

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 19.03	PAGES: 1 of 1
	RELATED ORDERS: Penal Code Section 4024.2 P&P 19.02	
	ISSUED DATE: December 1, 2010	
	REVIEW DATE: October 23, 2015	
	REVISION DATE: September 17, 2014	
CHAPTER: Sheriff's Work Alternative Program	SUBJECT: Applicant Referral	

- I. **PURPOSE:** To establish procedures for applicants referred to the Sheriff's Work Alternative Program (SWAP).
- II. **POLICY:** The Sheriff's Office will accept applications from individuals referred by Alameda County courts. The Sheriff's Office will also review out of county SWAP referrals on a case-by-case basis.
- III. **PROCEDURES:**
- A. All referrals must report to the SWAP by the specified date on the court commitment with the following:
 1. A valid Government identification.
 2. The original and a copy court commitment which is issued at the time of sentencing. The commitment must be current, possessing a valid court seal, and include the name of the applicant, number of days of the sentence, and signed by the court.
 - B. Applicants failing to appear by the specified date will have their commitment returned to the court with an attached letter indicating "failure to appear" or "no show."
 - C. Once accepted to the SWAP program, out-of-county SWAP referrals will adhere to all rules and regulations of the SWAP.
 - D. Participation in the SWAP program must be voluntary.