

Work Re-Entry Program
Participant Handbook

A Division of the Judicial Alternative Sentencing Program
City of Bristol, Virginia Circuit Court

As a participant in the Work Re-Entry Program, this handbook is your resource and reference for any questions you may have as you enter and continue through the program. You are required to keep this handbook throughout your participation in the program.

Overview

The Judicial Alternative Sentencing Program has been established to offer offenders without a history of violent or sexually-based convictions alternatives to active incarceration. The Work Re-Entry Program is one of three contained within the Judicial Alternative Sentencing Program. The goal of the Work Re-Entry Program is to provide the offender with the opportunity to serve a portion of his or her active sentence at home while working approximately full time in private sector employment, community service, or a combination of both. Along the way, offenders will be given the tools to become productive members of society with the hope that they will not return to the criminal justice system.

As a participant in the Work Re-Entry Program, you will be required to wear a GPS monitor, work at least 35 hours per week, receive no new charges or convictions, remain free of controlled substances and alcohol, pay a monthly program fee of \$300.00, and abide by all requirements of your probation, if applicable.

You will be required to submit to random drug and alcohol screens. Upon entry into the program, you will be evaluated by treatment professionals to determine if substance and/or alcohol abuse issues exist. You will be required to attend one treatment session per week to address underlying substance abuse issues, if any are identified.

Prior to Release from Incarceration

Your release from incarceration will depend on two factors. You must complete the term of active incarceration agreed to in your plea agreement or imposed at your sentencing hearing. Also, there must be an open spot in the program available. The Case Manager will contact you approximately 10 days prior to your scheduled release into the program to complete the program paperwork necessary for your release. On the day of your release, you will be drug screened and fitted with a GPS monitor prior to leaving the jail.

After Release from Incarceration

When you are released into the Work Re-Entry Program, your active supervised probation will also begin, if you have been sentenced to probation. Immediately after you are released, you will be required to meet with your probation officer. After you meet with your probation officer, you will be required to meet with the Case Manager for program orientation. Failure to do so will result in a program sanction, up to and including termination.

You will be considered to be on “house arrest/home confinement” for all hours that you are not working, in transit to and from work, or at a program-approved activity; i.e. drug testing, treatment sessions, appointments with your probation officer or Case Manager. Your schedule must be discussed with your Case Manager on an ongoing basis so he or she is aware of your physical location 24 hours a day, 7 days a week. Failure to inform your Case Manager of any changes to your schedule, phone number, place of residence or members of the household may result in program sanctions, up to and including termination.

Work Requirement

As a participant in the Work Re-Entry Program, you will be required to work a minimum of 35 hours per week. Those hours should be met, if at all possible, with full time private sector employment. If you are unable to find employment that equals 35 hours per week, you will be required to perform community service to equal 35 hours for the week. Your private sector employment must be an IRS-reported, standard payroll position; working for cash or with the promise of an end-of-year Form 1099 is not acceptable. Pay stubs will be used to verify your employment and must be given to the Case Manager after each pay period.

If you do not have pending employment upon release from incarceration, you will be granted a grace period during which you will perform 20 hours of community service and spend the balance of your time searching for employment. You must contact your Case Manager and obtain permission to leave your home to look for employment or conduct interviews. You are required to provide your Case Manager with written proof that you went to visit employers on your job search. You are encouraged to search for employment online as much as possible. If you do not have internet access at your residence, most public libraries have computer terminals available to the general public.

You should always be up front and honest with a perspective employer as to your participation in this program. The Director or Case Manager will be available to discuss the program and your participation with a potential employer, should they have questions.

Once you have secured employment, you will be required to follow all company rules and policies. The Case Manager will receive ongoing information about your performance from your employer, positive and negative. Violation of company rules and policies may result in a program sanction, up to and including termination. If you are concerned that a company policy or practice may negatively impact your participation in this program, contact the Case Manager to discuss it.

Community Service

Community service hours are available to you as a participant in the Work Re-Entry Program in order to fulfill your work obligation of 35 hours per week if you have not yet obtained full time employment. The work locations will be in and around the City of Bristol and will vary depending on what assignments are available.

Community service is to be treated the same as paid employment.

- You should be on time, dressed appropriately (see Dress Code and Personal Hygiene), and ready to work.
- Breaks are given at the discretion of your work site supervisor.
- Smoking and/or the use of smokeless tobacco may not be allowed in some locations – ask your work site supervisor if it is permitted on break.
- If you will be working all day, make sure you have a packed lunch and all other items you may need for the day (tobacco, snacks, etc.). You are not permitted to ask a work site supervisor or fellow worker to purchase items for you and bring them back.
- You are to follow all policies and procedures of the department or agency for which you are working. If you are concerned that a company policy or practice may negatively impact your participation in this program, contact the Case Manager to discuss it.
- You are not permitted to have personal visitors at your work site for any reason, not even spouses or children.
- You are not permitted to be supervised by family members or close friends.
- You are not permitted to possess firearms, ammunition, or other weapons expressly prohibited to convicted felons.
- You are not permitted to leave the work site during your service hours.

You will be given a weekly verification form that your work site supervisor should fill in daily. It is up to you to remember to have this form filled out, not the site supervisor. This form is due to the Case Manager by Monday at 5:00p.m. for the previous week.

You will be given credit for all unpaid community service hours performed. This credit is equal to the current minimum wage per hour and will go toward your fines and costs owed to the City of Bristol, VA Circuit Court.

Drug and Alcohol Screening

All participants in the Work Re-Entry Program will be required to submit to testing for controlled substances and alcohol. Testing methods include breathalyzer, urine screen, saliva screen, as well as other FDA-approved screening tools. Participants will be screened on a random basis, up to and including weekends and holidays. You will be informed as to when and where you must appear to submit to testing. The Case Manager may also test you at your place

of employment with no advanced notice. Positive screens will result in a program sanction, up to and including termination.

The following basic guidelines apply:

- All drug screens require a valid sample. A valid sample is not diluted; is within normal temperature limits; has not been tampered with or adulterated; and the control test on each drug screen appears normal.
- Collection of the sample will be observed by a program official, probation officer or other law enforcement personnel trained to observe drug screens.
- If a valid sample cannot be obtained, the sample will be considered a positive screen. If you are unable to urinate within 1 hour of being asked to produce a sample, it will be considered a positive screen.
- Falsifying a screen or tampering with a sample will result in a program sanction, up to and including termination. Such action may also result in a new criminal charge under §18.2-251.4 of the 1950 Code of Virginia, as amended, or constitute a violation of the terms of your probation.

If you know that you will fail your drug or alcohol screen, you have an opportunity to admit usage prior to your test. You will sign a voluntary admission form and then the drug screen will be administered. All positive drug screens will result in a program sanction, but admission prior to testing may decrease the severity of that sanction.

If you disagree with the finding of a positive drug or alcohol screen, laboratory testing and confirmation is available. You are responsible for all lab confirmation costs. The fee for lab testing must be paid in full prior to the screen being tested by the lab. If you do not bring a payment receipt to the Case Manager within 7 days, your sample will not be tested by the lab and the positive result will stand.

You must inform your Case Manager of any life-sustaining medications prescribed to you. You must provide proof from your prescribing physician that you are authorized to possess and consume the medication.

Drug and Alcohol Evaluation/Treatment

Upon your entry into the Work Re-Entry Program, you will be evaluated to determine your need for drug, alcohol, and/or mental health counseling. A schedule will be coordinated with your case manager so that you may attend one treatment session per week, if deemed necessary. It is mandatory that you attend any treatment sessions required. Failure to do so may result in a program sanction, up to and including termination.

GPS Monitoring

As a participant in the Work Re-Entry Program you will be required to wear a GPS monitor during your time in the program. The device itself will be attached on the day of your release, just prior to you leaving custody. You will be provided instructions in person as to the care and operation of the device. You will be fully responsible for the replacement costs of damaged equipment or accessories. Failure to pay the replacement costs or to abide by the following basic care and operation instructions may result in a program sanction, up to and including termination.

Below are the basic care and operation instructions for future reference:

- **You should charge the device one hour in the morning AND one hour in the evening to avoid a low battery alert or a dead battery.** Repeated low battery alerts or a dead battery are violations of the program and may result in a program sanction, up to and including termination.
- The device will begin to vibrate when the battery is low and will continue to vibrate twice every 10 minutes until charged or completely dead.
- The Case Manager receives an alarm that battery life is low and will continue to receive alerts until you charge the device.
- The included charging cradle snaps into place on the bottom of the GPS device.
- Device is waterproof. However, submerging the device in more than 5 feet of water will result in interruption of the GPS signal and will cause an alert to be issued to the Case Manager. Avoid exposure to salt water – it will corrode the charging contacts.
- Avoid exposing the device or strap to industrial chemicals.
- Do not attempt to repair the device or strap or allow anyone else to attempt to repair the device or strap.
- Do not attempt to remove the device or strap or allow anyone else to attempt to remove the device or strap, even if there appears to be damage to the device or strap. Contact your Case Manager immediately.
- The strap is fiber optic and tamper-resistant. The Case Manager will be alerted if any tampering attempt is detected. Tampering with the device will result in a program sanction, up to and including termination.
- Daily cleaning of the skin under the strap is necessary to prevent skin irritation and/or rashes. Wash the area with mild soap and water. Thoroughly rinse and dry the skin, strap and device. Failure to properly rinse and dry may also result in skin irritation and/or rashes.
- All equipment and accessories are to be returned to the Case Manager upon your completion of or termination from the program. You will be responsible for the replacement costs of unreturned equipment or accessories.

Your case manager is able to make the device emit a loud tone. If your device emits a loud tone, contact your case manager immediately. Failure to contact your case manager when this occurs may result in a program sanction.

Equipment and accessories replacement costs:

BluTag GPS Device.....	\$750.00
Charger	\$25.00

Program Fees

As a participant in the Work Re-Entry Program, you are required to pay a program fee of \$300.00 per month (\$10 per day). This fee applies even if you are not yet employed. Approximately 10 days prior to your entry date into the program, the Case Manager will inform you of the amount you owe for your first month's GPS monitoring. This amount will be prorated, which means that if you are released on the 7th of the month, you will only pay for the remaining days in the month, with a full monthly payment of \$300 due on the first of the next month. All future monthly payments will be due by the 1st of each month in the amount of \$300.00. In the event that you are terminated from the program, you will forfeit any fees already paid.

You are required to pay any replacement costs for damaged or lost GPS equipment or devices (See GPS Monitoring).

You will be charged \$25.00 per lab confirmation of drug screen results. This fee is payable before any drug test will be sent for confirmation (see Drug and Alcohol Screening). In the event that the screen is confirmed negative, you will receive a credit of \$25.00 toward your program fees.

All program fees are payable by cashier's check, money order or cash to the City of Bristol, VA Treasurer, located in the Bristol, Virginia Courthouse, 497 Cumberland Street, Bristol, VA 24201. Please tell the Treasurer's Office staff that you are paying a Work Re-Entry fee. This will ensure it is deposited correctly. All receipts from fee payments must be brought to the Case Manager as proof of payment. Failure to pay program fees will result in termination from the program.

Code of Conduct

As a participant in the Work Re-Entry Program, your behavior reflects directly not only on yourself, but on the program and the City of Bristol, VA. It is essential that you conduct yourself in a manner at all times that earns the respect and cooperation of our program partners.

The offices of the Judicial Alternative Sentencing Department are located in the Sheriff's Department Jail Annex, 415 Cumberland Street, Bristol, VA. Each participant will be required to conform to the minimum standards of conduct set forth by the inmate rules and regulations of the jail. While at the annex, the following rules apply:

- Tobacco products may not be used inside the annex (only at approved outdoor areas).
- Purses, backpacks, duffel bags, etc. are not permitted inside the annex. If you bring these items they must be surrendered to program staff upon entry and will be returned to you upon departure.
- Firearms, ammunition, or other weapons expressly prohibited to convicted felons are prohibited without exception.
- Mail or other forms of communication, unless directly related to drug court, are not permitted inside the annex.
- Controlled substances and/or alcohol are prohibited.

You may bring your cell phone with you to the annex, but it is to be silenced and put away unless you have permission from program staff to use it.

Only the participant in the program is allowed to enter the building, unless there are extenuating circumstances and you have received prior permission from the Case Manager to bring someone into the building.

In addition to any rules and policies of your employer, and the community service requirements listed earlier, you must adhere to the following:

- You will be drug and alcohol free at all times.
- You may not behave in a violent or threatening manner to program or treatment staff, employers, fellow employees or fellow participants.
- Inappropriate touching, conversation, gesturing, or insinuation of an antagonistic, sexual, intimidating, or abusive nature will not be tolerated.
- Racial or ethnic slurs or name-calling will not be tolerated.
- You are not permitted to possess firearms, ammunition, or other weapons expressly prohibited to convicted felons, either on your person, in your vehicle or in your personal possessions. Possession of such will result in termination from the program and potentially result in a new criminal charge.
- No stealing or "unauthorized borrowing".

Failure to abide by any of the program rules or codes of conduct may result in a program sanction, up to an including termination.

Dress Code and Personal Hygiene

As a participant in the Work Re-Entry Program, you are required to dress appropriately for the work day.

When dressing for employment, follow the rules and procedures given to you by your employer.

When dressing for community service work, wear long pants (jeans are acceptable) or long skirts. Shirts must cover your shoulders and midriff – no halter tops, cut off shirts, tank tops, muscle shirts, mesh shirts, etc. Your clothing must be reasonably clean without foul odor, holes or tears. Shoes must be worn that are appropriate to the work site. If you are unsure, ask your Case Manager or work site supervisor. No bandanas or do-rags. No clothing, jewelry or fashion accessories that are racially or sexually offensive; obscene; depict nudity; are provocative in nature; promote or advocate gangs, violence, guns or other weapons; represent items associated with drugs, drug use, alcohol, alcohol use, or drug paraphernalia. Failure to abide by these restrictions will result in you being sent home from your community service work site and may result in a program sanction, up to and including termination.

As a participant in the Work Re-Entry program, you are required to maintain proper personal hygiene on a daily basis. For example, you must bathe daily, brush your teeth daily, wear deodorant, brush your hair, groom facial hair, etc. Failure to do so may result in you being sent home from your employer, community service work site, treatment session or appointment with program officials. Failure to complete a work shift or treatment session may result in a program sanction, up to and including termination.

Court Reviews

As a participant in the Work Re-Entry Program, you may be required to appear before the Circuit Court Judge of the City of Bristol. You will be called for a court review *only* if you have violated a program policy or procedure; you will not have a weekly review hearing. Any sanctions imposed for program violations will be imposed by the Circuit Court Judge at a review hearing. The Case Manager will inform you of the date and time of any necessary court reviews. Failure to appear for any scheduled court reviews may result in additional program sanctions, up to an including termination.

Program Sanctions and Termination

As a participant in the Work Re-Entry Program, you are subject to sanctions for violations of any rules, policies or procedures of the program. Sanctions will consist of incarceration for a period of time determined by the Circuit Court Judge. Severe violations may result in termination from the program, even if no prior sanctions have been imposed.

If you are terminated from the program, you will return to jail to serve the balance of your suspended sentence. Termination from the program may also result in a new violation of probation charge.

Confidentiality

As a participant in the Judicial Alternative Sentencing Program's Work Re-Entry Program, you will be required to read and sign a Consent for Release of Confidential Information form which allows Judicial Alternative Sentencing Program officials to discuss your criminal records; medical, mental/emotional health records; military records; community supervision or probation records; substance abuse assessment and drug screen results; program progress and participation; etc. within the program itself and with program partners directly involved in your participation in the program. You have the right to revoke this Consent, but it will result in you becoming ineligible to participate in the program.

Search and Seizure

As a participant in the Work Re-Entry Program, you waive your Fourth Amendment rights against unreasonable search and seizure. This waiver is signed upon your referral to the program, prior to sentencing. This means that as a participant you are required to submit your person, vehicle, place of residence or living area, work locker/toolbox/designated storage area to search if it is discovered or believed that you are in possession of drugs, weapons, or any other contraband expressly forbidden under the terms of the rules of the jail, rules of probation, policies of this program, or your employer's rules and regulations. A search can be conducted by a program official, law enforcement officer, or probation officer.

Contact Information

As a participant in the Work Re-Entry Program, your primary contact is your Case Manager. He or she will provide you with a phone number and email address that you may use for program-related contact. Personal contact between participants and program staff is expressly forbidden and any violation may result in program sanctions, up to and including termination. If your Case Manager will be unavailable (vacation, illness, etc.) he or she will provide you with alternative contact information for another member of the program staff.

Work Re-Entry Program Participant Handbook Acknowledgement

I, _____, acknowledge that I have been given this handbook by a program official, that I have read the entire handbook, that I understand the contents of the handbook, and that I have had an opportunity to ask a program official any questions I may have.

I further acknowledge that I will abide by all of the policies, rules, regulations, and procedures set forth in this handbook, and that I will retain possession of this handbook throughout my entire participation in the program.

I further acknowledge that I understand any violation of the policies, rules, regulations, and procedures set forth in this handbook may result in program sanctions, up to and including termination. I understand that termination from the program will result in my immediate return to incarceration. Termination from the program may also result in a violation of my probation and may subject me to new charges, depending on the reason for termination.

Participant Signature

Date

Program Staff Signature

Date