

KERN COUNTY SHERIFF'S OFFICE

Work Release Program Policies and Procedures

TITLE: Program Authority and Operational Organization **A-100**

EFFECTIVE DATE: 03-13-06 **REVISED;** 11-01-2019
APPROVED BY: Lieutenant Cindy Cisneros
REFERENCE: PC 4024.3, PC 4024.2, PC 4019

POLICY

On 8-18-87 the Kern County Board of Supervisors created the Sheriff's Work Release Program under statute authority of Penal Code Section 4024.2. The program was established to promote the successful reintegration of law violators into society, and reduce jail population, by providing a work program. The program benefits the community by providing labor to governmental agencies. Additionally, the program provides the Sheriff with an alternative to incarceration. The Work Release Program has been established as a component of the criminal justice system within Kern County. The program must work closely with the courts, probation, parole, and the detention facilities.

On 10-14-2008, the Board of Supervisors approved additional language allowing the Work Release Unit to operate under the authority of Penal Code Section 4024.3 as long as the average daily inmate population is 90 percent of the County's correctional system's mandated capacity. In the event that the average daily population falls below 90 percent, the program will revert to operation under Penal Code Section 4024.2.

DIRECTIVE #1

The Work Release Program is administratively operated under the, Section Lieutenant of the Downtown Services Division of the Kern County Sheriff's Office. The supervisor of the program shall hold the rank of Sheriff's Sergeant and have sufficient subordinate staff, within budget constraints, to insure the program is appropriately organized, properly supervised and functioning to achieve the program goals.

Procedure A. Scope of Program

The program is designed to allow sentenced County individuals to be referred from the courts to this work alternative program in lieu of incarceration. Additionally, individuals in custody, who meet certain criteria (see B-100), may apply for early release into the program. Thus, the two types of participants will be termed:

- Court Referrals
- Release From Custody

DIRECTIVE #2 PROGRAM CREDIT

The application for acceptance onto the Work Release Program is based on the court commitment for a stated period of days. Program credits are one day of program work for one day of commitment credit.

DIRECTIVE #3 SENTENCE REDUCTION CREDIT UNDER 4024.3

Participants in the PC 4024.3 program will receive good and work credits. Good and work credits are defined in PC 4019.

DIRECTIVE #4 SENTENCE REDUCTION CREDIT UNDER PC 4024.2

Good and work reduction credits are not allowed under PC 4024.2 as defined by PC 4019.

DIRECTIVE #5 PROGRAM FISCAL SOURCE

Program fees are established by the Board of Supervisors. The fees are established to ensure that the program is fiscally self-sufficient.

Procedure A.

Three types of fees will be collected:

- Administrative
- Daily
- Rescheduling

These fees are collected and deposited in the Work Release Trust Fund. The revenue generated is to be expended by the Sheriff to cover the operational costs of the Work Release Program. The fees collected are not refundable. When a person is disqualified or is arrested after being enrolled in the Work Release Program, all fees already paid are forfeited.

The fees are set at the following rates:

- The **Administrative fee** is **\$60.00**. This fee is charged to enroll in the program. This fee is charged to re-enroll in the program if the person has been disqualified and re-applies.
- The **Daily fee** is **\$3.00**. This fee is to be applied to each day the participant is assigned to a work site. The Daily fee will also be applied to the cost of re-enrolling.
- The **Rescheduling fee** is **\$50.00**. This fee is to be applied when a participant fails to complete a scheduled work day and wishes to reschedule that work day. No more than **\$200.00** will be assessed for any one rescheduling session. The Interview officer has the ability to waive the fee for cause.

The Work Release Program Sergeant, with good cause, may permit refunding of fees. The Work Release Program Sergeant may also waive fees for good cause.

KERN COUNTY SHERIFF'S OFFICE

Work Release Program Policies and Procedures

TITLE: Review of Manual

A-200

EFFECTIVE DATE: 03-13-06

REVISED: 11-01-2019

APPROVED BY: Lieutenant Cindy Cisneros

REFERENCE: [REFERENCES]

POLICY

In order to ensure the Work Release Policy and Procedure Manual is maintained in a contemporary state, The Manual will be reviewed every two years by the assigned Section Lieutenant and assigned Sergeant.

The official version of the Work Release Policy and Procedure Manual will be maintained on the SheriffNet Intranet website. Any printed copies of the manual will be maintained and updated from this source.

Procedure A. Developing and Revising Policies and Procedures

Any member of the department may request a modification of this manual by:

- Making recommendations for changes or additions in memorandum form, including the reason for the change or addition by citing specifics, current law or other pertinent information, section number and language to be deleted or added.
- Forward the memorandum through the chain of command to the Division Manager.

The Supervisor will:

- Review the office memorandum.
- Attach ideas or comments to the original office memorandum.
- Forward the memorandum to the Division Manager.

The Section Lieutenant Will:

- Review the office memorandum.
- Determine if policy should be developed or the policy and/or procedure should be changed.
- If necessary return the memorandum for clarification or additional justification.
- Approve or disapprove the development request or change.
- If changes to policy and procedure or the development of new policy and procedure is approved, and the change or new policy and procedure will affect the terms and conditions of employment, meet and confer with the appropriate employee bargaining unit(s).
- If requests for changes or development are disapproved, send a memo notifying the originator of the request that it has been disapproved, along with the original request and all comments.

Procedure B. Updating Policy and Procedure Manuals

Whenever the Section Lieutenant approves a change in policies and procedures, the Section Lieutenant will:

- Assign the task of completing the changes to the Work Release Sergeant.
- Approve the completed changes made by the Work Release Sergeant.

The Work Release Sergeant will:

- Develop and revise policies and procedures as directed by the **Section Lieutenant**, noting the date of revision.
- Submit the completed changes to the **Section Lieutenant** for final approval.
- Send the approved revised or added policy to the Technology Services Division.
- Route all approved changes in policy and procedure to the Detentions Bureau Compliance Unit.

The Technology Services Division will:

- Update the Detentions Bureau Policy and Procedure Manual on the SheriffNet Intranet site.

Once the revised policies have been placed on SheriffNet, the Work Release Sergeant will notify the following personnel of the policies that have been changed:

- The managers and supervisors of the Training Section of the Personnel Division, and Civil Litigation Unit within the Human Resources Section.
- County Counsel

The Work Release Sergeant will:

- Update any printed copy of the Work Release Policy and Procedure Manual maintained within the unit.
- Notify Work Release staff of the changes in policy.

Procedure C. Retention of Obsolete Policies and Procedures**The Work Release Sergeant will:**

- Maintain a master file of the policy and procedure manual.
- Add any revisions to the master file of the policy and procedure manual and distribute copies to all manual holders.
- Maintain all obsolete policies and procedures in the master file of the policy and procedure manual for a period of at least five (5) years.
- Purge copies of all obsolete policies and procedures after a minimum period of (5) years after the policy or procedure has been replaced or amended.

KERN COUNTY SHERIFF'S OFFICE

Work Release Program Policies and Procedures

TITLE: Program Definitions

A-300

EFFECTIVE DATE: 03-16-2006

REVISED: 11-01-2019

APPROVED BY: Lieutenant Cindy Cisneros

REFERENCE: [REFERENCES]

POLICY

The program is unique in nature and seeks to achieve its goals by providing individuals with court commitments an option to provide labor to governmental agencies in lieu of incarceration. The program is work oriented in nature.

DIRECTIVE #1

The Kern County Sheriff's Work Release Program terms as they are operationally used:

- **Commitment:** An order of the court sentencing a person to a specified term of incarceration.
- **Court Referral:** Those participants which enter the program directly from the court in lieu of surrendering to jail.
- **Disqualification:** Notification; generated letter forwarded to the court advising a participant has failed to satisfy program requirements.
- **Physician's Evaluation/Release/Waiver:** An official document signed by an applicant in order to allow the program access to the person's medical information. Medical information provided by the applicant will be used to determine the person's suitability to participate in the program.
- **Program Credit:** A day of manual labor in lieu of a day of incarceration.
- **Program Time:** 8-10 hours of work for each day of commitment.

- **Promise to Appear:** A program document which obligates a participant to perform one day of program work for each day of commitment. This document specifically lists each day of work and the location at which the work is to be performed.
- **Release from Custody:** Those participants which enter the program after surrendering to incarceration.
- **Release from Custody Warrant:** A document issued by the Work Release Program as a warrant of arrest for a “release from custody” only, participant who is absconding from the program.
- **Retake Order:** A document issued by the Work Release Program authorizing the return to custody of a participant for program failure.
- **Roster:** A Work Release document which is sent to the worksite and completed by the worksite supervisor to document a participant’s attendance in the program.
- **Time Served Letter:** Written notification made to the committing court which states that a participant has fully satisfied a commitment.
- **Work:** Manual labor that must be able to be performed by a work release participant. Typical tasks include lifting up to 50 pounds, pulling, bending, utilizing gardening implements, janitorial duties and washing vehicles.
- **Work Crew:** Groups of participants who meet at a designated location and are transported to a worksite.
- **Worksite:** A physical location where the participant is required to report to perform manual labor as assigned by the contract agency. The location may be where the participant reports or a location the participant is transported to, by the contract agency.



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Program Operational Overview	NO: A-400
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-22-2013	REVISED: 11-01-2019

POLICY

The Work Release Program has been established to facilitate the operation of the criminal justice system within Kern County. As such, the program must work closely with the courts, probation, parole, and detention facilities. Efforts to insure that the program is appropriately organized, properly supervised, and functioning to achieve its goals shall be ongoing.

Procedure A : STRUCTURE

The Work Release Program is administratively structured by the Sheriff's Office to perform a support service to all facilities within the Detentions Bureau and is assigned to the Virtual Jail Section of the Bureau. The operation of this work unit directly impacts each facility separately and the Bureau collectively. The unit consists of the following operational areas:

- Supervisory
- Clerical
- Interview
- Compliance

Procedure B. OPERATIONAL ASPECTS

To achieve its goals the operations of the program are divided into the following phases:

- Application
 - Court Referrals
 - Release from Custody
- Acceptance
 - Eligibility Requirements
- Interview
 - Fee payment
 - Promise to Appear
- Compliance
 - Participants
 - Worksites
- Completion
 - Disqualification
 - Retake

Procedure C. PROGRAM CREDIT

The application for acceptance onto the Work Release Program is based on the court commitment for a stated period of days. While in-custody and court credits may be applied prior to application, no good or work time credit shall be given to the participant upon entering or while on the program. Penal Code Section 4024.2 and 4019 prohibit such credits. Program credits are received on a day per day ration meaning that one day of program work equals credit for one day of commitment.

Procedure D. PROGRAM FISCAL SOURCE

Program fees are established by the Board of Supervisors. The fees are established to ensure that the program is fiscally self-sufficient. The fees are of three types:

- Administrative
- Daily
- Rescheduling

These fees are collected and deposited in the Work Release Trust Fund. The revenue generated is to be expended by the sheriff to cover the operational costs of the Work Release Program. The fees are set at the following rates.

- The **Administrative fee** is **\$60.00**. This fee is charged to enroll into the program. This fee is charged to re-enroll in the program if the person has been disqualified and the person re-applies and they are found to be eligible to re-enroll. In addition to the Administrative fee the Daily fee will also be applied to the cost of re-enrolling. The Work Release Sergeant may waive re-enrolling fees for cause.
- The **Daily fee** is **\$3.00**. This fee is to be applied to each day the participant is assigned to a work site.
- The **Rescheduling fee** is **\$50.00**. This fee is to be applied when a participant fails to complete a scheduled work day and wishes to reschedule that work day. No more than **\$200.00** will be assessed for any one rescheduling session. The Interview officer has the ability to waive the fee for cause.

The fees collected are not refundable when a person is disqualified or is arrested after being enrolled in the Work Release Program. The Work Release Program Sergeant with good cause may permit refunding of fees, if a person is enrolled in the program and is later found to be not suitable to continue on the program.

KERN COUNTY SHERIFF'S OFFICE

Work Release Program Policies and Procedures

TITLE: Eligibility Criteria **B-100**

EFFECTIVE DATE: 06-01-2012

REVISED: 11-01-2019

APPROVED BY: Lieutenant Cindy Cisneros

REFERENCE: PC 4024.2(C)

POLICY

To ensure that individuals accepted into the Work Release Program are compatible with the requirements, obligations, restrictions, and general goals of the program, the Kern County Sheriff's Office has established guidelines for the determination of an applicant's eligibility for the program. The Work Release Program staff will screen court referred applicants and release from custody applicants to determine their eligibility based on the guidelines below. The final decision on an applicant's acceptance into the program rests with the Sheriff or his designee.

DEFINITION(S):

Court Referred applicants consist of individuals referred to the Work Release Program by order of the judge of the Kern County Superior Court System. Releases from Custody applicants consist of individuals applying for the Work Release Program who are incarcerated in the Kern County Jail Facilities, not directly referred by the courts.

DIRECTIVE #1

Individuals with foreign commitments, from other counties or states, will not be accepted into the Work Release Program.

Procedure A. Eligibility of Court Referred Applicants

The Courts have no authority to mandate the acceptance of individuals; however, the Work Release Program will accept referrals to the program by the Kern County Superior Court when the established eligibility requirements are met.

- Applicants must be able to perform manual labor.

- Applicants, whose medical or mental health history indicates that they may be unsuitable, will be ineligible unless a release is obtained from a physician, in accordance with WRPPP C-300.
- Applicants will be enrolled prior to their court ordered surrender date.
- Applicants are required to provide transportation to and from the worksite.
- Applicants may be ineligible if they have previously participated in and failed the Work Release Program.

Procedure B. Ineligible Charges for Court Referred Applicants

Ineligible charges include, but are not limited to, the following:

- Sex crimes; PC 261.5(a) and 261.5(b) when the suspect is over the age of 20.
- Crimes involving sexual deviancy; PC 288(a), 289, 261, 261.5(c), 261.5(d), 262, 290, etc.
- All violent crimes, weapons charges, and gang related crimes will be reviewed for eligibility.
- When a court order stipulates, "No work release program allowed."
- Any charges can be reviewed by the Work Release Sergeant for eligibility

Procedure C. Eligibility of Release from Custody Applicants

The Work Release Program will accept applications from individuals incarcerated in Kern County detention facilities. The reviewing officer will examine the records of such applicants to ensure that the following requirements are met before the applicant is accepted into the program:

- The applicant must be within 18 months of his/her scheduled release date.
- The applicant can choose to fulfill their commitment through Work Release (up to 50 days) or can opt for the alternative program of up to 50 days in Work Release and up to 6 months on County Parole.
- The applicant must have enrolled in all court ordered classes prior to eligibility.
- Credits for class participation must be requested from Inmate Services 5 days prior to the applicant's eligibility.
- Applicants currently serving time for a violation of Work Release, County Parole or Electronic Monitoring are ineligible.
- Applicants who have received a loss of 15 or more days of good time or have been a significant disciplinary problem while in custody may be declined.
- EMP failures are ineligible

- Applicants, whose medical or mental health history indicates that they may be unsuitable, will be ineligible unless a release is obtained, from a physician, in accordance with WRPPP C-300. Detentions medical staff will not be utilized to obtain a medical release for participation in the Work Release Program.
- The applicant is required to provide transportation to and from the assigned work site.
- Applicants may be ineligible if they have a significant criminal history.
- Applicants may be ineligible if they have previously participated in and failed the Work Release Program.

Procedure D. Ineligibility charges for Release from Custody Applicants

Applicants who have been sentenced on charges that could have resulted in significant penalties are ineligible for the Work Release Program. The reviewing officer(s) will examine the records of applicants to determine if ineligible charges exist.

Ineligible charges include, but are not limited to, the following:

- Sex crimes: PC 261.5(a) and 261.5(b) when the suspect is over the age of 20.
- Crimes involving sexual deviancy, PC 288(a), 289, 261, 261.5(c), 261.5(d), 262, 290, etc.
- All violent crimes, weapons charges, and gang related crimes will be reviewed for eligibility.
- When the applicant's court order stipulates, "no work release program allowed."
- Any charges can be reviewed by the Work Release Sergeant for eligibility



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Rules of Conduct for Participants	NO: B-200
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-22-2013	REVISED: 11-01-2019

POLICY

The Kern County Sheriff's Department, Work Release Program has set rules of conduct for the Work Release participants. The Work Release Program will ensure the rules are enforced in order to maintain the good order of the program. A clear set of guidelines for the participants to follow will be provided.

Procedure A: Participant rules

Each participant is required to comply with the rules the Work Release Program.

- The participant will sign and date an acknowledgement that they received the program rules. The acknowledgement will be placed in the participant's Work Release file.
- The participant will be provided with a copy of the signed acknowledgment of the Work Release Program rules at the time of enrollment.
- Any time a participant requests a copy of the rules, they will be provided with an additional copy.
- Failure to comply with participant rules is grounds for removal from the program (see B-300)



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Work Sites / Compliance / Conflicts / Non Compliance Sites File Management	NO: B-300
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-16-2013	REVISED: 11-01-2019

POLICY

The Work Release Program strives to maintain work sites that are safe, secure, orderly and free from any conditions that create a hostile work environment for the supervisory staff, participants, other persons with business at the site and the general public.

Procedure A: Compliance with rules of the program.

Compliance Deputies will:

- Maintain contact with the work sites on a continuing basis.
- Randomly check the work sites and ensure the participants are following the rules of the Program (see B-200).
- Randomly check the work sites and ensure the work site supervisors are complying with the mandates of the contract and are following proper supervision procedures.
- The contact with the work sites will include phone contact and inspections done in person.
- Inspections will be made of the rosters, participant's promise to appear form, safety equipment provided for the participants and general working conditions of the site.
- When conditions are not in compliance with the rules or contractual mandates of the program action will be taken to correct the problem.
- Ensure the participants are wearing identification, i.e., the "WRP" vest while in the Program. The Work Release Program provides the contract agencies with identification in the form of a red colored vest. The participants are mandated to wear identification while participating in the program.
- Inspections will be conducted on a regular basis to ensure there is a supply of

identification available at the work sites for each participant.

- If the supply of identification or vests at the work site is not sufficient, provide the site supervisor with additional identification or vests.
- Ensure the vests are clean and in good repair.
- If the vests need replacement ensure that the site is supplied with vests in proper repair.
- If the vests need cleaning exchange clean vests for the dirty vests and take the dirty vests to the Lerdo Laundry and have them cleaned. If the work site has the ability to clean the vests they may do so.

Procedure B: Problem issues or rule violations

When problem issues are identified in which contract agency staff or participants are involved the following procedures will be followed:

A. Non Criminal

1. The staff member who learns of the problem will determine the severity of the issue. If minor in nature the staff will take corrective action to resolve the issue.
2. The staff member will notify the Sergeant of any major issue.
3. The staff member will document the issue in the participants' file, in a work site report or by memorandum depending on the issue.
4. The Sergeant will notify the Section Lieutenant of the issues and actions taken to resolve them.
5. The Sergeant will direct staff on actions to be taken to resolve the issue.
6. The Sergeant will conduct follow up contact and actions required with the contract agency to maintain the integrity of the program.

B. Criminal

1. The staff member who learns of the problem will notify the Sergeant of the issue.
2. The Sergeant will determine the agency of jurisdiction and make notification to that agency for investigation, or assign Work Release staff to conduct an investigation into the issue.
3. The Sergeant will notify the Section Lieutenant of the issues and action taken to resolve the issue.
4. The Sergeant will ensure follow up of the issue and take the appropriate action in regards to the contract agency to maintain the integrity of the program.

Procedure C: Actions to be taken regarding violations

The appropriate action to be taken in regards to rule violations may include any or all of the following actions dependent on the violation and the participants past history:

- Education of the rules and expectations of the program.
- Admonishment concerning the violation.
- Advisal that any further violations may result in termination of their participation in the Work Release Program.
- Re-assignment to another work site.
- Suspension while conducting an investigation into the matter.
- Disqualification from the program.
- Arrest.
- Proper documentation if required, regarding the incident.

Procedure D: Law Enforcement Work Sites

Work sites that are at law enforcement offices are different than other work sites in the program. They have considerations that other sites do not need to contend with. They have information sources at the offices that are confidential and that confidentiality must be maintained. There are undercover operations conducted from the offices and those operations must retain their integrity. The security of all law enforcement offices must be maintained and not be compromised. Prior to assigning a participant to a law enforcement work site a close review should be conducted regarding the suitability of the participant to be assigned to the site.

- Substation offices have other considerations, as the substation clerks supervise the participants when the deputies are called away from the substation. Some of the participants enrolled on the program have a long history in the substation area they live in.
- When a person is to be assigned to a substation work site, the substation will be called and asked if they have any problems with the person prior to assigning them to the site. If there is no answer at the substation, page the Substation Sergeant. If the substation personnel have reservations with the assignment of a participant, another work site should be found for the participant.
- The California Highway Patrol work sites will not accept any participant serving a commitment for a felony.
- When a participant questions why they can not be assigned to a law enforcement work site, they will be told, that due to their history there is a potential for conflict at the site and the program does not put any person at any site when there is a potential for conflict. This applies to any work site where the participant has any potential for conflict.

Procedure E: Conflicts

Work site conflicts could arise at any work site as a result of any of the following situations. When the listed issues are known, a participant will not be assigned to the work site. The person will be assigned to a work site without issues. When it is discovered that a participant has any of

the listed issues with a work site, the participant will be moved from the work site.

- The Participant is employed or has been employed at the work site.
- The Participant has a current or past business relationship with the work site.
- The Participant has a friend or relative employed at the work site.
- The Participant has a friend or relative that does business at the work site.
- The Participant has a co-defendant assigned to the work site.
- The Participant is related to or is the spouse or boy/girl friend of another person who is a participant at the work site.
- The Participant has a past history of an adversarial relationship with staff working at the work site.
- The Participant is the suspect in a case in which the victim works at the work site.
- The Participant is the suspect in a case in which the victim has a friend or relative that works at the work site.
- Any other condition which by its nature creates the potential for an adversarial relationship.

Procedure F: Non Compliance Work Sites

A participant who is in non-compliance or has failed to report to the assigned work site is in violation of the rules of the Work Release Program. A participant who is deemed non-compliant or is a subject in an investigation may be moved to a Non Compliant Work Site. When a participant has failed to report for 5 or more days they will be moved from the assigned site. Any participant found to be non-compliant or needing to be moved to a Non Compliant Work Site will be reassigned to the Non Compliant Work Site, number 990 for participants who were assigned to a Metro site or site number 995 for participants who were assigned to an outlying site.

A participant who is found to be non-compliant or is under investigation will necessitate them being evaluated for their suitability to remain in the program. They may not continue reporting to any work site until their situation has been reviewed. The reviewing officer or the Work Release Sergeant will determine if the person will be allowed to continue in the program, or if the person will be disqualified from the program.

A. The evaluation will include several considerations:

- The reason for non-compliance.
- The reason for the investigation.
- The number of days the participant failed to report to the assigned work site.
- The reason the participant failed to report to the assigned work site.

- The type of participant involved, Court Referral or Release from Custody.
- The participant's history while participating in the program.

B. When it is determined that a participant is in non-compliance, the staff discovering the failure will:

- Advise a responsible compliance officer of pertinent information regarding the non-compliance, or advise the interview officer of the failure.

C. The compliance officer will:

- Determine the reason for non-compliance.
 - Determine the reason for the investigation.
 - Determine the number of days missed by the participant.
1. When the discovery of the non-compliance is made or an investigation is started and the compliance officer is in the field and does not have ready access to the Work Release office:
 - Notify the interview officer to remove the participant from the assigned work site and move the participant's assignment to the appropriate Non Compliant Work Site.
 2. When the discovery of the non-compliance is made or an investigation is started and the compliance officer has access to the Work Release office:
 - Access the work release program and move the participant from the assigned work site and move the participant's assignment to the appropriate Non-Compliant Work Site.
 - Create a new promise to appear for the proper site.
 - Place all days on the new promise to appear from the creation date to the completion date as "Pending".
 - The participant's file will be placed in the proper Non Compliant Work Site file.
 - Conduct an investigation into the issues.
 - Conduct an investigation into the reasons for the participants failure to report to the work site
 - Determine if the participant is a Court Referral or a Release from Custody.

- Review the participant's history while in the program.
- Review the participant's file.
- Make or attempt to make contact with the participant.
- Determine the current situation regarding the participant as to their suitability to continue in the Work Release Program.
- If the participant is not a good candidate for continuing in the Work Release Program:
 - Disqualify the participant from the Work Release Program and / or complete a Re-Take Order or arrest the participant.
- If the participant is a good candidate for continuing in the Work Release Program:
 - Continue the participant in the Work Release Program by referring them to the interview officer in order to have them rescheduled to an appropriate work site and have them issued a new promise to appear.
- Document the finding in the participant's file.
 - Review the file with Work Release Program Sergeant if there is any question regarding the participant's suitability to remain in the Work Release Program.

D. The Interview Officer will:

1. Move the participant to the proper Non Compliant Work Site if directed to do so by a compliance officer.
 - Create a new promise to appear for the proper Non Compliant Work Site.
 - Place all days on the new promise to appear from the creation date to the completion date as "Pending".
 - The participant's file will be placed in the proper Non Compliant Work Site file.
 - Audit the Non Compliant Work Sites each week to maintain accountability regarding the participants.
 - Notify the Compliance Deputies of participants who have been in the Non-Compliant Work Site for an extended period of time, at the completion of the weekly audit.

E. The participant may be disqualified from the program under one or more of the following conditions:

- Non-compliance.
- The findings or results of the investigation conducted.
- The person has a poor performance history, medical absence history, or for the current failure to report to the work site.
- They do not have a valid and verifiable reason for missing their assigned work days.

- They are a Release from Custody participant who is determined to be a poor risk for the Program.
- They have not maintained contact with program staff during the time they have been absent and have been instructed by staff to maintain contact, or they fail to cooperate in communicating with staff.
- They fail to provide requested documentation.
- They fail to cooperate.
- They fail to maintain contact with the Work Release office or Work Release staff.

F. When a participant is evaluated and a determination is made that they are to be disqualified:

- Make notations in the participant's file regarding the reasons for the disqualification and process the file to disqualify them, by either returning the commitment to the court, issuing a warrant, arresting the participant. A Re-Take Order may also be issued.

G. When a participant is evaluated and a determination is made that they are to be continued in the program:

- The participant will be removed from the Non Compliant Work Site and rescheduled to a new work site with the issuance of a new promise to appear.

Continue the participant in the program with the new promise to appear and make notations in the file as to the actions taken.



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Arrest Authority and Re-Take Orders	NO: B-400
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-22-2013	REVISED: 11-01-2019

POLICY

The Work Release Program strives to maintain orderly work sites. Participants who violate the rules of the program may be removed from the program in order to maintain the integrity of the program. Under Penal Code 4024.2 (c) and with County Counsel opinion, each Deputy Sheriff assigned to the Work Release Program has authority granted by the Sheriff to enforce the rules of the program and re-take persons into custody when they find participants are in violation of program rules. This is done without a warrant or a written Re-Take Order. Deputy Sheriffs assigned to the Work Release Program have the authority to issue a written Re-Take Order, under the authority of the Program Sergeant. Peace officers not assigned to the Work Release Program may take a participant into custody under the authority of a written Re-Take Order.

Peace Officers not directly assigned to the Work Release Program do not have the authority to arrest a Participant under the conditions of the program, unless a Warrant exists or there is a written Re-Take Order.

Procedure A: Compliance with rules of the program

The compliance officers conduct work site inspections and in so doing locate persons who are in violation of the program rules. The compliance officers may make a decision to re-take participants who are found in violation of the program rules or are not suitable to remain in the program (see B-300).

- The compliance officer places the person under arrest and books them in jail to serve the remainder of the commitment in custody.
- After booking the participant the officer will complete written documentation in the participants file as to why they took them into custody.

Procedure B: Re-Take Orders

The Work Release Program Sergeant may issue each Deputy Sheriff in the Work Release Program Re-Take Order forms containing an authority signature. The form can then be completed and authorized by any of the Deputy Sheriff's assigned to the program.

- Deputy Sheriff's assigned to the Work Release Program review files and receive information

regarding a participants conduct.

- When information is received that a participant has violated the rules of the program a determination will be made on a course of action appropriate to the situation.
- When the circumstances are such that a person may be permitted to remain on the program, the following actions may be appropriate. (see B-200 & B-300)
 1. Verbal admonishment
 2. Review of the rules
 3. Removal from the work site and placement at an alternate work site
 4. Assessment of missed days and reschedule fees if appropriate
 5. Any combination of the above

Procedure C: Issuance of a Re-Take Order

- When a participant is not in compliance with the rules of the program. The deputy sheriff may decide the participant should be arrested. To accomplish this, the following procedure will be followed.
 1. In order to make the determination that a Participant needs to be arrested for violation of the Program the deputy will complete step A, step B or both step A and step B.
 - A. Obtain a verbal declaration by a peace officer or other person of the facts surrounding a violation of the program rules and determine if the violations warrant taking the participant into custody.
 - B. Conduct a review of the participants' file and any other source of information regarding the participants' actions and determine if the participant is no longer suitable for the program and should be taken into custody.
 - If the person is found to be suitable to continue in the program, document the facts in the participants' file after taking the appropriate actions to address the situation (see B-300).
 - If the person is deemed to be unsuitable to continue on the program and an arrest can not be made by a deputy sheriff assigned to the Work Release Program, continue to follow this procedure.
- 2. Complete a written Re-Take Order form. (see attachment B)
 - Describe the person to be re-taken.
 - Enter the date you completed the form.
 - Sign the Re-Take Order form in the authorizing signature block below the Work Release Sergeants authority signature.
 - Place the completed Re-Take Order in the participants' file
 - Document the reason for the failure in the Participants' file.
- 3. If the Participants' location is known, contact a Detention officer or peace officer in person or by phone and ask them to arrest the participant.
 - Advise them there is a written Re-Take Order authorizing the arrest of the participant.
 - Fax the officer the written Re-Take Order or advise the officer the written order

exists.

- Request that the participant be taken into custody and booked on the PC 4024.2(c).

- Advise the officer of the following conditions.
 1. The person is to be booked as a "**Misdemeanor Commitment**" and "**Not as an open charge**".
 2. In the probable cause section of the Field Arrest Data form write in the Work Release number.
 3. Do not pull a case number to accomplish the booking unless there are other reasons to do so.
 4. When you make the arrest notify the Work Release office as soon as possible with the booking number at (661) 391-7991, (661) 391-7300 or by FAX (661) 391-7899.
 5. The original Re-Take Order will be placed in the participants' file.
 6. The copy of the Re-Take order is for the arresting officer and is not to be included with the Field Arrest Data form.
 7. Do not reference the court commitment number on the Field Arrest Data form.

4. File the completed original Re-Take Order form in the participants' file.

- Provide the Work Release Sergeant a copy of the Re-Take Order.
- Document the reason for determining the participant was found to be unsuitable to continue on the program in the participants' file.

5. If the participant is arrested.

- Obtain the current booking number.
- Compute the release date for the arrested person per Work Release Policy and Procedures Section C-200.
- Enter the new release date in the CJIS system.
- Complete the Disqualification letter and file the letter in the participants' file. Do not send the letter to the court.
- Complete the filing of the information in the participants' file and break down the file.
- Notify the Clerical Supervisor of the arrest.
- Notify the Work Release Sergeant of the arrest.

6. If the participant is not arrested.

- Notify the Work Release Clerical Supervisor of the completed and filed Re-Take Order.
- Notify the Work Release Sergeant of the completed and filed Re-Take Order.
- Monitor the attempt by the officer to arrest the participant.
- Make efforts to locate and arrest the participant.
- The Clerical Supervisor will ensure that the courts are notified to issue a warrant of arrest for the Participant unless the participant is a Release From Custody. The Clerical Supervisor would then complete the proper steps to issue a warrant.

7. When Staff determines a Re-Take Order is in the participant's file and the location of the participant is known, they should attempt to locate a Deputy Sheriff or Detention Deputy assigned to the Work Release unit to make the arrest. The Interview Officer can arrest the participant or summon another deputy to make the arrest or advise any other peace officer of the Re-Take Order granting authority to make the arrest. The Interview Officer will need to explain the procedures outlined on the Re-Take Order to the deputy sheriff/ detention deputy/peace officer in order to ensure they complete the Field Arrest Data form properly using the guidelines in Section 3 of this procedure.
8. When there is no Re-Take Order in the file and the Interview Officer determines that a participant should be arrested. They should contact the Sergeant or a Deputy or assigned to Work Release and advise them of the circumstances and have them make a determination regarding the best course of action to take.

KERN COUNTY SHERIFF'S OFFICE

Work Release Program Policies and Procedures

TITLE: Sheriff's Office Work Crew

B-500

EFFECTIVE DATE: 01-06-09

REVISED: 11-01-2019

APPROVED BY: Lieutenant Cindy Cisneros

REFERENCE: [REFERENCES]

POLICY

The Work Release Program strives to maintain work sites that are safe, secure, orderly and free from any conditions that create a hostile work environment for the supervisory staff, participants, persons with business at the site, and the general public.

DEFINITION(S):

Sheriff's Office Work Crews are groups of Work Release Program participants who meet at an assigned meeting location, are transported to a worksite and supervised while at the worksite by Sheriff's Office personnel.

1. COOPERATION:

An effective, efficient and safe work crew program requires the cooperation between the Contract Agencies and the Work Release Program staff. All staff members will ensure such cooperation is maintained between staff and Contract Agencies.

Work Crew Supervisors will:

- Coordinate work locations and duties with Contract Agency Supervisors or agency's designated personnel.
- Notify WRP office of daily work locations.
- Notify Compliance staff of situations requiring the rescheduling of participants.

- Notify Compliance staff if assistance is needed or in the event of unusual circumstances.
- Notify Interview officer of participants sent back to the WRP office.
- Notify WRP Sergeant of unusual, illegal or unsafe situations or injuries.
- Notify Sheriff's Communication Center in the event of an emergency.

2. SAFETY OF STAFF AND PARTICIPANTS:

The Work Release Program will maintain work sites that are safe and free from injuries by providing supervisory training to work crew supervisors, by following OSHA standards, and by implementing preventative measures whenever possible. Injuries that do occur will be handled promptly, safely and according to applicable policy and procedure.

Procedure A. Staff Responsibilities

The Work Release Program Supervisor will:

- Ensure work crew supervisors have received orientation training prior to supervising Work Release participants.
- Ensure work crew supervisors know how to report unsafe or hazardous situations.
- Ensure work crew supervisors perform their daily vehicle safety inspections.

The Work Crew Supervisors will:

- Follow all Department, Bureau and Work Release policies.
- Follow applicable OSHA standards (e.g.: water, safety equipment, and shade requirements).
- Follow all towing and vehicle regulations.
- Ensure work to be done conforms to WRP policy.
- Enforce program rules and regulations
- Remain in the immediate vicinity of Work Release participants.
- Ensure participants wear the WRP identifier (WRP vest) at all time while at the work site.

- Maintain vehicles and sites in a safe manner.
- Report any unsafe conditions.

Procedure B. Participant Injuries

In the event a WRP participant is injured, the work crew supervisor will:

- Render appropriate first aid.
- Call Compliance Unit deputies if non-emergency medical transport is needed.
- Request emergency medical services via communication center if needed.
- Notify WRP Sergeant.
- Notify Contract Agency supervisor.
- Complete incident or work site report.
- Complete "Request for Medical Service" if participant needs medical treatment.
- Ensure injured participant fills out top portion of "Workers Compensation Claim Form."
- Forward the above forms to WRP Sergeant.

3. VEHICLE AND EQUIPMENT MAINTENANCE:

The Work Release Program will maintain Department vehicles and equipment in a safe and efficient working condition.

Work Crew supervisors will:

- Conduct daily safety inspections of vehicles, trailers and equipment.
- Ensure vehicles receive routine maintenance as needed but minimally every 5,000 miles at approved vendors or General Services.
- Report any unsafe conditions to the Work Release Supervisor immediately.
- Immediately discontinue the use of unsafe equipment.
- Supervise the cleaning and recharging of trailer holding tanks.
- Ensure the daily cleaning and refueling of program vehicles.
- Not make any modifications or additions to trailers or equipment.
- Ensure only authorized tools and equipment are transported in/on the crew trailer.

4. RECORDS:

Proper records will be maintained by the Work Release Program Unit.

Procedure A: Work Crew supervisors will:

- Maintain and complete attendance rosters daily;
 - Supervisor name.
 - Work site location.
 - Vehicle mileage.
 - Participant's names.
 - Case numbers and synopsis of incidents.
 - Other pertinent information or unusual situations.

- Turn in completed rosters at the end of the week.
- Turn in vehicle inspection sheets monthly.



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Program Application / Enrollment / Job Assignment	NO: C-100
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-22-2013	REVISED: 11-01-2019

POLICY

The Work Release Program staff will make every effort to assist prospective participants with the program application and enrollment process. This phase is very important to the program, as well as to the individual. Acceptance into the program, combined with appropriate monitoring, normally results in program completion.

Each prospective person who wishes to enroll in the program is required to complete an application prior to enrolling in the program. This requirement applies to both court referrals and in-custody persons.

Procedure A: Program application

The application must be completed, with all portions of the application being completed fully. The requested information must be provided by the applicant prior to acceptance of the application. If the applicant refuses to provide the requested information, they will be denied participation in the program.

The information provided in the application must be accurate, truthful and may be validated by staff. If any information provided by the applicant is found to be incomplete, inaccurate or untruthful, the person may be excluded from the program for cause at the time the application is reviewed or at any time after their acceptance in the program.

If the information on the application changes during the course of their participation in the program the applicant is obligated to notify the Work Release Office as soon as the information changes so the participants file maybe updated.

Procedure B: Application review

The Compliance Deputies or Work Release staff reviewing the applications will:

- Deputies will primarily review the applications submitted by persons in custody. The review will be completed in a timely manner and should not exceed 5 working days in order to expedite the process.

- When the Compliance Deputies are not available or need assistance in processing applications the Interview Officer will review the applications.
- The applications will be reviewed for completeness and accuracy.
- A determination of the person's suitability for the program will be made using several determining factors.
- The person must meet the mandates in Policy and Procedures section B-100 and C-300.
- If the person meets the program mandates the application will be filed and a letter sent to the applicant advising them of the acceptance of their application, their eligibility date and the cost of the program.
- If the person does not meet the program requirements the Application will be filed and a letter sent to the applicant explaining the reason for the rejection of their application.

The interview officer will review the file for applicants which are court referrals:

- A determination of the person's suitability for the program will be made using several factors.
- The file will be reviewed for the person's suitability under Policy and Procedures section B-100 and C-300.
- If the person meets the program requirements, the person will be permitted to enroll in the program.
- If the person fails to meet the program requirements, a notation will be made in the file.

When a person is a court referral and they call in to make an appointment, the clerks will:

- Inform the person to call back the next working day to schedule an appointment.
- Compile a file for the person including CJIS court documents and a documentation note sheet.
- Give the file to the Interview Officer for review.
- If the person fails to meet the program requirements and the person calls back to set up an appointment, they will be advised they do not meet the program requirements.
- When the person calls back and they are eligible they will be scheduled an appointment to enroll in the program. They will be told the following requirements must be met when

they arrive to enroll:

1. They will be advised of the total amount of money that is required to be enrolled into the Work Release Program. (The total is based on the \$60.00 enrollment fee plus \$3.00 for each day ordered by the court commitment.)
2. The participant will be advised they are required to pay the total amount in money order at time of enrollment.
3. A proper form of photo identification.
4. Sufficient information to complete the enrollment application including three references, two of the references must have a different phone number and address than the applicant and the other references.

Procedure C: Documentation

Prior to the review of the application for Court Referral and Release From Custody applications, a documentation note form will be added to every application submitted by the program clerk when the file is being compiled. The completed documentation regarding the process will be maintained in the Work Release files.

Procedure D: Assigned days per week

In order to ensure consistency for all participants the following guidelines will be used in determining the number of days per week a participant will be scheduled to work. The program reserves the right to make changes in the number of days to be scheduled per week; if there are extenuating circumstances in a particular person's situation.

- If there is a need to modify the number of days per week outside the listed parameters, the interview officer or compliance deputy may make an exception.
- The decision to make an exception will take into account the validity of the person's needs. Acceptable reasons to deviate from the listed standards might include, the participants work schedule at their personal employment.
- Successful completion of part of the participant's commitment and a request to change the number of days scheduled each week, may be sufficient reason to modify the work schedule.
- When exceptions are made, the reasons will be documented in the participant's file.

The number of days to be scheduled for "Court Referral" participants;

- Every effort will be made to schedule the participant to a basic 1-day of work for every 10 days of commitment and at least one day of work per week.

- When the participant has less than 30 days to do, every effort will be made to schedule the person to at least work 2 days per week.
- When the participant has 45 or more days to do, every effort will be made to schedule the person to 5 days per week.

The number of days to be scheduled for “Release from Custody” participants;

- The participant will be scheduled to work five (5) days a week.
- After successful completion of part of the participant’s commitment, the Compliance Deputy may authorize a reduction in the number of days per week.



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Court Commitments and Holds	NO: C-150
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-21-2013	REVISED: 11-01-2019

POLICY

The Work Release Program staff will insure persons enrolling on the program have their court commitments filed in a manner that correctly reflects the orders of the court within the bounds of normal practices utilized by the Classification unit.

When a participant is arrested for open charges, which are unrelated to the commitment the person is serving while participating in the work release program, the compliance deputy will have a hold placed on them for work release failure. The hold will be in relation to court commitments they are enrolled on the work release program to complete.

Procedure A: Court Commitments.

All commitments will be considered concurrent unless otherwise specified in the court docket or by Work Release policy. The commitment sentence date will determine whether one or more files must be made for a potential participant.

- A participant must enroll in the Work Release Program prior to the court stay date or report to jail on that date to fulfill the commitment in custody.
- When a participant is enrolled in the Work Release Program, the report to jail list will be maintained to show acceptance into the program.
- Persons enrolling in the Work Release Program are only entitled to good and work credits that are given by the judge as defined in Penal Code Section 4019(c) at the time of sentencing.
- Any participant may at any time choose to fulfill their commitment in custody, at which time any allowable good and work credits will be accounted for and credited towards the remaining commitment.
- In order to be accepted on the Work Release Program as a court referral, the court must have specified in the court docket a statement that the person is, "Referred to the Work Release Program".

Procedure B. New Court cases or arrest

Exclusion or acceptance of new court cases or arrest while on the program:

- A participant may be allowed to continue on the program if convicted and referred to the Work Release Program for cases that were filed with the court prior to enrollment in the program.
- Arrest or conviction of cases that occurred or were filed after enrollment in the program may exclude the participant from the Work Release Program.

Procedure C. Single file

A single file will be made for a participant when:

- There is only one commitment.
- There are multiple commitments with the same sentence date
- There are multiple commitments with different sentence dates sentenced within five courts days of each other, to be served concurrently and the potential participant on the first phone call notifies clerical staff of all referred commitments. The commitment with the most days to serve will be the primary case for the file to ensure the maximum commitment is satisfied, although all commitments will be entered into the Work Release Program database.

Procedure D. Multiple files

Multiple files will be made when:

- There are multiple commitments to be served consecutively.
- A participant, after enrolling on the program, is sentenced on any other cases and referred to the Work Release Program. The cases will be handled as separate files to be completed consecutive to other active files.

Procedure E. Concurrent court cases

A person who wishes to serve multiple cases, which were sentenced concurrently by the court on different days, may choose to complete the commitment in custody. The Work Release Program is unable to combine court cases with different sentence dates. A participant may choose to voluntarily go into custody, without prejudice and deemed a "Work Release Failure". The person would then be eligible to apply to the program as a Release From Custody applicant and if they meet the eligibility requirements (See B-100 & C-300), would be eligible for the program. The person would still be required to pay any applicable program fees.

Procedure F. New release date

When a participant fails the Work Release Program and is returned to custody a release date will be computed (See C-200).

- The new release date will be entered in the inmate management system by the unit sergeant, clerical supervisor or a deputy assigned to the unit. The release date will be maintained by entering the data in inmate maintain sentence (IMMNTSNT). The participant will be entitled to good and work credits on the remainder of the sentence to be served in custody. The inmate management system will compute any good and work credits to be credited towards the remainder of the sentence.

Procedure G. Placement of a hold

When a participant is arrested for open charges, which are unrelated to the commitment, the person is serving while participating in the work release program.

- A hold will be placed on them for work release failure.
- The hold will be for the court commitment(s) they are enrolled on the work release program to complete.
- When the hold is placed the balance of days owed on the commitment will begin from the time the hold was placed or from the time and date when work release was notified the person is in custody, whichever happens first.
- When a participant fails the Work Release Program and is returned to custody a release date will be computed (see C-200) and (see Procedure F, above).



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Creation of Work Release Commitment Files	NO: C-160
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-22-2013	REVISED: 11-01-2019

POLICY

The Work Release Program staff will insure persons enrolling on the program have their commitments reviewed for eligibility and are correctly processed within the bounds of normal business practices.

Directive #1

All persons applying to or are referred to the Work Release Program will have a review conducted regarding their eligibility to participate in the Work Release Program per Policy and Procedure B-100. This process will be completed in conjunction with the creation of a Work Release Commitment File.

Procedure A: Creation of a Work Release Commitment File for a Court Referral

1. When a person makes the first contact with the work release program, the clerk making the contact will:
 - Obtain pertinent information from the person and enter the information on the log sheet maintained at the front counter.

The following information needs to be obtained:

- Their name
- Their birth date
- The court case number
- The court date when they were sentenced
- Their stay date
- The person will be instructed to re-contact the Work Release office the next business day to continue the process of enrollment on work release

The following steps will be completed prior to the second contact:

- Obtain the three print outs of the court case from the CJIS court case display general information

1205-----Court judgement & fine
4573.5-----Provide drug to inmate
4573.6-----Possession of drug near inmate

Welfare and Institutions
10980-----Welfare fraud

If the charges listed on the court commitment are on the above list continue making the Work Release commitment file:

- Check the work release computer program to determine if a commitment file has been created for the court case to prevent a duplicate commitment file from being created
- If a commitment file has been started in the past destroy the current print out and annotate on the log sheet that the current entry is a duplicate
- If there is no duplicate work release commitment for this court case, continue the process of creating a new work release commitment and obtain a work release number for this case
- Complete a work release program tracking sheet by entering the persons name, court case number and their work release number on the tracking sheet
 - Review the persons court case and commitment charges
 - The following information is to be highlighted on the print out of the court commitment
 - The persons name
 - CTS or credit time served
 - Sentence information as to the number of days committed
 - “Referred to Work Release” comment
 - The stay date
- If the charges contain violence or the person was sentenced for 60 or more days the information on the court commitment will be highlighted in “Orange” and the work release file will be “Orange or Red”
- If the charges do not contain violence or the person was not sentenced to more than 59 days the information on the court commitment will be highlighted in “Yellow” and the work release file will be “Manila”
- Place the completed work release commitment file containing the print outs from CJIS, the completed tracking sheet and the work release commitment in the Pending file cabinet drawer.

Procedure B. If the charges listed on the court commitment are not on the above list

- Complete a work release program tracking sheet by entering the persons name and court case number on the tracking sheet
- Attach the persons court case, commitment charges and information print outs to the tracking sheet
- The following information is to be highlighted on the print out of the court commitment
 - The persons name
 - CTS or credit time served
 - Sentence information as to the number of days committed
 - “Referred to Work Release” comment
 - The stay date

- Place a Green tracking sticker on the log sheet over their initials on the log sheet indicating the information has been forwarded for review
- Give the court case information and tracking sheet to the Interview Officer, a Deputy assigned to work release or the work release Sergeant for a review of the persons eligibility to participate on the work release program.

The Officer assigned to review the person's information will review the information provided. If additional information is needed to determine the person's suitability they will obtain the additional information. The information will be used to determine the person's suitability to participate on the work release program. They will ensure the parameters established in Policy and Procedures B-100 are complied with. If there is a question as to the person's suitability the information will be referred to the work release sergeant for evaluation.

If a person is deemed suitable to participate on work release a notation will be made on the tracking sheet approving the person's enrollment in work release:

- The approved information and tracking sheet will be returned to clerical staff for continued processing as per Procedure A
- The clerk will enter their initial on the Green tracking sticker on the log sheet indicating the continued processing of the file
- The person will be allowed to continue in the enrollment process

If a person is deemed not suitable to participate on work release a notation will be made on the tracking sheet as to the reason they were found to be unsuitable:

- The information and tracking sheet will be returned to the clerical staff
- The clerk will enter on the log sheet that the person has been rejected by placing a Red tracking sticker over the Green tracking sticker
- The information and tracking sheet will be placed in the rejected court referral file
- The person will not be allowed to continue in the enrollment process

2. When a person makes the second contact with the work release program, the clerk making the contact will:

- Obtain the file or information tracking sheet from the Pending file cabinet or rejected court referral file
- When the person has been rejected inform the person that they have been deemed unsuitable for the work release program and give them the reason for the rejection
- Inform the person they are required to turn themselves in at the CRF Facility on their stay date
- When the person has been found to be suitable the clerk will make an appointment for the person to enroll on the work release program and will obtain personal information from the person and enter the information in the work release program computer based management system

The information will include:

- Home address
 - Home phone number
 - City
 - Zip Code
 - State
 - Date of Birth
 - Spanish language
 - Gender
-
- The person will be told the date and time of their appointment and the information will be entered on the tracking sheet
 - The person will be told
 - The amount of the enrollment fee they will be charged for enrolling on the program
 - They will be required to bring the fee in a money order, cash will not be accepted
 - They need to bring a government issued photo identification
 - They will need three references with names, addresses and phone numbers
 - One person may live with them and have the same phone number
 - The other two references may not live with them or live together or have the same phone numbers
 - They will be told that if they have medical or mental health problems they may need to obtain a medical release prior to being accepted on the work release program
 - If the person advises the clerk of any pertinent information, the information will be entered on the tracking sheet
 - The clerk will then place the file in the appointment file drawer



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: Computing a new Release Date	NO: C-200
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-22-2013	REVISED: 11-01-2019

POLICY

The Work Release Program staff will ensure an accurate Release Date is calculated and entered into the CJIS system for a person placed in custody after failing the Work Release Program.

Procedure A: New release date

When a participant has been arrested for violation of program rules, a Re-Take Order or Work Release warrant a new release date must be computed. It is the responsibility of the deputy sheriff making the arrest to ensure that a new release date is computed in a timely manner.

- If a participant has less than three days left on the program, it is preferable that the arresting deputy sheriff compute the new release date prior to the end of their shift.
- If the participant being arrested has more than three days remaining on the program the computation can be referred to the clerical supervisor or a deputy sheriff assigned to compute new release dates.
- If it is a weekday and the clerical supervisor or a deputy sheriff assigned to compute new release dates will be available to compute the new release date the file may be referred to them for a new release date.
- If an arrest is made on a weekend, holiday or prior to a weekend and the clerical supervisor can not compute the release date, or a deputy sheriff assigned to compute new release dates is not available to compute a new release date, the deputy sheriff making the arrest will compute the new release date if the number of days is less than six days left on the program.

Procedure B: When a Work Release participant has been arrested

When a Work Release participant has been arrested for violation of work release program the following steps are to be completed (see C-150).

1. The clerical supervisor or deputy sheriff assigned to compute the release date will determine the number of days to be credited to the participant.

- Obtain the participants Promise to Appear if available
- Check and validate the participants workdays completed, noting completed & failed days by checking all resources, including: rosters, promise to appear work paper and/or call job sites
- No good or work time credits will be given for days completed on the Work Release Program
- If there is no documentation to support a failure to complete days of participation, credit will be given to the participant for the days.

2. Disqualify the participant from the program

- From the Work Release Program tool bar Click on File Maintenance
- Click on DQ a file, When there are multiple files, ensure each file is disqualified (See C-150).
- Enter the participants WRP number and “Enter”, The correct participants name should come up
- Click on DQ Screen
- Highlight date on (DQ Date)
- Enter date of Disqualification and “Enter”
- Arrow down to the reason of disqualification, highlight the reason and “Enter”
- At total days prompt, arrow down to status required, enter the option for each day, which needs to be changed. All Pending days must be changed to a Passed or Failed status.
- The options will be;
 - Pending
 - Reschedule
 - Failed
 - Passed
 - Cancel
- Click on the day you want to give this status to, (the days move to top of the list when clicked on)
- Conduct a review of the PTA’s, Rosters and note tracking sheets for errors regarding Passed and Failed days against the entries on the screen for accuracy.
- Make any corrections as needed ensuring each day has the correct status.
- Enter the booking number for this arrest in the comment field.
- When using rule violation number 26 “Other”, enter a comment in the comment field the actual reason for the disqualification.
- Hit the “Print” key then “Exit”.
- A letter will print out as well as a status report, destroy this status report (the status report will not be complete and a new one will have to be printed out).
- At the main menu click on Reports, Then click on Status Reports; enter the WRP number of the person you are disqualifying, “Enter”, The name of the

- participant will show.
- Click on print (a complete status report will print out). The number of days passed might be wrong. Compare the information on the status report with the information on the Disqualification letter. If the number of days passed are wrong, cross the printed number of days out and enter correct number of passed days.
 - Place the Disqualification Letter and status report in the person's file.
3. A release date must be maintained for a single file when a participant fails the program.
 4. A release date must be maintained for each file when there are multiple files and a participant fails the program.
 - When a participant has multiple files as directed under policy C-150 a release date will be computed for each file.
 - A hold will be placed in IMS for each disqualified file if needed and a release date will be computed and maintained for each failure.
 5. When the commitments are specified "consecutive" as per the court order the release dates will be computed to reflect the "consecutive" sentence.
 - A hold will be placed for each file if needed.
 - A release date will be calculated for each hold.
 - After computing the first release date make note of the suffix for that booking. When computing the additional release date that suffix will be used and imputed below the "days sentenced" in (IMMNTSNT) as the consecutive booking suffix. This will ensure the commitments are satisfied consecutively. The release date that appears should reflect a "date beginning" that is the day after the first commitment is satisfied.
 6. Make entries in CJIS system
 - Need current booking number with the hold number, write the number on the Disqualification letter on the upper right corner of the disqualification letter
 - On the disqualification letter in the WRP section write in "In jail"
 - On the Date line-enter the date the WRP hold was placed.
 - Log into CJIS system to obtain a release date.
 - a. Enter " IMMNTSNT " Inmate Maintain Sentence
 - b. Enter entire booking number including hold number /Enter
 - c. If CJIS has a problem in posting a new release date a manual calculation will need to be made, then call ITS to have them enter the new release date.
 - Check screen for
 - a. Booking number
 - b. Hold number
 - c. Court reference number " This is the Work Release number"

d. Name

- If information is not correct hit "F3" to start over
- Check the screen for date/time sentenced section, use information from same screen, booking date; add at least one minute to booking time

If completing entry on same day the hold was placed, use the correct date and use the correct entry time. This appears in the upper right corner of the screen.

1. Enter number of days owed on the court commitment less the credit by using the following formula.
 - Use the number of days assigned to the program and subtract the number of days completed to obtain the number of days left to be sentenced. Use the following example:

$$\begin{array}{r} \text{Days assigned} \qquad \qquad \qquad 88 \\ \text{Days served on program} \quad - \underline{9} \\ \text{Days sentenced} \qquad \qquad \qquad 79 \end{array}$$

2. When entering the date the person was booked on a date later than the booking date, use the actual booking date plus one minute to the booking time. Do not add the days in custody to the computation as the program will automatically make the adjustment.
3. If the hold is placed at a time latter than the actual arrest date, for other charges and you had knowledge of the arrest, but no hold was placed, ensure credit is given for days in custody by adding the correct number of days served in custody to the days completed on work release, excluding the day the actual hold was placed. Subtract that number from the original days assigned. The remaining balance will be the days remaining on the commitment, which will be served in custody and are to be entered as the number of days remaining on the court commitment. Do not change the disqualification letter number of days shown as completed on WRP.
4. Multiple commitments which are specified, as "consecutive" will need to be maintained using the booking suffix from the entry in IMMNTSNT. (The booking suffix is the two-digit number located after the booking number).
 - a. After the first release date has been entered the suffix number from that booking will be used in completing the next booking release date.
 - b. Process the next release date using prior steps and enter the suffix number from the first computation in the space under "Days Sentenced" labeled "Sentence will be consecutive to booking suffix". Enter
 - c. Once this step is completed the date displayed in the section "Date Beginning" should reflect one day after the release date from the first release date computed.
 - d. When there are additional release dates needing to be computed use each prior suffix when completing the entry.

- e. When there is a question regarding computing a release date, contact the work release supervisor or the Classification unit supervisor.
- Never enter any days in the "CTS" section / Enter.
- The printout should show "Change successful and "in the "Ending" section of the Printout will be the new release date.
- If the system fails to provide a new outdate contact ITS and they will enter the outdate you provide to them.
- On the bottom portion of the disqualification letter hand write in (O.D.) the new release date, the current date and your initials.
- In CJIS go to IMDSPREC Display Records screen.
 - a. Enter the booking number / Enter
 - b. Place an "X" on booking information / Enter.
 - c. When the Display Booking Information screen appears, make sure the screen with the WRP hold (4024.2c) is displayed. If not hit Shift F11 to go to correct hold screen. Print the screen and give the sergeant a copy of the printout for statistical information.
- Break down the persons Work Release file by
 - a. Place the Disqualification Letter on the top and staple all other items from the file behind the disqualification letter in a package.
 - b. Place the completed package in the clerks Arrest File tray.

Procedure C: Work Release warrant arrest

When a participant is arrested on a Work Release Program warrant: The Central Receiving Facility staff is to make notification to the Work Release Program clerical supervisor and the deputy sheriff assigned to compute new release dates. A new release date will be computed in a timely manner. When a participant is arrested on a Work Release warrant check CJIS to ensure the warrant has been served

- For a person who is a release from custody; in CJIS go to WADSPACT Warrant Display Active Warrants / Enter.
- Check for active warrants by using the persons Local Arrest Number
- Check the Candidate List; check the person space for Detail Candidate List for active warrant "*" the Warrant box.
- This shows the persons Work Release warrant and how the number was entered.
 - a. Print out the screen
- Go to CJIS screen WAMNTRV Warrant Service screen in the Served by Booking Number space enter " SO " to indicate a Sheriff Department Arrest then the new booking number include the hold number, the actual date, the actual time /Enter. Screen will show maintenance successful.
- Check WADSPACT to ensure the warrant has been served.
- Break down the persons Work Release file by
 - a. Place the Disqualification Letter on the top and staple all other items

- from the file behind the disqualification letter in a package.
- b. Place the completed package in the clerks Arrest File tray.

KERN COUNTY SHERIFF'S OFFICE

Work Release Program Policies and Procedures

TITLE: Medical Clearance

C-300

EFFECTIVE DATE: 03-13-06

REVISED: 11-01-2019

APPROVED BY: Lieutenant Cindy Cisneros

REFERENCE: [REFERENCES]

POLICY

The Work Release Program is a work program and as such, persons wishing to participate must be able to perform 8 to 10 hours of manual labor each assigned day.

DEFINITION(S):

Manual labor as it pertains to the Kern County Sheriff's Work Release Program is defined as physical labor in both an indoor and outdoor working environment. Typical activities include janitorial duties, gardening and grounds maintenance, and washing vehicles. Participants must be able to perform activities that require pulling, bending, using gardening implements, and lifting up to 50 lbs.

DIRECTIVE #1

The Interview Officer will evaluate every person wishing to participate in the program for physical and mental conditions which may preclude them from participation. The presence of medical or mental health conditions may require a release from a licensed medical professional. Work limitations may preclude applicants from participating in the Work Release Program.

Procedure A. Medical/ Mental Health Screening of Applicants

The Interview Officer will:

- Review each application for medical and/or mental health conditions prior to enrolling applicant.

- Have applicant sign a “Physicians Evaluation /Release Waiver,” to be placed in the applicants file.
- Require applicants with significant medical issues to provide a medical release on the provided form, signed by a medical professional.
- Review the completed medical clearance form for completeness and limitations.
- Contact the medical provider if questions arise regarding the legitimacy of the completed waiver.
- Place any completed medical waiver or other medical forms into a manila envelope. Fasten the envelope and mark with “confidential” in red ink.

Applicant will:

- Sign all medical waiver/releases.
- Provide medical release signed by a licensed medical professional when requested.
- Be responsible for all costs of obtaining medical release/waiver.

Failure of the applicant to complete any of the above items will cause the applicant to be ineligible to participate.

DIRECTIVE #1A

Information provided by a medical practitioner whether given or disclosed, is confidential. We, as its custodian, have a duty not to disclose this information to any third party. This includes Deputies, Detention Deputies, or other Peace Officers. Confidential information will only be released in response to a court order or in submitting the information to the District Attorney in a request for a criminal complaint.

DIRECTIVE #2

When a participant becomes ill or injured while participating in the Work Release program, they will immediately notify the work release office. When a participant is unable to participate in the program do to their illness/injury, they will provide a medical release from a licensed medical professional prior to continuing in the program.

Procedure A. Medical/Injury Issues during Participation

Any staff member who receives information regarding an ill or injured participant will:

- Immediately notify a compliance officer.
- Make a notation in the participant's file.
- Place any documentation provided in the participant's file.

Any compliance officer who receives information of a participant's injury/illness will:

- Contact the participant to obtain a prognosis on when the participant expects to return to full duty status.
- Notify participant of need for prognosis from medical professional.
- Evaluate the participant's suitability to remain in the program, taking into consideration:
 - Participant's history in the program
 - Length of time participant expects recovery to last.
- Place participant in medical status or disqualify the participant.
- Make notations in the participants file on situation and action taken.

The participant may be disqualified from the program if one of the following exists:

- The participant's medical condition cannot be validated.
- The medical condition will prohibit participant from working for over six weeks.
- The participant fails to provide requested documentation regarding their medical condition.
- The participant fails to contact or maintain contact with WRP staff, as requested.

- Participants not medically cleared for full duty within 6 weeks of injury/illness will be medically disqualified. The Work Release Program Sergeant may extend or reduce medical status length, with good cause.

When a participant is medically disqualified from the program, program staff will:

- Make a notation in the participant's file.
- Process disqualification.

When a participant is to be continued on the program, program staff will:

- Place the participant in medical status work site 999.
- Create promise to appear for 999 work site.
- Place all uncompleted days in "pending" status.
- Notify interview officer of the need for file monitoring.
- Audit medical status files, weekly, to maintain compliance and update status.

DIRECTIVE #3

Work site supervisors from non-Sheriff's Office work sites will complete a Work Release Program Incident report, notify a Program Compliance Deputy, and follow their department's policy on Workers Compensation reporting and benefits.

DIRECTIVE #3A

Work site supervisors at Sheriff's Office worksites will render appropriate medical aid, notify their Sergeant immediately, notify a program Compliance Deputy, and complete a Sheriff's Office Crime or Incident Report.

KERN COUNTY SHERIFF'S OFFICE

Work Release Program Policies and Procedures

TITLE: Work Site Supervisor Training

C-400

EFFECTIVE DATE: 03-13-06

REVISED: 11-01-2019

APPROVED BY: Lieutenant Cindy Cisneros

REFERENCE: [REFERENCES]

POLICY

In order to ensure the work site supervisors maintain work sites that are conducted in a professional and safe manner, training will be conducted covering the expectations, and rules of the program.

DIRECTIVE #1

[Type Directive Here]

Procedure A. Training Frequency

- New work sites and/or new work site supervisors will receive an orientation training class prior to participants being assigned under their supervision. The training will be provided by the Compliance Deputies.
- Periodic training will be conducted with all work site supervisors as deemed appropriate by the work site supervisors or the Compliance Deputies.

Procedure B. Training Content

The course content will include:

- Introduction of the History of the Work Release Program.
- Function of Compliance Deputies.
- Explanation of various aspects of program including:
 - Penal code sections.

- Definitions of Court Referral and Release from Custody Participants.
- Types of criminal charges of participants.
- Medical requirements, conditions, and obligations.
- Obligations of the Contractor as mandated by the contract.
- Exhibit A conditions.
- Attendance and work requirements.
- Proper clothing and safety requirements.
- Aiding participants who are injured or ill.
- Communication with the work release office.
- Maintaining a hostile-free work environment.
- Limitations of participants regarding equipment use.
- Review of forms and documents used by the WRP.
- Questions answered.
- Completion and signing of orientation training roster.



**KERN COUNTY SHERIFF'S DEPARTMENT
WORK RELEASE PROGRAM
POLICIES AND PROCEDURES**

TITLE: File Management	NO: D-100
APPROVED: Lieutenant Cindy Cisneros	
EFFECTIVE: 04-22-2013	REVISED: 11-01-2019

POLICY

Work Release Program staff will ensure Work Release Program Participant's files, computer database information and related documentation is maintained in an orderly manner, following established practices. Information contained in files, computer database and other documentation is to be maintained with confidentiality. Information regarding a Participant will only be provided to a Law Enforcement Officer conducting an investigation, a person conducting Work Release associated business or in obedience to an order of the court. No other person is permitted to receive information.

Definitions:

1. **PENDING FILES.** Persons referred from court to choose Work Release in lieu of jail time are considered 'court referrals.' When a person referred to the Work Release Program calls the Work Release office, certain information is obtained to make a file for that person. These files are called pending files and kept in particular file cabinet drawers located by the front desk labeled **PENDING FILES**. These files are filed alphabetically and kept in this location until the person calls the Work Release office to schedule an appointment.
2. **APPOINTMENT DRAWER.** Work Release participants and Work Release applicant's call to schedule appointments for several reasons including: the need to complete the enrollment process, the need to reschedule workdays for active Work Release participants, etc. These files are filed alphabetically in a particular drawer located at the front desk. This drawer is labeled **APPOINTMENTS**.
3. **APPLICATIONS AFTER LETTERS ARE SENT TO INMATES.** Persons in custody wanting to enroll in the Work Release Program in lieu of jail time send completed applications to the Work Release office. These applications, after completion, contain certain information needed to determine eligibility for the Work Release Program. After an officer reviews these applications and determines eligibility for enrolling in the Work Release Program, a letter is sent to the inmate telling them of their eligibility status. A copy of this letter is attached to the application and these applications are filed in a file cabinet drawer labeled **APPLICATIONS**. The applications are filed in

alphabetical folders.

4. **APPLICATIONS AFTER AN INMATE IS RELEASED FROM CUSTODY.** The applications of persons who are released from custody due to a Fed Cap release, or the actual day of their scheduled release date comes due, become null and void. These null and void applications are kept in a file cabinet drawer located by the front desk. This drawer is labeled **OUT OF CUSTODY APPLICATIONS**. The applications are filed in alphabetical folders.

5. **WALL FILE HOLDERS.** Sometimes a Work Release clerk encounters a problem that needs attention from a Deputy or an officer such as: a Work Release participant wanting to turn himself in, a Work Release participant who develops a long term medical problem, a Work Release participant who has missed several days without rescheduling, etc. The Work Release participant's file will be placed in the appropriate wall file located by the interview office. These wall files are labeled with the name of the individual Work Release employee.

6. **ROSTERS.** Work Release job sites are sent weekly rosters listing Work Release participants who are scheduled at that particular job site during that week. These rosters are signed by the work site employee/supervisor as to which Work Release participants worked or failed to work. These rosters are returned to the Work Release office after they are signed and completed. The returned rosters are kept in individual trays at the clerk's station. After the Work Release clerical staff processes these rosters, they are placed in file cabinet drawers located in the central filing area. These drawers are labeled **ROSTERS** and include the present year's date. Each job site has its own file in the Roster drawers for the rosters to be placed in. Each job site has a different number and is kept in the file cabinet drawers in numerical order. The completed rosters are filed with the most recent day on top and the next recent days in order after that.

7. **LAST YEAR ROSTERS.** The previous year's rosters are frequently needed for verification of Work Release participant's working or failing their assigned workdays. These rosters are filed in file cabinet drawers located in the central filing area. The drawers are labeled **ROSTERS** and include the previous year's date. Each job site has its own file in the Roster drawers for the rosters to be placed in. Each job site has a different number and is kept in the file cabinet drawers in numerical order. The completed rosters are filed with the most recent day on top and the next recent days in order after that.

8. **ACTIVE FILES.** After a court referred Work Release applicant or a released from custody Work Release applicant has enrolled in the Work Release Program, they are considered an active Work Release participant. These active Work Release participant's files are filed in drawers located in the central filing area. The drawers are labeled **ACTIVE**. These files are filed alphabetically.

9. **TIME SERVED BOX.** Completed Work Release participant's Promise to Appear documents are sent to the Work Release office by mail, fax or personal delivery. When a

completed Work Release participant's Promise To Appear document has been received by the Work Release office, the participant's file is pulled from the active drawer. The Promise to Appear document is placed in the Work Release participant's file and the complete file is placed in a box labeled **COMPLETED FILES**. These files will be processed at a later time.

10. **TIME SERVED FILES.** Files from the Completed File Box will be retrieved and processed in the computer database by the Work Release clerical staff as time served. A letter of the Work Release participant's completion of the commitment will be sent to the referring court and a copy of that letter will be attached to the Work Release participant's file. The file will be taken out of the file folder, stapled together and filed in file cabinet drawers located in the central filing area. The Drawers are labeled **TIME SERVED**. These files are filed alphabetically.

11. **DISQUALIFIED FILES.** Sometimes a Work Release participant is no longer eligible to remain in the Work Release Program for several reasons including: excessive absences with no contact with the Work Release office, poor work performance, failure to obey program rules, incidents and problems on the job site, arrested while participating on the Work Release Program, medical problems, etc. These Work Release participants are disqualified and a letter including the reason for disqualification and number of days the Work Release participant has completed on the Work Release Program is sent to the referring court. A copy of that letter is attached to the participants file. These files are taken out of the file folder, stapled together and filed in drawers labeled **DISQUALIFIED FILES**. These files are filed alphabetically.

12. **ARRESTS.** Sometimes a Work Release participant is arrested while active in the Work Release Program. The arrest could be by a Deputy Sheriff assigned to the Work Release office or by another peace officer. The Work Release participant's file will be disqualified and a release date will be computed and entered in the CJIS system. These files will be separated from the folder stapled together and filed in a filing cabinet drawer located in the central filing area. This drawer is labeled **ARRESTS**. These files are filed alphabetically.

13. **WARRANTS.** When a release from custody Work Release participant needs to be disqualified from the Work Release Program for reasons including: excessive absences with no contact with the Work Release office, poor work performance, failure to obey program rules, incidents and problems while at the jobsite. The Work Release Program is authorized to issue warrants for the arrest of this Work Release participant. The warrant is faxed to the Arrest Records Department. The original warrant is sent via inner-office mail to the same department. A copy of the warrant is placed in the Work Release participant's file and filed in a drawer of a filing cabinet located in the central filing area. The drawer is labeled **WARRANTS**. These files are filed alphabetically.

Procedure A: File Management.

Files are not to be taken from the Work Release Office. The only exception to this will be when staff is in the process of completing the enrollment procedure and the person is a “Release From Custody”.

- When information is needed at a location other than the Work Release Office the staff member needing the information may request the information be provided to them by phone, fax or by taking a photo copy of the required information contained in the file with them when leaving the office.
- Generally files will be maintained in the central file room. They will be filed in the proper location depending on their status and are to be filed in alphabetical order. The center filing cabinet’s top drawer contains four filing areas;
 - a. Work Site number 990 “Metro non-compliant”. (See B-300, Procedure F).
 - b. Work Site number 995 “Outlying non-compliant”. (See B-300, Procedure F).
 - c. Work Site number 999 “Medical”. (See Policy C-300).
 - d. Files Needing Attention. These files will be managed using the following parameters;
 - These files are those which have been determined to require various types of follow up actions in order to resolve issues. Staff may elect to move a file to this location or leave the file in the active file location.
 - When a file is to be filed in a different file location a green label will be placed on the upper front flap of the file with the name of the new/current filing location written on the label. When the file is disqualified or moved to the active files the green label is to be removed from the file.
 - Participant’s files and the information data in the work release computer management system are to be maintained in a timely manner.
 - Participant’s files are to be maintained in their proper filing location. They are not to be maintained in a personal filing location. This does not apply if the file is currently or actively being worked on. If an active or ongoing investigation is being conducted the file may be out of file.
 - When files are removed from the active file drawer the staff member removing the file will complete an “Out of File Card”. The information to be entered on the card will include Date removed, staff member’s name, Participants name, Work Release number, location of file if it is not in another filing location or if it is filed in a different filing location.
 - When a file is returned to the active file drawer, or when a file is time served or disqualified the “Out of File Card” is to be removed from the active file drawer by the person.

A. The interview Officer will:

1. Conduct a weekly audit of the Files Needing Attention location.

2. Notify the Compliance Deputies of participants who have been in the Files Needing Attention location for an extended period of time, at the completion of the weekly audit.