
WORK RELEASE HANDBOOK

JEFFERSON COUNTY
SHERIFF'S OFFICE
DETENTION FACILITY
GOLDEN, COLORADO

Effective December 2012

JEFFERSON COUNTY SHERIFF'S OFFICE

Work Release Inmate Handbook

TABLE OF CONTENTS

Introduction.....	Page 2
Definitions.....	Page 3
Drugs and Alcohol Abuse.....	Page 5
Expected Inmate Behavior.....	Page 5
Major Rule Violations.....	Page 6
Minor Rule Violations.....	Page 9
Disciplinary Process.....	Page 12
Temporary Release.....	Page 14
Boundaries.....	Page 19
Escape.....	Page 20
Medical.....	Page 20
Meals.....	Page 21
Transportation.....	Page 21
Outside Communication.....	Page 21
Work Release / Education Fee Payments.....	Page 22
Contraband.....	Page 22
Visitation Rules.....	Page 24
Good Time.....	Page 25
Inmate Property.....	Page 25
Religious Services.....	Page 27

INTRODUCTION

You have been selected for and sentenced to participate in the Jefferson County Work / Education Release program. The premise of this program is responsibility, both personal and financial. The fact that you've been issued a copy of these rules means that you will be held accountable for following them. If you do not understand certain rules, ask a staff member to assist you. Acceptance into this program will require many changes in your daily routine and will place new obligations on you for responsible behavior.

The Work / Education Release program is situated in the Jefferson County Jail, located at 200 Jefferson County Parkway, Golden, Colorado, 80401. The telephone number is (303) 271-5154. The program is staffed and administered by the Jefferson County Sheriff's Office.

Patricia Mundell, Chief
Detention Services Division

UNLESS OTHERWISE SPECIFIED, AN ON-DUTY DEPUTY SHERIFF OR STAFF MEMBER WILL BE AUTHORIZED TO PROVIDE APPROVALS AS MAY BE REQUIRED IN THESE RULES AND REGULATIONS. YOU MUST OBEY THESE RULES AND REGULATIONS, YOUR COURT ORDER(S) AND ALL DEPUTY/STAFF INSTRUCTIONS.

ADA ASSISTANCE

Inmates who may have disabilities are entitled to the same rights and privileges as any other inmate. The detentions facility will make reasonable and necessary accommodations to assist the disabled, to include:

- The placement of TTY, Video Call Computer or equivalent telephone service to deaf or hard of hearing inmates in an area where they are housed.
- The use of an interpreter for the deaf or hard of hearing during interviews involving a criminal or disciplinary matter.
- The placement of posters within the facility to assist the deaf and hard of hearing with communication.
- The privilege to attend recreation, programs, GED education and religious services, and visits with friends and family.
- Provision of appropriate auxiliary aid and/or services for use during programs.
- The availability of Audio books for the blind or hard of seeing.
- Disabled inmates who are in need of additional services can contact any deputy, counselor or medical personnel for further assistance.

The Sheriff's office will provide auxiliary aids and services in order to ensure effective communication with the deaf and hard of hearing. Such auxiliary aids include, but are not limited to:

- Use of gestures or visual aids to supplement oral communication
- Use of a pen or pencil to exchange written notes
- Use of phone or other electronic communication devices available
- Use of an assistive listening system or device to amplify sounds
- Use of a qualified oral or sign interpreter
- Use of computer or typewriter
- Use of Teletypewriters (TTY), Videophones (VRS) or Video Call Computers.

DEFINITIONS

Confinement to Immediate Disciplinary Detention (IDD): Disciplinary action that will allow you to remain in work release, restricted to your bunk area unless you are performing assigned chores by staff. You should be aware that confinement to an IDD may result in your restriction from going to work.

Dayroom: Common areas located directly outside your cell or sleeping area.

Detention Operations: Include but are not limited to module “walk-throughs,” razor distribution, medication rounds, barber, commissary distribution, service of meals, hygiene/ paper cart service, laundry, or distribution of mail.

Detention Programs: Include but are not limited to activities such as education, religious and counseling services, recreation, visiting, movies and law library.

Disciplinary Segregation: A designated housing area where inmates deemed guilty of specific rules and regulations violations are housed and their activities and privileges are restricted.

Gestures: Include but are not limited to indecent exposure, hand or body motions or movements.

Lockdown: "Lockdown" is an order by any staff member to immediately go inside your assigned cell and shut the door or, if housed in the DSU, to go to your assigned sleeping area and sit on your bunk. You are to lockdown quickly and in an orderly manner at any time you are so instructed. This includes during regular population counts, laundry exchange, maintenance work, emergency situations, at nightly lockdown, during staff watch changes, and per the dayroom access procedures.

Properly Worn Uniform: Inside the module, the uniform must consist of an appropriately sized shirt, pants, and shoes. When outside of the module, the uniform must consist of appropriately sized shirt, pants, socks, and shoes.

Service Animal: Any animal utilized by the Jefferson County Sheriff's Office.

Sexual Harassment: Includes but is not limited to the following: unwanted sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature, indecent exposure, placing or showing sexually explicit pictures, cartoons or drawings where they may be visible to any person.

Staff Member: Any person employed by the Jefferson County Sheriff's Office, volunteer, contract employee, or service animal.

Strip Search: A procedure requiring the removal of all of an inmate's clothing so as to permit a visual inspection of the genitals, buttocks, anus, or female breasts of such person.

DRUG AND ALCOHOL USE

You shall not use, consume, or possess any legal or illegal drugs, unless prescribed by a physician. All forms of Spice and Marijuana for medical use are also prohibited. You shall not consume alcohol; this includes anything that contains alcohol (i.e. mouthwash, Nyquil) or narcotics for the duration of this program. The only way to successfully complete a term as set forth by the court is to remain drug and alcohol free. You are subject to random urinalysis and breath tests. Rule violations are strictly enforced.

If you have used any controlled substance within the last 30 days, inform a staff member immediately. You will be given a urinalysis test to establish a base reading. Failure to inform a staff member within your first 24 hours at Work Release will not be an acceptable excuse for a future positive urinalysis.

EXPECTED INMATE BEHAVIOR

You are under direct control of the Sheriff, his deputies and any on-duty detention specialists (henceforth, deputies and specialists are referred to as staff). All orders and instructions given by Work Release staff shall be carried out immediately.

AT NO TIME ARE YOU TO STAND OR WALK BEHIND A DEPUTY. TO DO SO WILL BE CONSIDERED AN AGGRESSIVE ACTION!

ROUTINE LOCKDOWN TIMES:

Watch Change/Population Count	6:00 AM and 6:00 PM
Nightly Lockdown	10:00 PM

If a hold or detainer is placed on you, or if an arrest warrant is issued for you, you will be immediately returned to the main detention facility. After the hold, detainer, or warrant is satisfied, you may be eligible to return to the program.

You shall conduct yourself in an orderly and respectful manner at all times. No verbal or physical altercations with staff or other inmates will be tolerated. Loud or abusive language directed at anyone will not be tolerated. No excessive/disruptive noise or speech is allowed at any time.

You are not permitted in any staff office without permission.

It is your responsibility to ensure that you arise on time in order to get to work, school or other authorized place. If you have a hearing disability and require assistance to arise on time for work, you must submit a kite request to the module deputy prior to going to bed specifying the time you need to awake. The module deputy will then wake you at your specified time.

The Jefferson County Sheriff's Office prohibits the use of all tobacco products in any of its buildings or annexes. You may not hide tobacco products, matches, or lighters outside the facility on Sheriff's Office grounds.

The main office will be closed for shift briefings. These times are posted and no one will be signed in or out during these times. The times are 0600-0700 and 1800-1900 hours.

You may be out of the Work release facility for no more than 16 hours in a 24-hour time period including travel time.

You are not permitted to walk on any grass or berms on Work Release or Sheriff's Office grounds. Use the sidewalks. You are also restricted from walking through parks or school grounds to include the parking lots, i.e. Ulysses Park or Bell Junior High School located northeast of the facility.

Due to the design and layout of the facility, male and female inmates cannot be sight and sound separated while in the Work Release area. However, every reasonable effort has been made to segregate the two sexes.

Do not tamper with or loiter around staff, employee or county vehicles in the parking lots of the Sheriffs Office.

RULES AND SANCTIONS

MAJOR RULE VIOLATIONS

MV 1-1 Assault/Threaten to Assault any Staff Member. Committed if you cause or threaten to cause injury to any staff member, or apply, or attempt to apply, an offensive substance against any staff member, or apply any amount of physical force or physical resistance or interference towards a staff member regardless of whether or not injury occurs. Intentional touching of any staff member is forbidden.

MV 1-2 Assault/Threaten to Assault any Inmate: Committed if you cause or threaten to cause injury to another inmate/detainee. (See above)

- MV 1-3** Sexual Misconduct. Committed if you engage in any type of sexual contact to include: intercourse, penetration or fondling of another person's intimate parts, kissing, or any conduct perceived as sexual harassment to include sexual innuendoes, taunting, or gestures.
- MV 1-4** Physically fighting with another inmate, failing to disengage or soliciting a fight.
- MV 1-5** Extortion, blackmail, bribery or attempting to control the behavior of others by any means (bulldogging).
- MV 1-6** Resisting or interfering with any Staff member at any time. This includes but is not limited to: during any lockdown procedure, search, shakedown, count, disturbance, failing to return to your assigned cell in a timely fashion when ordered to, engaging in group demonstrations, disobeying staff orders or while on Immediate Disciplinary Detention (IDD).
- MV 2-1** Escape. Committed if you plan, attempt, aid or have any knowledge of the same.
- MV 2-2** Arson. Committed if you set any fire or burn any item by any means.
- MV 2-3** Theft/Robbery. Possession of stolen property or theft of property, either that of the Jefferson County Sheriff's Office or another person with or without threat or force.
- MV 2-4** Fraud: Any act or attempt to defraud, forge, make false statement(s), or deceit that results or may result in personal gain of any kind, to include: misrepresentation of mail, use of a PIN other than your own, allowing the use of your PIN by another person, or depositing funds in another inmate's account to avoid paying your debt.
- MV 2-5** Violation of any Federal, State, Local law or having become the subject of a criminal investigation.
- MV 2-6** Destruction, defacing, altering, or misuse of property. Committed if you destroy, alter, render useless or misuse any property, to include Law Library, belonging to the Detention Facility or any other person.

- MV 2-7** Tampering with, interfering with, or touching any detention facility property without permission to include but not limited to, flooding, blocking any sink, toilet, drain, any lock, locking device, security monitoring device, elevator buttons, electrical outlet, other Detention Facility property, and crossing the yellow line without permission (DSU).
- MV 3-1** Introduction or possession of contraband or dangerous/illegal contraband to include stockpiling medications.
- MV 3-2** Smoking any substance or use of any tobacco product. Tobacco or tobacco-like pieces, ashtrays, ashes, cigars, cigarettes, cigarette butts, rolling paper, nicotine patches, lighter, matches, or strikers will be considered evidence that a violation occurred.
- MV 3-3** Possession of any type, or portion, of tattooing materials; to include ink or similar coloring substances, and/or delivery devices.
- MV 3-4** Unauthorized use of any telephone.
- MV 3-5** Violation of the Inmate Worker Agreement or Work Release Inmate Acknowledgement.
- MV 3-6** Violation of Court Order - Failure to participate in the Work Release Program as authorized by the courts.
- MV 3-7** Pattern of disregard for Rules and Regulations. Committed if you have received at least 2 IDD's in a 30 day period.
- MV 3-8** Accessory to a Crime/Rule Violation. Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Criminal Offense or Major Rule Violation.
- MV 3-9** Being out of your cell or off your bunk during ANY lockdown or count.
- MV 3-10** Altering, damaging or destroying a JCSO razor. Borrowing, lending or leaving unattended a JCSO razor.
- MV 4-1** Consumption or possession of alcohol in ANY form, any illegal drug or prohibited legal drug.
- MV 4-2** Failure to provide or complete a UA or breath test.
- MV 4-3** Standing or walking behind a deputy or staff member.
- MV 4-4** Detouring from your original route or going to any unauthorized location.

MV 4-5 Failure to adhere to your financial responsibility as outlined in the Work Release Handbook.

MV 4-6 Failure to abide by ICCS rules and regulations (female inmates).

POSSIBLE SANCTIONS FOR MAJOR VIOLATIONS

- Confinement to Disciplinary Segregation for up to 20 continuous days per violation, not to exceed a total of 60 days per incident.
- Loss of good time.
- Loss of privileges.
- Referral to the District Attorney's office for possible prosecution.
- Restitution for damage to property.
- Suspension or Termination from the Work Release Program,
- Confinement to Immediate Disciplinary Detention (IDD) for up to 4 continuous days per incident. At the discretion of the reviewing Sergeant, you may receive modifications to sanctions.

MINOR RULE VIOLATIONS

MR 1-1 Abusive or offensive language, inflammatory statements, racial, ethnic or sexual slurs, or gestures toward a Staff member or any person. Gestures include but are not limited to indecent exposure, hand or body motions or movements.

MR 1-2 Horseplay. Committed if you engage in wrestling, boxing, or other consensual physical activity similar to fighting. Using recreational equipment for other than its intended purpose and failing to return all recreational materials at lockdown (DSU) or using other items for recreational purposes.

MR 1-3 Excessive or disruptive noise or activity, including but not limited to: whistling, yelling, stomping of feet, pounding, sitting on tables, sliding down rails, hanging on stairs or running on stairs.

MR 1-4 Teasing or harassing another inmate.

MR 1-5 Throwing any item, food, or liquid. Defecating or urinating or spitting anywhere other than a toilet. Spitting anywhere other than a toilet, sink or trashcan.

MR 1-6 Disrupting or abusing programs or operations of the Detention Facility in a negative manner. Committed if you engage in negative behavior, which results in a disruption or the abuse of programs or operations.

- MR 2-1** Abuse of authorized medication or medication procedure, including but not limited to, cheeking, palming, or concealing medications.
- MR 2-2** Disobeying any order or failure to cooperate with or arguing with any staff member.
- MR 2-3** **DELETED**
- MR 2-4** Operating any business within the jail, selling or trading any item or service to another inmate, possessing any personal identifying information of another inmate or allowing the use of your own personal identifying information.
- MR 2-5** Gambling, preparing or conducting a gambling pool, or possession of gambling paraphernalia.
- MR 2-6** Failure to return meal tray/taking an extra meal tray or possessing more than one meal tray.
- MR 2-7** Refusing to work or encouraging others not to work.
- MR 2-8** Unauthorized passing or receiving of notes, letters, photographs or any other communication item.
- MR 2-9** Giving false information to staff.
- MR 2-10** Making or attempting to make contact, physical or verbal, with any inmate of the opposite sex or attempt to communicate with other inmates through doors or cell walls.
- MR 2-11** Failure to store property within the boundaries of issued tub or assigned locker.
- MR 2-12** Possession of nuisance contraband.
- MR 3-1** Removing, tampering, or improper displaying of your identification wristband, failure to wear your uniform properly or wearing any unauthorized item; to include but not limited to, pants rolled up past ankles, pants “sagging”, underwear showing, wearing unauthorized items on your head, in your hair, around your neck, or in existing piercings or wearing make-up.
- MR 3-2** Hanging any item over upper bunk or any structure in a manner to obscure full view of the entire cell. Attaching or placing any item to or on any structure, fixture or furnishing, including cell lights, windows, window ledge, doors, vents, and walls.

- MR 3-3** Failure to keep your person or cell clean, to include but not limited to, making your bed when not occupied, not exchanging laundry, and violation of the prohibition against food items other than commissary items stored in sleeping area, cell, or locker.
- MR 3-4** Keeping cleaning supplies or equipment in your cell.
- MR 3-5** Writing or marking on any facility property, to include but not limited to, walls, ceilings, doors, furniture, floors, windows, issued tubs, uniforms, bedding or linen items (Graffiti).
- MR 3-6** Being in an unauthorized area, to include but not limited to, another inmate's cell, allowing a non-assigned inmate into your cell, or standing at the doorway of another inmate's cell or sleeping area, or staff offices.
- MR 3-7** Accessory to Rule Violation. Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Minor Rule Violation.
- MR 3-8** Minor violation of the inmate worker/work release agreement which does not rise to the level of a Major Rule Violation, or violation of Direct Supervision Unit (DSU) rules.
- MR 3-9** Pattern of disregard for Rules and Regulations. Committed if a significant pattern of violations has been established. A pattern will be established through prior formal and informal disciplinary sanctions, verbal warnings or staff observations which are documented in the inmate management narrative.
- MR 4-1** Providing an untrue statement to Work Release staff, either verbal or written, including but not limited to: failure to provide proper address and phone number(s) of your location(s).
- MR 4-2** Failure to report any change in your status immediately to staff.
- MR 4-3** Failure to return to the Work Release facility at the agreed upon time.
- MR 4-4** Failure to notify staff of contact with any law enforcement officer.
- MR 4-5** Failure to provide Work Release staff with proper paperwork/documentation for self-employment, i.e. contracts, invoices, taxes, business licenses, etc.
- MR 4-6** Failure to call when you arrive at your authorized location or when leaving your authorized location.

- MR 4-7** Calling the Work Release inmate call-in line using a cellular phone or a calling card.
- MR 4-8** Intentional abuse of the meal tray distribution system, including but not limited to taking a tray without signing up for one or not being present during the distribution of trays when you signed up for a meal.
- MR 4-9** Failure to abide by guidelines contained in the Work Release Inmate Handbook not specifically outlined as a rule violation.

POSSIBLE SANCTIONS FOR MINOR VIOLATIONS

- Verbal warning.
- Cleaning duties.
- Loss of privileges.
- Confinement to Immediate Disciplinary Detention (IDD) for up to 4 continuous days per incident. At the discretion of the reviewing Sergeant, you may receive modifications to sanctions.
- Confinement to Disciplinary Segregation for up to 10 continuous days per violation, not to exceed a total of 60 days per incident.
- Suspension or Termination from the Work Release Program.

DISCIPLINARY PROCESS

You will be subject to disciplinary procedures and the imposition of sanctions for the violation of a Detention Facility rule(s) or regulation(s), or for any violation of the provisions of this handbook.

CORRECTIVE ACTION is disciplinary action taken by a Staff member upon a violation of one or more minor rules. This results in a verbal reprimand and/or extra duties assigned by the Staff member.

DISCIPLINARY SUSPENSION FOR ALCOHOL VIOLATIONS: If you are found to be in violation of an alcohol offense for the first time, you will be offered a seven (7) day voluntary suspension. You will be returned to the jail to serve the suspension and you will lose your good time for seven (7) days. When your suspension time is completed you will be returned to the Work Release Program. If you refuse the voluntary suspension you will be returned to the main jail pending a disciplinary hearing. A second alcohol related violation will result in a formal disciplinary board and if found guilty you will be terminated from the work release program.

IMMEDIATE DISCIPLINARY DETENTION (IDD) is a disciplinary action taken by a Staff member upon a violation of a minor rule(s). Immediate Disciplinary Detention will consist of a 23 hour lockdown period in your cell for up to 6 days per rule violation, not to exceed 6 days per incident. NO Visits, recreation or group activities will be permitted. You will retain and may receive any authorized commissary items. This process will be reviewed by a Sergeant who may approve or modify these sanctions.

DISCIPLINARY HEARING is the formal hearing held by the Disciplinary Hearing Deputy. If you are deaf or hard of hearing appropriate auxiliary aids and/or services (to include an interpreter) will be made available during the hearing.

You will be informed, in writing, of the violations(s) within reasonable amount of time after the incident. After receiving the Notice of Disciplinary Hearing, you will have a minimum of 24 hours to prepare for the hearing unless you specifically waive this right.

The disciplinary hearing will be held as soon as possible after the Notice has been received.

You may be present for the hearing unless you waive your right to be present or there is a documented reason to exclude you from the hearing. If you refuse to attend the hearing when you are called, the hearing will be held in your absence and any decision will be made on the information available.

If your behavior at or during the hearing causes safety concerns, the hearing will be held in your absence.

You may request the assistance from a counseling staff member to help you understand the disciplinary process.

You may request witnesses whose testimony you wish to have included as a part of the hearing record. You do not have the right to cross-examine or question witnesses. Inmates who wish their identity to remain confidential will not give testimony in your presence. You do not have the right to legal counsel during the disciplinary process.

The Disciplinary Hearing Deputy, at the conclusion of the hearing, will advise you of the hearing outcome. At the discretion of the Administrative Sergeant, the sanctions imposed by the Hearing Deputy may be modified.

You have the right to appeal the results of a disciplinary hearing in writing to a Detentions Lieutenant within 24 hours of receiving the written outcome of the hearing. The appeal must be based on a violation of your civil rights during the disciplinary process; that the charge did not reflect the events that took place, or the sanctions are not in accordance with the violation. The decision of the Lieutenant is considered final.

If sentenced to the Department of Corrections, full reports of all disciplinary action taken against you in this Facility will be forwarded to the appropriate DOC office upon your transfer. These records may also be forwarded to other county or out-of-state agencies and/or facilities.

DISCIPLINARY SEGREGATION: If you are found guilty and your sanction includes disciplinary segregation, you may be moved to a segregation housing area. You will have limited privileges while on disciplinary segregation status. You may write and receive mail. You will receive medical and dental care as needed. You will be able to order items through the disciplinary commissary sheet only. Any non-disciplinary commissary items in your possession, upon being placed into disciplinary segregation status, will be confiscated. These items will be secured until the completion of your sanction. Visits may be restricted as a result of the disciplinary hearing. You will be allowed access to the dayroom area; no television, telephone (if authorized), reading material (limited to one paperback book), and dayroom exercise. You will not be allowed to attend group classes or programs, while on disciplinary segregation. You may have limited access to the law library while on Disciplinary Segregation.

TEMPORARY RELEASE

You will be allowed to leave the Work/Education Release facility for the following purposes:

1. Seek employment (Job Search):
 - a. A job Search is only allowed Monday through Friday. You may sign out to a job search between 0800 and 0830 and you have to return no later than 1700 hours. To be eligible for a Job Search, your rent should be paid one week in advance. You are allowed 5 job search days. Additional Job Search days can only be authorized by a Work Release Sergeant. If you are unable to keep your rent paid one week in advance you may be allowed one job search day per calendar week up to a total of 5. In the event that you are terminated or laid off of your job, and you have used your 5 job search days previously, you may be allowed additional job search days not to exceed 5.

- b. All interviews will be preceded by a fax from the prospective employer on company letterhead as to dates and times you are expected. You may not schedule job interviews for weekends or holidays.
 - c. During your job search you will be required to complete a "Job Search" form. This form will be filled out completely and turned into staff upon your return to Work Release. A written itinerary of your job search plans may be required before you sign out to look for work.
 - d. **You may not start a new job until you have completed an "Employment Authorization" form.** Work Release staff will then verify your employment by telephone with your prospective employer. Do not have the employer send any faxes to the Work Release office. Deputies will determine what information will be needed by fax and advise the employer when they verify your new job.
2. Temporary employment (Day Labor):
- a. You are allowed to work at temporary employment agencies. If you are taking the bus, the hours for this are 0430 to 1900. If you are driving or receiving a ride, the hours for this are 0500 to 1800. You must return to the facility immediately upon completion from your job assignment after you pick up your check at the day labor office and never later than 1900 hours. You should not knowingly accept jobs that are going to cause you to return past 1900 hours. However, extensions for repeating tickets that require hours later than 1900 or on the rare occasions that a job may require you to stay late you may be given an extension. Jobs past 1900 must be preceded by a fax from the temp agency requesting the extension, you must call in to get permission after the fax is received and you still cannot exceed the 16 hour limit for being out of the facility. You may work temporary labor 6 days a week; however, to work Saturday and Sunday you must have a work ticket issued by Friday. A copy of the ticket or the ticket itself must be in your possession upon signing out to a job on the weekend.
 - b. Temporary employment agency jobs at odd hours, i.e. 1000 to 2100 or 0900 to 2000 will be allowed with prior permission from staff and a copy of the ticket or the ticket itself in your possession prior to leaving the facility.
 - c. If you are not issued a ticket for a job you must return to the facility no later than 1000 hours.

- d. You are required to call Work Release on the recorded line when you arrive at and leave the temporary employment agency. You are also required to call the recorded line when leaving for, arriving at and returning from your work ticket. You should provide the location of the job site when calling the recorded line prior to leaving for the job site.
3. Currently employed:
- a. If you are employed upon entering the Work/Education Release program, Work Release staff must verify your employment before you may return to work. Work Release staff may require you to provide a paycheck stub to assist in verifying your pay and hours worked. You may only work 6 days in any 7 day work week.
 - b. **You must receive written permission from the Work Release Sergeant to work 7 days a week.**
 - c. If you are self employed, you may be required to provide one or more of the following documents: W4/1090 form, IRS 1040 Schedule C, business license, business insurance certificates, business bonding information, copies of current contracts or any paychecks.
 - d. You may be allowed out of the facility for a maximum of 16 hours in a 24-hour period. You must be in the facility for 7 hours before you can sign out again. The 24-hour time starts when you sign out and goes for 24 hours from the time that you signed out. You must remain in the facility for a 24 hour period each week or seven day cycle.
 - e. For all employment you must have a fax sent to Work Release in order to be able to work on a recognized holiday. These holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Years.
4. Pursuing medical treatment by licensed practitioners/facilities of your choice and at your expense. Generally, if possible, a fax from your provider will be required indicating the date and time of your appointment unless it is a medical emergency.
5. Attending counseling programs that are required by the courts or supervised by the probation department.
- a. You may sign out to see your probation officer whenever you have an appointment. Your probation officer will provide proof of attendance that must be provided to staff upon your return.

- b. A fax will be required from any court ordered programs you are to attend indicating dates and times you are to attend; again this is your responsibility to have the program send the information.
 - c. When possible, you will attend court ordered classes and therapy at facilities that are located nearest the Jefferson County Detention Facility.
6. Personal Time
- a. Once your references have been verified, you will be given a one-time opportunity to go to your residence to pick up any clothing or personal items you may require while in the Work/Education Release Program. You will be allowed travel time to and from your residence and one hour at your residence.
7. To attend an educational program.
- a. "Educational Program" in this context is defined as high school, or GED classes; graduate or under-graduate studies from an accredited college or university; technical or vocational training from a duly licensed, sanctioned provider. Note: You may qualify for additional good time upon completion of a GED program. Contact the educational specialist for information.
 - b. A schedule of your classes from the educational provider will be required before you can attend classes.
 - c. All classes attended must be necessary for the successful completion of a vocational certificate or a degree.
 - d. Minimum rent requirements are available to unemployed or part-time employed full-time students. Full-time will be defined as a minimum of 12 semester hours.
8. You are allowed to shop for personal items, or get a haircut once a week while you are in route to or returning from an authorized location that you have signed out to, i.e. Work, probation, counseling programs, etc. **NO SPECIAL SIGN OUTS FOR SHOPPING OR HAIRCUTS WILL BE ALLOWED UNLESS APPROVED BY THE WORK RELEASE SERGEANT.**
9. You will be allowed to attend pending criminal court cases in the Denver Metro Area on your own. If the case is out of the Denver Metro Area, you may have to contact the court and arrange for a Writ of Habeas Corpus or secure a continuance until such time as you are released from custody. You are responsible for contacting the out-of-metro area court and arranging for the Writ of Habeas Corpus or securing a continuance. Approval to attend out of area or civil court may be granted by the Work Release Sergeant.

10. You may be allowed to attend funerals of immediate family members, permission must be obtained from a work release sergeant through a kite. Provide a funeral notice from the newspaper if possible. Spouses, parents, siblings and grandparents are considered immediate family.
11. Leaving the Work/Education Release facility for any reason must be approved by staff at each departure.
 - a. Any and all changes in your status must be reported immediately to staff. Changes in status include hired/fired, pay increase/decrease, different hours, overtime, location change, etc. You will be required to provide documentation regarding any changes in your status. This documentation will be provided via a fax from your employer on letterhead and signed by a supervisor. After work release receives the fax, you will be required to call on the emergency line to verify receipt of the fax and make any changes to your schedule.
 - b. You must scan out using the iris scanner upon every exit from the Work/Education Release facility and scan in upon every return.
 - c. Information on the daily Job Listing must be complete with date, time(s), destination(s), address (es), and phone number(s). It is your responsibility to ensure that all the information on the Daily Job Listing sheet is correct. List your bus schedule on the back of the sheet if taking a bus or list the name and phone number of the person giving you a ride.
Note: times are written using the 24-hour clock.
 - d. If you need to leave your job site for any reason, you must get prior approval from staff.
 - e. You must travel to your authorized location by the most direct route. Excessive time taken will imply that you are detouring, and appropriate action will be taken. If you are taking the bus, you may arrive at work no more than 30 minutes prior to your start time. If you are driving or receiving a ride, you may arrive at work no more than 15 minutes prior to your start time.

- f. You must call Work Release on the recorded line, provided to you on your release authorization paper (walking paper), to check in when you first arrive and before you leave any location that you have signed out to. In those cases where your employment requires you to change job locations several times a day, you must call in before leaving one site and immediately after arriving at the new job site. You may be required to furnish a complete list of job sites (e.g. business name, location, and phone number) either before you leave for work or via fax after your arrival at work. Work Release staff may give a call-in schedule to you. The call in number provided to you is a recorded message line with a location ID attached. You must call in on a land line, do not call in on a cell phone or using a calling card. If there is not a land line at a location where you are signed out to, you must go to a land line nearest the location to call in. You must provide us with a contact number where you can be reached at all times. You can use a cell phone number as your contact number on your daily job listing. Work release personnel can call you using the cell phone number provided by you and you may be required to go to a land line to return a call to the work release office to verify your location.
12. If you fail to secure employment or enrollment in a school within five (5) working days of placement into the program or, if your employment or enrollment is terminated, and if you fail to obtain new employment within five (5) working days of that termination, you may be removed from the program.
 13. While in the community, if you have contact with a law enforcement officer for any reason, you must inform him/her that you are in this program, provide the officer with your copy of the Work/Education Release Authorization form and notify Work Release staff as soon as possible.

BOUNDARIES

You are allowed to work within the following boundaries:

- Northern: Lookout Road, which includes all of the city of Boulder
- Southern: Stroh Road, which includes all of the city of Parker
- Western: Gilpin / Jefferson County Line
- Eastern: Gunclub Road or E-470

NOTE: You are allowed to work at the Denver International Airport. If you need to travel outside of these boundaries, you must submit a kite to the Work Release Sergeant for approval.

ESCAPE

Inmates who escape from Work/Education Release are subject to the criminal law as it applies to escape from a detention facility.

If you leave the facility without prior permission from staff, leave your place of employment or authorized location and do not return to the facility directly and immediately, or in any way violate your permission to be away from Work/Education Release, you will be subject to disciplinary action and escape charges may be filed. If you escape, any and all credit balances on your account are subject to forfeiture.

MEDICAL

YOU ARE RESPONSIBLE FOR YOUR OWN MEDICAL CARE WHILE IN THE WORK RELEASE PROGRAM. This includes all costs incurred by you for any medical services to include prescriptions and treatment whether in or out of this facility.

All prescription medication must be in its original container, must have your name on it, and must not contain more medication than was prescribed. Prescription medication cannot be brought into the modules. If you have prescription medication you will be assigned a locker outside the work release office. Your prescription medication will be taken under the direct supervision of work release staff. Bring a cup of water with you to take your medication.

You are allowed to purchase and maintain in your possession over-the-counter medications. These medications must remain in the original packaging/container. All over the counter medication must be brought into the facility unopened and sealed from the store. Do not bring open over the counter medication from home. Once the medication is brought into the facility, it will not be taken out again. Abuse of any medication may be cause for disciplinary action.

Any medications found not in the original packaging will be deemed contraband, confiscated and disposed of accordingly.

MEALS

You are allowed to eat your lunch meal (mid-shift meal) in restaurants or go through restaurant drive through windows as long as your rent is current and Work Release Staff has authorized you to eat lunch at a restaurant. The location and phone number of the restaurant may be required by Staff. If not authorized, you may take a sack lunch.

The responsibility to sign up for meals is yours.

Signing the module sign up sheet for a meal and then not being in the module for that meal may subject you to disciplinary action.

TRANSPORTATION

Transportation required for employment/education or any other authorized purpose is solely your responsibility.

When you leave the Work/Education Release facility, you must travel directly to and from your authorized destination. You are not permitted to make any unauthorized stops or detours for any reason.

If you drive yourself, you must provide Work Release staff with the following documentation: a valid driver's license, current proof of insurance for the vehicle you are driving, and a valid vehicle registration for the vehicle you are driving. If you are using a vehicle loaned to you by another party, you must provide a notarized letter from the owner giving you permission to use their vehicle. It is your responsibility to keep any and all documents updated and current with Work Release staff.

You are not allowed to drive until Work Release staff verifies all your documentation and you have read, understood and signed the Work Release Driver rules form.

Authorized drivers **MUST** keep their rent at least 7 days ahead at all times. If your rent is not 7 days ahead, your driving privileges may be suspended.

You are authorized and encouraged to use public transportation as well as walking, taking a taxi, riding a bicycle or riding with someone.

OUTSIDE COMMUNICATION

IN EMERGENCY SITUATIONS ONLY, you may call in to the Work Release office to speak with staff using a cellular phone or calling card.

Staff phones are not available for inmate use.

You are not allowed to bring pagers or cellular phones into the work release facility.

Staff will not take messages for inmates except in case of dire emergency (e.g. death, birth, or serious illness in the immediate family).

Work Release staff will not take messages from employers by phone for scheduling changes. It is your responsibility to stay in contact with your employer and have the appropriate faxes sent to Work Release.

Inmates shall not use the Work Release phone number on job applications.

You should have all mail sent to your home address or place of business. If necessary, mail can be sent to you at the Jefferson County Detention Facility P.O. Box 16700, Golden, Colorado, 80402. (Correspondence only, no bulk items or books)

WORK RELEASE / EDUCATION FEE PAYMENT

It is your responsibility to put money on your inmate account (Books).

As an inmate in the Work/Education Release program, you are required to make your fee payments at least one week in advance. Fee payments are based on your salary.

You may pay your fees as far ahead as you wish; however you will not be allowed to get behind in payments. Work Release staff may decide not to allow you to leave the facility if your fees are not current.

You will be allowed to put your rent money directly on your inmate account at the kiosk in the main jail lobby. You can sign out to make the payments on your way to or from some other authorized location, i.e. work, probation, etc. **You cannot sign out just to put money on your account.**

CONTRABAND

DANGEROUS/ILLEGAL CONTRABAND: Under the provisions of Colorado State Statutes, the following items are deemed Dangerous

Contraband:

1. Dangerous Instruments (18-8-203 and 204) Dangerous Instrument as used in this section and in section 18-8-204.1 means a firearm, explosive device or substance (including ammunition), knife or sharpened instrument, poison, acid, bludgeon, or projective device or any other device, instrument or material or substance which is readily capable of causing or inducing fear of death or bodily injury, the use of which is not specifically authorized.
(Example: firearms, explosive devices or substances, knives or sharpened instruments)
2. Narcotic Drugs (12-22-303)
3. Dangerous Drugs or Controlled Substances (12-22-303)
4. Any Intoxicating Beverage or Fermenting Ingredient. (12-46-103 and 12-47-104)
 - Introduction of dangerous contraband is a class 4 felony. (18-8-203(2))
 - Possession of dangerous contraband is a class 6 felony. (18-8-204.1(3))

CONTRABAND: Contraband is anything in your possession or under your control that is prohibited by the rules and regulations of the Jefferson County Detention Facility or the laws of the State of Colorado. (18-8-204)

- If you are found with contraband items (either by description or quantity) in your possession, the contraband will be confiscated and disposed of, and you will be subject to criminal and/or disciplinary action. Introduction of contraband into this Facility is a class 6 felony.
- Possession of contraband in this Facility is a class 1 misdemeanor.
- Introduction of cigarettes or tobacco products (18-8-204(1)(I)) is a class 6 felony.
- Possession of cigarettes or tobacco products (18-8-204.2) is a class 1 misdemeanor.

NUISANCE CONTRABAND: Nuisance contraband is anything which has not been provided, or approved by the Detention Facility, or any approved item which has been altered, changed or misused, or any authorized items in excess of the allowed quantities.

1. You are prohibited from having in your possession, or under your control, any item that has not been issued to you or authorized for you to possess by Facility Staff.
2. You are prohibited from having in your possession, or under your control, any item not purchased by you through our commissary.

3. You are prohibited from having in your possession, or under your control, any item not in its original condition. Modifying or altering any item, whether issued or purchased, is not permitted.
4. You are prohibited from having in your possession, or under your control, any item in the excess of those allowed quantities, whether issued or purchased.
5. You are prohibited from having in your possession, or under your control, any cardboard boxes, plastic or paper bags or any containers after the original contents are emptied.
6. Any tool or instrument which could be used to cut, pry, dig, file, or disassemble except with the express consent of a Work Release staff member.
7. Any counterfeit or forged Jefferson County forms current or not current. Any mold, die, stamping device or other paraphernalia used or capable of being used to counterfeit or forge any medium of exchange or to defraud the operation of any medium of exchange.
8. Any counterfeit or forged identification card or institutional forms or item of exchange within the possession of someone other than the indicated person of issue.
9. Any article, item or substance that may be viewed as detrimental to or may pose a threat to the security of operations of the Work/Education Release facility to include but not limited to: cameras and film, pets and plant life, tools associated with your line of work.

You may be in possession of the following items while outside of the facility but they must be turned into a Work Release staff member prior to entering:

1. Any prescription drug or medication authorized by a duly licensed physician not to exceed quantities greater than prescribed.
2. Any hypodermic needle, syringes, or parts thereof, or any device that can be used to make injections into the body of a human as prescribed and approved by a duly licensed physician.

Any item of contraband as defined in this section will be seized and disposed of in accordance with the Jefferson County Sheriff's Office policy governing such proceedings.

Anyone violating any part of this section may be subject to criminal sanctions and/or formal or informal disciplinary processes.

VISITATION RULES AND GUIDELINES
--

All visits in Work/Education Release are conducted through the main jail lobby. Should someone want to visit you, it would be best for you to inform him/her of your schedule. This will alleviate the problem of having someone

show up to visit you and you are not here. You must be in your housing unit to have a visit. You are allowed one 30-minute visit per week and remember, your visitors must check in at the main detention lobby.

GOOD TIME

As a Work/Education Release inmate you will earn “good time” (days deducted from your sentence) at a rate of one day earned for every day served. Calculation of your goodtime does not start until you are transferred to the work release facility.

Be aware that “good time” earned can be taken away. Through the formal disciplinary process, some or all of your earned “good time” can be revoked for inappropriate behavior or rule violations. To earn and retain your “good time”, simply conduct yourself in a proper manner and obey the rules!

Inmates sentenced under the latest DUI legislation effective July 2010 will not receive good time while in work release.

INMATE PROPERTY

The personal space that will be available to you, not to include your bed, will consist of your designated metal locker and one footlocker. Everything you bring into this facility is your responsibility. The Jefferson County Sheriff’s Office is NOT responsible for any items that you bring into the facility, whether lost, stolen, or damaged.

If you are suspended or terminated from the Work/Education Release Program, your property will be placed in secure storage at the Work Release facility. An adult person you designate on a property release form can pick it up. All property must be picked up and removed from the premises of the Work Release facility within fourteen (14) days or it is subject for disposal in accordance with JCSO policy and procedure. If you escape from the program, only you will be permitted to pick up your property.

The following property is allowed to be brought into the facility:

Alarm clock; one per inmate. (Battery or wind-up only)

Portable radio; Walkman type radios with headset only, no external speakers. IPods are allowed but cannot have recording capabilities and can contain no video.

The following items will not be allowed in and out of the facility on a daily basis:

1. Laundry
2. Personal letters
3. Personal hygiene, to include, Chapstick, deodorant, toothpaste, toothbrushes, combs brushes, etc.
4. Pens, pencils, sunglasses, etc.
5. Radios, to include I-pods, Mp3 players, CD players, etc.
6. Books, Magazines, CD's, unless brand new with a receipt.
7. Excess amounts of clothing.
8. Legal paperwork if you are not going to court or do not have a scheduled legal appointment.

Clothing; Enough for one (1) week. All clothing must fit into the locker and footlocker. Shorts, tank tops, muscle shirts, and ball caps, if brought in, are not to be worn in the facility. No bagging or sagging of pants will be allowed. Wear a belt if necessary so that your underwear is not visible and your pants stay around your waist.

Hygiene items to include: electric razors, shaving cream and non-alcohol aftershave.

(No charging stations, beard or mustache trimmers are allowed)

PROPERTY NOT ALLOWED:

No glass bottles of any type are allowed. No pressurized aerosol cans, other than shaving cream.

DO NOT bring sheets, pillow cases, pillows, blankets, washcloths or towels. These items are provided for you, this includes loofahs and shower puffs

DO NOT bring items back in a hard-sided suitcase or duffel bag, or on clothes hangers.

DO NOT bring back hard cover books unless they are school books and you are currently enrolled in school.

DO NOT bring back any food to include chewing gum, mints, food supplements or vitamins. This includes Work Release sack lunches, eat them while out of the facility, do not bring them back into the facility.

DO NOT bring back videos, games, or toys of any type.

DO NOT bring back safety razors.

DO NOT bring back three ring binders of any type, unless you are currently enrolled in school.

Contraband items that you are allowed to have, such as cell phones, tobacco, lighters, etc. are to be kept in the lockers located under the canopy adjacent to the parking lot. Padlocks will be provided for your use. These lockers are subject to search by staff at any time. The lockers are not to be used unless they are locked with your issued lock and not to be shared with other inmates or friends and family.

RELIGIOUS SERVICES:

Currently we provide 2 services per week in Work Release; Catholic Services every Tuesday night and Ecumenical Services every Sunday night. Sign up sheets are available in each module if you wish to attend. Inmates are not allowed to leave the facility for church services.