

**MEMORANDUM OF UNDERSTANDING BETWEEN THE SAN BERNARDINO COUNTY
SHERIFF/CORONER/PUBLIC ADMINISTRATOR AND THE SAN BERNARDINO COUNTY
«AgencyName2» FOR THE SHERIFF'S WORK RELEASE PROGRAM
FY 2025-30**

WHEREAS, San Bernardino County (County) finds that it is in the best interest of the community to provide for an alternative mode of incarceration called a Work Release Program (WRP), pursuant to Penal Code sections 4024.2 and 4024.3, for qualified and suitable inmates (Inmates) committed to the custody of the County Sheriff/Coroner/Public Administrator (Sheriff) and housed in the County's correctional facilities;

WHEREAS, the County, through its included Sheriff, therefore offers a WRP to Inmates who are permitted by either a court order or the Sheriff to complete their remaining sentence through participation in the WRP;

WHEREAS, «AgencyName2» (Agency) has a need to have work performed that is permissible WRP work under Penal Code section 4024.2; and

WHEREAS, the County finds that Agency is qualified to have WRP Inmates placed with Agency for the purposes of completing permissible WRP work under the direction and control of Agency;

WHEREAS, the Sheriff and Agency are both departments of San Bernardino County;

NOW, THEREFORE, the County and Agency mutually agree to the following terms and conditions in this Memorandum of Understanding (MOU):

A. SCOPE OF MOU

- A.1** Sheriff's placement of Inmates with Agency is at the discretion of the Sheriff and is subject to the availability of Inmates, available work assignments, and the ability of Agency to administer and control the work release program.
- A.2** Upon placement of Inmates with Agency, the work of the Inmates will be under the direct supervision and control of Agency, not the Sheriff.
- A.3** Agency will designate a supervisor who will have the responsibility of overseeing the Inmates assigned to Agency.
- A.4** Agency, or designee, shall adhere to the instructions of the Crew Supervisor Pamphlet (Attachment A) as provided by the Sheriff.
- A.5** Agency shall ensure that each supervisor, and anyone under Agency's control, does not fraternize with, engage the services of, accept services from, do favors for, or engage in any romantic, intimate, or sexual relationship with any of the Inmates.
- A.6** The work performed by Inmates will be permissible under Penal Code section 4024.2 and consist of manual labor to improve or maintain levees or public facilities including, but not limited to, streets, parks, and schools, and/or, as approved by the Sheriff, performance of graffiti cleanup for local governmental entities, including the participation in a graffiti abatement program.
- A.7** Agency shall ensure the work, supervision, and treatment of the Inmates shall in all ways conform to applicable law including, but not limited to, Penal Code sections 4024.2 and 4024.3.
- A.8** Agency will not provide any security guards and Agency's employee(s) will not physically restrain any Inmates who might leave the work area. Agency will notify Sheriff by the end of each day of any Inmates who did not arrive for scheduled work assignment or left the work area without permission.

- A.9** Agency, or designee, shall attend mandatory yearly work crew training provided by the Sheriff's Department Work Release Program staff. This training will consist of updates and specific instructions related to the operation of the work crew sites.
- A.10** Agency will provide transportation for Inmates working under this MOU to and from the work sites, as needed, from pickup points mutually agreed to by Sheriff and Agency.
- A.11** Equipment operations will be performed only by qualified Agency employees with the exception of small power equipment, such as weed trimmers, power lawn mowers, and hedge trimmers. Inmates must demonstrate proficiency with such tools to the satisfaction of Agency before being allowed to operate said tools. Agency will provide safety instructions, explain the work to be done, and direct the work of Inmates placed under this MOU.
- A.12** Agency will provide necessary safety equipment while Inmates are operating any equipment. This may include but is not limited to gloves, hard hats, and eye protection required to safely perform any work assigned under this MOU. Agency will require an Inmate to wear an inmate-identifying safety vest at all times while working at a crew site.
- A.13** In the event an Inmate injury occurs, Agency shall be responsible for the entire claim. This responsibility includes the administration of the claim in the same manner as if the Inmate was an employee of Agency. Agency also agrees to complete written documentation notifying the Sheriff WRP office of the Inmate's injury.

B. INDEMNIFICATION AND INSURANCE REQUIREMENTS

As departments of San Bernardino County, Sheriff and Agency are self-insured under the laws of the State of California. All Sheriff and Agency employees, including inmates placed with the Agency, performing Services covered under this MOU are County employees.

C. TERM OF MOU

The term of this MOU is effective as of July 1, 2025, or beginning upon the date of signature by the Sheriff, whichever is later, and expires June 30, 2030.

D. TERMINATION FOR CONVENIENCE

The parties reserve the right to terminate the MOU, for either party's convenience, with or without cause, with a thirty (30) day written notice of termination. Such termination may include all or part of the WRP work described herein. Upon receipt of termination notice from the Sheriff, the Agency shall promptly discontinue utilizing the WRP Inmates for WRP work unless the notice directs otherwise. The Agency shall, if applicable, deliver promptly to the Sheriff and transfer title (if necessary) any drafts, documents, plans, forms, data, products, graphics, computer programs, and reports pertaining to the WRP.

E. NOTICES

All written notices provided for in this MOU or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

<i>San Bernardino County</i>	«AgencyName»
Sheriff/Coroner/Public Administrator	«AgencyrName2»
Attn: Bureau of Administration – Contracts & Procurement	«Address»
655 East Third Street	«City», «State» «PostalCode»
San Bernardino, CA 92415	

Notice shall be deemed communicated two (2) County working days from the time of mailing if mailed as provided in this paragraph.

F. COUNTY REPRESENTATIVE

The Sheriff, or designee, shall represent the County in all matters pertaining to the WRP work to be rendered under this MOU, including termination and assignment of the MOU, and shall be the final authority in all matters pertaining to the WRP work received by Agency. If the MOU was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to the MOU.

G. ENTIRE AGREEMENT

This MOU, including all exhibits and documents attached hereto and incorporated herein by reference, represents the final, complete, and exclusive agreement between the parties hereto. Any prior agreement, promises, negotiations, or representations relating to the subject matter of the MOU not expressly set forth herein are of no force or effect. This MOU is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read the MOU and signs the same of its own free will.

H. ELECTRONIC SIGNATURES

This MOU and, if applicable, any subsequent amendments, may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same MOU. The parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by facsimile, PDF, or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

IN WITNESS WHEREOF, San Bernardino County and the Agency have each caused this MOU to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

Sheriff/Coroner/Public Administrator Authorized
Signature

Dated: _____

(Print or type name of Agency)

By ►

(Agency Authorized signature - sign in blue ink)

Name _____
(Print or type name of person signing MOU)

Title _____
(Print or Type)

Dated: _____

Address _____

Approved as to Legal Form

Name _____
(Print or type name of person signing)

Title _____
(Print or Type)

Dated: _____

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for MOU Compliance	Reviewed/Approved by Department
► Grace B. Parsons, Deputy County Counsel	► _____	► Carolina Mendoza, Chief Deputy Director of Sheriff's Administration
Date _____	Date _____	Date _____

ATTACHMENT A
CREW SUPERVISOR PAMPHLET

CREW SUPERVISOR INSTRUCTION BOOKLET



**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
GLEN HELEN REHABILITATION CENTER
WORK RELEASE PROGRAM**

Mission Statement

The Work Release Program (WRP) is part of the Criminal Justice System and essential in the formulation of a complete local detention system. It is in the best interest of the community to provide an alternative mode of incarceration for those inmates placed in this program.

Family support and other positive elements of the inmate's lives are maintained and reinforced while serving time for their misdeeds. Inmates on WRP are given the opportunity to regain their self-esteem and provide their families with an avenue for re-establishing stability.

Among the other advantages of this program is the benefit each individual community receives. Inmate labor can provide countless hours for the individual public entities enrolled in the program. Often the inmate worker is assigned unpleasant mundane labor-intensive tasks that would not be completed without assistance from this program.



Work Release Contact Information

18000 Institution Road San Bernardino, Ca 92427

Public Office Hours: Monday-Saturday 07:00 a.m.– 04: 00 p.m.

Public number: (909) 473-2580

Crew Supervisor/Law Enforcement Only

Do not give inmates the following information:

Office Number: (909) 473-2612 Fax Number: (909) 473-2587

On call Deputy: (951) 315-6347 Email: ghrc-wrp4@sbcscd.org

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Work Release Inmate Classifications

There are two classifications of inmates on the Work Release Program: Work Release and Weekender inmates.

Work Release:

These inmates are incarcerated at the Sheriff's Correctional Facilities. They are released from custody to do their remaining sentences on the work program.

When these inmates fail the program, they are taken back into custody. It is imperative that when these inmates are problematic at the crew site, you notify the WRP office immediately!

Weekenders:

These inmates have entered into an agreement with the court and have met the criteria of the WRP office to be placed on a work program in lieu of serving time in custody. They may work as few as one day a week or as many as five days a week.



Supervisor Responsibility

All Public Agencies contracting with the San Bernardino County Sheriff's Department Work Release Program shall assign a crew supervisor to oversee the inmates assigned to their agency. They will ensure all other staff members aiding in the supervision of inmates are trained and familiar with all the rules and regulations.

The crew supervisor is responsible for accurately checking in and out inmates on his/her crew site daily. They are to maintain accurate records of each workers' attendance and proper documentation of all inmate injuries and incidents.

The crew supervisor shall be responsible for ensuring safe working conditions as well as communicating/enforcing safety rules. All inmates shall be given instruction regarding potential hazards associated with assigned tasks and ensure that essential safety equipment, personal protective equipment (PPE), are provided for each job.

Crew supervisors shall ensure there is an alternative person available to supervise inmates as well as process and return paperwork when a crew supervisor is sick or on vacation.

Failure to follow the rules and regulations may result in the closure of your crew site.

Crew Site Information

The WRP office is responsible for assigning inmates to over a hundred county approved crew sites within San Bernardino County. Each crew site designates the report time, reporting place, number of inmates per crew site and crew supervisor contact information. It is the responsibility of the crew supervisor to fill out and return a copy of the Crew Site Information update to the WRP office when any changes are made to the crew site.

Crew Site Information Sample

Crew Site Information

Crew Site Name: _____

Address: _____

Street Address

City

State

Zip Code

Weekend Workdays

Weekend Workdays: _____

Start Time _____ a.m. to _____ p.m. Maximum # of Inmates Per Day: _____

Weekend Crew Supervisor Name: _____

Weekend Contact Phone Number: _____

Gender of Inmates
Accepted:

☐

Males

☐

Females

(Mark one Box Only)

☐

or Both

Weekday Workdays

Weekday Workdays: _____ (Days must be consecutive)

Start Time: _____ a.m. to _____ p.m. Maximum # of Inmates Per Day: _____

Gender of Inmates
Accepted:

☐

Males

☐

Females

(Mark one Box Only)

☐

or Both

Crew Supervisor Contact Information

Supervisor Name: _____
Last First

Phone Number: _____ Email: _____

Alternate Supervisor: _____
Last First

Phone Number: _____ Email: _____

Facility Fax Number: _____

Email to Send Attendance sheets to: _____
/ /

~~Attendance sheets are due on MONDAY'S by 1pm. we will send out the following weeks Attendance sheets every Thursday.
"Primary phone numbers should be direct phone numbers. not auto Attendant"~~

10/24/15

Crew Site Rules and Regulations

All inmates are required to read and sign that they will comply with the rules and regulations of the Work Release Program. Crew supervisors must ensure that inmates adhere to the rules. Failure to comply with the WRP rules and regulations may result in the closure of the crew site.

Rules for the work program include the following:

- ❖ Inmates are to report on time to the crew site with their WRP ID card each day of work.
- ❖ Inmates shall bring a crew sheet on their first assigned day of work or upon returning after missing a day of work. Inmates shall not be allowed to work without proper paperwork or WRP ID
- ❖ Pursuant to PC4024.2(4) inmates shall work a minimum of 8 hours and a maximum of 10 hours per day to receive one day of credit in lieu of jail time. Inmates may not arrive late or leave early. If a crew site “does not have enough work” for inmates to do, the WRP office shall re-evaluate how many inmates are needed.
- ❖ Inmates are not allowed visitors while working.
- ❖ Radios, pagers or any other electronic device are prohibited while inmates are working at the crew site.
- ❖ Inmates may carry a cellular phone. All cellular phones shall be shut off during working hours and are only authorized to be used during breaks or after being dismissed for the day.
- ❖ Inmates shall not report to the crew site under the influence of alcohol, prescription or illicit drugs/narcotics.
- ❖ Inmates shall bring their own lunch to the crew site; however, crew supervisors shall provide water to keep the inmates hydrated.
- ❖ Inmates shall be required to wear a safety vest with “WRP” clearly printed on the back while working at a crew site.
- ❖ Crew supervisors shall advise inmates who are disruptive, unable to follow the rules of the program or are a danger to the crew site and/or other inmates to immediately leave the crew site. If the inmate refuses to leave the crew site, contact local law enforcement. Crew supervisors shall notify the WRP office immediately of a problem inmate. Do not take matters into your own hands. If the inmate is sent back to the WRP office, make every effort to call prior to the inmate’s return. Inmates invariably have a different story to tell.
- ❖ Inmates with medical conditions that will prevent them from working at the crew site shall be instructed to return to the WRP office. All inmates with medical conditions shall be reviewed by the WRP staff to determine where the inmates will be assigned to work. Pregnant women shall be assigned to work at the WRP office on the Medical Crew.

- ❖ Inmates should dress in clothing and shoes that are suitable for working out-of-doors. They shall be sent home without credit if dressed inappropriately. Crew sites may require specific types of shoes or clothing to be worn due to the nature of work the inmates will be required to do. Crew supervisors shall notify the inmate on his/her first working day and give him/her a reasonable amount of time to comply with the dress code. If the inmates state he/she will not be able to comply with the required dress code, refer him/her back to the
- ❖ WRP office immediately. Proper attire is as follows:
 - Comfortable work shoes- no open toes or sandals
 - Sleeved shirts or blouses- no tank tops or halter tops
 - Work pants-full length jeans, denim, khaki, etc. (no shorts, capris or skirts)
 - Baseball caps must be worn forward only
 - No obscene or gang related attire
 - No baggy clothing- clothes shall fit the body. Staff should not be able to see undergarments

Copy of Inmate Rules and Regulations



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT WORK RELEASE PROGRAM INMATE RULES AND REGULATIONS

1. I understand my participation in the Work Release Program is a privilege. It is my responsibility to comply with all the rules, policies and procedures.
2. I understand any violation of the conditions set forth may result in disciplinary action. I understand I may be remanded into custody to complete my jail time for no reason other than the Program Administrator has determined I am no longer qualified to participate in the WRP or ECP Program.
3. I certify I have supplied the WRP and ECP Staff with correct and truthful information on my booking application.
4. I agree to comply with all directives and orders given to me by the WRP Staff, ECP Staff, and/or Crew Site Supervisor(s) with a cooperative attitude.
5. **I understand that I must not disrespect, harass, intimidate or sexually harass the WRP, ECP or Crew Site Staff or other inmates. I understand that I may be retaken into custody for any of the above behaviors and face possible discipline or criminal charges.**
6. I understand I will be required to work between 8 to 10 hours each day. I will work these hours in good faith and not leave my assigned crew site until authorized by the Crew Site Supervisor.
7. I understand to complete my jail time on the Work Release Program, I am required to work at a crew site performing manual labor.
8. I understand if I chose to complete my jail time on the ECP Program, I will be provided additional Rules and Regulations.
9. I understand while I am working at a crew site, I am not allowed visitors. Communication with anyone other than my Crew Supervisor or other participants is against policy and may result in being sent home for the day without credit.
10. I understand I cannot bring radios or any other electronic equipment to the crew site.
11. I understand I may carry a cellular phone while at the crew site, however I am not allowed to use my cellular phone during the hours I am working. All cellular phones should be turned off during work hours. The use of a cellular phone is only authorized after I have been dismissed for the day by my crew supervisor. Use of a cellular phone during working hours may result in being sent home for the day without credit.
12. **I understand I will not bring or be under the influence of alcohol, drugs or narcotics to the crew site. If I am found to be under the influence of or in possession of such items I may be retaken into custody and face possible discipline or criminal charges.**
13. I understand I will not bring any weapons to the crew site. This includes, but is not limited to knives, pocketknives, guns, batons, pepper spray, etc.
14. I understand I will need to dress in clothing and shoes that are suitable for working outside. I understand I will be sent home and not given credit for the day if I am not dressed appropriately. Proper attire is as follows:

Comfortable work shoes- no open toes or sandals	Baseball caps must be worn forward only.
Sleeved shirt or blouse –no tank tops or halter tops	No obscene or gang related attire.
Work pants – full length jeans, denim, khaki, etc (no shorts, capris or skirts)	No baggy clothing – clothes fit to body (staff should not be able to see your undergarments)
Wear clothing appropriate for cold/inclement weather	
15. I understand I must bring my lunch to the crew site.
16. I understand I cannot arrive late or leave my crew site early. I also understand the WRP Staff shall not give credits for days I have not successfully completed.
17. I understand if I miss going to my crew site, I will not be able to make that day up on a day I am not assigned to work.
18. I understand if I fail to appear at the crew site, I must report to the WRP Office on Monday, Tuesday, Wednesday or Thursday within 2 weeks of missing to be reinstated. I understand if I fail to appear at the crew site I cannot return until I have reported to the WRP Office.
19. I understand the WRP Staff will assign me to a crew site as close to my residence as possible, depending on availability, medical issues, attendance issues and needs of the facility.
20. I understand I will work at the WRP Office on the Medical Crew if I have medical conditions that prevent me from working at a normal crew site. I further understand placement onto or removal from the Medical Crew is at the discretion of the WRP Staff.
21. I understand it is my responsibility to provide reliable transportation to the job site. I will receive a crew sheet with a map of how to get to my job site. It is my responsibility to locate and arrive at the crew site at the scheduled time.
22. I understand that I must always carry my inmate identification card. I understand if I show up to the crew site without it, I will not be allowed to work and shall not receive credit for the day.
23. I understand if I am injured while working at the crew site, I will notify the crew supervisor immediately.
24. I understand if I have any questions about my work program, I must contact the WRP Office in person. The Crew Site Supervisor is not authorized to make decisions regarding my commitment and will not contact WRP Office on my behalf.
25. **I understand that my vehicle and I may be searched at any time by a Law Enforcement Officer.**

INMATE COPY

Important Factors to Remember

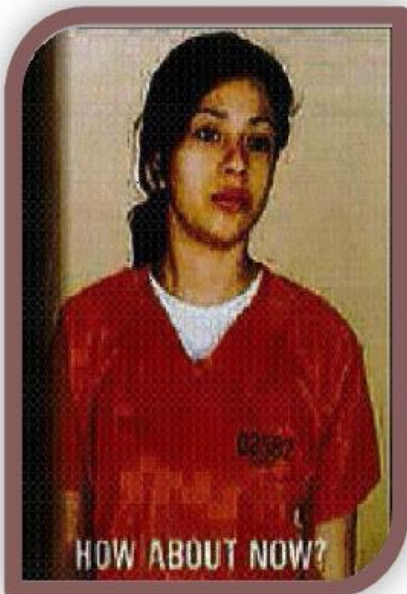
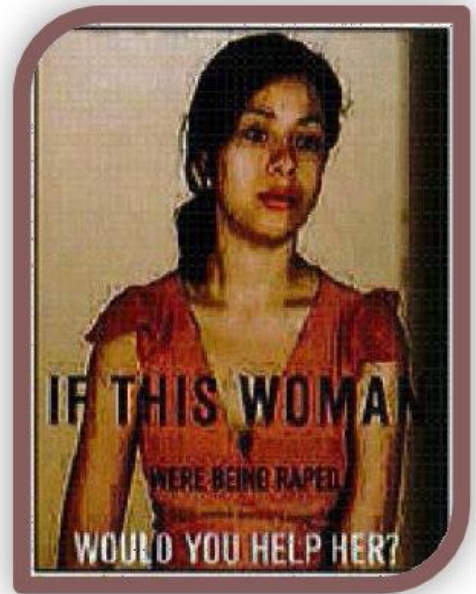
- ❖ All persons assigned to the program are classified as **"out of custody"**.
- ❖ The WRP office is responsible for assigning inmates to over a hundred county approved crew sites within San Bernardino County. Every effort is made to ensure each crew site is given an adequate number of inmates to work at each crew site.
- ❖ Some inmates are experts on manipulation and deception.
- ❖ Do not befriend them or help them with personal problems. This includes "friending" them on social media outlets.
- ❖ Do not allow inmates to work for you outside the work site.
- ❖ Do not engage in any activity with inmates that could benefit you personally. It is against policy and could result in criminal prosecution.
- ❖ Do not give inmates personal information about you, your family or your staff.
- ❖ Do not take inmates into your confidence or become personally involved with them.
- ❖ Do not give advice or answers pertaining to an inmate's case or information regarding their date of completion. Refer the inmate to the WRP office.
- ❖ Per department policy 1.752.10, except in the performance of official duties, familial relations, or incidental contact; do not associate or fraternize with, engage the services of, do favors for, or engage in a romantic, intimate, or sexual relationship with any person released from a work release program within a period of 30 days.
- ❖ No supervisor will threaten, strike or lay hands on an inmate unless in self-defense of him/herself or to prevent injury to people.
- ❖ Searches shall be conducted by **LAW ENFORCEMENT PERSONEL ONLY**.
- ❖ Crew supervisors are expected to always conduct themselves in a professional manner. In the age of social media and available technology, be aware that the public is always watching and maybe recording you!
- ❖ In the event you have a criminal problem with an inmate, contact your local law enforcement agency. Immediately report the incident to the WRP office.
- ❖ All crew supervisors shall notify the WRP office immediately upon becoming aware that a close friend or relative to any crew site employee has been assigned to their crew site. The inmate shall be directed to immediately return to the WRP office to be re-assigned to a new crew site.
- ❖ Do not become sexually involved with an inmate, even with their consent, it is a crime.
PC289.6 – an employee or officer of a public entity that provides staff for a detention facility under contract with a public entity, who engages in sexual activity with a consenting adult who is confined in a detention facility (assigned to a crew), is guilty of a public offense.



Prison Rape Elimination Act (PREA)

PREA is a federal law that addresses prevention, detection, and response to sexual abuse in detention facilities. PREA applies to all public and private institutions that house adult and juvenile offenders and is also relevant to community-based agencies. All crew site supervisors shall receive PREA training from the sheriff's department.

On August 20, 2012, national standards regarding the Prison Rape Elimination Act (PREA) went into effect. PREA mandates all staff members, regardless of classification, to be trained within one year of the PREA's effective date. The Administrative Support Unit (ASU) will be responsible for ensuring all staff members are trained in the standards and shall be responsible for creating materials that will be disseminated to the inmates.



The San Bernardino County Sheriff's Department has a zero-tolerance policy towards all forms of sexual abuse and sexual harassment. Sexual harassment includes, but is not limited to:

- ❖ Repeated statements or comments of a sexual nature.
- ❖ Derogatory comments about body or clothing.
- ❖ Repeated obscene language or gestures.

Inmates may report a sexual assault through an inmate request slip, grievance, jail crisis hotline, a third party (inmates or members of the public), anonymously, or through face-to-face contact.

Members of the public may report a sexual abuse or sexual harassment incident on behalf of an inmate at any Sheriff's Department Facility.

These incidents shall be immediately reported to a safety supervisor.

Every inmate and staff member shall be free from retaliation for reporting incidents.

Inmate workers, Weekenders, and Work Release Inmates may report sexual abuse to staff that occurred while housed in a detention facility.



Inmate Identification Card

Inmates assigned to the work program are issued with an inmate identification card. The card contains a picture, booking number, days the inmate works and the AOD (adjusted out date). The AOD is the last day the inmate must work on the program. Contact the WRP Office if the AOD does not coincide with the date on your Work Crew Attendance Sheet. All inmates are required to report to work with their WRP ID card. Inmate's often have multiple aliases. The name printed on the ID card is what is reported by the courts. WRP ID cards shall be used to verify inmate attendance each day they check in and check out.

Crew sites shall not allow an inmate to work if they report to the crew site without their WRP ID. If an inmate reports to a crew site without their WRP ID, advise them that they shall not receive credit for the day. Instruct them to return to the WRP office.

The inmate is responsible for his/her own ID card. DO not keep the WRP ID card for any reason.

Inmate Work Release Vest

WRP inmates are required to wear a safety vest with "WRP" clearly printed on the back while working at a crew site. The WRP office provides each crew site with standard mesh safety vests for inmates to use.

Crew sites involved in any roadside work are required to provide safety equipment to the WRP inmates. The following requirement applies to our WRP inmates assigned to your crew site. Since the release of the 2009 National Manual on Uniform Traffic Control Devices (MUTCD), if you are working in the right-of-way of a highway, you need to wear clothing meeting performance class 2 or 3 requirements of American National standards Institute (ANSI)/International Safety Equipment Association (ISEA) 107-2004. You can meet the requirements with vests, or even T-shirts. The current issued WRP inmate vest does not meet that requirement, it is the responsibility of each individual crew site to supply any additional safety equipment.

Safety vests provided by the WRP office may be laundered in a washing machine. Every effort should be made by the crew site to keep the vests clean and sanitized.



Do not allow inmates to take home the safety vest.

Inmate Safety Training

Crew sites are responsible for ensuring safe working conditions as well as communicating/enforcing safety rules. All inmates shall be given instruction regarding potential hazards associated with assigned tasks and ensure that essential safety equipment and personal protective equipment (PPE) are provided for each job.

Crew supervisors should not take for granted that an inmate knows how to use basic equipment such as rakes, shovels, brooms, etc. It is recommended that each crew site fill out a safety training checklist for each inmate prior to assigning work tasks. Each crew site is responsible for documenting safety training. The WRP office does not require copies of the safety training documentation.

Safety Training Checklist Sample

SAFETY TRAINING CHECKLIST

THIS CHECKLIST IS TO BE COMPLETED BY THE SUPERVISOR AND INMATE ON THE MORNING THE INMATE REPORTS TO THE LOCATION TO WORK.

NAME _____

Date Working: _____ BKG#: _____ Location Working: _____

I HAVE BEEN INSTRUCTED IN THE FOLLOWING SUBJECTS THAT ARE CHECKED:

- | | |
|--|--|
| 1. The basic Safety requirements have been explained | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2. Safe use of tools and equipment were reviewed | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3. Proper foot wear and other PPE will be used at all times as required | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4. Safe handling of material explained | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 5. How, when and where to report injuries | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 6. Importance of housekeeping explained | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 7. Special hazards of job | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 8. When and where to report unsafe conditions | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 9. Safe operation of tools and equipment | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 10. Personal protective equipment will be assigned and returned after being used daily | |

Circle Items: Gloves - Safety Glasses - Hearing Protection -Traffic Safety Vest - Face Shield

Other Safety Equipment: _____

11. You may be working with the following Hazardous materials: List items and safety requirements:

12. Tools/Equipment: List items _____

13. List additional safety training not indicated above (use back of form if necessary):

Inmate Signature _____ Date _____

Follow up on inmate will be observed by supervisor, if needed _____

Inmate has performed operation to the satisfaction of the undersigned. An observation was completed on the date indicated.


Supervisor Signature

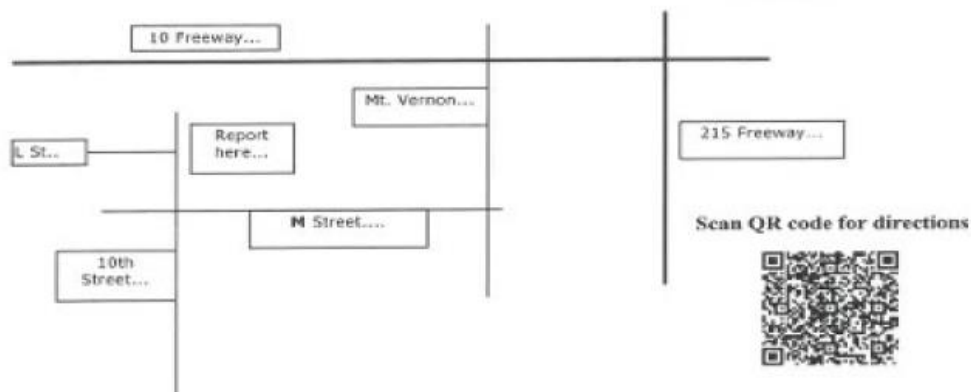
Date

Inmate Crew Sheets

All inmates assigned to the work program are given a crew sheet on the date of enrollment or upon returning to the WRP office after rescheduling for missing a day of work or changing his/her scheduled workdays. Inmates shall not be allowed to work without proper paperwork.

Immediately contact the WRP office if the crew sheet appears to be altered!

 SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT WORK RELEASE PROGRAM CREW SHEET		
YOU MUST REPORT TO THE CREW SITE WITH YOUR INMATE IDENTIFICATION CARD AND THIS SHEET. USTED DEBE REPORTARSE AL SITIO DE TRABAJO, CON SU IDENTIFICACION DE QUADRILLA DE TRABAJO Y ESTA HOJA.		
BROWN,	SAM	2406360022
<small>Last Name</small>	<small>First Name</small>	<small>Booking Number</small>
You are to report to your crew site on this date: Debe reportarse al sitio del equipo de trabajo en esta fecha		06/22/24
At this location: En este lugar:	COLTON CITY YARD 160 South 10th Street Colton, CA 6:00 am Monday – Friday MALES ONLY 7:00 am Saturday – Sunday MALES ONLY	
You are to report every Debe reportarse cada:	SATURDAY & SUNDAY	
Refer to the Work Release Inmate Rules and Regulations given to you at the time of processing. All questions and/or concerns regarding the program shall be addressed in person at the WRP Office. Consulte con las reglas y regulaciones, que le fueron dadas al tiempo de procesamiento o registro. Todas preguntas o dudas sobre el programa deben dirigirse en persona a la oficina del programa de trabajo. (Work Release o WRP)		
WRP Staff Signature: JS		Date: 06/17/24



Inmate Request for Workday Changes

All workday changes shall be conducted at the WRP office. Do not change or modify an inmate's workday schedule. Inmates will not receive credit for any extra days worked. Inmates shall not be allowed to leave the crew site early to change his/her days. It is not recommended for an inmate to come to the WRP office on a date he/she is scheduled to work to change his/her workdays. An inmate shall be considered a No-Show, and not receive credit for the day if the WRP staff is unable to verify the inmate worked the full day.

Attendance

The crew supervisor will keep accurate records of each worker's attendance. Attendance will be recorded on the Work Crew Attendance Sheet. It is the responsibility of the crew supervisor to return a copy of the completed Work Crew Attendance Sheets by Monday morning of the following week by 12 noon to the WRP office via email at: ghrc-wrp4@sbcscd.org or fax to (909) 473-2587. Failure to return attendance sheets in a timely manner may result in the closure of the crew site.

Do not mark inmates present when they are not there. Work Crew Attendance Sheets are legal documents and may be used in court at any time to prove that an inmate was or was not present at a location on a particular date. Do not write anything on the attendance sheet other than what is required.

Some crew sites use sign in sheets to account for inmate attendance. The information is then transferred to the Work Crew Attendance Sheet. Often inmates enrolled on the WRP program have multiple aliases. When utilizing a sign in sheet, make sure the inmate is signing in using the name listed on his/her inmate ID card. This will avoid confusion and No-Showing someone in error.

Filling Out Attendance Sheets

On Thursday of each week, WRP staff fax/email each crew site a copy of their Work Crew Attendance Sheet dated for the following week. Check the top of your attendance sheet to ensure that you have received the correct attendance sheet. The attendance sheet is a list of each inmate currently assigned to the work site.

When keeping track of an inmate's attendance, a check mark shall be made when an inmate is checked in and out for each day worked. The crew supervisor taking attendance shall sign and date the Work Crew Attendance Sheet in the area provided on the sheet. The WRP office will count the inmate's credit for each day worked.

Some crew sites utilize a sign in sheet each day to track inmate attendance. The information on the sign in sheet is then transferred to the Work Crew Attendance Sheet. Crew sites utilizing a sign in sheet are responsible for ensuring the inmates sign in using the name listed on the WRP ID card.

If an inmate works more than 2 days, continue to make a check mark for each day worked in the "CHKD IN" column. Be sure to check the inmate out in the "CHKD OUT" column at the end of their work shift.

The last column marked "NS WK DATE" is for the date the inmate failed to show up for work. Write "N/S" then the date of No-Show for the day the inmate failed to report to work.

If an inmate misses a day of work, they are **NOT** to return to the crew site without a new Crew Sheet. The inmate must always return to the WRP office when they miss work. **NO EXCEPTIONS SHALL BE MADE.**

Add-Ons

When an inmate arrives at the crew site and their name is not on the Work Crew Attendance Sheet, it is the crew site's responsibility to check the inmates Crew Sheet and WRP ID card. Verify the crew site name and start date on the Crew Sheet prior to adding names to the attendance sheet. Write the inmates' full name, ten-digit booking number and workdays at the bottom, in the blank spaces just below the last printed area on the attendance sheet. Check the inmate in and out for each day worked. **Print legibly.** The booking number is listed on the inmate's identification card. Supervisors shall immediately contact the WRP office to verify any questions or discrepancies. It is important to verify the information printed on the Crew Sheet prior to allowing an inmate to work for the following reasons:

- ❖ The Crew Sheet is verification from the WRP office that the inmate is scheduled to work. The inmate shall not be allowed to work if he/she fails to bring his/her sheet on his/her first day of work or after he/she has not Showed.
- ❖ Inmates arriving at work before or after the start date listed on the Crew Sheet.
 - A memo from the crew site shall be required if an inmate is worked in error in order for the WRP staff to adjust inmate credits.
- ❖ Inmates checking in at incorrect crew sites.
 - The WRP office is responsible for assigning inmates to crew sites. Crew sites are on a first come, first serve basis. When an inmate reschedules after missing, they may be reassigned to a new site. It is at the discretion of the WRP office to assign inmates to crew sites based on availability and need.
 - A memo from the crew site shall be required if an inmate is worked in error at a crew site, he/she is not assigned to in order for the WRP staff to adjust inmate credits or crew site assignments.

No-Shows

When an inmate fails to complete a full day of work, the inmate is considered a No-Show (N/S). The crew supervisor shall write the date the inmate failed to work on the Work Crew Attendance Sheet.

No-Show inmates are in violation of their court order and in violation of their contract with the WRP office. The inmate must report back to the WRP office within 2 weeks of missing on a TUESDAY, WEDNESDAY or THURSDAY to reschedule. Failure to report back to the WRP office will result in a warrant for the inmate's arrest and/or notification to the court of the inmate failure of the WRP program.

Leaving the crew site early under any circumstance shall be considered a No-Show. Crew sites shall not grant requests for time off work, day changes, make up days missed or allow inmates to leave the crew site to conduct personal business.

Crew sites shall not work an inmate that has No Showed without receiving a new Crew Sheet.

The following shall be the responsibility of the crew supervisor if an inmate is worked in error after he/she No Showed from the crew site:

- ❖ Contact the WRP office as soon as the error is found.
- ❖ If the WRP office has **not** processed his/her paperwork and notified the court of the inmate's failure.
 - The crew supervisor shall submit a memo to the WRP office with the following information.
 - Crew site name
 - Inmate full name
 - Inmate booking number
 - Exact dates worked in error.
- ❖ If the WRP office **has** processed his/her paperwork and notified the court of the inmate's failure.
 - The crew supervisor shall submit a memo to the court with the following information.
 - Crew site name
 - Inmate full name
 - Inmate booking number
 - Exact dates worked in error.
 - The inmate will have to return to the WRP office with new court paperwork and process onto the program again.

Inmates are considered a No-Show for the following reasons:

- ❖ The inmate failed to show up for work on their assigned workdays.
- ❖ The inmate is unable to work due to illness or medical conditions.
 - Contact the WRP office immediately to see if the illness or medical condition will prevent the inmate from permanently working at the crew site.
 - Due to liability issues, all pregnant women shall be sent back to the WRP office.
 - Pregnant women shall work at the WRP office on the Medical Crew.
- ❖ The inmate arrives late at the crew site.
- ❖ The inmate leaves early from the crew site.
- ❖ The inmate fails to bring his/her current inmate identification card to the crew site.
- ❖ The inmate fails to bring his/her crew sheet on his/her first day of work or his/her first day back to work after missing.
- ❖ The inmate is disruptive, unable to follow rules or a danger to the crew site and/or other inmates and advised to leave the site.
 - Contact the WRP office immediately.
 - If the inmate refuses to leave the crew site, contact local law enforcement.

ATTENDANCE SHEET EXAMPLE 1

FACILITY 36 GHRC WORK RELEA JAIL INFORMATION MANAGEMENT SYSTEM PAGE 1
 NI552 WORK CREW SHEETS
 07/08/14 WORK CREW DE BARSTOW CTY-WKD

LAST	FIRST	M	COMMENTS	BOOK NO	CHKD IN	CHKD OUT	NS WK DATE
CONOLE	KENNETH	J	AOD 042915 TUE-WED	1406360155	✓✓	✓✓	
DADO	BRENT		AOD 091015 THU-FRI	1401360261	✓	✓	1
GONZALEZ	SERGIO	M	AOD 010715 WED-THU	1406360363	✓✓	✓	2
LAGUNAS	JOSE	D	AOD 072814 MON-FRI	1405360313	✓✓✓	✓✓✓	OK 7/17 3
LOWRY	ANDREW	C	AOD 092214 MO-TU-WE	1404360415		4	OK 7/14 DNR
PENA	SAMUEL		AOD 072314 TU-WE-TH	1404360375	✓✓✓	✓✓✓	
RODRIGUEZ	ERNESTO		AOD 021215 THU-FRI	1304360353	✓✓	✓✓	

- 1) Inmate works 2 days per week and is only checked in & out for 1 day.
- 2) Inmate is only checked out for one day.
- 3) Correct way to notate No-Show date.
- 4) Notate "DNR" next to inmates you do not want to return to your crew site. Make a notation on your crew sheet or on a separate memo if there are any major issues with an inmate.
- 5) Inmate is only checked in 1 day, but checked out 2 days.

THIS CREW LIST IS FOR
7/12 THRU 7/18
 (ONLY WORK IN PERSON IF THEIR NAME
 APPEARS ON YOUR CREW LIST UNLESS
 REPORTING TO YOU WITH A NEW
 ASSIGNMENT SHEET)

I HAVE VERIFIED THE ATTENDANCE
 OF THE ABOVE LISTED INMATES
 SIGNATURE _____

ATTENDANCE SHEET EXAMPLE 2

07/08/14

WORK CREW DE BARSTOW CTY-WKD

LAST	FIRST	M	COMMENTS	BOOK NO	CHKD CHKD NS WK				
					TH	T	W	TH	Fri
CONOLE	KENNETH	J	AOD 042915 TUE-WED	1406360155		X	X		
DADO	BRENT		AOD 091015 THU-FRI	1401360261				X	X
GONZALEZ	SERGIO	M	AOD 010715 WED-THU	1406360363			NS	NS	
LAGUNAS	JOSE	D	AOD 072814 MON-FRI	1405360313	X	X	NS	NS	NS
LOWRY	ANDREW	C	AOD 092214 MO-TU-WE	1404360415	X	X	X		
PENA	SAMUEL		AOD 072314 TU-WE-TH	1404360375		X	X	NS	DNF
RODRIGUEZ	ERNESTO		AOD 021215 THU-FRI	1304360353				X	X
TUCKER	MARCUS	E	AOD 082114 THU-FRI	1405360553				X	X
WALDON	BRANDON	C	AOD 071714 MON-FRI	1401360574	X	X	X	X	X
--- TOTAL ON WORK CREW		9	CAPACITY	20	VACANCIES		11		

This is an alternate way to check-in inmates. We are currently working with our Technical Services Department to modify Attendance sheets to a similar format. This format eliminates confusion. It is helpful to the WRP Staff when processing attendance sheets for No-Shows each week.

**Please remember to sign your attendance sheets each week.
Remember, attendance sheets are legal documents and may be used in court.**

THIS CREW LIST IS FOR
7/12 THRU 7/18
(ONLY WORK IN PERSON IF THEIR NAME
APPEARS ON YOUR CREW LIST UNLESS
REPORTING TO YOU WITH A NEW
ASSIGNMENT SHEET)

Required.

I HAVE VERIFIED THE ATTENDANCE
OF THE ABOVE LISTED INMATES
SIGNATURE _____

Holiday/Crew Site Closures

Legal holiday closures vary for each crew site. If a crew site is closed for a specific holiday, a notation shall be made on the attendance sheet. Inmates must work on their prior scheduled workday as well as their next scheduled workday to receive credit for holiday closures. It is the responsibility of the crew site to notify all inmates assigned to their crew site of holiday closures.

Inmates may be released from work early if a crew site is required to close early due to instances such as staff meetings or emergencies. Credit shall be given for the day. A notation stating the date, time of release, and reason for early release shall be made on the attendance sheet.

Crew sites may excuse their crew early due to extreme weather conditions or natural disasters. Check in all inmates who have reported for the day. A notation stating the date, time of release, and reason for early release shall be made on the attendance sheet.

If a crew site is closed for an extended period, the crew supervisor shall immediately contact the WRP office to make proper arrangements.

Inmate Injuries

When an inmate is injured at the crew site, they are required to notify a crew supervisor immediately, no matter how small the injury. The crew supervisor shall document the incident on memo form and complete any medical form required by your office/department.

When an inmate advises you that he/she needs a day off for an injury/illness, refer the inmate back to the WRP office. Under no circumstances will the crew supervisor grant permission to the inmate to be excused from work.

Per the contract agreement signed by the San Bernardino County Sheriff's Department and crew site, all claims filed by the inmate for medical reimbursement shall be processed by the crew site. Refer to section A.12 and A.13 of Agreement for participation in San Bernardino County Sheriff Department's Work Release Program. All medical bills should be forwarded to your Risk Management Department or Administrative Department, you must follow your departmental procedure.

The following steps should be taken if an injury occurs:

- Inmates who request medical assistance other than basic first aid, shall be required to see their own personal physician.
- Contact 911 immediately for any emergency medical treatment. It shall be at the discretion of the EMT as to which hospital the inmate will be transported to.

- ❖ If an inmate refuses medical treatment a memo is still required for documentation of the occurrence.

- ❖ When an inmate injury prevents the inmate from performing their normal duties, the crew supervisor shall immediately send the inmate back to the WRP office. The inmate will be reassigned to the WRP medical crew until they can be cleared to return to a normal crew site.

- ❖ In the event of a fight, major injury, or death, contact your local law enforcement agency for a case report.

- ❖ The inmate injury memo shall contain the following:
 - Department letter head
 - Crew site name
 - Inmate full name as stated on the WRP ID card
 - Inmate booking number
 - Date/time of incident
 - Where injury occurred

- Provide a detailed summary of how the injury occurred.
 - Example: Inmate Doe was raking leaves in the south grove of GHRC. After he laid the rake down to pick up leaves, inmate Doe stepped on the rake causing the handle of the rake to pop up, hitting him on the forehead.

- Be detailed in your explanation of what the inmate was doing at the time of injury.
 - Example: Inmate Doe was raking leaves with a rake.
- Inmate statement of how injury occurred
- Include statements and names of any witness to the incident.
- Description of body part affected/injured
 - Example: Small cut on forehead between his eyebrows.
- Type of aid provided
 - First aid only
 - Emergency services provided
 - Was the inmate referred to his/her personal physician

4024.2.

(a) Notwithstanding any other law, the board of supervisors of any county may authorize the sheriff or other official in charge of county correctional facilities to offer a voluntary program under which any person committed to the facility may participate in a work release program pursuant to criteria described in subdivision (b), in which one day of participation will be in lieu of one day of confinement.

(b) The criteria for a work release program are the following:

(1) The work release program shall consist of any of the following:

(A) Manual labor to improve or maintain levees or public facilities, including, but not limited to, streets, parks, and schools.

(B) Manual labor in support of nonprofit organizations, as approved by the sheriff or other official in charge of the correctional facilities. As a condition of assigning participants of a work release program to perform manual labor in support of nonprofit organizations pursuant to this section, the board of supervisors shall obtain workers' compensation insurance which shall be adequate to cover work-related injuries incurred by those participants, in accordance with Section 3363.5 of the Labor Code.

(C) Performance of graffiti cleanup for local governmental entities, including participation in a graffiti abatement program as defined in subdivision (f) of Section 594, as approved by the sheriff or other official in charge of the correctional facilities.

(D) Performance of weed and rubbish abatement on public and private property pursuant to Chapter 13 (commencing with Section 39501) of Part 2 of Division 3 of Title 4 of the Government Code, or Part 5 (commencing with Section 14875) or Part 6 (commencing with Section 14930) of Division 12 of the Health and Safety Code, as approved by the sheriff or other official in charge of the correctional facilities.

(E) Performance of house repairs or yard services for senior citizens and the performance of repairs to senior centers through contact with local senior service organizations, as approved by the sheriff or other official in charge of the correctional facilities.

Where a work release participant has been assigned to this task, the sheriff or other official shall agree upon in advance with the senior service organization about the type of services to be rendered by the participant and the extent of contact permitted between the recipients of these services and the participant.

(F) Any person who is not able to perform manual labor as specified in this paragraph because of a medical condition, physical disability, or age, may participate in a work release program involving any other type of public sector work that is designated and approved by the sheriff or other official in charge of county correctional facilities.

(2) The sheriff or other official may permit a participant in a work release program to receive work release credit for documented participation in educational programs, vocational programs, substance abuse programs, life skills programs, or parenting programs. Participation in these programs shall be considered in lieu of performing labor in a work release program, with eight work-related hours to equal one day of custody credit.

(3) The work release program shall be under the direction of a responsible person appointed by the sheriff or other official in charge.

(4) (A) The hours of labor to be performed pursuant to this section shall be uniform for all persons committed to a facility in a county and may be determined by the sheriff or other official in charge of county correctional facilities, and each day shall be a minimum of 8 and a maximum of 10 hours, in accordance with the normal working hours of county employees assigned to supervise the programs. However, reasonable accommodation may be made for participation in a program under paragraph (2).

(B) As used in this section, "nonprofit organizations" means organizations established or operated for the benefit of the public or in support of a significant public interest, as set forth in Section 501(c)(3) of the Internal Revenue Code. Organizations established or operated for the primary purpose of benefiting their own memberships are excluded.

(c) (1) The board of supervisors may prescribe reasonable rules and regulations under which a work release program is operated and may provide that participants wear clothing of a distinctive character while performing the work. As a condition of participating in a work release program, a person shall give their promise to appear for work or assigned activity by signing a notice to appear before the sheriff or at the education, vocational, or substance abuse program at a time and place specified in the notice and shall sign an agreement that the sheriff may immediately retake the person into custody to serve the balance of the person's sentence if the person fails to appear for the program at the time and place agreed to, does not perform the work or activity assigned, or for any other reason is no longer a fit subject for release under this section. A copy of the notice shall be delivered to the person and a copy shall be retained by the sheriff. Any person who violates their written promise to appear at the time and place specified in the notice is guilty of a misdemeanor.

(2) Whenever a peace officer has reasonable cause to believe the person has failed to appear at the time and place specified in the notice or fails to appear or work at the time and place agreed to or has failed to perform the work assigned, the peace officer may, without a warrant, retake the person into custody, or the court may issue an arrest warrant for the retaking of the person into custody, to complete the remainder of the original sentence. A peace officer may not retake a person into custody under this subdivision without a warrant for arrest, unless the officer has a written order to do so, signed by the sheriff or other person in charge of the program, that describes with particularity the person to be retaken.

(d) (1) This section does not require the sheriff or other official in charge to assign a person to a program pursuant to this section if it appears from the record that the person has refused to satisfactorily perform as assigned or has not satisfactorily complied with the reasonable rules and regulations governing the assignment or any other order of the court.

(2) A person shall be eligible for work release under this section only if the sheriff or other official in charge concludes that the person is a fit subject, therefore.

(e) This section shall become operational July 1, 2021.

(Repealed (in Sec. 64) and added by Stats. 2020, Ch. 92, Sec. 65. (AB 1869) Effective September 18, 2020. Operative July 1, 2021, by its own provisions.)