

SECURITY SITE CLEARANCE PROCESS

All Santa Rita Jail visitors must complete a questionnaire (Detention and Correction Site Clearance Form) before entering the facility.

Contractors or Employers, (Full time or part time)

All Santa Rita Jail Contractors or Employers must complete a Detention and Correction Site Clearance Form in its entirety and fax the security clearance form to the Classification Unit: (925) 828-4151.

Volunteers and or Service Providers

All Inmate Services Volunteers or Service Providers must complete a Detention and Correction Site Clearance Form in its entirety and fax the security clearance form to the Inmate Services Unit (925) 551-6586.

Once the form is received, Sheriff's Office personnel will process the application and forward it to their supervisor for approval:

The supervisor will review the application and determine if it meets the criteria for approval.

§ If the application is approved, the applicant is notified.

§ If the supervisor determines the applicant does not meet the criteria for approval, he / she will forward the application the supervising lieutenant for review.

The supervising lieutenant will review the application and determine on a case by case basis if the applicant can be approved.

§ If the supervising lieutenant confirms the applicant does not meet the criteria for approval, the applicant will be denied.

§ If the application is denied, the applicant will be notified of the denial and provided information on the appeal process.

Appeal Process

The applicant can appeal the decision to the facility Commanding Officer by submitting both of the following:

§ A formal letter explaining why the Commanding Officer should make an exception to allow him/her into the facility,

§ Three (3) character letters of reference.

After receipt of the aforementioned documents, the facility Commanding Officer will consult with the Division Commander for the final disposition.