

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE PROGRAMS & ACTIVITIES

Chapter

JJ08 - KIESEL DAY REPORTING PROGRAM

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JJ 08/01.00 **GENERAL**

JJ 08/01.01 **Purpose**

The purpose of this chapter is to set forth the policy and procedures for selected offenders to be assigned to a day reporting program as determined by the court.

JJ 08/01.02 **Cross Reference**

JJ 08/01.03 **Definitions**

Book and Release	Offenders processed into the WCCF Jail Management System at the 12 th Street Facility to complete the required process involved in standard bookings; offenders are released from the facility after completing all necessary booking information
Self-Reporting	offenders ordered to report to the Kiesel Facility unaccompanied by staff
S/R	Self-Reporting
Day Reporting Program	program the court orders adjudicated offenders to participate in, in lieu of jail time
DRP	Day Reporting Program
WCCF	Weber County Correctional Facility
In-Custody	for the purpose of this policy, sentenced or un-sentenced offenders who are in physical or lawful custody of the WCCF
Out of Custody	for the purpose of this policy, offenders who have been released from the WCCF on bond, O.R. etc.
Order to the Sheriff	for the purpose of this policy, a court order that specifically directs offenders to report to the DRP
OTS	Order to the Sheriff
Employment Contact Sheet	form used by unemployed offenders and the WCCF to track potential employment contacts
OMR	Offender Management Review

Unemployed	for the purpose of this policy, participants who are currently looking for employment or are no longer employed while in programs at the Kiesel Facility
Employed	participants who are actively employed

JJ 08/02.00 **Day Reporting Program**

JJ 08/02.01 **Policy**

It is the Policy of the WCCF that:

- A. selected participants may qualify to participate in the Day Reporting Program operated and managed by the WCCF, in behalf of the court;
- B. programs defined in this chapter shall be available only at the Kiesel Facility of the WCCF unless otherwise specified;
- C. the DRP will accept misdemeanor and selected felony offenses the court orders as an alternative to incarceration;
- D. offenders may be ordered to the program by the court after being adjudicated and found guilty of an offense;
- E. following court-ordered participation in the program, the WCCF will forward reports of the offender's progress, compliance, and participation to the court as appropriate; and
- F. offenders who do not maintain successful progress shall be referred back to the court.

JJ 08/02.02 **Rationale**

- A. A Day Reporting Program provides the court an alternate sentencing option for non-violent offenders who are not regarded as a threat to the community.
- B. A structured environment may meet the interests of the courts and the community for selected offenders by allowing them the opportunity to work, support themselves and families, and pay taxes.
- C. The Weber County Correctional Facility has a limited number of beds for community release programs. Offenders in the custody of the WCCF may qualify for the DRP therefore reducing the need to manage these offenders in a high security environment, thus increasing the number of beds available for offenders with more egregious crimes.

JJ 08/02.03 **Procedure: DRP Eligibility**

A. **General**

1. Offenders are accepted into the DRP through court referral only. An Order to the Sheriff (OTS) by the court is required for acceptance into the program.
2. Referrals may involve offenders that are currently in-custody awaiting sentencing or offenders who have been released from custody on bond, their Own Recognizance (O.R.), etc.
3. Documentation from the court shall specify that the offender participate in the DRP, and include the amount of time the court wishes to order.
4. The DRP is structured to only allow participation in the program from 30 to 120 days.
5. The court shall determine the length of time an offender is directed to participate in the program and should not exceed 120 days.
- 6 Offenders may be ordered back into the program as frequently as determined by the sentencing authority.

JJ 08/02.04 **Procedure: General Program Components**

A. **Unemployed Participants**

1. Offenders sentenced to participate in the DRP who are presently unemployed or become unemployed while in the program shall be managed as follows:
 - a. Participants are required to be actively attempting to gain employment.
 - b. Unemployed participants are required to:
 - i. physically report to the Kiesel Facility each weekday morning for a personal interview evaluation;
 - ii. obtain an employment contact sheet for the current day;
 - iii. complete and return the employment contact sheet each subsequent day;

- iv. secure verifiable employment within 14 calendar days of entry into the program.
2. Participants who fail to obtain employment within 14 days shall be reported to the court as having failed the program. Exceptions to the 14 day employment requirement should be reviewed on a case by case basis by the OMR committee for action. Appropriate recommendations shall be forwarded to the court.

B. Employed Offenders

1. Employed offenders shall:
 - a. maintain active employment;
 - b. report to the Kiesel Facility for a personal interview at least once every three days, with no more than 72 hours between interviews;
 - c. provide supporting documentation of their active employment, payroll stubs or remittance slips; and
 - d. maintain regular employment or a regular number of work hours.
2. Failure to complete the above will result in this being reported to the court.

JJ 08/02.05 **Procedure: General Program Procedures**

A. General

1. Prior to reporting to the Kiesel Facility, participants are to report to the 12th Street Facility at 721 West 12th Street for booking and processing.
2. Participants will complete any other necessary paperwork and sign program participation agreements as required by the DRP.

B. Requirements and Agreements

1. A personal interview with WCCF staff may be conducted.
2. WCCF staff shall complete a DRP interview sheet noting:
 - a. Signs of substance abuse;
 - b. Appearance of drug or alcohol use;

- c. Personal hygiene and general appearance.
- 3. All DRP participants are subject to chemical testing for substance use and/or abuse, as noted in D. below.
 - a. Testing may include the use of an intoxilyzer and/or urine chemical stick testing.
 - b. Results of all tests will be noted as positive or negative and will appear on interim and the final reports to the court.
- 4. Participants failing to comply with the program requirements or failing to complete the program will be reported to the court for disposition.
- 5. Participants completing the program with positive success will be reported to the court for final disposition.

C. Fees

- 1. Participants in the program are required to pay fees required for program participation.
- 2. Failure to pay fees will be reported to the court on interim and/or final reports.

D. Substance Testing

- 1. Substance testing for this program shall be limited to the following:
 - a. Breath Alcohol testing by intoxilyzer or chemical strips ;
 - b. Urinalysis drug testing by rapid field drug screen test.
- 2. Urinalysis tests shall be completed for all participants a minimum of once every thirty (30) calendar days. Participants may be ordered to take additional tests by WCCF staff.
- 3. Participants are required to pay a fee for all urinalysis tests per the current fee schedule, not to exceed \$30.00 in testing fees in thirty (30) calendar days per current fee schedule.
- 4. All requests for urinalysis tests shall be fully.
- 5. Any other testing desired by the court or the participant shall be completed outside of the program and at the expense of the participant.