



## Garfield County Criminal Justice Services

0244 County Rd., 333A  
Rifle, CO 81650  
(970) 625-0334 / fax (970) 625-4059

### **Work Release Program Information Agreement & Application**

The purpose of the Work Release Program is to allow selected clients to serve their jail time in a manner that is productive for the client and the community. In this program, clients are allowed to leave the Facility to go to work for up to 12 hours each day, 5-6 days per week. All time spent away from the facility must be pre-approved based upon verification of schedules by the employer.

Global Positioning and Smartphone monitoring systems will be utilized to ensure compliance with the program rules at an additional cost. *(see fee schedule)*

For Jail based sentences the Judge must have granted authorization to apply to the Work Release Program on the sentencing order. However, the Criminal Justice Administrator retains the discretion to determine whether the offender will be placed in the Work Release Program. The Work Release Program will not place an individual on work release if that offender is precluded from doing so by the court or has certain felonies, (a history of introduction of contraband or sex assault charges / history).

The Garfield County Criminal Justice Work Release Program is a very strict program and requires stringent criteria be met to remain in the program. Not all applicants are accepted, and it is not an automatic process. There is limited space, and a waiting list may be used at times.



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### Garfield County Work Release Policy

For cases that are sentenced to Jail with Work Release as an approved option and Condition of Probation cases, the client will have to apply and receive approval to participate prior to reporting. In many cases, this application process may be completed as part of the Pre-Sentence Investigation process, or the application may be submitted by the client prior to sentencing for all cases without a Pre-Sentence Investigation. The Work Release candidates may submit a completed application form to Garfield County Criminal Justice Services after arrival at the jail in certain circumstances. The application is available on the Garfield County Criminal Justice Services web page. Prospective clients may call the Program 970-625-0334 extension 4400 for more information. All intakes will be processed Monday through Saturdays between 9:00 a.m. and 6:00 p.m. Failure to appear at your scheduled intake date/time will result in rejection from the Work Release Program. A written notification will be sent to the appropriate court and Jail. Normally a client will report to the jail for intake and a date/time will be scheduled for reporting to the work release program.

Part of the application process will include the completion of the Job Verification Form that must be signed by the employer.

Prior to approval for the Work Release program, the appropriateness of any work situations will be reviewed by the Program Administration. *Work Release applicants must inform the potential employer that they are in the Program.*

**NOTE:** If you are self-employed, you must provide a detailed proposed work schedule. This schedule will be subject to review, modification and approval by the work release officer prior to your being allowed to go out to work. **Self-employment must fit the definition of labor in return for pay to qualify for work release.** All self-employed WR candidates must have a business license with insurance and provide documentation at the interview. A home office or "working from home" will not be allowed.

Persons reporting to the Garfield County Work Release Program to serve work release sentences must take a Drug Screen Test within the first 12 hours of arrival. The cost for each test is \$20 cash or cashier's check / money order. Positive results may entail removal from the program.

In the event the test is positive, during intake, that person may remain in the Garfield County Community Corrections facility until such time they are re-tested and test negative. They will not be approved to work until the test results are negative. There will be a waiting period of 48 hours between tests. A fee of \$20 will be charged for each subsequent test.

Persons from outside agencies (States or Judicial Districts) who test positive will not be allowed to serve their sentence in the Garfield County Criminal Justice Program.

Each work release inmate will be given a Drug Screen (UA) Test randomly at least once a week. In the event the test is positive, their work release privilege will be revoked, and the case will be sent to the Courts / Jail.

In the event a person tests positive who was serving a sentence from another state or Judicial District, that person will be discharged, and the sentencing jurisdiction will be notified.

**It is your responsibility to immediately inform the Program staff in writing when your status at your place of employment changes.** A status change would include being laid off, work hours shortened to less than 40 hours a week, getting fired or quitting. Failure to inform the staff of these work status changes may result in a referral to the Courts. If you are doing an out-of-county Work Release sentence here in Garfield County, your county will be informed of your failure to complete their sentence and the reason for your release from this program.

- a. Changes in work schedules must be submitted in **writing at least 2 days prior to approval**. In addition, a request form may be submitted for special times other than work and mandated court activities (i.e., AA, alcohol therapy, UPS hours) and will be accepted / rejected on a case-by-case basis.
- b. **At least once per week you will be required to produce / submit a work schedule and a copy of your time sheet/card. You will be held accountable for your time away from the Program building. Unaccounted time will constitute a violation of your Work Release contract.**

## WORK RELEASE AGREEMENT

***You have been authorized by the Court or Probation Department to participate in the Garfield County Criminal Justice Work Release Program. You are authorized to be released for a pre-existing full-time job (40 hours per week), Court-ordered therapy (AA, IOP, Level II alcohol class, etc....) and meals. Work Release candidates will be required to utilize and pay for a smart phone application designed to monitor your movement while away from the facility. During your stay here, you are officially in the custody of Garfield County, and will be subject to the following rules, regulations, and restrictions.***

**SECTION 1**---These Work Release rules apply while you are on the premises:

a. Keep your assigned room neat and clean, and complete your assigned chore within the required time frames. The facility will provide bedding and linens which will be turned in for exchange each week on Tuesdays. Soap and toilet articles must be provided by the inmate, no open or used containers. There are cleaning products and a vacuum for your use. The Program Staff inspect your area every Tuesday and Saturday. Room modifications and are NOT allowed, Program Staff will make all room assignments.

b. Items brought into the Facility will be limited to the following:

One week's worth of clean clothes which would be stored in the room lockers, an alarm clock, Paperwork, pictures, and a small reading lamp. Any other items will need to be approved by staff.

A meal request form will be provided for you to request meals for the next week if necessary. If you have any special dietary considerations, please let us know. All facility meals will be provided by the facility.

Unacceptable items include **extension cords, VCR's, video games (game boy's, etc.), cardboard boxes, weapons (i.e., pocketknives, tools), over the counter or prescription medications without approval of the Staff, cell phones, speakers of any kind, clock radios, tobacco products, matches, lighters and alcohol.**

c. Contraband includes, but is not limited to, illegal drugs, tobacco products, alcohol, prescription medication, pornography or any type of weapons. Possession of any of these is subject to prosecution.

d. Upon your return from work to the program, you may anticipate being searched. You will be assigned a locker, located in the lobby, during your initial intake. Upon each return to the facility, you shall leave your jacket(s), extra layers, backpacks, gloves, hats, boots, etc. in that locker prior to entering the dayroom. If you are in doubt about something, please ask.

Periodic shakedowns may occur unannounced. By participating in this program, you are subject to search of you and your property at any time, (which includes your vehicle). Contraband items will include all items not specifically authorized by policy or by staff. You may be subject to periodic urinary analyses (UAs) and breathe tests PBTs which may be done at the discretion of a staff member. The tests may provide physical evidence that would be used against you. Upon failure of, or refusal to take the tests, your work release privileges will be suspended or terminated depending on the conclusions of the Administration.

e. Please do not bring in large amounts of money, or other valuable items. Make other arrangements for these things.

f. To leave grounds (including work), you will have an approved pass entered into the computer system at the facility. You will need to sign out when leaving and place all required calls and OSM contacts throughout the day.

**On any given day that you are not scheduled to work, you will be required to stay in the Facility**, with meals provided for you by the facility on those days. You are required to provide staff with a written schedule of your days off every Monday. If you have been sentenced to perform Useful Public Service hours and are allowed per your sentencing order to do them while in custody, you may register with the UPS Officer, and, at his /her discretion, perform these hours on your days off.

g. Payment for Work Release rooms is expected on paydays. Any other arrangements need to be approved by the Administrator in advance. NOTE: Out of County Work Release inmates will pay half the amount due upon entry to the Facility and the other half before you are half-way through your sentence. All payments will be in cash or cashier's check / money order, no personal checks.

i. An Officer may come to your job site at any time unannounced. If you are going to be anywhere else that is work related, you need to call the facility and report your destination and return time. Each day that you leave the facility for work, you must have an approved pass in the Correct Tech system and contact the facility as required by that pass.

### **VISITING**

Currently, visits are only allowed via video platform and must be conducted on your personal cell phone. Visits must be coordinated with Facility Staff in advance.

### **LAUNDRY**

Personal laundry may be laundered in the facility and must be cleaned at least once a week. You are required to provide / buy the laundry detergent. Bedding / linen will be exchanged once per week (Tuesdays) by the facility, and you will be charged for this service – see attached fee schedule.

### **TELEPHONE**

The telephone located in the classroom is for work and **Emergency** calls. Its use will be coordinated through communication with facility staff. You will be allowed to have your personal cell phone or rent one from the facility. Phones will only be used outside of the building.

**NO CELL PHONES ARE ALLOWED IN THE CLIENT ROOMS.** All phones must be kept in the Lobby area until the client leaves the building.

### **GOOD TIME ELIGIBILITY**

**Good time credits will be awarded in compliance with State law. Loss of good time as well as Work Release may occur as a result of any violation of the Work Release Agreement.**

**SECTION 2:** These work release rules apply while you are participating in the work release program.

1. You are **NOT** to go to your home/apartment or to any private residence for anything unless you have received approval at least 1 day PRIOR and in writing, by staff. A family member or friend may bring acceptable clothing at appropriate times to you at the facility.
2. You must be employed full time (40 hours a week) and timecards given to the facility **every** Friday that will be used to verify those hours. An employer can fax your timecard and/or your work schedule to 970-625-4059 every Friday. Employment being described as working for monetary compensation providing an income.
3. You must find appropriate transportation if your driver's license has or will be suspended or revoked. The staff has a bus schedule available, and the facility will transport you to / from the bus stop – Facility transportation schedule is posted in the unit.

While working, you are expected to act in a manner which is pleasing to your employer and the general public. If you leave work for any unauthorized reason, you are expected to return to the Facility immediately. Call the Facility if you are leaving your place of work or you have to work longer than your reported working time. When you are in doubt about your situation, call the Facility – 970-625-0334 ext. 4400.

5. You are expected to be on time for work. Call when you get to work and call anytime that you leave /return to work. Calling applies to Court related appointments, therapy, meetings and before your return to Facility.
6. You are expected to go directly from Facility to your jobsite. Reasonable travel time will be allowed for transportation, both to and from the Facility.
7. Use of illegal drugs (including all marijuana / THC products and synthetic substitutes) mind altering plants or chemicals and/or alcohol **is not allowed** while you are participating in the Work Release Program. Any use of these products will be grounds for dismissal from the Work Release program and referred for further prosecution.
8. **Unaccounted time away from either your job or the Facility, shall be considered a violation of the Work Release agreement.**

**Any violation of the restrictions imposed in sections one and two shall result in loss of work release privileges up to and including termination from the program. Termination will be referred to the Court / Jail for processing.**

### **Driving Privileges**

Work Release clients must obtain permission from GCCC staff prior to driving any vehicle. The client must have a valid driver's license and proof of active insurance. Clients are responsible to report all police contact regardless of fault.

### **Parking of personal vehicles**

Approved Personal vehicles will be allowed for Work Release clients within the following parameters:

One, legally licensed and insured vehicle per client will be allowed and must be registered with program staff. No oversized vehicles are allowed, no trailers or RV's will be approved.

The vehicle must be parked in the designated parking spots only, and no other clients will be authorized to be in or around the vehicle at any time.

Vehicles are to be used to go to / from work and court ordered treatment programs. Any other use must be approved by staff in advance.

Garfield County and the Criminal Justice Program will not be responsible for loss or damage to Work Release client vehicles parked at the facility. Your vehicle is subject to search by Garfield County Criminal Justice Services and or local law enforcement if it is parked on county-owned property. Unauthorized items and contraband items may be confiscated. No firearms or other weapons will be allowed in client vehicles.

### **Unauthorized absence / escape**

**You must sign in and out of the facility utilizing the electronic pass system. If you do not return within 2 hours of the designated return / report time, you may be aired as an escapee, and your case will be referred to the sentencing agency for processing. Exceptions must be approved by Program staff in advance. If you are listed as an escapee you will be terminated from the Work Release Program and will forfeit all property within the facility and all funds on your facility account.**

### **MINOR RULE VIOLATIONS**

1. Refusing to obey the instructions of a staff member.
2. Consistent and constant abusive or vulgar language.
3. Throwing of food, food trays, furniture, or any other object.
4. Disruptive or lewd behavior.
5. Abuse of the TV, VCR, DVD, or stereo volume.
6. Misuse of the telephone.
7. Possession of a cell phone in the Housing Unit or any other unauthorized area.
8. Failure or refusal to complete job assignments in a timely manner.
9. Entering another inmate's cell.
10. Failure to keep one's person clean.
11. Failure to keep cell, day room, refrigerator & bathroom clean.
12. Possession of other than allowed amount of clothing and/or bedding.

13. No physical contact is allowed between inmates.

## **MAJOR RULE VIOLATIONS**

1. Any violation of the Colorado Revised Statutes.
2. Not notifying staff as to a change in your working status: laid off, fired, or quit the job.
3. Escape, attempting to escape or aiding an escape attempt.
4. Destroying, defacing, altering, or damaging any jail property or building.
5. Arson or attempted arson.
6. Extortion.
7. Fighting and/or shoving.
8. Threatening another person.
9. Possession of any drugs or controlled substances.
10. Possession of unauthorized medication (even over the counter).
11. Creating, conspiring, or enacting a riot.
12. Gambling.
13. Attempting or having sexual contact with another inmate, visitors or any law enforcement.
14. Body modifications, including, but not limited to tattooing and ear piercing.
15. Tampering with any alarm, safety or locking device.
16. Making, using possessing intoxicants or unauthorized drugs or being under the influence of the same.
17. Theft.
18. Introduction and/or possession of smoking products, cigarette lighters and matches.
19. Falsifying of work-related documentation.
20. Failure of UA or Portable Breath Test.
21. Four (4) minor rule violations in a thirty (30) day period.

## **PENALTIES**

Penalties for rule violations will be dealt with and assigned on a case-by-case basis. Termination of work release and /or loss of good time are examples.

## **EMERGENCIES:**

**IN THE EVENT THE BUILDING IS BEING EVACUATED, YOU WILL BE NOTIFIED TO LEAVE THE BUILDING. YOU WILL BE DIRECTED**



# **WHERE TO GO AND YOU ARE TO REMAIN THERE UNTIL AN OFFICER DIRECTS YOU BACK IN THE BUILDING.**

## **SECTION 3: INMATE GRIEVANCE PROCEDURE**

All inmates have a right to file grievances that seek a solution to a legitimate concern about the facility, without fear of reprisal. Inmates should first attempt to resolve grievances on an informal basis with staff. If, in the opinion of the inmate, the matter is still unresolved, the inmate will file a formal written grievance on a ***grievance*** form. Grievance forms with obscene language or sexual connotations will not be accepted and no abuse of the grievance system will be tolerated.

If an inmate wants to appeal the Grievance Officer's written response, an appeal in writing on a second ***grievance*** form may be submitted to an on-duty officer who will give it to the Criminal Justice Services Administrator. The Administrator's decision will be final.

## **THE PRISON RAPE ELIMINATION ACT (PREA)**

Garfield County Criminal Justice Services has zero tolerance for sexual abuse, sexual harassment, and sexual misconduct. This facility does not tolerate sexual abuse or sexual harassment of any kind. Refer to the PREA brochure for definitions of these terms.

You have the right to be safe and treated with respect. You are expected to treat others the same way.

If you need to report sexual abuse or sexual harassment, you can:

- Tell anyone who works here, including Officer, Case Manager or Administrative personnel.
- Submit a grievance.
- Have your attorney or a loved one report it to the Garfield County Sheriff's Office.
- Call the PREA reporting line – phones are located in each dayroom.
- Call the 9<sup>th</sup> Judicial District Attorney's Office at 970-315-3282.

You have a right to medical or mental health care without naming the perpetrator or participation in an investigation. These services are free to victims.

Free, confidential help is available for victims, even if they don't report the abuse. Inmates can call the RESPONSE 24-hour hotline at (970) 925-7233 for emotional support, information, counseling, and advocacy related to sexual abuse. Services are free and confidential. Refer to the PREA pamphlet for additional victim services information.

## **SECTION 4: PROGRAM COMPLETION**

When you successfully complete the work release program, a written notification will be sent to the appropriate Sheriff and Court, and you will be discharged from the Work Release program.

You must remove all your personal property when you leave. Your room should be cleaned and made ready for the next occupant. You will bring all Program-issued items to the laundry room and notify staff during your check out process. Any unclaimed property will be disposed of after thirty days at the discretion of the Program staff.

Revised 8/1/2022

## **Program fee schedule:**

Work Release program fee:	\$60.00 per day
Urinalysis testing	\$20.00 per test (at least 1 per week)
Outreach Smartphone Monitoring	\$1.00 per day (your phone) \$2.50 per day (our phone)
Laundry fee	\$20.00 per month – pro-rated by day

Prices are subject to change 0 all adjustments will be posted in advance

Current 1/17/23



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## Garfield County Criminal Justice Services Registration / Application for Work Release placement

Name:	Last:	First:
Date of Birth:		
Gender:	Male	Female (Please circle one for housing assignment)
Street Address		
City	State:	Zip Code:
Cell Number:	Other / secondary Phone number:	
Email address:		
Case #:		
Charge:	Judge:	
Date of Sentencing:		
State ID number:		
Employer: (Please attach a copy you schedule)		
Employer Verification: (name / number)		
Current legal status:	(in Jail, on bond / probation)	
Medical / Mental Health needs / restrictions		
Religious needs / restrictions		
Previous Conviction (s)	(Past 5 years)	



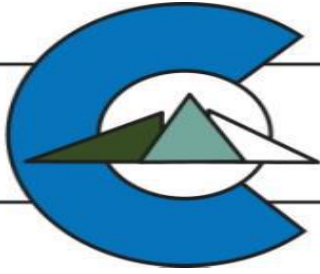
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## Garfield County Criminal Justice Services Registration / Application for Work Release placement Administrative Review

Name:	Last:	First:
Date of Birth:		
Gender:	Male	Female
Street Address	(Please circle one for housing assignment)	
City	State:	Zip Code:
Cell Number:	Other / secondary Phone number:	
Email address:		
Case #:		
County of Conviction		
Charge:		Judge:
Date of Sentencing:		
Length of Sentence:		
State ID number:		
Employer Verified	Yes –  (name of staff that called)	No –  (name of staff that called)
Admin Review	Approved	Denied
		Date
Program Administrator or designee		



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## Garfield County Criminal Justice Services Work Release Job Verification Form

Client Name: \_\_\_\_\_

Case #: (Current / active case) \_\_\_\_\_

Today's Date: \_\_\_\_\_

Time: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Supervisor Name and job title: \_\_\_\_\_

Client Start Time: \_\_\_\_\_

Client End Time: \_\_\_\_\_

Client's Days Off: \_\_\_\_\_

Client's hourly salary: \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Verifying Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff Observations / comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrative Approval \_\_\_\_\_

Date \_\_\_\_\_

*Client is not authorized to leave GCCC without Administrative Approval*