



## **WORK RELEASE PROGRAM GUIDELINES**

I, \_\_\_\_\_ am being sentenced by the court system to the Lenawee Development Corporation Work Release Facility (LDC) which is an alternative program to serving my time in the county jail. This program was established to provide me with an opportunity to pay my debt to society in the judicial system, maintain my present employment, possibly assist me in finding employment, receive appropriate counseling and substance abuse therapy, and ultimately return me to my family and community as a productive citizen and responsible family member. I understand that I am still under the court's jurisdiction while I am a participating in the Work Release Program. I agree to abide by these program guidelines and conditions in order to participate in the work release program for a time period of \_\_\_\_\_.

### **RULES**

1. I understand that the daily cost for my stay at LDC is \$30.00 and I am responsible for any unpaid balance PRIOR to my release. There will be a one-time processing fee of \$30.00 and the cost of \$5.00 for a PBT tube. I understand that when I arrive for intake, I will need to have the processing fee and payment for the first week's stay (a total of \$245.00). I understand I will use the same tube during my stay unless lost or misplaced. The cost for any additional PBT tube is \$5.00 each.
2. I understand I will be required to make regular weekly payments on my account. If I fall behind on my account I will be notified by the Program Director and my delinquent balance will be reported to my probation officer. I further understand that as a term of my probation, this balance must be satisfied IN FULL prior to my release and I may not leave with a balance. I further understand that if my account becomes in arrears, I may be removed from the program and possibly returned to jail based on my failure to keep my account current. Failure to satisfy my account IN FULL prior to my release may result in being forwarded to jail prior to the completion of my time.
3. I understand that I may only enter and exit the building through the main front door and that I must sign-in and immediately report to the staff on duty. This is required both when I am leaving the facility and upon my return to the facility. I may only leave the facility at the proper

times as set by court order or by my probation officer. Failure to comply with my specific release and return times may result in termination from the program and possible return to jail.

4. If I fail to return to the facility at my assigned time and have not obtained permission from LDC or my probation officer, I understand that I may be considered “out of place” and may result in termination from the program and possible return to jail.
5. Upon my immediate return to and release from LDC I must submit to a Preliminary Breath Test (PBT). If any numbers are blown, I understand that my results will immediately be reported to my probation officer. I further understand that I may be subjected to a random PBT and/or urine drug test at any time during my stay. If a drug test is requested and I fail to submit a sample within one (1) hour or if I refuse to submit to a PBT, it may result in my termination from the program and possible return to jail. The cost for all drug tests will be the responsibility of the resident.
6. I understand that I must report any and all contact with any Law Enforcement Official with LDC staff immediately. This information will be forwarded to my probation officer.
7. I consent to a random search of my vehicle, if any, my person (including strip) or my room and personal property including cellular phone(s) at any time while participating in the Work Release Program. My room may be inspected at any time and any violation will be reported and addressed.
8. I will furnish proof of a valid Operator’s License and the required insurance coverage if I will be driving a motor vehicle while at LDC. If I will not be driving a motor vehicle, I understand I am only able to be transported by an individual possessing a valid operator’s license.
9. I understand that I will NOT be allowed any visitors while housed at LDC. I understand that family members/friends may drop off items that may be needed during my stay but that no visitation will take place.
10. I will not consume, have in my possession or cause to be brought into the facility the following:
  - a. Any alcoholic beverages or soda pop.
  - b. Any illegal narcotics, drugs or non-tobacco products, including but not limited to marijuana, barbiturates, LSD, cocaine, K-2, incense, Crazy/Mad Monkey, etc.
  - c. Firearms, dangerous weapons, etc.

- d. Any and all outside food from any restaurants, eating establishments or homemade food. The only outside food allowed into the facility will be that food which is directly ordered and delivered from the restaurant/eating establishment or which is purchased from a store and still in its original packaging with the exception of soda pop.
  - e. Any portable devices such as PlayStation Vita, obscene or sexually stimulating materials, portable CD/DVD players, hand held video games, laptop computers, etc. If any of these devices are found on my person or in my room they will be surrendered to the facility and may be donated to charity.
  - f. Tattoo guns and tattoo equipment.
  - g. Any consumable product containing alcohol. (i.e. non alcohol-free mouthwash, Robitussin, Nyquil, etc.)
  - h. Any other items which are considered to be counterproductive to the purpose of the facility.
11. I acknowledge and authorize, at their sole discretion, the Program Director and/or their agents to open and inspect any and all mail that comes into the facility.
12. I will not be allowed to enter any other offices within the building either on the 1st floor or 2nd floor without an appointment. If I have an issue that needs to be discussed or any questions I must first contact the staff on duty. If they are unable to assist me then I must make a written request to the Program Director and leave it in the office and wait for a written response.
13. I will follow all rules of LDC and will not be verbally or physically disrespectful to staff and other residents during my stay. Any disciplinary action, disruptive or threatening behavior, termination of employment, positive drug test or PBT results, "out of place" or failure to keep my account current will be reported to my probation officer and may result in termination from the program and possible return to jail.

## **EMPLOYMENT**

1. I understand that I will be allowed to work my regularly scheduled shift and any required overtime as verified by my employer and authorized by my probation officer. I will inform the staff at LDC of any change in my employment including but not limited to any discharge, lay-off, quitting, termination or change in shift hours or location. Further if my employment requires me to attend different job sites during the day, I will contact the staff at LDC to inform them of any and all changes in my location. Any failure to report any of the above will be a violation of LDC

rules and my probation officer will be immediately notified. If I am released from work early, laid-off, or terminated, I will immediately notify LDC staff and return to the facility.

2. I will provide LDC each week with my work schedule, pay stub, time sheet and/or written verification of my hours from my supervisor. I agree to travel directly to and from my place of employment, or other places as absolutely necessary in the performance of my employment by the shortest and most direct route possible and shall not travel to other places not directly related to my employment without direct explicit permission from my probation officer or the staff at LDC. I understand that although travel time will be added to my release time depending on the location of the work site, regardless of the amount of time given, I will return to LDC by the shortest and most direct route possible and without making any unauthorized stops, including but not limited to any restaurants, convenience stores, gas stations, banking establishment or my home.
3. While at work I understand that I am not allowed to leave my work site for any reason (i.e. lunch, breaks, etc.) other than by permission of the staff at LDC or my probation officer. Failure to comply with this directive may result in disciplinary action including dismissal from the program and possible return to jail.
4. I understand that LDC staff will periodically check on my whereabouts and employment status. I will cooperate with requests to confirm my work hours and travel time. If my release times cannot be verified, my probation officer will be notified and I may be removed from the program and returned to jail.
5. I understand that I am only allowed to be released from LDC for a total of twelve (12) hours a day and six (6) days a week including my scheduled shift, overtime and travel time unless otherwise authorized by my probation officer. All overtime must be mandatory and direct permission obtained from LDC before accepting.
6. If I am ill and unable to attend my employment, I will notify LDC and my employer immediately and understand that I will not be able to leave the facility on that day for any reason other than to seek prior approved medical treatment.

## **HOUSING**

1. I will be assigned a bunk, bed sheets/blanket, pillow, footlocker, lock, tote, and phone locker. I will return all items issued to me in the same condition as when I received them. Any damage or

destruction of any property provided to me by LDC may subject me to prosecution or payment for any damages and replacement needed.

2. I understand that any change in these assignments must be approved by the Program Director, who may, if deemed necessary, change my bunk, locker, or lock for program purposes.
3. Linens that are provided to me are my responsibility to wash. This must be done at least once a week. Any articles that are torn or damaged will be charged to my account.
4. Nothing is allowed to be hanging from my bed including sheets, towels, hanging clothes, etc. My bed must be fully visible at all times.
5. Lights will be out in all rooms at 10:00 p.m. every night and all residents will be in their beds at that time. If any resident is found outside their bed after that time during regular bed checks, they will be considered "out of place" and their probation officer will be notified.
6. I understand that LDC is a co-ed facility and potential problems, especially between the sexes, can occur if respect is not provided. As such, communication between the male and female residents is strictly prohibited unless approved by staff.
7. I understand that there are security cameras in all areas of the facility including the sleeping areas. I therefore understand that I will be required to dress in the bathrooms and not engage in any obscene conduct while in the facility.
8. Residents are not allowed to be in the sleeping rooms of other residents. The bathroom, day room and outside are the only common areas allowed by all residents. Only residents assigned to the specific rooms are allowed to be in that room.

### **POSSESSIONS**

1. All of my personal property will be properly stowed in my locker and tote for safekeeping, but I will be responsible for my property and I will not hold LDC responsible for any damage or loss of my property during my stay. All property which I bring into the facility must be stored and fit in either the foot locker or tote at all times. Any excess property which will not fit must be removed from the facility. I will only be allowed two (2) pairs of shoes to be stored in my area.

2. I am expected to bring clothing and personal items necessary for my stay. All valuables, tools needed for my employment, large amounts of money, personal belongings, etc. should be left at home, with family members, in my vehicle or at my work site. Coin-operated washer and dryer are available and your clothing must be kept in a clean manner.
3. I understand that if I have a cellular phone and bring it into the facility, it must be registered and stored inside my lock box. I further understand that I may only have one (1) cellular phone. Cellular phones and/or chargers are not allowed in my room. If either is found in my room or in my possession inside the facility, they will be surrendered to the facility. Cellular phones are allowed to be used during specified hours each day and I understand that if I am using it during an unspecified time, it will be surrendered to the facility. If a cellular phone and/or charger is taken it will not be returned until I complete the program and leave the facility. If a second cellular phone and/or charger is found after having one removed from my possession, the second cellular phone and/or charger will not be returned and will be donated to charity.
4. If I am remanded to jail or fail to return during my stay, my personal property will be held for a period of forty-five (45) days. Prior to that time, the person(s) listed on the Personal Property Release Waiver may retrieve my property and must pay any outstanding balance that I may have. My personal property will not be returned unless my balance is paid in full. If my personal property is not retrieved within the specified time, it may be donated to charity.
5. The staff of LDC have the authority to control any item brought into the facility by residents. The Program Director may bar any item from being brought in or possessed by residents on a general or personal basis.

### **MEDICATION**

1. All medication (prescription or over-the-counter) must be reported to LDC. You will be responsible to properly administer the medication in the proper amount and time and shall hold any staff and LDC harmless for any improper administration.
2. I understand that if I am found abusing my prescription medication, my probation officer will be notified immediately and I may be removed from the program and returned to jail.
3. Under no circumstances am I allowed to give or sell any medication that I am prescribed to anyone. If I am found doing so, my probation officer will be notified immediately and I may be removed from the program.

## **ATTIRE**

1. All residents are expected to be fully clothed when not in the shower.
2. Clothing is not to reflect any type of alcohol or drug use products.
3. Hats and/or bandanas are not to be worn while in the facility.
4. Clothing is to be worn in a manner so as not to reveal underwear or genitalia.
5. Wearing sunglasses inside the facility is strictly prohibited.
6. Women are not to wear sexually suggestive clothing, i.e. short shorts, v-neck shirts, etc., and must wear a bra at all times outside their rooms.
7. Staff will determine inappropriate attire.
8. Any gang related, sexually explicit or revealing attire will be removed from the facility.

## **CHORES**

1. Bathroom facilities are provided and I am expected to keep myself in a clean and groomed manner. I will be required to clean my room and bunk/area daily including making my bed every day. Failure to comply with daily duties will result in "extra duties" and possible referral to probation officer.
2. I will also be responsible for assisting in cleaning common areas of the facility as assigned. I understand that I may be given extra duties at various times and must comply with any request from the staff at LDC. All daily chores must be completed each evening by 8:00 p.m. and inspected and signed off by staff. If all chores are not completed to satisfaction, the day room will be shut-down at 8:00 p.m. and all residents must report to their room until the chores are successfully completed.

## **COMMON / RECREATION AREAS**

1. I understand that all meals will be my responsibility and must be eaten in the common areas. No food will be allowed in my room. I will be responsible for cleanup of myself and any items which I may use at meal time.
2. All televisions must be kept at a reasonable volume at all times. Television privileges may be revoked for violations of this rule.
3. Cards, chess, checkers, and other board games are permitted, provided they are conducted in an orderly manner. Gambling is strictly forbidden.

4. I understand that use of any outside recreational activities, including basketball, is done at my own risk and I will hold harmless LDC for any accidents and injuries that I may sustain while doing so.
5. Smoking will only be allowed outside during designated times and cigarettes butts will be disposed of in the proper provided receptacles. If I am caught smoking anywhere inside the facility, my probation officer will be immediately notified and I may be remanded to jail. This includes finding any evidence of smoking including cigarette butts, ashes, ash tray, etc.
6. The Program Director may, at any time, change or revise the rules governing the use of common and recreational areas of the facility.

**TREATMENT**

1. I am allowed to attend any pre-approved counseling session, AA/NA meeting, or classes ordered by the court or required by my probation officer.

I have fully read the Program Guidelines and understand the terms and conditions. I will abide by these guidelines as a condition of my acceptance into the Work Release Program. I will conform to any and all notifications posted on the bulletin board or elsewhere. I further understand that any deviation or violation may result in my removal from the program and/or possible prosecution and return to jail. I further acknowledge and understand that LDC may change these guidelines without my prior knowledge and consent.

The staff at LDC is available to assist me in successfully completing the program and I am encouraged to speak with any member of the staff for any particular problems or assistance.

I shall indemnify and hold harmless the staff at LDC and agents from any liability that may arise from my activities during my stay.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Resident

\_\_\_\_\_  
LDC Staff Member