

Name: _____

Keep pages 2-7 for your records, turn in all other pages

Whitman County Sheriff's Office

Work Release

Application Packet

Packet Parts

Packet includes:

- Introduction and Frequently Asked Questions
- General Eligibility Guidelines
- Specific Eligibility Guidelines for Full Work Release Program Privileges
- Personal History Questions
- Medical Background
- Drug Usage History
- UA Fee Agreement (THC Screening Alternative Program)
- GPS Fee Agreements
- Participation Fees
- Program Rules

Request Transportation Form if someone else will drive you to/from work or school:

- Transportation Information (available upon request)

Request the Employment Supplement if you have a paying job

- Employer Letter
- Employer Provided Information
- Employer Agreement
- Employment Duties and Environment

Revision: Nov 2017

Introduction

JUST BECAUSE YOU ARE ELIGIBLE FOR THE WORK RELEASE PROGRAM DOES NOT MEAN YOU QUALIFY.

The Whitman County Jail's work release program encompasses more than just offenders who have a job. Our work release program includes offenders who leave the jail for school or community service as well as offenders who, based by their classification, may not leave the jail but are allowed "inside only" status.

In order to be part of the program you have to meet all the general eligibility rules. In order to qualify for full work release privileges you must also meet the all the requirements listed in the "Specific Eligibility Guidelines for Full Work Release Privileges" section below. Those with full work release privileges may leave the building without an escort. These inmates are issued black and white striped uniforms.

Remember entering the work release program is a privilege and not a right. Any Corrections Officer can withdraw the privilege at any time. Thoroughly review this packet in its entirety. There is information that must be filled out by the participant and the employer, if applicable. **Packets that are incomplete or sloppy may delay your entry into the work release program.**

Frequently Asked Questions (FAQs)

How do I qualify for a job search?

Participants in the work release program are not authorized to search for jobs after being incarcerated unless they meet certain criteria. At the time of the job search the participant must be sentenced and have a minimum of 60 days left to serve in jail (not including good time). The participant must reside in Whitman County. The participant must have a totally clean U/A to include marijuana.

What is the limit on the hours outside of the jail?

Participants must have at least one continuous thirty-six (36) hour period per week (defined as the 168 hours between Sunday and Saturday) where they remain in jail. They may not be scheduled to work and/or go to school in excess of 40 hours per week without prior approval. Travel time is not included in the 40 hour work maximum. To work more than 40 hours per week a participant must prove his regular work schedule, prior to coming to jail, was regularly greater than 40 hours.

How long does it take to get placed in the work release program?

It depends on a multitude of factors. Before being allowed in the work release program applicants must be classified. This process can take between 24 and 72 hours from the time of his arrival. Some other factors include how quickly the applicant reads the inmate manual and the behavior and demeanor of the applicant. Remember, application packets that are inaccurate, incomplete, or illegible may slow the application approval.

How do indigent participants pay the participation fees?

Most fees only affect participants who leave the jail for activities other than community service details. A participant's ability to pay is not a deciding factor for entry into the work release program.

General Eligibility Guidelines

Work release, partial confinement, or community service must be expressly provided for in the offender's sentence or court commitment.

Participants must have been classified by the Whitman County Jail as either minimum or medium-limited-supervision

The sentence must include confinement for at least five consecutive days.

No presence of drugs, other than THC (marijuana), may be detectable using an instant urinalysis drug screening kit.

Inmate disciplinary reports, infractions, and ability to follow rules will be a factor in applicant's eligibility.

Documented dishonesty is a disqualifier.

Participants must have thoroughly read and fully understand the Inmate Manual.

Participants must remain in good standing with their conditions of probation.

Participants must be mentally and medically stable. Those with known mental or medical issues, including chronic pain management problems, must be cleared by jail medical staff before being allowed to enter the work release program.

The work release Sergeant or his designee will make final eligibility determinations.

Specific Eligibility Guidelines for Full Work Release Program Privileges

Registered sex offenders or offenders who have any history of crimes of a sexual nature will not qualify for Full Work Release privileges.

Participants may not have active warrants, bonds or holds.

Participants must be classified by the Whitman County Jail as minimum security.

No presence of any drugs may be detectable using an instant urinalysis drug screening kit. Those with THC (marijuana) in their system may elect to voluntarily

enroll in the THC Screening Alternative Program at the offender's expense. See the UA Fee Agreement sheet for more information.

Participants must maintain an inmate account balance of not less than \$30.00.

Participants must be employed or a student prior to incarceration to be eligible to work or go to school.

Participants must be able to provide transportation. See "Transportation Information".

Program Rules

1. These rules are to be followed in conjunction with all other jail policies and regulations.
2. Participants must comply with any lawful order given by Corrections Officers or any law enforcement officer.
3. Participants must obey all federal, state, and local laws.
4. Participants assert they have read the entire inmate manual and completely understand all parts of the inmate manual. All rule violations are therefore done by a conscious choice and not due to ignorance.
5. Participants will have "model" behavior. Examples of model behavior include not talking back to an Officer, following lawful orders, quickly volunteering for work details, assisting in morning cleaning, not causing problems among other inmates, following jail rules, etc.
6. Participants must perform community service work details whether or not community service is part of their sentence.
7. Participants will not be allowed to communicate with another inmate while at work unless it is done as part of a bona fide job requirement.
8. Participants will not be allowed to drop off any property for another inmate.
9. Participants who want to work in the kitchen will be required to wear their own deck shoes.
10. Participants will keep their living area and work release locker clean and orderly.
11. Participants agree that they will submit, upon any Corrections Officers request, to a breathalyzer and/or a urine test.
12. Participants, upon request, must immediately provide a breath sample and, within one hour of a Corrections Officer request, provide a urine sample for alcohol and/or drug testing.
13. Failure or refusal to take the test will result in immediate removal from the work release program.
14. Any positive result on the breathalyzer or urine test will result in disqualification from the work release.
15. Participants with a dirty urine test will be charged a fee for the urinalysis.
16. Participants will abstain from the possession or use of any alcohol, drug, or non-prescribed medications.
17. Only medications prescribed or authorized by the jail physician and dispensed by a Corrections Officer or jail medical staff are authorized.
18. Any medication that may affect a participant's ability to safely work or operate a motor vehicle will preclude him from leaving the jail.
19. Participants will be responsible for any medical charges resulting from an accident or injury which are incurred while at work or school. To be part of the program participants or their employers must show proof of insurance equivalent to workman's compensation.
20. Participants understand that they will be strip searched each and every time they return to the jail.
21. Participants may be pat or strip searched at any time.
22. Participants will not smuggle contraband into the facility.
23. Participants will request Correction Officer approval prior to bringing any item into the jail.
24. Participants in the work release program will be immediately removed from the program upon a determination by the work release Sergeant that the participant has forged, counterfeited, reproduced, or misrepresented without authority any written material or verbal orders (e.g. overtime request, work hours, physician's note, etc.), or has presented the same to a Corrections Officer knowing such written or verbal orders or verification to be false.
25. Participants must immediately report to Corrections Officers any termination, suspension, or other change in the status of their employment, education, community service, or treatment programs. This includes changes to the hours, schedule, or location.
26. Participants who are "Inside Only" will be issued a grey uniform. This means they are not allowed outside of the jail or to the basement.
27. Participants who are "Inside Only" and are assigned a task which involves going outside of the jail or to the basement must inform the Officer

Whitman County Sheriff's Office Work Release Program

- that they are "Inside Only". After notification, participants shall follow the Officer's instructions.
28. Upon release, participants must proceed directly to their approved work, community service, school, or treatment sites, and at the time directed, return directly to the Jail.
 29. Participants must have prior approval from a Corrections Officer to deviate in any manner from the approved schedule, including going to any place other than the approved work, community service, school, or treatment sites. No side trips.
 30. Upon request of a Corrections Officer, participants must fully account for their activities during any authorized leave.
 31. Participants may not visit any residential, governmental, public, or private building or location unless required as part of the participant's employment, community service, school, or treatment.
 32. Participants will not go to taverns, lounges, bars, restaurants, or any other place where alcoholic beverages are sold by the drink.
 33. Participants will be checked on by phone and/or in person. Unauthorized deviation from your schedule will result in being terminated from the work release program.
 34. Participants may not have people visit their job, community service, school, or treatment site without prior approval.
 35. Participant meal breaks are not to exceed one hour.
 36. In the event of any delay in returning to the jail at approved times participants shall promptly notify the Whitman County Jail.
 37. Participants must report in at the work release entrance immediately upon return to the Whitman County Jail.
 38. Regardless of previously authorized leave, a participant must return to the Whitman County Jail within one hour of any request from a Corrections Officer to do so.
 39. Participants must have a valid driver's license, registration, proof of insurance, and written permission for use of the motor vehicle if the participant is not the registered owner before being allowed to drive.
 40. Participants must immediately report to Corrections Officers any change in the status of their driver's license, proof of insurance, vehicle registration, or vehicle license tabs.
 41. Participants will only drive if approved. At no time will the participant ride with another driver unless prior approval has been obtained.
 42. Participants shall follow all traffic laws.
 43. Participants may walk to a job, community service, school, or treatment sites in Colfax.
 44. Participants may not ride a bike or hitchhike.
 45. Participants with transportation problems shall contact the jail and abide by the instructions of the Corrections Officer.
 46. Participants must pay all fees one week in advance.
 47. Participants must keep up-to-date with all fees.
 48. Participants who are more than two weeks behind in payments of fees may be suspended from the work release program.
 49. Participants will not receive good time if they owe fees.
 50. Personal checks are not acceptable for payments.
 51. Participants will not incur any debts or financial obligations while participating in the work release program without the written permission of the work release Sergeant.
 52. Participants will not tamper with or damage electronic monitoring equipment.
 53. Any Participant found to have attempted to circumvent the electronic monitoring equipment's system safeguards will be deemed in violation.
 54. Repeated technical violations of the electronic monitoring equipment's system safeguards could result in ineligibility for continued participating in the work release program.

UA Fee Agreement (THC Screening Alternative Program)

As a participant in the Whitman County Jail's work release program you will be required to take random UAs.

In addition to the instant test, I have the option to have my sample lab tested by Sterling Reference Labs. The sample will be packaged and sent to Sterling Reference Labs and the results will be considered final. Should I choose to have the sample sent to the lab I authorize the Whitman County Jail to deduct the full cost of the urinalysis fee from my account.

If I should ever have qualitative UA come back dirty I will pay the full qualitative instant urinalysis cost of \$15.00.

THC Screening Alternative Program

Only complete this section if you are positive for marijuana and you elect to enroll in the THC Screening Alternative Program.

Because of past marijuana use some participants may show a positive result for marijuana. It may take a month or longer for the level of THC in a person's body to drop below detectable levels. During this period of time work release participants are only allowed "Inside Only" status. When a participant has a job it may not be possible to wait until the THC is completely out of the body in order to be allowed outside of the jail. For these participants the work release program offers a THC Screening Alternative Program. This alternative program is voluntary and all costs of enrollment into the alternative program must be paid by the participant.

While in the THC Screening Alternative Program you will take a weekly urinalysis which will be sent to the Sterling Reference Labs for testing for the level of THC. This value returned is a numerical value which should decline each week. If this value ever increases it indicates there has been marijuana used since the last test. This will be cause to remove the participant from the work release program.

GPS Fee Agreement

As a participant in the Whitman County Jail work release program I may be required to carry Global Positioning Satellite (GPS) tracking equipment when out of the facility and safe guard it from damage and/or neglect.

Participation Fees

Work Release fee:	\$1.50 per hour while out of the building ¹
28-day urinalysis fee:	\$36.00 (billed on a weekly basis) ^{1 2 3}
THC Screening Alternative Program 28-day fee:	\$100.00 (billed on a weekly basis) ^{1 2 3}
Full-cost urinalysis fee:	\$15.00 for qualitative \$35.00 for quantitative
GPS Monitoring:	\$10.00 per working day ^{1 2}
Medical Co-Pay:	\$4.00 per visit

Participation fee calculation example for a participant who works 8 hours a day with a 1 hour commute, 5 days a week:

9 hours	X	5 days a week	=	45 hours per week
45 hours	X	\$1.50 per hour	=	\$67.50 weekly fee
5 days	X	\$10.00 GPS fees	=	\$50.00
Weekly billing of the Monthly urinalysis fee			=	\$9.00
Total Participation Fee for the Week			=	\$126.50

¹. This fee is only paid by participants who work a paying job.

². This fee is only paid by participants who go to school or to treatment programs outside the jail.

³. Participants who voluntarily enroll in the THC Screen Alternative Program pay both the 28-day urinalysis fee and THC Screening Alternative Program 28-day fee.

Personal History Questions

PERSONAL DATA

Last Name	First Name	Middle Name	Date of Birth
Current Address	City	State Zip	Phone
Emergency Contact Name	Address	Phone	

CURRENT CHARGE INFORMATION

Current Charge(s): _____

Case Numbers: _____

Sentencing Court: _____ Sentencing Judge: _____

Date Sentence is to Begin: _____ Number of Days to Serve: _____

ARREST HISTORY (not including your current charge information)

List every time you have been arrested and/or taken to jail, not just crimes for which you were convicted.

Previous Arrests: State "none" if you have no prior arrest history: _____

Arrest Date	Location	Arresting Agency	Charge(s)

Attach additional sheets if necessary

Are you now, or have you ever been, required to register as a sex/kidnap offender? Yes No

PROBATION

Are You On Probation? Yes No If yes, for how long? _____

For? (Crime): _____

Probation Officer: _____ Phone: _____

Medical Background

Before being allowed to leave the jail or participate in work details, aside from basic cleaning such as sweeping and mopping, all participants will have their medical background reviewed by the jail medical staff. The medical staff will assist the work release Sergeant in determining at what level the participant may participate in the work release program.

Information about current and past mental, medical, and disabilities will be evaluated. The participant's medications will also be evaluated. Finally, the jail medical staff will review the participant's employment duties and environment. All this information will help ensure the safety of the public and the participant while outside of the jail. The participant may need to be seen by the jail medical staff if any questions arise during the medical background. This visit with the jail medical staff may include a medical co-pay.

In the space below describe any mental or medical conditions, ailments, sicknesses, or other physical issues, injuries, or limitations that affect you. Include all mental and medical conditions or history where a doctor's orders require special considerations or medications. Use additional sheets if necessary.

Workman's Comp / Disability Payments

Are you currently or have you recently received disability payment or workman's comp? Yes No

If so, explain.

Signature Page

Program Rules, Personal History Background, Medical Questions, and Drug History

I understand the Program Rules and I agree to obey them. I understand that violation of these rules can result in prosecution on new charges, loss of good time, loss of privileges, notification to the court or probation officer, additional jail time, or other sanctions deemed appropriate for the offense. I further indicate by my signature all information provided in order to apply for and secure placement in the work release program is true, complete, and correct.

Signature

Date

GPS Fee Agreement

By my signature below I hereby authorize the Whitman County Jail to deduct any outstanding GPS tracking fees from my inmate account. I also understand I am responsible for cost of repair or replacement of GPS tracking equipment damaged or lost by me. Any intentional damage to equipment will result in disciplinary action including the filing of criminal charges. I understand that I have access to an equipment replacement pricing schedule upon request.

Signature

Date

UA Fee Agreement

By signing below I hereby authorize the Whitman County Jail to deduct the 28-day urinalysis fee from my account during my participation in the work release program if I leave the jail for work or school. This fee will be charged on a weekly basis.

Signature

Date

THC Screening Alternative Program

Only complete this section if you are positive for marijuana and would like to voluntarily enroll in the THC Screening Alternative Program.

By signing below I hereby request enrollment in the THC Screening Alternative Program. I also authorize the Whitman County Jail to deduct the 28-day THC Screening Alternative Program fee from my account during my participation in the alternative program. This fee will be charged on a weekly basis. My participation in the alternative program ends immediately after my urinalysis indicates a negative result for THC.

Signature

Date