

WORK RELEASE INMATE RULES OF CONDUCT

Inmates in the Ada County Work Release Center (WRC) are subject to all federal and state laws, and the rules and regulations of the Ada County Work Release Center. Violation of laws or rules may result in disciplinary action. An inmate who commits an act that is a criminal offense may be administratively disciplined in the Work Release Center or jail, even though the charge may or may not be criminally prosecuted. In every case, inmates who are disciplined will have the right to appeal the decision of the discipline officer, if they feel they are being punished inappropriately. Inmates who violate the terms of their contract with the Work Release Center will be removed immediately from the Work Release Program. Inmates who commit Class III prohibited acts may be moved to the main jail immediately. Inmates may be held civilly liable for damage they cause while incarcerated in the Work Release Center. This includes not only damage done to private property of other inmates, but to County property as well. The hearing officer must find substantial evidence that an inmate violated Work Release Center rules but it is not necessary to prove guilt beyond a reasonable doubt.

INMATE PERSONAL PROPERTY

Each inmate should come to the Work Release Center with a minimum of seven (7) days of clothing. Personal property will not be accepted at the front window. Inmates should limit the amount of items brought to the Work Release Center due to the limited space available to them.

Inmates will not be allowed to take large bags in and out of the Work Release Center. Inmates may take laundry and other large items out on their scheduled free time. Below is a general list of items allowed or not allowed at the Work Release Center, however, it is the officer's discretion on what may or may not be taken into the dorm and the amount.

Items allowed in the Work Release Center

1. Personal clothing needed for employment
2. Toiletry items needed to maintain a neat appearance (with the exception of glass containers which must be kept in the dress down locker)
3. Battery operated CD or cassette players with headphones
4. Paperback books (limit 5)
5. Magazines (non-pornographic or otherwise potentially offensive; limit 5)
6. CD's or cassettes (limit 5)
7. Wash cloths and towels (Solid, non-white, colors only)
8. Prescriptions and over-the-counter medications in their original, unaltered containers (all medication is to be kept at the officer's desk)
9. Sunglasses and hats will be allowed but they must be stored in the dress down locker assigned to the inmate
10. Personal alarm clock (battery operated or wind up)

Items not allowed in the Work Release Center

1. Cell phones
2. Tobacco or tobacco products
3. Matches/ lighters of any kind
4. Any personal bedding
5. Cord operated appliances, with the exception of electric razors, hair dryers and curling irons
6. Glass containers
7. Glass picture frames
8. Suitcase or luggage bags that cannot be folded and stored in a locker
9. Clothing offensive to any person or group of persons
10. Pornographic or otherwise potentially offensive material
11. TV's, laptop computers, cameras of any kind or video games
12. Over-the-counter products containing alcohol (cold medications, mouthwash, etc.)
13. Over-the-counter medications containing ephedrine or psuedoephedrine
14. Chewing gum of any kind
15. Aerosol spray cans
16. Vitamin supplements
17. Illegal substances
18. Alcohol
19. Nail Polish

It is the inmate's responsibility to keep his or her property locked in one of the two lockers assigned. The Work Release Center is not responsible for lost or stolen items.

ADDRESSING STAFF MEMBERS

All inmates will address staff members by their rank or title using last names only. For instance the following titles are appropriate: Captain, Lieutenant, Sergeant, Deputy, mister, ma'am, sir, or officer. These may be used alone or coupled with the person's last name, such as Sergeant Jones or Deputy Smith. Inmates may not address staff members by nicknames or first names. In turn, jail staff will speak in a respectful and dignified tone when dealing with inmates.

HOUSEKEEPING RESPONSIBILITIES

Each inmate in the Work Release Center will be responsible for keeping his or her sleeping area neat and clean. He or she will also be responsible for cleaning up after him or herself throughout the building. Each inmate will be assigned an individual chore. Each inmate will complete his or her chore in a timely manner. Inmates who do not keep their areas clean and neat or complete their chore will be subject to disciplinary action.

Individual responsibilities. Each inmate shall be expected to do the following each day.

1. Store all property in one of the two lockers provided
2. Bunks must be made prior to morning and evening headcount and when not occupied
3. Each inmate will take at least one shower per day
4. No items will be attached to the walls, bunks or exterior of lockers
5. Each inmate will wipe down all surfaces adjacent to his or her sleeping area
6. No inmate will peel paint, write or scratch on any surface
7. While sleeping one pair of shoes may be neatly placed under the inmate's bunk. The top of the inmate's locker may be used for resting eyeglasses and alarm clock only. No other items will be left out.
8. Daily chore: Morning chores must be completed by 7:30am, evening chores by 7:30pm and late night chores by bedtime.

Inspections: To ensure an orderly facility deputies will be required to conduct inspections on a routine basis.

1. During morning and evening count at which time deputies will look over the inmate's living area to determine if it is being kept in accordance with policy
2. Sunday morning super clean will be conducted where all inmates will participate in cleaning the dorm area. Inspection of the entire facility will be conducted prior to personal time.
3. Inspections may be done during well being checks or any other time.

PERSONAL TIME/ FREE TIME

All Work Release inmates who are in good standing, who have been in the Work Release program and have been employed for a minimum of six (6) days will be allowed three (3) hours of personal time. Personal time will be held from noon until 3:00p.m. on Sunday of each week. Inmates will be released from the Work Release Center to conduct personal business such as personal visits and filling up their vehicles with gasoline. During personal time inmates will not violate any laws, consume any intoxicants and must remain in Ada or Canyon County. **Personal time is a privilege.** Inmates returning late from personal time will be subject to disciplinary action.

When a schedule change occurs, no inmate shall have two scheduled personal times within a seven-day period.

When an inmate's day off falls on another day, other than Sunday, their personal time will be adjusted accordingly and will be scheduled during the hours of noon to 3:00pm.

Inmates who have been court ordered to attend rehabilitation programs away from the Work Release Center will be required to obtain a special purpose pass to do so. Time to attend the programs may be taken off of the inmate's free time.

INMATE PARKING

Inmates who wish to drive must have the following.

1. Current valid driver's license
2. Current valid registration for the vehicle they wish to drive
3. Current proof of liability insurance for the vehicle they wish to drive

Work Release inmates will park their vehicles in the parking lot to the north of the Work Release Center. Inmates will not use the restricted parking lot in front of the Work Release Center. The Sheriff's Office accepts no responsibility for theft or damage to vehicles parked in the Work Release Parking Lot.

Inmates being picked up and dropped off must use the turnout on Barrister or the Public Safety Building parking lot.

TOBACCO

The Work Release Center is a non-smoking facility and you may not smoke or consume tobacco products in any form in, around, or adjacent to the Work Release Center. You are encouraged to do your smoking at work and you must leave your tobacco products in your vehicle or place of employment. Tobacco products will not be brought into the Work Release Center or on its premises. IF YOU ARE CAUGHT IN POSSESSION OF TOBACCO PRODUCTS OR ACCESSORIES INSIDE THE WORK RELEASE CENTER, YOU ARE SUBJECT TO IMMEDIATE REMOVAL FROM THE WORK RELEASE PROGRAM AND/OR DISCIPLINARY ACTION.

MEALS

Breakfast

Cold breakfast will be served at the Work Release Center six (6) days a week. Breakfast on these days will consist of cold cereal, milk, toast, and fruit. Saturday morning an enhanced breakfast will be served. Breakfast will be served from 6:00am to 6:30am.

Lunch

Lunch will consist of a bagged lunch.

Dinner

Each night a hot meal will be served from 5:00pm to 6:00pm. The menu will be at the option of the main jail.

Food consumption

All meals and snack food items will be consumed in the dining and dayroom areas only. Breakfast, lunch and dinner will be eaten at the tables in the dining area. Each inmate will be responsible for returning trays and eating utensils to the serving trays.

Inmates who are at work during meal times may request a tray or sack lunch from the officer on duty within an hour of their return, depending on food availability.

Food storage

No perishable items will be allowed into the bunk area. Only sealed, non-perishable items will be allowed to be stored in the bunk area. The refrigerators in the kitchen area are not for inmate's personal use.

COMMISSARY

Placing Funds on Commissary

Inmates may place money in their commissary account at the front desk at the Work Release Center. Only money orders or bank cashiers checks will be accepted (Cash will not be accepted).

Time Limits for Eligibility

Funds must be placed into your account 48 hours before your dorm or cell is scheduled to receive commissary, excluding weekends and holidays.

Procedures for members of the public to leave commissary funds for inmates are as follows:

- Cash will not be accepted.
- Only money orders or bank cashier's checks will be accepted.
- Receipts will not be given for commissary funds. The money order or cashier's check stub will serve as your receipt.
- Commissary funds are to be submitted in a sealed envelope addressed to the inmate who is to receive the funds. The envelope must include the name of the person funding the account, and the envelope must be placed in the drop box provided.

Receiving Commissary Items

Commissary is normally provided on a weekly basis. A form listing items available and commissary balances will be provided to each eligible inmate.

Commissary will not be provided on days which fall on Ada County observed holidays.

Packaging to be destroyed

All commissary packaging is to be thrown away once the item has been used.

Packaging includes bottles, Styrofoam cups, and wrappers.

Paper bags that are provided to transport commissary items are to be turned in to the Dorm deputy upon returning to your dorm or cell.

You are not permitted to re-use Styrofoam cups.

Restrictions on Commissary Use

No inmate shall borrow, loan, trade, recompense, or otherwise barter for commissary items.

SEARCHES

The Work Release staff has absolute authority to search any inmate's clothing, person, locker or property at any time. Searches will be conducted for contraband or any other item that could disrupt the security and orderly running of the Work Release Center.

SPECIAL PURPOSE PASSES

Special purpose passes are designed to allow an inmate time to cash payroll checks, make court appearances, medical and dental appointments or to pay fines at the Ada County Courthouse. The special purpose pass must be applied for three (3) days in advance, excluding Saturdays, Sundays, and holidays. Work Release Coordinators will authorize special purpose passes. All medical and dental appointments will be made during work hours (8-5). Shift sergeants can authorize special purpose passes in cases of immediate medical emergency after business hours.

MEDICAL

Work Release inmates are responsible for their own medical care. If an inmate must see a medical professional, he or she must apply for a special purpose pass. In the event of an emergency where an inmate must seek unforeseen medical help, he must notify the Work Release Center. The Work Release Center must be notified as to the type of illness or injury and the location of treatment. In all cases where an inmate is to seek medical treatment, the medical provider will be contacted by the Work Release Center and advised that the inmate, not the Sheriff's Office, is responsible for financial arrangements. Inmates on any medication will have the medication held at the officer's desk. All medications shall be in their original and unaltered containers.

EMERGENCIES IN WORK RELEASE

In the event of an emergency, whether fire or other emergency, and it has been determined that the building must be evacuated all inmates will assemble at the grassy area east of the Work Release Center by the county maintenance shop. Inmates will group themselves by dorm assignment. Inmates will remain in this area awaiting further orders from staff. Inmates leaving the immediate area will be considered escapees and will be prosecuted.

PHONE

The dorm phones have been switched to the commissary debit account system. You may purchase phone time from commissary after depositing funds in your commissary account using usual procedures (Separate money orders or cashiers checks accepted at the front desk for commissary account deposit). As usual at the main jail, 24 hours a day, 7 days per week, 365 days per year, family or friends may also deposit funds on the inmate's commissary account that may be applied by the inmate to phone service. Inmates, their families or friends may set up phone accounts (to 1 specific phone number) directly with INMATE CALLING SOLUTIONS (ICS) 24 hours per day, 7 days per week, 365 days per year, by calling 1-800-506-8407. Phone payments directly to ICS may be made by credit card, debit card, Western Union, or Moneygram Express. Funds deposited directly to ICS will be available within 1 hour of time of deposit.

The Work Release Staff **will not** accept or make phone calls for inmates nor will they pass messages to inmates.

STANDING COUNT

Headcount will be conducted twice during the day. Head count will be at 0545 am and then again around 7:15pm. During standing count inmates will quietly stand fully dressed at the end of the bunks. Inmates will state their last name and bunk number. Inmates will remain at the end of their bunks until count is cleared.

Inmates returning to the Work Release Center after midnight may remain sleeping and are not required to stand for morning headcount.

TELEVISION

Television hours for the Work Release Center will be from 9:00am to 10:30pm Sunday through Thursday. Friday and Saturday television time is extended to midnight. The television may be turned off during super clean or other group activities if the TV interferes with the program or activity.

TRAVEL TIME

The time you are allotted for travel and work is for that purpose only. If you have extra time to loiter, your travel time will be reduced accordingly. If you are dropped off or drive your own vehicle you must return immediately to the Work Release Center. You are not to stop at any unauthorized location during travel to or from work. Violation will result in removal from the program.

INMATE EMPLOYMENT REQUIREMENTS

Work Release inmates are in the constructive custody of the Ada County Sheriff's Office even when they are at their place of employment. All employment must be in Ada or Canyon County. Inmates may not leave Ada or Canyon County for any reason while on Work Release. Inmates may not work for family members, except with special administrative permission. Working out of someone's home, self-employed or in an establishment in which the primary source of income is the sale of alcoholic beverages is prohibited. Work Release inmates must be supervised at all times while working. Inmates may not work for cash compensation only and may not volunteer their time or work for compensatory time. Inmates will be subject to constant scrutiny by the Sheriff's Office even in the work place and will be subject to the following rules:

Work plan

Each Work Release inmate will submit a work plan to the Work Release Coordinator for approval. This plan accounts for your time and location during your working days and off days. Inmates who cannot be located at their place of employment will be removed from the Work Release Program. Inmates must be available by phone or pager at all times during their workdays. All changes will require one (1) week notice and only in extreme cases will more than one schedule change take place during an inmate's stay.

Daily job location sheets

Inmates who are required to complete a daily job location sheet are inmates who go to different job sites daily or weekly, different job locations in a day, or their hours change weekly. The following information is required on each sheet:

1. Street address of job location including (if applicable) block and lot number
2. Exact time at each location
3. Date of work
4. Signature
5. Map of all job locations

All required data will be complete, up-to-date and submitted to staff prior to leaving for work each day. Inmates will not be allowed to deviate from their submitted job location sheet once they leave the Work Release Center.

**Generally, persons employed in delivery and car sales, which require test-driving are not permitted in the Program; however upon mutual agreement and on a case-by-case basis, the ACSO will place Inmates with delivery jobs and car sales with test driving on an Electronic Monitoring program provided the Inmate pays electronic monitoring fees. Failure to do so will result in immediate removal from electronic monitoring and, at ACSO election, the Program.

Inmate time card

All inmates will have a time card held at the officer's desk. All inmates are responsible for clocking in and out on time on their card. Anytime an inmate leaves from or returns

to the Work Release Center they will be required to document the change in status on their time card.

Work place visits and phone calls

The Sheriff's Office will visit or call work release inmates at their place of employment on a regular basis. Employers and supervisors should be advised by the inmate to expect these visits. If an inmate has an employer who is uncooperative or inhibits these checks, the inmate will be removed from the Work Release Program until a suitable job is secured.

Inmates **will not** have personal visits at their place of employment. **In cases of emergency** inmates may have family members drop items off at their place of employment, but they must leave immediately.

Maximum work time

Inmates will be permitted to be gone from the Work Release Center a maximum of six (6) days a week, twelve hours per day not including travel time. Inmate's current pay stub may be monitored from time to time to verify hours worked. If inmates find their workday ending early, they must return to the Work Release Center immediately.

Holidays

If an inmate is required to work on any of the four holidays listed below, they must submit a letter on company letterhead, from their work supervisor seven days prior to the holiday. A business or organization that as a matter of policy operates on the holiday also must employ them. Each request will be handled on a case by case basis. Recognized holidays are as follows:

1. New Year's Day
2. Independence Day
3. Thanksgiving Day
4. Christmas Day

On all other holidays inmates will not be allowed to leave the Work Release Center unless the entire organization is opened and everyone is working. It is the responsibility of the inmates to verify if everyone will be working.

1. Martin Luther King Jr. Day
2. President's Day
3. Memorial Day
4. Labor Day
5. Veteran's Day

Loss of employment

Any inmate who loses employment is obligated to report their loss of employment to Work Release Staff. Inmates who lose their job through their own fault will be removed from the Work Release Program. If an inmate is laid off they will be allowed one (1) week job search. Work search will be conducted during regular business hours (8:00am to 5:00pm) Monday through Saturday only. Inmates who fail to report the loss of employment or leave the Work Release Center under the pretext of having employment when they do not will immediately be remanded to the main jail without work release privileges.

Work Release Fees

All Work Release fees must be paid at least one week in advance; inmates on the Work Release Program will be charged \$25.00 per day. It is the inmate's responsibility to see that the fees are paid and not the Work Release staff's duty to find the inmate to collect. When an inmate leaves the Work Release Center without paying fees by the morning of the due date, it will be a violation of the Work Release Contract. All fees will be paid with a money order, or cashier's check (payable to Ada County Sheriff). Only the exact amount will be accepted. No cash will be accepted. Fees will be paid by 12:00pm (noon) or before the inmate goes to work which ever comes first. Failure to comply may result in removal from the Work Release Center program.

BICYCLES

A bicycle rack is available on the southeast corner of the Work Release Center. All Work Release inmates who choose to use a bicycle as a mode of transportation must store their bicycles in this rack while at the Work Release Center. Every inmate must provide a lock to secure his or her bike. The Sheriff's Office accepts no responsibility for theft or damage to bicycles.

LAUNDRY

There is a coin operated laundry facility located at the Work Release Center. This facility will be available to Work Release inmates during the following hours:

1. Males: 2:00pm to 10:00pm Monday, Wednesday, Friday
2. Females: 2:00pm to 10:00pm Tuesday, Thursday, Saturday

On Sundays, the laundry facility will be available to inmates from 12:00pm to 10:00pm on a first come first serve basis. At no time will male and female inmates do laundry at the same time.

Inmates will be issued clean linen every Saturday morning.

ALCOHOL/DRUG CONSUMPTION

No inmate in the Work Release Program will consume alcohol or drugs in any form, with the exception of over-the-counter or prescription medications as prescribed to them by a licensed physician. Over-the-counter medication may not contain any alcohol. Inmates will be subject to random drug and alcohol tests. Inmates who fail the test will face disciplinary action. Any inmate who refuses to submit to these tests will be immediately removed from the Work Release Program and remanded to the main jail.

DRESS CODE

Inmates in the Work Release Program will be allowed to wear their own personal clothing, however, they will be required to conform to a dress code. The following regulations will be enforced:

1. Inmates entering the Work Release Center with dirty, soiled, or offensive smelling shoes or clothing must remove them and place them in their dress down locker.
2. Inmates must be dressed at all times except when sleeping, showering or changing clothes.
3. The following are prohibited inside the administrative and living areas:
 - a. Shorts
 - b. Tank tops, short cropped or sleeveless shirts
 - c. Any clothing without a hemmed edge or seam
 - d. Any item of clothing that is dirty or in need of washing
 - e. Headgear
 - f. Any clothing deemed inappropriate by Work Release Staff.
4. Inmates must wear footwear at all times and every inmate must provide a pair of shower shoes
5. Beards and mustaches will be accepted only if kept groomed and are neat in appearance. Hair will be kept groomed, male inmates having long hair will keep it clean and tied back in a ponytail.
6. No piercings of any kind will be allowed inside the dorm. Piercings must be left in the dress down locker.

SCHEDULE OF ACTIVITIES

Lights on:

Monday through Friday

5:30am

Saturday, Sunday, and Holidays

7:30am

Lights off:	
Daily	9:00pm
Headcount:	
Monday through Friday Mornings	6:00am
Saturday, Sunday, and holidays Mornings	7:30am
Daily Evening	7:30am
Bedtimes:	
Sunday through Thursday	10:30pm
Friday and Saturday	12:00am
Breakfast:	
Monday through Friday	6:00am
Saturday and Sunday	7:30am
Lunch:	
Daily	11:00am
Dinner:	
Daily	5:00pm

VIOLATION OF CONTRACT

The following acts are violations of your contract with the Work Release Center. Violation of the contract will result in your immediate removal to the main jail from the Work Release Center without a hearing. You may appeal to the on duty sergeant.

1. Violating any federal or state law.
2. Lying or providing a false or misleading statement to a staff member.
3. Manufacturing, possessing and/or consuming an intoxicant.
4. Failure to submit a urine sample as instructed for random drug testing.
5. Illegal use or possession of a controlled substance while in the Work Release Program (IC 37-2732)
6. Illegal use or possession of prescribed medication while in the Work Release Program.
7. Failure to be at a designated location according to submitted and approved special purpose passes or approved emergency location.
8. Failure to be at a designated location according to submitted and approved work schedule.
9. Reporting to Work Release with any trace of alcohol or drugs in your system.

10. Conspiring to commit escape.
11. Any use and/or possession of any tobacco product within the Work Release Center.
12. Any use and/or possession of any cellular phones or pagers within the Work Release Center dorm area.

PROHIBITED CONDUCT

The following acts are violations of the rules of the Ada County Work Release Center.

CLASS III PROHIBITED ACTS

1. Three (3) class II violations in three months.
2. Alter/Dismantle a shaving razor
3. Assault/Battery on an inmate
4. Assault/Battery on staff or visitor
5. Climbing/Damaging recreation yard fences/walls
6. Damaging/manipulation/altering locks
7. Damaging jail property
8. Disrespect to staff or visitor
9. Disrupt court proceedings
10. Engaging in gang activity (possessing gang writing, signing, using gang terms/colors)
11. Escape (not a walk-away)
12. Fail to obey verbal or written orders
13. Fail to return to jail work release/furlough etc.
14. False report of emergency/misuse of emergency button
15. Fighting or inciting a fight
16. Horseplay or being loud in transport vehicles
17. Incite/participate in a riot or demonstration
18. Inflicting injuries to self
19. Interfere with count
20. Making plans or attempting to escape
21. Manufacture or solicit a weapon
22. Manufacturing/possessing intoxicants
23. Misuse of any equipment
24. Piercing body and body piercing plugs
25. Possession of a weapon
26. Possession of another inmate's property
27. Possession of damaged jail property
28. Possession of jail keys or any device for manipulating locks
29. Possession of staff property
30. Possession of unauthorized medication; 2 or more doses
31. Reckless endangerment of self/others
32. Referring to another using a racial slur
33. Refusing blood draw (IC 39-604)

34. Refusing to submit DNA sample (IC 19-5512)
35. Removing or attempting to remove, not submitting to restraints
36. Retaliation against another inmate who reports sexual harassment
37. Sexual contact or attempted sexual conduct of any nature
38. Sexually harassing any inmate or staff member
39. Tampering with fixtures/lights/phones/sinks/toilets/etc.
40. Tampering with food
41. Tattooing in jail
42. Testing positive for drugs and/or alcohol
43. Threatening to injure someone
44. Unauthorized communication with members of the opposite sex (written, verbal or otherwise)
45. Violate any state or federal law
46. Work Release violations
 - a. Possession of any communication device inside the work release dorms (cell phone, pager, two way radio, etc)
 - b. Counterfeiting, forgery or unauthorized reproduction of any document, article of identification, money or official paper.
 - c. Using the telephone or mail to harass or annoy any person with unwelcome correspondence or contact
 - d. Leaving a dorm, place of assignment or other appointed place without permission
 - e. Attempting to bribe any WRC staff member
 - f. Failure to return on time from work
 - g. Failure to provide daily or weekly work schedule and job location
 - h. Providing jail inmates with items not issued through jail channels
 - i. Possession of lighters, matches or any incendiary device
 - j. Setting or attempting to set a fire

Commission of a class III act could result in:

1. Immediate removal from the Work Release Program and placement in the main jail with twenty-three (23) hour lockdown, not to exceed thirty (30) days
2. Loss of free time
3. Loss of work day or days
4. Extra duty

CLASS II PROHIBITED ACTS

1. Three (3) class I violations in three months
2. Abusing the grievance process by repeatedly grieving the same answer
3. Aiding in the commission of a rule violation
4. Being in an unauthorized area
5. Defacing or altering cell (dorm) appearance
6. Disrespect another inmate

7. Fail to follow medical orders
8. Fail to perform assigned duties
9. Fail to return/ possession of an unauthorized razor
10. Fail to shower or keep clean
11. Fail to swallow medication immediately
12. Faking an injury or illness
13. Hoarding medication dosages (less than 2 doses)
14. Lying or making a false statement
15. Misuse of county property
16. Misuse of telephone
17. Removing posted notices
18. Stand/Sit/Lay on another inmate's bunk
19. Stealing or misappropriating food items
20. Touching another inmate
21. Violation of general conduct
22. Wearing unauthorized headgear
23. Work release Center Violations
 - a. knocking on windows, walls or other areas of the WRC to gain the attention of inmates or the public
 - b. possession of pornographic material
 - c. loitering in vehicles, across the street or anywhere in the vicinity of the parking lot
 - d. violating any other WRC rule not specified

Commission of a Class II act could result in:

1. Loss of privileges for 36 hours but not more than seven (7) days
2. Loss of free time
3. Loss of workday or work days
4. Extra duty
5. Removal from the Work Release Program and placement into the main jail

CLASS I PROHIBITED ACTS

1. Any unauthorized activity after lights out
2. Crossing the red line (officer areas) without permission
3. Exercising after lights out
4. Fail to address staff properly
5. Fail to be completely dressed
6. Fail to eat in authorized area
7. Fail to keep items in bunk bins, drawers or lockers
8. Fail to make bunk when not occupied
9. Fail to put garbage in receptacles
10. Getting into another's bunk, bin, drawer or locker
11. Making loud or disruptive noises

12. Possession of excess amounts of books (5<), magazines (5<), newspapers (3<), CDs or cassettes (5<)
13. Possession of jewelry including homemade (excluding watches and wedding bands)
14. Possession of unauthorized food
15. Sitting on stairs, tables or leaning on rails
16. Throwing any object
17. Unauthorized running in dorm
18. Use any item not authorized as a cup
19. Using kites for other than intended purpose
20. Work Release Center Violations:
 - a. Possession of unauthorized clothing
 - b. Using abusive or obscene language
 - c. Possession of WRC/Jail property not specifically issued (IE Extra bedding)
 - d. Covering any light/ air vent
 - e. Failure to clock or sign in from or out to work or personal time
 - f. Any WRC violation not specifically noted

Commission of a class I act could result in:

1. Loss of privileges for less than 36 hours
2. Loss of free time
3. Loss of work day(s)
4. Extra duty

Disciplinary action could result in the loss of any of the following:

1. Telephone calls (except attorney)
2. Free time
3. Program attendance including Bible study (but not church services)
4. Jail library books, magazines and all other reading material except legal documents and religious books, such as the Bible. (If removed from the Work Release Program)
5. Personal visits (if removed from the Work Release Program)

Group Disciplinary Action

An entire group will not be deprived of privileges. However WRC staff may turn off the television and/or the telephone for the following reasons:

1. A riot/disturbance
2. Destruction of WRC property
3. Failure to keep common areas clean
4. Any action which disrupts the orderly running of the WRC.

HEARING REQUIREMENTS FOR CLASS III ACTS

When any Ada County Work Release Center staff member has knowledge of a Class III prohibited act being committed or having been committed, he/she shall take immediate action to rectify the situation which may include segregation and/or immediate removal of the offending inmate to the main jail. If the inmate committed a specific Class III prohibited act and if the act constitutes a security risk, the inmate may be placed in a maximum-security area and on 23-hour lockdown. No other privileges shall be taken away until the inmate has a hearing, if he/she requests one. An inmate must request a hearing within 24 hours of notification of the intent to take disciplinary action. Work Release inmates will be suspended from Work Release status pending a hearing, if one is requested.

An inmate who requests a hearing will have the opportunity to testify. In situations when immediate action such as a lockdown or loss of privileges has occurred, the hearing must be conducted within one hundred and twenty (120) hours (five days) of the inmate being served with the Notice of Intent to Take Disciplinary Action, excluding holidays and weekends. In all other cases, the hearing will occur in a reasonable time.

The hearing will be held before a designated hearing officer, who shall not have been involved in any transaction concerning the prohibited act. Classifications will notify the inmate when the hearing will be held. Inmates have the right to call a reasonable number of witnesses. The number of witnesses is to be determined by the hearing officer.

The inmate will have the right to confront his or her accuser unless the security and orderly running of the Ada County Work Release Center dictates otherwise. At the discretion of the hearing officer, the inmate may question an opposing witness for security reasons; such questioning will normally be done in writing, with the assistance of the hearing officer.

When a rule violation involves an illiterate inmate or a complex issue, the inmate will be allowed to have aid in the form of assistance from the Work Release staff or from a sufficiently competent inmate designated by Work Release staff. The hearing officer will make this determination.

The hearing officer will review the testimony. Guilt will be predicated upon a finding that there is some evidence to believe that the inmate committed the prohibited act. The hearing will be recorded and the tape will be retained for thirty (30) days.

Decisions of the hearing officer may be appealed through the grievance process.

Violations of Class III prohibited acts are subject to hearings while violations of the Work Release contract are subject only to a Sergeant's review.

An officer will have the option of charging a Class III prohibited act as a Class II prohibited act. Discipline and grievance procedures in cases of reduced Class II violations fall under Class II prohibited acts.

CLASS II PROHIBITED ACTS

When any Ada County Work Release Center staff member has knowledge of a Class II prohibited act being committed or having been committed, the member shall take immediate action to rectify the situation. If the investigation officer believes that the commission of the Class II prohibited act merits disciplinary action, immediate discipline may be imposed.

If the inmate feels that he or she has been treated unjustly, the inmate may request a review, which must be received by Work Release staff within three (3) hours of the disciplinary action being taken. Failure to appeal within this time frame will be considered a waiver. The inmate has no right to a formal hearing for a Class II prohibited act. A security support shift supervisor will handle the review within a reasonable amount of time.

CLASS I PROHIBITED ACTS

When any Ada County Work Release Center staff member has knowledge of a Class I prohibited act being committed or having been committed, the member shall take immediate action to rectify the situation.

If the investigating officer believes that the commission of the Class I prohibited act merits disciplinary action, immediate discipline may be imposed and a ticket will be issued.

If the inmate feels that he or she has been treated unjustly, the inmate may file a grievance, which must be received by Work Release staff within three (3) hours of the disciplinary action being taken. Failure to appeal within this time frame will be considered a waiver. The inmate has no right to a formal hearing for a Class I prohibited act. A security support shift supervisor will handle the grievance within a reasonable amount of time.

GRIEVANCE POLICY

It is the policy of the Ada County Work Release Center to address inmate concerns in a fair and timely manner. An Inmate Grievance Form has been adopted in order to respond to inmate grievances in a uniform and consistent manner.

The Inmate Grievance Form gives an inmate the opportunity to work out a grievance with the deputy involved. If no agreement can be reached, the inmate may appeal first to the security support shift supervisor, and finally to the section commander. The

matter of moving up the chain in the grievance process can be taken without prejudice or reprisal to the inmate.

Grievance procedure

If you feel that you need to grieve a decision or action, ask a deputy for an Inmate Grievance Form. Complete the inmate's section of the grievance form and return the grievance to a deputy. A staff member will complete the appropriate portion of the form and it will be returned to you. You may either accept the deputy's response or request a sergeant's review. You may accept the sergeant's response or request a final review from the lieutenant. A copy of the completed grievance will be provided to you.

Language

You are expected to use respectful terms to express your grievance. Grievances that contain vulgar references or otherwise insolent language will not be accepted.

Abuse of the Grievance System

Abuse of the inmate grievance system will lead to disciplinary action, a Class II violation.