

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 19.07	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> Penal Code Section 4024.2	
	<b>ISSUED DATE:</b> December 1, 2010	
	<b>REVIEW DATE:</b> October 23, 2015	
	<b>REVISION DATE:</b> September 20, 2011	
CHAPTER: Sheriff's Work Alternative Program	<b>SUBJECT:</b> Job Site Contracts	

- I. **PURPOSE:** To provide an agreement between the Sheriff's Work Alternative Program (SWAP) and community job-sites.
  
- II. **POLICY:** Only public entities or non-profit organizations that have a contract with the Sheriff Office shall participate in the SWAP.
  
- III. **PROCEDURE:** Any public entity or non-profit organization, as defined in Penal Code Section 4024.2, wishing to establish an agreement for inmate manual labor may do so by contacting the SWAP Office, the lieutenant, or the sergeant.
  - A. The SWAP staff will communicate the procedures for establishing a SWAP agreement.
  - B. Agencies contracting for manual labor shall possess workers' compensation insurance.
  - C. The agreement shall outline the specific duties to be performed by workers, including but not limited to:
    1. Job-site location, hours, and days of assignment.
    2. Number of workers desired.
    3. Job-site supervisor's name and telephone number.
    4. Authorizing signature of the agency administrator.
  - D. All contracts will be reviewed and approved by Alameda County's County Counsel and Risk Management prior to implementation.
  - E. After contract approval:
    1. The SWAP deputy will physically inspect the job-site in the presence of the job-site supervisor.
      - a. The deputy will explain the program contract, guidelines, reporting

methods, and answer questions about inmate participant supervision.

b. Other details of information will include:

- i. Job-site location
- ii. Number of days and workers are assigned.
- iii. Map of job-site location.
- iv. Desired number of workers per day.

2. All information will be entered into the Sheriff's Work Furlough Tracking System (SWFT) and workers will be assigned as soon as possible.