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CITY OF KIRKLAND CORRECTIONS



WORK RELEASE PROGRAM

Orientation Manual

**11750 NE 118th St
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Work Release Program

This is an alcohol and drug free residential program where inmates are housed in a correctional facility. It is designed to allow inmates to have a smooth transition back into the community. It allows the inmate to maintain his or her employment, school or other approved activities. The program requires random drug and/or alcohol screening to monitor use of illegal drugs or alcohol consumption. Offenders are subject to strip searches at the time of commitment and return from work. Offenders are required to pay a daily fee on a sliding scale based on their hourly rate of gross pay (see page 3).

Notice of Eligibility

If you meet the established statutory, program criteria, the court approves work release, and are determined to be eligible for the work release program, you will receive a phone call or letter to your home or mailing address with an **entry date and time**. If your address changes, it will be your responsibility to notify the Corrections staff. The letter will contain a number of **conditions of participation**. You are required to be in compliance with your entry conditions at the time you report to begin your sentence. **Pay close attention to the notice of eligibility. It is possible that you will not be eligible for the work release program.**

Failure to report on time or failure to be in compliance with all conditions may result in the revocation of work release status and be immediately placed on regular inmate status within the jail. If you have any questions regarding your entry date and time or the conditions call the Corrections Unit for clarification.

This manual explains most of the elements of the Work Release program and most of the rules and procedures that you will be required to know and follow.

*****Be advised this manual is subject to change without notice.*****

Work Release Program Contract

The work release program contract will be one of the most important documents you will sign while on the program. This document covers every condition of your participation. These conditions will be explained to you during the orientation after the booking process. You will be required to initial and sign the document, indicating that you understand the conditions. If you do not understand any conditions of the contract, then you should ask the corrections officer to explain it before you sign it. If there are any questions that arise while you are on the program, speak to corrections staff immediately.

Outside Agency Work Release ONLY

If there are any violations that equal to a major violation, you will be removed from the program or if housing space is needed for Kirkland inmates you will have to complete the remainder of your time elsewhere. The jail will certify only the days in the Kirkland PD jail.

When your sentence begins

Your sentence will begin when you report for booking at the date and time indicated on your notice. If you fail to appear on your reporting date, a notice will be sent to the court notifying them of your failure to report and your file will be closed out. It is likely that the court will issue a warrant for your arrest. If you fail to show, you will no longer be eligible for the work release program.

You will be assigned a leave and return time for the purpose of going to work, school or other approved activities. **These times are very important to you, so make sure you know what they are.** You will need to have a pre-arranged transportation schedule prior to arrival for booking. If you will be getting a ride, you must have a licensed driver show proof of a driver's license and current insurance before you will be allowed to ride with that person.

Bring this manual with you when you report to start your sentence as there are rules and procedures to remember while you are in custody. This manual will provide you with most of the information you need to be successful in the work release program. You will need to refer to it while you are in custody. Any questions you might have that are not addressed in this manual should be addressed with staff.

Parking

Parking is available on the south side of the building, on the public street as well near the court entrance.

Some things to keep in mind

The work release program is a PRIVILEGE which can be revoked if you fail to follow program rules, conditions, and guidelines. Remember this is an alternative to regular jail status.

You will only be allowed to go to those locations that have been approved by the Corrections staff. Unauthorized stops to gas stations, convenience stores, etc. are **strictly prohibited** and are considered to be a violation of the program rules. These violations may result in the revocation of work release status. The remainder of your sentence will be in regular jail status. It is **your responsibility** to make sure that officers can locate you quickly and easily at any location. If officers cannot locate you at any time, you have failed in this responsibility. Don't assume we know what city a particular address is in. If an address may be difficult to locate, then you will provide either written instructions or a map for staff to locate you. When you call in location changes, or have anything verbally approved by staff, it is a good idea to ask for his or her name for future reference.

Protection from Sexual Assault and Harassment

In compliance with PREA (Prison Rape Elimination Act), the Kirkland Jail has a zero tolerance for any sexual contact (consensual or not) between inmate to inmate or staff to inmate.

Inmates are to report all incidents of sexual assault and harassment to staff person immediately.

Complaints will be investigated, and charges may be filed.

Making false report is a violation of the rules that will result in disciplinary action and will be referred to the police department for new criminal charges.

INMATE RIGHTS: You have the following rights while in custody:

ACCESS TO COURTS: You may communicate directly to the court by letter or through your attorney.

CONFIDENTIAL ACCESS TO YOUR ATTORNEY OR LEGAL ASSISTANCE:
You may phone your attorney during non-lock down periods. A private area is available for attorney visits.

PROTECTION FROM ABUSE AND CORPORAL PUNISHMENT: The only time physical force is used is when it is necessary to restrain someone for their own protection or the protection of others. Physical force is not used as a punishment. Verbal harassment or abuse is not tolerated.

FREEDOM FROM DISCRIMINATION BASED ON RACE AND SEX.

ACCESS TO: Information on the work release program, rules, regulations and consequences; communication (mail and phone) and medical care.

Medical

Per RCW 70.48.130 prisoners are financially responsible for the costs of their medical care. However, you will not be denied emergency medical care due to lack of funds.

Work release prisoners are allowed to seek emergent and non-emergent medical care from standard resources such as hospitals and clinics by notifying the on-duty correction officer.

Smoking

The Kirkland jail is a non-smoking facility. Tobacco products are not allowed in the facility. Possession or attempted introduction of any tobacco product will result in a violation and revocation of work release status.

Work Release Fees:

Per RCW 70.48.210(3)(d), Kirkland City jail will deduct work release fees from you. You may pay by money order, cashier's check, cash (exact amount) or call goypay 1-888-604-7888 or log onto www.GovPayNOW.com. **Personal checks are not accepted.**

Work release fees are based on your hourly wage. If you are not paid according to an hourly wage, your daily fee will be established by formula. The minimum fee for work release is \$10.00 per day and the maximum is \$50.00 per day. Outside agency commitments is a flat rate per day (*contact the jail for the current fee*). Prepay 1

week.

Transportation:

If you are legally allowed to drive and plan to do so, you must have a valid driver's license and proof of auto liability insurance. You may travel using professional transportation such as a bus or taxi.

If you ride with anyone else, they must first display a valid driver's license and proof of auto liability insurance to staff **prior** to your riding with them.

Work Schedule:

You must provide the booking officer a complete Kirkland Corrections Unit employment/school verification form at time of booking. You must also provide the completed form ahead of time for all schedule changes except those that occur the same day. In those cases, **you must call** the correction facility and ask for permission from an officer prior to your scheduled quit time. You will also be required to provide a verification slip signed by your supervisor, indicating when you arrived on the job and when you left.

Kirkland Municipal Court Commitments:

- Provide a copy of the current pay stub.
- If you have your own business provide:
 - ◊ Business license
 - ◊ W2 form

Outside Agency Court Commitments:

- Provide a copy of the court commitment stating you may serve at the KPD jail.
- Provide a copy of the current pay stub.
- If you have your own business provide:
 - ◊ Business license
 - ◊ W2 form

Work Hours:

You are responsible for complying with the following limits: You are allowed outside the facility to work fifty (50) hours in total, a maximum of sixty-five (65) hours per week if approved by a corrections supervisor. **Per RCW 9.94A.731 inmates are allowed to be out of the facility no more than 16 hours in a 24-hour period.** Your maximum work hours are counted from the time you leave the facility to the time you return; travel time is included. The week is defined as beginning on Sunday (day 1) and ending on Saturday (day 7). You are also limited to working a maximum of six (6) days in a row, however work schedules that conflict with this requirement may be considered. Finally, you must **work** a minimum of twenty-four (24) hours each week (travel time is not included in this figure).

Note: The schedule must work with jail staffing.

Labor Disputes:

Per RCW 70.48.210 (3)(b), prisoners participating in a work release program **may not** work in an establishment where there is a labor dispute.

Working on Holidays:

You must provide the duty officer a letter from your employer stating your name, the date you are required to work and the hours you will be working **before** you will be released to work on the following holidays:

Labor Day	Martin Luther King Day
Presidents Day	Veterans Day
Memorial Day	Independence Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	New Year's Day

You must provide the correction unit supervisor a letter (subject to approval) from your employer stating your name, the date you are required to work and the hours you will be working **before** you will be released to work on any of the above mentioned holidays.

Inmates will **only** be allowed to work on these days if it is determined that there is a legitimate need.

Cellular Phone and Pager Use:

Cellular phones and pagers are not allowed in the jail facility. Possession or attempted introduction of a cell phone or pager will result in a violation.

Contacting the Facility:

Corrections staff will not accept collect calls. You may contact the correction unit by using the following phone number: 425-587-3465.

FACILITY RULES FOR WORK RELEASE:

Wake-Up and Lights Out:

It is each inmate's responsibility to wake themselves in time for work, passes, school, etc. All noise is to stop and the lights in each cell will be off after 11:00pm.

Laundry Facility:

You are responsible for your own cleaning of clothes.

Dress Code:

While on work release status, the following dress code will apply and must be observed:

Hats and other types of headwear are not allowed to be worn while in the facility.

No bare feet allowed except when in your bunk or the shower.

Mail:

Personal mail sent to you should be addressed as follows:

INMATE: NAME
Kirkland Justice Center Jail
11750 NE 118th St
Kirkland WA 98034

Mail and packages may be required to be opened in the presence of a corrections staff member. Outgoing mail must have a return name and address and may be placed in the outgoing mailbox.

Meals:

Breakfast, lunch, and dinner will be provided if inmate is in the facility at meal time.

Telephone:

A telephone is provided in the jail facility. It is a local phone. Phone calls can be placed by calling collect, using a calling card or dialing a local number within the local calling area.

Facility Clean Up:

The jail facility is cleaned on a daily basis. All inmates will assist in the cleaning the entire facility. Chores will be assigned by staff on a daily basis.

Daily Inspection:

Inspections will be made at random times on a daily basis. Bunk areas are to be neat and clean at all times. Your bed is expected to be made and made neatly.

If you fail inspection, you may lose good time.

Visiting:

You will be allowed video visitation. Due to you already having a privileged status, regular status inmates will have visitation priority.

Visitors must have a valid picture ID. Visitors under the age of 18 are not allowed.

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