



## Work Furlough

### WORK FURLOUGH RECLASS

Work Furlough is a program operated by the Probation Department that states per court order an incarcerated person can be committed to serve time at a Work Furlough.

When processing a Work Furlough incarcerated person into Sheriff's custody as the result of a field arrest, the following steps will be taken:

- Staff will provide the Classification Unit the incarcerated person's name and booking facility.
- The Classification Deputy will transfer the open booking from Facility 80, to the designated facility.
- The open booking from facility 80 will automatically become "ARREST #1". Any new arrest will be processed through Additional Arrest in JIMS.
- When they have violated or brought back into custody an updated photo needs to be taken at time of intake.

ARREST #1 is a committed case therefore the commitment information will not be changed. The following day the Oversight Unit will fax the sentencing court order and commitment calculation.

The Probation Department Work Furlough Oversight Unit may reevaluate the incarcerated person's eligibility to return to Work Furlough program. If approved, The Oversight Unit will provide the appropriate release documentation to staff.

***NOTE: The incarcerated person is eligible for B&R, CCP and bail when applicable. Once the new arrest is satisfied by one of the above, the incarcerated person will remain in custody on the committed matter.***

When an incarcerated person is re-classed to the Sheriff's custody for disciplinary reasons, the Detention Processing Technician will confirm that the incarcerated person has been transferred to the "X" module. (Classification will be contacted to make the change). The technician will take a new photo and review the commitment information only to ensure that the correct number of days to serve and the credit time served match the court document. Create a custody record, update the personal property navigator with hanger assigned, sealed property bag information and funds received.



Incarcerated persons who transfer to the Sheriff after having failed out of a work furlough program **will not be granted any early release custody credits that would not have been given to them by the Probation Department.** The only exceptions will be those incarcerated persons who drop out of work furlough on their first day, and those incarcerated persons who are unable to complete their work furlough assignment through no fault of their own, as verified by the Probation Department.

**PROCESSING STAFF WILL NOT MAKE ANY CHANGES TO THE RELEASE DATE. DO NOT CHANGE ANY LOSS OF TIME THAT WAS TAKEN BY PROBATION DURING THE TIME AN INCARCERATED PERSON WAS IN WORK FURLOUGH.**

## **WORK FURLOUGH**

The court may order that an incarcerated person be committed to serve time at Work Furlough. Incarcerated person is committed but permitted to maintain his outside employment or in search of employment.

When processing an incarcerated person who is committed and allowed to serve time at Work Furlough as a result of a field arrest, the following steps are followed:

1. Probation Representative faxes a list of incarcerated person(s), date, and time of pick-up.
2. Detention Processing Technician assigned to Court Pull notifies Classification and Medical by providing a list of incarcerated persons. A "Schedule Events" entry is completed (Refer to Scheduling Events section).
3. Incarcerated persons are released from SDCJ or LCDF. Classification will perform a housing transfer to Facility 80.

The Detention Processing Technician assigned to Pre-Release completes the following steps:

1. Pull all Custody Record documentation for review
2. Prepare incarcerated person(s) for Release
3. Post Notification to Housing Unit(s)
4. DPT contacts and verifies Identification of the Probation representative
5. The representative signs for possession of incarcerated persons funds and property
6. To be released on **PROBATION.**



## **FINAL RELEASE OF MONEY AND PROPERTY**

Funds are **NOT** released through the Final Release Navigator:

- ✓ IMS
- ✓ FUNDS
- ✓ RELEASE FUNDS
- ✓ PRINT RECEIPT

### ***NOTE: DO NOT CLOSE OUT BOOKING***

IMS>BOOKING>MAINTENANCE

In NOTES enter: "Transferred to Facility 80", date and time, picked up by (Name of Rep.) list Probation

After the housing unit is changed to Facility 80, incarcerated persons are free to leave with the Probation Representative of Work Furlough. The booking remains open, Custody Records are forwarded to Sheriff's Records when sentence is complete, and incarcerated persons' will be released from Facility 80.