

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE PROGRAMS AND ACTIVITIES

Chapter

JJ 04 - COMMUNITY RELEASE PROGRAMS

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JJ 04/01.00 **GENERAL**

JJ 04/01.01 **Purpose**

The purpose of this policy is to provide rationale and procedure, consistent with classification and screening procedures, regarding Community Release programs and intake process of the WCCF and the operation of a work release program.

- A. This policy is designed to provide offenders the opportunity to:
 - 1. allow Community Service work details;
 - 2. gain employment prior to release from custody;
 - 3. make payments to satisfy court ordered restitution, fines, fees, judgements, etc.; and
 - 4. stabilize and prepare for re-entry into the community.
- B. This policy identifies the roles and requirements of transporting officers and corrections officers who transport, process and receive the offender.

JJ 04/01.02 **Cross Reference**

JD 02 - Inmate Classification
JD 03 - Temporary Restrictions
JD 05 - Inmate Grievances
JD 09 - Community Release Offender Case Management

JJ 04/01.03 **Definitions**

Community Release (CR)	WCCF programs which may include, but not be limited to: community service work assignments, work release for employment, school or program release, job search, etc.
C.R. Coordinator	Community Release Coordinator
direct supervision	requires the presence of a WCCF staff member to supervise offender activities
funds	for purposes of this directive, funds shall mean monetary compensation received by an offender for payment as a result of employment
hard file	file information, generally in its original form, maintained by WCCF Records Office

indirect supervision	requires that a WCCF staff member make random checks and/or periodic contact with offenders work detail supervisor
IPP Coordinator	Inmate Placement Program Coordinator; an employee of the Utah Department of Corrections
Inmate Trust Account	the checking account in which arrestee/inmate money is deposited and held until: <ul style="list-style-type: none"> → used by the inmate for commissary purchases, medical co-payments, or work release fees → transferred to a third party at the inmates request, → transferred to another institution for the inmate, → returned to the inmate, or → considered abandoned and transferred to the Weber County Treasurer as Unclaimed Funds
IWIB	Inmate Wrist Identification Band
Kiesel Facility	the WCCF facility located at 2546 Kiesel Avenue
offender	for purposes of this policy, any person incarcerated within the WCCF to include work-release, halfway back/out, community service, weekender or inmate worker
Offender Financial Clerk (OFC)	a WCCF staff member responsible for tracking and accounting offender funds received at the Kiesel facility
OMR	Offender Management Review
Self-Reporting (SR)	offenders ordered to report to the Kiesel Facility unaccompanied by staff
UDOC	Utah Department of Corrections
WCCF	Weber County Correctional Facility
Work Restitution Program	a work release program administered at the sole discretion of the WCCF/WCSO, known in this chapter as the Restitution program
WCSC	Weber County Sheriff's Complex, located at 721 West 12 th Street
WCSO	Weber County Sheriff's Office

JJ 04/02.00 **COMMUNITY RELEASE PROGRAMS**

JJ 04/02.01 **Policy**

It is the policy of the WCCF that:

- A. selected offenders, based on specific criteria, may qualify to participate in community release programs operated and managed by the WCCF;
- B. the WCCF house offenders under the jurisdiction of the UDOC who may participate in a WCCF programs for halfway back and halfway out offenders;
- C. supervision of offenders approved for offenders outside of the WCCF secure perimeter shall be accomplished by:
 - 1. direct or indirect supervision of offenders assigned to CR Programs; and
 - 2. verifying and monitoring employment and/or residence on a frequent, irregular basis;
- D. offenders shall pay reasonable fees to participate in selected community release programs;
- E. offenders may be terminated from a community release program for cause; and
- F. programs defined in this chapter shall be available only at the Kiesel Facility of the WCCF unless otherwise directed by this chapter.

JJ 04/02.02 **Rationale**

- A. One of the goals of Community Release programs is to provide a means for offenders to return to the community better prepared to be productive and responsible members of society. A Community Release program, when managed consistent with safety and security needs of the facility and the community, may allow offenders to participate in employment, school, programming or work assignments that may assist in stabilizing the offender and making him more prepared for reintegration into the community.
- B. For selected offenders, a Community Release program offers an alternative means for the courts, with concurrence of Corrections managers, to exercise alternative sentencing options provided the offender maintains the standards of conduct required by the program.
- C. Offenders who are able to gain or maintain employment are more able to:

1. provide financially for themselves and family members;
 2. pay fines or fees required by the court; and
 3. maintain or enhance the offenders' feelings of self worth.
- D. The Community Release program should be structured so that the mission of the WCSO and the WCCF is achieved. Safety, security and management are emphasized for the protection of the community, staff, and offenders. Offenders may be terminated from the program for cause.
- E. Reasonable fees may be assessed for offenders who participate in selected community release programs such as work release. Such fees may assist in administrative costs associated with management of offenders in the program.

JJ 04/02.03 **Procedure: CR Eligibility Criteria**

A. General

1. To participate in a Community Release program, offenders shall meet minimum criteria as described in this directive.
2. Offenders should have had all criminal charges adjudicated prior to entry into a CR program unless otherwise authorized by a court having jurisdiction.
3. Offenders' management history should indicate:
 - a. no major disciplinary convictions within the prior 30 calendar days,
 - b. no more than two minor disciplinary violations within the prior 30 calendar days; and
 - c. a positive behavior and institutional adjustment history, including demonstrating a willingness to participate in work assignments.
4. Staffing and/or housing area limitations of the WCCF may limit the number of offenders in CR programs based on operational, safety, and security needs.
5. Offenders shall be reviewed and approved by the OMR committee prior to placement in a CR program.

B. Referrals

1. Offenders may be referred for approval to participate in a CR program by a sentencing authority having jurisdiction. The WCCF must receive written notification from the sentencing authority prior to placement of an offender in a CR program.
2. The WCCF Inmate Management Committee may refer offenders for approval to participate in a CR program. The offender must meet minimum criteria as described in this directive prior to referral to a CR program.
3. The UDOC and the Board of Pardons may refer UDOC offenders for approval to participate in halfway back/halfway out programs through the IPP Coordinator. These offenders should be housed at the WCCF and may be released for activities such as employment, programs, and WCCF work details.
4. Referrals from the court or UDOC shall be forwarded for review and approval of the WCCF Inmate Management Committee.

C. Classification

Offenders participating in a CR program shall meet classification requirements as defined in WCCF classification policy for worker status.

D. Housing Assignment

Offenders participating in a CR program shall be housed at the WCCF Kiesel Facility.

JJ 04/02.04 **Procedure: CR Admission Requirements**

A. Intake

Offenders who have been referred to a CR Program shall be booked at the WCCF booking facility prior to being transferred to the Kiesel Facility.

B. I.D.Cards/Wristbands

1. Offenders housed at the Kiesel Facility shall wear an appropriate IWIB while participating in CR programs except:
 - a. WCCF offenders who are authorized work, school or programs release; and
 - b. UDOC offenders who are authorized work, school or programs release.

2. Offenders who are authorized work, school, or programs release shall be issued an I.D. card in lieu of an IWIB that indicates:
 - a. that the offender is an inmate of the WCCF; and
 - c. the offenders name, WCCF name number/ USP # and physical descriptors.
3. Offender I.D. cards shall be in the possession of offenders at all times and produced by the offender upon request of any WCCF staff member or law enforcement officer.

C. Transfer to Kiesel Facility

1. Upon completion of the booking process and approved referral to a CR program as described in this directive, offenders may be transferred to the Kiesel Facility.
2. Offenders may be transported by WCSO staff or UDOC staff. In the event that the referral has been deferred, i.e., book and release, etc., the offender may report to the Kiesel Facility as directed without law enforcement transportation.
3. Information contained in the offender's file should be transferred to the Kiesel Facility as soon as practical. This includes information regarding UDOC offenders referred by the IPP Coordinator.

D. Program Agreements

To participate in CR programs, the offender shall be required to agree to and sign the applicable program agreement as defined in this chapter.

JJ 04/02.05 **Procedure: CR Reception and Orientation**

A. Kiesel Facility Staff Responsibilities

Kiesel staff shall assist offenders housed in the Kiesel Facility in understanding facility rules and procedures by:

1. interacting with offenders during unscheduled and frequent walking patrols;
2. answering questions and responding to requests;
3. responding to offender grievances (as per WCCF policy); and
4. taking other reasonable action that may assist offenders to

understanding and complying with facility rules.

B. Handbook

1. Offenders shall receive a CR Offender Handbook upon intake at the Kiesel Facility.
2. The Offender Handbook may include, but not be limited to, information regarding:
 - a. Community Release programs, i.e., inside facility work details, community service work details, work release, half way back, weekenders, etc.;
 - b. offender property;
 - c. facility operations such as offender count, meal service, etc.;
 - d. offender movement within the facility;
 - e. offender visiting;
 - f. offender disciplinary; and
 - g. emergency procedures.

JJ 04/02.06 **Procedure: CR Program Fees**

A. County Work Release/ Halfway Back or Halfway Out Offenders

Offenders participating in a Work Release, halfway back or halfway out program and who are released for employment shall be assessed a fee for each day that they are released for employment as defined in this chapter.

B. Job Search Offenders

Job Search offenders are not assessed a fee for each day they are released to search for employment.

C. Community Service Assignments

WCCF offenders authorized by the WCCF to participate in community service work details are not assessed a fee.

JJ 04/02.07 **Procedure: CR Offender Transportation**

A. Halfway Back/Halfway Out Offenders

1. UDOC offenders participating in a halfway back or halfway out programs should not be allowed to drive except as defined in UDOC policy or agreement.
2. Halfway back/halfway out offenders approved to leave the WCCF for employment, school, programs or other approved reasons must arrange for approved transportation, e.g., carpool, public transportation, friends, family, bicycles, etc.
3. Offenders may park bicycles in the spaces provided at the WCCF. The WCCF shall not be responsible for theft or damage to offender property or vehicles parked at or near the WCCF.

B. WCCF Work Release Offenders

1. Offenders who have been referred and approved by the WCCF to be released for employment, school, programs, etc., may drive their own vehicles as approved by the Jail Commander/designee.
2. Offenders shall complete the work release information sheet including personal vehicle information and authorization shall be granted by Jail Commander/designee prior using personal vehicles for transportation.
3. Offenders may not park personal vehicles at the Kiesel facility in spaces designated for use by WCCF staff, the Weber County Health Department or Ogden City.
4. The WCCF shall not be responsible for theft or damage to offender vehicles or property parked at or near the WCCF.

JJ 04/02.08 Procedure: CR Drug Screening Urinalysis

- A. Offenders housed at the WCCF are subject to urinalysis or intoxylizer screening upon request of:
1. WCCF staff;
 2. the IPP Coordinator;
 3. the offender's probation or parole officer; and/or
 4. the sentencing authority.
- B. If WCCF staff have reasonable suspicion to believe that an offender is under the influence of drugs or alcohol, staff should require that the offender submit to a urinalysis or intoxylizer test.

- C. Refusal to submit to drug or alcohol testing shall be considered failure to abide by the terms of Community Release Program agreements and may be cause for removal from the program.
- D. If, after testing, an offender is found to be under the influence of drugs or alcohol, WCCF staff shall:
 - 1. notify the IPP Coordinator (if applicable);
 - 2. complete a report and a TRO restricting the offender from CR privileges (including work release);
 - 3. forward a copy of the report and TRO to the CR Coordinator; and
 - 4. forward the original TRO to the Kiesel Facility Lieutenant/ designee for review.
- E. As per WCCF policy JD 03, Temporary Restrictions, the Lieutenant shall review the TRO within 72 hours and continue or discontinue the TRO.

JJ 04/02.09 **Procedure: Termination from CR Program**

A. General

- 1. Offenders may be removed from a CR program at the sole discretion of the WCCF without prior notice for safety, security, or management.
- 2. Offenders may be removed from a CR program for reasons not limited to the following:
 - a. violation of WCCF rules or policy;
 - b. violation of applicable CR program rules and regulations;
 - c. loss of required classification or privilege level;
 - d. committing or being charged with committing a new criminal offense; and/or
 - e. request of the sentencing authority or supervising authority, ie., the courts, UDOC, etc.

B. Offender Disciplinary Problems

- 1. Offender disciplinary problems shall be handled consistently with WCCF inmate disciplinary policies.

2. All WCCF staff are responsible to document offender disciplinary problems.
3. Disciplinary action shall be initiated and documentation forwarded to the CR Coordinator, the appropriate Unit Lieutenant, and the IPP Coordinator (if applicable).
4. The original Notice of Disciplinary Hearing form shall be forwarded to the WCCF Inmate Disciplinary Hearing Officer.

JJ 04/03.00 **COMMUNITY SERVICE WORK DETAILS**

JJ 04/03.01 **Policy**

It is the policy of the WCCF that:

- A. offenders meet eligibility requirements as defined in this chapter prior to being released for Community Service work details;
- B. offender work details authorized by the WCCF should be supervised as defined in this chapter and in JD 09, Community Release Offender Case Management;
- C. work details performed for other agencies or entities shall require authorization from the Kiesel facility Jail Commander, Corrections Chief Deputy, or the Sheriff; and
- D. with notice, a fee may be charged to outside agencies/entities who utilize WCCF offender work crews.

JJ 04/03.02 **Rationale**

- A. See JJ 04/02.02.
- B. Community Service work details benefit the offender by:
 - 1. learning skills that he may not have had prior to incarceration;
 - 2. aiding in the development of work habits that may improve his ability to maintain employment after his release from custody; and
 - 3. allowing the offender to engage in productive activities during his incarceration.
- C. Community Service work details benefit the community because many work details:
 - 1. are performed at little or minimal cost to the receiving entity; and
 - 2. are menial tasks that are generally not favored by the regular work force.

JJ 04/03.03 **Procedure: Community Service Work Details**

A. General

1. Offenders must be eligible to participate in Community Service Work Details as defined in this chapter.
2. WCCF offenders authorized by the WCCF to participate in a community service work details shall not be assessed a fee for participation in work details; however, offenders may receive a stipend for work performed while engaged in Community Service work.

B. Requesting Community Service Work Crews

1. Community Service work crews may be requested by:
 - a. Weber County Departments/Agencies;
 - b. other governmental agencies within Weber County; and
 - c. other entities within Weber County who provide non-profit service as recognized by the WCCF.
2. Requests for Community Service work crews shall be forwarded to the WCCF by the requesting Department/Agency on official letterhead.
3. Requests shall be considered by the Jail Commander. The Jail Commander, Corrections Chief Deputy, or Sheriff shall have final authorization for approving Community Service work details.
4. When a request is approved, Community Service work crews shall be assigned by the WCCF CR Coordinator as determined by:
 - a. available offender resources; and
 - b. priority of the requested work detail.

C. Cost for Community Service Work Crews

1. With notice, a per diem fee may be charged for the work performed based on:
 - a. the number of offenders on a work crew;
 - b. the officers' wages (when a WCSO staff member provides supervision); and
 - c. ancillary costs such as transportation, meals, equipment used (if equipment is provided by the WCCF).

JJ 04/03.04 **Procedure: Community Service Agreement**

- A. The Community Service Application/Agreement shall contain, but not be limited to, the following:
 - 1. personal offender information, i.e., name, age, DOB, etc.;
 - 2. classification level;
 - 3. skills or qualifications possessed by the offender;
 - 4. acknowledgment and agreement to abide by WCCF CR Program rules and regulations.

JJ 04/03.05 **Procedure: Supervision of Community Service Work Details**

- A. Level 5 Offenders
 - 1. Offenders participating on Community Service work crews who are classified as Level 5 shall be directly supervised by WCCF/WCSO staff.
 - 2. Direct supervision of work crews requires that a WCCF/ CSO staff member shall be present at the site of the work detail.
- B. Level 6 Offenders
 - 1. Offenders participating on Community Service work crews who are classified as Level 6 may be indirectly supervised by WCCF/WCSO staff.
 - 2. Work details performed by Level 6 offenders shall be directly supervised by a staff member of the agency/entity who contracted the use of the offender work crew.
 - 3. Indirect supervision of Level 6 work crews by WCCF/WCSO staff shall be accomplished by:
 - a. random checks of the work site by WCCF staff; and
 - b. periodic contact with the agency/entity contracting the use of the offender work crew.

JJ 04/04.00 **WORK RELEASE**

JJ 04/04.01 **Policy**

It is the policy of the WCCF that:

- A. offenders may be referred by the courts, the WCCF, or the UDOC for participation in Work Release programs;
- B. offenders may be released for approved Work Release programs only after review and approval of the WCCF;
- C. offenders who participate in Work Release or Halfway Back/Halfway Out programs shall be supervised as defined in this chapter and WCCF policy JD 09, Community Release Offender Case Management;
- D. offenders shall pay reasonable fees to participate in Work Release programs; and
- E. offenders may be terminated from the program for cause as defined in this chapter.

JJ 04/04.02 **Rationale**

See JJ 04/02.02.

JJ 04/04.03 **Procedure: Work Release/Halfway Back/Halfway Out**

- A. **Eligibility**
 - 1. To be eligible for Work Release, the offender must meet eligibility requirements as defined in this chapter, JJ 04/02.03.
 - 2. The offender shall have been referred to the program by:
 - a. sentence of a court having jurisdiction (County offenders); or
 - b. the UDOC through the IPP Coordinator (halfway back/halfway out offenders); and with the
 - c. recommendation of the WCCF OMR committee; and
 - d. final approval of the Weber County Sheriff/ designee.
 - 3. The offender's housing assignment shall be at the WCCF Kiesel Facility.

4. The offender shall be required to acknowledge, sign and abide by the WCCF Work Release Agreement.

JJ 04/04.04 **Procedure: Work Release Fees**

A. General

1. Offenders participating in Work Release, halfway back or halfway out program and who are released for employment shall be assessed a Work Release fee for each day they are released for employment as defined in this chapter.
2. Exigent circumstances may permit a variance in the work release fees charged and shall be approved, in writing, by the Weber County Sheriff/designee.
3. Offenders shall be responsible to keep Work Release fees current.
4. If an offender becomes delinquent regarding work release fees for a period of two weeks or as otherwise directed, work release privilege shall be suspended until the Work Release fees are paid and made current.
5. Work Release fees should be paid at the administrative offices in the lobby of the WCCF Kiesel facility.
6. All offender funds received, to include pay checks, shall be placed on the offender's Inmate Trust Account as per WCCF policy JG 03, Inmate Funds and Accounting.

B. Work Release Fee Schedule

The Work Release fees assessed for each day the offender is released for employment shall be:

1. posted at the Kiesel Facility; and
2. specified on the Work Release Agreement signed by the offender.

JJ 04/04.05 **Procedure: Work Release Agreement**

- A. To participate in CR programs, offenders shall review, complete, and sign a Work Release Agreement.
- B. The Work Release Agreement shall include:
 1. the rules governing offender behavior and activities while out of the

facility;

2. the rules governing employment information and verification;
3. the costs and/or fees associated with participating in a work release program;
4. the inmate's name and signature, as well as a WCCF staff authorizing signature; and
5. any other information as authorized and deemed necessary by WCCF staff.

JJ 04/05.00 **JOB SEARCH**

JJ 04/05.01 **Policy**

It is the policy of the WCCF that:

- A. offenders who have been authorized as defined in this chapter to participate in a CR program, but who are not currently employed, may be released to search for employment;
- B. offenders who participate in the Job Search program shall be supervised as defined in this chapter and WCCF policy JD 09, Community Release Offender Case Management; and
- C. offenders may be terminated from the Job Search program for cause as defined in this chapter.

JJ 04/05.02 **Rationale**

- A. See JJ 04/02.02.
- B. Allowing offenders the opportunity to secure employment prior to release from custody furthers the goal of stabilizing the offender for re-entry into the community.
- C. Offenders who are productively employed upon release from custody may be more resistant to engaging in criminal activity as a means to support themselves or their families.
- D. Employed offenders are more likely to make payments towards restitution, fines, etc.

JJ 04/05.03 **Procedure: Job Search**

- A. **General**
 - 1. Offenders who have been sentenced and accepted into the Work Release program, but who are not yet gainfully employed, may participate in a job search program.
 - 2. Offenders must meet eligibility requirements as described in this directive, JJ 04/02.03, to be considered for job search release.
 - 3. The WCCF CR Coordinator shall determine the schedule of release for Job Search.

4. Offenders who have been approved for Job Search release may be approved for release in increments of one day, two days, or three days, or as otherwise approved.
5. If the offender is not successful in obtaining employment during the authorized schedule, the offender must have a new schedule authorized by the CR Coordinator.

B. WCCF Responsibilities

1. The OMR committee and CR Coordinator shall review offender management needs to determine eligibility for Job Search.
2. If the offender is eligible, the CR Coordinator may authorize a schedule for the offender as specified in this chapter.
3. The CR Coordinator shall manage Job Search offenders by verifying employment contacts and monitoring offender activities while away from the facility.

C. Offender Responsibilities

1. Offenders participating in Job Search release shall be required to document all contacts with potential employers. Documentation shall include:
 - a. name of potential employer or business;
 - b. address of potential employer or business;
 - c. telephone number of potential employer or business;
 - d. time of contact;
 - e. the result of the contact, e.g., hired, not hired, etc.; and
 - f. other information as determined by the CR Coordinator.
2. The WCCF shall provide the form to be used to document the above required information. (See exhibits, JJ 04/07.00)
3. Offenders shall be required to account for times when they are out of the facility. Failure to abide by the Job Search agreement may result in disciplinary action including a loss of Job Search/ Work Release eligibility.

JJ 04/06.00 **WORK RESTITUTION PROGRAM**

JJ 04/06.01 **Policy**

It is the policy of the WCCF that:

- A. selected offenders may, based on specific qualifying criteria, be allowed to participate in a Restitution program;
- B. the Restitution program is a voluntary program on the part of the offender;
- C. offenders shall pay reasonable fees to participate in the Restitution program;
- D. offenders shall surrender funds received as payment as a result of employment to be disbursed toward payment of program fees and court ordered restitution, fines, fees, judgements, etc.;
- E. accepted accounting procedures shall be used to track offender funds received and disbursed towards payments described above and as defined in this chapter and in WCCF policy JG 03, Inmate Funds and Accounting;
- F. supervision of offenders participating in the Restitution program shall be accomplished as defined in this chapter and JD 09, Community Release Offender Case Management.

JJ 04/06.02 **Rationale**

- A. Refer to JJ 04/02.02.
- B. In many cases, court ordered probation is violated as a result of an offenders' failure to pay court ordered restitution, fines, fees, judgements, etc. Allowing selected offenders to work towards paying these obligations while still serving a sentence of incarceration may reduce the likelihood of probation violations for non-payment after the offender is released from custody.
- C. It is possible for an offender, while participating in this program, to pay debts owed to the court or victims as a result of court ordered restitution, fines, fees, judgements, etc., prior to being released from custody. The result can be more timely payment of restitution to the victims of criminal activity and a productive use of the offender's time while incarcerated.

JJ 04/06.03 **Procedure: Criteria for Participation in Work Restitution Program**

A. General

1. Kiesel facility offenders who meet the criteria outlined in this directive may apply to participate in the Restitution program.
2. Offenders must volunteer to participate in the Restitution program.
3. Offenders may be selected to participate in the Restitution program upon recommendation of the OMR committee and final approval by the Weber County Sheriff/designee.

B. Criteria

To be eligible to apply for the Restitution program, offenders shall:

1. be an offender under the jurisdiction of the WCCF;
2. have at least Level 5 classification;
3. have had all criminal charges adjudicated prior to entry into the program;
4. have no major misconduct convictions within the prior 30 days; and
5. have successfully participated on Community Service work details by:
 - a. demonstrating a positive attitude towards work assignments;
and
 - b. demonstrating a good work ethic; and
6. have at least 30 days remaining on his sentence.

JJ 04/06.04 **Procedure: Applying for Work Restitution Program**

A. Offender Responsibility

1. Offenders who wish to apply to participate in the Restitution program shall obtain and complete a Restitution program application.
2. The application shall include the following information:
 - a. the offender's personal identifying information;

- b. the offender's employer information (if offender has approved employment);
 - c. a listing of court ordered restitution, fines, fees, judgements, etc., owed by the offender, (subject to verification by WCCF staff); and
 - d. a signed agreement by the offender to abide by the rules governing Work Release, Job Search, or Restitution programs.
3. The offender shall forward the completed application to the WCCF CR Coordinator through the jail mail system.

B. CR Coordinator

1. Upon receipt of an offenders application for the Restitution program, the CR Coordinator shall review that application for completeness.
2. If the application is not complete, the CR Coordinator shall return the application to the offender with instructions to complete the application.
3. If the application appears to be complete, the CR coordinator shall forward the application to the Offender Financial Clerk (OFC) for verification.

C. Offender Financial Clerk (OFC)

1. The OFC shall verify the amounts owed as listed by the offender for court ordered restitution, fines, fees, judgements, etc., by contacting:
 - a. the courts;
 - b. the Office of Recovery Services; and/or
 - c. other agencies or entities as required to verify the information.
2. When the information cannot be verified, the OFC shall return the application to the CR Coordinator to be forwarded to the offender with an explanation of the discrepancies.
3. When the information is verified, the OFC shall forward the application to the Kiesel facility Lieutenant for consideration and approval by the OMR committee.

D. OMR Committee

1. The OMR committee shall review applications for the Restitution program to ensure that:
 - a. criteria have been met allowing the offender to participate in the program;
 - b. the application is complete; and
 - c. amounts listed by the offender for restitution, fines, fees, judgements, etc., have been verified.
2. The OMR committee shall consider any other information deemed relative to the offender's past or present incarceration that may affect the offender's eligibility to participate in the Restitution program.
3. The OMR committee shall notify the Jail Commander, in writing, of the committee's recommendation that the offender:
 - a. participate in the Restitution program; or
 - b. not participate in the Restitution program.

E. Jail Commander

1. The Jail Commander shall review the application and recommendation of the OMR committee and give approval for placing the offenders into the Restitution program.
2. When the Jail Commander approves an offender for the program, the Commander shall forward the application to the CR Coordinator for action.
3. When the Jail Commander denies an offender for the program, he shall forward his decision, in writing, to the OMR committee who shall inform the offender, in writing, of the reasons for the denial.

JJ 04/06.05 **Procedure: Program Agreement/Rules and Regulations**

A. General

1. Once an offender has been authorized to participate in the Restitution program, he must agree to abide by the rules and regulations of the Work Release program.

2. When the offender has approved employment, he shall sign a WCCF Work Release agreement prior to release for employment.
3. When the offender does not have approved employment, he may be placed on Job Search status and shall sign the Job Search agreement prior to release to search for employment.
4. Once approved employment has been obtained by the offender, the offender shall sign the Work Release Agreement prior to release for employment.

B. Restitution Agreement

A Restitution Agreement is intended as a supplement to the standard Work Release Agreement for the offender to participate in the Restitution program and shall specify that:

1. offenders shall provide the WCCF with documentation of payment as a result of employment, i.e., pay stubs, etc.;
2. sufficient funds shall be deposited by the offender to be applied to Restitution Program fees and assessments as described this chapter and the Restitution Agreement; and
3. the offender voluntarily agrees to participate in the program.

JJ 04/06.06 **Procedure: Restitution Program Funds Disbursement Schedule**

- A. The schedule of fees assessed for offenders to participate in the Restitution program shall be:
 1. posted at the Kiesel Facility; and
 2. specified on the Restitution Program Agreement signed by the offender.
- B. Exigent circumstances may allow variation from the above schedule but shall require authorization, in writing, from the Weber County Sheriff/designee

JJ 04/06.07 **Procedure: Accounting/Disbursement of Funds Received**

A. General

1. Proof of funds received as payment as a result of employment shall be provided by the offender to the WCCF. This may be accomplished by:

- a. the offender surrendering a paycheck, or photocopy thereof, to the WCCF Offender Financial Clerk (OFC);
 - b. the employer mailing a paycheck to the WCCF OFC; and/or
 - c. other means as agreed upon in the Restitution Program Agreement.
2. Cash from employers shall not be accepted as payment for work by offenders participating in the Restitution program.
3. Funds received from an offender shall be entered into the offenders Inmate Trust Account to be disbursed according to provisions in this chapter.
4. The OFC shall be responsible for the disbursement of funds according to provisions in this chapter.
5. Receipts of all transactions shall be:
 - a. maintained by the WCCF; and
 - b. provided to the offender for his records.

B. Offender Responsibilities

1. Offenders participating in the Restitution program shall be responsible to provide proof of approved employment and shall provide documentation of all funds received as payment as a result of employment to the Kiesel Facility Administrative office.
2. Proof of employment and pay may be in the form of a pay stub or other documentation and should specify:
 - a. payer and payee information;
 - b. pay period dates;
 - c. number of hours worked;
 - d. rate of pay, i.e., hourly wage;
 - e. gross pay amount; and
 - f. state and federal withholding amounts.

3. The offender shall provide the above requested pay information upon reporting to the facility on the first work day following the issuance of the pay unless other wise specified by the Restitution Agreement.

C. Disbursement of Funds

1. Using the employment information provided by the offender, the WCCF OFC shall compute the following deductions as defined in this chapter prior to disbursing funds (See Appendix B):
 - a. A specified percentage of the gross daily pay shall be assessed for WCCF work release fees as defined in this chapter;
 - b. A specified percentage of the gross daily pay shall be available to the offender for personal use; and
 - c. The remaining funds, less state and federal withholdings, shall be assessed to be disbursed towards court ordered restitution, fines, fees, judgements, etc.
2. Offenders shall deposit sufficient funds into their Inmate Trust Account to cover Restitution Program assessments or payments as described above.
3. The OFC shall enter the actual funds received onto the offender's Inmate Trust Account using the appropriate computer system program.
4. Offenders shall complete a Money Transfer Form authorizing deductions from his Inmate Trust Account to be applied towards fee assessments or payments as described above.
5. Failure to initiate money transfers as described above or otherwise satisfy the terms of the Restitution Agreement may subject the offender to:
 - a. dismissal from the program; and/or
 - b. disciplinary action.
6. For each deposit or disbursement transaction, WCCF Records staff shall generate a receipt to be forwarded to the offender.
7. Disbursement of funds and accounting procedures shall be accomplished as defined in this chapter and in WCCF policy, JG 03, Inmate Funds and Accounting.

JJ 04/07.00 **KIESEL FACILITY OFFENDER PROCESSING**

JJ 04/07.01 **Policy**

It is the policy of the WCCF:

- A. to identify all persons requesting access to the intake areas of the Kiesel Facility;
- B. to allow access to the Kiesel Facility intake areas to authorized persons or agencies;
- C. that transporting officers secure weapons prior to entering the intake areas;
- D. that all offenders are searched upon to entering the Kiesel Facility intake areas;
- E. to provide an area in the Kiesel Facility, where transporting and correctional officers can complete the necessary paperwork and conduct orientation and other business, as may be necessary;
- F. to receive offenders for Community Release programs;
- G. that the offender's "Hard File" shall accompany the offender to the Kiesel Facility, except in the case of an offender referred to the CR Program by the court; in this case, the file may be transported at a later date.

JJ 04/07.02 **Rationale**

- A. It is in the interest of the WCCF for the Kiesel Facility to provide for timely, safe, and expedient processing of offenders brought to the Kiesel Facility for processing into the CR program and Housing area.
- B. Proper documentation should be brought with the transporting officer of offender to ensure that offenders needs can be properly assessed for the CR programs.

JJ 04/07.03 **Procedure: Identification for Access to the Kiesel Intake Areas**

- A. The Kiesel Facility Central Control Room officer shall determine the identity of the persons attempting to gain access to the intake areas.
- B. If the Control Room officer is unsure of the person's identity or authorization for admission, they should contact an appropriate staff member to verify the identity of the person requesting admission in order to obtain proper authorization.

C. After proper identification has been made the Control Room officer shall, unless otherwise directed:

1. direct female offenders to door H-26, and;
2. direct male offenders to door H-16.

JJ 04/07.04 **Procedure: Intake Pre-Admission Areas (Sallyport)**

A. Door H-16 will be used for pedestrian access to the sallyport. The sallyport is for officer accompanied or unaccompanied offender access to and from the Kiesel Facility.

B. Vehicles are to park outside of the sallyport. Currently only foot traffic is allowed in the sallyport.

C. Authorization to enter the Kiesel sallyport area shall be given by the Central Control Room officer.

D. Upon entry into the sallyport:

1. male offenders shall proceed into the Facility through H-12;
2. female offenders shall proceed into the Facility through G-21;
3. the offender or transporting officer should:
 - a. push the call button and identify himself by name; and
 - b. provide information including:
 1. number of offenders;
 2. sex of offenders; and
 3. any other critical information which may be required by the Kiesel intake office.

E. **Securing Weapons**

1. The transporting officers shall secure their weapons in the gun locker located in the sallyport and remove the key. The key shall be securely retained by the officer until the weapon is retrieved.
2. An alternate means of securing weapons may be to secure the weapon in the trunk of the officer's vehicle.

JJ 04/07.05 **Procedure: Accepting Custody**

A. **Transporting Officers' Responsibilities**

1. When possible, the transporting officer will have the Hard File for the offender.
2. The transporting officer will bring inmate's property.

B. **Kiesel Officers' Responsibilities**

The Kiesel Officers will:

1. locate any contraband or weapons that may have been missed on any previous search;
2. locate items of offender's property to be inventoried; and
3. ensure the required documentation is with the offender for commitment to the program.

C. **Self Reporting Responsibilities**

1. The SR should already be booked and processed through the 12th Street Facility for release to the Kiesel Facility.
2. SR shall present the appropriate paperwork from the court, and supporting documentation regarding the 12th Street Booking process and a photo for subsequent Kiesel Facility identification.

JJ 04/07.06 **Procedure: Admission Searches**

- A. Admission searches shall be done at the time of intake.
- B. Male offenders searches will be out of view of female offenders. Male offenders searches should be conducted in the designated area adjacent to the male intake area.
- C. Female offenders searches will be out of view of male offenders. Female offenders searches should be conducted in the designated search area located adjacent to the female intake area.
- D. Searches shall be consistent with WCCF Policy JF 03, Searches.

JJ 04/07.07 **Procedure: Locker Assignment**

Offenders assigned to Work Release/Work Search may have access to lockers.

- A. Offenders must sign and agree to the locker agreement in order to obtain the locker.
- B. Offenders will only store authorized items in their lockers.
- C. Offenders will pay the rental fee for the locker.

JJ 04/07.08 **Procedure: Property and Money**

- B. Property shall be stored in the Kiesel property room.
 - 1. Work search and work release offenders shall be informed that they will have an opportunity to make arrangements to remove property for storage outside of the facility.
 - 2. The offender shall be given an opportunity to dispose of their property.
 - 3. Community Service workers shall store their property in the Kiesel property room.
 - a. The offender may make arrangements for the property to be picked up.
 - b. Property will be transported with the offender if the offender is released from the facility.