

KERN COUNTY SHERIFF'S OFFICE

WORK RELEASE PROGRAM

RULES AND REGULATIONS

READ AND INITIAL EACH RULE; SIGN SECOND PAGE OF RULES

- _____ 1. You must report in accordance with the dates, times, and locations agreed to in contract. You may not fail to appear for your work assignment for any reason, other than a medical emergency, death in the immediate family, and Probation or Court appointments. A licensed physician **MUST** verify any medical emergency. A photocopy of the death certificate must verify death in the family. Employment conflict, no babysitter, no ride, etc., are **NOT** valid excuses. If you fail to appear for your work assignment, you must call the Work Release Program office, at 661-868-5501, as soon as possible. You must schedule a new interview and bring verification of your reason for absence to the Interview officer.
- _____ 2. You must report to the designated work site on the date and time assigned. If you are late you must reschedule.
- _____ 3. You will not report to a work site other than the designated work site on your Promise to Appear contract, unless authorized by work release staff.
- _____ 4. To receive a day of credit toward your court commitment, you must complete a minimum of 6 hours of work, but no more than 12 hours.
- _____ 5. Transportation to and from the designated work site shall be your responsibility. Do not drive without a valid driver's license. A restricted driver's license does not permit driving to Work Release sites.
- _____ 6. Insubordinate behavior toward your work site supervisor will not be tolerated.
- _____ 7. You must perform your assigned work tasks.
- _____ 8. You must make every effort to get along with other participants; no arguing or fighting is permitted.
- _____ 9. Wear suitable clothing and shoes for current weather conditions, outdoor work, and manual labor.
- _____ 10. Clothing, jewelry, accessories shall be appropriate as determined by Work Release management and worn in a manner that provides a safe environment for the participant and others.

PROHIBITED CLOTHING: Shorts, capri pants, sweatpants, leggings, pajamas, tank tops, halter tops, sleeveless shirts, sandals, or open-toed shoes.
- _____ 11. You are required to wear the provided designated Identifier or clothing "orange vest" at all times.
- _____ 12. You are to provide your own lunch. No food will be provided at the work site.
- _____ 13. You may not possess the following items: weapons, alcohol, prescription drugs (which affect performance), non-prescription drugs, or electronic games or devices. No pornographic material is allowed.
- _____ 14. Sexual harassment will not be tolerated. Examples of sexual harassment include:
 - ❖ Unwelcome sexual advances, requests for sexual favors, or hugging
 - ❖ Verbal or physical conduct of a sexual nature
 - ❖ Direct or indirect pressure for dates and/or sexual activity

- ❖ Pinching, patting, leering, gawking
- ❖ Sexual jokes or cartoons
- ❖ Posting or circulating pornographic material(s)

- _____ 15. Harassment of others will not be tolerated. Examples of harassment include:
- ;• Racial jokes or cartoons
 - ;• Abusive or foul language
 - ;• Offensive reference to handicaps
 - ;• Derogatory remarks regarding a particular religion
- _____ 16. You will not be permitted to have visitors or make personal telephone calls while at the work site.
- _____ 17. You will not be permitted to communicate with anyone at work site other than your supervisor or other workers.
- _____ 18. Do not report under the influence of alcohol or drugs.
- _____ 19. Sleeping when at the work site is not permitted.
- _____ 20. You are not permitted to enter into any business dealings with other participants or staff members of the contract agencies.
- _____ 21. You are required to notify the Work Release office of any change(s) in the information required on the program application or any modifications to court commitments, any new court cases, or new court commitments. This includes phone numbers, addresses, and emergency contact information.
- _____ 22. If you are arrested while on the program, you may be excluded from the program or taken into custody.
- _____ 23. Violation of any of the rules may result in one or more of the following:
- ❖ Your immediate removal from the Work Release Program and incarceration in jail
 - ❖ Violation of your terms of probation
 - ❖ Notification to the court of your violation of the commitment
 - ❖ Filing of new misdemeanor criminal charge(s)
- _____ 24. **YOU MUST KEEP THE PROMISE TO APPEAR AND CARRY IT TO THE WORKSITE. HAVE THE PROMISE TO APPEAR INITIALED BY THE WORK SITE SUPERVISOR EACH WORKDAY. Do not let the supervisor keep the promise to appear. Bring the original to the office with you.**
- _____ 25. **AFTER COMPLETING THE PROGRAM, BRING YOUR COMPLETED PROMISE TO APPEAR.**

Acknowledgement of receipt of rules, signed _____ Date _____

Signature of office, signed _____ ID# _____ Date _____