

AGREEMENT FOR SUBSTANCE USE DISORDER TREATMENT SERVICES

This agreement ("Agreement"), dated as of April 1, 2024 ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and GEO Reentry Services, LLC, a wholly-owned subsidiary of The GEO Group, Inc. (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified provider of substance use disorder treatment services for justice-involved adults; and

WHEREAS, in the judgment of the Sheriff-Coroner, it is necessary and desirable to employ the services of Contractor for the above purposes.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

1. Scope of Services.

1.1 Contractor's Specified Services. Contractor shall perform the services described in Exhibit "A," attached hereto and incorporated herein by this reference (hereinafter "Scope of Work"), and within the times or by the dates provided for in Exhibit "A" and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit "A", the provisions in the body of this Agreement shall control.

1.2 Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder. In addition, Contractor shall comply with the following rules and procedures set by the Sonoma County Sheriff's Office.

- a. Adhere to all regulations and procedures which pertain to jail management, safety and security, facility access, and the standards of conduct that govern interactions with members of the incarcerated population, and to comply with direction by Sheriff's Office staff in this regard.
- b. Notify the Sheriff's Office correctional staff immediately of any problems relating to behavior or performance of an incarcerated person, or safety and security issues.
- c. Assign the overall management of Contractor for services provided under this Agreement to the Clinical Supervisor/Program Manager or designee, who will work with the Sheriff's Office Programs Sergeant.

- d. Contractor will contact Sheriff's Office Programs Sergeant on any issues relative to this Agreement.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Assigned Personnel.

- a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.
- c. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

1.5 Security Clearance. Contractor and each of its employees and sub-contractors who may perform services under this Agreement shall be subject to a background investigation to the satisfaction of the Sheriff's Office. To enable the Sheriff's Office to properly conduct such background investigation, Contractor and all of its employees and sub-contractors shall also submit a consent and waiver form permitting County to obtain personal employment or professional information from third parties, and releasing such third parties from any and all liability for disclosing such information to the County. All personal information provided will be maintained by the County in strictest confidence to the extent allowed by law. Contractor shall not perform any services under this Agreement unless and until such

background investigation has been completed and clearance has been obtained in writing from the Sheriff's Office. Contractor shall comply with the Contractor Safety and Security Requirements and Procedures in Exhibit "D".

2. Payment. For all services and incidental costs required hereunder, Contractor shall be paid in accordance with Exhibit "B" of this Agreement. The total payments to Contractor shall not exceed \$2,546,980 (two million, five hundred forty-six thousand, nine hundred eighty dollars) over the three-year term of this Agreement. Such amount is not a minimum guarantee of payment through this Agreement.

Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Sheriff-Coroner. The bills shall show or include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this Agreement, payments shall be made within the normal course of County business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Contractor does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed Form 587 be provided by the Contractor in order for payments to be made. If Contractor is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the Contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

3. Term of Agreement. The term of this Agreement shall be from April 1, 2024 to March 31, 2027, with the option to extend for two additional one-year terms, unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Contractor.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3 Delivery of Work Product and Final Payment Upon Termination. In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Agreement and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4 Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or the Sheriff-Coroner, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

5. Indemnification. Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that arise out of, pertain to, or relate to Contractor's or its agents', employees', consultants', subcontractors', or invitees' performance or obligations under this Agreement, provided, however, that Contractor's responsibilities under this clause do not include any actions, claims, damages, liabilities, disabilities, or expenses, resulting from the negligent acts or omissions of County, its agents or employees pertaining to the obligations under this

Agreement. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described in Exhibit "C", which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes, which do not exceed the delegated signature authority of the Sheriff-Coroner, and which do not significantly change the scope of work or significantly lengthen time schedules may be executed by the Sheriff-Coroner in a form approved by County Counsel. The Board of Supervisors must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1 Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor

expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 No Suspension or Debarment. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Contractor becomes debarred, Contractor has the obligation to inform the County.

9.4 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.5 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to County for inspection at any reasonable time. Contractor shall maintain such records for a period of four (4) years following completion of work hereunder.

9.6 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7 Statutory Compliance/Living Wage Ordinance. Contractor agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Contractor expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

9.8 Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.9 AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10 Assignment of Rights. Contractor assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Contractor shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

9.11 Ownership and Disclosure of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents, which have not already been provided to County in such form or format, as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Contractor may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.12 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been

13.1 No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8 Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.9 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

13.10. Counterpart; Electronic Signatures. The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via facsimile, electronic mail (including PDF) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially-available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR:
GEO Reentry Services, LLC

COUNTY OF SONOMA
APPROVED AS TO SUBSTANCE FOR
COUNTY:

By: 
Derrick D. Schofield, Ph.D.,
Vice President, GEO Reentry Services

By: _____
Eddie Engram, Sheriff-Coroner

Date: 02/20/2024

Date: _____

APPROVED AS TO FORM FOR COUNTY:

By: _____
County Counsel

Date: _____

CERTIFICATES OF INSURANCE
REVIEWED, ON FILE:

By: _____
Tory Callaway, Department Analyst

Date: _____

Exhibit A
Scope of Work

Sheriff's Office Responsibilities

1. Designate and provide, to the extent that resources permit, suitable facilities and areas which are necessary for, and of sufficient size to accommodate the requirements of the SUD treatment program.
2. Conduct background security checks for contract staff needing facility access.
3. Provide furniture and other furnishing as necessary and appropriate to properly equip those areas designated for program operations.
4. Conduct random urinalysis drug testing of SUD Program participants.
5. Provide any instructional materials and supplies needed to carry out SUD Program activities.
6. Coordinate and carry out all functions relating to the maintenance, upkeep, and modification of designated program facilities. Such facilities shall be maintained at a level comparable with that of other areas within the detention facility.
7. Provide safety and security training and orientation for the assigned SUD Program staff as needed to ensure full familiarity with required jail practices and procedures.
8. Keep the SUD Treatment Program Manager informed of any changes in jail management, procedures, schedules, methodologies, or requirements which have an impact on operations.
9. Exercise correctional control and supervision over the conduct of incarcerated persons participating in any aspect of the program. Respond promptly to all requests for assistance in dealing with uncooperative participants. Take necessary action as required to remove incarcerated persons from the program when advised that such action is appropriate.
10. Sheriff's staff will receive, review, and forward Inmate Request Forms (IRF) for SUD treatment services to GEO Reentry Program Manager.

GEO Reentry’s Responsibilities

Program Requirements

1. Contractor will provide classes and counseling services at the County’s adult detention facilities. In-person classes will be the preference for delivering classes and counseling. However, classes and counseling may be delivered virtually as mutually agreed by both parties. Virtual delivery may include individual meetings, web-based learning management systems (LMS), and remote programming.
2. Programming and services will be available to eligible participants. Contractor will provide a schedule at least 30 days prior to the start of the class sessions. The schedule will consist of approximately 6-8 classes each week to accommodate a total of up to 100 participants per week. The number of participants attending classes is subject to room size and the overall security and safety of the facility and personnel. One-on-one, small group, and hybrid courses will be available when necessary.
3. Programming and services will be provided Monday through Friday, from 8:00 am to 5:00 pm, with expanded evening and weekend hours for additional programming to be determined in cooperation with the Sheriff’s Office.
4. Contractor will provide four licensed FTE staff to administer the SUD Treatment Services program. Each position will retain partial responsibilities for the delivery of reentry programming and services, treatment interventions, assessments, and program curriculum. Full Time Equivalent (FTE) positions are defined as employees who work 40 hours each week serving in the capacity of their job duties. Staff responsibilities and qualifications are as follows:

SUD Treatment Services Program Staffing		
Staff	Responsibilities	Minimum Qualifications
Clinical Supervisor -Program Manager (1 FTE)	<ul style="list-style-type: none"> • Responsible for the clinical supervision of GEO Reentry personnel and the clinical oversight and clinical care of all substance abuse services provided on site, including integration of participants in the MAT program. • Assists in developing, organizing, and conducting programs to provide education for conditions and 	<ul style="list-style-type: none"> • Bachelor of Arts (BA) or Bachelor of Science (BS) degree and a minimum of two (2) years of experience providing substance abuse treatment and/or cognitive behavioral treatment services to a justice-involved population. • Licensed Mental Health Professional (CA Department of Health Care Services):

	<p>problems relating to drug and alcohol abuse.</p> <ul style="list-style-type: none"> • Coordinates counseling and programming with the multidisciplinary team in ensuring services and support throughout the program and post-release. 	<p>Licensed Clinical Social Worker (LCSW), or; Licensed Professional Clinical Counselor (LPCC) recognized by the Department of Health Care Services (DHCS); or Certified as an Alcohol and Drug (AOD) counselor at the CADC II level with a certification recognized by the Department of Health Care Services (DHCS).</p> <ul style="list-style-type: none"> • One (1) year of documented verifiable supervisory experience that includes supervision of Substance Abuse Counselors.
<p>Reentry Counselor / Discharge Planner (1 FTE)</p>	<ul style="list-style-type: none"> • Establishes and maintains a comprehensive network of community-based service providers that address the needs of SUD Treatment Services and MAT participants to improve successful reintegration. • Meets with participants to develop comprehensive discharge and reentry plans and connects participants to needed services. • As needed to enhance or expand programming, able to conduct risk/need assessments, collaborate with participants to create individual success plans (ISPs), facilitate group and individual SUD treatment, and provide comprehensive case management and reentry planning services. 	<ul style="list-style-type: none"> • Bachelor's degree in social services, criminal justice preferred or Associate of Arts or Associate of Sciences degree from a granting institution accredited by the Western Association of Schools and Colleges (WASC) or equivalent and/or high school diploma or equivalent; and a minimum of one (1) year of experience of counseling duties with a criminal justice population and/or substance abuse program. • Preference for AOD Counselor Certification by an agency approved and recognized by the California Department of Health Care Services (DHCS). • Extensive knowledge of the transitional process, both documentation and operational, between in-

		custody and community-based modalities/programs
<p>AODS Counselors (2 FTE)</p>	<ul style="list-style-type: none"> • Facilitates group and individual SUD treatment, documents participants’ attendance, participation and progress in case file. • Conducts risk/need assessments and creates individual treatment plans (ISPs) for each assigned participant. • Reviews plan with participants on a regular basis and document progress or revisions so that they are gaining the life skills necessary to make a successful reentry into the community. 	<ul style="list-style-type: none"> • Bachelor's degree in social services, criminal justice preferred or Associate of Arts or Associate of Sciences degree from a granting institution accredited by the Western Association of Schools and Colleges (WASC) or equivalent and/or high school diploma or equivalent; and a minimum of one (1) year of experience in counseling duties with a criminal justice and/or substance abuse program. • Certified AOD Counselor Certification by an agency approved and recognized by the California Department of Health Care Services (DHCS). • Knowledge of the transitional process, both documentation and operational, between in-custody and community-based modalities/programs preferred.

5. GEO Reentry will provide Substance Use Disorder Treatment (SUDT) services personnel with training from the time of hire and regularly throughout their employment. Staff training will incorporate the following:

- Evidence-based practices – such as contingency management and engagements techniques such as Motivational Interviewing.
- Contract specific requirements
- Policies and procedures
- Emergency safety procedures
- Health and hygiene standards
- Communication and de-escalation skills

- Mandatory Reporting
 - First aid
 - Assessments, curricula, and group facilitation
 - Case management system and database
6. GEO Reentry will provide SUDT services staff with specialized training in the following practices:
- *Moral Reconation Therapy (MRT)*. All staff will complete the 40-hour training prior to facilitating MRT groups.
 - *Motivational Interviewing (MI)*. GEO Reentry will provide reentry staff with MI training and provide opportunities for staff to further advance their MI skills by obtaining certification.
 - *Core Correctional Practices (CCP)*. Staff will receive training on how to incorporate CCP elements into service delivery and support clients in the behavior change process.
 - *Professional Alliance Traits*. GEO Reentry will provide staff with training to enhance the 14 professional alliance traits skills and strengthen their interactions with participants.

GEO Reentry program staff will be required to complete 40 hours of refresher training each year—to include safety training; review of contract obligations and job responsibilities; and enhancement of professional skills.

7. Contractor will work with the Sheriff's Office to define specific duties, responsibilities, qualifications, and performance standards per SCSO requirements.
8. Contractor shall comply with all regulations and procedures established by the Sheriff's Office related to facility access, safety and security, jail management, and interaction with incarcerated persons, and follow directions of SCSO staff regarding conduct while inside the corrections facilities.
9. Contractor will ensure the appropriate levels of clinical supervision of licensed substance abuse treatment staff.
10. Contractor will adhere to security clearance requirements. GEO Reentry staff who do not meet the security clearance requirements will be precluded from providing services under this Agreement.
11. Contractor shall monitor and evaluate the effectiveness of the courses and treatment provided under this Agreement and provide recommendations to SCSO for course and treatment modifications. All course and treatment modifications must be mutually agreed upon by both parties.

12. Contractor shall take prompt action to remove from the SUD program any incarcerated person(s) whose conduct/level of participation is such that continued enrollment is not justified. Contractor shall promptly advise the Sheriff's Office Programs Sergeant concerning any individuals so removed.
13. Contractor shall exercise appropriate classroom management techniques with incarcerated persons while they are actively engaged in educational programming. In conjunction with Sheriff's Office staff, the supervision and control of incarcerated persons in educational programs will include: monitoring incarcerated person activities, behavior and conduct; identifying contraband; directing work and study assignments; ensuring compliance with instructor directives and detention facility regulations; and ensuring compliance with established health and safety regulations. Contractor shall promptly notify SCSO staff of any violations of the aforementioned issues and take corrective action when advised by SCSO staff.
14. Issues or problems that cannot be resolved at the Sheriff's Office Sergeant level, will be referred for resolution through each party's chain of command.
15. GEO Reentry staff will attend all required PREA and safety update trainings.
16. GEO Reentry Program Manager will attend quarterly meetings with the Sheriff's Office Programs Sergeant. Contractor will also provide the following to the SCSO at quarterly provider meetings:
 - Data and a written summary report on enrollment, attendance, conduct, activities, degree of involvement, relative progress of incarcerated persons, and reentry services.
17. GEO Reentry staff will attend meetings, conferences, and planning groups that deal with matters pertaining to the SUD program.

Program Description

GEO Reentry will provide substance use disorder (SUD) treatment services to incarcerated persons at Sonoma County adult detention facilities, for the Sonoma County Sheriff's Office (SCSO). Services shall be tailored to each participant's assessed criminogenic risk and substance abuse needs, and focus on the whole person including the physical, emotional, mental domains. The program will incorporate evidence-based practices and comprehensive programming designed to support participant recovery, develop cognitive skills and behavior change, promote self-sufficiency, and connect participants with long-term community resources.

Each participant will have a case plan which will include information on the following components:

A. Initial Screening

Contractor will first screen individuals for substance use disorders in accordance with GEO Reentry policy and County requirements.

To screen individuals, GEO Reentry staff will use validated screening tools such as:

- ***American Society of Addiction Medicine (ASAM Criteria®)***
The American Society of Addiction Medicine (ASAM®) Treatment Criteria for Addictive, Substance-Related, and Co-Occurring Conditions, Third Edition is the most widely used and comprehensive set of guidelines for placement, continued stay, transfer, or discharge of individuals with addiction and co-occurring conditions. Depending on the results, a participant may be referred to a higher level of care.
- ***Mental Health Screen***
Contractor will administer a Brief Mental Health Screening tool to aid in the early identification of mental health conditions such as depression, bipolar disorder, and schizophrenia.
- ***Criminal Thinking Scale 3.0 (CTS)***
Developed by Texas Christian University (TCU), the Criminal Thinking Scale 3.0 (CTS) measures the level of criminal thinking present in participants. The six CTS scales include insensitivity to impact of crime, justification, response disinhibition, power orientation, grandiosity, and social desirability. GEO Reentry personnel will use the CTS 3.0 to collect intermediate outcome data throughout the participant's time in the program to measure program impact.

B. Individualized Success Plan (ISP) for Treatment

The participants Individualized Success Plan (ISP) will be made up of evidence-based components that will include an individualized approach to behavior change that delivers responsive, targeted interventions in alignment with assessed risk and needs. The program components will encompass interventions specific to the substance use disorder population, including Cognitive Behavior Therapy (CBT), Moral Reconciliation Therapy (MRT®), drug and alcohol education, life skills, communication, and wellness, as well as cognitive behavioral interventions, and community reintegration. Based on initial assessment results, GEO Reentry personnel will work with each participant to develop an Individualized Success Plan, which will be made up of the components to target the specific high risk/needs areas. The ISP will also outline treatment and discharge goals,

and identify barriers and opportunities to reach those goals. The components described below are interventions to be facilitated by GEO Reentry's SUD Treatment Services program staff:

- ***Moral Reconciliation Therapy (MRT®)***

The primary tool for group treatment sessions, and delivered as open-ended groups. This component will be flexible enough to accommodate new participants at any point in the process.

MRT is a cognitive rehabilitation system that is designed to change antisocial and criminal thinking, improve decisions about how to act in and respond to various situations, develop higher levels of thinking and reasoning, and break the cycles of addiction and criminal behavior.

- ***Individual Cognitive Behavioral Treatment (ICBT)***

This component will be used in individualized sessions with GEO Reentry staff throughout all phases of the program to discuss re-entry goals, identify and build upon personal strengths, and assess high-risk situations. During these sessions, GEO Personnel will conduct role-play and other exercises, to further determine participant needs and deliver personalized cognitive behavioral training.

During ICBT sessions, GEO Reentry staff will use Carey Guides which will provide staff with strategies for effective case management and one-on-one interventions. Carey Guides are designed to promote the therapeutic alliance, and help structure efforts to target criminogenic risk/needs and programming challenges.

The ICBT session will also include completing an Outcome Rating Scale (ORS), which will be used by GEO Reentry staff insight into a participant's personal functioning, interpersonal relationships, and social role performance in areas such as work adjustment. The ORS will help monitor program progress, evaluate the effectiveness of assigned programming, identify the need for further treatment, and investigate a lack of progress.

At the end of each ICBT session, a participant may complete a Session Rating Scale (SRS). The SRS assesses the relational bond between participant and staff- including the level of agreement on goals, methods, and the overall treatment approach. Finally, the SRS will help determine if the participant is engaged in programming and if services are responsive to the participants needs, risks, and vulnerabilities.

- ***Cognitive Behavioral Interventions for Substance Use Adults (CBI-SUA)***
The CBI-SUA is designed for individuals with moderate to high needs for substance use disorder treatment. It is designed for small group settings to help create an action-oriented environment that is conducive to intensive interactions between group members and skill development through the use of role-play, behavioral practice, and other activities.

- ***Gender-Responsive Substance Use Disorder Curricula***
This component will be facilitated in gender-responsive groups to supplement the CBI-SUA. The gender responsive groups are:
 - Helping Women Recover – Dr. Stephanie S. Covington – will address the special concerns and issues that females face with substance use, and addictive disorders face within correctional settings. The curriculum will integrate psychological development, trauma, and addiction theories that are specific to female participants. This includes addressing critical areas such as triggers for relapse, self and relationships, sexuality, spirituality, sexism, family of origin, and domestic violence.
 - Helping Men Recover – Dr. Stephanie S. Covington – is specifically developed for men in the criminal justice system. Incorporating this program will help male participants address self, relationships, sexuality, and spirituality.

- ***Life Skills and Communication—The Change Companies®***
A selection of journals used to help participants address their individual problem areas based on a criminogenic risk and needs assessment. Implementation will be flexible and can be customized based on risk, responsiveness, and programming needs.

Included in the journal selection will be the Getting it Right Reentry Program which is focused on successful reintegration with the community post release. These journals will help formerly incarcerated individuals make the most of their first few months in transition into the community. Topics in this journal include establishing and maintaining healthy relationships, family reintegration, exploring the ripple effects of responsible and irresponsible behavior, improving communication, and managing difficult feelings.

- ***Wellness & Recovery—The Change Companies***
This journal allows for participants to identify their strengths and opportunities for growth, and strategies for change through self-assessments.

- ***Virtual Services- Remote Programming***

Virtual Programming may be used to increase dosage based on participants needs. This programming will further supplement in-person group and individualized treatment. The following virtual programming may be utilized:

- *American Community Corrections Institute (ACCI) eLearning Cognitive Life Skills* – Each module provides participant with approximately fifteen (15) hours of cognitive restructuring that participants can work through independently or in a group setting.
- *The Change Companies Digital Curriculum Platform* – a collection of digital journals that aim to improve access and engagement with guides which provide techniques to guide participants in making wise choices each day.

C. Clinical Collaboration for MAT (Medication-Assisted Treatment) Programs

GEO Reentry will employ licensed SUD Treatment Services program staff to collaborate with the County, facility personnel, and provider partners for MAT program services. Licensed personnel will assist the multidisciplinary team in ensuring participants’ awareness of, and access to, the MAT program and provide the following treatment and services to program participants:

- Administer validated assessments to screen for mental health and substance use disorders and other criminogenic needs to ensure that participants receive the most appropriate treatment and continuity of services.
- Provide a whole-person approach to SUD treatment through evidence-based practices including targeted education and counseling, case management, reentry planning, relapse prevention, discharge planning and wrap around services.
- Facilitate *Individual Cognitive Behavioral Treatment (ICBT)* sessions with each participant on a regular basis. Additional sessions may be scheduled in accordance with participant concerns, needs, or staff observation of presenting symptoms. Licensed SUD Treatment Services program staff will work with the County’s medical provider and other facility staff to incorporate additional programming and services as needed.
- Collaborate with the Sonoma County detention facilities medical personnel to determine if it is no longer appropriate for an individual to participate in the program. The decision to remove a participant from the program will be made on a case-by-case basis in collaboration with the County, detention facility personnel, and contracted partner providers, including MAT, pharmacy, and medical provider(s).

- Coordinate with the facilities' medical personnel to ensure participant referrals, as needed, for continuity of care specific to MAT and therapy services.

D. Discharge and Community Release Plan

After the initial screening, GEO Reentry personnel will assess participants individually and develop a case plan prior to reentry into the community. The case plan will outline the discharge and community release plan, and long-term goals, including addiction recovery goals and objectives, educational, vocational, legal, family, and psychological goals. Within each identified goal area, short-term goals and objectives will be developed.

The discharge and community release plan will identify basic needs to ensure reintegration challenges are fully addressed, including transportation, housing, financial resources, job, educational/vocational, clothing, medical/mental health, food, and self-help groups.

The discharge and community release plan will continue to be refined and individualized on an ongoing basis during treatment. Updates to the plan will be based on progress in the program, changing life circumstances, external events (family problems, housing, etc.), change of supervision status, and the level of initiative taken by the participant during program participation.

The discharge and community release plan will also include connecting participants with local providers, organizations, and programs that offer supplemental programming, employment and education opportunities, internship and volunteer opportunities, social services, mentorship, and other resources that promote successful community reentry.

GEO Reentry will develop connections using the following approaches:

- Warm Referrals to Other Providers—including assistance in setting-up initial appointments and maintaining open communication with providers to help facilitate service delivery.
- Community Connections Events—SUD Treatment Services program staff will collaborate with the County, its partner providers, and facility personnel to provide opportunities for participants to listen, learn, and engage with connections in the community.
- Continuation of Care for MAT—GEO Reentry will work with the County's provider partners and the facilities' medical personnel to ensure participant referrals, as needed, for continued care specific to MAT and therapy services.

- *GEOREentryCONNECT Website*—a free 24/7 resource that offers an online directory of community providers to assist with appropriate referrals and ensure participants receive necessary health treatment. The directory will also include mental health, substance abuse, and housing service providers. The directory will be continuously updated to reflect the changing needs of the population and ensure all contact information is current and accurate.

**Exhibit B
Payment Terms**

Budget Line-Item	FY 23-24 (3 mo proration)	FY 24-25	FY 25-26
Personnel Costs			
<i>Salaries</i>			
Clinical Supervisor/Program Manager	\$ 23,748	\$ 97,843	\$ 100,779
Reentry Counselor/Discharge Planners	\$ 15,600	\$ 64,272	\$ 66,200
AODS Counselors (2 FTE)	\$ 31,200	\$ 128,544	\$ 132,400
<i>Salaries Subtotal</i>	\$ 70,548	\$ 290,659	\$ 299,379
Potential Overtime (<i>invoiced as needed</i>)	\$ 2,500	\$ 10,300	\$ 10,609
Staff Benefits	\$ 17,638	\$ 72,667	\$ 74,847
Personnel Costs Total	\$ 90,686	\$ 373,626	\$ 384,835
Operating Costs			
Travel	\$ -	\$ -	\$ -
Food	\$ -	\$ -	\$ -
Communications (<i>wireless phones and internet service</i>)	\$ 2,850	\$ 11,742	\$ 12,094
Supplies/Expendable Equipment	\$ 6,335	\$ 14,423	\$ 14,855
Training and Education	\$ 2,500	\$ 10,300	\$ 10,609
Staff Recruitment	\$ 1,875	\$ 7,725	\$ 7,957
Utilities	\$ -	\$ -	\$ -
Client Needs (<i>rewards and incentives for participants</i>)	\$ 1,500	\$ 6,180	\$ 6,365
Indirect Costs (<i>Admin, HR, Finance, IT Overhead</i>)	\$ 29,338	\$ 120,871	\$ 124,497
Service Fee (<i>5%- retained earnings for any unanticipated costs</i>)	\$ 5,287	\$ 21,784	\$ 22,438
Operating Costs Total	\$ 49,685	\$ 193,025	\$ 198,816
Grand Total	\$ 140,371	\$ 566,651	\$ 583,651

The Sheriff’s Office requires itemized invoices, detailing dates, the number of staff hours, and supply expenses.

Budget Explanation

Personnel Costs consist of all direct employees fully allocated to the SUD treatment services program located at the County’s facilities. Personnel costs include:

- *Salaries*, the hourly rates for FY 23-24 are as follows:

Staff Position	Proposed Annual Hours	Hourly Rates
Clinical Supervisor/Program Manager	2,080	\$ 45.67
AODs Counselor	2,080	\$ 30.00
Reentry Counselor/Discharge Planner	2,080	\$ 30.00

- *Potential Overtime* for the proposed staff are included in this category and will be invoiced as needed.
- *Staff Benefits* include payroll tax expenses, worker's compensation insurance, a comprehensive health insurance plan, long and short-term disability coverage, and other benefit costs.

Operating Costs include:

- *Communications*, such as wireless phones and internet services
- *Supplies and Expendable Equipment*, such as office supplies and postage.
- *Training and Education* materials, such as costs for staff to attend trainings and educational materials.
- *Staff Recruitment*
- *Client Needs*, rewards and incentives for participants
 - FY 23-24 includes one-time start-up expenses that may include, but are not limited to: program supplies, computer hardware, telecommunications setup, etc. which are not repeated in FY 24-25 and FY 25-26.
- *Indirect Costs*, related to the administrative and accounting functions that are centralized and shared by all GEO Reentry operating divisions—including Accounting and Finance, Human Resources, Information Technology, Executive Management, and Operations.
- *Service Fee*, GEO Reentry's retained earnings to account for any unanticipated program costs.

The above pricing is for an initial three-year contract. Both FY 24-25 and FY 25-26 include a 3% Cost of Living Adjustment (COLA).

If executed by agreement amendment, FY 26-27 and FY 27-28 costs will each include a 3% COLA.

Exhibit C
Insurance Requirements

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

Workers Compensation and Employers Liability Insurance

- a. Required if Contractor has employees.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. *Required Evidence of Insurance*: Certificate of Insurance.

If Contractor currently has no employees, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.
- d. County of Sonoma, its Officers, Agents and Employees, Attn: Sonoma County Sheriff's Office, 2796 Ventura Ave, Santa Rosa, CA 95403 shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the

Contractor in the performance of this Agreement.

- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “F” definition of insured contract in ISO form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a “separation of insureds” or “severability” clause which treats each insured separately.
- h. *Required Evidence of Insurance:*
 - i. Certificate of Insurance.

Automobile Liability Insurance

- a. Minimum Limit: \$300,000 Combined Single Limit per Accident; or Bodily Injury: \$100,000 per person/\$300,000 per accident and Property Damage; \$50,000 per accident.
- b. *Required Evidence of Insurance:*
 - i. Copy of Auto Policy Declarations Page: or
 - ii. Certificate of Insurance.

Professional Liability/Errors and Omissions Insurance

- a. Minimum Limit: \$1,000,000 per claim or per occurrence.
- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by County.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- e. *Required Evidence of Insurance:* Certificate of Insurance specifying the limits and the claims-made retroactive date.

Network Security & Privacy Liability Insurance:

- a. Minimum Limit: \$2,000,000 per claim or per occurrence, \$2,000,000.00 aggregate.
- b. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Contractor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs (including notification

- costs), regulatory fines and penalties as well as credit monitoring expenses.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
 - d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
 - e. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

Documentation

- a. The Certificate of Insurance must include the following reference: SUD Treatment Services.
- b. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1 – 4 above.
- c. The name and address for Additional Insured endorsements and Certificates of Insurance is: County of Sonoma, its Officers, Agents and Employees, Attn: Sonoma County Sheriff's Office, 2796 Ventura Ave, Santa Rosa, CA 95403.
- d. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- e. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

Material Breach

If Contractor fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance, and without further

notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.

Exhibit D
CONTRACTORS SAFETY and SECURITY CLEARANCE
REQUIREMENTS AND PROCEDURES

1. Contractor must submit a list of employees who will be working in the Main Adult Detention Facility (MADF) and the North County Detention Facility (NCDF), hereinafter “detention facilities,” to the designated SCSO representative at least one month in advance of entry to allow time for background security checks to be completed. In exigent circumstances, exceptions will be reviewed and approved on a case-by-case basis. For purposes of clarification, all staff employed by, or under contract to Contractor, who provides services within the detention facilities, shall be referred to as Contractor Workers.
2. Contractor shall provide the full name, date of birth, driver’s license, social security number, and a physical description of all Contractor Workers who will require access to the detention facilities, to the designated Detention Representative, for the purposes of identification and to conduct the background security checks.
3. All Contractor Workers must receive security clearance from the designated detention representative prior to being permitted access to detention facilities. Contractor Workers with prior felony convictions, extensive criminal histories, recent convictions, or any pending charges may be denied entrance into the detention facilities.
4. All Contractor Workers submitted for clearance shall be checked for outstanding warrants. Any active warrants attributed to Contractor Workers may result in the arrest of the subject.
5. No Contractor Worker under 18 years of age shall be admitted to the detention facilities.
6. Contractor Workers who have in their possession firearms, explosives, or any other weapon, as defined under Penal Code Section 171b, shall not be allowed to enter the detention facilities, and may be subject to arrest.
7. Contractor Workers who have in their possession alcoholic beverages or drugs shall not be allowed to enter the detention facilities, and may be subject to arrest.
8. Contractor Workers under the influence of drugs or alcoholic beverages shall not be allowed to enter the detention facilities, and may be subject to arrest.
9. Umbrellas, pocketknives, scissors, metal nail files, or other objects that could be used as weapons are not allowed within the secure perimeter of the detention facilities, with the exception of tools required to install, remove or repair the equipment the Contractor Worker is authorized to service.
10. Contractor Workers entering the detention facilities shall not give anything to any incarcerated persons, nor shall they take anything from any incarcerated person without prior approval from authorized detention staff.

11. No smoking is permitted within the detention facilities. Contractor Workers may not bring any tobacco products into the detention facilities.
12. Contractor Workers entering the detention facilities shall not loan, exchange, borrow, do favors for, or enter into any business transactions with any incarcerated person.
13. Contractor Workers shall not talk to any incarcerated person without prior approval by authorized detention staff.
14. Contractor Workers will proceed directly to their designated work areas within the detention facilities. Anyone found loitering in unauthorized areas may be escorted from the facilities and may have his/her security clearance revoked.
15. For the safety of all persons, the SCSO does not allow any incarcerated person to escape in exchange for the release of hostages. All means will be used to ensure the safe release of hostages, with the exception of giving hostage takers weapons or additional hostages, or allowing hostage takers to escape.
16. Detention staff are responsible for security. If directed by authorized detention staff to take any action (leave the area, secure tools, etc.), all Contractor Workers are required to immediately comply, without question.
17. Tools may be inventoried prior to entering the detention facilities, and again upon leaving the facilities. Only tools required to complete the specified work may be brought into the facilities. All tools must be secured before leaving the work area.
18. All Contractor Workers must attend an orientation, PREA and safety training before they are authorized to work unescorted, inside the detention facilities.
19. Contract Workers must adhere to COVID protocols as defined by the SCSO.
20. Contract Workers must adhere to Prison Rape Elimination Act (PREA) standards and acknowledgement as applies to their jail access level.
21. Contractor and all Contractor Workers who provide services under the agreement shall comply with all other SCSO detention facilities security procedures and protocols, and other security measures deemed necessary by the SCSO.