

Community Work Program

7201.1 STAFFING

- (a) Deputies and SSOs are assigned to the Theo Lacy CWP Staff.
- (b) One or more designated Sergeants will supervise the Theo Lacy CWP Staff.
 - 1. Information Processing Technician and Office Technician.

7201.2 RESPONSIBILITIES

- (a) The CWP Staff will be responsible for all screening, interviewing and releasing of in-custody inmates who qualify to participate in the Community Work Program.
- (b) The CWP Staff is responsible for screening court ordered commitments at the Theo Lacy Facility, and will ensure that each new commitment who is qualified is assigned to the Community Work Program.
- (c) The CWP Staff will indirectly monitor the activities of workers and CWP site supervisors to ensure compliance with Community Work Program Rules and Regulations.
- (d) The CWP Staff is responsible for keeping the Theo Lacy Facility Inmate Records personnel informed of any changes or modifications concerning an inmate's commitment to the program.
- (e) The CWP Staff will be aware of and monitor any inmate or civilian traffic within the Facility Booking/Release area.
- (f) The CWP Staff will monitor the assignment of all new inmates throughout the jail system for screening purposes to the Community Work Program. Inmates to be screened fall into two categories:
 - 1. Weekenders
 - 2. Straight Time Inmates: Includes all inmates with commitments of more than five (5) days and no more than two hundred forty (240) days, to their release date.
- (g) All pertinent information regarding inmates, their work schedules, absences, no show status, new warrants, modifications, etc., will be documented in the notes for that inmate on the CWP Dashboard.

7201.3 PATROL CHECKING WORKSITES

- (a) Work sites will be checked on a regular basis. While at the work site, CWP Staff will search each inmate for contraband and handle any problems that may exist.
- (b) Regular checks of the work sites by CWP Staff are necessary to reinforce the rules and regulations of the program and remind the inmates of their status. This time is also necessary to complete any administrative duties pertaining to the Community Work Program.

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7201.4 VEHICLES ASSIGNED TO CWP

- (a) Vehicles assigned to the Community Work Program will be used in the following manner:
 - 1. These vehicles will be used for the purpose of checking work sites and performing administration duties.
 - 2. The vehicles will be returned with a full tank of gas. It will be the responsibility of the person driving to make sure there is sufficient fuel for the next driver.
 - 3. When not in use the vehicles will be parked in their designated areas.
 - 4. Each Community Work Program Staff member will be issued an Orange County Fuel Access Card.

7201.5 CELLULAR PHONES AND DEPARTMENT RADIOS

- (a) Cellular Phones
 - 1. There are cellular phones assigned to the Community Work Program. These phones are to be used for official business ONLY. While not in use, they will be stored at the charging station located outside security. Any problems with the phones will be immediately reported to the CWP Sergeant.
- (b) Radios
 - 1. Radios assigned to CWP will be kept in the [REDACTED], on the charger, when not in use. All radios will be accounted for each month on an inventory report.

7201.6 REQUIREMENTS FOR PARTICIPATION

- (a) All facilities will be screened for qualified candidates.
- (b) Inmates assigned to the Community Work Program will perform eight to ten hours of labor in lieu of one day of confinement.

7201.7 SCREENING CWP INMATES

- (a) The CWP staff will regularly review and screen the inmate population and eliminate names of inmates that are not qualified for participation. Staff will select the most appropriate reason for disqualification from the drop-down menu on the CWP Dashboard. Qualification requirements are listed below:
 - 1. Inmates must be sentenced with a minimum of 5 days and a maximum of 240 days
 - 2. Must be cleared by medical and mental health staff
 - 3. No active restraining orders
 - 4. No court restrictions for eligibility
 - 5. More than one year since last misdemeanor violence/weapons conviction
 - 6. More than three years since last felony violence/weapons conviction

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7. No sex charges
 8. No holds/warrants
 9. Not a gang member/associate
 10. No current weapon/explosive convictions
 11. No sexual assault/child abuse/domestic violence convictions
 12. No convictions for any charges listed in CPC 1192.7(c), CPC 1192.8(a), or CPC 667.5(c)
 13. No more than three (3) DUI convictions within ten (10) years
 14. No current felony convictions for physical assaults
 15. No sex offender pursuant to CPC 290
 16. Any inmate currently arrested for, or previously convicted of, any of the following violations will be disqualified:
 - i. CPC 136.1(c) – dissuading or intimidating a witness
 - ii. CPC 262 – spousal rape
 - iii. CPC 646.9 – stalking
 - iv. CPC 653(f) – solicitation to commit a crime
 - v. CPC 245(a)(4) – assault by means likely to produce great bodily injury
 - vi. CPC 210.5 – false imprisonment of a hostage to avoid arrest
 - vii. CPC 140 – falsifying evidence; bribing, influencing, intimidating, or threatening a witness
 - viii. CPC 148.10 – resistance of peace officer
 - ix. CPC 422 – criminal threats
 - x. CPC 422.7 – "hate crime" penalties for misdemeanor offenses
 - xi. CPC 368(b) – elder abuse
 - xii. CPC 289(b),(d),(e) – sexual penetration by object
 - xiii. CPC 286(f),(g),(i) – sodomy
 - xiv. CPC 267 – abducting a minor for prostitution
 - xv. CPC 236.1(a),(b),(c) – human trafficking
 - xvi. CPC 18740 – explosives with intent to injure or intimidate
- (b) If an inmate successfully passes the screening process, they will be required to participate in the program. Program participation will be required if the average daily inmate population is 90 percent of the jail system's rated capacity per PC 4024.3. The inmate will complete an Inmate Information Sheet and be interviewed before being placed on the program. If the average daily inmate population is below 90 percent of the jail system's rated capacity, CWP will be operated as a voluntary program per PC

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4024.2. If the inmate successfully passes the screening process, they will be offered the program.

- (c) Once the screening process is complete, the inmate will be assigned to a work site.
- (d) Medical Screening: All inmates placed on CWP must be medically fit for work. If the CWP staff does not know the inmate's medical status, they will contact the jail Medical Staff for verification.

7201.8 WEEKENDER SCREENING

- (a) The same charges are disqualifying for a weekender inmate as a straight time inmate, however, only the current booking charge will be considered.
 - 1. Screening of weekenders is based on their current booking charges only.
 - 2. The Facility's medical staff must medically screen the weekender inmate.

7201.9 SCREENING DATA

- (a) All inmates placed on CWP must successfully pass all areas of the screening criteria. Exceptions to this policy will be made only with authorization from the CWP Sergeant.
- (b) The Jail Management System (JMS) will be utilized to facilitate the release of in-custody inmates.

7201.10 RELEASING INMATES TO CWP

- (a) Pre-booking Process:
 - 1. Inmates may pre-book 24 hours a day, Saturday through Thursday. At the time of pre-booking, the CWP staff will:
 - i. Screen the pre-booker for the Community Work Program.
 - ii. If the pre-booker is eligible for the program, assign him or her to a work site. If the pre-booker is not eligible, they will be directed to the Classification Deputy for classification. Females who have been pre-Booked at the IRC, but are not eligible for the program will be directed to report to the IRC on the date and time instructed by their court commitment papers.
 - iii. Update JMS to reflect any change in the status of the inmate. In most cases it should be changed from [REDACTED]
- (b) Long Term and Short Term Inmates:
 - 1. Central Men's Jail (CMJ)
 - i. When screening inmates at the CMJ for the Community Work Program, CWP Staff will:
 - A. Upon arrival at the CMJ, CWP Personnel will provide a list of the CWP release candidates to the Housing Guard Stations utilizing the department approved CWP Candidate List form. The CWP Candidate List form will contain the names and booking numbers

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of inmates to be interviewed and considered for the Community Work Program. The inmates will be called to an area designated by the staff at the CMJ from their respective housing location. The CWP Candidate List form will be collected by CWP personnel at the conclusion of candidate interviews.

- B. After the interviews have been completed, accepted candidates will be placed on the department approved Final CWP Release List. The Final CWP Release List will be provided to the IRC Screening Deputy and Housing Guard Stations to facilitate the inmate's transfer to the Theo Lacy Facility for the release process. All inmates accepted to the program will be released to the program from the Theo Lacy Facility. Prior to being transferred, all inmates will be dressed in their street clothing and their property shall accompany them to the Theo Lacy Facility.
 - C. The Final CWP Release List will be provided to the IRC Records Supervisor to facilitate the transfer of the inmates to the Theo Lacy Facility. CWP staff will collect the inmate record jacket for each inmate to be released from the IRC Records Supervisor and transport the inmate record jacket to Theo Lacy.
- 2. James Musick Facility
 - i. When screening inmates at the Musick Facility for the Community Work Program, CWP staff will:
 - A. Upon arrival at the Musick Facility, CWP Personnel will provide a list of the CWP release candidates to the Watch Staff utilizing the department approved CWP Candidate List form. The CWP Candidate List form will contain the names and booking numbers of inmates to be interviewed and considered for the Community Work Program. The inmates will be called to the visiting area or other area designated by the staff at the Musick Facility from their respective housing location. The CWP Candidate List form will be collected by CWP personnel at the conclusion of candidate interviews.
 - B. After the interviews have been completed, accepted candidates will be placed on the department approved Final CWP Release List. The Final CWP Release List will be provided to the Work Deputy, the Watches and Main Control to facilitate the inmate's transfer to the Theo Lacy Facility for the release process. All inmates accepted to the program will be released to the program from the Theo Lacy Facility. Prior to being transferred, all inmates will be dressed in their street clothing and their property shall accompany them to the Theo Lacy Facility.
 - C. The Final CWP Release List will be provided to the Records Supervisor at the Intake Release Center to facilitate the transfer of the inmate record jacket to the Theo Lacy Facility. CWP staff will collect the inmate record jacket for each inmate to be released from

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the IRC Records Supervisor and transport the inmate record jacket to Theo Lacy.

3. Theo Lacy Facility

- i. When screening inmates at the Theo Lacy Facility for the Community Work Program, CWP staff will:
 - A. CWP Personnel will provide a list of the CWP release candidates to the Housing Guard Stations utilizing the department approved CWP Candidate List form. The CWP Candidate List form will contain the names and booking numbers of inmates to be interviewed and considered for the Community Work Program. The inmates will be called to an area designated by the staff at Theo Lacy from their respective housing location. The CWP Candidate List form will be collected by CWP personnel at the conclusion of candidate interviews.
 - B. After the interviews have been completed, accepted candidates will be placed on the department approved Final CWP Release List. The Final CWP Release List will be provided to the Records Supervisor to facilitate the release process. All inmates accepted to the program will be released to the program from the Theo Lacy Facility.
- ii. Upon the inmate's arrival at the Theo Lacy Facility for the release process, CWP Staff will:
 - A. Notify the Lobby Staff and Cashier of the pending release.
 - B. Complete the work assignment paperwork. Have the inmate read and sign the Community Work Program Rules and Regulations, work assignment paperwork, and sign a Work Status Form.
 - C. Inmates will be released on the same day as the workload of Theo Lacy personnel allows.
 - D. Verify the inmate's identity by asking the inmate their birth date, place of birth, and social security number and comparing the answers with the information on the mod card and pre-booking form. Additional verification will be made by checking the inmate's identification card and comparing the inmate's fingerprints with the fingerprints taken of the inmate when they were booked into custody to verify the inmate's identity.
 - E. Release Male inmates according to standard Theo Lacy Facility release procedures.
- iii. When releasing inmates from Theo Lacy to the Community Work Program, CWP Staff will:
 - A. Notify the Housing Guard Station, Lobby Staff, Cashier and the Clothing Room CSA of the pending release.

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- B. A prowler Deputy will escort the inmate to the Booking Loop for release to the CWP Program.
- C. Complete the work assignment paperwork then have the inmate read and sign the Community Work Program Rules and Regulations, work assignment paperwork, and sign a Work Status Form.
- D. Inmates will be released on the same day as the workload of Theo Lacy personnel allows.
- iv. Releasing Female Inmates housed at Theo Lacy to the Community Work Program, CWP staff will:
 - A. Arrange with the TLF Clothing Room to have the female CWP candidate(s) clothing and property pulled from the storage area and staged in the Clothing Room.
 - B. Ensure holding cell 16 and/or 17, and the Clothing Room on the booking loop are clear of any male inmates.
 - C. Ensure the hallways and booking loop are clear for female inmate movement.
 - D. With the assistance of a female Deputy or a female Correctional Services Technician, CWP staff will escort the female inmate(s) to the Clothing Room. The female Deputy or female CSA will stand by as the female inmate(s) change into their personal clothing.
 - E. Female inmates will be escorted and placed in holding cell 16 and/or 17 for processing.
 - F. Complete the work assignment paperwork utilizing the Release Guard Station's pass through windows in a timely manner. Have the inmate read and sign the Community Work Program Rules and Regulation Forms, work assignment paperwork, and sign a Work Status Form.
 - G. Female inmates will be released on the same day or as soon as the Theo Lacy personnel workload permits.
 - H. Verify the inmate's identity by asking the inmate her birth date, place of birth, social security number and comparing the answers with the information on the module card and pre-booking form. Additional verification will be made by comparing the inmate's fingerprints with the fingerprints taken of the inmate when she was booked into custody to verify the inmate's identity as well as the inmate(s) jail issued photo identification card.
 - I. Prior to releasing the female inmate(s), verify with the Lobby that the Lobby Corridor is clear for female inmates to enter. Have the female inmate(s) line up in the release sally-port next to the release corridor door. Collect the inmate's jail issued photo ID card. The

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female inmate(s) will enter the release corridor and proceed directly to the Lobby.

- J. Update the CWP computer and enter the inmate's work site in the CWP computer. Theo Lacy Facility Classification will update the JMS to reflect the release of the inmate to CWP. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

4. Central Women's Jail (CWJ)

- i. When screening inmates at the CMJ for the Community Work Program, CWP Staff will:

- A. Upon arrival at the Women's Jail, CWP Personnel will provide a list of the CWP release candidates to the Housing Guard Stations utilizing the department approved CWP Candidate List form. The CWP Candidate List form will contain the names and booking numbers of inmates to be interviewed and considered for the Community Work Program. The inmates will be called to an area designated by the staff at the Women's Jail from their respective housing location. The CWP Candidate List form will be collected by CWP personnel at the conclusion of candidate interviews.

- B. After the interviews have been completed, accepted candidates will be placed on the department approved Final CWP Release List. The Final CWP Release List will be provided to the IRC Screening Deputy and [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] clothing and

their property shall accompany them to the Theo Lacy Facility.

- C. The Final CWP Release List will be provided to the IRC Records Supervisor to facilitate the transfer of the inmates to the Theo Lacy Facility. CWP staff will collect the inmate record jacket for each inmate to be released from the IRC Records Supervisor and transport the inmate record jacket to Theo Lacy.

- ii. Upon arrival of female inmates at the Theo Lacy for release to CWP, CWP Staff will:

- A. Ensure holding cell one and/or two on the booking loop is clear of any inmates.
- B. Place the female inmate(s) in cell one and/or two for processing.
- C. Complete the work assignment paperwork in front of holding cells one and two in a timely manner. Have the inmate read and sign

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the Community Work Program Rules and Regulation Forms, work assignment paperwork, and sign a Work Status Form.

- D. Female inmates will be released on the same day or as soon as the Theo Lacy personnel workload permits.
- E. Verify the inmate's identity by asking the inmate her birth date, place of birth, social security number and comparing the answers with the information on the module card and pre-booking form. Additional verification will be made by comparing the inmate's fingerprints with the fingerprints taken of the inmate when she was booked into custody to verify the inmate's identity as well as the inmate(s) jail issued photo identification card.
- F. Prior to releasing the female inmate(s), verify with the Lobby and Receiving Deputy/SSO/CSA that the Lobby and Receiving Corridor are clear for female inmates to enter. Have the female inmate(s) line up in the receiving sally-port next to the Receiving Corridor door. Collect the inmate's jail issued photo ID card. The female inmate(s) will enter the Receiving Corridor and proceed directly to the Lobby.
- G. Update the CWP computer and enter the inmate's work site in the CWP computer.
- H. Theo Lacy Facility Classification will update JMS to reflect the release of the inmate to CWP. The change should be from [REDACTED]
[REDACTED]
[REDACTED], which will automatically change the inmate's custody status to CWP in JMS.

7201.11 ASSIGNING NEW BOOKINGS

- (a) New bookings will appear on a "Candidate List" once they receive a booking number.
 - 1. They must meet all other screening criteria before being placed on the Community Work Program.
- (b) Female inmates who have pre-booked at the IRC will not be considered for the Community Work Program until IRC Records works up their file.
 - 1. They must meet all other screening criteria before being placed on the Community Work Program.
 - 2. If assigned to CWP, their housing status in JMS must be updated from [REDACTED]
[REDACTED]
[REDACTED]

7201.12 CWP JOB ASSIGNMENTS

- (a) The CWP staff will attempt to assign an inmate to a work site as close to his or her home as possible. Although some work sites are available seven days a week, there are several that are available only weekends or weekdays. The CWP staff will check

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to see which days a work site is available before assigning the inmate. Filling a work site to minimum staffing will take precedence over assigning an inmate close to home.

- (b) The Community Work Program Staff will have the inmate read and sign the Community Work Program Rules and Regulations (one original and one copy).
 - 1. Rules 18 and 19 apply only to weekender inmates.
- (c) The CWP staff will fill out the work assignment record (with three copies attached) for each inmate assigned to the Community Work Program.
- (d) The Commitment Clerks from the Theo Lacy Inmate Records will compute the number of days the inmate is to work, in lieu of incarceration, for inmates housed at the Theo Lacy Facility and all new court ordered bookings.
- (e) The commitment clerks from IRC inmate records will compute the number of days to be worked, in lieu of incarceration, on inmates housed at Musick and CJX
- (f) Have the inmate sign the assignment record.
- (g) Attach a photograph of the inmate, and fingerprint their right index finger on the assignment record.
- (h) Give the inmate the original assignment record (to be presented to the work site supervisor on the first day) a copy of the assignment record, a copy of the rules and regulations that the inmate has signed (there are rules and regulations in Spanish for those inmates who require them), and a map to the work site.
- (i) The Cashier will collect the Administrative Fee from the inmate, if they are able to pay at that time.

7201.13 DISPOSITION OF PAPERWORK

- (a) Forward the pink copy of the work assignment to Theo Lacy Inmate Records/Commitments.
- (b) Staple the application, rules and regulations, module card, and yellow copy of the work assignment record together and file the paperwork according to work assignment location. The original mod cards for the inmates released from the James A. Musick Facility will be forwarded to the Theo Lacy Facility via inter-departmental mail and placed into the inmate's record jacket.
- (c) The original work assignment record, with a picture and fingerprint, must be given to the inmate to take to the work site.

7201.14 INMATES ATTENDANCE AND "NO-SHOWS"

- (a) On the back of each Work Assignment Card is a Daily Attendance Record.
- (b) If the inmate is present, the work site supervisor will date, mark the inmate present, and initial the work site attendance record.
- (c) If the inmate is a "no-show" the work site supervisor will mark the inmate absent on the back of the assignment record. The "no-show" paperwork will be returned to the

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Community Work Program staff by the supervisor after the inmate has been missing for a week.

- (d) The work site supervisor will not accept the inmate back to work without a sentence modification. Work site supervisors are instructed to notify the CWP personnel of all "no-shows" on a daily basis, via fax, email or by the telephone.

7201.15 ROSTERS

- (a) Each night work site rosters will be generated for the following day.
 - 1. Rosters will be faxed to the work sites that have a fax available.
 - 2. CWP Staff will complete the rosters prior to the end of shift.
 - 3. Work site rosters will be kept in the CWP office for referral when the work site calls in "no shows"
- (b) Every morning CWP Staff will print out a "Completion Roster". Staff will take the "Completion Roster" and pull the completed inmates' files from the work site drawer. The roster and files will be forwarded to Theo Lacy Records/Commitments immediately.

7201.16 PROCESSING PAPERWORK RETURNED FROM WORKSITES

- (a) Each day the work site supervisor will take attendance from the roster, sign the document, and fax it to the Theo Lacy CWP's fax machine prior to 1000 hours.

7201.17 RETURNED WORK ROSTERS

- (a) Enter the "No Shows" in the CWP computer from each work site. The staff will file the returned work roster in its respective folder.

7201.18 CWP INJURIES

- (a) Minor Injuries:
 - 1. Small skin abrasions, cuts, scrapes, etc.
 - 2. Minor injuries can be treated at the scene by the work site supervisor or by someone (not another inmate) with knowledge of first aid, without obtaining emergency medical treatment.
 - 3. The work site supervisor will submit a "CWP Medical Incident Report" form detailing the injury and how the injury occurred. A departmental Medical Aid Report describing the circumstances of the injury will be written by the CWP staff. A JI number and a DR number must be issued for each report.
 - 4. The Medical Aid will be filed in the Theo Lacy Shift Commander's office after a Sergeant has approved it. Copies will be forwarded to Theo Lacy Inmate Records for inclusion into the inmate's file, and to the Classification/CWP Sergeant.

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(b) Significant Injuries:

1. Sprains, broken fingers, etc.
2. Significant injuries are injuries that require medical attention, but time is not extremely urgent.
3. Male inmates will be brought to the Theo Lacy Facility and female inmates will be sent or brought to the Intake Release Center by the work site supervisor or the CWP staff to be examined by the medical staff. If the work site supervisor is transporting an inmate for treatment, CWP staff will be notified as soon as possible.
4. The work site supervisor will submit a "CWP Medical Incident Report" to the CWP staff. The CWP staff will write a Medical Aid Report on a departmental form.
5. Usually the inmate will remain on the Community Work Program. The participant will be modified and returned to a suitable work site as soon as practical.
6. This only applies to injuries incurred while at a CWP work site.
7. The CWP staff may return the inmate to active custody status if it is determined that the inmate will not be able to return to work within a reasonable time period.

(c) Serious Injuries:

1. Fractures, eye injuries, profuse bleeding, etc.
2. Serious injuries are injuries that require immediate medical attention. Paramedics should be called when warranted.
3. The inmate will be taken to the nearest emergency hospital by the work site supervisor, paramedics, or an ambulance when necessary. The hospital will forward a bill to the County Auditor for expenses incurred.
4. A CWP Deputy will respond to the hospital and obtain a statement from the victim and all parties involved.
5. The work site supervisor will submit a CWP Medical Incident Report to CWP. The CWP Deputy will write a departmental Medical Aid Report. The CWP staff will write a jail incident report.
6. If the inmate is to remain hospitalized, he or she will be admitted to the hospital where he or she was taken.
7. The inmate will usually not be placed into custody unless he or she requests it.
8. [REDACTED]
9. When an inmate needs follow-up care, he or she will report to the doctor or clinic advised by the emergency room staff.
10. If an inmate has incurred expenses for his or her treatment, such as prescriptions or bandages, Risk Management will be contacted and they will send a claim form to the inmate's residence.

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11. In the event an inmate reports an injury that allegedly occurred while assigned to a CWP work site, a written report will be required and Risk Management will be informed.
12. In a situation where the injury is not witnessed and reported after the fact, it shall be documented on a departmental Casualty Form. A DR and JI entry will be generated in the Theo Lacy Log.

7201.19 MODIFICATIONS

- (a) "No show" inmate is an inmate that has missed one or more days of work and has not modified.
 1. If an inmate is a "no-show" he or she must come to the Theo Lacy Facility for a sentence modification before he or she can return to work.
 2. A roster of all current no shows will be generated once per week.
 3. No shows will be called in an attempt to have them return to Theo Lacy for a modification. All contacts and attempted contacts will be documented in the CWP Dashboard notes.
 4. Inmate files will stay in the work site file until they are pulled for failures.
- (b) In order for an inmate to return to work after missing a day, he or she must have a sentence modification before he or she can return to work. Inmate supervisors are instructed not to accept any inmate worker back after missing a day of work unless he or she has a sentence modification in their possession or the inmate supervisor has been sent one by the Community Work Program staff.
- (c) If the inmate misses work during the first week of his or her work assignment it will be up to the discretion of the CWP staff whether the inmate will be returned to custody.
- (d) The CWP staff will use their discretion in modifying inmates. All inmate "no-shows" must contact the Community Work Program staff immediately, excused or not excused.
- (e) Follow the same procedure in modifying a weekender "no-show" only after the weekender has gone back to court and the necessary amended court paperwork has been received from the court. The inmate's copy of the court paperwork will not be used to modify his or her sentence.
- (f) Verify the date and time an inmate is to resume his or her sentence. Make applicable notes in the CWP Dashboard. The inmate cannot return to his or her assigned work site until the "stay date" and time on the court paperwork.
- (g) Weekend inmates sentenced out of West Court do not need amended court paperwork for sentence modifications after becoming a "no-show".
- (h) Fill out the modification form and have the inmate sign it. Distribute the copies in the following manner:
 1. Original copy is given to the inmate to give to their work site supervisor.
 2. White copy gets attached to the inmate's CWP file.

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3. Pink copy is given to Theo Lacy Records/Commitments.
4. Yellow copy is the inmate's copy.
- (i) Work assignment or time changes:
 1. If the specific inmate has missed days and is listed as a no show, modify the change as a no show inmate.
 2. Inmates with court modifications, or site change requests, will be processed in the same manner as all other modifications.

7201.20 CWP REMOVAL

- (a) Non-Disciplinary Removal of Straight Time Inmates from Community Work Program.
 1. The CWP staff will notify the Classification Deputy and Theo Lacy Records staff of a CWP returnee.
 2. Provide the inmate's mod card to the Classification Deputy. If there is not a mod card attached to the CWP paperwork print a copy of it from the photo capture computer.
 3. The Classification Deputy is responsible for changing the status of the inmate in JMS and assigning him a housing assignment. Female inmates will be transported to the IRC for classification and/or housing assignment.
 4.
- (b) Disciplinary Removal from Community Work Program
 1. Disciplinary returnees will be done in the same manner as a non-disciplinary returnee.
 2. A Follow-up Report, titled, "Information Report", with a DR# and a JI# will be completed for each inmate that is returned to custody for disciplinary reasons. The CWP staff member requesting removal of the inmate from the program is responsible for completing the Follow-up Report.
- (c) Removal of a Weekender from Community Work Program
 1. Follow the same procedure to remove a weekender from the program as used to remove an inmate doing straight time, with the following exceptions:
 - i. The weekend commitment is not placed back into custody until his or her court paperwork dictates. He or she will only continue with his or her scheduled weekends.
 - ii. If the weekender is removed because he is a no show, he must go back to court before returning for his in-custody weekends.
 - iii. If the weekend inmate is removed from the work program, or from the work site, for disciplinary reasons, he or she will be returned to the Theo Lacy

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[REDACTED]

[REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- (c) Inmate misconduct will be documented in the jail reporting system and sanctions will be imposed in proportion to the severity of the rule violated. Inmates may utilize the formal appeal process to appeal any disciplinary action against them.

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- (d) Inmates may use the jail grievance system to document a condition in the work program. Inmates assigned to CWP will be provided an inmate grievance form as soon as possible when requested.

7201.22 FAILURE REPORTS

- (a) Failure reports will be written as needed.
- (b) Failures are to be entered into the computer right after the report is written.
 - 1. As needed each week after the CWP Staff has exhausted all possible leads on an inmate who is a no show, the inmate's CWP paperwork (file) will be submitted to commitments to start the failure procedure/paperwork.
- (c) All failure reports will be written and filed with the District Attorney's Office by CWP staff using the Electronic Directions for Complaint (EDC) in a timely manner. A master case log will be maintained by all CWP staff on the TLF Audio drive which is accessible by all CWP staff members and supervisor.

7201.23 RETURN TO CUSTODY

- (a) CWP Staff will call the inmates as soon as they appear on the no show roster.
- (b) Unless the court has issued an arrest warrant for retaking the person into custody, the CWP Deputy will complete the "Order to Retake Community Work Program Participant into Custody" form (hereinafter "Order") that must be presented to be signed by the Sheriff, the Special Services Bureau Captain, or the Sheriff's designee:
 - 1. Completely fill out all of the inmate's personal information.
 - 2. Attach a copy of the inmate's CWP personal information sheet.
 - 3. Attach a picture of the inmate to the front of the Order and a mod card to the back.
 - 4. Have the Sheriff, the Special Services Bureau Captain, or the Sheriff's designee sign and date the Order.
 - 5. CWP Staff will review the inmate's jacket to confirm the inmate is active and has not received a court order releasing them from the program.
 - 6. CWP Staff will attempt to locate and re-arrest the inmate for whom the Sheriff, the Special Services Bureau Captain, or the Sheriff's designee has signed an Order.
 - i. An Operational Plan will be completed prior to any attempt to re-arrest an inmate at their residence, or other location approved by the CWP supervisor. A supervisor shall be present at the location of the operation prior to putting it into motion. The department approved CWP/EMP Operation Plan is located in the Document Center. For more information and details about operational plans, tactics and perimeters, refer to the OCSD Patrol Operations Manual (POM) Section 51 - Critical Incident Management.
 - 7. Male inmates will be returned to the TLF.

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8. Female inmates will be returned to the IRC.
- (c) Fail inmate out of the CWP computer.
 1. Make sure to run an [REDACTED] for the inmate before failing the inmate out of the computer, then turn in paperwork to records.
- (d) Copies of the failure report will be distributed per the department's procedure for all crime reports.
 1. One copy is placed into the inmate's record jacket.
 2. Input the inmate's name into the computer data base for past CWP failures, returnee's, and removals.

7201.24 ARREST AND TRANSPORTATION OF CWP INMATES

- (a) CWP staff will be used to transport CWP inmates. When possible, [REDACTED]
[REDACTED]. At no time will any CWP staff member transport an inmate in a vehicle without a cage. If no cage is available, CWP staff will contact dispatch and request a patrol unit with a cage for transportation.
- (b) When contacted by a work site supervisor reporting a problem with an inmate, the CWP staff member will obtain enough information to determine the correct course of action.
 1. The inmate may be brought to the Theo Lacy Facility lobby by the work site supervisor for treatment of minor injuries as well as CWP rule violations. For violations, CWP staff will interview the inmate to determine if they are fit to remain on the Community Work Program.
 2. A CWP staff member, and when possible a supervisor, will respond to the work site in the event of more serious problems.
 3. The Classification/CWP Sergeant will be notified in the event a significant incident occurs.
 4. CWP Staff will respond if transportation is needed. A CWP staff member will draw a DR# and write the appropriate report, if necessary.
- (c) "No Show" inmates will be arrested as time permits.
 1. Unless the court has issued an arrest warrant for the retaking of the person into custody, an "Order to Retake Community Work Program Participant into Custody" will be signed by the Sheriff, the Special Services Bureau Captain, or the Sheriff's designee prior to returning an inmate to custody. (CPC 4024.2(c), 4024.3(c).) This signed document, a printout of the inmate's status, along with a photograph of the inmate, will be taken to the location of the arrest.
 2. The inmate's location will be verified prior to the arrest.
 3. CWP Staff will review the inmate's record jacket to confirm the inmate is active and has not received a court order releasing them from the program before attempting to re-arrest the inmate.

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(d) CWP Arrests

1. Regardless of jurisdiction, the Emergency Communications Bureau desk will be notified of the location of the pending arrest prior to the arrest.
2. A supervisor will be present when the CWP staff responds out of county to make contact or attempt an arrest of a CWP worker residing outside the County of Orange.
3. The inmate will be transported to the appropriate facility by the CWP Deputy. The CWP staff will document the incident on a Follow-up Report, titled, "Information Report", with a DR# and a JI#.
4. Theo Lacy Inmate Records will be notified of the CWP arrest. The CWP staff will process the inmate and record the failure in the CWP computer. The inmate will be rehoused at the appropriate facility.
5. If the arrest is made after a failure report has been submitted, a Follow-up Report, titled, "Information Report" with the DR# from the failure report will be completed with a new JI#.
6. The inmate will be issued a new booking number and be booked to the original charge. The Commitment Clerk will ensure the time owed in-custody is correct.

7201.25 CWP STATISTICS

(a) Daily Statistics/Community Work Program Count

1. At the end of [REDACTED], the CWP Staff will do a count of all inmates currently participating on the program. This list will be generated after [REDACTED]
[REDACTED]