

VENTURA COUNTY PROBATION AGENCY WORK RELEASE/ DIRECT WORK PROGRAM

PROGRAM RULES

Successful completion of the program will depend upon your cooperation with program staff and compliance with the information provided below. This information applies to **ALL** participants.

1. **FOLLOW INSTRUCTIONS** - You are required to follow all lawful and reasonable orders and directions from the work crew supervisor, Corrections Services Officer, Deputy Probation Officer, and Work Release staff. Failure to follow instructions and/or unsatisfactory attitude or performance will result in your involuntary termination from the program. If you fail to appear for work, fail to complete work, or violate any program rules, you are subject to termination from the program and arrest, and you may be required to serve the balance of your sentence in Ventura County Jail pursuant to Penal Code Section 4024.2 (c)
2. **PROGRAM TRANSFERS (CLASP)** - If you reside in another county or state, the Court may allow you to serve your sentence in a comparable program near your residence. However, not all jurisdictions accept transfers and you would be obligated to complete your sentence in Ventura County or request a modification of your court order. You are responsible for each jurisdiction's program rules. Transfers are managed through the California League of Alternative Service Providers (CLASP).
3. **BOOKING (Work Release clients only)** – You must report **as directed** to the **Jail Information/ Visiting Window** at the Ventura County Main Jail, 800 S. Victoria Ave, Ventura, CA 93009, to be fingerprinted and photographed. The Sheriff's Department will be expecting you at your scheduled appointment date and time. If you fail to get booked prior to your first scheduled day of Work Release, you will be **DENIED** participation for the day, and you will not be allowed to work until verification of booking has been received. In case of an emergency while in route to booking, you must contact Work Release at **805-388-4236** to make further arrangements.
4. **WORK SITES** – You must accept the work site assigned to you by program staff. Work sites may be located anywhere in the county and you are required to work under all safe weather conditions. You will work in a safe manner, will not drive any vehicles, and will not use any tools or equipment in an unsafe manner. You will ask the supervisor for instructions on tool operation. You will sign in and sign out on each work day to receive credit.
5. **BEHAVIOR** – You are required to treat probation staff, work site staff and all other program participants with respect, dignity, and courtesy. At no time will any type of harassment be tolerated. You may be removed from the program for exhibiting any type of offensive behavior.
6. **SCHEDULING** – Once you have been booked, you will be advised by program staff on how many days you may schedule at once. You do not need to work consecutive days. If you miss a scheduled day or Fail to Appear (FTA), you must make up the missed day. Crew supervisors cannot make changes to your schedule. Three or more FTA's will result in termination from the program and your return to Court.
7. **FAILURE TO APPEAR (FTA)** - Missing **THREE (3)** or more days will result in a termination from the program and a referral to Court for a Violation of Probation. You may be subject to serving the remainder of your sentence in the Ventura County Jail or, the Court may re-refer you to continue in the program. However, at our discretion and with consideration of your overall compliance in the program, upon missing **ONE** day, you can be terminated from the program and serve the remainder of your sentence in the Ventura County Jail.
8. **CANCELLATION/RESCHEDULE** – You will schedule your workdays ahead of time. You may be allowed to cancel and reschedule your workdays a maximum of **THREE (3)** times (**i.e., a single day**). You must request a cancellation/reschedule **48 hours** prior to your scheduled workday (during business hours 8 am - 5 pm). Any requests for cancellation/reschedule less than 48 hours' notice will reviewed on a case by case basis and require approval from program staff.

**VENTURA COUNTY PROBATION AGENCY
WORK RELEASE/ DIRECT WORK PROGRAM**

9. **ILLNESS/INJURY** – If you become sick or injured while working on a crew, you must advise the Crew Supervisor immediately. If you are unable to continue to work, you will be dismissed from the work crew. A medical note from a doctor will be required in order to excuse the day. If you are unable to report the morning of your scheduled workday, your absence will be considered an FTA and will only be excused if a medical note from a doctor is provided within **FIVE (5)** business days.
10. **WORKDAYS** - We work Monday through Friday including most holidays. On occasion, Saturdays and/or Sundays may be available.
11. **BE ON TIME** - You must report as directed by 7:30 a.m. on your scheduled day. Late arrivals may be denied from working that day. If you are denied due to arriving late, you must reschedule the day and it will be considered an FTA. The workday is from 7:30 a.m. to 4:00 p.m.; **NO** exceptions, modified work or half-days days are permitted.
12. **INCLEMENT WEATHER** - You must report as scheduled and be prepared to work in **ANY** weather. Some work sites are not directly affected by inclement weather. If the weather is severe enough, you may be sent home and will be required to reschedule the canceled day. Failure to report during inclement weather is still an FTA.
13. **APPROPRIATE CLOTHING** - Clothing must provide protection from normal hazards associated with working outdoors. You must provide your own rain gear. No baggy clothes will be permitted. Clothing must not display words or symbols which are offensive, advocate drug or alcohol use, or indicate membership or affiliation with any gang. Program staff has sole discretion as to appropriateness of all clothing. **If you report to work with inappropriate clothing, you will not be allowed to work which will count as an FTA.**
 - a. **Pants** should be made of heavy weight material (denim) and cover the length of the legs to the ankle. **No stretch material, leggings, yoga or sweatpants, capris, or shorts are allowed.**
 - b. **Shoes** should completely cover the foot, provide ankle support, and have puncture-resistant soles. Shoes should be suitable for working in dirt, mud, sand, or rough terrain. **No sandals, flip flops, Uggs, or slippers. Boots are strongly recommended.**
 - c. **Shirts** should have long sleeves. Short sleeve shirts may be permitted at select work sites; therefore, it is recommended that a short-sleeve shirt be brought as an option. **No sheer, halter, tube, crop, tank, or otherwise suggestive tops will be allowed.**
 - d. **Accessories** such as hats, sunglasses, sunscreen and insect repellent are recommended.
 - e. **Orange safety vests** are provided and **must be worn at all times!**
 - f. **Gloves** are not provided! You must bring your own work gloves.
14. **OC (OLEORESIN CAPSICUM)** - OC pepper spray is used to control, restrain, or subdue imminent or actual violent behavior. If you hear the commands, "**Drop to the floor (or ground),**" or "**OC,**" you are to lie face down with your hands behind your back and your eyes closed and wait for further commands.
15. **TASERS** - Tasers are used to control, restrain, or subdue imminent or actual violent behavior. If you hear the commands, "**Taser, taser, taser,**" you are to lie face down with your hands behind your back and wait for further commands.
16. **BREAKS** – Generally, you will be allowed three (3) breaks throughout the day. A fifteen (15) minute break in the morning and afternoon and a thirty (30) minute meal break will be assigned by the crew supervisor. The crew supervisor has discretion over the break times and duration.

**VENTURA COUNTY PROBATION AGENCY
WORK RELEASE/ DIRECT WORK PROGRAM**

17. **FOOD and WATER** - You are required to bring your own food and beverage. You may not purchase food or beverage from any source or have them delivered to you. You may not eat or drink inside Agency vehicles. Water is provided at each worksite. Refrigeration/microwaves are not available. Small coolers are allowed.
18. **MEDICATION** - All medication (prescribed and/or over the counter) must be in the original prescription bottle and/or original packaging. All prescription medication must be in your name. You must advise lead staff and your crew supervisor **every** work day that you bring medication with you. You must advise staff if the medication will affect your ability to work safely.
19. **ALCOHOL/CONTROLLED SUBSTANCE USE** – Alcohol and controlled substances, including marijuana are not permitted. Random alcohol and drug tests are conducted and the program does not allow anyone to work with **ANY** alcohol or controlled substances in their system. This is a safety measure to protect you, fellow workers, staff, and the community. If you submit a positive test, you may be arrested and taken directly to the Ventura County Jail to serve the remainder of your custody sentence. If you take prescribed medications that affect your ability to work safely, you will not be allowed to work. You will be sent home and directed to reschedule the workday.
20. **ELECTRONIC DEVICES** – Cell phones, music/video players and headphones are not permitted at the worksite. They will either be collected by the site supervisor or must be left in your vehicle. You are not permitted to make personal calls or to communicate with anyone on the worksite aside from the crew supervisor or other participants. Use of a phone during the workday, including breaks and lunch, will result in your termination from the program.
21. **YOU MUST DO THE FOLLOWING -**
- Possess valid photo identification.
 - Return all tools and equipment at the end of each workday.
 - Wear orange safety vest at all times.
 - Follow lawful directions from program staff and crew supervisors.
22. **YOU MUST NOT DO THE FOLLOWING -**
- Leave the work site unless directed by your crew supervisor.
 - Use any toilet facilities other than those designated for your site.
 - Have visitors at the work site or Contact members of the public.
 - Lie down at any time, including breaks.
 - Use, possess, or pick up any needle or syringe.
 - Use or possess any weapon, knife, pepper spray, or ammunition.
 - Use or possess any gang, graffiti, pornographic, or racist materials.
 - Use or possess any cellular telephone, audio, video, or game player, recording device, or headphones.
 - Participate in horseplay or any other unsafe act.
 - Take anything from a work site.
 - Pick up items in any area where you cannot see your hand(s) or that can pose a safety risk to you, your co-workers, or staff.



VENTURA COUNTY PROBATION AGENCY
WORK RELEASE/ DIRECT WORK PROGRAM

23. **SMOKING** – Electronic smoking devices are not permitted. You may not smoke at any time inside a county vehicle, while working or while in high-risk fire areas (even on breaks) Your crew supervisor will inform you if and when you are able to smoke. Per Ventura County Ordinance No. 4502, smoking is prohibited in all buildings, vehicles, and other enclosed areas occupied by County employees, and owned, operated or leased by the county. Smoking is also prohibited in all unenclosed areas of property owned or leased by the County, including parking lots (this includes inside personal vehicles in parking lots), and the grounds of county owned or leased buildings.
24. **SAFETY ORIENTATIONS** - You will receive a daily safety orientation from the crew supervisor. The orientation will address the general safety hazards and approved safety equipment and procedures that may be present at the work site.
25. **PROOF OF COMPLETION** – When you complete your last day of work, program staff will provide you with a copy of your schedule stamped **COMPLETED**. You will receive this in person or via mail. This is your only proof that you completed your jail sentence. This may be required for a future court review or you may share it with your assigned probation officer and/or attorney. If you complete your last day at an offsite location, this form will be mailed to you.
26. **LOST & FOUND** - Any personal items that are left behind at a worksite may be picked up from the main office within 5 business days. Please call before coming to make sure the item is here. The program is not responsible for any lost or damaged item(s). All unclaimed property will be discarded after 5 days.
27. **WORK RELEASE CLIENTS ONLY:** You are serving a jail sentence from the time you arrive at the Work Release daily orientation through the time you are released for the day. You, your belongings, and your vehicle are subject to a search at any time. You are subject to drug and alcohol testing at any time. If you test positive for any controlled substance or alcohol, you will be involuntarily terminated from the program, arrested, and transported to the Ventura County Jail to serve the remainder of your sentence.