

SUTTER COUNTY SHERIFF'S DEPARTMENT
J. PAUL PARKER
SHERIFF-CORONER

MEMO TO: ALL WORK FURLOUGH APPLICANTS & PARTICIPANTS

MEMO FROM: COMMANDER/JAIL DIVISION

SUBJECT: WORK FURLOUGH PROGRAM

DAILY RATE

A **\$50.00 non-refundable application fee** is to accompany each work furlough application before an application can be processed. The daily rate for the work furlough program is **\$15.00 per day.**

Work furlough payments are to be kept current at all times and are due and payable on your payday. Payments will be deducted from your books by the Work Furlough Coordinator.

Failure to keep your fee current will result in termination from the work furlough program or removed from the program until you speak directly to the Jail Commander. **YOU MAY NOT BE MORE THAN 10 DAYS PAST DUE!**

Shift Correctional Officers are ***not authorized to approve applications or additional work hours.*** Requests for additional work hours must **be made by your employer** before 3:00 p.m. Monday through Friday. Approval for additional work hours can be made by the Work Furlough Coordinator; Jail Lieutenant or Commander.

Questions regarding applications for the Work Furlough Program will be answered Monday through Friday before 3:00 p.m. by the Work Furlough Coordinator or Jail Lieutenant.

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GROUND FOR DENIAL

1. A conviction for sex crimes or violent crimes.
2. A conviction for sales of drugs or narcotics; possession for sales; and/or manufacturing drugs, or registered offender (11590 H&S, 290 PC or 196.32 PC)
3. Jobs which require an inmate to work in his/her home or the home of a family member.
4. Jobs which would put the applicant in the same element/situation that may cause the applicant to commit a similar offense.
5. Any job that requires the use of firearms.
6. Any employment where there is ongoing labor disputes.
7. Employment which precludes effective supervision. These positions would include door to door sales, canvassers, etc. Employment must provide a work location or job site.
8. Employment outside the Sutter or Yuba County areas.

Any applicant denied participation into the Sutter County Jail's Work Furlough Program has the right to an informal administrative hearing (upon written request) in which he/she can be informed of the reason(s) as to why work furlough was denied. He/she can be given an opportunity to present additional information why acceptance into the Work Furlough Program should be granted.

GENERAL INFORMATION

- A. To be considered for the Work/Education Furlough Programs you must currently be employed or enrolled in school.
- B. Employment and/or school classes must lend themselves to periodic *unannounced* supervision of the furloughed inmate.

1077 Civic Center Boulevard – Yuba City – 95993
Phone 530.822.7307 Fax 530.822.7547

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- C. An 8 hour work day is considered standard. Night shift work is not accepted in the Work Furlough Program without prior approval from the Jail Commander. No staff member of the jail is authorized to approve night shift work.
- D. A 5 day work week is considered standard. Saturday work hours may be approved by the Work Furlough Coordinator, Jail Lieutenant or Jail Commander. ***ABSOUTELY NO SUNDAY OR HOLIDAYS WILL BE WORKED BY ANY WORK FURLOUGH PARTICIPANTS!***
- E. Hour hourly rate of pay must be equal to the Federal minimum wage scale.
- F. You must be able to arrange dependable transportation to and from work. ***YOU MAY NOT DRIVE!***
- G. Your employer must be advised you will be in jail and is willing to accept you under the conditions applicable to the Work Furlough Program.
- H. Your employer **MUST** be willing to come to the jail and speak to the Work Furlough Officer, Jail Lieutenant or Jail Commander; Monday through Friday 8:00 a.m. to 5:00 p.m. **TELEPHONE CALLS WILL NOT BE ACCEPTED!**
- I. Failure to keep your payments current will result in termination from the program.
- J. Shift Correctional Officers are not authorized to approve any work furlough applications.
- K. Approval for additional work hours must be made prior to 3:00 p.m. Monday through Friday by the Work Furlough Coordinator, Jail Lieutenant or in their absence the Jail Commander.
- L. The work furlough application will not be processed until the applicant is in the custody of Sutter County Jail.
- M. All completed Work Furlough applications must have a copy of the employer's workmen compensation insurance coverage attached to the application before being turned over to the Work Furlough Coordinator when the applicant s in custody.

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INMATE AGREEMENT

I, _____, as a participant in the Sutter County Jail Work Furlough Program hereby agree to be governed by the following rules and regulations. I further agree that failure to obey these rules will result in termination from the program and further disciplinary action.

1. I will not possess or consume any alcoholic beverages or drugs. Nor will I enter any establishment where such beverages are available or sold.
2. I will go to work and return directly from my place of employment unless otherwise permitted in writing. If for any reason I am delayed and cannot return at the designated time; I will notify the program representative or jail shift supervisor immediately and will obey his instructions.
3. I will not make any telephone calls while at liberty unless authorized by the administrator or in the course of employment duties.
4. I will obey all City and County ordinances and all State and Federal laws. I will follow all directives of the Work Furlough Program or any of the program representatives.
5. I will **NOT** operate any motor vehicle on a public street or highway.
6. I will submit to a random urine test when asked to comply. I understand that failure to complete a random urine test will eliminate me from the Work Furlough Program.
7. I understand that I am allowed 1 hour before work and 1 hour after work to go home and change clothes.

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I further realize that failure to comply with any of the above conditions may lead to my Removal from the Work Furlough Program and any failure to return to the Sutter county Jail will be considered as an ***ESCAPE*** and will result in a complaint issued to the District Attorney for violation of Section 4532 of the California Penal Code; a felony which may result in a state prison sentence.

INMATE _____ **DATE** _____

WITNESS (OFFICER) _____ **DATE** _____

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Date_____

MEMO TO: DIVISION COMMANDER/JAIL DIVISION

MEMO FROM:_____, W/F COORDINATOR

SUBJECT: INMATE_____

I.D. #_____ -SC

The above subject inmate has submitted his/her application for the Sutter County Sheriff's Department Work/Education Furlough Program.

Booking Date_____ Violation(s)_____

Commitment Date_____ Sentenced to_____ days

Release Date_____

Work Furlough Fee(s)_____ Workmen Compensation_____ RAP Sheet_____

COMMANDER/JAIL DIVISION () *Approved* () *Denied*

LIEUTENANT/JAIL DIVISION () *Approved* () *Denied*

SERGEANT/JAIL DIVISION () *Approved* () *Denied*

Work Furlough Coordinator () *Approved* () *Denied*

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Comments: _____
WORK FURLOUGH/EDUCATION APPLICATION

Type of Application applied for (circle one) *Work Furlough* *Education Furlough*

INMATE'S NAME	HOME ADDRESS
()	DATE OF BIRTH
AREA CODE & TELEPHONE #	AGE
PLACE OF BIRTH	SOCIAL SECURITY #
SPOUSE'S NAME	SPOUSE'S PHONE #

IN CASE OF AN EMERGENCY, PLEASE NOTIFY: _____

WORK FURLOUGH APPLICANTS

EMPLOYER'S BUSINESS NAME	BUSINESS ADDRESS
EMPLOYER'S PHONE #	NATURE OF BUSINESS

DAYS WORKED: SAT SUN MON TUES WED THURS FRI

Rev. January 2011