

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 19.06	PAGES: 1 of 2
	RELATED ORDERS: Penal Code Section 4024.2	
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CHAPTER: Sheriff's Work Alternative Program	SUBJECT: Program Termination	

I. **PURPOSE:** To establish a procedure for terminating participants from the Sheriff's Work Alternative Program (SWAP).

II. **POLICY:** The court will be notified of all program terminations.

III. **PROCEDURE:**

A. Successful program results and defaults are printed daily by the Sheriff's Work Furlough Tracking system (SWFT):

1. The SWAP sergeant will review and sign all termination notices.
2. The original report will be retained in the SWAP worker's file.
3. The sentencing court will receive a copy of the report.
4. Completion notices will be mailed daily.

B. Defaults are defined as follows:

1. Failure to report to the job-site assignment on time.
2. Non-compliance with the SWAP and/or job-site rules and regulations.
3. Two unexcused absences.
4. Disruptive behavior.
5. Reporting to the job-site under the influence of alcohol, drugs, or narcotics.
6. Leaving the job-site early and without the supervisor's permission.
7. Involvement in criminal behavior at the job-site.
8. Improper attire for work (tank tops, shorts, open-toed shoes, etc.).

C. Court notifications of program completion or termination will be mailed at least once per week.

1. The notification will detail the reason(s) for program failure or a successful completion date.

2. The SWAP staff will date and sign the notification form, with the original form to the worker's file.
- D. In the event that incorrect information has been reported to the court, the following steps should be taken.
1. The sentencing court will be notified as soon as possible, explaining the error with both a phone call and written statement.
 2. The SWAP supervisor shall be notified.
- E. SWAP identification cards (PD-162) will be retained by the job-site supervisor at the end of the program.