

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 19.09	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> Penal Code Section 4024.2 P&P Sections 19.01,19.02,19.03,19.04,19.06	
	<b>ISSUED DATE:</b> January 7, 2013	
	<b>REVIEW DATE:</b> October 23, 2015	
	<b>REVISION DATE:</b> September 19, 2014	
<b>CHAPTER:</b> Sheriff's Work Alternative Program	<b>SUBJECT:</b> Out-of-County Transfers	

- I. **PURPOSE:** To establish procedures for out-of-county work alternative program court referrals to apply to the Sheriff's Work Alternative Program (SWAP).
- II. **POLICY:** Applicants will be evaluated for SWAP in accordance with this policy.
- III. **PROCEDURE:**
  - A. Applicants must possess the following to be eligible for SWAP:
    1. A letter from the sentencing county's Sheriff's Office stating the applicant is eligible for the sentencing county's work release program and approving transfer to the Alameda County Sheriff's Office's SWAP.
    2. A copy of the court papers that specifies the offense the applicant was convicted of, and the exact number of days he/she are required to serve.
    3. A copy of the applicant's presentencing report and/or a copy of the police report relating to the conviction.
  - B. Applications will be accepted at the SWAP Office during normal SWAP business hours.

**Monday - Friday**  
9:00am-12:00pm  
12:00pm-1:00pm (closed)  
1:00pm-4:00pm

**Saturday**  
9:00am-12:00pm
  - C. Applicants must possess valid government-issued photo identification.
  - D. The entire application must be read, completed, and signed by the applicant indicating the applicant understands the requirements of the program.

- E. The application will be reviewed by the SWAP staff. If approved, the applicant will be given a date approximately six weeks from the initial application approval date to return to the SWAP Office to pay his/her fees.
  
- F. Once fees are paid, the applicant will receive the following information;
  - 1. Applicant's work assignment location with written directions.
  - 2. Rules of the work assignment location.
  - 3. Hours the applicant is to report to work.
  - 4. A blue identification card the applicant shall show to the work site supervisor, in addition to photo identification.
  
- G. Upon completion of the program:
  - 1. The SWAP staff will provide the appropriate court proof of completion to the applicant.
  - 2. The participant will be required to return to the SWAP Office to obtain a copy of his/her proof of completion.
  - 3. The SWAP staff will ensure the participant signs the proof of completion which will indicate it is the participant's responsibility to ensure his/her sentencing court receives his/her proof of completion.