

**LARIMER COUNTY COMMUNITY JUSTICE ALTERNATIVES**

**ALTERNATIVE SENTENCING DEPARTMENT**

**WORK RELEASE CLIENT HANDBOOK**  
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## **INTRODUCTION**

This handbook provides information on the operation and services of the Larimer County Alternative Sentencing Department (ASD) Work Release program. You are required to read and follow the guidelines of this handbook to be successful in the Work Release program.

## **ALTERNATIVE SENTENCING DEPARTMENT MISSION STATEMENT**

The Alternative Sentencing Department provides alternatives to traditional jail through various programs with a focus on safety and accountability. Our well-trained and professional staff provide a supportive environment with connections to the community that empower clients to succeed.

## **PROTECTION OF CLIENT RIGHTS**

Larimer County ASD employees are aware of and protect clients' rights, both civil and legal. These include:

- Freedom from discrimination based on race, religion, national origin, sex, handicap, or political beliefs.
- Equal access to programs and work assignments and involvement in decisions on classification status.
- Protection from personal abuse, corporal punishment, personal injury, disease, property damage, or harassment.
- Freedom from reprisals or penalties as a result of seeking administrative or judicial redress.

## **GENERAL ORIENTATION**

1. You are required to read the Client Handbook and sign a contract stating that you understand and agree to comply with the rules. If you do not understand the rules, ask for assistance from staff.
2. You must remain drug and alcohol free while in the Work Release program. Any violation will result in a Major Rule Violation and possible program revocation.
3. For clients whose offense date occurred before March 1, 2022:
  - Per state statute 17-26-109(1), Work Release clients are granted one (1) day of good time for every 15 days served on their sentence. Per state statute 42-4-1307(6)(I), if you are serving a sentence for your second DUI/DWAI, you may not earn any good time until you have

If you do choose to have your revocation reviewed by the ASD Disciplinary Hearing Board the following procedures will occur:

1. You must complete and return the revocation notice within five (5) days of the revocation. You may submit the notice to any deputy on duty in the jail.
2. Your revocation and any new and relevant information you have provided will be reviewed by the ASD Disciplinary Hearing Board.
3. You will be notified, by the ASD Disciplinary Hearing Board of the decision made, in writing, within ten (10) days of receipt of the request for review.

If the sanction is upheld, you will finish the remainder of your sentence in the jail. If you are found not guilty, you will be returned to the Work Release program.

If you are found guilty, once the review process is complete, you may request reacceptance back to the Work Release program. The following exceptions will prevent the reacceptance back to the Work Release program:

- Revocations for behavior issues.
- If you have previously been revoked on the current case and were permitted reacceptance once before.
- If you are serving an out-of-county sentence.
- If you were approved by the ASD Selection Committee vote to serve your sentence in the Work Release program.

Other than the exceptions listed above, if you wish to be considered for reacceptance, you must submit an Inmate Request from the Larimer County Jail. A Supervisor or designee will be responsible for the review and response to your request. ASD reserves the right to make the final decision on reacceptance of any client at any time.

- Warning/reprimand—verbal or written.
- Extra chores—to be completed as assigned by staff.
- Loss of basic privileges such as tobacco use, cell phone use or patio.
- Lockdown—you are expected to lockdown on your own after meals, cleaning, shower, recreation, and any other time you may be allowed off of your bunk. Further disciplinary actions may be imposed if you fail to lockdown. The ASD Supervisor or designee must approve any lockdown sanction over 30 days. You will be given only the following, unless you abuse them, or security is threatened:
  - 20 minute dining time for each meal.
  - One hour per 24 hours for recreation.
  - Telephone calls from attorneys or probation officers. All outgoing calls must be made during your regular time out.
  - Visitation
  - Mail
  - Adequate food, light, ventilation, temperature, and sanitation.
  - Proper bed, bedding, and use of toilets, sinks, and showers.
  - Allowed access to medical care, mental health treatment, church and court ordered classes/treatment, or legal appointments.
  - Allowed access to programs.
  - Allowed access to professional visitors.
- Restitution—for creative costs of property destroyed, damaged or lost.
- Behavior Contract—signed by client listing the expected improved behavior including consequences if the problem behavior continues.
- House Freeze—not allowed to leave facility, not even for work.
- Administrative Reassignment—from Larimer County Work Release to Larimer County Jail.

When a determination is made that a Major Rule Violation has occurred, the consequence may be immediate removal from the Work Release program. Sheriff's Office deputies will remand you to the jail and you will receive a notification of revocation notice outlining the rule violations. If you agree with the violations, no further action needs to take place on your part. You will immediately begin serving your sentence as straight time in the jail with all privileges that general population clients are allowed, including program attendance and commissary. By agreeing with the violations, you waive your right to have the violations reviewed or heard by the ASD Disciplinary Hearing Board, and the right to grieve or appeal the sanction.

If you feel the revocation was unfair and/or unjust, you must complete and submit the revocation notice within five (5) days of the revocation. You are not allowed to attend jail programs while the review is pending. If you are serving a sentence from another county, you will not be eligible for review by the ASD Disciplinary Hearing Board.

completed 10 days of your sentence. If you are serving a sentence for your third or subsequent DUI/DWAI, you may not earn any good time until you have completed 60 days of your sentence. If you are serving a sentence for a felony DUI, you may not earn any good time until you have completed 120 days of your sentence. Good time will be calculated for your entire sentence on your start date.

- Work Release clients may be eligible to earn (1) day of earned good time for every (3) three full kitchen shifts worked in the ASD kitchen. (Restrictions apply for clients serving a 2+, 3+ or felony DWAI/DUI sentence). Work Release clients may be eligible to earn community service hours by working in the ASD kitchen instead of good time. Clients may not earn both good time and community service hours for days worked in the kitchen. You must register with the staff on duty to schedule kitchen shifts. Failure to follow the ASD kitchen worker contract may result in loss of kitchen worker privilege.
4. For clients whose offense date occurred on or after March 1, 2022:
- Per state statute 17-26-109(1), Work Release clients are granted seven (7) day of good time for every 30 days served on their sentence which will be calculated on a prorated basis. Per state statute 42-4-1307(6)(I), if you are serving a sentence for your second DUI/DWAI, you may not earn any good time until you have completed 10 days of your sentence. If you are serving a sentence for your third or subsequent DUI/DWAI, you may not earn any good time until you have completed 60 days of your sentence. If you are serving a sentence for a felony DUI, you may not earn any good time until you have completed 120 days of your sentence. Good time will be calculated for your entire sentence on your start date.
  - Work Release clients may be eligible to earn (1) day of earned good time for every (3) three full kitchen shifts worked in the ASD kitchen. (Restrictions apply for clients serving a 2+, 3+ or felony DWAI/DUI sentence). Work Release clients may be eligible to earn community service hours by working in the ASD kitchen instead of good time. Clients may not earn both good time and community service hours for days worked in the kitchen. You must register with the staff on duty to schedule kitchen shifts. Failure to follow the ASD kitchen worker contract may result in loss of kitchen worker privilege.
  - Clients will receive no more than (1) day of earned time for every (10) days sentenced. This includes any earned time from working in the kitchen and any earned time from designated program or

educational classes combined

5. You may only complete community service hours by working in the ASD kitchen or by participating in Workender work crews. You must register with the community service office prior to doing so. You may not complete any community service hours outside of the ASD facility.
6. You are not permitted to go home during your sentence unless given express permission, in writing by an ASD Supervisor or designee. Additionally, if you are approved to work from your residence or home office, you will be required to sign a work at home agreement prior to beginning work from home.
7. You may be allowed out of the facility up to 12 hours per day for all verifiable activities including any combination of work, school, classes (treatment and/or therapy), court ordered appointments or programs, and travel time. Any exceptions must be approved by an ASD Supervisor or designee.
8. You must bring your completed schedule and your most recent paystub with you on your start date. Failure to do so may result in your inability to leave the facility for work until the proper documentation is received. You must inform staff of all your destinations while in the custody of Work Release, including, but not limited to work, school, probation, medical or legal appointments, court ordered classes, treatment or therapy, and religious services. You must have an approved weekly schedule in place before you will be permitted to leave the facility. You must provide the names and physical addresses of all your destinations. If a physical address is not available, information must include detailed directions needed to reach the work location. If your destination is a new development, you will need to provide a legible map. As your sentence continues, you must have any updates, changes or new locations approved by staff and entered into the computer system at least 24-hours in advance.
9. You will be required to turn in timecards and paystubs to verify your work hours. All requested work documentation must be on official company letterhead including the name and telephone number of a contact person that can verify the information. Any exceptions must be approved by Work Release staff.
10. If you are a student, you must bring your printed school schedule with you on your start date. You will be required to have class cards signed by each of your instructors. The class card must be returned to staff on a

exposure, committing any lewd, indecent sexual act or suggestive comments or movements.

**Menacing:**

Placing another person or persons in fear of physical injury or death.

**Misdemeanor or Felony Law Violation:**

A violation of any law classified as a misdemeanor, felony or equivalent. Actions by a disciplinary committee for such violations do not preclude criminal prosecution.

**Battery:**

Fighting or the intentional physical injury of another person.

**Failure or Refusal to Comply With a Sanction:**

Failing to comply with a lockdown sanction. Failure to comply with any documented requirement mandated by staff.

**Misuse of Medication:**

Any attempt to misuse over the counter or prescription medication. This can include, but is not limited to, attempts to take medication not as directed, take medication that is not prescribed to you, attempts to sell or exchange medication or attempts to hide medication.

**Unauthorized Absence:**

A successful or unsuccessful effort to evade the lawful custody of the Sheriff's Office or ASD. An unauthorized absence in excess of two hours may result in the initiation of unauthorized absence proceedings.

**Multiple Rule Violations:**

A pattern of documented behavior showing a general disregard for program rules. This pattern may be escalating or revolving, but nonetheless demonstrates a lack of suitability for participation in alternative programming.

**SECTION 27: DISCIPLINARY PROCEDURES**

**NOTE:** Any of the above mentioned minor or major rule violations may also result in criminal charges and/or revocation from the Work Release program, depending on the circumstances of each incident.

In order for discipline to be enforced uniformly and fairly, only the following discipline may be prescribed upon the determination that a rule violation has occurred:

**False Statements:**

Any statement that is made with the intention of imitating, copying, or deceiving.

**Falsified Documentation:**

Any documentation that is provided with the intention of imitating, copying or deceiving.

**Deleting Electronic Content:**

Deleting any electronic content during the commission of a secondary rule violation or in opposition to a direct order from staff.

**Gambling:**

Staking or risking something of value upon the outcome of a contest or game of chance; or a future contingent event upon an agreement or understanding that you or someone else will receive something of value in the event of a certain outcome.

Violation of a Major Rule is grounds for disciplinary action up to and including revocation of the Work Release program privilege.

The following are considered to be Major Rule Violations:

**Refusal of a Test:**

Refusal to submit a testable urine sample. Altering or attempting to alter a urine sample. Refusal to submit or attempting to alter a breath test for alcohol.

**Positive Substance Abuse Test:**

Any substance abuse test that shows a positive result.

**Dilute Substance Abuse Test:**

Numerous substance abuse tests that show a dilute result.

**Failure to Pay Fees:**

Failure to pay fees on time unless prior arrangements have been made with the Work Release program Supervisor or designee.

**Riot:**

Any provocation, encouragement, promotion, or participation in a group disturbance within the facility.

**Sexual Activity:**

Sexually stimulating activity by or between Work Release clients, including intercourse, kissing, fondling, or manipulating a person's genitals. Indecent

daily basis. All study times and locations must be turned in with your class schedule. You will be required to communicate to staff your location on campus at all times, including specifics such as room name/numbers, study location, and computer labs when applicable.

11. You are required to display appropriate behavior at all times. Staff and other clients are to be treated in a respectful manner. You are not allowed to touch staff or other clients; suggestive, profane, lewd, or derogatory comments are strictly prohibited and appropriate conversation material is expected at all times. Client contact with ASD personnel outside of the Work Release program is prohibited.
12. You are not allowed to enter, reach into, or loiter around the staff control desk. In order to maintain your privacy and the privacy of others, you must stay behind the yellow line until staff calls you up to the desk.
13. It is your responsibility to read all memorandum notifications regarding updates, rule changes, and program information that are posted on the kiosks located in each dayroom.
14. There are four scheduled stand down counts per day. When a staff member announces stand down, you must go immediately to your dorm and stand by or lie down on your bunk until staff notifies you that normal movement may resume. When a staff member announces lockdown you must go immediately to your bunk, remain quiet, and wait for further instruction. All electronic devices must be turned off when lockdown is announced. You will be notified by staff when normal movement may resume.
15. You will be released between 6:00 am and 6:30 am on your last day.

**SECTION 1: CLASSIFICATION**

1. You must be given approval by the sentencing judge to be accepted into the Work Release program. ASD staff will review your current conviction and criminal history to determine your eligibility for the program.
2. You may not switch to other ASD programs once you have started your sentence unless the change is court ordered. Moving to other ASD programs must be authorized by the court and approved by an ASD Supervisor or designee.

**SECTION 2: MONEY/PAYMENT OF FEES**

1. ASD staff is not responsible for your money and/or valuables and does not guarantee the safe keeping of your property stored in the housing areas or on the property.
2. You must pay a minimum of \$20.00 per day for the Work Release program. If you earn more than \$20.00 per hour, your daily Work Release fee will be assessed at your hourly wage with the maximum daily fee being \$50.00 per day. In addition, you will be required to submit to random drug tests (UA) at a cost to you of \$15.00 per test. You may not carry a balance exceeding the equivalent of one drug testing fee (UA) and two weeks (14 days) in daily program fees at any time. If your balance exceeds one UA and two weeks of program fees, you may lose certain Work Release privileges. If you are revoked from the Work Release program or transferred to a different program, you are still responsible for your unpaid Work Release fees. Fees that are in arrears for more than 90 days may be turned over to a licensed collections agency.
3. If you are a salaried employee, your daily rate will be calculated by averaging your annual or projected annual gross income into a 40-hour work week. All other forms of income will be converted into an appropriate daily rate at the discretion of staff.
4. Payments may be made by cash (we do not accept coins and we can not make change), money order, electronic check or credit card. If paying by credit card or debit card a convenience fee will be charged.
5. You are allowed to cash your paycheck at an approved financial institution so you can pay your Work Release fees. If you need to cash more than one check per week, you must submit a request that includes the name and address of the institution where you will be cashing the check.
6. An ATM is available for use in the facility during regular business hours.

### **SECTION 3: HOUSING**

1. You will be assigned to a dorm and a specific bunk and wardrobe at the time you start your sentence. If you need to move to a different bunk, you must submit a request. Only medically necessary moves will be considered. Documentation of your medical condition will be required. Work Release staff have the right to change your bunk and/or dorm assignment at any time based on program needs.
2. Your bed must be made each day. Your bunk should always be made to the following specifications: fitted sheet is to be placed over the mattress,

Actions and/or communications directed by clients toward Larimer County personnel which indicate disrespect or hostility. Such actions may include, but are not limited to, the use of profanity and/or any statements, signs or body movements which may be interpreted as threatening towards staff.

#### **Disobedience of a Direct Order:**

Failure to comply with a reasonable request or an authorized directive from Larimer County personnel. Seeking information from several staff members in an apparent effort to manipulate processes, realize personal gain, or deceive staff.

#### **Failure to Provide Documentation:**

Failure to provide documentation requested by staff. This may include, but is not limited to, class cards, school or work schedules, or receipts for shopping passes.

#### **Profane Language:**

Profanity toward staff or other clients.

#### **Failure to Follow Check-in/Check-out Procedures:**

Failing to properly complete the check-in/check-out process. Failing to keep staff informed of your location. Failure to call the Work Release desk upon departure from your locations, and if required, arrival at your locations.

#### **Unauthorized Operation of a Motor Vehicle:**

Operating a motorized vehicle without staff permission or without a valid driver's license, insurance and vehicle registration. Failing to provide or update proof of valid driver's license, insurance, and registration on the vehicle you are driving. Loaning a personal vehicle to another client. Accepting a ride not previously approved by staff. Receiving a ride from a person who does not possess a valid driver's license, insurance, or vehicle registration.

#### **Telephone/Internet Misconduct:**

Using telephones at unauthorized times or in unauthorized locations. Telephoning, contacting or using social media to contact Larimer County personnel away from Work Release. . Using the telephone, internet or social media for the purpose of harassment or coercion. Note: Actions by Work Release staff or the disciplinary committee for such violations do not preclude criminal prosecution.

#### **Present in an Unauthorized Area/Location:**

Being in or at any location not authorized by employment, a scheduled activity, or staff directive.

Borrowing or lending money, receiving salary or wage advances, entering into any contractual agreement, and/or buying, selling or borrowing any property without advance written authorization from staff.

**Employment Misconduct:**

Quitting your job without prior approval from staff. Getting fired from your job for employment misconduct, tardiness, or deliberate shirking of duties. Failure to notify staff and your employer when you are too ill to work or refusing to seek medical attention when too ill to work. Being present at work, or a work location, without being scheduled or reimbursed for hours worked.

**Coercion:**

Compelling or inducing another person to engage in conduct from which they have a right to abstain or to abstain from conduct in which they have a right to engage by instilling fear in that person.

**Theft:**

Actions or the act of robbery, stealing, burglary, shoplifting, larceny, thievery, or pilfering any object or property belonging to another.

**Destruction of Property:**

Willful destruction, alteration, tampering with, abuse of, or wasting of material or property. Criminal charges may be brought against anyone defacing or destroying Larimer County property. You may be financially responsible for any property you alter, deface, or destroy.

**Possession of, Attempt or Intent to Introduce or the Manufacture of Contraband:**

Possession of the following including but not limited to:

- Weapons
- Narcotics
- Drug paraphernalia
- Any item classified as a dangerous instrument
- Intoxicants, controlled substances, mind altering substances, including marijuana (including synthetic cannabinoids) and alcohol
- Any substance with the potential to cause mind altering effects
  - Any item used for a purpose other than its intended/prescribed use. Common examples of these substances include, but are not limited to, CBD, spice, kratom, kava, aerosol sprays, etc.
- Any illegal substance
- Any item, device or product used to alter a drug test

**Disrespect to Staff:**

sheets placed on top of the fitted sheet and the blanket or blankets placed on top of the bed. You may bring in one standard sized pillow with your own pillowcase. No other personal bedding items are allowed. Linens and blankets must be tucked under at the ends and on both sides of the mattress to make a firm, flat surface. Pillows must be centered at the head of the bed. Your bed must be made at all times except while you are sleeping or using the restroom. You may not utilize padding for your bunk (clothes, towels, yoga mats, etc.) unless authorized by staff per an approved request.

3. You must clean your dorm area each day. You may not store anything on the floor, including shoes. Nothing may be stored on your bunk except your alarm clock. No clothing or other belongings are to be left on your bed. An alarm clock and/or a water bottle are the only items that may be stored on top of your wardrobe. You may charge approved electrical devices (including batteries for electronic bikes) in your dorm room only when you are present in your dorm room. The charger for your electrical device must be removed when you are not present. You may not use extension cords or multi-plug adapters. Clothing and personal hygiene items are to be stored neatly in your wardrobe; these items may not be left in the restroom area. Your towel is to be folded and hung at the end of your bunk.
4. If you have property in excess of your allotted storage space (e.g., large suitcases, duffel bags) you must contact an outside party to pick up these excess items within 24 hours of your arrival.
5. Use of Work Release or personal property for anything other than its intended use is considered destruction of property and/or possession of contraband. Destruction of property and/or possession of contraband are considered rule violations and may result in your termination from the Work Release program. Defacing or destroying Larimer County property or possession of contraband may result in additional criminal charges.
6. You are not allowed to put your feet on the walls or the furniture. Sitting on tables or standing on chairs, either in the facility or on the patio is prohibited. You may not lean back in the Work Release chairs; all four legs must remain on the floor. You may be financially responsible for any property you alter, deface or destroy.
7. Do not block doors as all exits must be clear at all times.
8. Searches for contraband are conducted on a regular, but random basis. Areas subject to search include, but are not limited to your person,

property, electronic devices, mailbox, locker, bed, wardrobe, personal vehicle or the vehicle used to transport you. You do not have the right to be present during searches.

9. You may not sit or lie on the dayroom floor, and you may not lie on dayroom sofas. You may not sit on the ground on the patio.
10. You must clean up after yourself in all areas of the Work Release facility, including the bathroom, dorm room, patio, kitchen, dining room, dayroom and all shared spaces. No food or drink is allowed in any carpeted areas or in the dorms with the exception of a water bottle, with a lid, used to store water only in the dorm room. You may be asked to assist in cleaning the facility anytime cleaning is deemed necessary by staff.
11. A cleaning crew will clean all client dorms and bathrooms three times per week. You must remove yourself from your dorm and/or bathroom until the cleaning crew has completed their work.
12. Do not take your bedding into the dayroom or onto the patio.
13. You must be fully clothed at all times, except when inside the shower or bathroom stall. You must change your clothes behind the shower curtain. You must be fully clothed when going to and from the restroom. When using the restroom, the stall door must be closed and locked. Shirts and shoes are required at all times, including when on the patio.
14. You are required to maintain personal hygiene, including but not limited to brushing your teeth and showering daily. You must comply with any reasonable staff request to maintain proper hygiene.
15. You will not be permitted to enter dorms other than the dorm which you have been assigned. Exceptions will be made for those performing a specific assigned chore or when accompanied by a staff member.
16. Lights in all housing areas and dorm rooms are controlled by the Work Release staff and will be turned on at the discretion of staff. After the evening lights out is announced, you are required to be in your bunk, until 5:00 a.m. when normal movement may resume. If you need to leave for work before 5:00 a.m. you will be permitted to get up one hour before your departure time. You may have a small clip-on book light to read if approved by the on-duty staff. If you are returning from work after lights out, you may be allowed time to eat and unwind at the discretion of staff on duty, but for no longer than one hour.

unfair, you may ask for a minor rule violation hearing. Within 48 hours after the violation is reported, an impartial staff member will interview you, the reporting staff and, if necessary, witnesses. The hearing officer will decide if the recommended discipline will be imposed and the initial hearing disposition will be completed within 48 hours of the violation being reported. You may be given a written copy of the decision upon your request.

If you think the discipline is unfair after the completion of a disciplinary hearing, you may appeal it by submitting an electronic client appeal to the next level in the chain of command who will determine if the discipline was fair. You will be given a written decision of the appeal through the kiosk. If you still disagree with the discipline, you may continue to submit your appeal through the chain of command. Discipline will be imposed after the initial hearing regardless of any pending appeal.

The following offenses are considered to be Minor Rule Violations.

**Depending on the severity of the offense, these can also be classified as Major Rule Violations.**

**Disruptive Behavior:**

Any action which has an adverse effect upon the operation of the program, including but not limited to making inappropriate verbal and/or written remarks, loud obnoxious talking, or remarks or hand gestures about any client or group of clients' race, religion, national origin, sex, sexual preference, disability, or political beliefs in a negative or derogatory manner. Any verbal altercation with another client or acting as a lookout or assisting any client to commit a rule violation and/or crime. Any action involving initiation or engagement in practical jokes or pranks directed toward other clients, staff, or visitors to the facility.

**Misdemeanor Law Violation:**

A violation of any law classified as a misdemeanor or its equivalent. Note: Actions by Work Release staff or the disciplinary committee for such violations do not preclude criminal prosecution.

**Prohibited Time/Location:**

This includes, but is not limited to, leaving the facility or the grounds without permission; going somewhere not specifically authorized; conducting an unauthorized activity (even at an authorized location) or not returning to the facility immediately upon completion of an authorized activity (e.g. employment, school, alcohol classes).

**Property/Monetary Misconduct:**



1. If you have a grievance against any staff, contract staff, or volunteer you may report it on an electronic grievance form. Your grievance needs to include the date and time the offense occurred the individual(s) involved, your specific grievance and your suggested solution. If you wish to file an appeal concerning a staff directive or decision, you may report it on an electronic appeal form. You must clearly articulate the reasons for your appeal.
2. Grievances/appeals will be rejected if they contain profanity, obscene, derogatory, or offensive language.
3. Your grievance/appeal will be investigated and answered via the electronic kiosk. Staff answers your grievance/appeal within 10 working days of the time it is received, excluding weekends and holidays. The appropriate staff at the lowest level in the chain of command first answers grievances. Do not submit another grievance/appeal form until you receive an answer on your original grievance/appeal.
4. If you are not satisfied with the first answer to your grievance/appeal, you may submit a grievance/appeal to the next higher command level. You may continue to appeal it through the chain of command to the Director of CJA who will make the final decision. If you still are not satisfied, you may contact your attorney and try to resolve the problem through the courts.
5. We will not take any negative action against you because you file a grievance.

## **SECTION 26: RULE VIOLATIONS**

You are expected to display an appropriate and respectful demeanor at all times and to comply with all directives given by staff. You may be sanctioned for violating the rules listed in the Client Handbook, the Work Release Agreement or for a new law violation.

There are two classifications of rule violations: Minor and Major.

Discipline for minor rule violations is handled in the Work Release facility. You may be verbally counseled, receive a written warning/reprimand, lose basic privileges (e.g. use of patio or cell phone) or the reporting staff may recommend you perform extra chores. Staff may also recommend you serve disciplinary lockdown.

If the reporting staff recommends a sanction, you will be notified of the violation. You can accept the recommended sanction or, if you believe the sanction is

17. No talking or making unnecessary noise in dorms after lights out.
18. You may not cover light fixtures, windows, or vents. You may not tape, paste, or hang any items on the walls, your bunk, the bunk above you, doors, ceilings, wardrobe (inside and out), mailbox, locker, any fixtures, windows, or vents. The window ledges are to be kept clean and clear of all items. You may not hang anything from the bunk above you in order to create a private space or block out sunlight.
19. You may not open any windows in the facility.
20. You may have drinks on the outdoor patio/recreation area. All cups and/or drink containers must be empty when you return to the housing area. You may not bring any food items or cell phones on the patio. You must stay on the patio or recreation area. You may not be in the parking lot or wander around the building.
21. You may not have any visitors on the patio. The patio is for client use only.
22. When your designated housing area door is open you do not need permission to leave the housing area of your respective side of the building. When the door is closed, you will be required to request staff permission to exit the housing area. Both housing area doors will remain locked when the first-floor security desk is not staffed. You will be required to wear a lanyard while accessing the Work Release patio. Lanyards will be provided to all clients.
23. You must verbally receive permission from staff to step inside the yellow line around the staff desk. The line is there to maintain your privacy and personal space and only one client at a time may proceed over the yellow line.
24. You may use the Community Justice Alternatives track during designated times. The track times will be dependent on the time of year and will be posted in each Work Release facility. The track is monitored by video camera and is to be used for exercise purposes only. You are not to stand, sit, use tobacco products or use the track for socializing. Clients may use a cell phone (unless the cell phone has been taken away due to a sanction) while exercising but no sharing of electronic devices will be permitted. If you are on a sanctioned lock-down, the track may be used as a part of your one-hour recreation time.
25. You will be issued a spork, lanyard, Work Release I.D. card, bedding and a wardrobe key. It is your responsibility to retain these items in your

possession for the remainder of your sentence. You will return these items at the completion of your sentence. You will be charged a \$5.00 replacement fee if a replacement I.D. card or wardrobe key need to be issued and a \$2.00 replacement fee if a spork needs to be issued due to loss or damage.

26. Kiosks are located in the dayrooms for you to access general information and to submit electronic requests, grievances and appeals. You will be required to scan your I.D. card at least once per day, even if you are not leaving the facility. The kiosk will provide general information such as good time earned, Work Release fees owed, messages from staff, notification of Minor Rule Violations, and approved activities outside of the facility (example: your work schedule).
27. The designated Work Release cell phone room/area is to be used for communicating on your cell phone. The cell phone room is not to be used to socialize with other clients.
28. Use of the cell phone room/area, patio and lobby is a privilege. Staff may deny access to these areas to any client at any time.

#### **SECTION 4: CLOTHING/LAUNDRY FACILITY**

You will wear your own clothing while in this program. You must dress appropriately; no provocative clothing is allowed. No clothing that exposes your midriff, sags below your waist, is low cut, or exposes any part of your chest is allowed. Tank tops and tube tops are prohibited within the facility and patio. Hats, hoods, sunglasses or other head coverings are not allowed in the common areas of the facility. Graphic t-shirts and other clothing must be appropriate for the Work Release setting. No offensive symbols, slogans or shirts depicting alcohol, drugs or weapons will be permitted. Inappropriate or obscene tattoos must be covered at all times. You must be fully dressed, including shoes, when outside the dorm. It is your responsibility to maintain modesty when inside your dorm. Staff has the right to determine what clothing is acceptable for the program.

1. Dirty laundry will be stored in your wardrobe.
2. There are laundry facilities on the premises for your use. You must use a laundry card in the facility laundry rooms. In order to use the laundry card, you must load your card with money at the designated laundry card machine. The machine will only take dollar bills; it does not take coins. Plan accordingly with the laundry card and only load the amount of money you plan to use on the laundry machine; no refunds will be given. You

after 4:00 a.m. each day. In addition, you may opt-in to receive text messages from DRC the day your color is called. It is your responsibility to check each day to see if your color has been posted. In the event that your color is posted, you are required to submit a urine sample between 10:00 a.m.-6:45 p.m. Monday through Friday and 8:00 a.m.-3:45 p.m. Saturday and Sunday at the Fort Collins DRC or between the hours of 8:00 a.m.-4:00 p.m. on Monday through Fridays at the Loveland DRC, regardless of your work location or hours. You will be required to adjust your work schedule to accommodate for the hours of operation at DRC. You will be given an orange UA card to take to DRC. You will keep this card and use it each time you submit a UA at DRC. Each time you submit a UA, you must provide ASD staff with your receipt from DRC upon return to the facility. Failure to submit a UA is a major rule violation which will include sanctions up to and including revocation from the Work Release program. DRC has two locations: 2255 Midpoint Dr Fort Collins and 810 E. 10<sup>th</sup> Ste #140 Loveland.

- b. **Female Clients:** All urine samples must be submitted at the female Work Release facility. During the intake process, you will be required to sign a UA contract. The contract outlines your responsibility to check-in with staff every day between 7:30 a.m. and 8:00 p.m. to find out if you are required to submit a UA that day. Your check-in with staff should be at a time when you are ready to submit a UA. If you are notified you must submit a UA that day, you will have two (2) hours to do so. You must stay within staff's line-of-sight during those two hours; you may not go back to your dorm room during this time.

5. Untestable/dilute UAs will result in disciplinary action. Any untestable/dilute UA may be a major rule violation which will include sanctions up to and including revocation from the Work Release program. If you submit a sample that is too diluted to test, you will be required to submit another sample immediately. Multiple or consecutive substance testing violations may result in immediate program revocation.
6. You will be sanctioned for any missed or dilute UAs up to and including program revocation.

#### **SECTION 25: CLIENT APPEALS/GRIEVANCES**

### **SECTION 23: WORK RELEASE TELEVISION AND MOVIES**

1. The television is to be turned off at 9:45 p.m. each day.
2. The television can be turned off at scheduled times (stand down, cleaning, etc.) or at the discretion of staff if it creates disruption to the facility or anytime there is an argument concerning programming.
3. You are not allowed to bring in movies, sports or special event videos to share. Clients are not allowed to bring in DVD or Blu-ray players, or game consoles to be used with the Work Release television.

### **SECTION 24: DRUG AND ALCOHOL TESTING**

1. You must remain drug and alcohol free while serving your sentence in the Work Release program. Failure to do so may result in termination from the Work Release program.
2. The Portable Breath Test (PBT) instrument is used to test for alcohol. Staff may ask you to submit to this test at any time. Refusal to submit to this test will be considered the equivalent of a positive test. You will be tested each time you return to the facility and during periodic formal counts. Any positive test will result in a major rule violation which will include sanctions up to and including revocation from the Work Release program.
3. Drug testing will be performed on a random basis. Staff may require you to submit to drug testing via a urine sample (UA) at any time. Refusal to submit to this test will be considered the equivalent of a positive test. Any positive test will result in a major rule violation which will include sanctions up to and including revocation from the Work Release program.
4. You will be required to submit a urine sample for analysis (UA) as part of the Work Release intake process. Your entrance UA is used to show levels of drugs in your system on your start date. All subsequent UAs must show decreasing levels of drugs, or the result must be negative. If a result is indicative of new use while in the program you will receive a major rule violation which will include sanctions up to and including revocation from the Work Release program.
  - a. **Male Clients:** All intake urine samples must be submitted at the Day Reporting Center (DRC) located at 2255 Midpoint Drive, Fort Collins. During the Work Release intake process you will be assigned a UA color. This color is subject to change during your sentence. Color notification will be posted in the housing areas

must supply your own high-efficiency laundry detergent. You may not use bleach in the facility laundry machines. You must clean up after yourself when using the laundry facilities; do not leave laundry in the machines overnight. Work Release is not responsible for personal items left in the laundry.

3. Laundry exchange for your bed linens is done on a weekly basis and is subject to change based upon program needs. Laundry exchange for blankets is done on a monthly basis.

### **SECTION 5: PERSONAL PROPERTY**

1. All incoming property must be submitted to staff for search.
2. No property may be dropped off to you on the Work Release patio or parking lot. Anyone bringing property to you must bring the property to the Work Release check-in desk. Property drop off times are between 1200-1900 every day.
3. You are responsible for providing your own personal hygiene items including all toiletry items, laundry detergent, clothing, towels, washcloths, and an alarm clock (battery operated). You may also bring your own hangers, books, magazines, etc. No pornography, sexually explicit, or objectionable materials are ever allowed, staff determine what reading material, pictures, and digital content are appropriate.
4. All client bicycles stored on the premises must be registered with staff and appropriately labeled with an ASD registration sticker. Bicycles must be stored and locked in the area designated by staff. Any bicycle stored on the premises without an approved ASD registration sticker may be removed and either disposed of or donated.
5. You are allowed to have hand-held electronic games and personal-use electronic devices (Laptops, tablets, I-Pod or MP3 Player) approved by Work Release staff. No electronic devices, including tablets and laptops, with camera and/or video recording capability will be permitted in the secured housing area without staff permission. Any inappropriate or illegal use of the internet, on any electronic device, will result in disciplinary action up to and including revocation. You must use a headset when playing/listening to electronic equipment and the volume must be kept at a level that cannot be heard by others. Verbal communication via Bluetooth or electronic device is prohibited in the secure housing area. Any device that has Bluetooth functionality may not be used in this

capacity in the secure housing area. All electronic devices and chargers must be labeled with your name at all times.

6. Work Release has limited space available for the charging of electronic devices, you are expected to be considerate of other clients and unplug your phone/device when it is fully charged. If you have a passcode or lock on your cell phone, electronic device or electronic application, you must provide it to staff upon intake or any time the passcode is updated or changed. Work Release staff may search digital content on any electronic device to ensure you are abiding by program rules.
7. Cameras, camera phones, and related photo/video capable equipment are not allowed in the secure area of the facility. This includes all electronic devices capable of capturing still images or recording video. All electronic devices brought into the facility must be submitted to staff for approval. Cell phones with camera/video capabilities may be used in the designated cell phone use area, however, use of the camera and/or video capability is prohibited. No video communication is allowed.
8. No pornography, inappropriate language, or inappropriate content is permitted on any electronic device. Any such violations may result in termination from the program and/or receipt of additional criminal charges.
9. Work Release is not responsible for the loss of or damage to your personal property. Any valuables you bring into the facility are at your own risk and you are responsible for their storage and safe keeping.
10. If your Work Release privilege is revoked and you are remanded to the Jail, your personal belongings will be released to the responsible party listed in your file. If your property is not claimed within one week (7 days) or you have not made alternate arrangements for pickup within that time frame, your property will be disposed of.
11. You may not borrow from or lend anything to other clients while in the program. You are not allowed to bring in poker chips, board games, or recreational/weightlifting equipment of any kind. You may bring in your own standard playing cards.
12. You may not give or accept gifts from other clients or staff.
13. Job related tools/knives/box cutters are not allowed in the housing area. These items can be stored in an assigned work locker or your vehicle.

must be submitted 48 hours in advance and include: Name of location, physical address, mode of transportation and items to be purchased.

7. A haircut pass may be approved under the following conditions:
  - a. You must have served a minimum of 30 days on your sentence.
  - b. You must have more than 7 days remaining on your sentence.
  - c. You may be eligible for a haircut via client request once every 30 days.
8. Haircuts must be done at a salon/barber shop located closest to your job site or Work Release. You may not go to a friend or relative's home. You may not receive any lengthy procedures. You must provide a receipt upon your return to the facility. Requests must be submitted 48 hours ahead of time and include the name or the location, the physical address and the mode of transportation.
9. You are not allowed to donate blood or plasma while in the Work Release program.
10. If you drive yourself to work, you will be allowed to have periodic maintenance performed on your vehicle. You must submit a request stating the reason for the service and the location where the work will be done. Maintenance work must be done at a repair shop. You will not be allowed to use a personal garage or to do the work yourself in the ASD parking lot.
11. A client request, with proper documentation, must be submitted for any extensions beyond the 12 hours out of the facility. These request will be considered on a case by case basis.
12. Emergency leave such as a funeral, critical illness, or death of an immediate family member is handled on an individual basis and must be approved by an ASD Supervisor or designee. You must provide proof of death (an obituary notice or a copy of the death certificate are both acceptable). If the emergency leave is out of town or requires more than 24 hours out of the facility, you must submit a motion to your sentencing Judge requesting a furlough. Any furlough exceeding 24 hours out of the facility will be added to the end of the sentence unless otherwise stipulated.

client location form (quarter sheet located in the classrooms and at the kiosks) may be completed at least 24 hours in advance for the below listed activities:

Legal appointments and activities include:

- Court hearings
- Attorney meetings
- Probation appointments
- Payment of fines/fees
- Attendance of court ordered MADD panel
- Attendance of court ordered classes, treatment, therapy, etc.
- Interlock calibration appointments

Medical appointments and activities include:

- Doctor appointments
- Dentist appointments
- Mental health appointments
- Emergency/urgent care visits
- Eye exams, eye care, eye glasses, etc.
- Prescription pickup at pharmacies

4. When you are in need of personal hygiene items, laundry soap, etc., you must first try to get a friend or relative to provide these items for you. If this is not possible, you may order your items on-line and have them delivered to Work Release or submit a request for a shopping pass.
5. A shopping pass may be approved under the following conditions:
  - a. You must have served a minimum of 30 days on your sentence.
  - b. You must be up to date on fees.
  - c. You must have more than 7 days remaining on your sentence.
  - d. You may be eligible to purchase needed items via client request once every 30 days.
6. You will not be allowed to purchase one item at a time or shop at multiple locations. You will not be allowed to shop for clothing without written proof from your employer showing you need specific clothing for your job. You must pick the closest location to fulfill your shopping needs. Shopping in a mall is not allowed. Staff will determine a reasonable amount of time for the pass based on location and mode of transportation. You must provide a receipt for all items purchased upon your return to the facility. Requests

**SECTION 6: MEALS/SNACKS**

1. Meals are prepared in the ASD facility and brought to Work Release each day. You will be provided with a sack breakfast, a sack lunch and a hot dinner meal. You may take one sack breakfast and one sack lunch to work with you. You must ask staff for permission to obtain your sack breakfast and/or lunch. You must take your sack breakfast and lunch by 3:00 p.m. each day. You may not take more than one sack breakfast or sack lunch, and you are never allowed to consume any food that is designated for another client. If you return to the facility after 6:00 p.m., you may sign up for a late sack dinner instead of a served hot dinner meal. You may not take extra beverages (i.e., extra milk for coffee); only one beverage per meal is allowed.
2. Vending machines are available for use in both the male and female facilities. Vending machines may not be used after the 9:45 p.m. stand down count is announced. If you return to the facility after the 9:45 p.m. stand down count, you may use the vending machine with staff's approval.
3. All clients in the building during hot dinner service will only be provided with a hot dinner, not a late sack dinner. Only clients who return to the facility after 6:00 p.m. will be allowed access to a late sack dinner.
4. It is your responsibility to clean up after yourself, including wiping down the kitchen area, tables and chairs, and rinsing and stacking your dishes if necessary. All meals eaten in the facility are consumed at the tables in the dining room. No food or drinks are allowed in the dorms or on the carpeted areas.
5. Meals are planned to meet or exceed nutritional standards set by the National Academy of Sciences Institute of Food and Nutrition Board.
6. Special diets may be prepared or allowed for documented medical and/or religious reasons. If you have special diet needs, you must request this before your intake date in order to ensure the medical/religious meal is available to you on your first day in custody. You must include medical documentation with your request. Special diets are prepared as directed by the ASD Director and Kitchen Manager.
7. You may not stockpile or store food anywhere in the facility, including the kitchen and kitchenette areas.
8. Meal stops are allowed if you are out of the facility for work or school. You are allowed a maximum of one trip daily to a restaurant or convenience

store to pick up a meal or snack. You may take up to 30 minutes, including travel time, for this activity. If you are on your way back to the facility from work or school and it is not out of your way and within your return time, you may call in a meal stop. You must choose a restaurant near your location that has either a drive-through, carry out service or curbside pickup. You will not be allowed to eat inside the establishment. As with any location change, you must call in your food location changes with a physical address. Staff may require a receipt from your daily food purchase. You will not be allowed daily food pickups from grocery stores.

9. You are not allowed to bring in groceries. No outside food or drink is allowed in the facility. Outside food and/or drink will be immediately disposed of.

#### **SECTION 7: TELEPHONE USAGE**

1. Telephone hours are between 6:00 a.m. and 9:45 p.m. daily during the posted phone time schedule. A staff member may limit your phone time use to ensure other clients have access to their phones; consideration of other clients is expected.
2. With staff permission, legal, medical, or work-related calls may be made from the business phone at the staff control desk and the phone by the computer terminals in each classroom.
3. Use of your personal cell phone is at the discretion of the on-duty staff. Cell phones must be stored in your mailbox at all times and used only in the designated cell phone use area. You may use your cell phone in the Work Release lobby at the discretion of the on-duty staff. If available, you must use the chairs provided in these designated areas. You may not sit on the floor. The ringer, audible alarms, and vibration mode on the phone must be turned off when it is in the facility. Your cell phone and charger must be labeled with your name. Cell phones may be charged at the designated cell phone charging station. Do not leave your charger plugged into the charging station when you are not charging your phone. Cell phones are not allowed in the secure housing area. Cell phones may not be used as alarms in your dorm room. If you have a passcode or lock on your cell phone, electronic device or electronic application, you must provide it to staff upon intake or any time the passcode is updated or changed. Work Release staff may search these items to ensure you are abiding by program rules.

3. Chores are to be completed in a timely manner. Morning (a.m.) chores must be completed by 11:00 a.m., and evening (p.m.) chores must be completed by 9:45 p.m. unless stated otherwise in the chore description book. No designated p.m. chore may be completed before 6:00 p.m.
4. When a chore is completed, you must indicate your chore is complete on the kiosk. If the work is substandard, you will be required to re-do the chore. Failure to enter the completed chore on the kiosk will be treated as failure to perform your assigned chore. You will need to "activate" your chore every Sunday and sign off on your chore on the kiosk on a daily basis.
5. You may be assigned more than one chore at a time. Also, you may be asked to do an extra chore if the need arises.
6. The chore description book, located at the kiosk, contains detailed instructions for completing all chores.

#### **SECTION 21: WEEKLY INSPECTION/GI DAY**

Supervisory staff from the Alternative Sentencing Department perform a weekly facility inspection every Thursday morning. In preparation for the weekly inspection, the staff supervises a Wednesday night general inspection (GI) cleaning. It is each client's responsibility to participate in this cleaning and inspection. Your individual wardrobe and bunk will be checked as well as the common areas.

#### **SECTION 22: PERSONAL PASSES/CLIENT REQUESTS**

1. Client electronic requests are submitted through the kiosks located in the housing areas and are used for all special requests. Client requests must include a specific reason for the request and contain time, date, address, mode of transportation and documentation applicable to the specific request. Staff will deny or reject incomplete requests or requests which do not include necessary accompanying documentation. Supporting documentation must be turned into the staff on duty.
2. Unless an extenuating circumstance exists, all requests must be submitted 48 hours in advance of the time you need to be out of the facility. All requests are answered within 72 hours from the time they are submitted.
3. It is not necessary to submit a request for medical or legal appointments/activities. However, you may be asked to submit a request for any activity staff feels requires additional documentation. Otherwise, a

4. You will be held accountable to reasonable travel time based upon your mode of transportation and the most direct route on a map search.
5. Each time you leave a location you will be required to call the Work Release desk to inform staff of the name and address of the location you are going to and your mode of transportation. If your mode of transportation changes while in route, you will be required to call the Work Release desk to inform staff. If you are taking a bus as your mode of transportation you will need to give the staff information on your bus route and transfers when you sign out of the facility. If you will be at a transfer station for more than 30 minutes or you have missed your bus, you must call in your location to the staff on duty.
6. If you will not be able to return by the time listed on your check-out slip, you must call Work Release to request an extension. All calls for time extensions must be made at least 30 minutes prior to the return time on your check-out slip. No extensions beyond the 12-hour limit may be granted without prior written approval. When you call to request the extension, you will be required to state a reason and give a new return time. You are required to specifically ask for an extension. If staff grants the time extension, you will be required to show written documentation justifying the time extension when you return to the facility. If staff denies the request, you must return to the facility by your originally scheduled return time.
7. If you do not return by the time listed on your check-out slip, you are considered late. A late return will result in progressive consequences, up to and including program revocation. Failure to return to the Work Release facility will result in the loss of Work Release privileges. In addition, criminal charges of unauthorized absence may also be filed.

#### **SECTION 20: CHORES**

1. All clients in the Work Release facility are assigned one or more daily chores. The chore list is updated weekly and posted in each dorm room (Sunday morning). It is your responsibility to check the list, complete your assigned chore(s) and sign off on the completion of the chore at the kiosk. Failure to complete your assigned chore(s) or sign off at the kiosk that your chore has been completed will result in disciplinary action up to and including program revocation.
2. If your name does not appear on the chore list, it is your responsibility to notify a staff member to have a chore assigned to you.

4. You may not possess or store multiple cell phones or devices in the facility or on the facility grounds. Only for verifiable work purposes, you may request additional cell phones with the use of a client request form.
5. Both camera capable and non-camera capable cell phones are permitted in the designated cell phone use area. No video communication is permitted in the designated cell phone use area. No pornography, inappropriate language, or photos from inside the facility are permitted on any phones. You may not record video, audio or capture still images while in the facility or of any person inside the facility or on facility grounds.
6. Abuse of the telephone usage policy may result in phone restriction and/or sanction. Any phone use for criminal purposes, including but not limited to harassment, fraud, etc., may result in criminal charges and subsequent revocation from the program.

#### **SECTION 8: MAIL**

You may receive mail while in the program. All incoming mail, with the exception of privileged/legal mail, is screened for contraband. To ensure that it does not threaten the safety and security of the facility, staff scans the content of each piece of mail. Privileged /legal mail is to or from:

- The United States President, Vice President, and Attorney General
  - United States Congress Members
  - State Governor, Lieutenant Governor, and Attorney General
  - State Level Legislative Members
  - Judges and clerks of federal, state, and local courts
  - Attorney(s) involved in either your criminal or civil case.
  - Legal Aid services
  - Public officials acting in official capacity unless their records are public.
  - Any law enforcement agency
  - Medical information from a recognized medical institution
- 1) Work Release does not provide postage stamps, paper, or envelopes. Outgoing mail will be sent out the next business day. Incoming mail may be rejected and returned to sender or confiscated if it contains:
    - a) Threats or plans for criminal activity or harm against another person.
    - b) Threats of blackmail or extortion.
    - c) Plans to move contraband in or out of the facility.
    - d) Information which would constitute considerable danger to a human being or a substantial threat to the safety and security of the facility.

- e) Material which creates racial tension within the facility.
  - f) A code not understood by staff or any gang-related signs or content.
  - g) Photographs which show male or female nudity.
- 2) If your mail is rejected or confiscated, you will be notified of the reason the mail was confiscated. Confiscated mail will be returned upon successful completion of sentence. If you do not complete the program successfully, the confiscated mail will be returned to the sender.
  - 3) Mail received for clients no longer in custody will be returned to the sender.
  - 4) The correct address format for your incoming mail is:  
Mr. John Doe  
c/o Work Release  
2307 Midpoint Drive  
Fort Collins, CO 80525
  - 5) Outgoing mail may be sealed and is not typically opened before being sent. However, Work Release staff may inspect all outgoing mail, except privileged mail, when necessary to maintain security. Any outgoing mail that violates a court order or is threatening in nature may result in additional criminal charges.
  - 6) Any outgoing mail that has artwork, stickers, gang writing, etc. on the outside of the envelope is not accepted.

### **SECTION 9: VISITATION**

Visitation is held on the following days:

- Females:
  - Saturdays and Sundays between 1:00 p.m. and 3:30 p.m.
- Males:
  - Saturday: Dorms A – G between 1:00 p.m. and 3:30 p.m.
  - Sunday: Dorms H – O between 1:00 p.m. and 3:30 pm.

Visits are limited to 30-minute time slots each visitation day. Clients are allowed to schedule a maximum of one visitation time slot each visitation day.

1. Visits on holidays may be changed or cancelled. Written notice of these changes will be posted on the client kiosk.

1. If you are unemployed, you may be allowed to look for a job. If you wish to seek additional employment, you must submit a client request form outlining the specifics of the prospective employer.
2. You will not be allowed to sign out to locations that accept on-line applications. Work Release provides computer terminals for on-line employment applications. Work seeking/computer use at public libraries is not permitted. You must confirm the agency/business is hiring before WSR will be considered.
3. If you are scheduled for an interview on short notice, you may attend the interview without the 24-hour notice. In this instance, you must inform staff of the interview date, time and location as soon as possible through the use of an electronic request.
4. You may access the Workforce Center through the computer terminals located in the Work Release classrooms. You may also be eligible to utilize the divisional employment lab as another job/career resource. If you are interested in utilizing the employment lab, you must submit a client request form to your case manager.
5. Any abuse of the WSR privilege will result in the privilege being revoked.

### **SECTION 19: SIGN IN/OUT PROCEDURE**

Each time you intend to leave the facility you will be required to scan your I.D. card at the staff desk. You must provide staff with the name and physical address of the location you are going to, your mode of transportation, and your expected return time. You will receive a printed check-out slip each time you leave that includes your return time. It is your responsibility to verify that this information is correct before leaving the facility.

1. You will be allowed out of the facility up to 12 hours per day depending on your approved schedule and transportation needs. This includes travel time, work, school, classes (treatment and/or therapy), and any court ordered programs.
2. Work, school, medical, and legal locations must be approved by staff and entered into the computer at least 24-hours in advance. You will be able to view your scheduled activities at the kiosk.
3. You must have a class card signed for all appointments, classes, treatment and therapy.



assignment. You must provide verification of hours worked each day and verification of your pay each week.

The following general categories of employment are meant to supplement client knowledge of employment expectations within the Work Release Program and should not be considered an all-inclusive list:

**Standard Employment** (with adequate supporting documentation may be approved):

- Easily verifiable and established local businesses.
- Availability of automated timecards or equivalent means of verification.
- Traditional paystubs (payroll taxes automatically deducted, earning categorized, hours quantified).
- Commercial or industrial jobsites easily accessible to departmental staff.

**Exceptional Employment** (with adequate supporting documentation may be considered):

- Cash, business, or personal check forms of payment (non-traditional forms of income verification).
- Any form of self-employment (includes independent contractors / 1099 employment).
- Employment involving use of or access to a home office or equivalent.
- Employment involving access to a private residence(s) (excludes individual jobsites related to authorized trade work).
- Employment through friends or family members.
- Any form of caregiving or non-credentialed home care conducted in a private residence without oversight from a reputable health care service provider.
- Employment in the marijuana industry.
- Exceptional employment privilege may be revoked at any time due to non-payment of fees.

**Prohibited Forms of Employment** (will not be authorized):

- Trading services in lieu of monetary compensation.
- Working directly for other active program participants.
- Volunteering or any means of work conducted without monetary compensation.
- Trade work/improvements conducted at any dwelling in which you reside, have resided, or intend on residing in the future.
- Door to door sales jobs.

## **SECTION 18: WORK SEEKING RELEASE (WSR)**

2. You must register all visitors by 9:45 p.m. the day prior to the scheduled visit. Visitors cannot call in to schedule a visit. You must provide the visitor's full name, date of birth, and their relationship to you. Staff makes a record of all visitors and any visitor with an outstanding extraditable warrant may not be allowed to visit.
3. When your visitor signs in, he/she must present proper photo identification (i.e., valid driver's license or state identification card). Failure by any visitor to provide proper identification will result in cancellation of the visit.
4. All visits will begin at the time scheduled. Visitors who are late will be allowed to visit but may only stay until the end of the scheduled visitation block. You will not be granted extra visitation time because your visitor arrived early or late. Visitation will start and end at the designated time.
5. You may have a maximum of four visitors at one time with no more than three minors accompanied by a responsible adult. Adults are defined as individuals 18 years of age or older. Minor children must be directly supervised by the responsible adult at all times and are not allowed to wander freely in the facility. If minor children are not properly supervised, your visit may be terminated.
6. Visitors may bring food to share with you. Any food or drink brought into the facility must be consumed during your visitation time slot. Any food or drink not consumed during the visit must be taken with the visitor when they leave. Food may not be shared with other clients or staff.
7. Cell phone use by visitors may be allowed only with the express permission of the staff on duty.
8. Visits are conducted in the designated visitation area. Visitors are never allowed in the dorm rooms, dayrooms, dining rooms, kitchen, patio or other restricted areas.
9. Visitors are subject to search of all their personal property and a pat down by a staff member of the same sex.
10. You should inform your visitors that they cannot bring personal property such as purses and backpacks into the facility.
11. Members of the criminal justice system and approved professionals may visit at any reasonable time.

12. Staff on duty may deny a visit at any time if your behavior or the behavior of your visitor(s) is deemed a threat to the safety and security of the facility or if your behavior or the behavior of your visitor(s) is inappropriate. Visitors may not be under the influence of drugs or alcohol.
13. Any items brought into the facility by a visitor to give to you will be subject to search and approval of the staff on duty.
14. All visitors must be appropriately dressed. No revealing or provocative attire will be permitted and may be grounds for denial of a scheduled visit.
15. Visitors may not bring in pets/animals with the exception of properly documented service animals.
16. You are not allowed to visit clients who are currently incarcerated in the jail. You are not allowed to place money on the books for clients who are currently incarcerated in the Jail.
17. All visitations will end in the designated visitation area. You will not be allowed to walk your visitor to the parking lot.

#### **SECTION 10: HEALTH SERVICES**

1. All medical, dental, and mental health bills incurred while in the Work Release program are your responsibility. You must contact your own doctor, dentist, or mental health professional as these services are not provided by the Work Release program.
2. If you have an emergency medical situation, you will be expected to keep staff informed of your situation and your location.
3. It is your responsibility to inform staff of all prescription medications you are taking. All prescribed medication must be stored at the Work Release facility. Prescription medication must be labeled with your name and the prescribed dosage. All prescription medications brought into the facility will be checked by staff and stored in a locked cabinet. When you take your prescription medication, you will not be allowed to take more than the dosage prescribed on the label. When you need your prescription medication, you must ask staff for access. All over-the-counter medication will be stored in your assigned mailbox. You have access to your own mailbox. All over-the-counter medication must be in the original container and labeled with the recommended dosage. You are never allowed to take medication belonging to another client or medication that is not prescribed to you.

- self-employed and require access to a home office, you may be allowed a limited amount of time to conduct business from your residence. If approved access to your home, work hours will remain at a maximum of 12 hours Monday through Friday but will be limited to 8 hours on Saturday and Sunday (including travel time). You must be able to show proof of legitimate work being performed at home and you will be required to sign a work-at-home contract. You will not be allowed to participate in non-work-related family activities at your home including, but not limited to, family meals, showering, childcare, performing household chores and watching television. If you are signed out to work at home and staff finds that you are not performing legitimate work related to your employment, you will be subject to disciplinary action up to and including program revocation.
14. If you are approved self-employment and working Saturday and Sunday exclusively at a job site other than your home office, you may be permitted 12-hour work days (including travel time).
  15. For major holidays you will be required to provide documentation from your employer detailing specific work hours and activities for that day. Working on a major holiday is reserved only for businesses and occupations which, as a standard, are open, essential and easily verifiable. (e.g., 24/7 facilities, hospitals, hotels and some restaurant and retail businesses). A kiosk message will be posted for all clients listing the specific requirements for working on a major holiday.
  16. Employer sponsored social events are not an authorized Work Release activity.
  17. All forms of employment are subject to staff review and approval. Initial approval and ongoing permission/allowances for exceptional forms of employment will be handled on a case-by-case basis.
  18. In order to work through a temporary employment agency for day labor, you must register with the agency and report this employment to Work Release staff. If you have an assigned work ticket, provide the documentation to staff for entry into your schedule the day before. If you go to the agency office to wait for a ticket, you must stay at the agency office while you wait. If you have not received a work assignment by 8:00 am you must call and return to Work Release and provide verification of your presence at the agency. If you receive a work assignment by 8:00 am you must call Work Release to inform staff of the address you are going to and to request a time extension with a new return time based on your

5. You must submit a valid work schedule and paystub at the time of intake. Throughout your sentence, you are responsible for submitting paystubs and updated work schedules as they are received. If you do not have a pre-approved schedule in place, you will not be permitted to leave the facility.
6. If you cannot be found at your job site or your job site cannot be located, you will be subject to disciplinary action up to and including program revocation.
7. If you work at a new construction site or any location that lacks a physical address, you will be required to provide a map and/or detailed directions to staff prior to leaving the facility. If your place of employment requires an entrance code for staff to conduct site checks, you must provide the entrance code.
8. If you are currently employed you must submit a client request if you wish to change jobs or add an additional job while in Work Release. You must provide written verification of new employment on your first workday. You are not allowed to change jobs without prior, written consent from staff.
9. If a seasonal job opportunity with an established business becomes available, such as snow removal, you may submit a client request with supporting documentation for staff review. These requests will be handled on a case-by-case basis.
10. If your employment is terminated, you must report back to the facility immediately and explain the circumstances to staff on duty. Any termination for cause may result in disciplinary action including program revocation.
11. ASD retains the right to inform your employer that you are in the custody of the Work Release program in order to verify your employment, your work schedule and/or your job site location.
12. If you are self-employed or other exceptional employment status, you must submit a client request to staff for approval. You must provide staff with a copy of your current business license, name registration or last year's tax return with your business name and address. Other supporting documentation may be required by staff as well.
13. You are not allowed to go home during your sentence unless given express written permission by an ASD Supervisor or designee. If you are

4. If you take prescription medication with instructions to take 2 or 3 x day, you must wait at least four (4) hours between doses.
5. If you take an "as-needed" or PRN medication, you must wait at least (1) hour between doses.
6. If you take prescription Suboxone medication with instructions to take the medication 2 or 3 x day, you must wait at least one (1) hour between doses.
7. You may store Narcan in your assigned mailbox.
8. You will not be approved to use marijuana in any form, including medical marijuana while in Work Release custody.
9. Work Release will make prescription medication available during designated medication times. The times are as follows: 5:30 a.m., 6:30 a.m., 7:30 a.m., 9:30 a.m., 11:30 a.m., 1:30 p.m., 4:00 p.m., 5:30 p.m., 7:30 p.m., and 8:30 – 9:00 p.m.
10. All prescribed medication must be checked in with Work Release staff prior to ingesting any of the medication.
11. You may not bring in any over-the-counter medication that contains alcohol. This includes, but is not limited to, items such as cough/cold medication, mouth wash, and some over-the-counter inhalers.
12. You may not bring in any home therapy equipment, including "plug in" heating pads.
13. If you are going to be away from the facility during a time you are scheduled to receive a dose of prescription medication, you may check out that medication dose and take it with you. If you check out medication and do not take the dose, you must check the dose back in upon your return to the facility. Medication checked out must be requested and packed during scheduled medication times.
14. No prescription or over-the-counter medication may be in the secure housing area. Topical medication will be handled on a case-by-case basis.

## **SECTION 11: CHURCH SERVICES**

1. You are allowed to attend church services once per calendar week. Your actual time out of the facility will be dependent on the length of the church service and necessary travel time, not to exceed a total of three (3) hours. You are permitted to attend the church of your choice as long as it is a verifiable religious institution located in Larimer County. You may not attend church services at an individual's home. Only attendance of actual church services is permitted. You may not attend televised services in lobbies, cafeterias or other public meeting places. For the purpose of the program, "service" refers to a meeting or assembly of persons gathered for worship which can be readily verified. No additional time will be granted for post-service activities, special events, or holiday functions (e.g., coffee and donuts, prayer groups, meals, picnics).
2. You must show proof of attendance at church services in the form of a bulletin upon return to the facility. On-site checks are conducted by staff to verify your attendance at church services.
3. You are not allowed to change churches during your sentence.
4. Clergy who have proper professional identification may visit at any reasonable time. If the clergy is a family member, refer to Section 8: Visitation.

#### **SECTION 12: SMOKING/TOBACCO**

1. Smoking/tobacco use is a privilege; violation of the smoking policy will result in progressive consequences up to and including revocation from the program.
2. Smoking/tobacco use is allowed on the Work Release patio only. Any trash, cigarette butts, or tobacco products found on the patio may result in suspension of smoking/tobacco use for the entire unit. In accordance with state statute, designated smoking areas will be 20 feet from any doorway. Abusing this directive or any other listed smoking rule will result in loss of smoking privileges.
3. No vapor or electronic cigarettes may be used on the Work Release patio or stored in the Work Release facility or your vehicle.
4. Smoking/tobacco use is allowed only during designated patio times. These times may change seasonally due to the amount of daylight.
5. You must store all tobacco products in your assigned mailbox including all lighters and matches. Clients are not allowed to roll their own cigarettes.

7. If you are walking or using public transportation, staff must approve times for departure from and arrival to your destination or the facility.
8. If you have a vehicle and are a licensed driver, you must use it for transportation. You will not be allowed to alternate between using a bicycle or walking. If you have a functional bicycle, you must use it for transportation. You will not be allowed to walk as an alternative with the exception of inclement weather.
9. Any **public transportation** outside of Larimer County will require written approval from your case manager.
10. Travel beyond a 100 mile radius from Work Release will require written approval from your case manager.

#### **SECTION 17: EMPLOYMENT**

1. Full time employment is recommended for participants in the Work Release program. If you can provide proof of enrollment at a legitimate educational/vocational institution, you may be permitted to attend classes outside of the facility.
2. With staff approval and proper documentation, you may be allowed out of the facility up to a maximum of 12 hours in a 24-hour period including travel time. This 12-hour limit includes both travel time and time required for any activities conducted outside of the facility. A 24-hour period runs from 12:00 a.m. to 12:00 a.m. (midnight-midnight). No sign-outs requiring a consecutive period of greater than 12 hours will be authorized without prior written approval.
3. Unless on a regularly scheduled break, you must be compensated for all time spent at your place of employment or any jobsite related to employment. Your time out of the facility for employment purposes will be reconciled with income verification and ongoing approval will be subject to staff discretion. Abuse of time out of the facility may be grounds for disciplinary action up to and including program revocation.
4. You are not allowed to work for other clients who are currently in the program. You may not seek employment with a personal friend or family member or a friend or family member of another client. You will not be eligible to work for a small business with other clients unless you can provide proof of established and preexisting employment at the time of initial registration.

CBD (due to lack of government regulations), spice, kratom, k2, kava, synthetic cannabinoids, aerosol sprays, etc.

- Any illegal substance
  - Any item, device or product used to alter a drug test.
2. All contraband will be confiscated by staff. If you are found to have contraband, you will be subject to disciplinary action up to and including revocation from the program and criminal charges may also be filed. Introduction of contraband into a detention facility, such as Work Release, is a felony.

### **SECTION 16: TRANSPORTATION/DRIVING PRIVILEGES**

1. Transportation to and from work, court, classes, or any other destination is your responsibility. If you do not have a valid driver's license, you are responsible for arranging your own transportation. If you are getting a ride, it must be with a licensed driver operating a vehicle which has current insurance and registration. You may be required to provide information verifying that the person transporting you is a licensed driver (e.g., driver's license, registration, insurance). You must have your ride pick you up at the Work Release facility unless otherwise approved by the staff on duty.
2. You will not be allowed to transport or ride with another client currently in the custody of the program. If you and another client are contracted by a mutual employer, you may submit a client request to ride together with a third-party driver.
3. If you drive yourself, you must provide staff with your current registration, insurance and valid driver's license. Failure to do so will result in your loss of driving privilege while in the Work Release program and could result in additional criminal charges.
4. If you will be driving yourself, your car must be locked and parked in the parking lot north of the ASD facility. Your keys must be labeled with your name and stored in your mailbox each time you return to the facility.
5. If you are not a legal and valid driver but you are found to be in possession of vehicle keys, your keys may be confiscated and held by staff until your release or until a legal and valid driver can take possession of the keys.
6. If you are utilizing a permit-bearing bicycle, it must be parked and locked in the designated bike rack. No bicycle parts, frames or wheels may be stored inside the facility. Specialty items such as lights or seats that will fit neatly in your wardrobe or locker may be stored inside.

Loose tobacco, pipes and paper for rolling are not allowed in the facility. Cigarettes found to be tampered with or altered, in any way, will be confiscated as they are considered contraband.

6. You may not place cigarettes or tobacco products in your mouth or on your person (example: behind your ear) while inside the facility. Any tobacco product found in an unauthorized area is considered contraband, will be confiscated, and result in a violation of the program rules.

### **SECTION 13: PROGRAMS**

1. Reading materials, including books and the local daily newspaper, are provided for your use. The newspaper must remain in the day room. You may take books you are reading into your dorm room.
2. Computer terminals are located in the client classrooms. You must ask staff permission to use these computers. The computer terminals are to be used for school or work purposes. Other computer activities must be approved by the staff on duty. If needed, the computer terminals may be limited to a maximum of 30 minutes. Any unapproved activities on the computer terminals may result in loss of the privilege and additional sanctions.
3. Recreation items available for your use while in the Work Release program include exercise equipment, basketball and pull-up/dip bar (male patio only), board games and playing cards. We do not have a weight room on the premises. Male clients, may shoot hoops, however, no basketball games involving physical contact are allowed. You may not dunk the basketball, hang from the basketball hoop or use it as a climbing apparatus. Respect is to be shown for all equipment and no roughhousing or aggressive physical contact is allowed.
4. Various programs are offered in the facility. Appropriate behavior while participating in a program is expected at all times. Per state statute 17-26-109(2), clients may earn good time at the successful completion of specified programs. For the most up to date information on programs offered and good time accruals, refer to the program information posted in the Work Release housing area.
5. Edovo tablets are available to access educational content. Some coursework content may be eligible to earn incentives. Not all clients and/or cases will be eligible for incentives, please refer to the Edovo Incentives Guide. You must utilize the sign-in/out sheet for tablet access and abide by posted terms of use. Tablets may only be used in areas

designated by staff during approved hours. Misuse and/or damage to tablets may result in loss of privileges and/or disciplinary action. You may only login using your own credentials.

6. You will be allowed to attend Alcoholics/Narcotics Anonymous in the community under the following restrictions:
  - AA/NA meetings must be scheduled with staff at least 24 hours in advance.
  - You may not attend meetings that start after 7:00 p.m.
  - If you are a licensed driver with a vehicle, you must drive to AA/NA meetings.
  - You may attend only one meeting per day.
  - You will not be allowed to attend AA/NA meetings during General Inspection cleaning.
  - AA/NA meetings must be held at an approved public location.
  - No additional time will be granted for post-meeting activities, special events or functions.
  - Upon return from all AA/NA meetings, you must provide a class card signed by the meeting facilitator as verification of attendance.

#### **SECTION 14: PERSONAL SAFETY**

1. For your protection and the protection of others, do not discuss your charges, mental health, or medical status with other clients or the charges, mental health or medical status of other clients.
2. You may not have a romantic relationship with another client. Communication of a romantic or sexual nature between clients is never allowed and will be subject to sanctions up to and including revocation from the Work Release program.
3. Verbal and physical altercations between clients is prohibited. Involvement in either a verbal or physical altercation may be grounds for revocation from the Work Release program and additional criminal charges may also be filed.
4. Prison Rape Elimination Act (PREA) and personal safety:

Larimer County Community Justice Alternatives is committed to a safe and secure environment for all of its residents and staff. There is zero tolerance for any form of neglect, abuse, harassment, assault, bullying and sexual abuse. All reports will be taken seriously and thoroughly investigated.

The Prison Rape Elimination Act (PREA) of 2003 establishes zero tolerance for sexual behavior between clients, or clients and staff/volunteers/visitors regardless of whether such conduct was consensual. Any type of consensual sexual conduct, sexual assault, sexual misconduct or sexual harassment are considered prohibited sexual behavior and will be subject to disciplinary action and possible criminal action.

You have the right to be safe from sexual assault and unwanted sexual advances. If you have been a victim of prohibited sexual behavior, have witnessed or have knowledge of an incident of prohibited sexual behavior, you may report it verbally or in writing in one of the following ways:

- Verbally tell a staff member of any incident
- Contact the ASD Victim Services Coordinator at 970-980-2688
- Contact Sexual Assault Victims Advocate Center (SAVA) at 970-472-4204
- Send a private message to the PREA Managers from the client kiosk located in each dayroom.

All reports will be kept confidential and reviewed by the PREA Manager. Work Release has a zero tolerance policy for any type of retaliation regarding the report of a PREA incident.

#### **SECTION 15: CONTRABAND**

1. Contraband is not allowed anywhere on ASD property, including your person, vehicle, bunk, mailbox, locker and wardrobe. Contraband includes any item that has not been provided or approved by Work Release staff including any otherwise approved item that is being used in a manner it is not intended for, any authorized item found in excess of the allowable quantity or one that has been changed, altered or misused. Contraband also includes, but is not limited to, the following:
  - Weapons
  - Narcotics
  - Drug paraphernalia
  - Any item classified as a dangerous instrument.
  - Intoxicants, controlled substances, mind altering substances, marijuana in any form or alcohol.
  - Any substance with the potential to cause mind altering effects.
  - Any item used for a purpose other than its intended/prescribed use. Common examples of these substances include but are not limited to