



## INTEROFFICE MEMORANDUM

**TO:** Chris Barela Director; Capt. Garcia, Lt. Hernandez,

**FROM:** Brenda Biscaino, Inmate Program Specialist <sup>BB</sup>

**DATE:** February 3, 2014

**SUBJECT:** West Program Status Report (January, 2014)

Subject	Attendance	# of Classes
Male Alcoholics Anonymous Support Classes	11	2
Men's GED/Basic Skills Classes	0	0
Narcotics Anonymous Support Group	27	2
Power of Attorney	7	
Work Release Inmates	NA	
Meetings: Weekly, Community Quarterly, Monthly, etc. *notes	0	
PREA Reports *notes	1	
On Site Work Release Checks	NA	
Calls with various agencies; (Mex Con, Atty, APO, Rehab, ICE, Border Patrol, CPS)	14	
Written Responses in Kiosk	206	
Inmate Office Visits	93	
Inmate Telephone Calls	51	
Incoming Calls	68	
Out-going calls to coordinate and facilitate	38	
Miscellaneous Visits (Request from floor Sgt, Lt., not scheduled)	22	
Public Visit (Lobby)	0	
Disciplinary Board Hearings	119	
Death Notices	2	
Volunteers	2	