



## County of Santa Clara

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**Policy Type:** Board

**Category:** Administrative Practices

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**Policy Owner:** County Counsel

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### **3.64 POLICY ON THE OFFICE OF CORRECTION AND LAW ENFORCEMENT MONITORING (Adopted 4-17-18)**

This Policy supplements the Ordinance Code, Division A20, Chapter V (“the Ordinance”) by providing Board policy direction regarding the Office of Correction and Law Enforcement Monitoring (“Office”).

#### **3.64.1 Selection of the Monitor**

The Board shall select an independent contractor (“the Monitor”) to perform the functions of the Office through a formal competitive solicitation process. The Clerk of the Board shall administer the solicitation process in consultation with County Counsel.

An ad hoc committee of the Board of Supervisors shall perform an initial evaluation of proposals received pursuant to the solicitation and select finalists for consideration as follows: After the Clerk of the Board, in consultation with County Counsel, identifies qualified proposals, the ad hoc committee shall evaluate those proposals in a confidential setting.



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The Board intends to use an inclusive solicitation process that involves participation and input from affected communities. As part of this process, the Board shall appoint an evaluation committee to evaluate the finalists selected by the ad hoc committee. The evaluation committee should include representation from the following affected communities:

- Families of incarcerated individuals;
- Registered employee organizations representing staff in the Sheriff's Office, Department of Correction, Custody Health, and other affected departments;
- A current or retired judge;
- The Employee Services Agency;
- Medical and mental health professionals;
- Current or former directors of law enforcement monitoring bodies; and
- The general public.

The Board may modify or add other representatives to this list at its discretion. The evaluation committee shall consider and evaluate the finalists in open, public meetings and make recommendations to the Board. The Board shall consider the evaluation committee's recommendations in selecting the Monitor.

### **3.64.2 Contract Oversight**



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The Board shall oversee the contract with the Monitor. The Board shall designate a Board Member or Board Appointee to serve as the contract liaison for the purpose of managing the services provided by the Monitor under the contract. The contract shall provide for the development of work plans, reporting, and performance standards consistent with this Policy.

The Monitor shall serve as an independent contractor that shall have discretion to determine the manner and method by which it develops and implements its work plans and satisfied performance standards, including discretion over the hiring, supervision, training, and compensation of its staff.

### **3.64.3 Development of Work Plans; Mission Alignment**

The Office shall annually prioritize issues that it believes should be monitored under the Ordinance and policies that it believes the Board should consider. These priorities shall be identified in an annual work plan approved by the Board.

The work plan shall also discuss how the Office intends its work to support mission alignment relating to law enforcement and jail operations and ensuring that the Board's goals and the purposes of the Office as described in Ordinance Code Section A2-61 are met.

### **3.64.4 Reporting to the Board and Public**

Consistent with its Board-approved work plan, the Office shall report to the Board on its activities at least quarterly. In addition, the Office shall provide at least one public, annual report each November.

### **3.64.5 Measuring Effectiveness**



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The Board shall annually establish performance standards for the Office, and the Office shall report on its adherence with such standards in its annual report. The Office shall also describe in its annual report how its work contributes to the overall effectiveness of the criminal justice system, including but not limited to reducing recidivism, enhancing public safety, and furthering the safety of staff.

### Frequently Asked Questions

None.

### Related Policies

None.

### Related Forms and Information

None.

### History

Date	Changes Made
8/1/2018	Policy Uploaded.
4/17/2018	Policy Adopted. <a href="#">View Legislative File.</a>