

## 6-13/030.00 Work Release Rules and Regulations

### PURPOSE

The Work Release Program was created to reduce jail overcrowding. The inmates will be assigned to the Work Release Program in lieu of incarceration, if they meet the criteria set by the program.

### RULES AND GENERAL CONDUCT

- The work release (WR) inmate shall report to the jailer or other authorized Department personnel each morning in civilian attire
- The WR inmate shall then put on a work release vest over his/her clothing
- All station personnel will be addressed by; Officer, Deputy, Mr., Mrs., etc. and be polite and courteous at all times
- WR inmates shall not read material posted on bulletin boards or on desks
- WR inmates shall not converse with station personnel except in the course of their duties
- WR inmates shall not be allowed into the jail area without Department personnel present
- Phone calls and visitors will not be allowed
- Work breaks will be at 1030 and 1500 hours and will not exceed fifteen (15) minutes
- Lunch break will be from 1200 hours to 1300 hours. The WR inmates will get a sack lunch from a station inmate worker
- The only restroom that shall be utilized by the WR inmates will be the one in the inmate worker dorm
- WR inmates found doing favors for inmate workers (i.e., bringing items into the station) shall have their Work Release Program status revoked immediately
- WR inmates shall not converse with pre-Arraigned inmates
- WR inmates shall not roam the station
- WR inmates shall maintain proper personal hygiene
- WR inmates shall not discuss cases with station personnel

### WORK RELEASE SUPERVISION

Inmates in the Work Release Program shall be supervised by Department personnel. The jailer has the formal responsibility for the Work Release Program inmates.

### WORK RELEASE DUTIES

Duties include, but are not limited to the following:

- Outside Duties: Wash and wax patrol and detective vehicles, rake leaves, trim bushes and hedges, mow and trim lawn, clean sewers, sweep roof, sweep parking lot, wash windows, empty trash cans, and paint as needed
- Inside Duties: Sweep floors, dust all picture frames, wipe fingerprints\scuffs off walls and windows, clean the drinking fountain, dust, mop, and polish

## INJURY TO WORK RELEASE INMATES

Injury not requiring hospitalization:

- Transport to nearest contract hospital
- Notify Population Management Bureau (PMB) Inmate Classification lieutenant
- Report shall be taken by the work release deputy upon notification

Injury requiring hospitalization:

- Inmate shall be transported to the LAC+USC Medical Center jail ward via county ambulance. Inmate shall be detained on his/her original commitment and booking number
- Notify the PMB Inmate Classification lieutenant or watch commander
- The work release deputy shall take the report and update the computer location to LAC+USC Medical Center jail ward

If there are any questions, contact the Work Release Program or the IRC watch deputy.

## WORK RELEASE RETURNED (RE-INCARCERATION) TO CUSTODY

Reason for an inmate to be returned to custody shall include the violation of the aforementioned rules (e.g. the second late arrival for work, refuses to work, or causes a problem).

Procedures:

- Call the Work Release Program re: the return to custody
  - Send all paperwork (contracts, sign in sheets, etc.) with the transmittal to IRC
  - Write "**Attention Work Release Unit**" on the right margin
  - Send the inmate and the transmittal to IRC either by patrol car or CST
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