

SECTION I

GENERAL INFORMATION

ORIENTATION AND ISSUANCE OF HANDBOOK

The Glenn County Jail Facility is under the authority and operation of the Sheriff's Office. Orientation to the jail and its rules, regulations, and operating procedures is necessary so that the inmate, (a person housed in the Glenn County Jail), will be able to adapt rapidly to the surroundings. The Booking Officer will provide this Handbook to the inmates at the time of booking. Each inmate will receive a copy of the Handbook at the time of booking. It must be returned when the inmate is released. Correctional staff will give the inmate this information either orally or in writing in a language the inmate understands if the inmate is unable to read English.

1. **LOCATION:**

The Glenn County Jail is a Type II facility that means it holds male and female inmates awaiting trial and those who are sentenced to the county jail. The facilities, services, and programs will be available on an equitable basis to both male and female inmates. The Glenn County Jail building is located at 141 S. Lassen Street, Willows, CA 95988. Telephone: (530) 934-6428. Correctional staff will not accept incoming telephone calls for inmates.

2. **POWER FAILURE:**

If a power failure occurs, remain where you are. The Jail facility is equipped with emergency lighting and a back-up emergency generator so that power failures last only a few minutes. The Correctional staff will instruct you to move to another area if it is necessary.

3. **EMERGENCY PROCEDURES:**

Do not panic or run! Panic increases the chance of injury. Correctional staff will advise you of what to do, which area to report to, and what to do on your arrival there. Safety requires you to follow Correctional staff's orders. Do not waste time or increase risk by stopping to ask questions. Go to another area at once and move when told if there is smoke or fire. You should notify Correctional staff as quickly as possible of an emergency if Correctional staff are not present.

4. **CLASSIFICATION AND SEGREGATION:**

a. The three classifications for inmates are maximum, medium, and minimum. Each inmate is assigned to housing units and activities according to sex, age, criminal sophistication, seriousness of crime charged (felony v. misdemeanor), assaultive/non-assaultive behavior, and other criteria to provide for the safety of the inmates and staff and the security of the facility.

- b. An inmate may request a review of his/her classification by submitting an Inmate Request Form to a Correctional Corporal. An inmate will have the right to appeal a reclassification denial within five (5) days, excluding weekends and holidays, after receiving written notice of the denial. The appeal will be presented on an Inmate Grievance Form.
 - c. An inmate may be placed on administrative segregation to protect inmates and/or staff. Some examples of inmates whose needs may be different from the general population inmates are those with certain conditions such as cardiac, diabetic, drug, epileptic, communicable diseases, mental disorders, carriers of body lice, inmates who need or request "Protective Custody" when supported by proper justification, inmates who are prone to assault staff or other inmates.
 - d. Administrative segregation consist of separate and secure housing, but it will not involve deprivation of privileges other than is necessary to obtain the objective of protecting the inmates and/or staff. An inmate has the right to seek relief from administrative segregation by submitting an Inmate Request Form to a Jail Corporal. An inmate will have the right to appeal the denial within five (5) days, excluding weekends and holidays, after receiving written notice of the denial. The appeal will be presented on an Inmate Grievance Form.
5. **MONEY AND PROPERTY:**
Your clothing, personal property, and money were taken from you for safekeeping and you were given a receipt when you were booked into this facility. Your property will be returned to you and you will be given a check for the amount of money remaining in your trust account at the time of your release. Your receipt will be necessary to file a claim for missing items. Inmates are not permitted to have money in their cell or pod areas. Each inmate is given a receipt for money in his or her possession at the time of booking, and for any money deposited for him or her at the jail by others. Receipts should be kept in the inmates possession at all times and never surrendered to another inmate or altered in any way. No inmate or other person shall maintain a house or store or any other means of obtaining money or property from other inmates.
6. **INMATE TRUST ACCOUNT:**
The money taken from you at booking was placed in the Inmate Trust Account. The amount of money held for you in your trust account is maintained in the Jail computer system. Money may be added to your trust account. You may have money sent to you through the mail only by cashier's check or money order. Personal checks and cash will not be accepted through the mail. Cash may be taken at the Jail lobby window and placed into your trust account. As you purchase commissary items

and receive medical care, Correctional staff will deduct the amounts from your trust account. You cannot buy commissary items if you do not have enough money in your trust account. You may receive two stamped envelopes, writing paper, pencil, toothbrush, toothpaste, comb, soap, and a razor weekly, upon request, if you have less than \$1.00 in your trust account. You may release money from your trust account to friends and/or relatives only after 24 hour written request. The request shall be made on an Inmate Property Release form.

7. COMMISSARY:

Commissary items are not allowed to be brought into the facility by friends and/or relatives. Each inmate may purchase commissary items once a week by calling from their pod to the commissary number provided in their telephone system. Each inmate must have sufficient funds in his or her trust account to cover the entire purchase. Maximum dollar amount allowed for purchase each week is thirty dollars (\$30.00). Ten percent (10%) of each individual inmate trust account balance is deducted prior to ordering commissary items for outstanding medical bills and applied to those accounts at that time. The inmate shall receive a copy of his or her order indicating the amount remaining in his or her trust account. Profits from sales of the commissary are deposited into the Inmate Welfare Fund.

8. LEGAL SERVICES:

- a. Their attorney may interview inmates at any time. When necessary, an interpreter or investigator may participate in the interview. Proper identification will be required, and a visitor's log completed. Legal interviews will be conducted in the attorney visit room. The room is separate from regular visits, and will afford the attorney and inmate confidentiality.
- b. Upon request for legal research, the inmate will be taken to the multi-purpose room located inside the jail at the earliest opportunity, and allowed sufficient time to review whatever legal material he or she desires. Inmates will also be provided with a pencil and paper for note taking. The multi-purpose room is equipped with a computer station that is networked with the Glenn County Counsel's Office. The computer station has access to the entire Glenn County Law Library. If a specific book or document is needed, Correctional staff will attempt to obtain that particular book or document, and provide it to the inmate in the multi-purpose room for the inmate's use. He or she will be provided enough time to complete his or her research. A typewriter will be available for your legal documents.
- c. A list of attorneys and bail bondspersons is provided in this Handbook. If you desire to call an attorney or bondsperson not listed, request a telephone directory from the floor officer.

9. RELEASE FROM CUSTODY:

There are several ways you may be released before you go to trial. If you qualify for one of these types of releases, and there are no other holds placed on you, you will be released as quickly as the release papers are processed.

- a. Citation Release. It is the policy to release arrestees charged with infractions or misdemeanors by issuing a written promise to appear. The arrestee must meet the established criteria for such release and sign an agreement to appear in court at the time and place indicated on the release agreement.
- b. Jail Release on Own Recognizance (Jail OR). Arrestees charged with misdemeanor crimes including misdemeanor traffic warrants, misdemeanor warrants of arrest, and misdemeanor bench warrants shall have an investigation done at the time of booking pursuant to California Penal Code section 853.6. A Misdemeanor Evaluation Release Form will be completed, and the information verified. If you qualify, you will be required to sign a written agreement to appear in court on a certain date and time. You will not be permitted to leave California without first obtaining the court's permission and you will have to waive extradition if you fail to appear and are apprehended outside California. A willful failure to appear will constitute an additional misdemeanor charge to any other charges.
- c. Bail. Bail is defined as cash or property that you give to the court or a bail bondsperson as security for your appearance at a court hearing. If you are in-custody and awaiting trial, you may be eligible for release by a cash bond, bail bond, or property bond. Correctional staff will be able to tell you the amount of bail that has been set in most circumstances. The Judge will have set a bail, if you are eligible for bail, if you have already appeared in court.
 - (1) Cash: Cash will be accepted in US currency, money order, or cashier's check in the exact amount of bail, made payable to the court in which you appear.
 - (2) Bail Bond: Telephone a bail bondsperson and discuss getting a bail bond from that person. Approximately ten percent (10%) of the bail amount is normally required. This agreement is between the inmate and the bail bondsperson to negotiate.
 - (3) Property Bond: A "property bond" may be used instead of money. Property is used to secure your presence in court under this type of bond. You should consult with an attorney about this type of bond.
 - (4) Bail Reduction by the Court: You will be taken in front of a judge within forty-eight (48) hours of your arrest, excluding weekends and holidays, for an initial arraignment and you may ask the Court about bail. You may ask the judge to

reduce your bail amount if you cannot put up enough security to post bail.

- d. Dismissal of the charges against you.
- e. Release by the court.

10. **HOLDS:**

You were given a copy of your booking report form at the time of booking, which indicates if you have a warrant, by another agency or a hold by a parole or probation officer. You may have been booked for that hold and may be held for that agency. You will be notified, by another booking report form, when you are booked on another agency's hold.

11. **RELEASE AFTER TRIAL:**

You will be released from custody as quickly as the release papers are processed if you have been tried and acquitted and have no holds. You will be released on last day of your incarceration if you have served your sentence and have no holds. You may remain in the public area of the Jail facility until 4:00 p.m. unless your presence is disruptive, in which case the Correctional staff will require you to leave the premises.

12. **TEMPORARY RELEASE:**

The Sheriff may permit the temporary release of sentenced inmates, not to exceed three days, for family emergencies.

13. **LEGAL MAIL:**

Legal mail is defined as incoming or outgoing correspondence between an inmate and the court, a member of the State bar, a holder of public office, the State Board of Corrections, the Glenn County Jail Commander, or the Glenn County Sheriff. Correctional staff may open and inspect such mail only in the presence of the inmate and only to search for contraband. Correctional staff will not read legal mail. You may receive unlimited paper and stamped envelopes for legal mail by submitting an Inmate Request Form to the Commissary Officer if you have less than one dollar (\$1.00) in your trust account.

14. **INCOMING MAIL:**

- a. Your mailing address is: Your Name, 141 S. Lassen Street, Willows, CA 95988.
- b. There is no restriction on the number of letters you may receive. You may not receive food items, cards, Polaroid photographs, cash, personal checks, or contraband of any kind. You may not receive mail from other locked institutions, (Jails or Prisons). Incoming mail will be opened and searched for security reasons.

Mail in non-English language may be reasonably delayed for security reasons.

- c. You may receive newspapers, magazines, periodicals, and softbound books, but they must be mailed directly from the publisher. Hardbound books will not be accepted. Subscriptions will not be cancelled by Correctional staff after you leave but will be placed in the library for the use of inmates. The Post Office will not accept change of address cards from inmates.
- d. Obscene or inflammatory mail is not allowed.
- e. You will be notified and given a receipt if mail is placed in your personal property; you will not be notified if mail is returned to sender.

15. **OUTGOING MAIL:**

There is no restriction on the number of letters you may send. Give outgoing mail to Correctional staff prior to 10:00 p.m. and unsealed. Mail is subject to search and reasonable delay for security reasons. Only legal mail will be marked as "legal mail" on the outside. Correctional staff will search the "legal mail" and seal it in the presence of the inmate. There will be nothing written or drawn on the face of the envelope except the "to" and "return" addresses. The Clerical Officer will stamp "Glenn County Jail" on the face of the envelope.

16. **VISITING:**

Each inmate is allowed a total of one hour of visitation each week. Any person wishing to visit an inmate must provide a driver's license or I.D. prior to visiting. They must then sign in on a visitor's log. This includes providing their name, address, phone number, driver's license or identification number, and relationship to the inmate. Only one approved visitor may be in the visiting booth at one time. No personal belongings will be allowed beyond the exit door to the Jail Administration building. You will be assigned to a booth by number. If you move to another stall, you will be subject to disciplinary action. Inmates must be fully clothed during visits and if not on lock-down or restriction may be permitted visits as follows:

VISITING DAYS ARE TUESDAY THROUGH THURSDAY AND SATURDAY EXCLUDING HOLIDAYS.

MALES	-	1300 - 1600 hours
FEMALES	-	0900 - 1200 hours

Business or other visits may be permitted at the discretion of the jail on duty supervisor. Religious visits and attorney visits shall be granted whenever possible and shall be confidential. Prisoners shall not speak to persons visiting the jail unless authorized to do so by a jailer. In the event that a juvenile subject, between the age of 12 and 18, wishes to visit an inmate, it shall be determined if the juvenile is a legal/blood relative of the prisoner. If the juvenile is a relative of the inmate and there are no charges of incest, child abuse, or other such extenuating

circumstances the juvenile shall be allowed to visit the inmate. If the juvenile is under the age of 17, a juvenile officer shall be notified of the request for visiting in order to provide the juvenile authority the opportunity to be present if they wish to do so. Any marking, scratching, burning, breaking, or in any other way damaging or attempting to damage the visitation area is prohibited. Any person found to be in violation will be charged with destruction of jail property and prosecuted through the court system.

17. MEALS:

The Correctional staff is responsible for providing prisoners with adequate wholesome food. Meals are served at 0600 hours, 1200 hours, and 1800 hours. Any complaints regarding the quality or quantity of food should be brought to the attention of Correctional staff as soon as possible. The Correctional staff shall look into the complaint at that time, and an inmate incident report will be completed detailing the complaint and the findings. The report shall be forwarded to the food manager and the Jail Division Commander. Correctional staff shall supervise the filling of trays, inmates, and kitchen clean up. All kitchen crew shall wear hats, hairnets, gloves, and uniforms. During the time of dining, inmates shall not use shower and restroom facilities in any pod. Use of restroom facilities shall be completed before the meal is served.

18. TELEPHONES:

Telephones are available for outgoing collect calls only. All pods have telephones, which may be used during the day from 9:00 a.m., after the housing areas are cleaned, until 10:00 p.m. Inmates will only use the telephones at scheduled times or when authorized by Correctional staff. A telephone directory may be requested from the Floor Officer.

19. MEDICAL, MENTAL HEALTH, AND DENTAL CARE:

The Glenn County Jail facility has available to inmates medical, dental, and mental health care. Inmates will be charged a fee for certain medical services.

- a. Medical: The medical care is provided under contract and on-site by a medical company that specializes in providing health care to Correctional facility inmates.
- b. Emergency: You will be seen at once, or transported to an emergency care hospital, if you are in need of emergency care.
- c. All other medical care shall be by appointment with the on-duty medical staff. Appointments shall be made by completing a sick-call form and scheduled by the medical staff. Correctional staff will provide the forms as requested.
- d. Inmates may seek medical services from a doctor of their choice at their own cost. The Medical Program Administrator and the Transportation Officer shall make all arrangements for outside medical treatment. Request for outside medical treatment shall be made on a request form and forwarded to the Medical Program Administrator.
- e. The Medical Program Administrator, prior to being delivered to any inmate, shall approve any and all medications. Medications are delivered twice a day,

just before breakfast and just before dinner, unless otherwise directed by the Medical Program Administrator.

20. LIBRARY SERVICES:

The library services consist of a general library and a computer based law library.

- a. The general library is located in the multi-purpose room. Inmates may request access to the library from Correctional staff. Do not mark books or tear out the pages. Materials may be removed from the general library with permission of Correctional staff.
- b. See 8b – Legal Services.

21. PRIVATE LEGAL MATERIALS:

Attorneys may furnish inmates with law books and legal materials by delivering them to Correctional staff. The inmate may use and retain the inmate's own legal materials in the housing unit provided the materials and books are not hardbound. Legal material does not include pens or "hi-liters".

22. ACCESS TO NOTARY PUBLIC SERVICE:

Inmates will be able to use the services of a Notary Public within reasonable time after such service is requested. Inmates must have a valid I.D. with their photograph on its face. The fee for the Notary Public will be borne by the inmate requesting the service.

23. STREET CLOTHING:

The clothing taken from you at the time of booking will be disinfected with a spray disinfectant and/or fumigation spray. It will be stored in a property bin in the property room. Clothing may be brought and exchanged for clothes you have stored here only if you are going to court for a jury trial, or there are extenuating circumstances and the exchange is approved by a Correctional Corporal.

24. JAIL CLOTHING:

The Jail facility will provide you with clothing that is clean and in good condition. This includes socks, footwear, towel, outer garments, and under garments. Excepting footwear, outer garments shall be exchanged at least once each week unless work, climatic conditions or illness necessitates more frequent change. Under garments and socks shall be exchanged at least twice weekly. The kitchen crew will be provided with white coveralls and may change all garments and shower daily, before return to the pod area. The outside work crews are allowed to change all garments and shower daily upon return from work in the clothing room and shower area. Every Monday and Thursday will be laundry exchange for male inmates, and every Tuesday and Friday will be laundry exchange for female inmates. This schedule is subject to variations due to availability of clean clothing and work schedule.

25. BEDDING:

You will be issued one (1) mattress, two (2) sheets, and one (1) or (2) blankets depending on weather conditions. There will be mandatory linen exchange once a week. There will be blanket exchange every ninety (90) days.

26. **CLEANING OF HOUSING UNITS:**

It is your responsibility, together with that of other inmates, to do janitorial work assignments within your housing unit. You will be provided with cleaning materials by Correctional staff who will direct your activities. Housing units will be cleaned daily. Work assignments will not be made by other inmates.

27. **TELEVISION:**

Most housing areas have a television that may be viewed during the day from 10:00 a.m., after the housing units area cleaned, and evening hours until 10:00 p.m. The respective television may be removed for a period of time if the noise level becomes excessive or the television is damaged. The Correctional staff will make volume and channel changes.

28. **RECREATION AND EXERCISE:**

All inmates will be allowed a minimum of three hours of exercise and recreation per week, including inside and outside activities. Correctional staff shall count and be aware of the number of inmates taken from their individual pods to outdoor or indoor activity areas, and count and insure that a like number are accounted for upon return to their cells. Exercise and recreation areas shall be inspected for contraband and security before and after inmates are taken to/from the areas.

29. **INMATE SERVICE PROGRAMS:**

Inmate programs are available from time to time in the Jail facility depending on State and County budget and the availability of community volunteers. These programs may include the following:

- Alcoholics Anonymous (AA)
- Narcotics Anonymous (NA)
- General Education Diploma (GED)
- Individual or Group Counseling
- Social Services Programs
- Religious Services and Counseling
- Inmate Worker Programs

30. **VOTING:**

This policy is issued in compliance with the California penal code, section 4000, which delegates to the Glenn County Sheriff, authority to manage and direct all inmates, personnel, volunteers, programs and activities connected with the facility, and with the California administrative code, title 15, section 1071. The purpose is to provide guidance in the requirements of inmate voting procedures and guidelines. This is applicable to all employees involved in the supervision and care of inmates and inmate

programs, and to all inmates. Inmates meeting eligibility requirements, as set forth in the election code, and other applicable standards governing same, shall be given the opportunity to register to vote and vote by absentee ballot while incarcerated at the Glenn County Adult Detention Facility.

a. Persons eligible to vote:

1. Any inmate may register to vote if the:
 - a) inmate is a United States citizen
 - b) inmate is a resident of California
 - c) inmate will be at least 18 years of age on the date of the next election.
 - d) inmate is not involuntarily confined because of having pleaded guilty by reason of insanity, judicially determined to be incompetent to stand trial, or convicted as a mentally disordered sex offender.
 - e) inmate is not currently imprisoned or on parole for conviction of a felony.

b. Registration of inmates who wish to vote:

1. Inmate must be registered to vote
2. Voter registration cards shall be provided to those inmates requesting them.
 - a) The voter registration card should reflect inmate's current address. Current address is defined as the address that the inmate regards as permanent, and when away from that address, such as in jail, the address to which the inmate intends to return.
 - b) If the inmate has no permanent address, he cannot vote.
 - c) A post office box may be used as a mailing address only.
 - d) Inmates shall request absentee ballots if they wish to vote while incarcerated at the time of election.
3. Inmates requesting voter registration materials in the Spanish language shall be provided with them.
4. Voter registration cards and absentee ballots shall be mailed in accordance with current inmate correspondence procedures.

31. GOOD TIME/WORK TIME CREDITS

Each sentenced inmate will receive one (1) day credit for each six (6) days of confinement as "good time" credit unless it is established on the record that the inmate has not satisfactorily complied with the reasonable rules and regulations established by Correctional staff. Each sentenced inmate will receive one (1) day credit for each six (6) days of confinement as "work time" credit unless the record establishes that the inmate has refused to satisfactorily perform labor as assigned by Correctional staff.

32. WORK FURLOUGH

All sentenced inmates are eligible to apply for the work furlough program except for the following:

- a. Any commitment for less than 90 days.
- b. Inmates sentenced for sales of narcotics.
- c. Inmates sentenced for possession of narcotics for sales.
- d. Inmates sentenced for sex offenses.
- e. Inmates sentenced for violence or violent history.

A waiver of the above restrictions may be granted upon appeal to the Undersheriff. The Jail Division Commander, or designee, will be the program administrator. He/she may delegate some of the program responsibilities to the Correctional Corporals. Participating inmates will be allowed to leave the jail facility to work and will return after their normal workday is completed. The working hours are not restricted to daytime employment and the inmates may work nighttime hours. All monies earned will be deposited in the inmate's account and disbursements are made by request of the inmate, or by court order. Any inmate violating the work furlough program or the facility rules will be removed from the program. In the case where the inmate is a transfer, he/she will be returned to the county of commitment.

SELECTION OF PROGRAM PARTICIPANTS

- a. The work furlough administrator, with the advice and counsel of the District Attorney and Chief Probation Officer, shall be responsible for a preparation of the rules and regulations that each participant is required to adhere to.
- b. Upon application for work furlough, each prisoner will be interviewed by the work furlough administrator or his/her deputy designee and a case history compiled with an opinion and recommendation from any one, or all, of the following persons or agencies: the district attorney, the probation officer, or any appropriate law enforcement agency, whether or not it is felt that the person would be a successful participant, to be approved by the Work Furlough Administrator.
- c. The criteria for selection of participants will be the nature of the crime the prior record of arrest, and the type of employment. The only specific exclusion factor will be by order of the court of original jurisdiction. Generally, persons who are convicted of crimes of violence against other persons, or sex offenders, although not strictly prohibited from work furlough, would not generally be allowed to participate.
 1. The circumstances of the prior record and offense committed, shall be evaluated, not merely the actual Penal Code section for which the applicant was convicted.
 2. With these criteria in mind, all cases will be considered on the basis of behavior, causation and merit as to grant or deny participation in the program. No case will be denied on the basis of the convicted offense alone.
 3. Except in very unusual cases, work furlough will not be granted to a defendant who has pending criminal matters or violation of

probation in any jurisdiction. Work furlough will not, under any circumstances, be granted to a defendant who has a "HOLD" placed against him in addition to the local offense.

- d. An inmate is not eligible for this program if the sentence being served is for less than ninety days.

INVESTIGATIONS

All applicants will be investigated promptly. This should include:

- a. Interview or recommendation of the following persons or agencies where applicable: the District Attorney, The Probation Officer, and/or the appropriate law enforcement agencies.
- b. Interview with the defendant.
- c. Interview with the employer.
- d. Visual inspection of the place of employment and surroundings for the proper planning to avoid problem areas relative to the case at hand.
- e. All applicants shall be checked for criminal record, valid California operator's license status, and valid insurance coverage for PL & PD liability prior to admission to the program.
- f. Except in rare special cases, no application shall be held open more than ten (10) calendar days without being granted or rejected. Application may be made prior to surrendering of a potential inmate, but not prior to actual sentencing, unless specifically requested by the court.

REJECTION OF APPLICATIONS

Evaluation as to granting work furlough shall include special attention to the actual circumstances of the crime. It shall include concern relative to public safety and program security. The following convictions or circumstances shall eliminate a prisoner from the program:

- a. Escape from any jail, institution or road camp within the last five years.
- b. Offenses involving the addiction, possession, sale and other activities surrounding drugs and/or narcotics are not generally eligible; however, individual circumstances will be considered (small amounts in possession, first offense, etc)
- c. Offenses generally considered dangerous to persons or property (i.e. arson, sex offenses, assaults, etc) will not usually be eligible, however, applications will be considered on their individual circumstances.

SUPERVISION

Close regular surveillance shall be required in order to insure the inmate's presence on the job. Contact frequency should be at least four times per month at the job site. Ongoing contact with the employer or immediate supervisor of the inmate is a necessity for compatible supervision. Personal interviews with the inmate are imperative to overcoming potential trouble spots and to facilitate pre-release planning. Correctional staff shall submit a report on any behavioral problems or incidents involving inmates on the work furlough program to the Jail Sergeant and Probation Officer (if applicable).

ESCAPES

- a. Each employer shall be required to report within fifteen minutes if the inmate fails to report to work or leaves the job site prior to scheduled departure time. This may constitute escape in accordance with Penal Code sections 4532(a) and 1208.
- b. When escape status is believed probable (The inmate is not by law an escapee until he/she fails to return to the jail at the scheduled time and is declared an escapee by the Work Furlough Administrator or his/her designee. He is however a work furlough violator, and in some cases, a probation violator.), the Glenn County Sheriff's Office is to be notified of the violator status. The Department will issue an "All Points Bulletin".
- c. The jailer is to be notified of the inmate's status as a violator and potential felony escapee. The Work Furlough Administrator will obtain a warrant when escapee status is reached.
- d. Upon apprehension (if after jail return time) a formal complaint will be sought by jail officials for escape charges.

EMPLOYMENT OF PARTICIPANTS

- a. Where the Work Furlough Administrator concludes that a person is a fit subject for the program, he/she may direct that such person be permitted to continue his regular employment.
- b. The Work Furlough Administrator may authorize the person to secure employment for himself and may assist him in doing so.
- c. Employment must be suitable and at a wage as high as the prevailing wage for similar work in the area where work is performed.
 1. In no event shall employment be permitted where there is a labor dispute in the establishment where the prisoner is employed or is to be employed.
- d. The Work Furlough Administrator will verify employment and supervise activities of participants during their release from custody.

CUSTODY OF PARTICIPATING PRISONERS

- a. The person shall be released from custody at a time to allow reasonable travel time to and from his place of employment.
 1. Records shall be maintained to show expected departure time and expected time of return as well as actual departure and return time each day.
- b. When a person is not employed, and between the hours or periods of unemployment, he shall be confined in the jail unless the court directs otherwise.

EARNINGS OF PRISONERS

- a. Cost of the program is born by the prisoner and is set at \$12.00 per day per inmate.
- b. The Work Furlough Administrator shall collect all earnings of each prisoner.
- c. The employer of each prisoner shall be notified of his legal obligations to forward directly to the Work Furlough Administrator all money earned by the participant.

- d. Upon receipt by the Work Furlough Administrator of the participant's earnings, an accounting shall be made of his earnings, deposits and disbursal. The Work Furlough Administrator shall disburse the participant's earnings in accordance with Penal Code section 1208(a) to pay the prisoner's board and personal expenses both inside and outside the jail, and shall deduct as much of the cost of administration of this section as is allowable to such prisoner, and shall disburse the balance to the prisoner's dependant (if an adult), or to other such person as designated by the prisoner and agreed to by the Work Furlough Administrator. Said earnings may, if agreed upon by the prisoner and Work Furlough Administrator, be place in a trust account pending the prisoner's release.

TIME CREDITS

Participants shall be eligible for time credits pursuant to sections 4018, 4019 and 4019.2 of the California Penal Code.

WORK FURLOUGH GUIDELINES

- a. All inmates requesting work furlough will be required to fill out a work furlough application.
- b. Work furlough will not be approved until a person is sentenced, excepting when the court has asked for recommendation as to the eligibility prior to said sentencing, and appropriate application has been made.
- c. Inmates are not to be placed on jobs where it would be difficult to make periodic checks on them.
- d. Although not strictly prohibited, inmates are not normally allowed to be employed outside of Glenn County. In the event that such employment does exist, permission to allow inmates to participate in the work furlough program shall be granted only if, in the opinion of the Work Furlough Administrator, conditions are such that it would serve the interests of justice and supervision of the inmate would pose no serious problems.
- e. An inmate must receive at least minimum wage for the type of work performed. In the event the inmate is self-employed, the Work Furlough Administrator or his/her designee will review the conditions and circumstances.
- f. The maximum amount of time an inmate may spend away from the jail in any twenty-four hour period is fourteen hours. Normally, the maximum number of workdays is five days per week.
- g. All employers must offer full time employment.
- h. Work furlough inmates must furnish their own transportation and if they do their own driving, must have a current drivers license and be insured for PL and PD.
- i. Transportation by other persons to and from the job shall be subject to review and approval of the administrator.
- j. All work furlough applications will require investigations. Persons with a history of narcotics (unless minimal), violent crimes, escapes or prior

misconduct while in custody, normally will not be considered for work furlough.

- k. Applications must establish their admissibility for the work furlough program (i.e. some dependant who depends upon him or her for support, possible loss of a job, no means of support upon release from jail, etc)
- l. Approval of the program will be made by the Undersheriff as Work Furlough Administrator, or his designee, after full consideration of these guidelines, along with the past record of the inmate and information as to the background and suitability both of the inmate and the employer.
- m. Inmates must read, understand and sign the work furlough inmate's agreement.
- n. Violation of the work furlough inmates, or jail rules and regulation may be cause for immediate removal from the program by the administrator or his/her designee.
- o. Inmates shall have the right to appeal within three calendar days any decision as to approval, disapproval or dismissal. A hearing shall be held within five working days of receipt of the appeal.
- p. The Undersheriff, as Work Furlough Administrator, shall be the hearing officer and shall have the final authority.