasers) and plastic paper clips.

14. DUPLICATION

Please plan ahead! Please do not expect to make classroom handouts at the jail sites.

Both full and self-service duplication services are available as follows:

Publication Center – The most inexpensive and best quality black and white copies are produced through the District Publication Center. Request forms are available at the Orange Education Center, and a courier service will send the work to the District Publication Center. You can pick up your work at the Orange Education Center Resource Room in 10 working days.

Orange Education Center Resource Room One Day Service (minimum 24-hour turn around time) – limit two originals (one page front/back copy) class set of 45 copies maximum per class meeting.

Hours: 8:30 AM – 8:30 pm	Monday through Thursday.
8:30 AM – 12:00 Noon	Friday during academic calendar year.

15. RECORD KEEPING PROCEDURES FOR CLASSES

- **ATTENDANCE REPORTING**

The Jail Instructor is responsible for attendance monitoring and recording for each class session. Instructors must have the following: one yellow and one blue highlighter (can be obtained from Orange Education Center Resource Room), one pen and four copies of rosters (coordinator, the college, yourself, and the deputies, if needed.)

- **ROSTERS**

When the Education Staff/Team member is present, before the beginning of each class session, the Education Service Coordinator deletes the students who should NOT attend the class that day and dates each roster at the top of each page. Then the Education Service Coordinator gives the roster to the deputies at least 15 minutes before the starting time of the class. At the end of the class session, the Jail Instructor highlights, in **YELLOW**, the entire name of the students who attended the session.

- **NEW ENROLLMENTS**

Any new students must have their name, booking number and date of birth legibly written and also highlighted in **YELLOW** on the roster. Registration forms, for the most part, will be done during a "recruiting session" done by the Education Service Coordinators of each facility. A registration form may be completed in class by the inmate and accepted by the instructor to hand to the

Education Coordinator. If registration forms are not completed, no ADA can be collected. Do not add a name to the roster if you do not have a completed registration form for that student.

- **DROPS**

At the end of the class session, the Jail Instructor highlights **ONLY IN BLUE** all student drops in that session. If the student attended that session but will be dropped, then mark **blue over yellow** (now you have green). This may be due to completion, disciplinary measures, or lack of interest.

- **ATTENDANCE TALLY**

Count the total number of students in attendance at the session and write that total at the bottom of each page of the roster. *Example: - 27 present.*

- **DAILY ATTENDANCE REPORT**

Complete the daily attendance report thoroughly and accurately. Prepare at least three identical copies of the highlighted rosters: one for the Education Staff/Team member, one to attach to the daily attendance report, and one for your records. Submit the first two to the Education Staff/Team member at your facility. Please submit this report immediately after class. These reports are critical for maximizing revenue reimbursement from the State in support of the Inmate Education Program and accurate monitoring of programs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JAIL INSTRUCTORS HANDBOOK
ACKNOWLEDGEMENT**

The signing of this consent shall acknowledge my reading and understanding of the "Rancho Santiago Community College District Jail Instructors Handbook". By signing this consent, I receive this document as my personal property.

I agree and commit to abide by the requirements of the "Rancho Santiago Community College District Jail Instructors Handbook".

Sign: _____

Date: _____